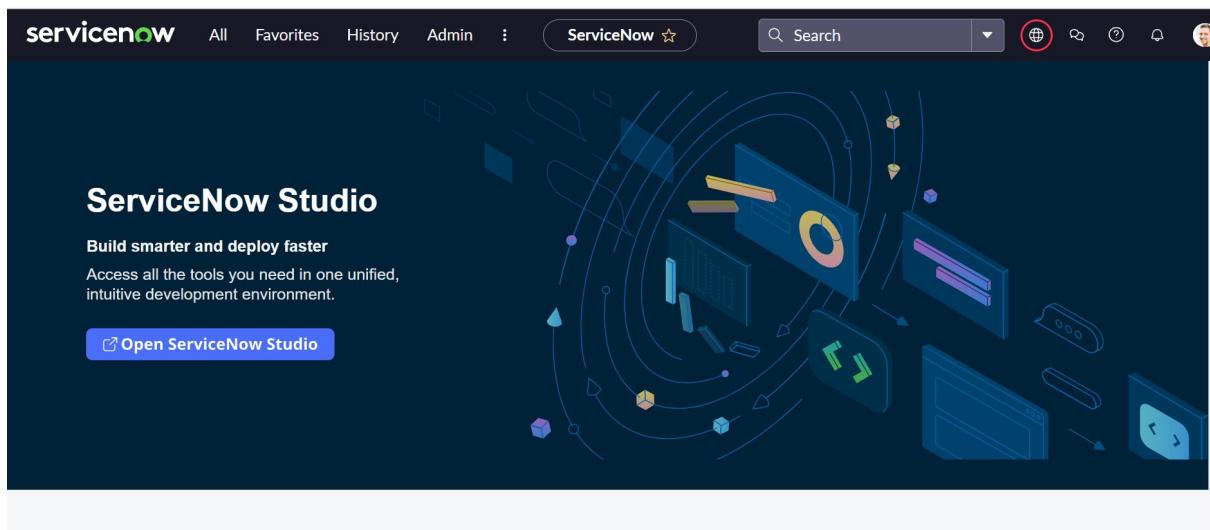


# Project Title : Educational Organisation

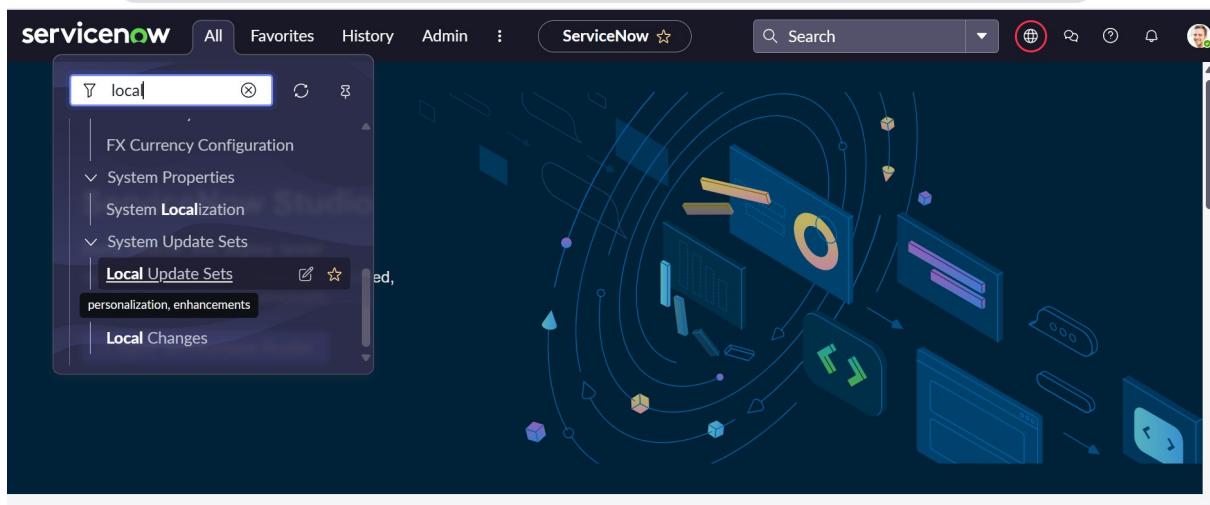
## STEP 1:

1. Open service now.
2. And log in to the service now using your given ID and password
3. Once it's over
4. Then, open Naan Muthalvan home page in the browser
- 5 Here, log in and move to the guided project



## Creating a Update Set

1. Click on All >> Local update sets .
2. Click on new
3. Enter the Details Name: Educational Organisation >> Click on Submit and make Current.

A screenshot of the ServiceNow update set creation form titled 'Update Set - Educational Organisation'. The form has two columns. The left column contains fields: '\* Name' (set to 'Educational Organisation'), 'State' (set to 'In progress'), 'Parent' (empty), 'Release date' (empty), 'Install date' (empty), 'Installed from' (empty), and 'Description' (empty). The right column contains system metadata: 'Application' (set to 'Global'), 'Created' (set to '2025-10-31 05:28:28'), 'Created by' (set to 'admin'), and 'Merged to' (empty). At the bottom left is a blue 'Update' button, and at the bottom center are 'Related Links' and 'Merge With Another Update Set' buttons.

# Creating a Table

## Creating Salesforce Table.

1. All >> Tables.
2. Click on new
3. Enter the Label(Anything you want): Salesforce >> Click on Name it will Automatically generate Api name.
4. Create columns as given below, Double Click on Column label and Enter the Column labels and click on the tick mark >> Give Type as given .

5. For “Admin Number” Give Display as True and right click on the toggle bar on top >> save.
6. Click on controls >> Enable Extensible.
7. Click on “Admin Number” column, In Related Links Click on Advanced View >> Default View (Enable Use dynamic default) >> select Get Next Padded Number in Dynamic default value >> Update .
8. Click on “Grade” Column >> Click on Choices and give Label,Value and Sequence as given below.

The screenshot shows the ServiceNow Tables list view. The left sidebar has a search bar for 'tables' and a tree menu under 'System Definition' with 'Tables' selected. The main area displays a table with columns: State, Installed from, Created, Created by, Parent, and Batch Base. There are 10 rows listed, each with a different status like 'In progress' or 'Completed'.

State	Installed from	Created	Created by	Parent	Batch Base
In progress	Search	2025-10-31 01:14:05	admin	(empty)	(empty)
In progress	Search	2025-10-30 03:08:00	admin	(empty)	(empty)
In progress	Search	2025-10-31 05:28:28	admin	(empty)	(empty)
In progress	Search	2025-10-07 20:00:02	admin	(empty)	(empty)
In progress	Search	2025-07-24 03:45:06	system	(empty)	(empty)
In progress	Search	2025-07-24 02:19:36	system	(empty)	(empty)
In progress	Search	2025-10-30	admin	(empty)	(empty)
In progress	Search				
In progress	Search				
In progress	Search				

The screenshot shows the ServiceNow Table - Salesforce edit view. The top navigation bar includes 'Table - Salesforce' and 'Delete' / 'Update' buttons. The main area has fields for 'Label' (Salesforce) and 'Name' (u\_st\_salesforce). Below is a table titled 'Dictionary Entries' with columns: Column label, Type, Reference, Max length, Default value, and Display. The table lists five columns: Sys ID, Grade, Department, Class, and Admin Number. The 'Display' column for Admin Number is set to true.

Column label	Type	Reference	Max length	Default value	Display
Sys ID	Sys ID (GUID)	(empty)	32		false
Grade	Choice	(empty)	40		false
Department	String	(empty)	40		false
Class	System Class Name	(empty)	80	javascript:current.getTableName();	false
Admin Number	String	(empty)	40	javascript:getNextObjNumberPadded();	true

Table Salesforce

Extensible

Live feed

Use auto-numbering to define a sequential identifying code made up of a prefix, a base number and a padding value to ensure a consistent format

Auto-number

Security Rules (ACLS) are required if anyone other than an administrator needs to work with this table. Creating default security rules will grant full access to this table to anyone with the user role you specify.

Create access controls

\* User role: u\_salesforce\_user

## Creating Admission Table

- Create an Admission Table with Columns given.
- Select Extends Table >> Salesforce and also Select Add module to menu >> Salesforce.

Table Admission

A table is a collection of records in the database. Each record corresponds to a row in a table, and each field on a record corresponds to a column on that table. Applications use tables and records to manage data and processes. [More Info](#)

\* Label: Admission

\* Name: u\_admission

Extends table: Salesforce

Column label	Type	Reference	Max length	Default value	Display
Updates	Integer	(empty)	40		false

### 1. Create Fields as shown

Table - Admission

Field	Type	Reference	Max length	Default value	Display
Student Name	String	(empty)	40		false
School Area	Choice	(empty)	40		false
School	Choice	(empty)	40		false
Purpose of join	Choice	(empty)	40		false
Pincode	Choice	(empty)	40		false
Mother Name	String	(empty)	80		false
Mother Cell	Integer	(empty)	40		false
Mother Cell	String	(empty)	40	javascript:global.getNextObjNumberPadded();	false
Mandal	Journal	(empty)	4,000		false
House No	String	(empty)	40		false
Grade	Choice	Salesforce	40		false
Fee	Integer	(empty)	40		false
Father Name	Name-Value Pairs	(empty)	4,000		false
Father Cell	Field Name	(empty)	80		false

- Create choice for Purpose of Join as:

The screenshot shows the ServiceNow dictionary entry for 'Purpose of join'. The top navigation bar includes 'All', 'Favorites', 'History', 'Dictionary Entry - Purpose of join', 'Search', and other standard buttons. Below the header, there are 'Related Links' with options like 'Show Table', 'Run Point Scan', and 'Advanced view'. A tab bar at the top right includes 'Create Choice List', 'Delete Column', 'Update', and navigation arrows. The main content area is titled 'Choices' and contains three entries:

	Label	Value	Language	Sequence	Inactive	Updated
<input type="checkbox"/>	Tuition	Tuition	en		false	2025-10-31 21:48:50
<input type="checkbox"/>	Teacher	Teacher	en		false	2025-10-31 21:49:18
<input type="checkbox"/>	Coaching	Coaching	en		false	2025-10-31 21:49:06

Below the table, there is a link 'Insert a new row...' and a footer with page navigation.

1. Similarly create a choice for

- Admin Status
- School
- School Area
- Pincode

## Creating Student Progress Table

- Create a Student Progress Table with Columns given.
- Select Add module to menu >> Salesforce.
- Create Fields as shown:

The screenshot shows the creation of a new table named 'Studentprogress'. The top bar includes 'Table Studentprogress', 'Delete', 'Update', 'Delete All Records', and navigation buttons. A note below the title states: 'A table is a collection of records in the database. Each record corresponds to a row in a table, and each field on a record corresponds to a column on that table. Applications use tables and records to manage data and processes.' Below this is a 'More Info' link. The table configuration section shows:

* Label	Studentprogress	Application	Global
* Name	u_studentprogress		
Extends table	Salesforce		

Below this, the 'Columns' tab is selected, showing a table of columns:

Column label	Type	Reference	Max length	Default value	Display
Updates	Integer	(empty)	40		false

At the bottom, there is a note 'No templates are available' and 'Create A New One?' with '+' and 'X' buttons.

The screenshot shows the ServiceNow Table - Studentprogress interface. The table contains the following fields:

	Type	Label	Type	Reference	Max length	Default value
Sys ID	Sys ID (GUID)	(empty)	32			false
Sys ID	Sys ID (GUID)	(empty)	32			false
Subject	String	(empty)	40			false
Student name	String	(empty)	40			false
social	String	(empty)	40			false
Science	String	(empty)	40			false
Result	String	(empty)	40			false
percentage	String	(empty)	40			false
Mother Name	String	(empty)	80			false
Mother Cell	Integer	(empty)	40			false
Mother Cell	String	(empty)	40	javascript:global.getNextObjNumberPadded();		false
Hindi	String	(empty)	40			false
Grade	Choice	Salesforce	40			false

No templates are available [Create A New One?](#)

## Form Layout

### Creating Form Design for Salesforce Table

1. All >> System Definition >> Tables .
2. In Label Search for Salesforce and open .
3. Right Click on top Toggle >> Configure >> Form Design.
- 4.In drop down select Salesforce(u\_salesforce).
- 5.Drag and drop the fields to the left side as below and Save.

The screenshot shows the ServiceNow Table - Salesforce interface. The table has the following columns:

Column label	Type	Reference	Max length
Sys ID	Sys ID (GUID)	(empty)	32
Grade	Choice	(empty)	40

A context menu is open, showing the following options:

- Save
- Analyze Access
- Show File Properties
- Move to Application...
- Show Latest Update
- Create Child Table
- Show Dictionary Record
- Configure** (selected)
- Export
- View
- Create Favorite
- Copy URL
- Copy sys\_id
- Show XML
- History
- Reload form

Salesforce [u\_salesforce]

Default view

Form Design

**## Salesforce [u\_salesforce]**

Admin Number	Father Name
Admin Date	Mother Name
Grade	Father Cell
Student name	Mother Cell

## Creating Form Design for Admission Table

- Follow the same steps as Activity1, Configure the fields as below and Save.

Admission [u\_admission]

Default view

Form Design

**## Admission[u\_admission]**

**Process Flow (Formatter)**

Admin Number	Admin Date
Purpose of join	Grade
Student name	Fee
Father Name	Father Cell
Mother Name	Mother Cell(u_number)

**##**

Admin Status
--------------

**##**

Comments
----------

## Creating Form Design for Student progress Table

- Follow the same steps as Activity1, Configure the fields as below and Save.

Studentprogress [u\_studen] Default view Form Design

Fields Field Types

Filter

**Fields**

- Admin Number
- Grade
- Department
- Student name
- Subject
- Mother Cell(u\_number)
- English
- Hindi
- Result
- percentage
- social
- Total
- Science

## Creating Number Maintenance for Admin Number

- All >> Number Maintenance >> New

servicenow All Favorites History Tables ★ Search Actions on selected rows... New

number main

FAVORITES  
No Results

ALL RESULTS  
System Definition  
**Number Maintenance**

Manage automation of sequential numbering of records in tables

	Extends table	Extensible	Updated
force	(empty)	true	2025-10-31 06:40:44
...	(empty)	false	2025-10-30 07:52:25
ppl_dot_net	Application	false	2025-07-24 02:09:37
...	(empty)	false	2025-07-24 02:01:32
A/B Testing Evaluation Execution	evaluation_execution	(empty)	2025-07-24 02:01:32
A/B Testing Evaluation Parameter	evaluation_parameter	(empty)	2025-07-24 02:01:32
A/B Testing Evaluation Parameter Result	evaluation_parameter_result	(empty)	2025-07-24 02:01:32
A10 Load Balancer	cmdb_ci_lb_a10	Load Balancer	false
Access Analyzer Query	sn_access_analyzer_request	(empty)	2025-07-24 02:56:53
Access Comparison Request	sn_access_analyzer_access_comparison_req...	(empty)	2025-07-24 02:56:53
Access Control	sys_security_acl	Application File	false

- Fill the details >> Submit.

Number - New Record

Number  
New record

Table: Salesforce

Prefix: SAL

Number: 1,000

Application: Global

Number of digits: 7

**Submit**

Related Links  
[Show Counter](#)

## 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.

Number - New Record

process flo

FAVORITES

No Results

ALL RESULTS

System UI

**Process Flow**

Table: Salesforce

Prefix: SAL

Number: 1,000

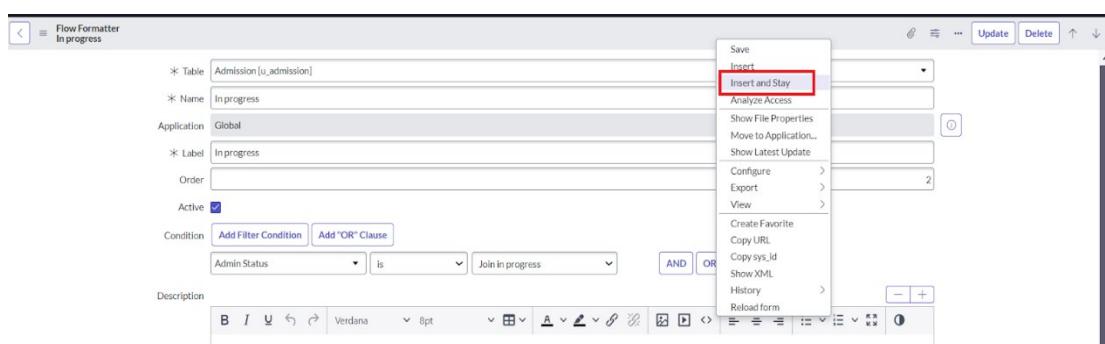
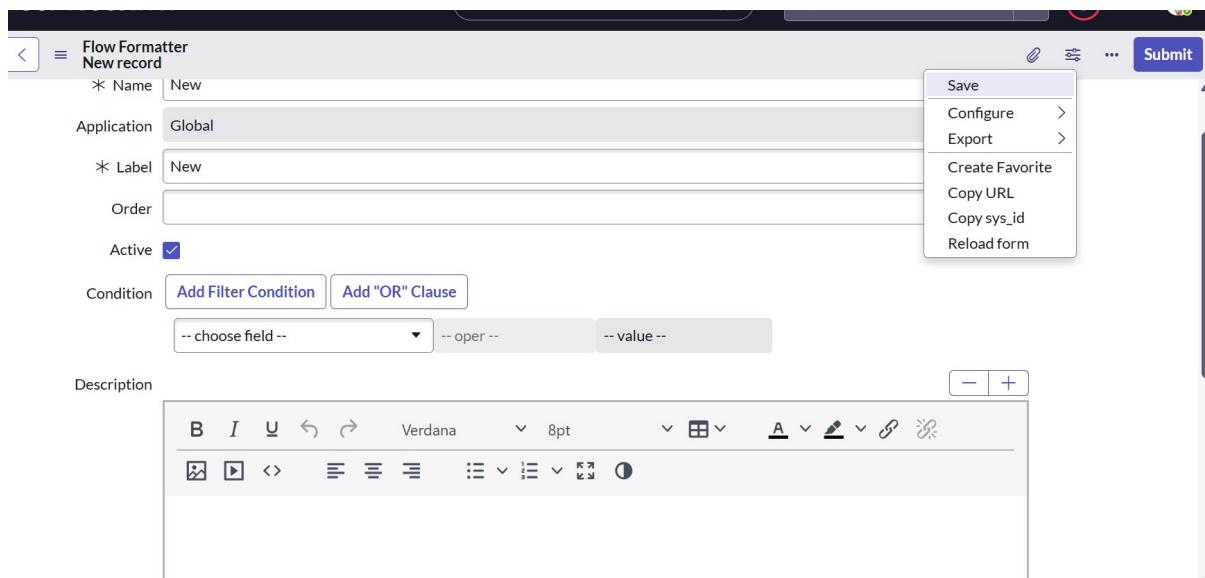
Application: Global

Number of digits: 7

**Submit**

Related Links  
[Show Counter](#)

- 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.



## Client Script

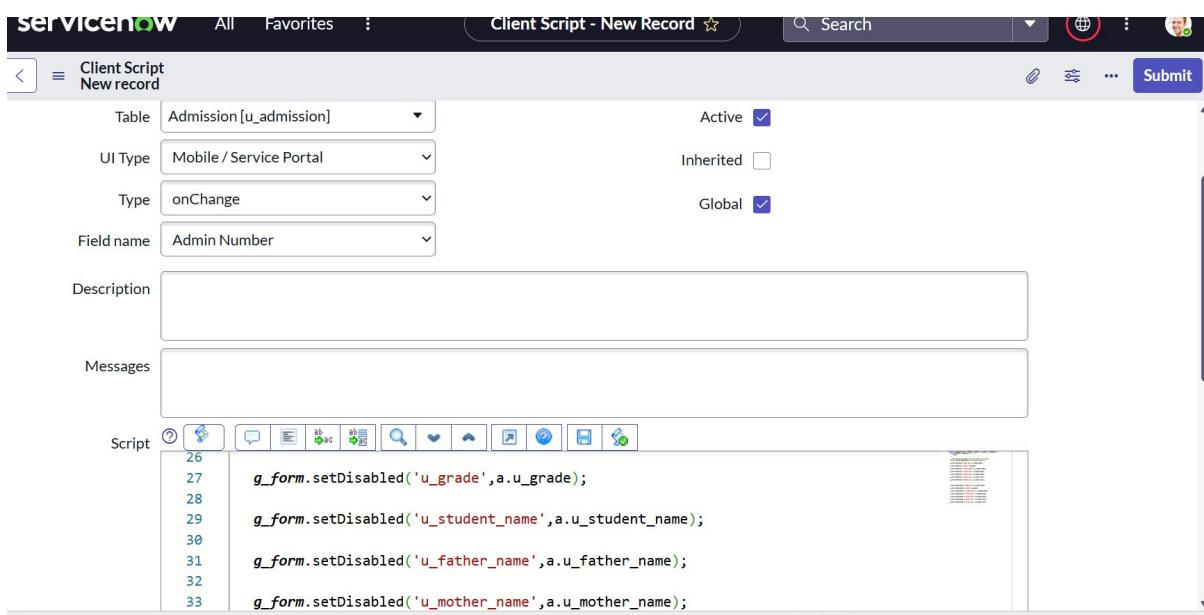
### Creating “Auto populate” Client Scripts for Admission Table

- All >> Client Scripts >> New.
- Fill the Details
- ```

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);



## 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');

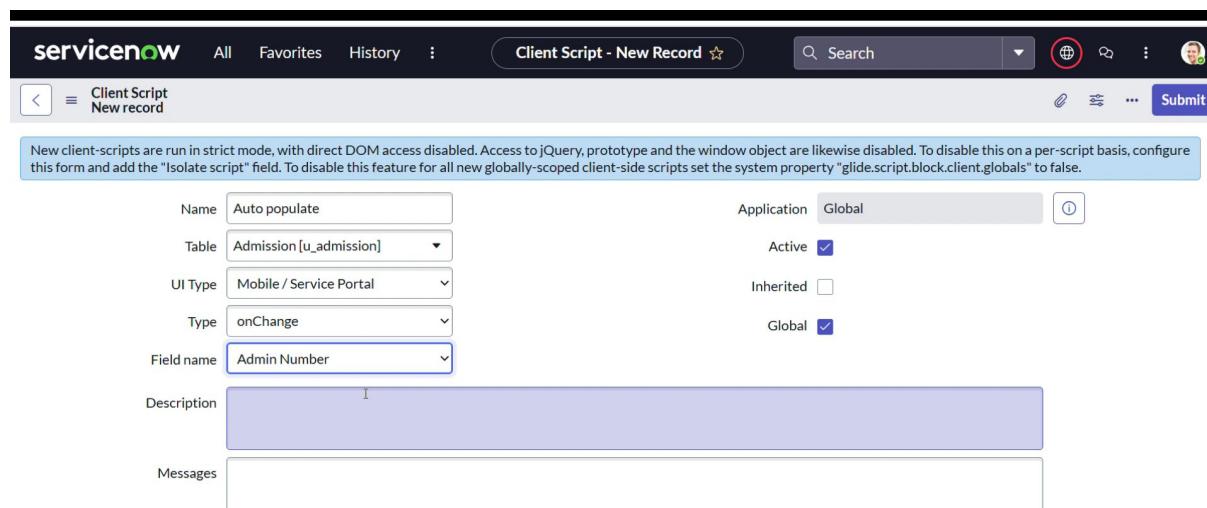
}

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

}

```



## 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);
}

```

## 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);
  }
}
```

```

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);

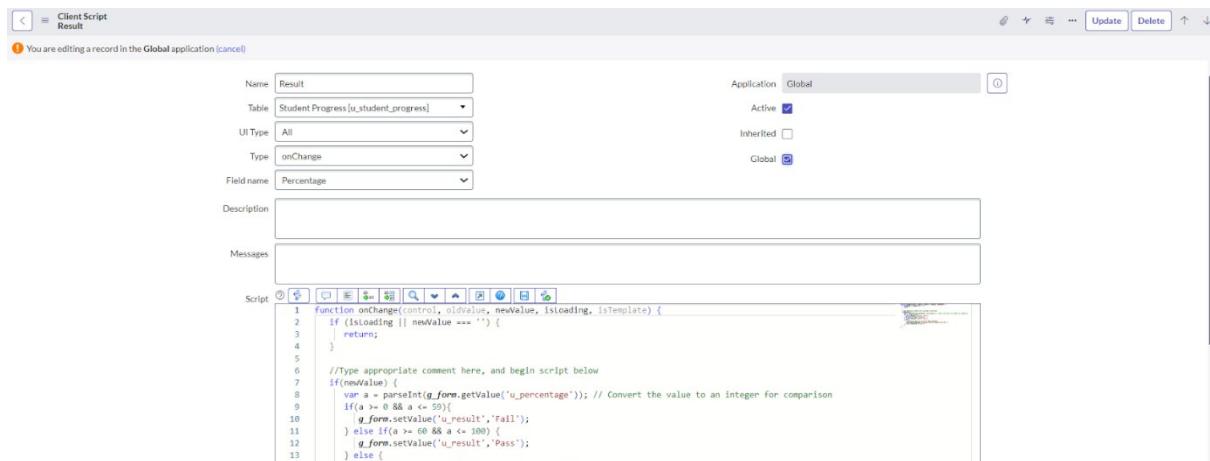
}

}

```

## Creating “Result” Client Scripts for Student progress Table

- Fill the Details as given.



```

function onChange(control, oldValue, newValue, isLoading
isLoading, isTemplate) {

if (isLoading || 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 >= 0 && a <= 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');

}

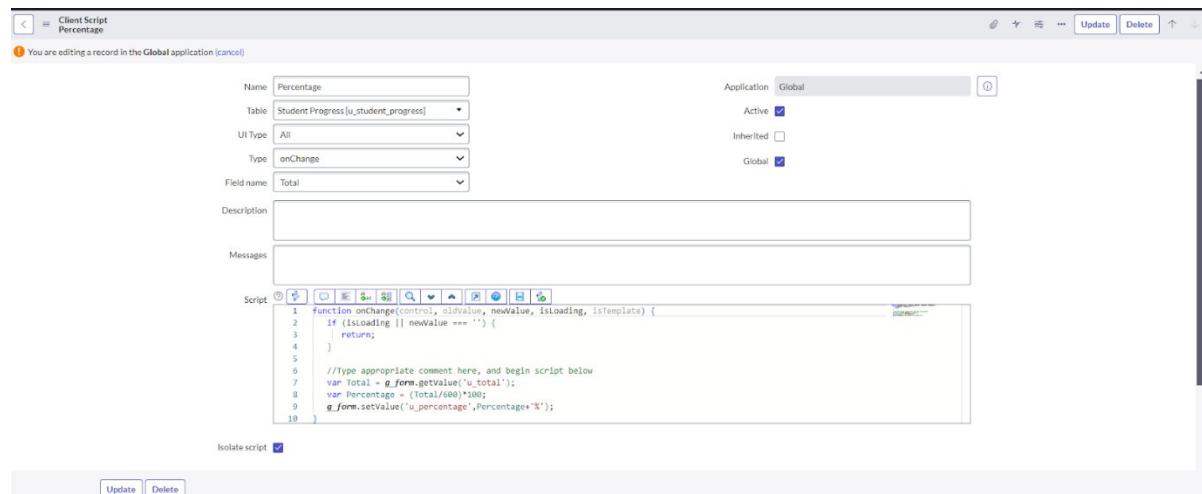
}

}

```

## Creating “Percentage” 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

```
var Total = g_form.getValue('u_total');

var Percentage = (Total/600)*100;

g_form.setValue('u_percentage',Percentage+'%');

}
```

## Result

The screenshot shows a ServiceNow 'New Record' form for 'Salesforce'. The fields include:

- Admin Number: 40
- Admin Date: 2025-11-14
- Grade: -- None --
- Student name: A (selected)
- Father Name: [Name] [Value]
- Mother Name: [ ]
- Father Cell: [ ]
- Mother Cell: SF0001026

Buttons: Submit

The screenshot shows a ServiceNow 'New Record' form for 'Admission'. The fields include:

- Admin Number: 40
- Purpose of join: Tution
- Student name: xxx
- Father Name: [Name] [Value]
- Mother Name: [ ]
- Admin Date: [ ]
- Grade: [ ]
- Fee: [ ]
- Father Cell: [ ]
- Mother Cell: [ ]
- Comments: [ ]
- Admin Status: [ ] (options: -- None --, Cancelled, Closed, Join in progress, Joined, New, Rejected, Rejoined)

Buttons: Submit

**servicenow** All Favorites History : Admission - New Record ☆ Search 

**Admission[u\_admission]** New record   

School Area	-- None --	School	-- None --
	-- None --		-- None --
	Near Bus Stand		
	Near Market		
Address			
Pincode	-- None --	Area	
Mandal		City	
		District	
House No			
<b>Submit</b>			

**servicenow** All Favorites History : Studentprogress - New Record ☆ Search 

**Studentprogress** New record   

Admin Number			
Grade	-- None --		
Department			
Student name			
Subject	I		
Mother Cell	SF0001028		
English			
Hindi			
Result			
percentage			
...			
<b>New Section</b> New record   			
Admission Number		Father Name	
Grade	-- None --	Mother Name	
Student Name		Father Cell	
		Mother Cell	
<b>Student Progress</b>			
Telugu		Total	
Hindi		Percentage	
English		Result	
Maths			
Science			
Social			
<b>Submit</b>			

DONE BY, Team ID : NM2025TMID06044

Team Leader : Jeya Bharathi K

Team member : Joyslin A

Team member : Gopika J

Team member : Buddha yazhini M

**THANK YOU!**