

## Table creation :

- First we will search for a table in the application navigator(System Definition>Tables), in this location all the tables in ServiceNow are stored,
- Second we hit the new Button, for creating our table ,

The screenshot shows the 'Table New record' form in ServiceNow. At the top, there's a navigation bar with a back arrow, a hamburger menu, the text 'Table New record', and buttons for 'Submit' and 'Cancel'. Below this is a yellow informational banner stating: 'ServiceNow recommends creating custom tables in scoped applications. To learn more about creating scoped applications, click [here](#).' Below the banner is a blue box with text explaining what a table is: '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](#)'. The form itself has two main sections. The left section contains fields for 'Label' (with a red asterisk), 'Name' (with a red asterisk), and 'Extends table' (with a search icon). The right section contains 'Application' (set to 'Global'), 'Create module' (checked), 'Create mobile module' (checked), 'Add module to menu' (set to '-- Create new --'), and 'New menu name'. At the bottom, there are tabs for 'Columns', 'Controls', and 'Application Access'. Below the tabs is a 'Table Columns' section with a search bar and a 'Dictionary Entries' section.

- NOTE 1: the name of the table would be auto-populated according to the label name, and the name of the table would U\_"the label name"
- NOTE 2: If we want to take the property or functionality of any different table, we can use the extend table option and extend our table with another table, Important to note that we can extend the table only at the time of table creation, we cannot modify to extend it with other tables the table after creating it .
- NOTE 3: where as out-of-box tables which are provided by ServiceNow (by default) , you would find their names in their url as sys\_"the table name ".
- NOTE 4: the "Module" or "Module Box" is a concept used in the platform's Table Configuration settings. It's not related to creating tables but rather to configuring how existing tables are presented and organized within the application's navigation structure. Specifically, the Module Box is used to organize tables into modules or application sections, making it easier for users to access and work

with data.

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\* Label  Application  ⓘ

\* Name

Columns Controls Application Access

Table Columns for text Search ⓘ << < 1 to 6 of 6 > >> — New

Dictionary Entries

Column label	Type	Reference	Max length	Default value	Display
Created by	String	(empty)		40	false
Created	Date/Time	(empty)		40	false
Sys ID	Sys ID (GUID)	(empty)		32	false
Updates	Integer	(empty)		40	false

- Now if we open our table in the list view we would see that our table is empty and we need to fill it with records and fields ,to do so we click on the new button on the top right of the list view :

Table Columns Demo Created Search ⓘ New

All

Created Search

No records to display

- when we click the new option it will open the form view of that particular table
- NOTE 5: after creating a table we would have pre built fields created by default in servicenow , and we can create our own customized columns or fields,

Dictionary Entries

Column label	Type	Reference	Max length	Default value	Display
Created by	String	(empty)		40	false
Created	Date/Time	(empty)		40	false
Sys ID	Sys ID (GUID)	(empty)		32	false
Updates	Integer	(empty)		40	false
Updated by	String	(empty)		40	false
Updated	Date/Time	(empty)		40	false

✕ ✎ Name  ⓘ ✕

+ Insert a new row...

Update Delete Delete All Records

Related Links

[Design Form](#)

[Layout Form](#)

- **Controles :**

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\* Label  Application  ⓘ

\* Name

Columns **Controls** Application Access

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.

- we have options like extensible: allowing this table to be extended by another table.
- there is a live feed option that will give us live updates of the table or records.
- the auto-number: is used to define a sequential identifying code made of a prefix , a base number and a padding value to ensure a consistent format.
- ACL Option: if we want to give secure access to any user, in that case , we can create a role for it, which determines what role can see or have functionalities for that particular table.
- **Application Access:**

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\* Label  Application  ⓘ

\* Name

Columns Controls **Application Access**

Accessible from

Can read ☒

Can create ☐

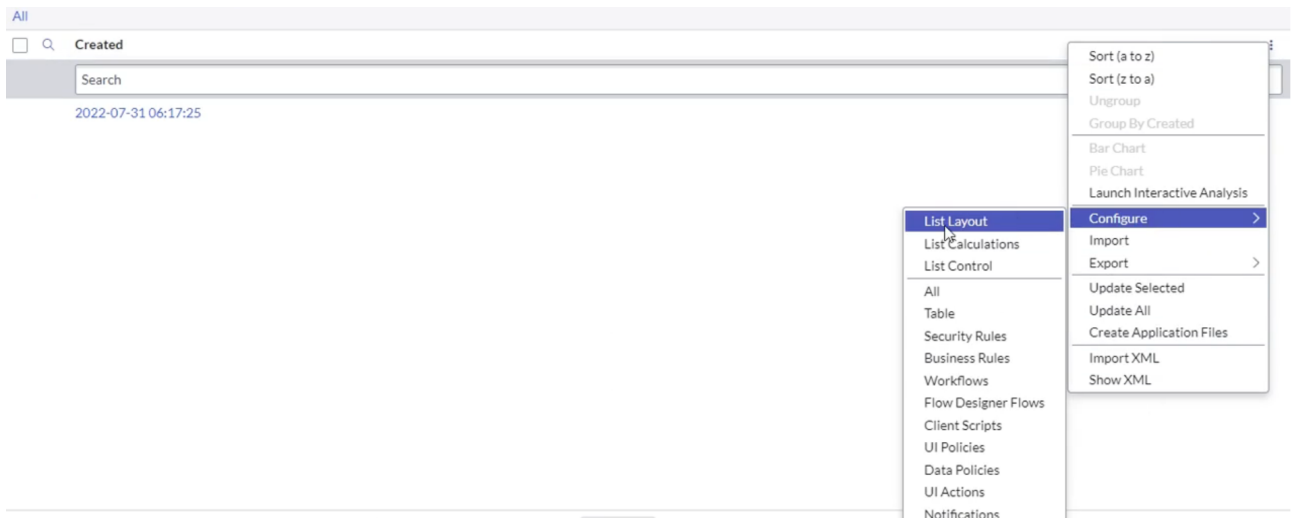
Can update ☐

Can delete ☐

Allow access to this table via web services ☒

Allow configuration ☐

- in Application Access we will set the accessibility of our table , we have two options in the Application Access, All Application Scopes, This Application Scope only, we also have other access which we can give to the application the ability to be read or being updated or deleted or the ability to create new forms .
- to configure the list layout, we would navigate to the table list view and right click besides the three dots icon and then choose the configure option >List Layout .



- and this is what we would see in the configure list layout , we can configure what fields to be shown in our table:

