**SRI VIDYA COLLEGE OF ENGINEERING & TECHNOLOGY**

VIRUDHUNAGAR 626005

Approved by AICTE, New Delhi and Affiliated to

Anna University, Chennai



**Subject Name : ServiceNow Administrator (NM1051)**

**(Under Naan Mudhalvan Scheme)**

**Project Title : Optimizing User, Group, and Role Management With Access Control and Workflows**

**Team ID:** **NM2025TMID08267**

**Team Members:**

**R.Yasotha -922022104040**

**M.Vasanthapriya - 922022104035**

**J.Yuvasri - 922022104042**

**S.Nivetha - 922022104025**

**Problem Statement:**

In a small project management team consisting of a Project Manager (Alice) and a Team Member (Bob), there is a need to efficiently manage project tasks and ensure accountability throughout the project lifecycle. The current system lacks clear role definitions, access controls, and a structured workflow, leading to confusion regarding task assignments and progress tracking.

**Objectives:**

1. To streamline user, group, and role assignments for better operational efficiency.
2. To enhance data security using proper Access Control Rules.
3. To automate repetitive administrative tasks with workflows.
4. To ensure only authorized users can access specific modules or data.
5. To improve ServiceNow platform management through structured access and automation**.**

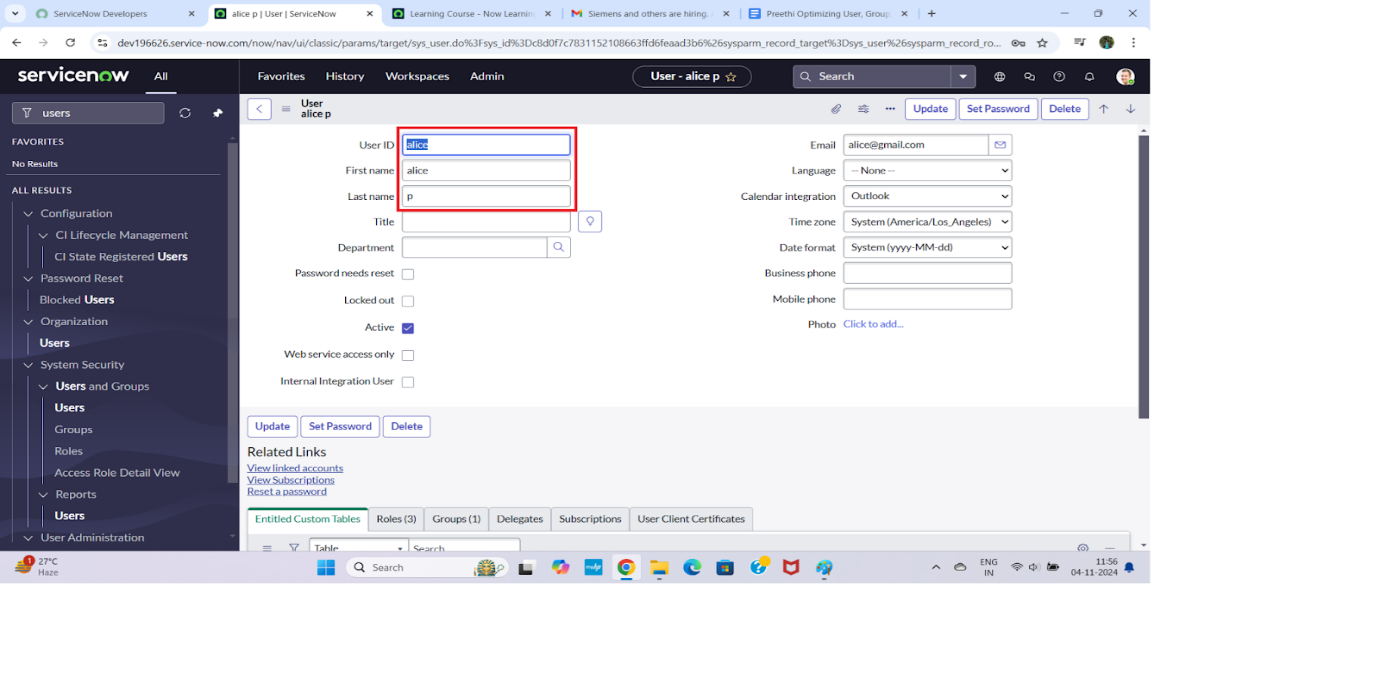
**SKILLS:**

1. User, Group & Role Management  
   o Creating and managing users, groups, and roles  
   o Assigning roles to control access
2. Access Control  
   o Configuring ACLs for secure data access  
   o Managing permissions based on roles
3. Workflow & Automation  
   o Using Flow Designer for approval workflows  
   o Automating role assignments and access requests
4. Reporting & Dashboard  
   o Creating reports to track user activities  
   o Designing dashboards for access and workflow insights

**Task Initiation:**

**MILESTONE 1: Users**

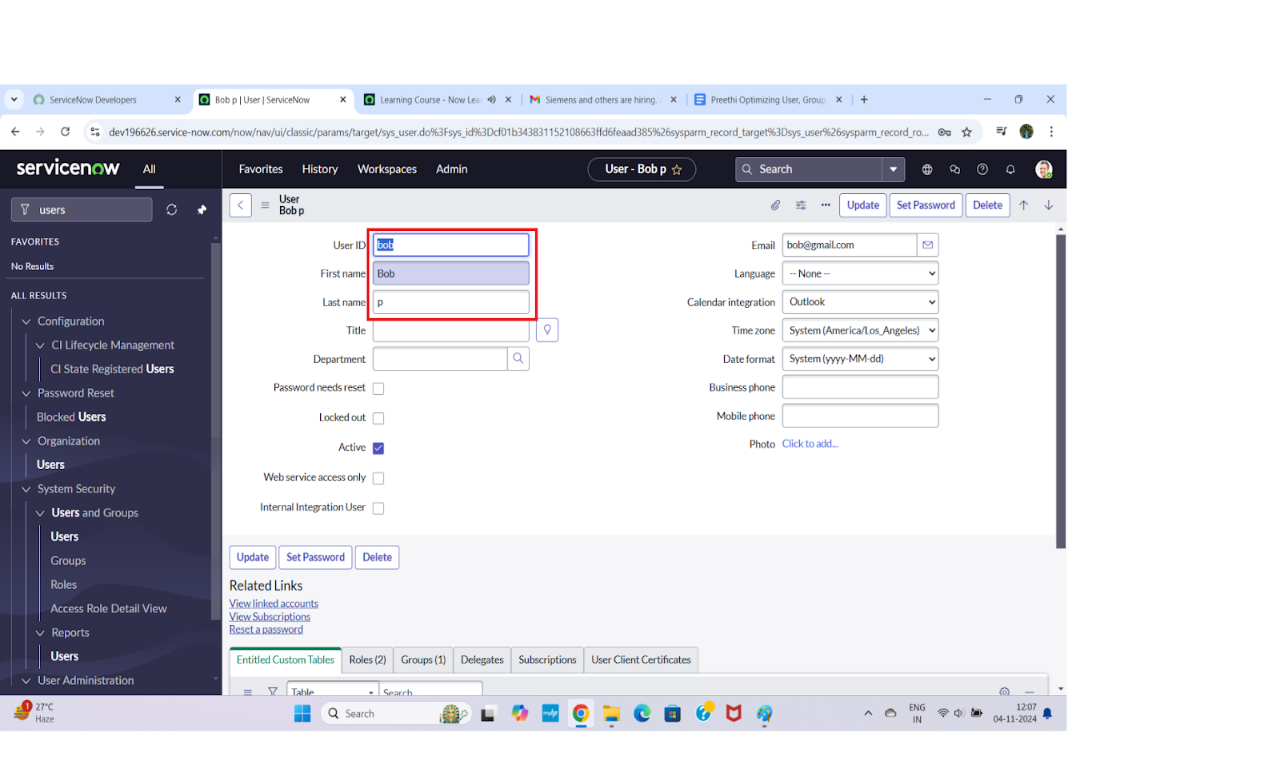
**Activity: Create Users**

1. Open service now
2. Click on All  >> search for users
3. Select Users under system security
4. Click on new
5. Fill the following details to create a new user
6. Click on submit****

7.Create one more user:

8.Create another user with the following details

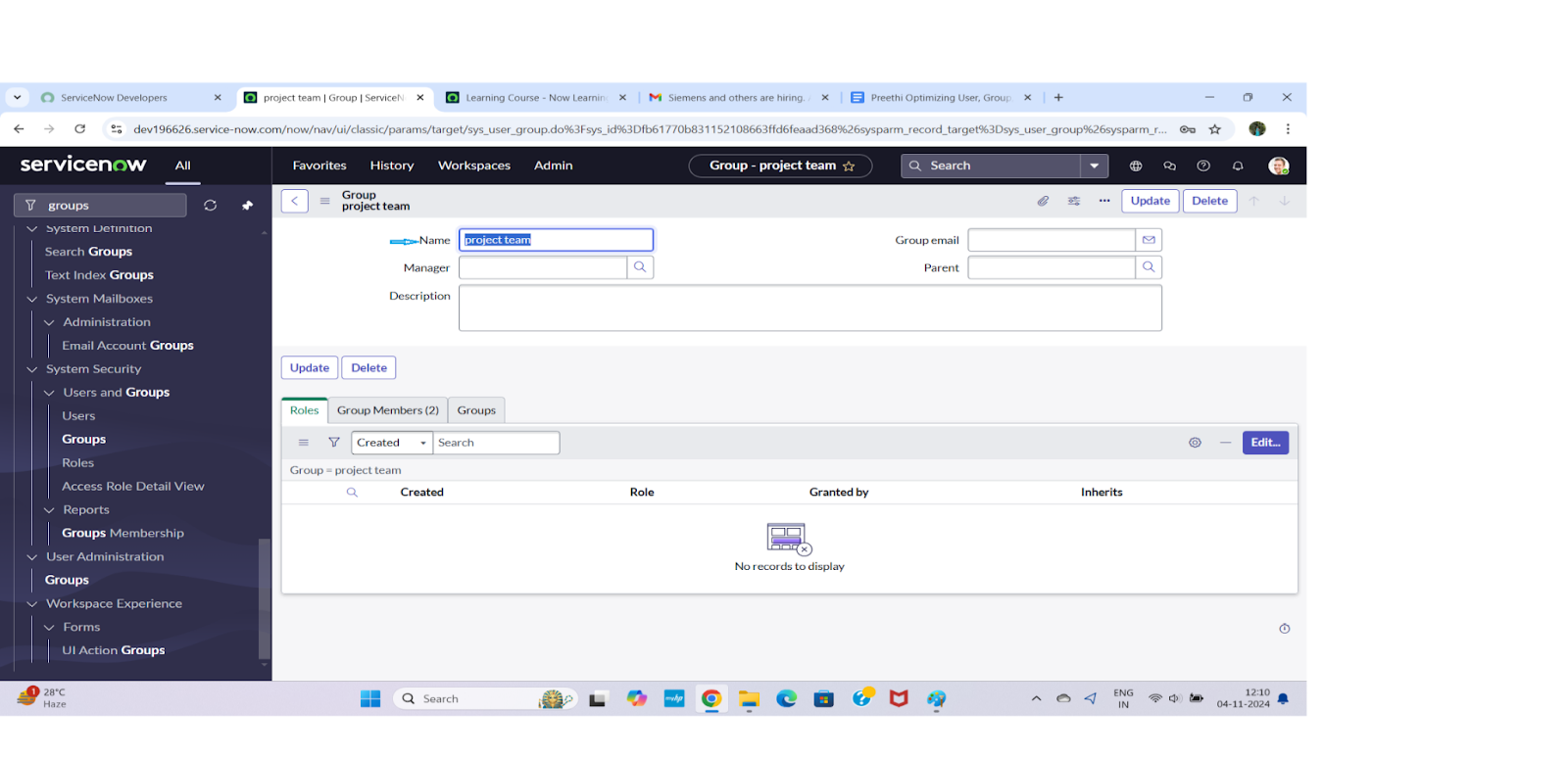
9.Click on submit

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**Milestone 2: Groups**

**Activity: Create Groups:**

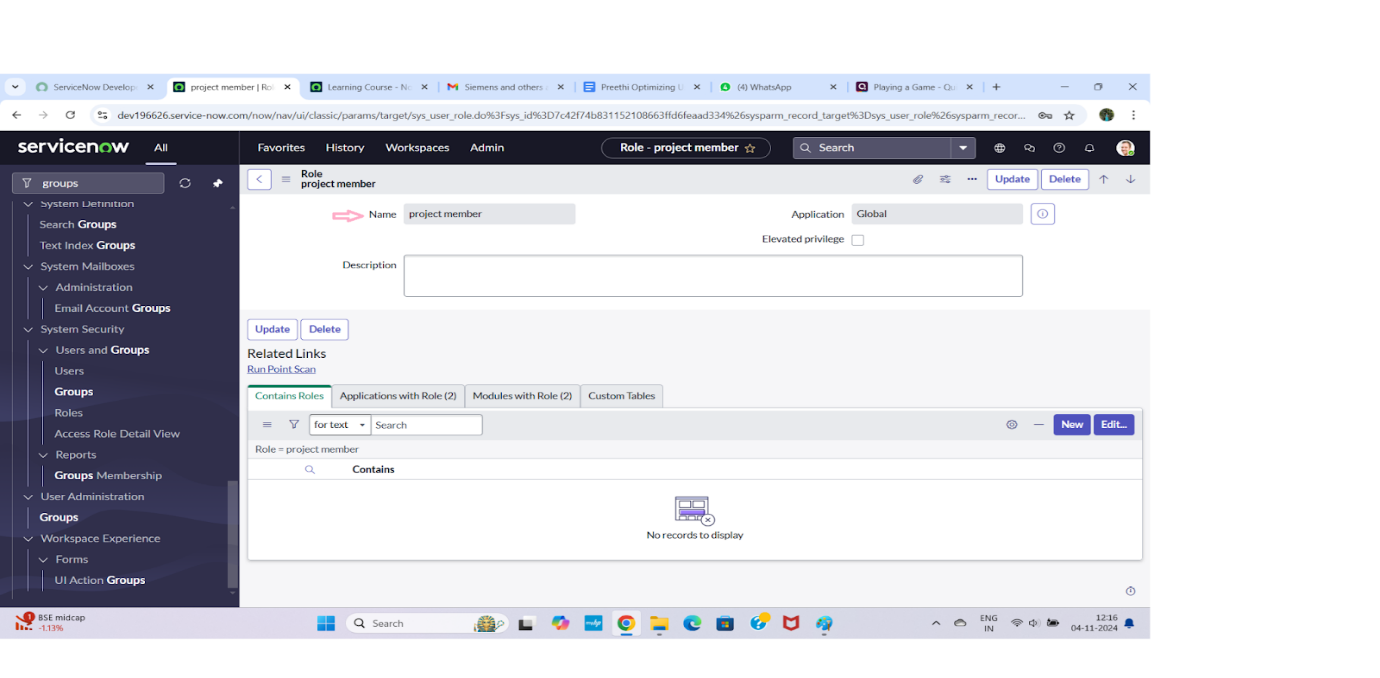
1. Open service now.
2. Click on All  >> search for groups
3. Select groups under system security
4. Click on new
5. Fill the following details to create a new group
6. Click on submit

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**Milestone 3: Roles**

**Activity : Create Roles**

1. Open service now.
2. Click on All  >> search for roles
3. Select roles under system security
4. Click on new
5. Fill the following details to create a new role
6. Click on submit

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Create one more role:

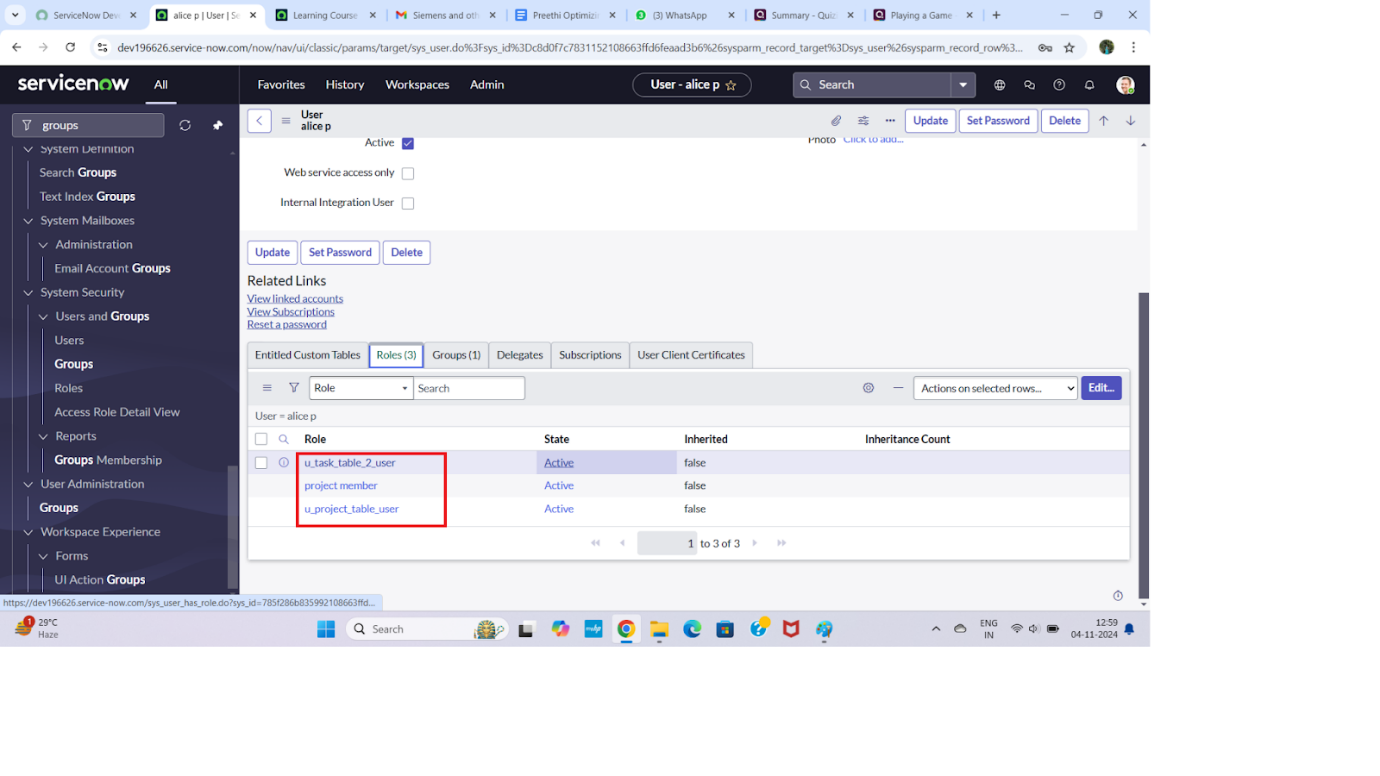
             7.Create another role with the following details

             8.Click on submit

**Milestone 4: Assign users to groups**

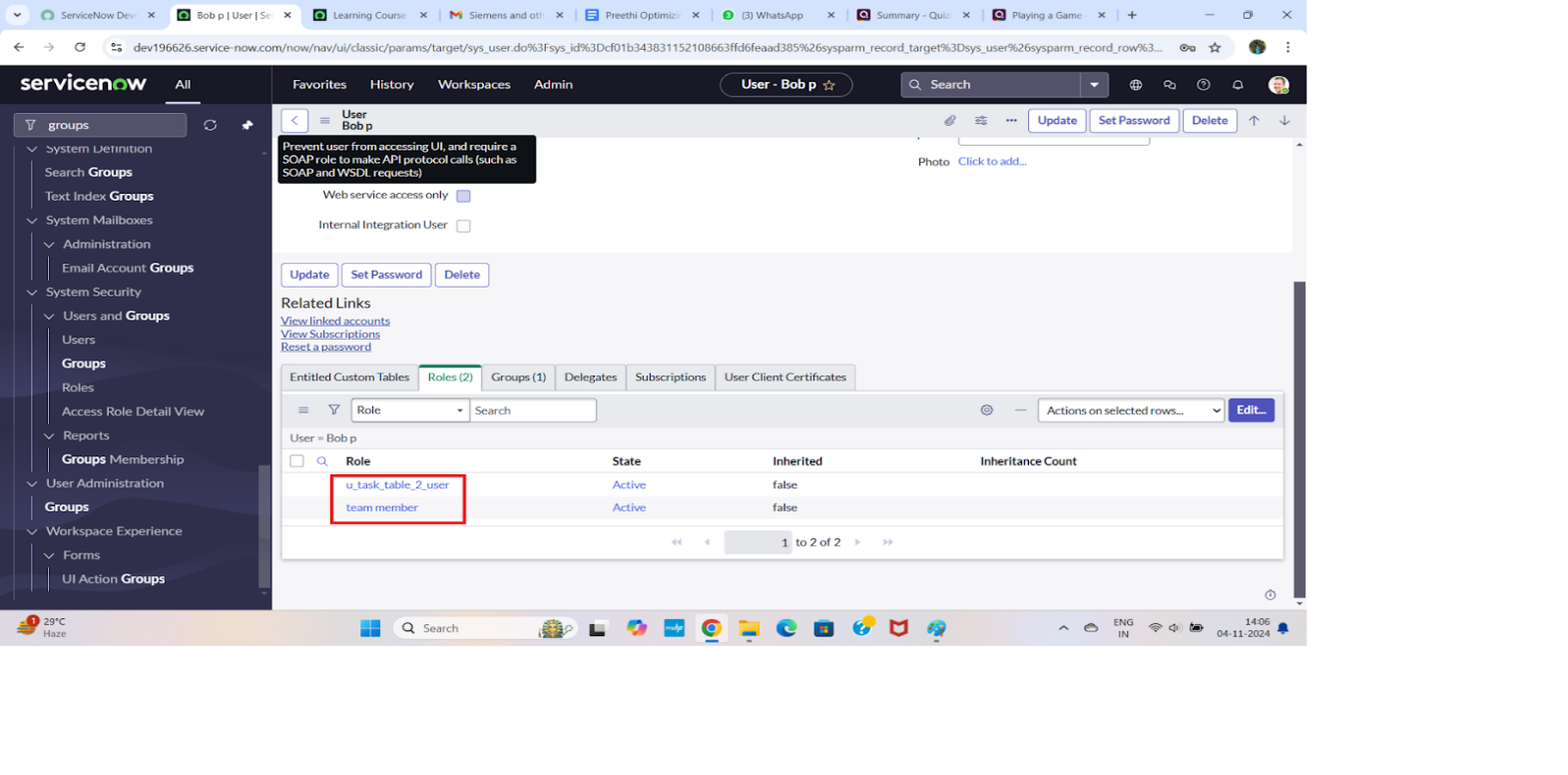
**Activity : Assign roles to alice user**

1. Open servicenow.Click on All  >> search for user
2. Select tables under system definition
3. Select the project manager user
4. Under project manager
5. Click on edit
6. Select project member and save
7. click on edit add u\_project\_table role and u\_task\_table role
8. click on save and  update the form.



**Assign roles to bob user:**

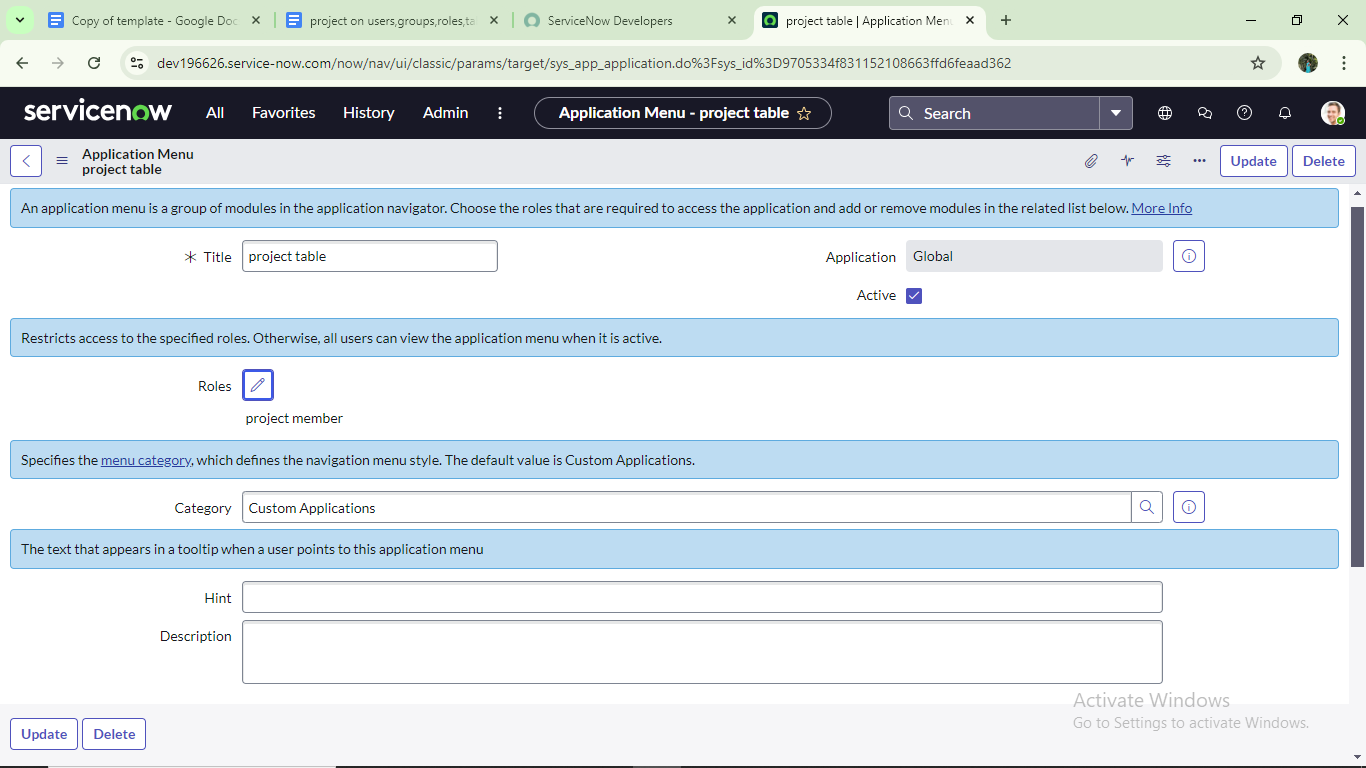
1. Open servicenow.Click on All  >> search for user
2. Select tables under system definition
3. Select the bob p user
4. Under team member
5. Click on edit
6. Select team member and give table role  and save
7. Click on profile icon Impersonate user to bob
8. We can see the task table2.

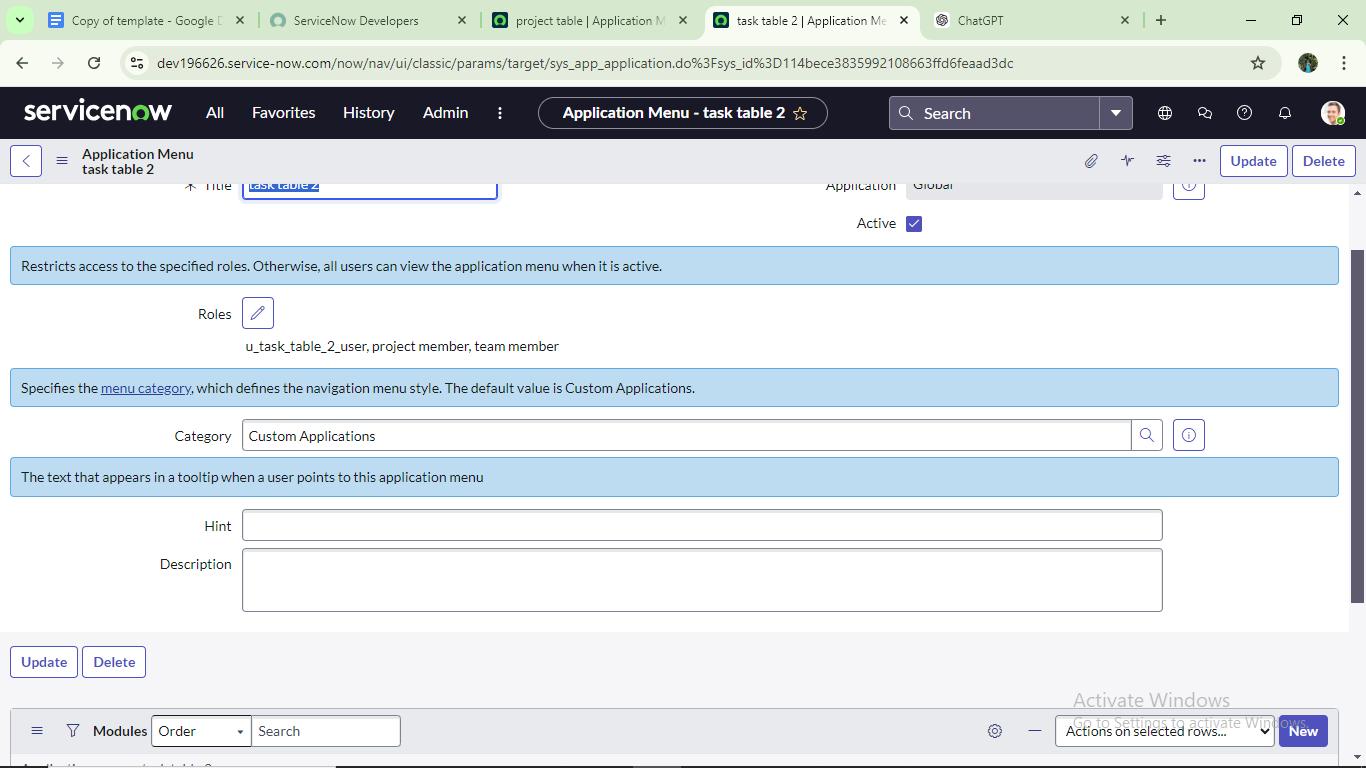


**Milestone 5: Application access**

**Activity :Assign table access to application**

1. while creating a table it automatically create a application and module for that table
2. Go to application navigator search for search project table application
3. Click on edit module
4. Give project member  roles to that application
5. Search for task table2 and click on edit application.
6. Give the project member and team member role for task table 2 application



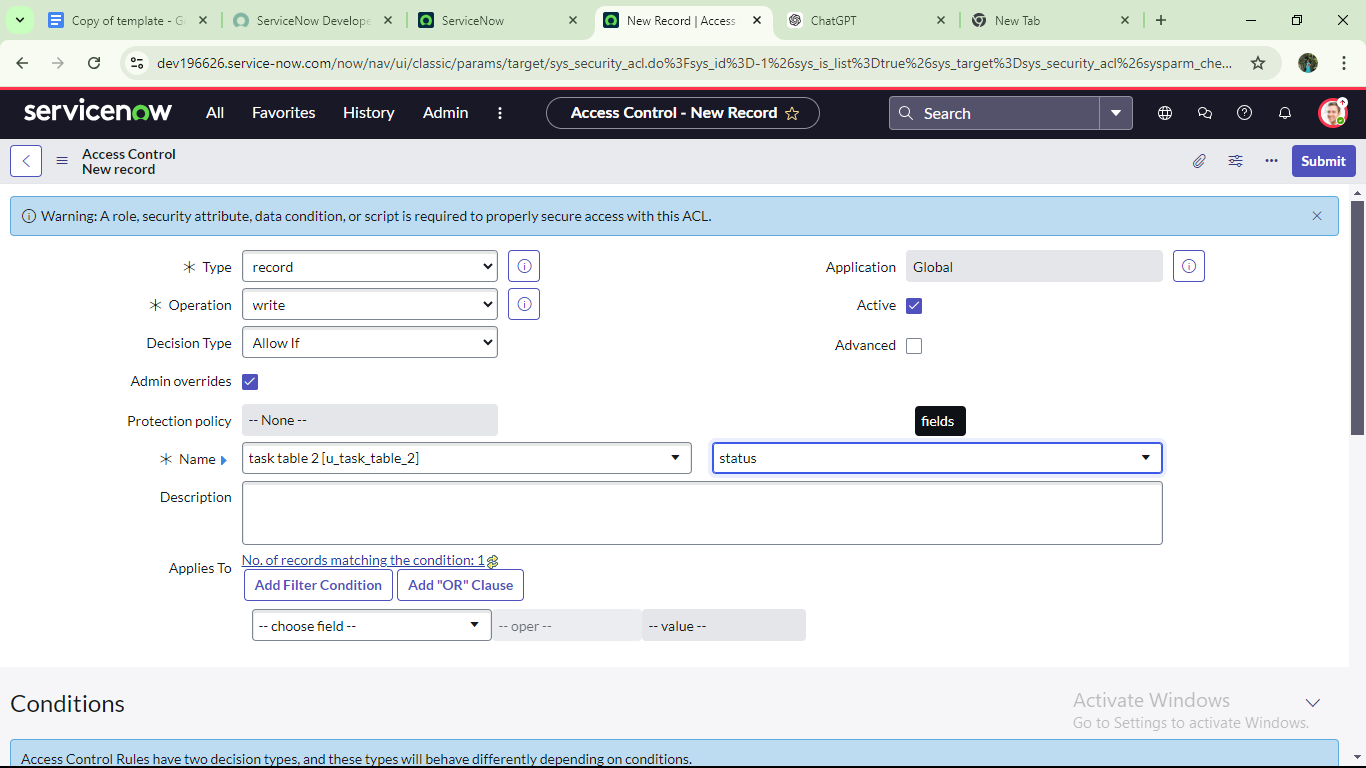


**Milestone 6: Access control list**

**Activity: Create ACL**

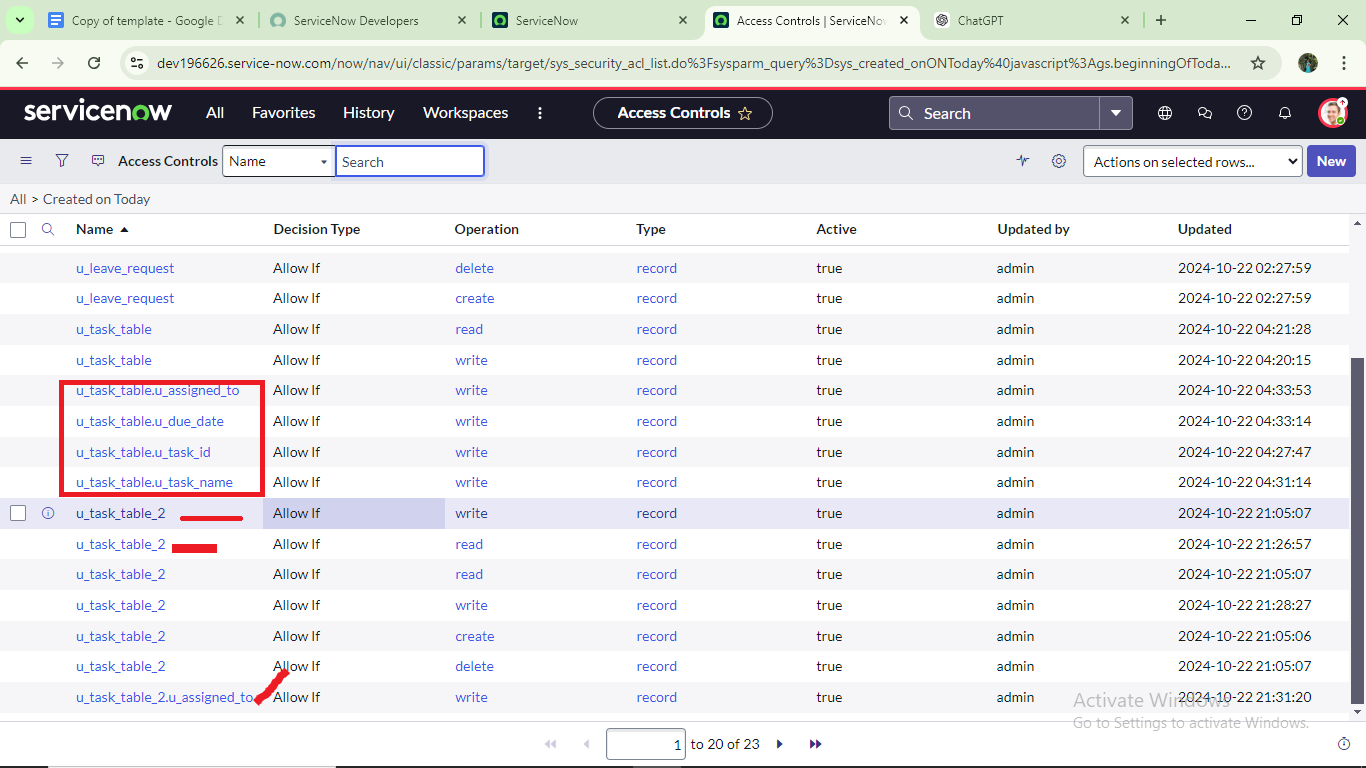
1. Open service now.
2. Click on All  >> search for ACL
3. Select Access Control(ACL) under system security
4. Click on elevate role
5. Click on new

6.Fill the following details to create a new ACL

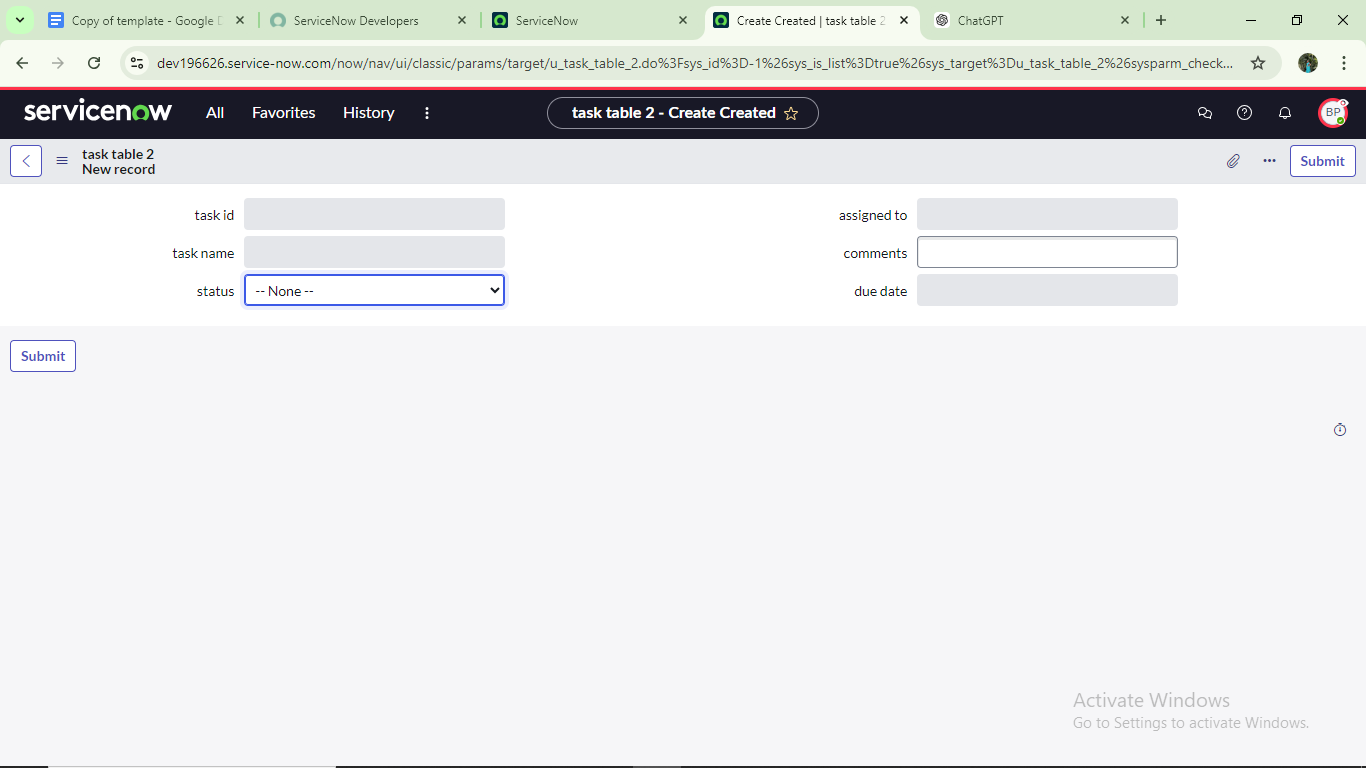
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1. Scroll down under requires role
2. Double click on insert a new row
3. Give task table and team member role
4. Click on submit

5.Similarly create 4 acl for the following fields



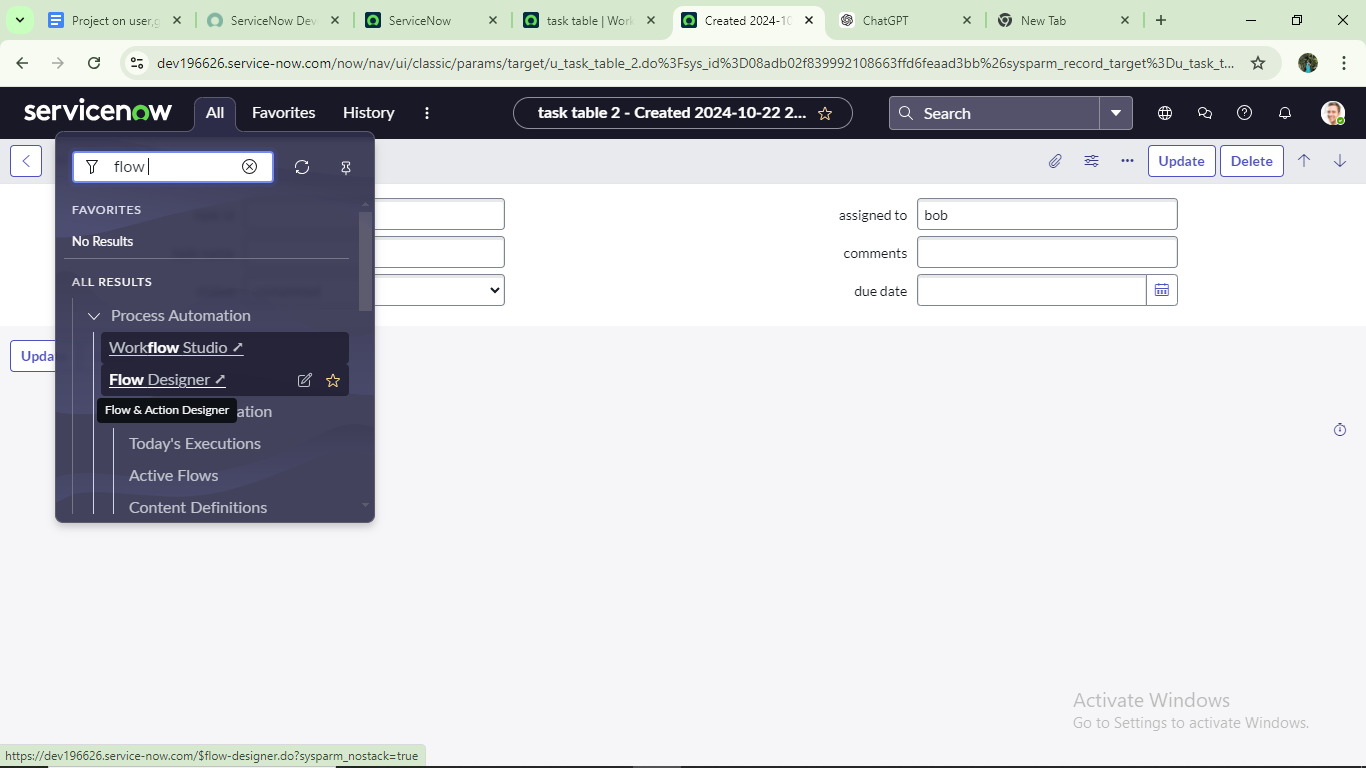
1. Click on profile on top right side
2. Click on impersonate user
3. Select  bob user
4. Go to all and select task table2 in the application menu bar
5. Comment and status fields are have the edit access

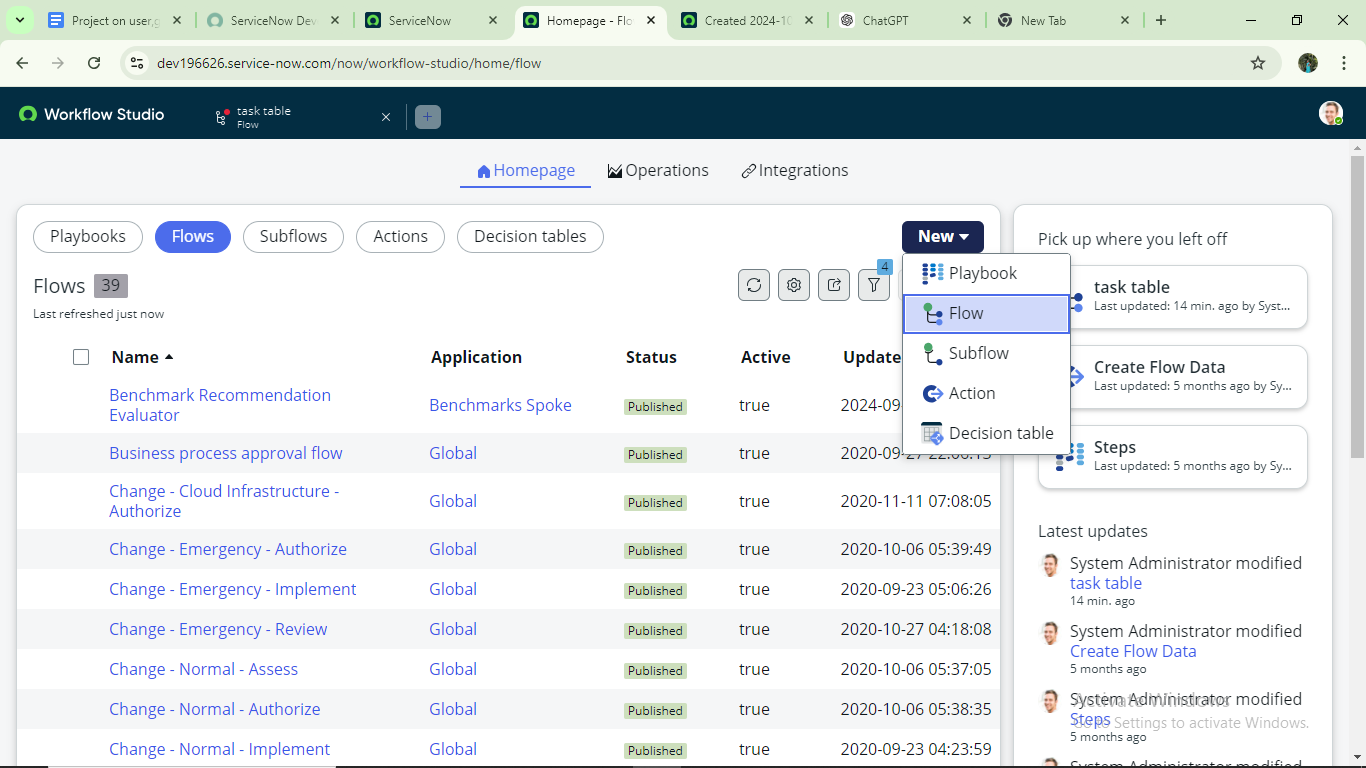


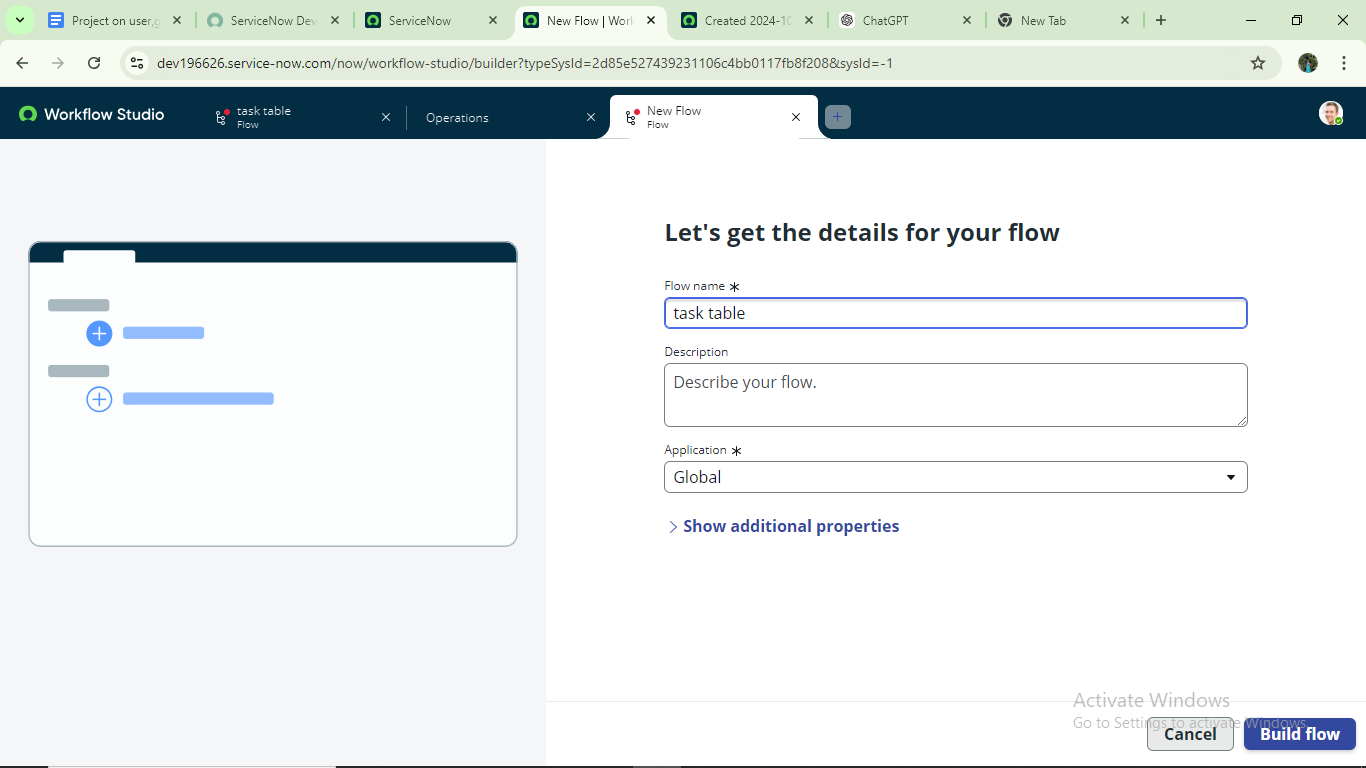
**Milestone 7: Flow**

**Activity: Create a Flow to Assign operations ticket to group**

1. Open service now.
2. Click on All  >> search for Flow Designer
3. Click on Flow Designer under Process Automation.
4. After opening Flow Designer Click on new and select Flow.
5. Under Flow properties Give Flow Name as “ task table”.
6. Application should be Global.
7. Click build flow.

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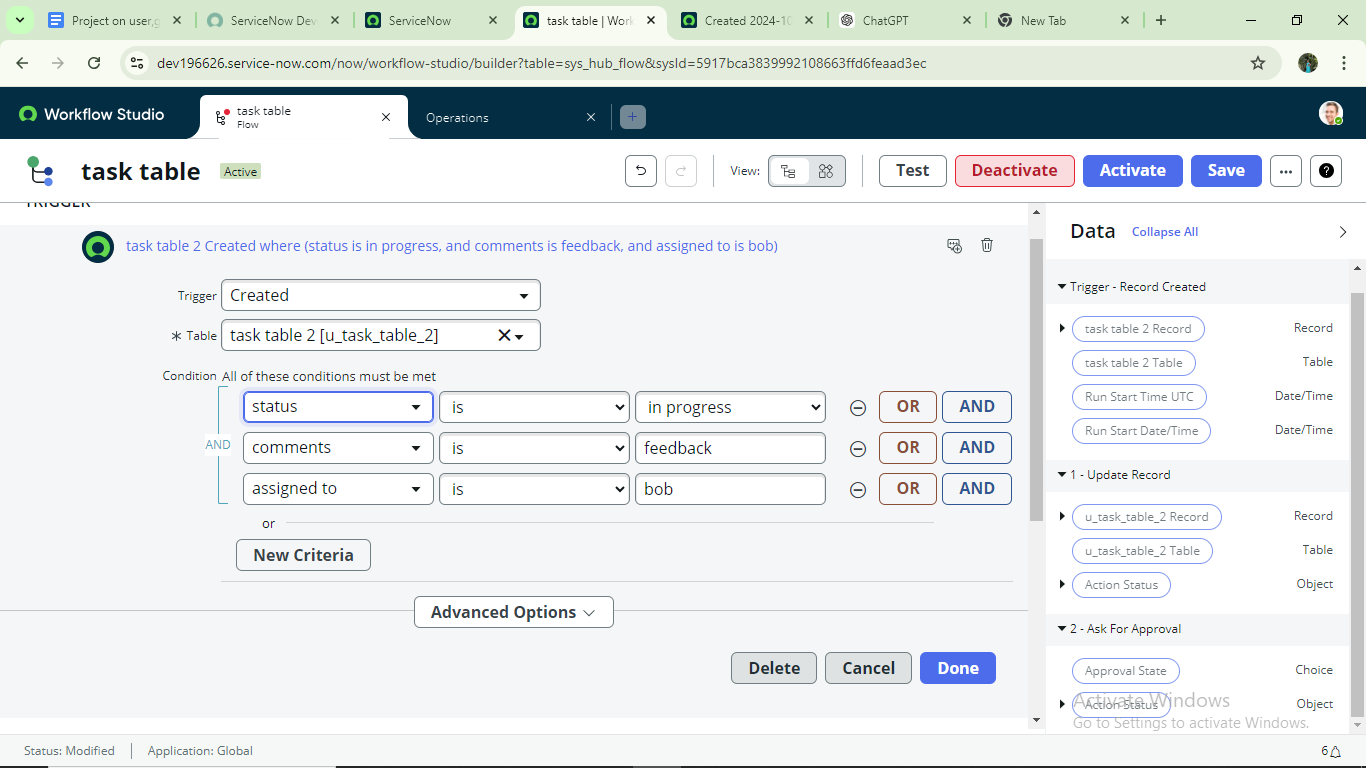
**Next step:**

1. Click on Add a trigger
2. Select the trigger in that Search for “create  record”  and select that.
3. Give the table name as “ task table ”.
4. Give the Condition as Field : status Operator :is Value : in progress

                       Field : comments Operator :is Value : feedback

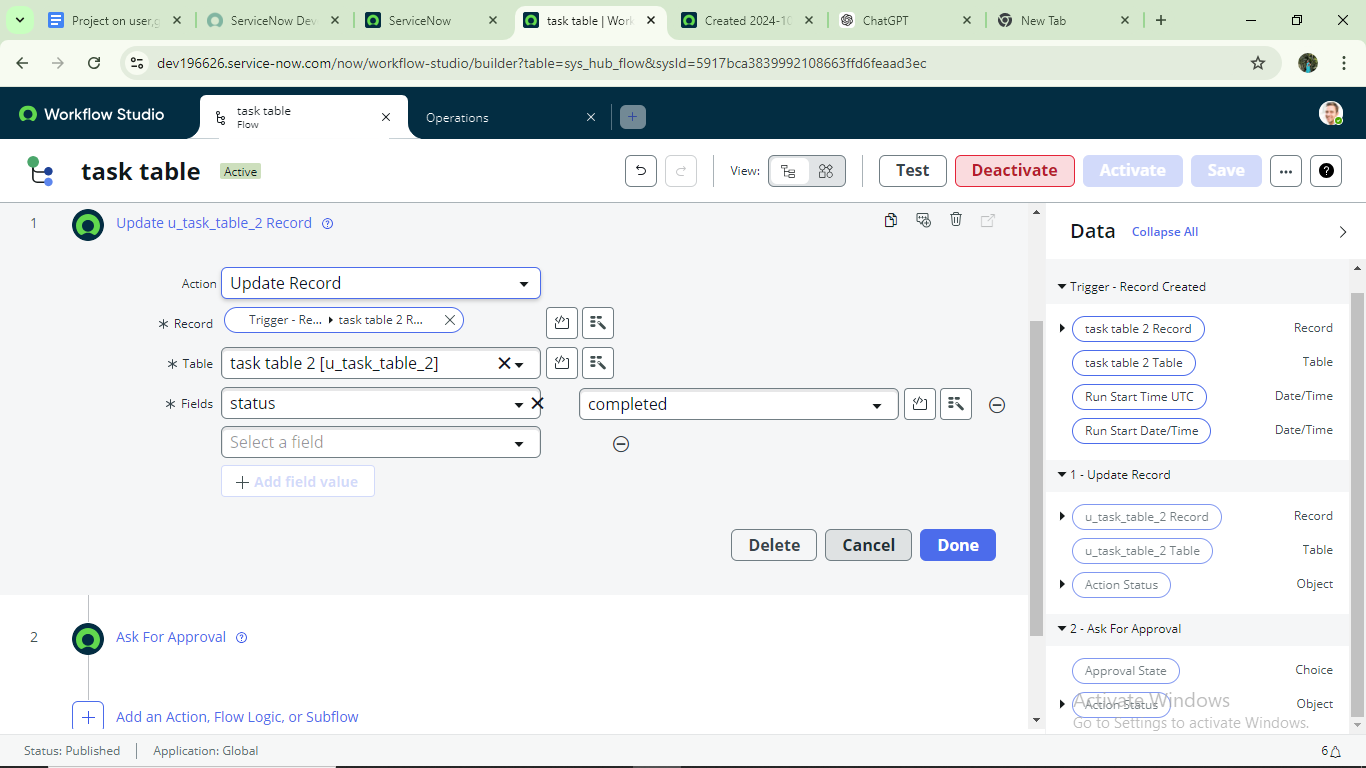
                       Field : assigned to Operator :is Value : bob

5.After that click on Done.

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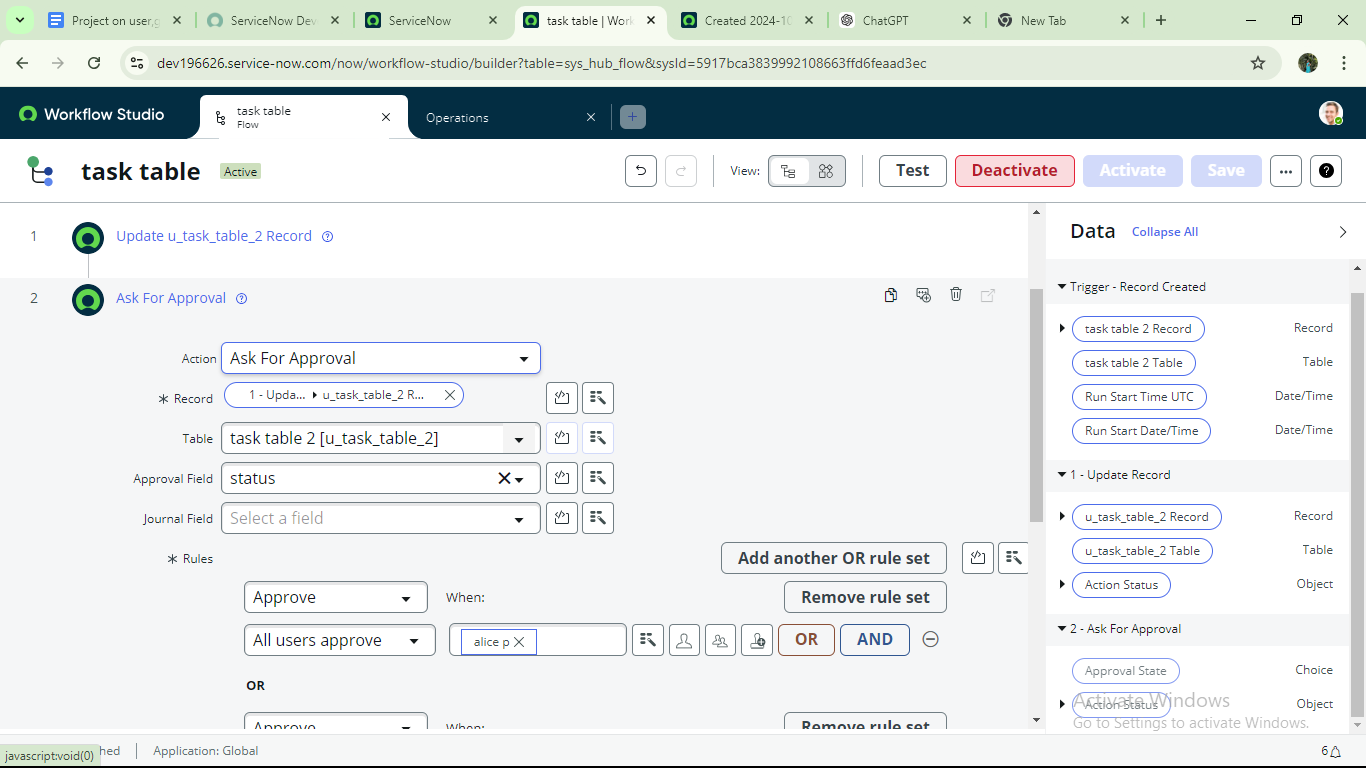
**Next step:**

1. Click on Add an action.
2. Select action in that ,search for “ update records”.
3. In Record field drag the fields from the data navigation from Right Side(Data pill)
4. Table will be auto assigned after that
5. Add fields as “status” and value as “completed”
6. Click on Done.

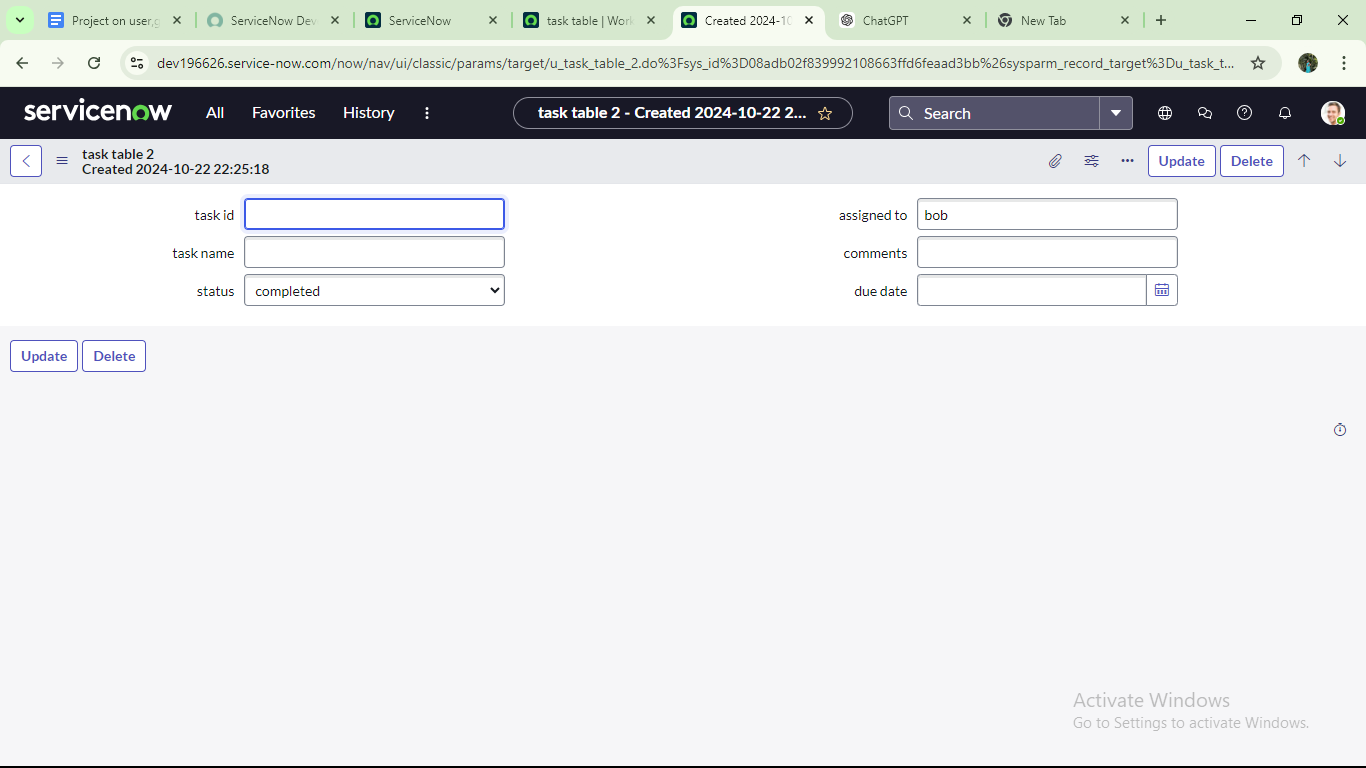
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**Next step:**

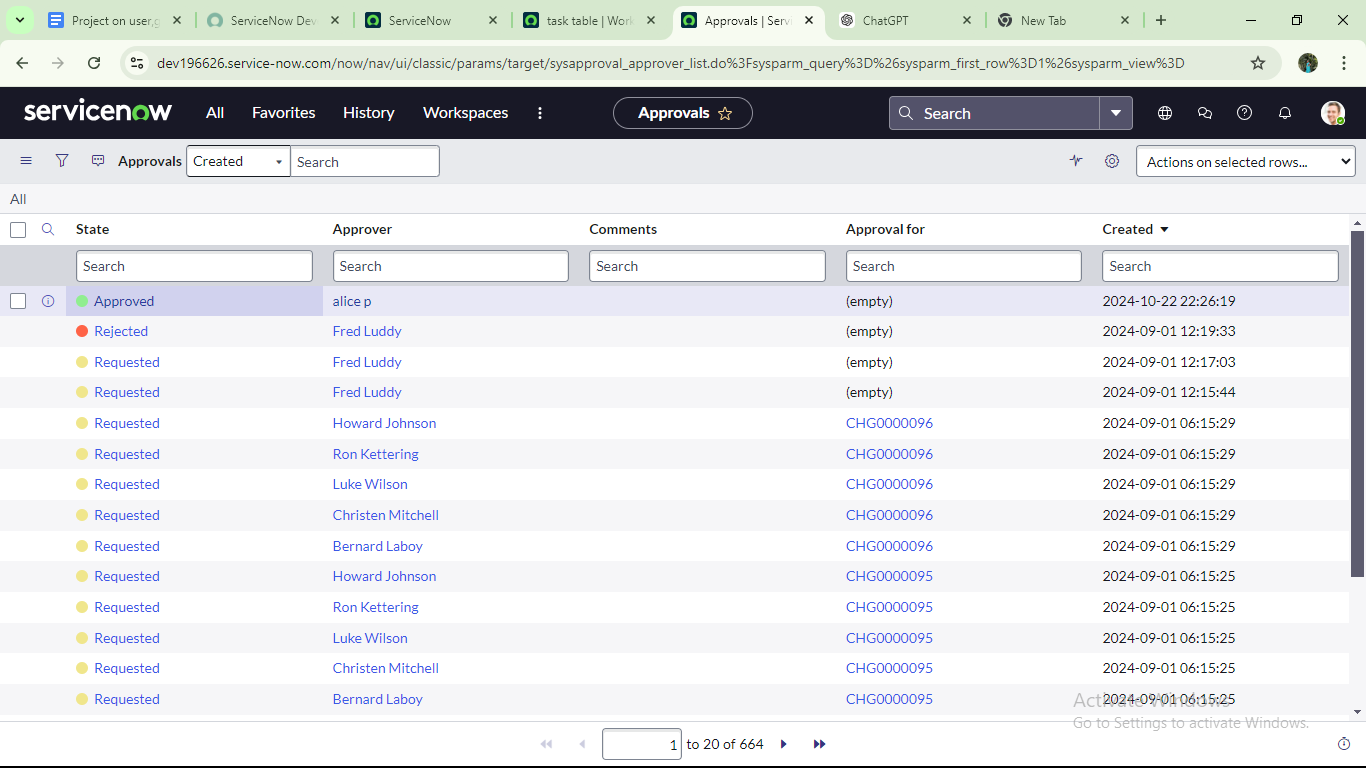
1. Now under Actions.
2. Click on Add an action.
3. Select action in that ,search for “  ask for approval ”.
4. In Record field drag the fields from the data navigation from Right side
5. Table will be auto assigned after that
6. Give the approve  field as “ status”
7. Give approver as alice p
8. Click on Done.

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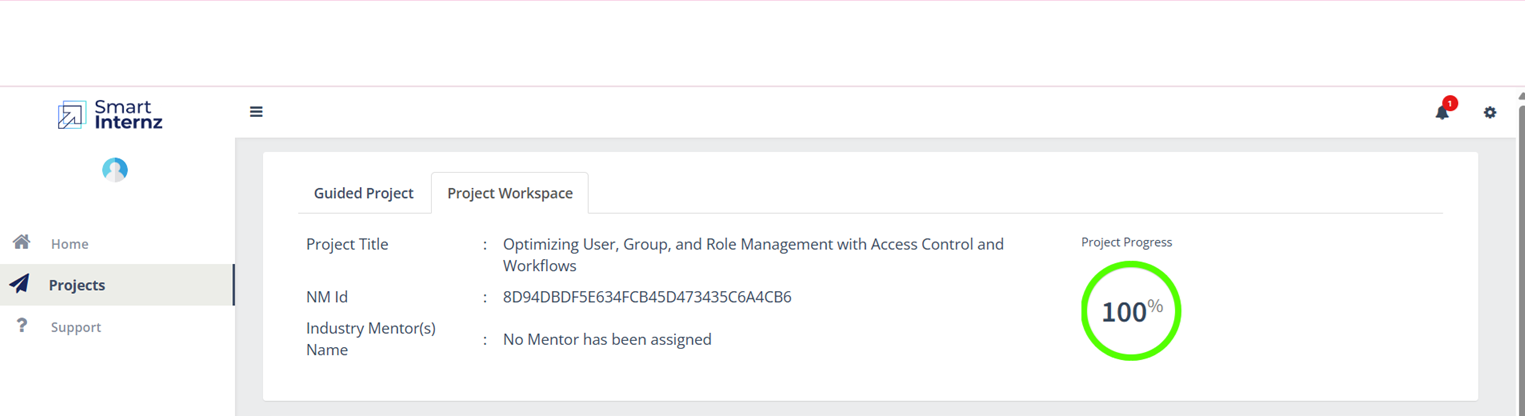
1. Go to application navigator search for task table.
2. It status field is updated to completed



1. Go to application navigator and search for my approval
2. Click on my approval under the service desk.
3. Alice p got approval request then right click on requested then select approved



**Milestone 7: Conclusion**



This scenario highlights a structured approach to project management, showcasing the roles of Alice and Bob within a defined workflow. With Alice's oversight and Bob's execution, the team effectively collaborates to ensure project success. The use of tables organizes key information, facilitating easy tracking of projects, tasks, and progress updates. Overall, this system promotes accountability, enhances communication, and leads to the successful completion of projects.