EDUCATIONAL ORGANISATION USING SERVICENOW

TEAM ID: NM2025TMID20219

TEAM MEMBERS:4

TEAM LEADER: HEMAVARSHINI M

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TEAM MEMBER: MALAR V

TEAM MEMBER: SANDHIYA G

PROJECT STATEMENT:

This service now project aim focus on leveraging the platform to manage academic and administrative projects, likely by defining a new project with a clear goal to improve student services, streamline facilities management, or enhance staff productivity. The project statement would outline the problem (e.g., inefficient manual processes), the proposed solution (implementing ServiceNow project management for specific workflows), the expected outcomes and the key stakeholders involved, ultimately demonstrating how ServiceNow will enable

digital transformation and more efficient operations within the institution.

OBJECTIVE:

The objective of a ServiceNow project in an educational organization is to centralize and automate institutional processes to improve efficiency, enhance student and staff experiences, reduce operational costs, and foster a more agile and connected environment.

SKILLS:

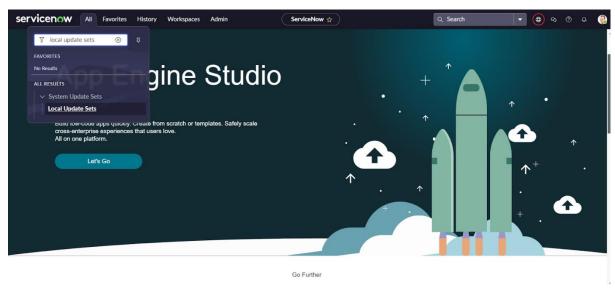
Educational institutions use ServiceNow skills to Key skills include platform administration, development (scripting, application building), IT asset management, and process automation.

TASK INITIATION

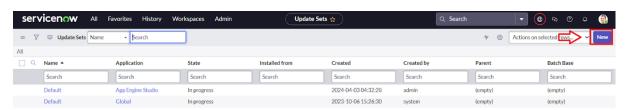
Milestone 1: A NEW UPDATE SET

Activity 1: Creating a Update Set

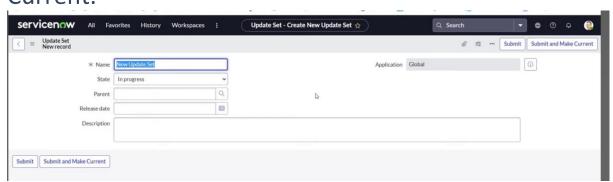
- 1. Open service now
- 2. Click on All >> Local update sets .



3. Click on new



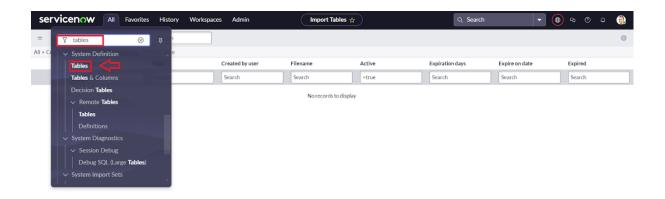
4. Enter the Details Name: Educational Organisation >> Click on Submit and make Current.



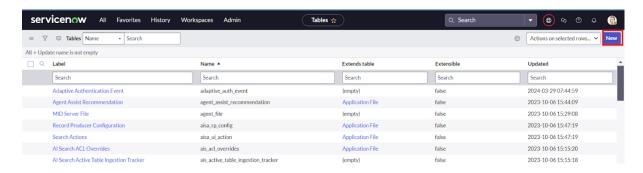
MILESTONES 2: Creating a Table

Activity 1: Creating Salesforce Table.

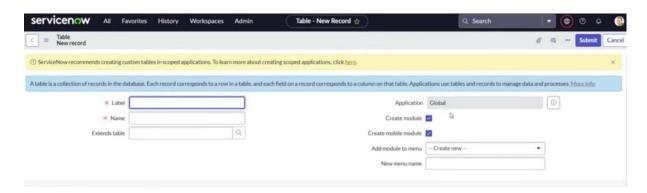
1. All >> Tables.



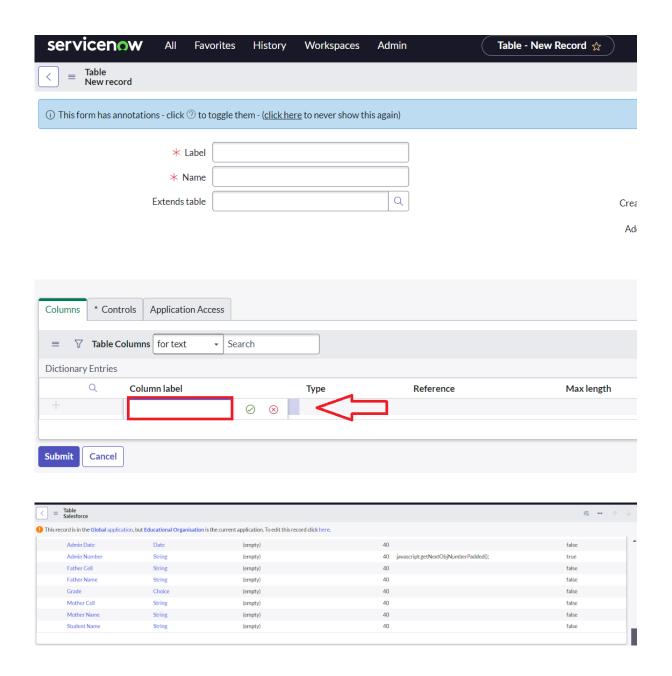
2. Click on new



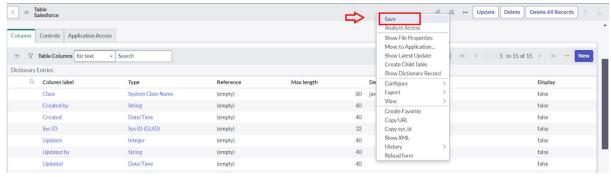
3. Enter the Label(Anything you want): Salesforce >> Click on Name it will Automatically generate Api name.



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.



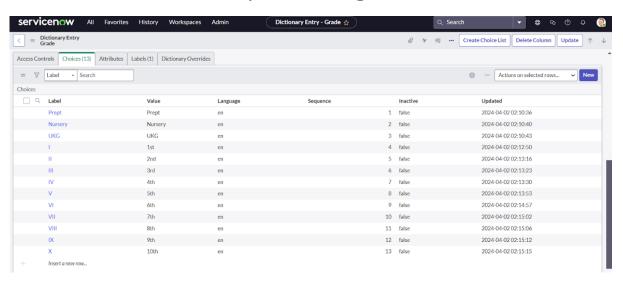
6. Click on controls >> Enable Extensible.



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.

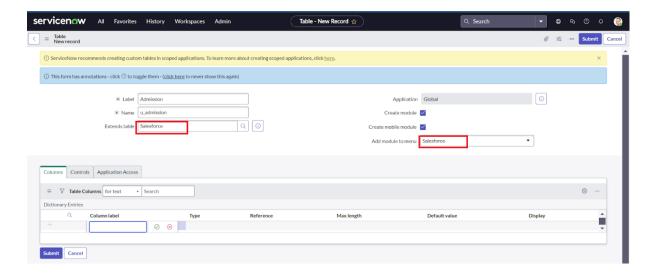


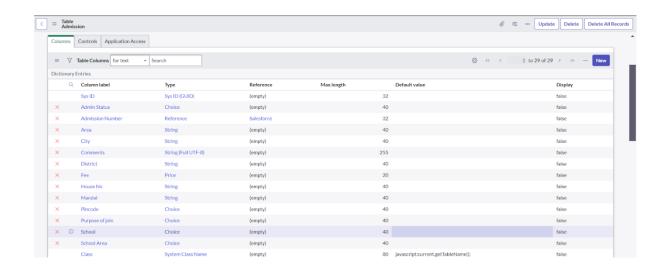
Acitivity: 2 Creating Admission Table

1. Create an Admission Table with Columns given.

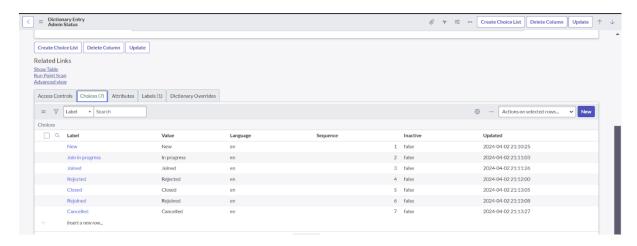
2.Select Extends Table >> Salesforce and also Select Add module to menu >> Salesforce.

3.Create Fields as shown





4. Create choice for Admin Status as:



5. Create choice for Pincode as:



6. Create choice for Purpose of Join as:



7. Create choice for School as:



8. Create choice for School Area as:



Activity:3 Creating Student Progress Table

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



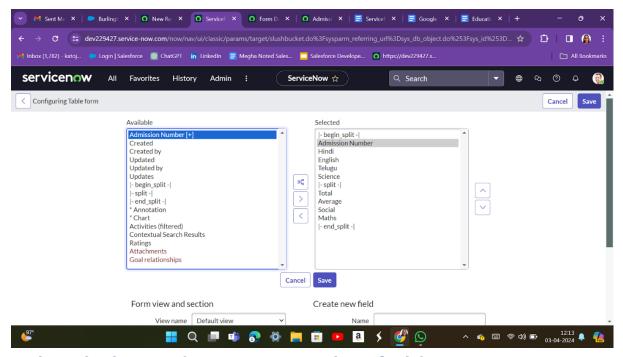
MILESTONES 3: Form Layout

Activity 1: Configuring Table form for Student Progress Table

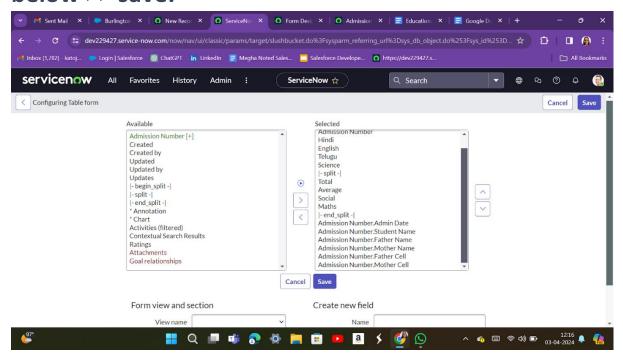
1. In the Student Progress Table Page, Click on Layout form.



2. Click on Admission Number [+].



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

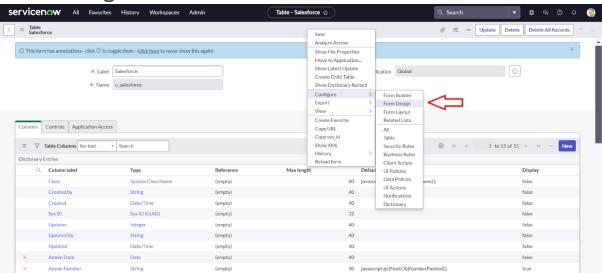


Activity:1 Creating Form Design for Salesforce Table

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



3.Right Click on top Toggle >> Configure >> FormDesign.



4.In drop down select Salesforce(u_salesforce).



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



6.Save.

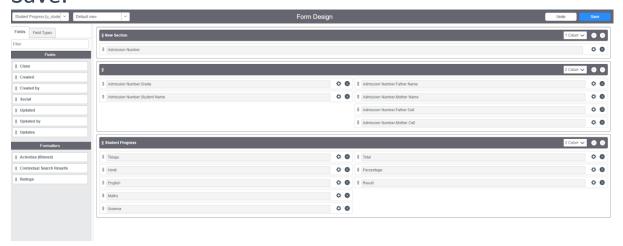
Activity 2: Creating Form Design for Admission Table

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



Student progress Table

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

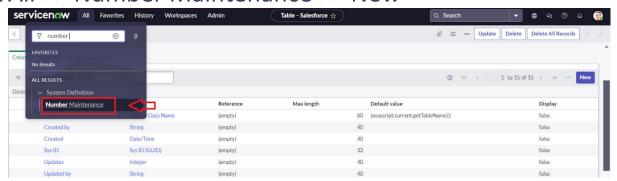


MILESTONES:5 Number Maintenance

Acitivity:1 Creating Number

Maintenance for Admin Number

1. All >> Number Maintenance >> New



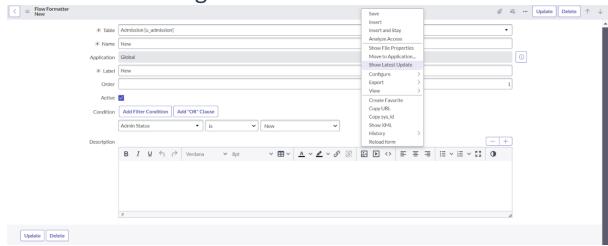
2.Fill the details >> Submit.



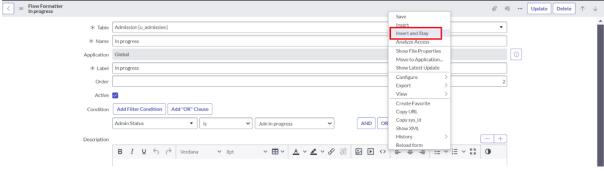
MILESTONES:6 Process Flow

Activity:1 Creating Process Flow for Admission Table

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



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



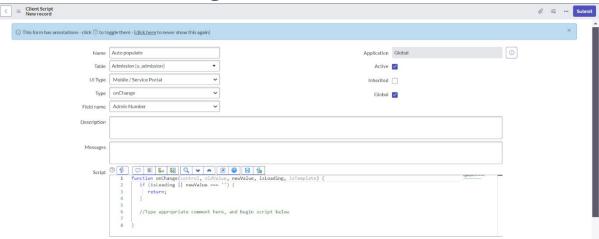
5. Replace the Name and Label in order and click on Insert on stay.

Joined >> Rejected >> Rejoined >> Closed >> Cancelled.

6. Order should be New >> InProgress >> Joined >> Rejected >> Rejoined >> Closed >> Cancelled. MILESTONES: 7 Client Script

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

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



3. 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

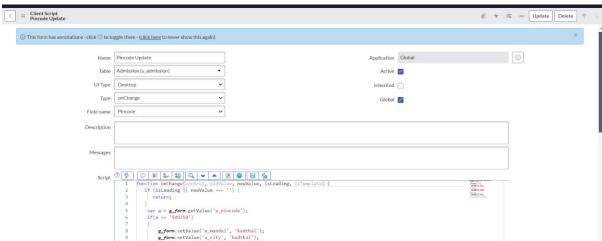
```
var a =
g_form.getReference('u_admission_number');
 g_form.setValue('u_admin_date',a.u_admin_dat
e);
 g_form.setValue('u_grade',a.u_grade);
 g_form.setValue('u_student_name',a.u_student_
name);
 g_form.setValue('u_father_name',a.u_father_na
me);
 g_form.setValue('u_mother_name',a.u_mother_
name);
 g_form.setValue('u_father_cell',a.u_father_cell);
 g_form.setValue('u_mother_cell',a.u_mother_ce
||);
 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_stude
nt name);
```

```
g_form.setDisabled('u_father_name',a.u_father_
name);
  g_form.setDisabled('u_mother_name',a.u_moth
er_name);
  g_form.setDisabled('u_father_cell',a.u_father_ce
ll);
  g_form.setDisabled('u_mother_cell',a.u_mother_cell);
}
```

Note: Make sure the Field names should be the same as you created .

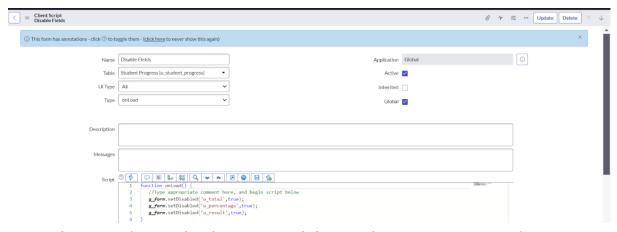
Activity:2 Creating "Pincode Update" Client Scripts for Admission Table

• 1. Fill the Details as given.



```
2. Write the Code as below, Enable Isolate script and
Save.
function on Change (control, old Value, new Value,
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
1. Fill the Details as given.
```

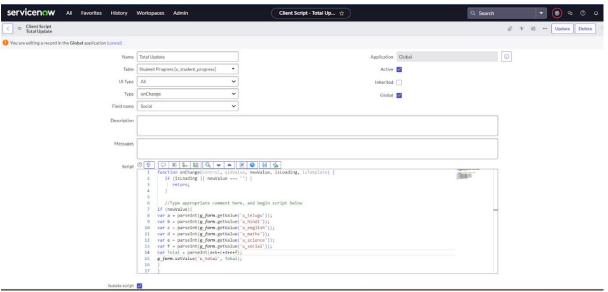


 Write the Code as below, Enable Isolate script and Save.

```
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

1. Fill the Details as given.



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

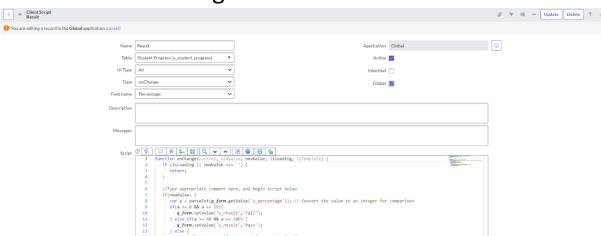
```
function onChange(control, oldValue, newValue,
isLoading, isTemplate) {
  if (isLoading || newValue === '') {
    return;
  }
```

```
//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

1. Fill the Details as given.



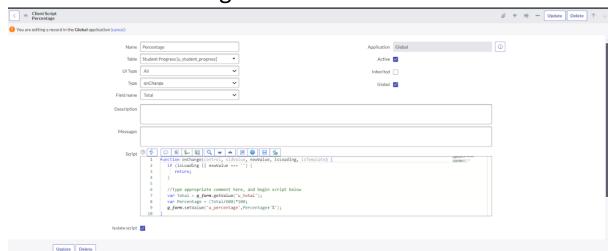
Write the Code as below, Enable Isolate script and Save.

```
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_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');
    }
}</pre>
```

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

1. 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+'%');
}
```