**Variable Set: Core Access Card Information**

This document details the variables within the "Core Access Card Information" variable set, likely used within a ServiceNow Service Catalog item for requesting Corporate Access Cards.

**Variable Set Details:**

* **Title:** Core Access Card Information
* **Internal Name:** core\_access\_card\_information
* **Application:** Global
* **Display Title:** (Empty - likely uses the Title as the display title)
* **Order:** 100
* **Layout:** 1 Column Wide
* **Type:** Single Row
* **Description:** (Empty)

**Variables:**

The following table lists each variable within the set, including its type, question (label), and order:***Some variable below is by default read-only***

| Order | Name | Type | Question (Label) |
| --- | --- | --- | --- |
| 100 | employee\_id | Single Line Text | Employee ID |
| 200 | first\_name | Single Line Text | First Name |
| 400 | job\_title | Single Line Text | Job Title |
| 500 | department\_location | Single Line Text | Department/Location |
| 600 | start\_date | Date | Start Date |
| 700 | card\_type | Select Box | Card Type |
| 800 | reason\_for\_request | Multiple Choice | Reason for Request |
| 900 | police\_report\_case\_id | Single Line Text | Police Report |

**Variable Details:**

1. **employee\_id**
   * **Type:** Single Line Text - Accepts a single line of text, likely intended to capture an employee's unique identification number.
   * **Question (Label):** Employee ID - This is the label users will see on the form.
   * **Order:** 100 - This variable will appear first in the set.
2. **first\_name**
   * **Type:** Single Line Text - Accepts a single line of text for the employee's first name.
   * **Question (Label):** First Name - The label displayed to the user.
   * **Order:** 200 - Appears second in the set.
3. **job\_title**
   * **Type:** Single Line Text - A text field for entering the employee's job title.
   * **Question (Label):** Job Title - The label displayed to the user.
   * **Order:** 400 - Appears fourth in the set.
4. **department\_location**
   * **Type:** Single Line Text - This field likely captures the employee's department and/or their work location.
   * **Question (Label):** Department/Location - The label presented to the user.
   * **Order:** 500 - Appears fifth in the set.
5. **start\_date**
   * **Type:** Date - Allows the user to select a date, likely representing the employee's start date or the date the card should be active.
   * **Question (Label):** Start Date - The label displayed to the user.
   * **Order:** 600 - Appears sixth in the set.
6. **card\_type**
   * **Type:** Select Box - Provides a dropdown list of options for the type of access card being requested.
   * **Question (Label):** Card Type - The label the user will see.
   * **Order:** 700 - Appears seventh in the set.
7. **reason\_for\_request**
   * **Type:** Multiple Choice - Offers a set of predefined reasons for the card request, allowing the user to select one or more options.
   * **Question (Label):** Reason for Request - The label shown to the user.
   * **Order:** 800 - Appears eighth in the set.
8. **police\_report\_case\_id**
   * **Type:** Single Line Text - A text field to input a police report case ID, likely required if the card request is due to loss or theft.
   * **Question (Label):** Police Report - The label displayed to the user.
   * **Order:** 900 - Appears last in the set.

**Notes:**

* The order of the variables determines their sequence within the form.
* The absence of a display title for the variable set implies that the "Title" field is likely used as the display title by default.
* Further configuration options for each variable (like mandatory fields, default values, or choice options for Select Box and Multiple Choice types) are not visible in this screenshot but can be set within ServiceNow's variable configuration.
* The presence of tabs like "Catalog UI Policies," "Catalog Client Scripts," and "Catalog Data Lookup Definitions" suggests that this variable set can be further customized with logic to control its behavior and appearance dynamically based on user input or other conditions.

This detailed document provides a comprehensive understanding of the "Core Access Card Information" variable set based on the provided image. Let me know if you have any other questions.