

TITTLE

LAPTOP



request
Catalog item

TEAMID :NM2025TMID18011

TEAMSIZ 4

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Problemstatement:

Manystudentsfacedifficultiesinaccessinglaptopsfor theiracademic andproject work. This creates a gap in completing assignments, learningdigitalskills,andparticipatinginpracticalsessions.Theprojectaims to address this issue by requesting laptops to ensure equalopportunitiesforallstudentstoenhancetheirlearningandskilldevelopment.

Objective:

Highly motivated and enthusiastic third-year computer applicationStudent at Nazareth college with a strong eagerness to learn new skillsandApassionforcomputer-relatedtopics,particularlycoding,seeking opportunities to apply and further develop my technical ability contribute tochallenging and innovate projects

SKILLS:

Programming fundamentals: basic understanding of programmingConcept(variable,datatypes,controlflow,loop,function),proficienc inpythonic,understandingofobject-orientedprogramming(oop)

Principles

developmentbasic:HTML,CSSbasicunderstandingofJavaScr Problem

solving: logical thinking, debugging skills

Project Project Workspace

Laptop Request Catalog Item

+ Update Set

+ Service Catalog Item

+ UI Policy

+ UI Action

+ Export Update Set

+ Login To Another Instance

+ Testing

Conclusion :

Laptop Request Catalog Item

Problem Statement:

Employees in the organization need a quick and efficient way to request laptops for work. The current process is manual and prone to delays, with no dynamic form behavior to guide users or ensure accurate data collection. To address this, a Service Catalog item needs to be created, allowing users to easily request a laptop, with dynamic fields, clear instructions, and additional functionality like resetting the form if needed. The solution should also ensure all changes are tracked for governance and deployment.

TASKINITATION:

**Milestone1:laptoprequestcatalogitemActivity1:create
update set**



Createlocalupdateset

servicenow

AllFavoritesHistoryAdmin

Update Sets

Search

Update Sets

Name

Search

Actions on selected rows...

New

All

Search

Name

Application

State

Installed from

Created

Created by

Parent

Batch Base

Default

Now Assist Troubleshooting

In progress

2025-06-26 00:11:31

admin

(empty)

(empty)

Default

Global

In progress

2025-06-25 22:14:10

system

(empty)

(empty)

Default

Security Center

In progress

2025-06-26 00:10:48

system

(empty)

(empty)

Default

Pipeline

In progress

2025-08-24 11:19:29

system

(empty)

(empty)

educational organisation

Global

In progress

2025-08-28 23:21:22

admin

(empty)

(empty)

Laptop Request

Global

Complete

2025-08-28 23:22:47

admin

(empty)

(empty)

STEPS:

1. Opentheinstances

2. clickonallandsearchforlocalupdatesets

3. whichwaslocatedundersystemupdatesets

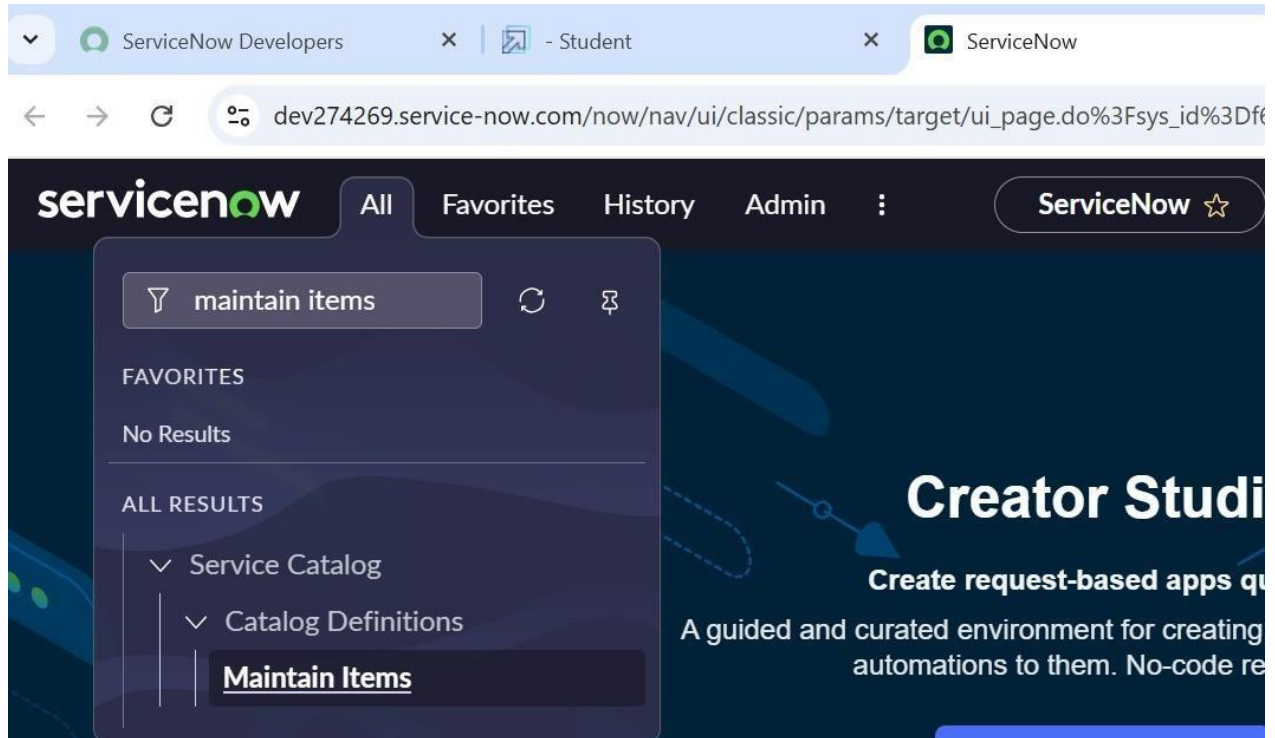
4. clickonnew

5. Fillinthefollowingdetialstocreateupdate set

as:"LAPTOP REQUEST"

6. clickandsumittomakecurrent

7. By clicking on the bottom item activities the update the update set



SERVICE CATALOG

ITEMCREATESERVICECATALOGI

TEM

<div> <div>servicenow</div> <div> All Favorites History Admin </div> <div>Catalog Items ☆</div> <div> <div>Q Search</div> <div>▼</div> </div> <div> <div>🌐</div> <div>🔍</div> <div>🔔</div> <div>👤</div> </div> </div>									
<div> <div>☰</div> <div>🔍</div> <div>🗨</div> <div>Catalog Items</div> <div> <div>Name</div> <div>▼</div> <div>Search</div> </div> <div>⚙</div> <div> <div>Actions on selected rows...</div> <div>▼</div> </div> <div>New</div> </div>									
All > Type != Bundle > Class != Order guide > Type != Package > Class != Content Item > Published item is empty > Name starts with Laptop Request									
Q	Name ▲	Short description	Active	Roles	Catalogs	Category	Price	Type	Updated
	LapTop Request	Search	Search	Search	Search	Search	Search	!=Package	Search
	LapTop Request	use this item to request a new laptop	true		Service Catalog	Hardware	\$0.00	Item	2025-08-29 00:00:04

1. opentheinstance

2. clickonallandsearchformaintainitemsundercatalogdefinitions

3. whichlocatedunderAll>>servicecatalog

4. byclickingonnew

5. nownewcatalogitemwillopen

6. FillthefollowingdetailstocreateanewcatalogitemN

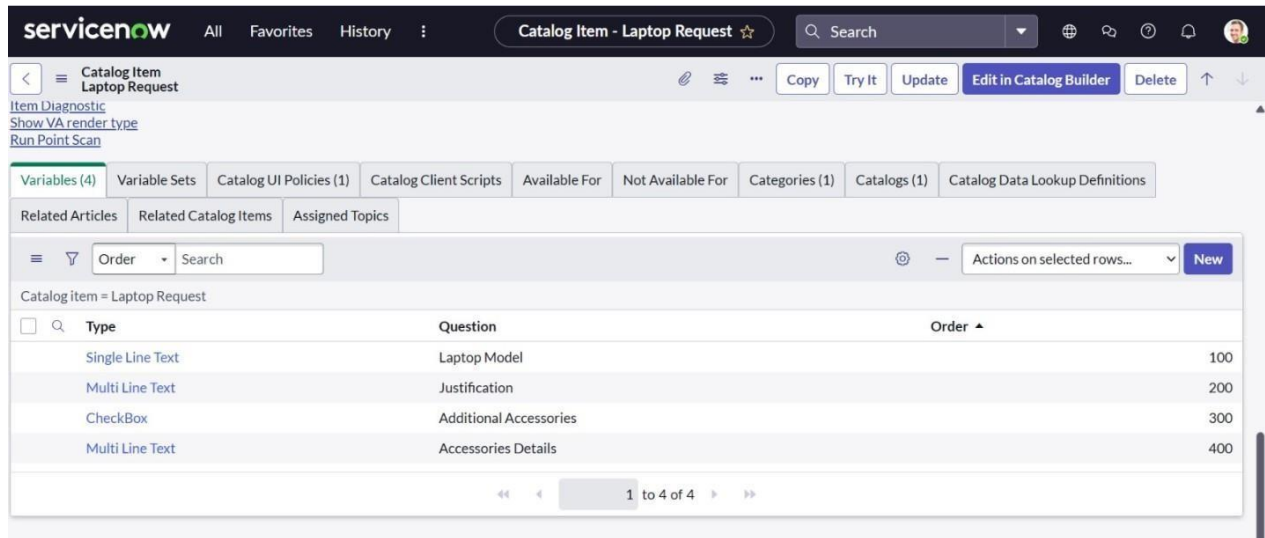
ame: Laptop Request

C: service Catalog

Category:Hardware

ShortDescription:Usethisitemtorequestanewlaptop

7. clickonsave



Addvariables

1. aftersavingthecatalogitemscrolldownandclickonvariable
2. onclickvariableclickonnew
3. afterthatcreatea1stvariableasperinstructionV
variable 1: *Laptop Model*

Type: Single line text

Name: laptop model

Order:100clickonsubmit

4. afterthatrepeataslikeinstructions
5. aftercompleting4variableclickonsave
6. youwillseelikeaboveimage

UIPolicy

CreateCatalogUipolicies

- 1. clickonallandsearchfor maintainitemundercatalogdefinition**
- 2. Giveshortdescriptionas:showaccessoriesdetails**

3. Set the Catalog Condition in the related list tab when to a ‘
[field: additional_ accessories, operator: is, value:true]

4. clickonsave

5. clickoncataloguiaction

6. clickonnewthenSelectvariablenameas:accessories_details

Order:100

Mandatory:True

Visible : True

All > Name starts with Reset form

	Name	Table	Comments	Form action	List action	Active	Order	Condition	Updated
	Reset form	Search	Search	Search	Search	Search	Search	Search	Search
	Reset form	Shopping Cart [sc_cart]		false	false	true	100		2025-08-29 01:13:16

Related Links

- [Show Form Actions Only](#)
- [Show List Actions Only](#)

servicenow All Favorites History : Catalog Item - Laptop Request ☆ Search

Catalog UI Policy show accessories details Update Delete

Applies to A Catalog Item Application Global

* Catalog item Laptop Request Active

* Short description show accessories details

When to Apply Script

Catalog Conditions Add Filter Condition Add OR Clause

Applies on a Catalog Item view On load

Applies on Catalog Tasks

Applies on Requested Items

Applies on the Target Record

Reverse if false

EXPORTUPDATESET

Exporting changes to another instance

1. open your instance

2. Select local update set

3. Select created update set i.e. 'Laptop Request Project'

4. Set the state to 'Complete'

5. In the related list Update tab, updates are visible which we perform under this update set.

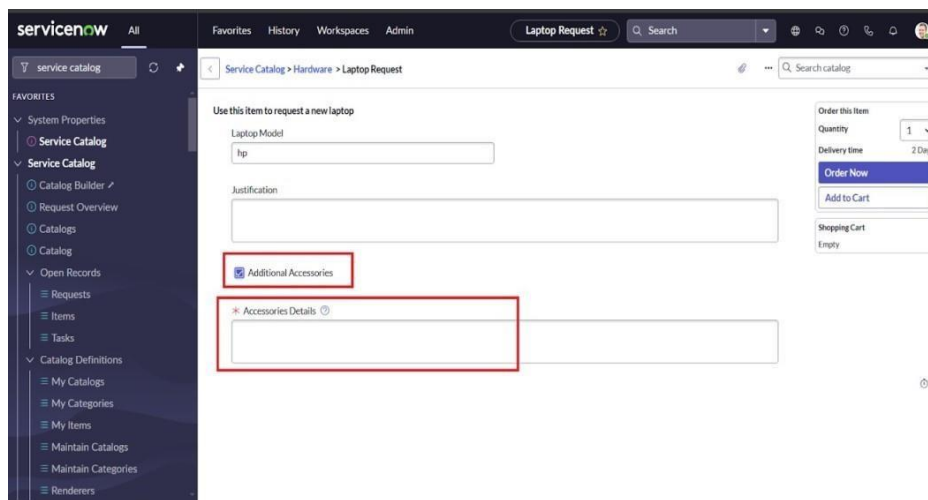
Click on export to XML, it download one file

LOGINTO A OTHER INSTANCE

Retrieving the update set

1. open other's instance for my window
2. Login with credentials
3. Click on all >> search for update sets and select "Retrieved update set" under system update set
4. It open retrieved update set list and scroll down CI

Click on Import update set from XML



TESTING

TestCatalogItem

1. search for service catalog in application navigator in target instance and select catalog under service catalog

2. Select hardware category and search for 'laptop request' item

Select laptop request item and open

It shows three variables

Conclusion:

The successful implementation of the Laptop Request Catalog Item marks a significant milestone in streamlining IT asset provisioning.

By enhancing user experience, automating approval workflows, and ensuring accurate tracking, this initiative has laid the foundation for a more efficient and scalable service delivery model. The

collaboration across teams and commitment to excellence have been key drivers of this achievement. Moving forward,

the framework established here can be extended to other catalog items, further optimizing our digital workplace.

Drive Link

https://drive.google.com/file/d/1i-suQpzT7A7oohOjyviq_xkXQEs2NSS/view?usp=drive_link

**↑
Click Here To Watch Demo Video**