### EDUCATIONAL ORGANIZATION USING SERVICE NOW

Submitted by

**Team Leader** 

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In partial fulfilment for the award of the degree

#### **BACHELOR OF ENGINEERING**

in

### COMPUTER SCIENCE AND ENGINEERING

NAAN MUDHALVAN LAB

ANNA UNIVERSITY REGIONAL CAMPUS MADURAI-625-019



ANNA UNIVERSITY: CHENNAI 600 025

**NOVEMBER 2025** 

Supervised by

Dr. Srie Vidhya Janani, M.E., Ph.D.,

#### **BONAFIDE CERTIFICATE**

This is to certify that the project report titled "EDUCATONAL ORGANIZATION USING SERVICENOW" is the Bonafide work of SAKTHIVEL G (910022104707), GIRIDHARAN K (910022104705), ANTO ALLVN A (910022104706) who carried out the project work under my supervision in the Naan Mudhalvan Lab.

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**HEAD OF THE DEPARTMENT** 

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**SIGNATURE** 

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Finally, I thank my family and friends, whose encouragement and patience motivated me to complete this project successfully.

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#### **ABSTRACT**

The Educational Organization Management System developed on the ServiceNow platform aims to provide an efficient and user-friendly solution for managing and streamlining various academic and administrative operations. The system enables institutions to record, organize, and monitor essential activities such as student enrollment, course management, staff administration, attendance tracking, and performance analysis. Through its automation and centralized data management features, users can ensure accuracy, transparency, and consistency across institutional processes.

The system leverages ServiceNow's powerful automation, reporting, and integration capabilities to deliver a seamless experience with real-time updates and intelligent workflows. A customized dashboard presents clear visual reports and summaries, helping administrators, teachers, and students make data-driven decisions. Additionally, the project ensures data security, scalability, and flexibility, making it suitable for educational organizations of various sizes and structures.

By offering a centralized and digital platform for institutional management, this project promotes operational efficiency, collaboration, and improved communication within the organization. Ultimately, the Educational Organization Management System empowers institutions to optimize their administrative tasks, enhance educational delivery, and achieve long-term academic excellence..

#### **Problem Statement:**

The project aims to develop a comprehensive management system for educational organizations using the ServiceNow platform. This system will enable institutions to efficiently handle and monitor academic and administrative processes while offering essential features such as student management, staff coordination, attendance tracking, performance evaluation, and reporting capabilities. By leveraging ServiceNow's robust and flexible framework, the system will ensure seamless integration, a user-friendly interface, and scalability to suit institutions of different sizes and complexities. The ultimate goal of this project is to empower educational organizations with intelligent tools that enhance operational efficiency, streamline data management, and promote academic excellence through informed decision-making.

### **Objectives:**

The main objective of this project is to develop an Educational Organization Management System on the ServiceNow platform that enables efficient management, monitoring, and automation of academic and administrative operations. The specific objectives are as follows:

- To provide real-time monitoring and interactive dashboards for improved institutional visibility and decision-making.
- To generate insightful analytical reports that support academic planning and performance evaluation.
- To ensure scalability and adaptability for educational organizations of various sizes and structures.
- To promote operational efficiency through automation and centralized data management.
- To maintain data security and integrity using ServiceNow's built-in security and access control features.

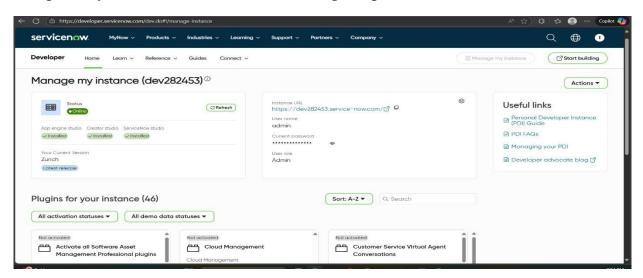
#### **Skills:**

#### TASK INITIATION

#### **Milestone 1: Setting up ServiceNow Instance**

Activity: Setting up ServiceNow Instance

- 1. Sign up for a developer account on the ServiceNow Developer site "https://developer.servicenow.com".
- 2. Once logged in, navigate to the "Personal Developer Instance" section.
- 3. Click on "Request Instance" to create a new ServiceNow instance.
- 4. Fill out the required information and submit the request.
- 5. You'll receive an email with the instance details once it's ready.
- 6. Log in to your ServiceNow instance using the provided credentials.

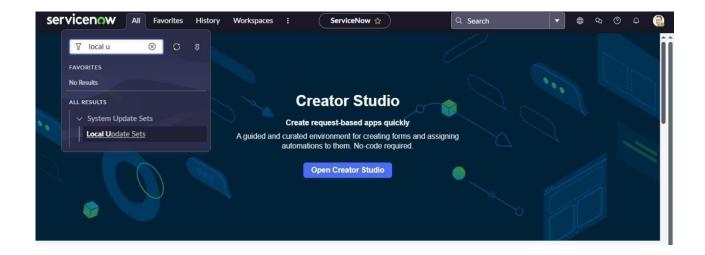


7. Now you will navigate to the ServiceNow.

## Milestone 2: Creation of New Update Set

**Activity:** Creation of New Update Set

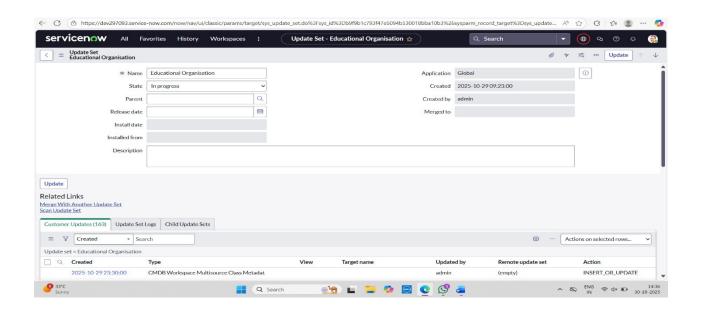
1. Go to All >> In the filter search for Local Update set > click on New



2. Enter the Details as:

Name: Educational Organization

3. Then click on Submit and Make current



## **Milestone 3: Creation of Table**

## **Activity 1: Creating Salesforce Table.**

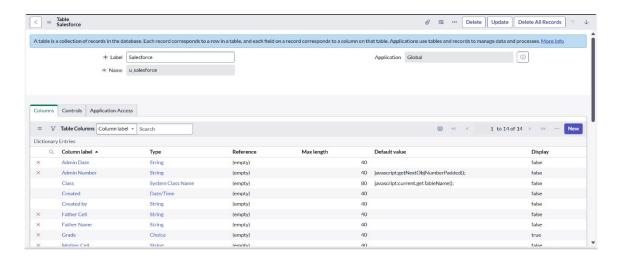
1. Go to All >> Tables > click on New



2. Enter the Label(Anything you want): Salesforce >> Click on Name it will Automatically generate Api name.

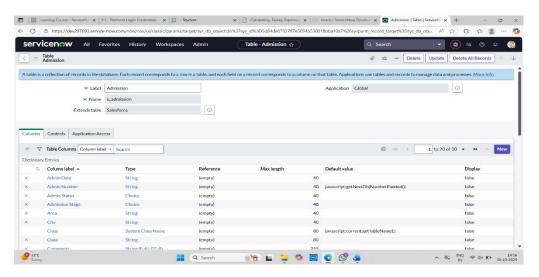
Name:SalesForce

3. Then click on Submit and Make current.



## **Activity 2: Creating Admission Table**

- 1. Go to All > In the filter search for Tables > click on New.
- 2. Create an Admission Table with Columns given.
- Select Extends Table >> Salesforce and also Select Add module to menu >> Salesforce.
- 4. Go to the Header and right click there >> click on Save.



## **Activity 3: Creating Student Progress Table**

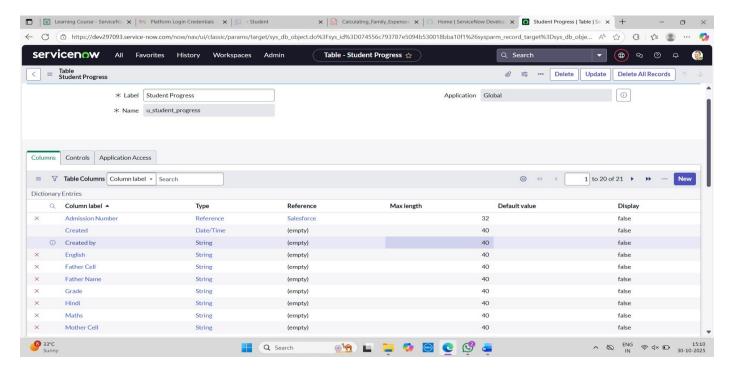
- Create a Student Progress Table with Columns given.
- Select Add module to menu >> Salesforce.
- Near Columns Double click near insert a new row.
  - 1. Give the details as:
    - i. Column label: Admission Number
    - ii. Type: String
  - 2. Double click on insert a new row again

Give the details as:

- i. Column label: English
- ii. Type: String
- 3. Double click on insert a new row again Give the details as:
  - i. Column label: Father Cell
  - ii. Type: String
- 4. Double click on insert a new row again

Give the details as:

- i. Column label: Father Name
- ii. Type: String



5. Double click on insert a new row again

Give the details as:

i. Column label: Hindi

ii. Type: String

6. Double click on insert a new row again

Give the details as:

iii. Column label: Maths

iv. Type: String

7. Double click on insert a new row again

Give the details as:

i. Column label: Total

ii. Type: String

8. Double click on insert a new row again

Give the details as:

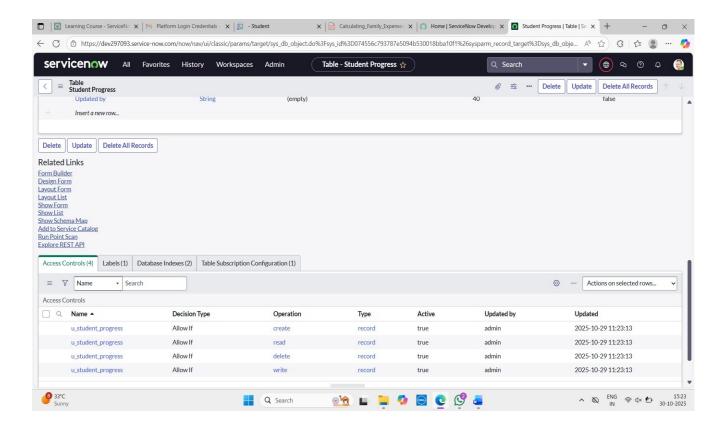
i. Column label:Percentage

ii. Type: String

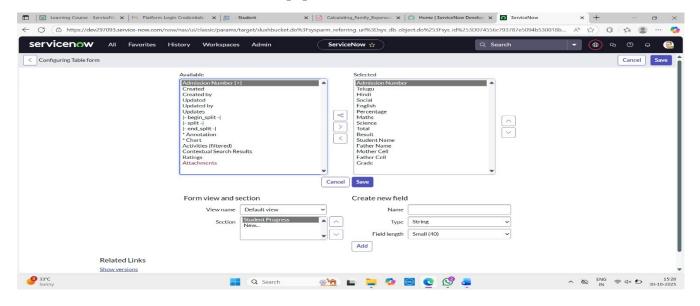
### **Milestone 4: Form Layout**

### **Activity 1: Configuring Table form for Student Progress Table**

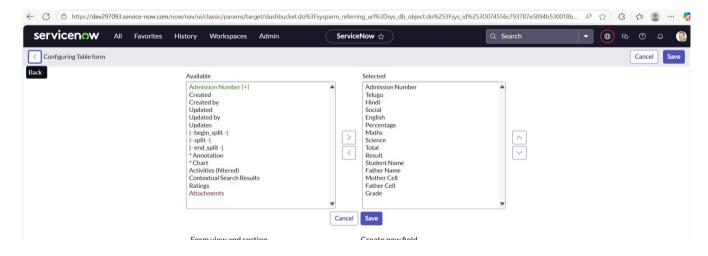
• In the Student Progress Table Page, Click on Layout form



• Click on Admission Number [+].



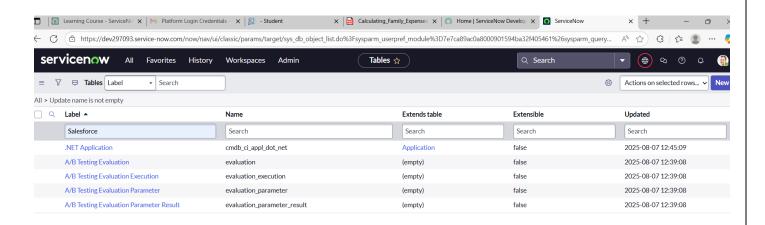
• Select below Admission Number fields in Available side and send it to selected side as below >> save.



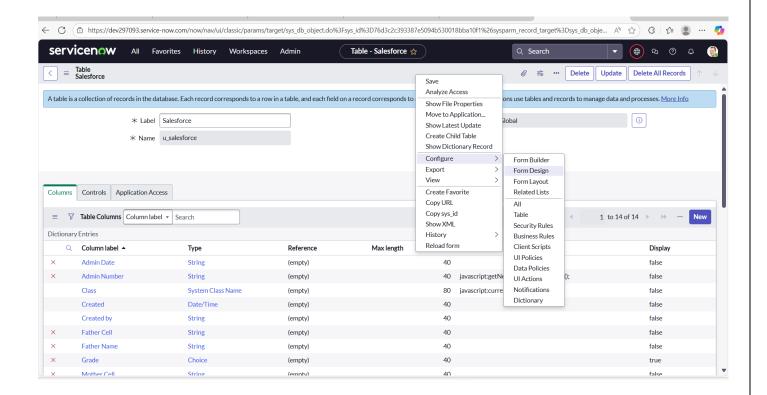
#### **Milestone 5: Form Design**

### **Activity 1: Creating Form Design for Salesforce Table**

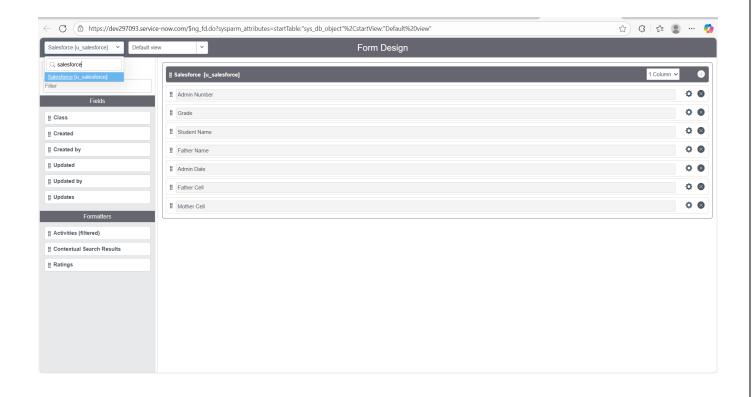
- All >> System Definition >> Tables.
- In Label Search for Salesforce and open .



• Right Click on top Toggle >> Configure >> Form Design.



• In drop down select Salesforce(u\_salesforce).



• Drag and drop the fields to the left side as below.



Save

## **Activity 2: Creating Form Design for Admission Table**

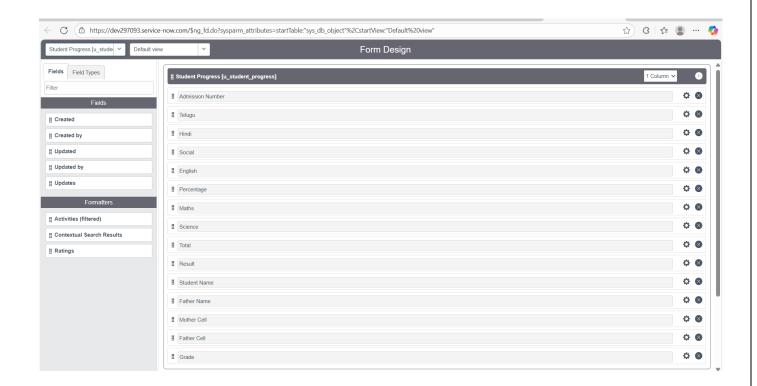
- 1. All >> System Definition >> Tables.
- 2. In Label Search for Admission and open
- 3. Follow the same steps as Activity1, Configure the fields as below and Save.



4. Click on Save.

### **Activity 3: Creating Form Design for Student progress Table**

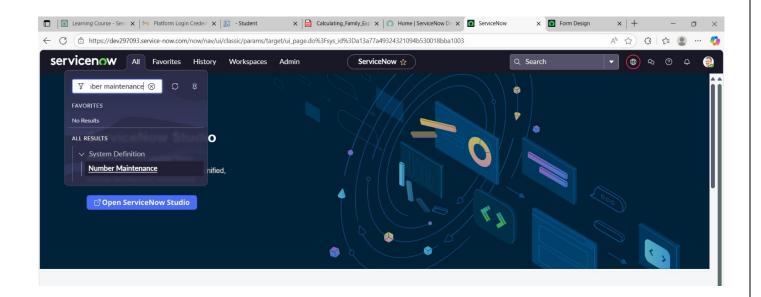
- 1. All >> System Definition >> Tables.
- 2. In Label Search for Student progress and open
- 3. Follow the same steps as Activity1, Configure the fields as below and Save.



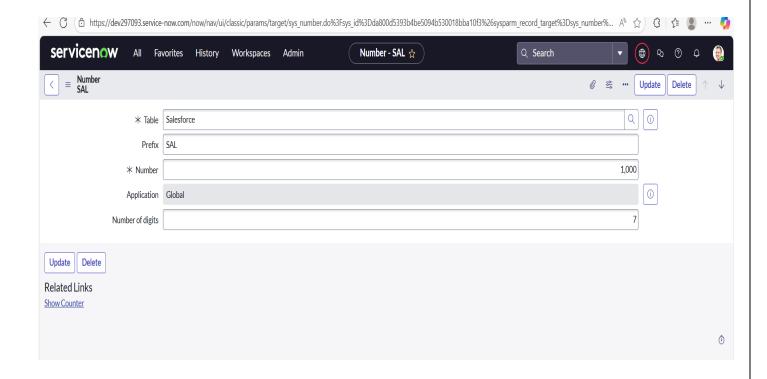
#### Milestone 6: Number Maintenance

## **Activity 1: Creating Number Maintenance for Admin Number**

1. All >> Number Maintenance >> New



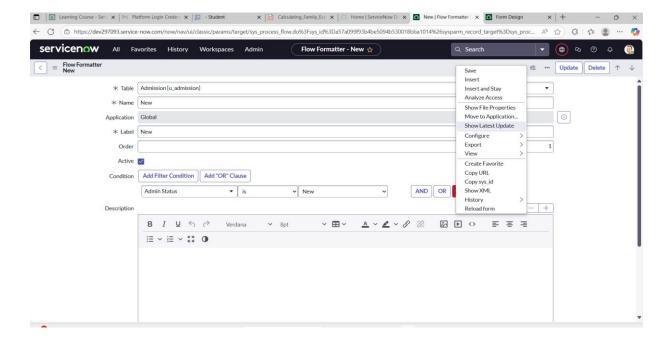
• Fill the details >> Submit.



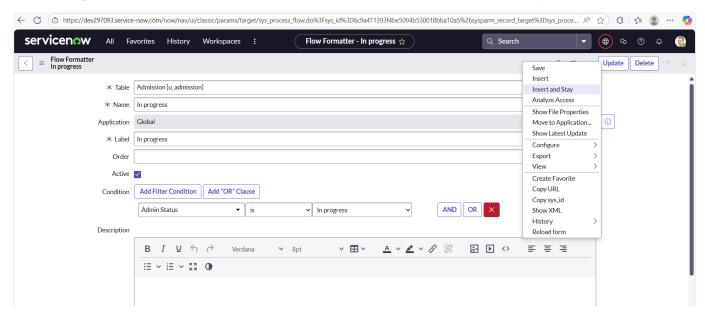
#### **Milestone 7: Process Flow**

### **Activity 1: Creating Process Flow for Admission Table**

- All >> Process Flow>> New.
- Fill the Details as given Below



- Right Click on toggle and click on the save.
- · Replace the Name and Label as below and click on Insert on stay

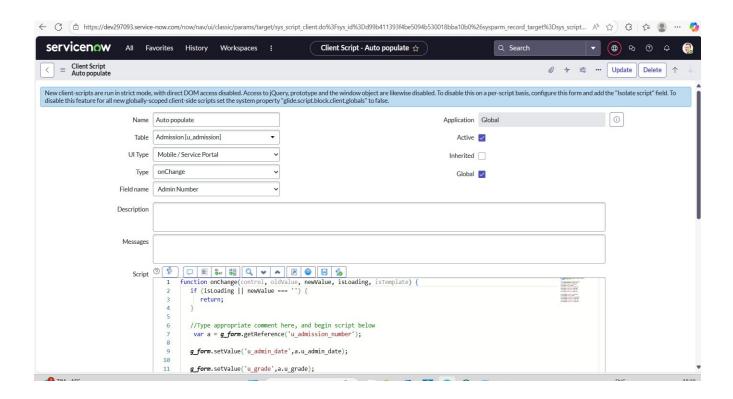


- Replace the Name and Label in order and click on Insert on stay.
   Joined >> Rejected >> Rejoined >> Closed >> Cancelled.
- Order should be New >> InProgress >> Joined >> Rejected >> Rejoined >> Closed >> Cancelled.

### **Milestone 8: Client Script**

### Activity 1: Creating "Auto populate" Client Scripts for Admission Table

- All >> Client Scripts >> New.
- Fill the Details as given.



• Write the Code as below, Enable Isolate script and Save.

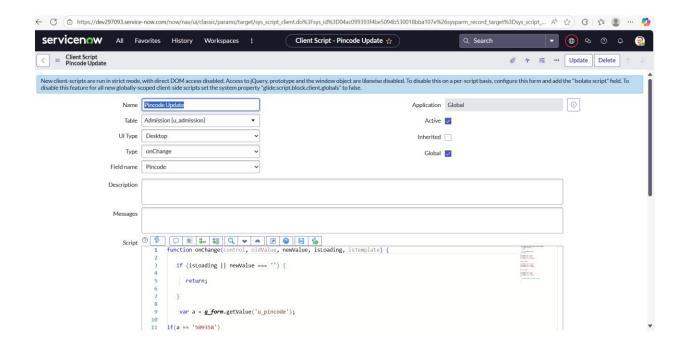
 $function \ on Change (control, \ old Value, \ new Value, \ is Loading, \ is Template)$   $if (is Loading \parallel new Value === ") \ \{$ 

return;

```
//Type appropriate comment here, and begin script below
var a = g form.getReference('u admission number');
g form.setValue('u admin date',a.u admin date);
g form.setValue('u grade',a.u grade);
g form.setValue('u student name',a.u student name);
g form.setValue('u father name',a.u father name);
g form.setValue('u mother name',a.u mother name);
g form.setValue('u father cell',a.u father cell);
g form.setValue('u mother cell',a.u mother cell);
g form.setDisabled('u admin date',a.u admin date);
g form.setDisabled('u grade',a.u grade);
g form.setDisabled('u student name',a.u student name);
g form.setDisabled('u father name',a.u father name);
g form.setDisabled('u mother name', a.u mother name);
g form.setDisabled('u father cell',a.u father cell);
g form.setDisabled('u mother cell', a.u mother cell);
```

## Activity 2: Creating "Pincode Update" Client Scripts for Admission Table

• Fill the Details as given.



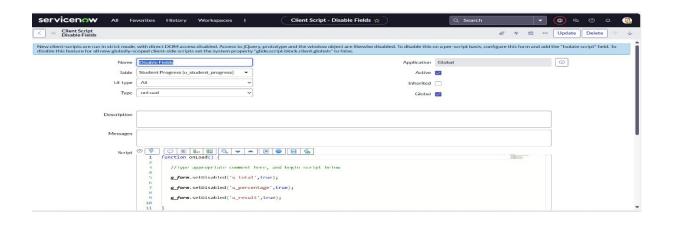
Write the Code as below, Enable Isolate script and Save.
 function onChange(control, oldValue, newValue, isLoading, isTemplate)

```
if (isLoading || newValue === ") {
    return;
}
var a = g_form.getValue('u_pincode');
if(a == '509358')
{
    g_form.setValue('u_mandal', 'kadthal');
    g_form.setValue('u_city', 'kadthal');
    g_form.setValue('u_district', 'RangaReddy');
}
else if(a == '500081')
{
```

```
g form.setValue('u mandal', 'karmanghat');
g form.setValue('u city', 'karmanghat');
g form.setValue('u district', 'RangaReddy');
else if(a == '500079')
g form.setValue('u mandal', 'Abids');
g form.setValue('u city', 'AsifNagar');
g form.setValue('u district', 'Hyderabad');
 //Type appropriate comment here, and begin script below
```

# Activity 3: Creating "Disable Fields" Client Scripts for Student progress Table

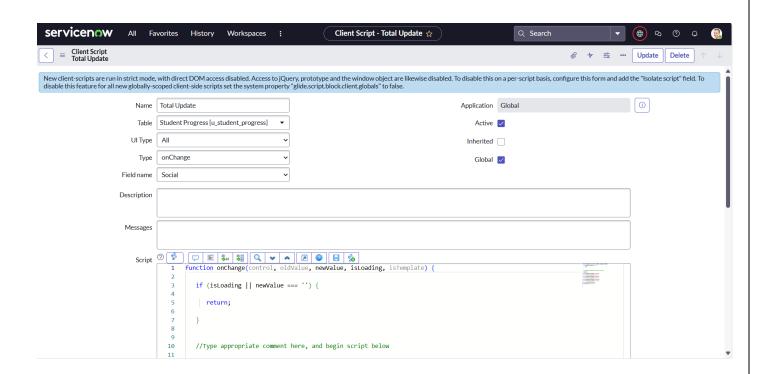
• Fill the Details as given.



write the Code as below, Enable Isolate script and Save. function onLoad() {
 //Type appropriate comment here, and begin script below g\_form.setDisabled('u\_total',true);
 g\_form.setDisabled('u\_percentage',true);
 g\_form.setDisabled('u\_result',true);
 }

### Activity 4: Creating "Total Update" Client Scripts for Student progress Table

Fill the Details as given.



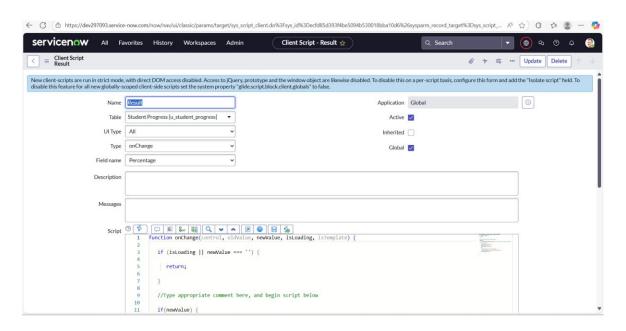
• Write the Code as below, Enable Isolate script and Save.

```
function onChange(control, oldValue, newValue, isLoading, isTemplate) {
  if (isLoading || newValue === ") {
    return;
  }
```

```
//Type appropriate comment here, and begin script below
if (newValue) {
  var a = parseInt(g_form.getValue('u_telugu'));
  var b = parseInt(g_form.getValue('u_hindi'));
  var c = parseInt(g_form.getValue('u_english'));
  var d = parseInt(g_form.getValue('u_maths'));
  var e = parseInt(g_form.getValue('u_science'));
  var f = parseInt(g_form.getValue('u_social'));
  var Total = parseInt(a+b+c+d+e+f);
  g_form.setValue('u_total', Total);
}
```

### Activity 5: Creating "Result" Client Scripts for Student progress Table

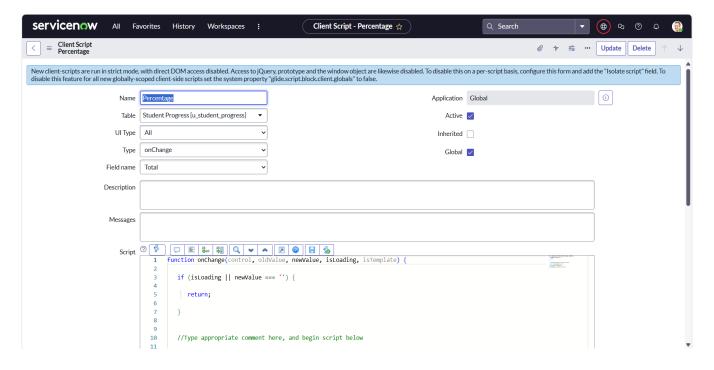
• Fill the Details as given.



Write the Code as below, Enable Isolate script and Save function on Change (control, old Value, new Value, is Loading, is Template) { if (isLoading  $\parallel$  newValue === ") { return; //Type appropriate comment here, and begin script below if(newValue) { var a = parseInt(g form.getValue('u percentage')); // Convert the value to an integer for comparison  $if(a \ge 0 \&\& a \le 59)$ g form.setValue('u result','Fail');  $else if(a >= 60 \&\& a <= 100) {$ g form.setValue('u result','Pass'); } else { // Handle the case if a is out of range (optional) g form.addErrorMessage('Percentage should be between 0 and 100.'); g form.clearValue('u result');

# Activity 6: Creating "Percentage" Client Scripts for Student progress Table

• Fill the Details as given.



• Write the Code as below, Enable Isolate script and Save. function on Change (control, old Value, new Value, is Loading, is Template) {

```
if (isLoading || newValue === ") {
    return;
}

//Type appropriate comment here, and begin script below
var Total = g_form.getValue('u_total');
var Percentage = (Total/600)*100;
g_form.setValue('u_percentage',Percentage+'%');
```

#### **Conclusion:**

The project "Educational Organization Management System using ServiceNow" demonstrates how technology can enhance and streamline academic and administrative operations within educational institutions. By leveraging the powerful capabilities of ServiceNow, the system provides efficient management of students, staff, courses, attendance, and performance data while ensuring scalability, data security, and ease of use. The customized components, such as tables, forms, workflows, and dashboards, enable a user-friendly and automated solution that promotes transparency and operational efficiency. Overall, the project highlights the potential of ServiceNow as a flexible and robust platform capable of supporting real-world educational management beyond traditional IT service processes.