



Guided Project

Project Workspace

### - Educational Organisation Using ServiceNow

Setting Up ServiceNow  
Instance

Creating A Update Set



Creating A Table



Form Layout



Form Design



Number Maintenance



Process Flow



Client Script

Result

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Navigation: Home, Projects, Support

Guided Project | Project Workspace

**Educational Organisation Using ServiceNow**

- + Setting Up ServiceNow Instance
- + Creating A Update Set
- + Creating A Table
- + Form Layout
- + Form Design
- + Number Maintenance
- + Process Flow
- + Client Script
- Result

**Educational Organisation Using ServiceNow**

The Educational Management System is a comprehensive platform designed to streamline administrative tasks within educational institutions. It facilitates efficient management of student and teacher data, simplifies the admission process, and provides tools for monitoring student progress.

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Windows Taskbar: 12:41 PM, 9/12/2025

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Navigation: Home, Projects, Support

Guided Project: Project Workspace

Educational Organisation Using ServiceNow

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  - Setting Up ServiceNow Instance**
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### Setting Up ServiceNow Instance

1. Sign up for a developer account on the ServiceNow Developer site "<https://developer.servicenow.com>".
2. Once logged in, navigate to the "Personal Developer Instance" section.
3. Click on "Request Instance" to create a new ServiceNow instance.
4. Fill out the required information and submit the request.
5. You'll receive an email with the instance details once it's ready.
6. Log in to your ServiceNow instance using the provided credentials.
7. Now you will navigate to the ServiceNow.

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Windows Taskbar: 12:44 PM, 9/12/2025

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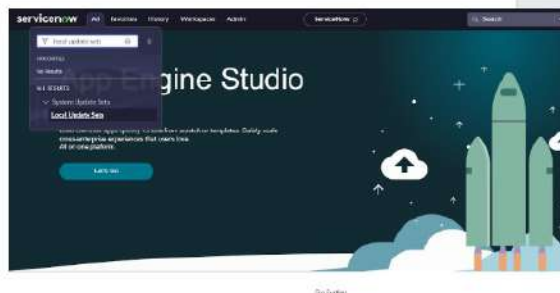
Navigation: Home, Projects, Support

Guided Project: Educational Organisation Using ServiceNow


- Setting Up ServiceNow Instance
- Setting Up ServiceNow Instance
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- Creating A Update Set**
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### Creating A Update Set

1. Click on All >> Local update sets .



2. Click on new



Name	Application	State	Installation	Created	Created By	Next	Batch Size
Project	App Studio Tools	In Progress	None	2024-10-25 13:28	ADMIN	Initial	Initial
Project	Update	In Progress	None	2025-10-24 09:08	ADMIN	Initial	Initial

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

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Guided Project Project Workspace


Home Projects Support

Educational Organisation Using ServiceNow


- Setting Up ServiceNow Instance
- Setting Up ServiceNow Instance
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- Creating A Update Set
- Creating A Table
- Creating Salesforce Table.**
- Creating Admission Table
- Creating Student Progress Table
- Form Layout

### Creating Salesforce Table.

- All >> Tables.



Click on new



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

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Setting Up ServiceNow Instance

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Creating A Update Set

Creating A Table

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Creating Admission Table

- Create an Admission Table with Columns given.
- Select Extends Table >> Salesforce and also Select Add module to menu >> Salesforce.
- Create Fields as shown

servicenow

Table - New Record

Table Name: Admission

Extends: Salesforce

Module: Salesforce

Table Columns

Field Name	Type	Reference	Relationship	Default Value	Display
id	Auto Number				Yes
admission_date	Date				Yes
admission_number	Text				Yes
name	Text				Yes
email	Text				Yes
phone	Text				Yes
address	Text				Yes
city	Text				Yes
state	Text				Yes
zip	Text				Yes

Windows Taskbar

12:47 PM

9/12/2025

Browser tabs: Student, ServiceNow Developers, ServiceNow, Creator Studio, (36) WhatsApp

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Navigation: Home, Projects, Support

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- Instance
  - Setting Up ServiceNow Instance
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    - Creating A Update Set
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    - Creating Salesforce Table.
    - Creating Admission Table
    - Creating Student Progress Table
  - Form Layout
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  - Number Maintenance

- Create choice for Pincode as:

Label	Title	Language	Sequence	IsActive	Updated
Pincode	Pincode	en	1	True	2023-04-02 12:53:17
Pincode	Pincode	fr	2	True	2023-04-02 12:53:17
Pincode	Pincode	de	3	True	2023-04-02 12:53:17
- Create choice for Purpose of Join as:

Label	Title	Language	Sequence	IsActive	Updated
Purpose of Join	Purpose of Join	en	1	True	2023-04-02 12:53:17
Purpose of Join	Purpose of Join	fr	2	True	2023-04-02 12:53:17
Purpose of Join	Purpose of Join	de	3	True	2023-04-02 12:53:17
- Create choice for School as:

Label	Title	Language	Sequence	IsActive	Updated
School	School	en	1	True	2023-04-02 12:53:17
School	School	fr	2	True	2023-04-02 12:53:17
School	School	de	3	True	2023-04-02 12:53:17
- Create choice for School Area as:

Label	Title	Language	Sequence	IsActive	Updated
School Area	School Area	en	1	True	2023-04-02 12:53:17
School Area	School Area	fr	2	True	2023-04-02 12:53:17
School Area	School Area	de	3	True	2023-04-02 12:53:17

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Taskbar: Windows, Edge, Chrome, File Explorer, 12:47 PM, 9/12/2025



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Form Layout

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Number Maintenance

Creating Student Progress Table

Create a Student Progress Table with Columns given.

Select Add module to menu >> Salesforce.

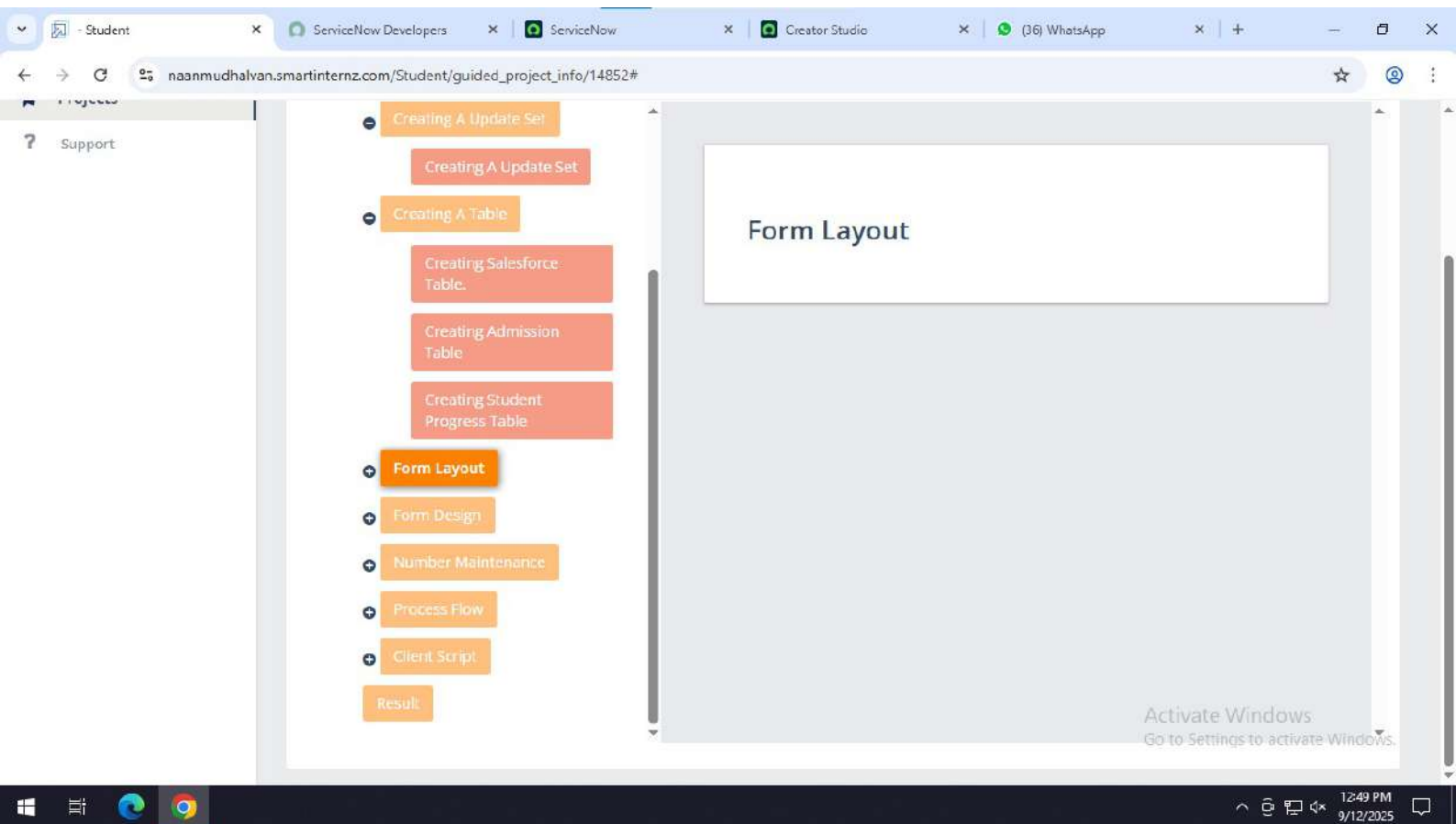
Create Fields as shown:

Field Name	Field Type	Field Label	Field Format	Field Width	Field Length
Student ID	String	Student ID		40	40
Student Name	String	Student Name		40	40
Student Email	String	Student Email		40	40
Student Phone	String	Student Phone		40	40
Student Address	String	Student Address		40	40
Student City	String	Student City		40	40
Student State	String	Student State		40	40
Student Zip	String	Student Zip		40	40
Student Country	String	Student Country		40	40
Student Date of Birth	String	Student Date of Birth		40	40

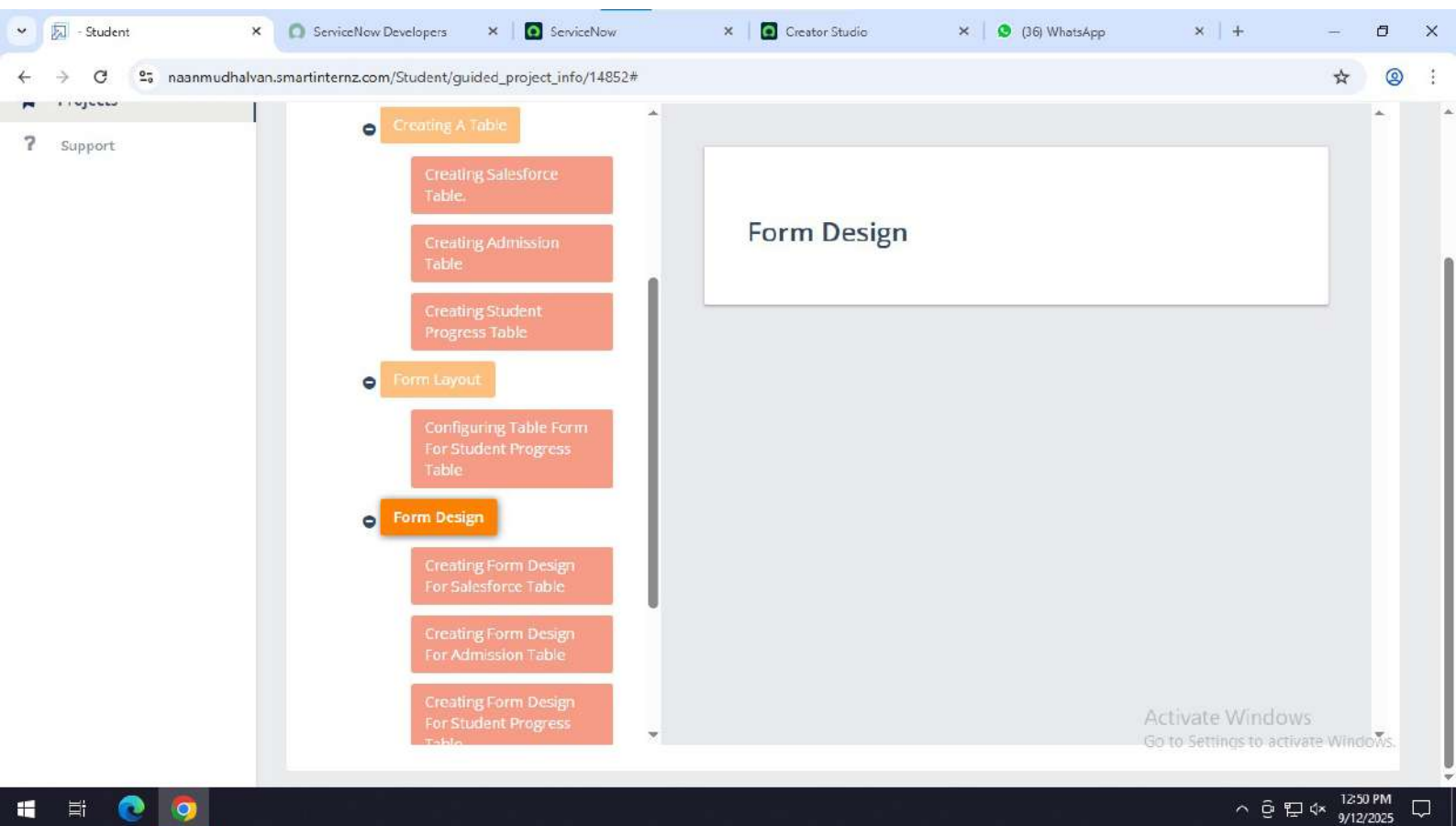
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Support

Creating A Table

Creating Salesforce Table.

Creating Admission Table

Creating Student Progress Table

Form Layout

Configuring Table Form For Student Progress Table

Form Design


Creating Form Design For Salesforce Table

Creating Form Design For Admission Table

Creating Form Design For Student Progress Table

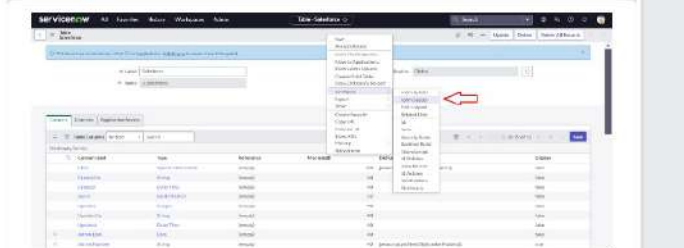
## Creating Form Design For Salesforce Table

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




The screenshot shows the 'Tables' list in ServiceNow. A red arrow points to the 'Salesforce' table in the list.

3. Right Click on top Toggle >> Configure >> Form Design.



The screenshot shows the 'Form Design' configuration page for the 'Salesforce' table. A red arrow points to the 'Form Design' option in the top right toggle menu.

4. In drop down select Salesforce(u\_salesforce).



The screenshot shows the 'Form Design' dropdown menu with 'Salesforce(u\_salesforce)' selected. A red arrow points to the selected option.

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Progress Table

Form Layout

Configuring Table Form For Student Progress Table

Form Design

Creating Form Design For Salesforce Table

Creating Form Design For Admission Table

Creating Form Design For Student Progress Table

Number Maintenance

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result

## Creating Form Design For Admission Table

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

Field	Type	Label	Required	Visible	Read Only
Admission Number	Text	Admission Number	Yes	Yes	No
Student Name	Text	Student Name	Yes	Yes	No
Enrollment Number	Text	Enrollment Number	Yes	Yes	No
Course Name	Text	Course Name	Yes	Yes	No
Enrollment Date	Text	Enrollment Date	Yes	Yes	No
Enrollment Status	Text	Enrollment Status	Yes	Yes	No
Enrollment Fee	Text	Enrollment Fee	Yes	Yes	No
Enrollment Address	Text	Enrollment Address	Yes	Yes	No
Enrollment Phone	Text	Enrollment Phone	Yes	Yes	No
Enrollment Email	Text	Enrollment Email	Yes	Yes	No
Enrollment Notes	Text	Enrollment Notes	Yes	Yes	No

Activate Windows  
Go to Settings to activate Windows.

Windows

12:50 PM

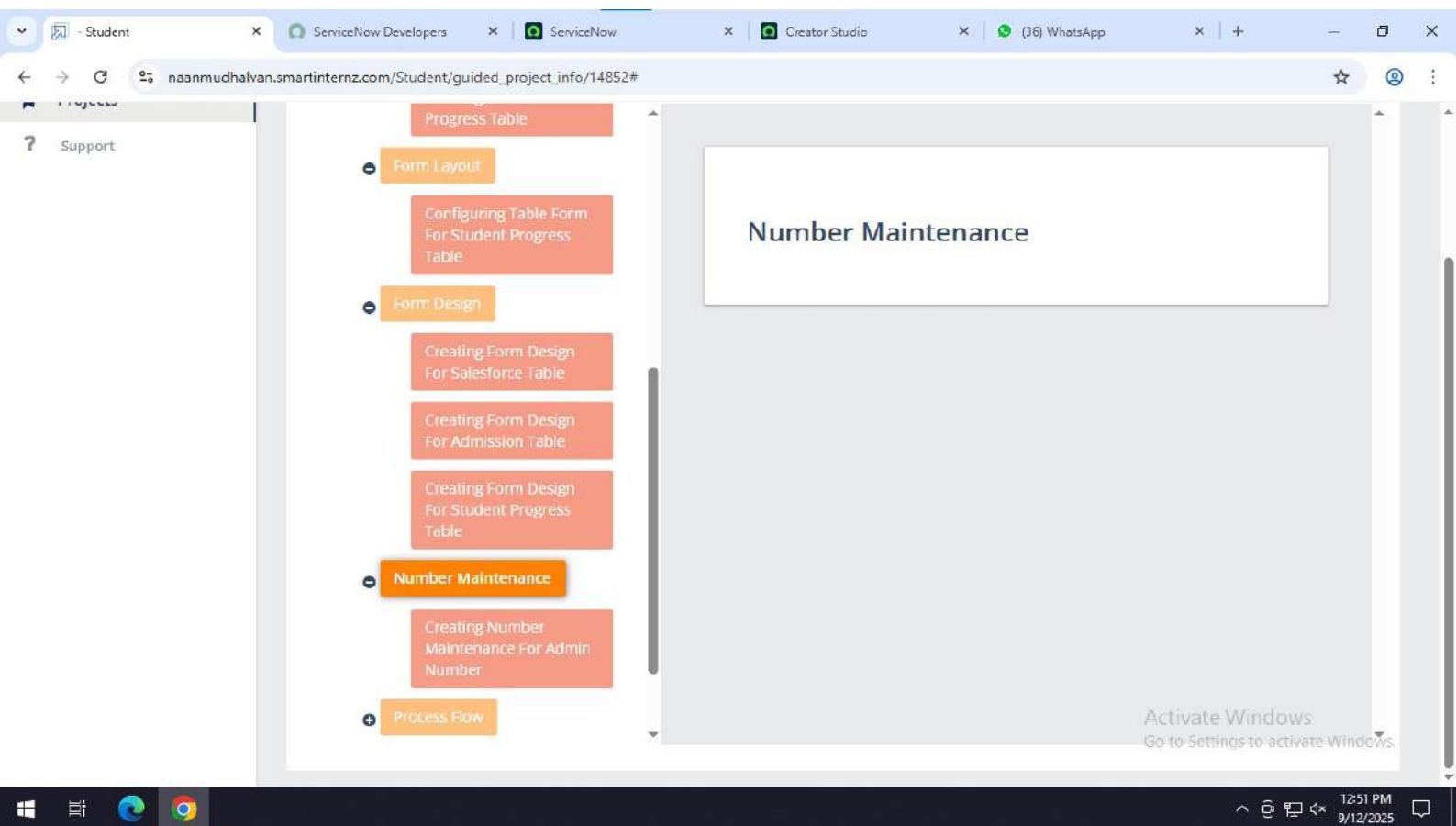
9/12/2025

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



The screenshot shows the 'Farm Design' application interface. The top bar includes a search bar and a 'Farm Design' title. The left sidebar contains a 'Fields' section with a list of fields (1-7) and a 'Buildings' section with a list of buildings (1-7). The main content area displays a hierarchical tree view of the farm layout. The tree is organized into two main categories: 'Fields' and 'Buildings'. The 'Fields' category includes '1. Field', '2. Field', '3. Field', '4. Field', '5. Field', '6. Field', and '7. Field'. The 'Buildings' category includes '1. Building', '2. Building', '3. Building', '4. Building', '5. Building', '6. Building', and '7. Building'. Each item in the tree has a corresponding icon and a name. The 'Fields' category is expanded, showing a list of fields. The 'Buildings' category is also expanded, showing a list of buildings. The tree view allows users to navigate through the farm layout and view details for each field and building.

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Progress Table

Form Layout

Configuring Table Form For Student Progress Table

Form Design

Creating Form Design For Salesforce Table

Creating Form Design For Admission Table

Creating Form Design For Student Progress Table

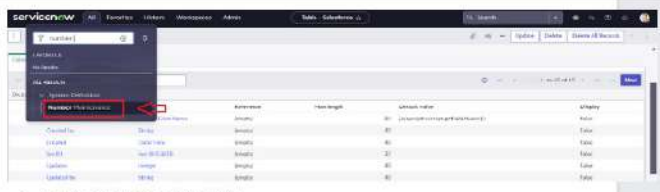
Number Maintenance

Creating Number Maintenance For Admin Number

Process Flow


## Creating Number Maintenance For Admin Number

- All >> Number Maintenance >> New



Number	Prefix	Length	Start Date	End Date	Sequence	Next Value
0000000000	0000	8	2023-01-01	2023-12-31	1	00000001
0000000000	0000	8	2023-01-01	2023-12-31	1	00000001
0000000000	0000	8	2023-01-01	2023-12-31	1	00000001
0000000000	0000	8	2023-01-01	2023-12-31	1	00000001
0000000000	0000	8	2023-01-01	2023-12-31	1	00000001

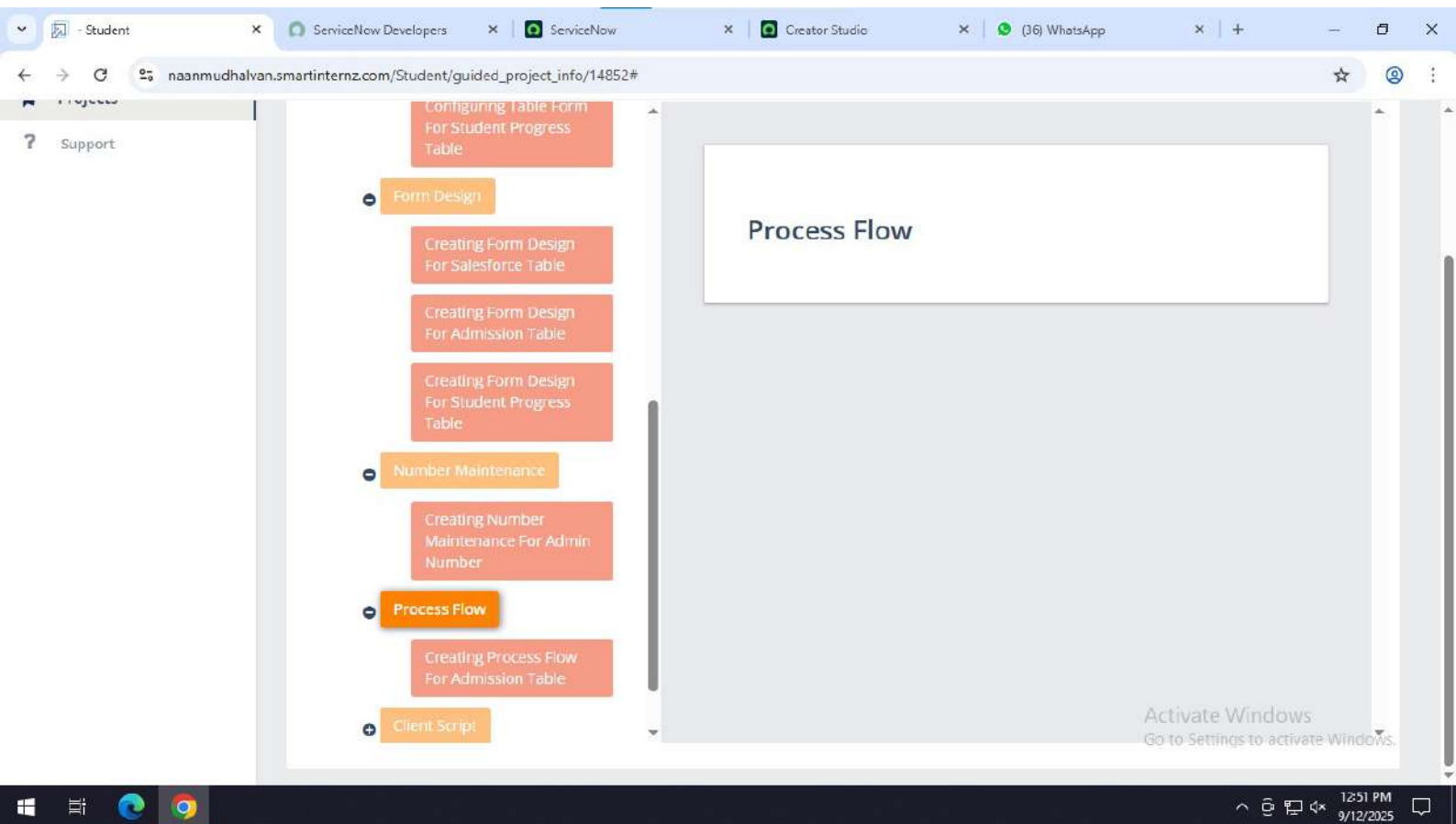
- Fill the details >> Submit.



Form fields: Prefix (0000), Length (8), Start Date (2023-01-01), End Date (2023-12-31), Sequence (1), Next Value (00000001).

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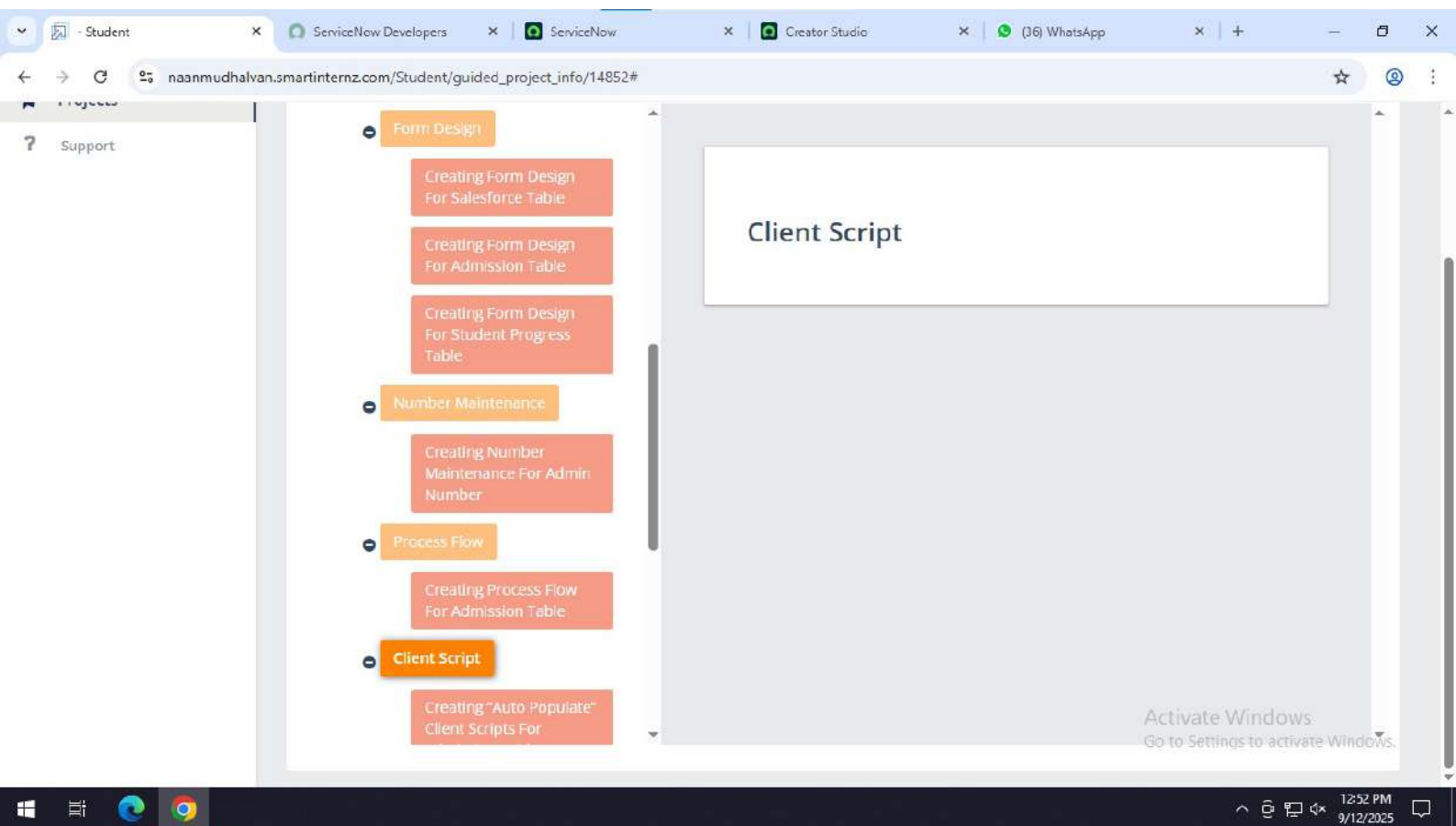
- All >> Process Flow>> New.
- Fill the Details as given Below

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- Right Click on toggle and click on the save
- Replace the Name and Label as below and click on

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Activate windows  
Go to settings to activate Windows



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Support

- Creating Number Maintenance For Admin Number
- Process Flow
  - Creating Process Flow For Admission Table
- Client Script
  - Creating "Auto Populate" Client Scripts For Admission Table**
  - Creating "Pincode Update" Client Scripts For Admission Table
  - Creating "Disable Fields" Client Scripts For Student Progress Table
  - Creating "Total Update" Client Scripts For Student Progress Table
  - Creating "Results Client

## Creating "Auto Populate" Client Scripts For Admission Table

- All >> Client Scripts >> New.
- 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 a = g_form.getReference('u_admission_number');  
  g_form.setValue('u_admin_date', a.u_admin_date);  
  g_form.setValue('u_grade', a.u_grade);  
  g_form.setValue('u_student_name', a.u_student_name);  
}
```

Activate Windows  
Go to Settings to activate Windows.

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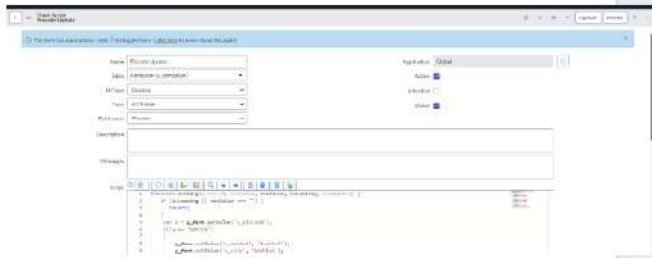
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Support

- Creating Number Maintenance For Admin Number
- Process Flow
  - Creating Process Flow For Admission Table
- Client Script
  - Creating "Auto Populate" Client Scripts For Admission Table
  - Creating "Pincode Update" Client Scripts For Admission Table**
  - Creating "Disable Fields" Client Scripts For Student Progress Table
  - Creating "Total Update" Client Scripts For Student Progress Table
  - Creating "Results" Client

## Creating "Pincode Update" Client Scripts For Admission Table

- Fill the Details as given.



```
function onChange(control, oldValue, newValue, 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');
    }
}
```

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

```
function onChange(control, oldValue, newValue,
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');
    }
}
```

Activate Windows  
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Support

- Creating Number Maintenance For Admin Number
- Process Flow
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- Client Script
  - Creating "Auto Populate" Client Scripts For Admission Table
  - Creating "Pincode Update" Client Scripts For Admission Table
  - Creating "Disable Fields" Client Scripts For Student Progress Table**
  - Creating "Total Update" Client Scripts For Student Progress Table
  - Creating "Results" Client

## Creating "Disable Fields" Client Scripts For Student Progress Table

- Fill the Details as given.

```
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);  
}
```

- 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);  
}
```

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Support

Client Script

Creating "Auto Populate" Client Scripts For Admission Table

Creating "Pincode Update" Client Scripts For Admission Table

Creating "Disable Fields" Client Scripts For Student Progress Table

Creating "Total Update" Client Scripts For Student Progress Table

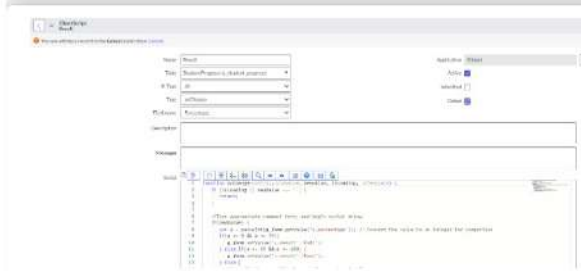
Creating "Result" Client Scripts For Student Progress Table

Creating "Percentage" Client Scripts For Student Progress Table

Result

## Creating "Result" Client Scripts For Student Progress Table

- Fill the Details as given.



```
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');
        }
    }
}
```

- 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');
        }
    }
}
```

Activate Windows  
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Support

Client Script

Creating "Auto Populate" Client Scripts For Admission Table

Creating "Pincode Update" Client Scripts For Admission Table

Creating "Disable Fields" Client Scripts For Student Progress Table

Creating "Total Update" Client Scripts For Student Progress Table

Creating "Result" Client Scripts For Student Progress Table

Creating "Percentage" Client Scripts For Student Progress Table

Result

## Creating "Percentage" Client Scripts For Student Progress Table

- Fill the Details as given.

Client Script

Table: Student Progress Table

Event: onLoad

Script

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+'%');  
}

- 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+'%');  
}
```

Activate Windows  
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Support

Client Script

Creating "Auto Populate" Client Scripts For Admission Table

Creating "Pincode Update" Client Scripts For Admission Table

Creating "Disable Fields" Client Scripts For Student Progress Table

Creating "Total Update" Client Scripts For Student Progress Table

Creating "Result" Client Scripts For Student Progress Table

Creating "Percentage" Client Scripts For Student Progress Table

Result

Result

Form 1: Admission

Form 2: Student Progress

Form 3: Student Progress

Activate Windows  
Go to Settings to activate Windows.

Windows Taskbar

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