# EDUCATIONAL ORGANISATION USING SERVICENOW

**Team ID: NM2025TMID17610** 

**Team Size: 5** 

Team Leader: Jothika V

Team member: Gopika S

Team member: Bavana K

Team member: Suvedha M

**Team member: Pavithra S** 

#### PROBLEM STATEMENT:

- **1. Streamlining IT Service Requests:** The educational organization has a manual process for IT service requests, leading to delays and inefficiencies. How can ServiceNow be used to automate and streamline IT service requests, improving response times and user satisfaction?
- **2. Enhancing Student Support:** The organization wants to provide better support to students, including timely resolution of technical issues and improved access to resources. How can ServiceNow be used to create a student-focused service portal that meets these needs?
- **3.** Improving Incident Management: The organization experiences frequent IT incidents, such as network outages or hardware failures, which disrupt teaching and learning. How can ServiceNow be used to improve incident management processes, reducing downtime and minimizing the impact on students and staff?
- **4. Automating Asset Management**: The organization has a large inventory of IT assets, including laptops, desktops, and other equipment. How can ServiceNow be used to automate asset management processes, ensuring accurate tracking and efficient utilization of resources?
- **5**. Enhancing Faculty and Staff Support: The organization wants to provide better support to faculty and staff, including streamlined processes for requesting resources and resolving technical issues. How can ServiceNow be used to create a faculty and staff-focused service portal that meets these needs? Setting up ServiceNow Instance

#### **Skills:**

- **1. ServiceNow Development**: Knowledge of ServiceNow platform, including creating workflows, forms, and business rules.
- 2. IT Service Management (ITSM): Understanding of ITSM principles and best practices, including incident, problem, and change management.
- 3. **Scripting:** Familiarity with scripting languages like JavaScript or Jelly scripting for advanced customization.
- 4. Integration: Knowledge of integrating ServiceNow with other systems and applications.

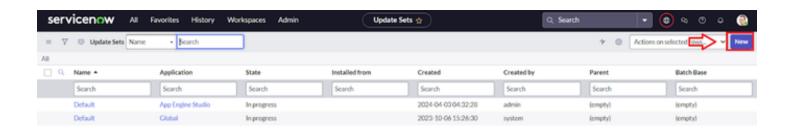
- 1. Once logged in, navigate to the "Personal Developer Instance" section.
- 2. Click on "Request Instance" to create a new ServiceNow instance.
- 3. Fill out the required information and submit the request.
- 4. You'll receive an email with the instance details once it's ready.
- 5. Log in to your ServiceNow instance using the provided credentials.
- 6. Now you will navigate to the ServiceNow.

#### **Creating a Update Set**

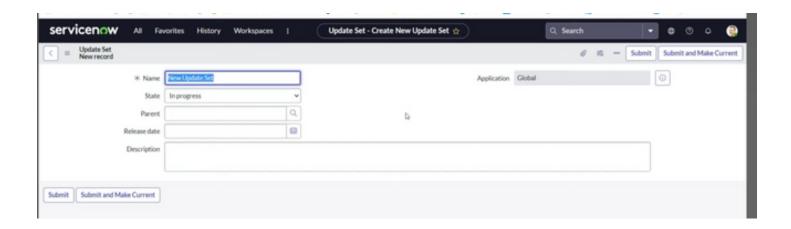
Click on All >> Local update sets .



Click on new

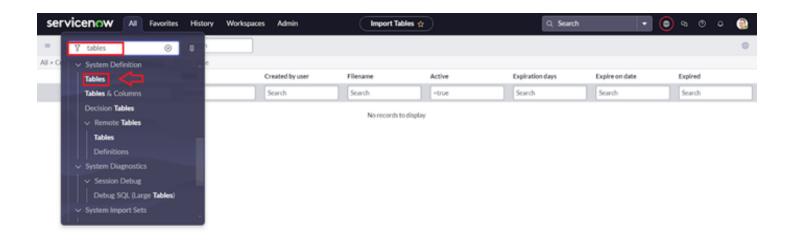


• 3.Enter the Details Name: Educational Organisation >> Click on Submit and make Current.

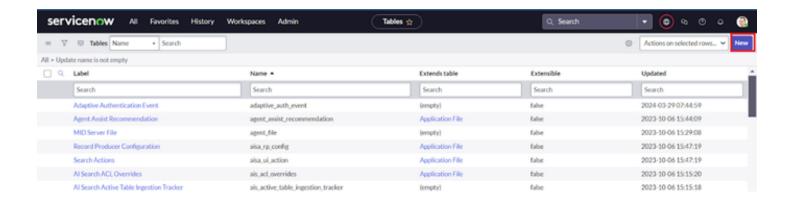


## **Creating Salesforce Table.**

• All >> Tables.

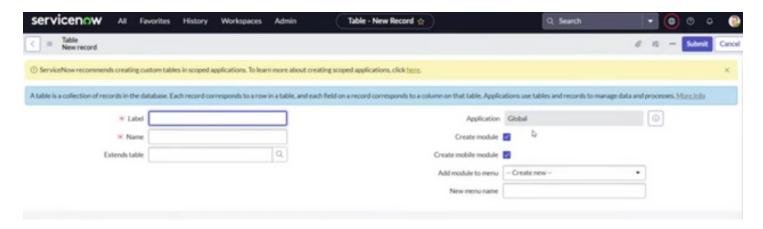


Click on new

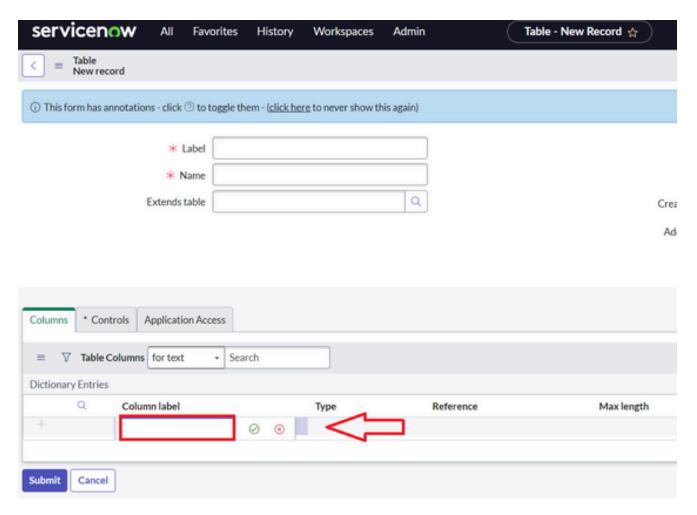


 Enter the Label(Anything you want): Salesforce >> Click on Name it will Automatically generate Api name.

•

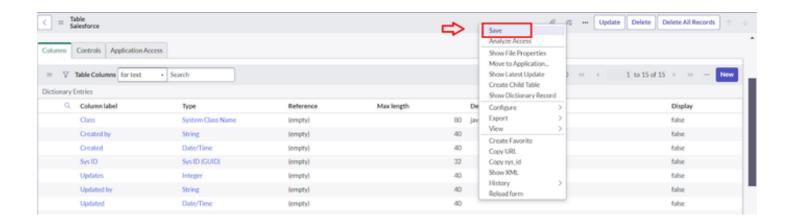


• Create columns as given below, Double Click on Column label and Enter the Column labels and click on the tick mark >> Give Type as given .





• For "Admin Number" Give Display as True and right click on the toggle bar on top >> save.



• Click on controls >> Enable Extensible.

•

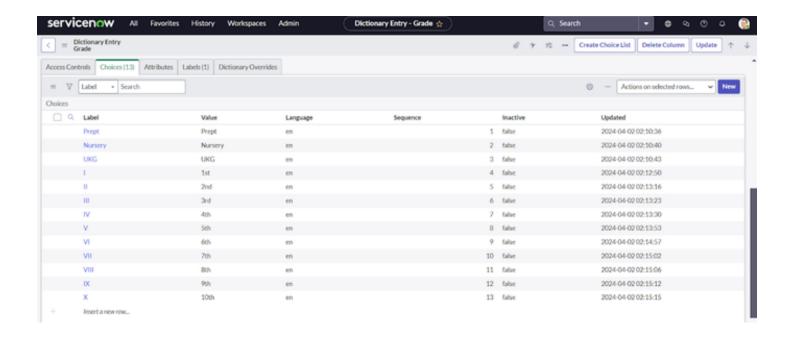


 Click on "Admin Number" column, In Related Links Click on Advanced View >> Default View (Enable Use dynamic default) >> select Get Next Padded Number in Dynamic default value >> Update .

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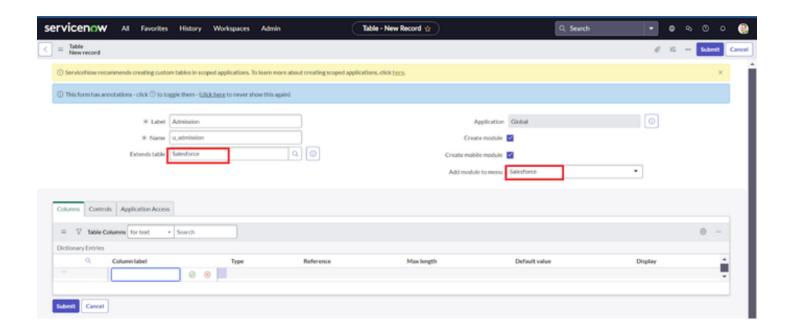


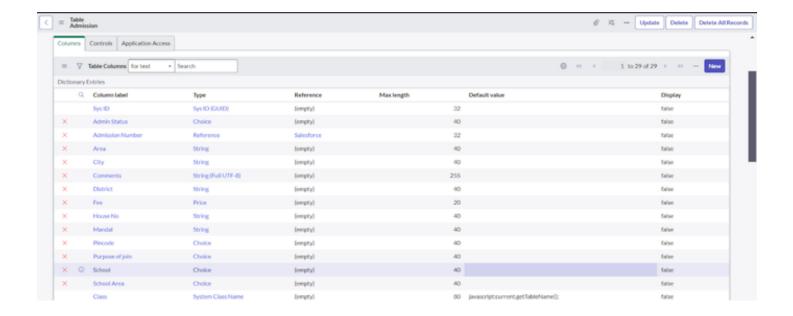
 Click on "Grade" Column >> Click on Choices and give Label, Value and Sequence as given below.



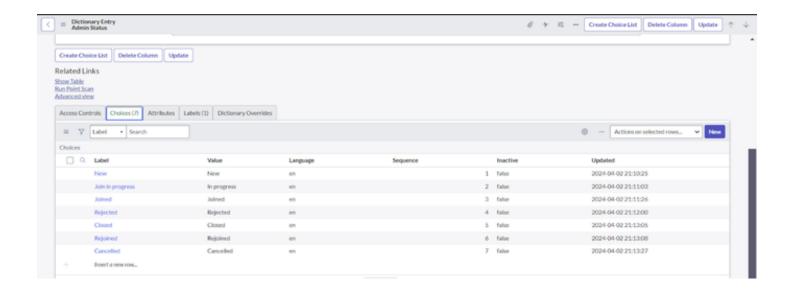
#### **Creating Admission Table**

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





• Create choice for Admin Status as:



• Create choice for Pincode as:



• Create choice for Purpose of Join as:



#### Create choice for School as:



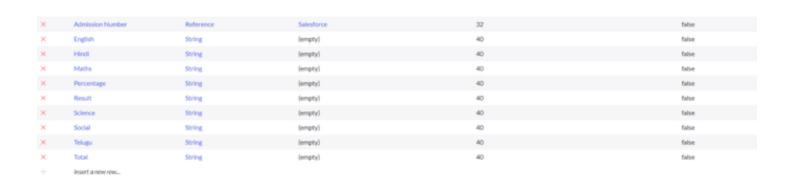
#### Create choice for School Area as:



#### **Creating Student Progress Table**

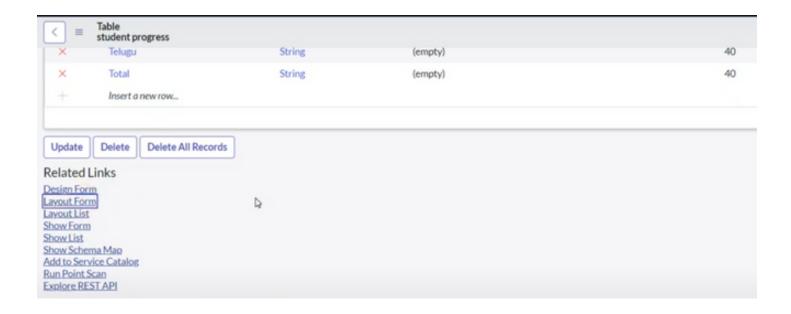
- Create a Student Progress Table with Columns given.
- Select Add module to menu >> Salesforce.

#### Create Fields as shown:

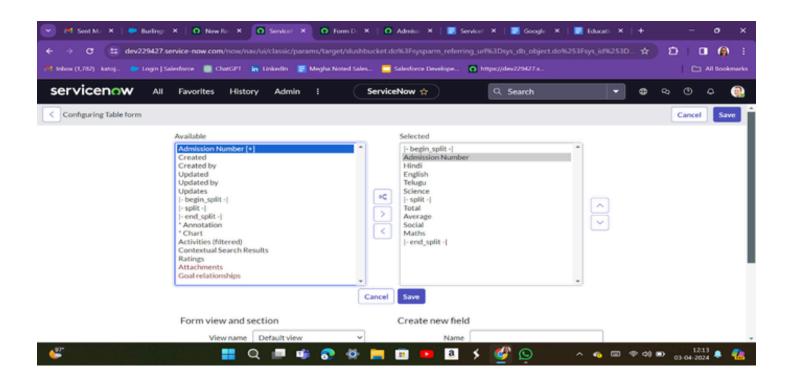


#### **Configuring Table form for Student Progress Table**

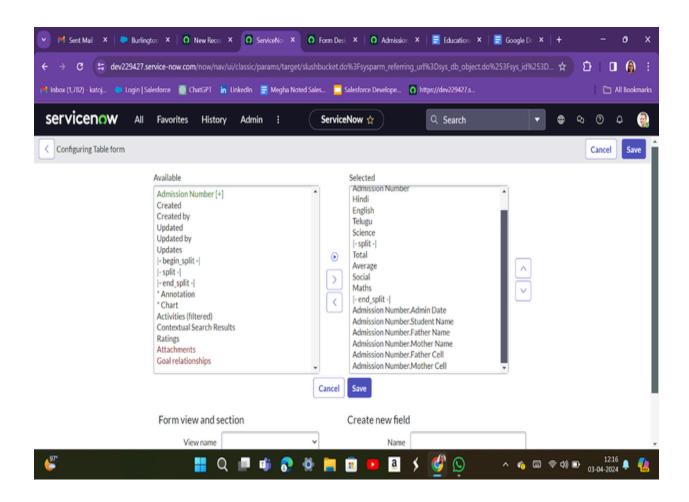
• In the Student Progress Table Page, Click on Layout form.



Click on Admission Number [+].



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



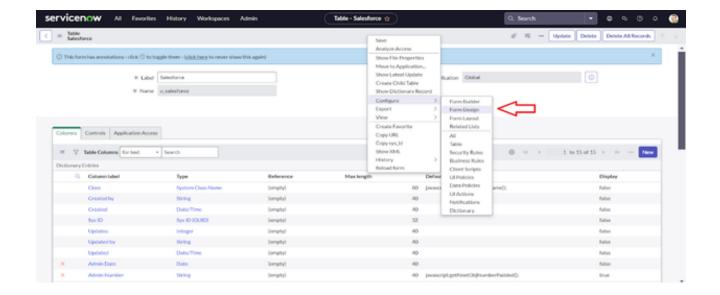
### **Creating Form Design for Salesforce Table**

All >> System Definition >> Tables .

In Label Search for Salesforce and open.



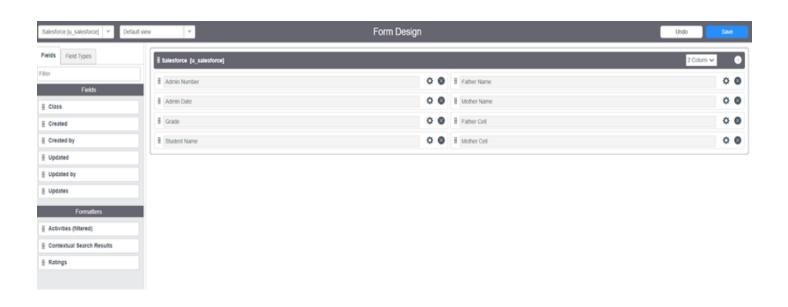
Right Click on top Toggle >> Configure >> Form Design.



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

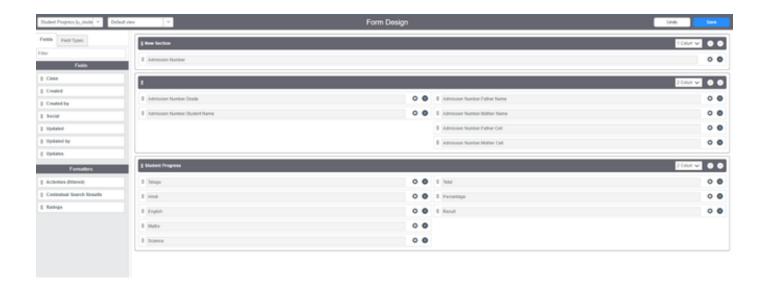


1. Drag and drop the fields to the left side as below.



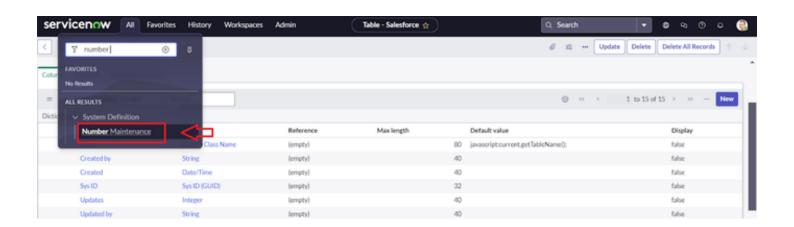
### **Creating Form Design for Student progress Table**

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



## **Creating Number Maintenance for Admin Number**

All >> Number Maintenance >> New



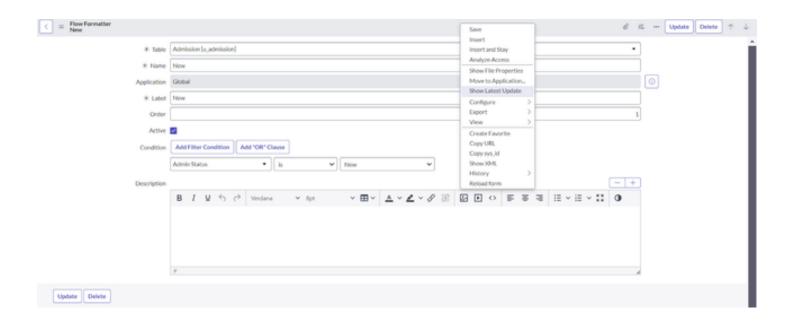
• Fill the details >> Submit.



### **Creating Process Flow for Admission Table**

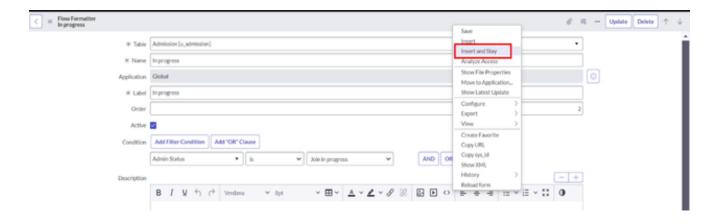
All >> Process Flow>> New.

Fill the Details as given Below



Right Click on toggle and click on the save.

Replace the Name and Label as below and click on Insert on stay.



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

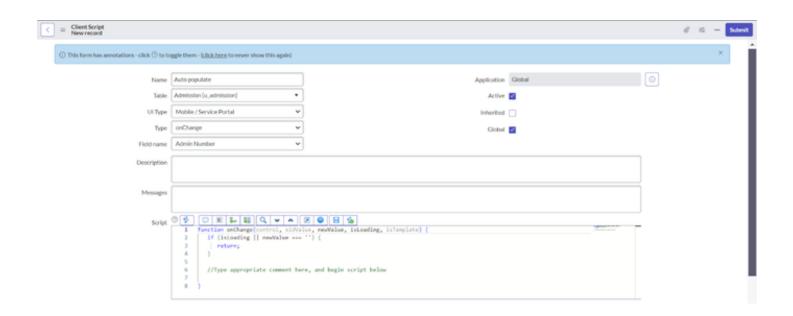
Joined >> Rejected >> Rejoined >> Closed >> Cancelled.

Order should be New >> InProgress >> Joined >> Rejected >> Rejoined >> Closed >> Cancelled.

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);
```

```
g_form.setValue('u_father_name',a.u_father_name);
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_cell);

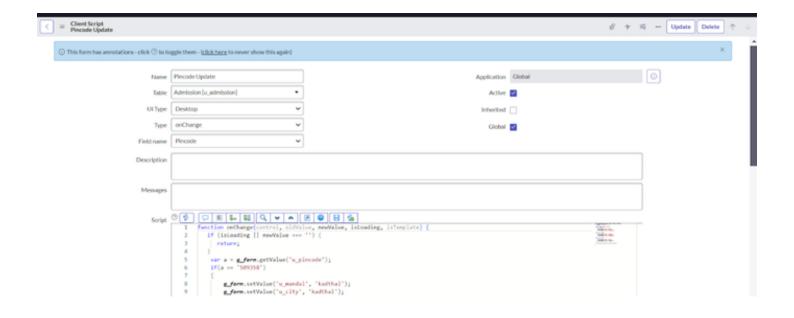
g_form.setDisabled('u_admin_date',a.u_admin_date);
g_form.setDisabled('u_grade',a.u_grade);
g_form.setDisabled('u_student_name',a.u_student_name);
g_form.setDisabled('u_father_name',a.u_father_name);
g_form.setDisabled('u_mother_name',a.u_mother_name);
g_form.setDisabled('u_father_cell',a.u_father_cell);
g_form.setDisabled('u_mother_cell',a.u_mother_cell);
```

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

## Creating "Pincode Update" Client Scripts for Admission

#### **Table**

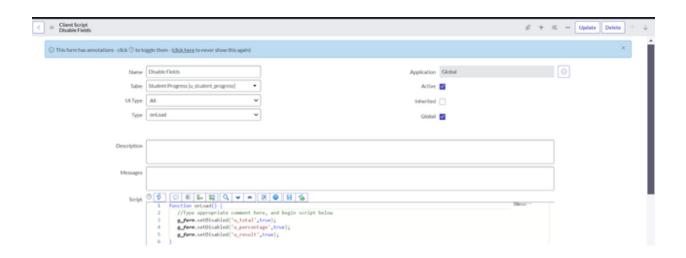
Fill the Details as given.



```
Write the Code as below, Enable Isolate script and Save.
function on Change (control, old Value, new Value, is Loading, is Template) {
 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');
}
```

## **Creating "Disable Fields" Client Scripts for Student progress Table**

• Fill the Details as given.

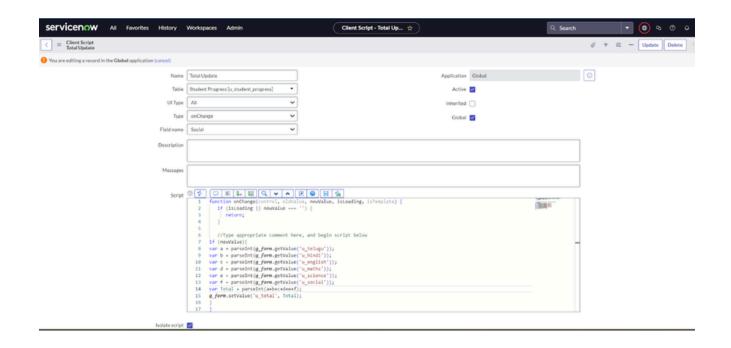


Write the Code as below, Enable Isolate script and Save.

```
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);
}
```

## **Creating "Total Update" Client Scripts for Student progress Table**

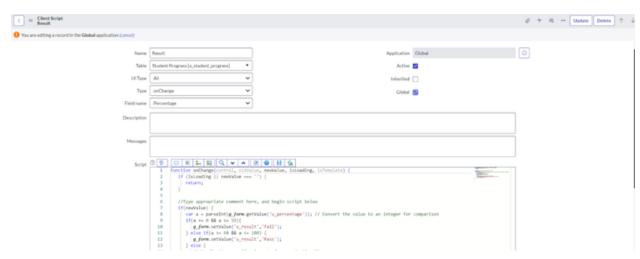
• Fill the Details as given.



```
Write the Code as below, Enable Isolate script and Save.
function on Change (control, old Value, new Value, is Loading, is Template) {
 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);
}
}
```

### Creating "Result" Client Scripts for Student progress Table

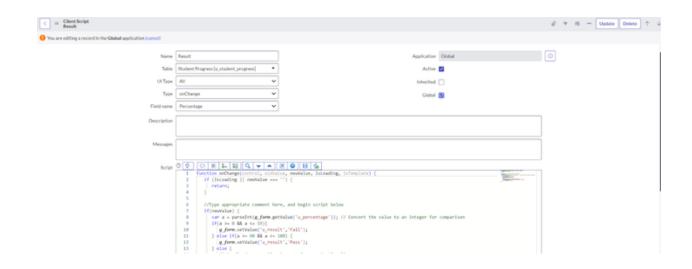
• Fill the Details as given.



```
Write the Code as below, Enable Isolate script and Save.
function on Change (control, old Value, new Value, is Loading, is Template) {
 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');
```

```
}
}
}
```

# Creating "Result" Client Scripts for Student progress Table 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) {

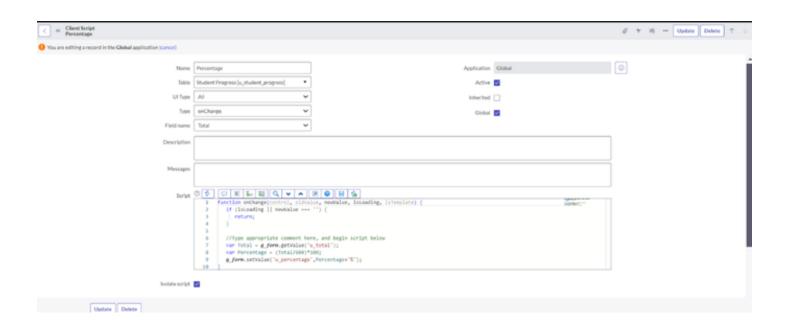
        g_form.setValue('u_result','Pass');
```

```
} 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');
}
```

## Creating "Percentage" Client Scripts for Student progress Table

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+'%');
}
```