UNIVERSITY COLLEGE OF ENGINEERING – PATTUKKOTTAI

RAJAMADAM – 614701

(A CONSTITUENT COLLEGE OF ANNA UNIVERSITY, CHENNAI)

Department of

COMPUTER SCIENCE AND ENGINEERING

Accompanied with

NAAN MUDHALVAN AND SERVICENOW ADMINISTRATION

Completed the project named as

CALCULATING FAMILY EXPENSES USING SERVICE NOW

Creation of Columns(Fields)

1. Near Columns Double click near insert a new row.
2. Give the details as:
   Column label: Number
   Type: String
3. Double click on insert a new row again
4. Give the details as:
   Column label: Date
   Type: Date
5. Double click on insert a new row again
6. Give the details as:
   Column label: Amount
   Type: Integer
7. Double click on insert a new row again
8. Give the details as:
   Column label : Expense Details
   Type : String
   Max length : 800

9. Go to the Header and right click there>> click on Save.

Configure the Form

1. Go to All >> In the filter search for Family Expenses >> Open Family Expenses
2. Click on New
3. Go to the Header and right click there>> click on Configure >> Select Form Design
4. Customize or Drag Drop the form as per your requirement.

5.Make Number Read-Only Field by clicking on the gear icon and checking Read-Only

6.Make Date, Amount Mandatory Field by clicking on the gear icon and checking Mandatory

7.Click on Save.

Creation of Table(Daily Expenses):

Creation of Daily Expenses Table

1. Go to All > In the filter search for Tables > click on New.
2. Enter the Details:

   Label: Daily Expenses

   Name: Auto-Populated

   Add Module to menu: Family Expenditure

3.Go to the Header and right click there>> click on Save.

Creation of Columns(Fields)

1. Near Columns Double click near insert a new row.
2. Give the details as: Column label: Number
   Type: String

3.Double click on insert a new row again

4.Give the details as:

      Column label: Date

      Type: Date

5.Double click on insert a new row again

6.Give the details as:

      Column label: Expense

      Type: Integer

7.Double click on insert a new row again

8.Give the details as:

      Column label: Family Member Name

      Type: Reference

      Max length: 800

9. Double click on insert a new row again
10. Give the details as:
      Column label: Comments

      Type: String

      Max length: 800

11. Go to the Header and right click there>> click on Save.

Making Number Field an Auto-Number

1. Double click on the Number Field/Column.
2. Go down and double click on Advanced view
3. In Default Value:
   Use dynamic default : check the box

   Dynamic default value: Get Next Padded Number 4.
  Click on Update.