

ServiceNow Project Report

Project Title: EducationalOrganisationUsingServiceNow

INTRODUCTION

Project Overview:

The project titled "Educational Organisation Using ServiceNow" is designed to automate and streamline the administrative workflows of educational institutions. Built on the ServiceNow platform, it facilitates student admissions, academic progress tracking, and smart form-based workflows using no-code/low-code configurations.

Purpose:

To minimize manual intervention in educational data handling and build a centralized digital system for managing student records, tracking performance, and enhancing administrative efficiency.

IDEATION PHASE

Problem Statement:

Manual tracking of student admissions and academic progress is time-consuming and error-prone. There is a need for a centralized digital platform to manage these operations efficiently.

Empathy Map Canvas:

- Users: School Admins, Admission Coordinator
- Needs: Quick data access, automated workflows
- Pains: Time delays, repetitive data entry
- Gains: Real-time dashboards, auto-calculated results, form-level automation

Brainstorming Highlights:

- Use existing cloud platform – ServiceNow
- Leverage personal developer instance
- Design scalable custom tables and relationships
- Use client scripts for automation
- Implement dynamic defaults, choices, and workflow logic

REQUIREMENT ANALYSIS

Customer Journey Map:

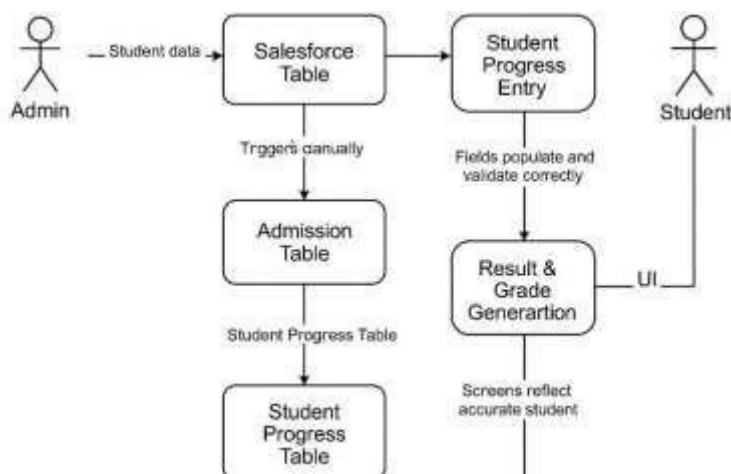
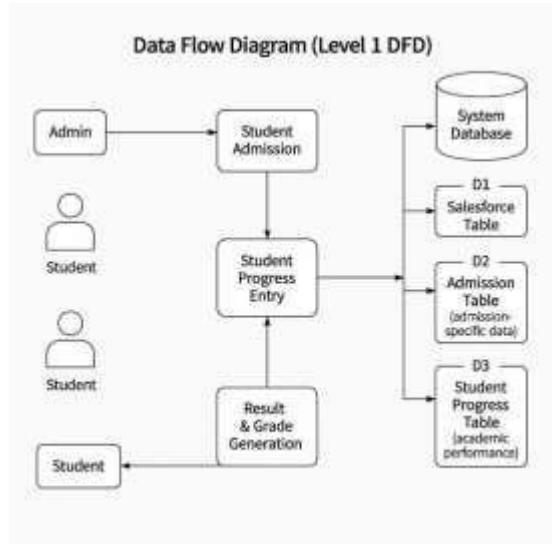
- Admin logs into ServiceNow
- Navigates to Admission module
- Fills student data (with auto-filled fields)
- Views student performance

- Processes admission status using workflows

Solution Requirements:

- Custom tables: Salesforce, Admission, Student Progress
- Forms, views, and layouts configuration
- Automation using Client Scripts
- Admission lifecycle managed through workflow

Data Flow Diagram



Technology Stack:

Component	Technology
Platform	ServiceNow Personal Developer Instance
Scripting	JavaScript (Client Scripts)

Database	ServiceNow Tables
Workflow	Process Flow in ServiceNow UI

PROJECT DESIGN

Problem-Solution Fit:

Digitizing admission and academic workflows saves time, reduces errors, and provides administrative transparency.

Proposed Solution:

An integrated education management solution with modules to:

- Manage student admissions
- Record student progress
- Automate calculations and validations

Solution Architecture:

ServiceNow-based architecture includes:

- Custom table design
- Form-level UI configuration
- Process flow design
- Client-side GlideForm scripting

PROJECT PLANNING & SCHEDULING

Timeline Plan:

Week	Activities
Week 1	Instance Setup & Update Set Creation
Week 2	Table & Field Design
Week 3	Form Layouts & Views
Week 4	Process Flow & Client Scripts

Week 5 Testing & Documentation

FUNCTIONAL & PERFORMANCE TESTING

Performance Testing Metrics:

- Field-level automation is responsive within 1 second
- Script triggers execute and validate as expected
- Record creation/update latency is < 1 second

RESULTS

Output Screenshots:

The image displays two screenshots of a ServiceNow application interface, showing forms for 'Student Progress' and 'Admission'.

Student Progress Form (Top Screenshot):

- Header: servicenow All Favorites History Workspaces Student Progress - Create SAL0001011
- Fields:
 - Admission Number: [Input]
 - Grade: [Select] - None -
 - Student Name: [Input]
 - Father Name: [Input]
 - Mother Name: [Input]
 - Father Cell: [Input]
 - Mother Cell: [Input]
- Section: Student Progress
 - Subjects: Telugu, Hindi, English, Maths, Science, Social
 - Results: Total [Input], Percentage [Input], Result [Input]
- Buttons: Submit

Admission Form (Bottom Screenshot):

- Header: servicenow All Favorites History Workspaces Admission - Create SAL0001012
- Fields:
 - Admission Number: [Input]
 - Purpose of Join: [Select] - None -
 - Student Name: [Input]
 - Father Name: [Input]
 - Mother Name: [Input]
 - Admission Date: [Input]
 - Grade: [Select] - None -
 - Fee: \$ [Input] 0.00
 - Father Cell: [Input]
 - Mother Cell: [Input]
 - Admission Status: [Select] - None -
 - Comments: [Text Input]
- Sections: School Details, Address
- Address Fields:
 - Pincode: [Select] - None -
 - Hausal: [Input]
 - House No: [Input]
 - Area: [Input]
 - City: [Input]
 - District: [Input]
- Buttons: Submit

The screenshot shows a ServiceNow interface for creating a new record. The title bar indicates it's a 'Salesforce - Create SAL0001013' record. The form contains several input fields:

- Admin Number: A text input field.
- Admin Date: A date input field.
- Grade: A dropdown menu showing 'None'.
- Student Name: A text input field.
- Father Name: A text input field.
- Mother Name: A text input field.
- Father Cell: A text input field.
- Mother Cell: A text input field.

A 'Submit' button is located at the bottom left of the form area.

ADVANTAGES & DISADVANTAGES

Advantages:

- ✓ Cloud-based, no installation needed
- ✓ Easy form and workflow customization
- ✓ Low-code development with fast deployment
- ✓ Real-time data updates

Disadvantages:

- ✗ Requires internet connectivity
- ✗ Limited advanced UI customization
- ✗ Requires basic familiarity with ServiceNow

CONCLUSION

This project demonstrates the potential of low-code platforms like ServiceNow in digitizing real-world administrative functions. It enhances efficiency, reduces human errors, and offers scalable solutions for educational institutions.

FUTURE SCOPE

- Add modules for teacher and staff management
- Integrate notification system (email/SMS)
- Real-time dashboard analytics
- Fee and library management integration

APPENDIX

Source Code:

Below are the key Client Scripts used in the application:

1. Auto-Generate Admission Number

```
javascript
CopyEdit
function onLoad() {

    var date = new Date();
    var uniqueID = 'ADM' + date.getTime();
    g_form.setValue('admission_number', uniqueID);

}
```

2. Auto-Fill Address Based on PIN

```
javascript
CopyEdit
function onChange(control, oldValue, newValue, isLoading) {

    if (isLoading || newValue == '') return;

    if (newValue === '500001') {
        g_form.setValue('state', 'Telangana');
        g_form.setValue('district', 'Hyderabad');
    }
}
```

3. Calculate Total Marks, Percentage, Result

```
javascript
CopyEdit
function onChange(control, oldValue, newValue, isLoading) {

    if (isLoading) return;

    var marks1 = parseInt(g_form.getValue('subject1') || 0);
    var marks2 = parseInt(g_form.getValue('subject2') || 0);
    var marks3 = parseInt(g_form.getValue('subject3') || 0);

    var total = marks1 + marks2 + marks3;
    var percent = total / 3;

    g_form.setValue('total_marks', total);
    g_form.setValue('percentage', percent.toFixed(2));
    g_form.setValue('result', percent >= 35 ? 'Pass' : 'Fail');

}
```

4. OnLoad – Set Default Admission Status

```
javascript
CopyEdit
function onLoad() {

    g_form.setValue('status', 'Application Received');

}
```

5. Disable Fields After Admission Finalized

```
javascript
CopyEdit
function onChange(control, oldValue, newValue, isLoading) {

    if (isLoading) return;

    if (newValue === 'Admission Confirmed') {
        g_form.setReadOnly('student_name', true);
        g_form.setReadOnly('dob', true);
        g_form.setReadOnly('email', true);
    }
}
```

6. Show Alert on Form Submission

```
javascript
CopyEdit
function onSubmit() {

    alert('Your application has been submitted successfully!');
    return true;
}
```

- GitHub Repository: <https://github.com/kavyasreemanchinti/Educational-Organisation-Using-service-now>
- DemoVideo: <https://docs.google.com/videos/d/1UzwQmZGimBpWzHaXz9kNuT9Cb-4G2GVrHPUbepdUYZI/edit?usp=sharing>