

# ServiceNow Project Report

**Project Title:** Educational Organisation Using ServiceNow

## 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

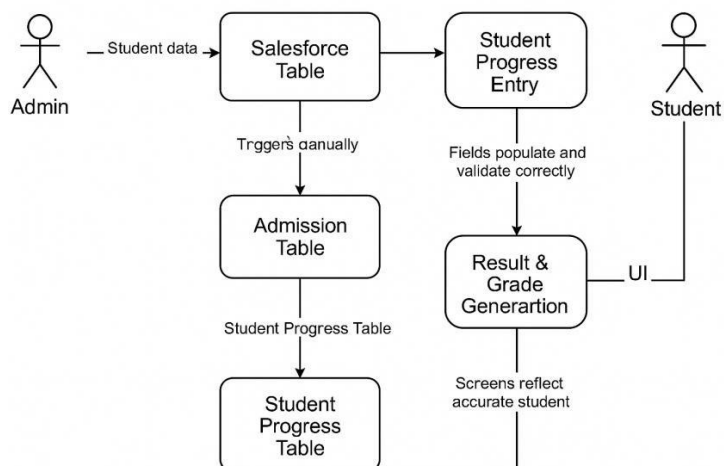
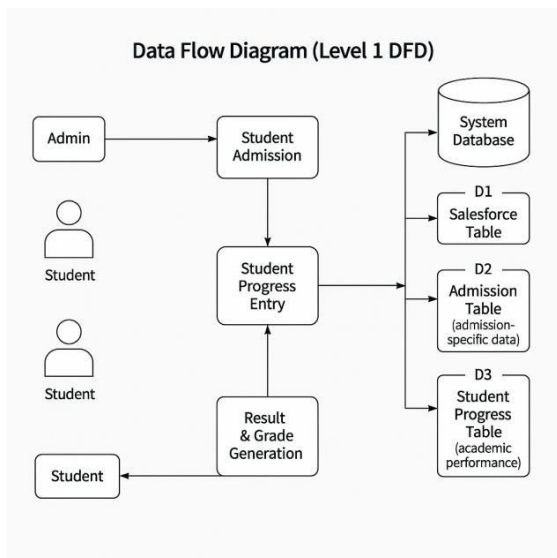
## Customer Journey Map:

- 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 screenshot shows the 'Student Progress' form in ServiceNow. The form is titled 'Student Progress - Create SAL0001011'. It includes a search bar and a 'Submit' button. The form is divided into two main sections: 'Student Progress' and 'Student Progress'.

**Student Progress (Top Section):**

- Admission Number:
- Grade:
- Student Name:
- Father Name:
- Mother Name:
- Father Cell:
- Mother Cell:

**Student Progress (Bottom Section):**

- Telugu:
- Hindi:
- English:
- Maths:
- Science:
- Social:
- Total:
- Percentage:
- Result:

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

servicenow All Favorites History Workspaces : Admission - Create SAL0001012 Search

< Admission New record Submit

Admission Number  Admin Date

Purpose of join -- None -- Grade -- None --

Student Name  Fee \$  0.00

Father Name  Father Cell

Mother Name  Mother Cell

Admin Status -- None --

Comments

School Details Address

Pincode -- None -- Area

Mandal  City

House No  District

Submit

servicenow All Favorites History Workspaces : Salesforce - Create SAL0001013 Search

< Salesforce New record Submit

Admin Number  Admin Date

Grade -- None --

Student Name

Father Name

Mother Name

Father Cell

Mother Cell

Submit

## 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');
}
```

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### 4. OnLoad – Set Default Admission Status

```
javascript
CopyEdit
function onLoad() {
    g_form.setValue('status', 'Application Received');
}
```

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### 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);
    }
}
```

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### 6. Show Alert on Form Submission

```
javascript
CopyEdit
function onSubmit() {
    alert('Your application has been submitted successfully!');
    return true;
}
```

- GitHub Repository: <https://github.com/mani-chandrika549/Educational-Organisation-using-Service-Now>
- DemoVideo: <https://drive.google.com/file/d/16oozaZLHFgpER5Fd7pnexuqMT7qg1DOA/view?usp=sharing>

