

- Shaik. Nannu Imran
- Having 10 years of experience in IT that too in ServiceNow
- Experience in ServiceNow Development and Administrative Project Delivery
- Experienced modules are ITSM , CSM, CMDB , Rest Inbound Integration

# Course Curriculum

## Lesson 01 - Cloud Computing Basics

- Introduction to Cloud Computing
- What is Cloud Computing
- Private and Public Cloud
- What is the Difference Between SAAS and PAAS
- What are the Benefits of Cloud Computing?

## Lesson 02 - Introduction to ITIL

- What is ITIL
- Introduction to ITIL Foundation
- ITIL Versions
- Benefits of ITIL Standards
- ITIL Approaches
- Roles and Responsibility of IT Help Desk
- Modules in ITIL

## Lesson 03 - Service now Overview and Introduction

- Introduction of Servicenow
- What is Servicenow?
- Why and who can use Servicenow
- History of Servicenow
- Servicenow Features
- Servicenow Objectives
- Servicenow Lifecycle
- Architecture of Servicenow
- Servicenow Market Trends
- Prerequisites for Servicenow
- Servicenow Versions

## Lesson 04 - PDI Account Creation

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- ▶ New PDI Account Creation
- ▶ Request for Developer Instance
- ▶ How do we reset admin Password
- ▶ who will create Developer Instance
- ▶ Use of stats.do

## Lesson 05 – User Interface

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- ▶ What is User Interface (UI)?
- ▶ Difference Between UI15 and UI16
- ▶ User Profile
- ▶ Basic Configuration
- ▶ Purpose of Impersonate User
- ▶ Use of Global Search
- ▶ Toggle Connect Sidebar
- ▶ Settings (Available Component)

## Lesson 06 - Forms

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- ▶ What is Form & Record?
- ▶ Form Headers and Fields
- ▶ Form Design and Form Layout
- ▶ Work with Form Sections
- ▶ Field Properties
- ▶ Working with Annotation
- ▶ Creating Custom Fields from Design and Form Layout
- ▶ Configure .Dot Walking
- ▶ Form Customization and Personalization

## Lesson 07 - Lists

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- ▶ Filters and Search Conditions in Lists
- ▶ Types of Record Searches
- ▶ What about Condition Builder
- ▶ Breadcrumbs and Usage
- ▶ Context Menus
- ▶ Personalizing and Customizing Lists
- ▶ Filters Add to Favorite
- ▶ Configure List Layout
- ▶ List Controls
- ▶ List Calculations
- ▶ Purpose of Wild Card Entries
- ▶ Filters & Searches
- ▶ Update Multiple Records
- ▶ Wild Card Entries

## Lesson 08 - Plugins

- What is Plugin?
- Predefined Plugins Installed in service now
- Activate and Deactivating Plugins
- Upgrading Plugins
- Importance of Dependency Plugins
- Importance of Load Demo Data
- Who will Request Plugins.
- Repair and Upgrade Plugins
- How to Request Plugin in Real Time?
- HI Service Portal (Now Support)

## Lesson 09 - Tables and Fields and Columns

- Introduction to Table
- Out of the Box Tables
- Types of Tables in Servicenow
- Extended Table and Referenced Tables
- Major Table in Servicenow
- Importance of Schema Map
- Creating Custom Table
- Deleting Custom Tables
- Defaults Fields in Custom Table
- Describe u\_
- Dictionary Entries

## Lesson 10 - User Administration

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- Introduction to User Administration
- Creating Users
- Types of User Interfaces in Service now
- Difference between End User, ITIL User, Administration
- Working with Groups
- Working with Roles
- Creating Department and Company
- Creating Countries and Locations
- Assign roles to Users and Groups
- Delegate Users
- Current Logged in Users
- Active Transitions
- User Preferences

## Lesson 11 - Incident Management Life Cycle and State Model

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- Introduction to Incident Management
- What is Incident
- Life Cycle of Incident Management
- Working with State Model

## Lesson 12 - Data Lookup Rules

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- Introduction to Data Lookup Rules
- Creating New Data Lookup Rule
- Modify Existing Data Lookup Rule
- Data Lookup Rule Tables of Incident and Problem
- Working with Data Lookup Definition
- Work with Record Matcher

## Lesson 13 - Assignment Lookup Rules

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- Introduction to Assignment Lookup Rule
- Defining Assignment Rules
- Creating New Assignment Rule
- Precedence between Data Lookup, Assignment, and Business Rules

## Lesson 14 - UI Policy

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- Introduction to UI Policy
- Use of UI Policy
- Create UI Policies for Incident Table
- Working with More UI Policies
- UI Policy Terminology
- Converting an UI Policy to Data Policy
- Describe Global, On Load, Reverse If false and Inherit for UI Policy
- Working with Hide Related Lists

## Lesson 15 - Data Policy

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- Introduction to Data Policy and Usage
- Creating Data Policy Rules
- Converting Data Policy to UI policy
- Applying Data Policies to Incident Table
- Difference between UI policy and Data Policy

## Lesson 16- Related Lists

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- Introduction to Related Lists
- Working with Related Lists
- Creating New Related List and Add to Form

## Lesson 17 - Service Level Management

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- Introduction to Service Level Management (SLM)
- Describing SLA
- Types of SLA's
- Working with SLA, OLA and UC
- Understand Existing SLA Definition
- Creating New SLA Definition for Incident Table
- SLA Targets
- Schedule SLA Definitions
- Importance of Retroactive Start and Pause
- SLA Calculation
- Tracking of SLA Definition

## Lesson 18 - Import Sets

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- Introduction to Import Sets
- Data Import Process
- Preparing Data for Import
- Data Loading
- Creating Transform Map
- Fields Mapping
- Work with Coalesce
- Working with Multiple Coalesce
- Run Transform Map
- Importing Data Sources
- Schedule Import Sets
- Transform Event Scripts
- Transformation Event Script Variable

## Lesson 19 - Update Sets

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- Introduction to Update Sets
- Importance of Update Sets
- Update Sets Tables
- What Update Sets Captured and Does Not Captured
- Default Update Sets
- Update Sets Administration
- Create New Local Update Sets
- Working with Retrieved Update Sets
- Update Sets Practical Exercise
- Preview and Commit Update Sets
- Migrating Update Sets
- Merge Update Sets
- Back out Changes from Target Instance
- Update Sets Precautions
- Update Sets States

## Lesson 20&21&23 - Service Catalog

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- Introduction to Service Catalog
- Configure Service Catalogs
- Configure Categories
- Create Catalog Item
- Adding Service Catalog to Service Portal
- Types of Catalog Item
- Record Producers
- Types of Variables
- Order Guides
- Working with Rule Base
- Working with Cascade Variable
- Working with Variable Sets
- Working with User Criteria
- Catalog UI Policy
- Catalog Client Scripts
- Creating Variable Attributes
- Working with Reference Qualifier
- Service Catalog Properties
- Fulfillment Groups
- Catalog Request Report
- Variable Default Sizes
- Working with Regular Expression

## Lesson 24 - Workflow

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- Introduction to Workflow
- Workflow Core Activities
- Creating New Workflow
- Workflow Editor
- Stages Sets
- Active Contexts
- Workflow Administration
- Activity Definition
- Workflow Versions
- Workflow Properties
- Validate Workflow
- Scheduled Workflow
- Add workflow to Catalog Item

## Lesson 25 - Reports & Dash Boards)

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- Introduction to Reports
- Types of Reports
- Creating New Report
- Deleting Report
- Reports add to Dash Board
- Report Sharing
- Scheduling Reports
- Publish and Unpublish the Reports
- Report Properties
- Reports Statistics
- Working with Gauges
- Introduction to Dash Boards
- Create New Dash Board
- Responsive Non Responsive Dash boards
- Difference Between Home Page and Dash Board

## Lesson 26 - Access Control List

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- Introduction to System Security
- Importance of Elevate Roles and Security Admin
- Creating New ACL Rule
- Levels of ACL (Table and Field)
- ACL Operations
- ACL Execution Order
- Types of ACL's
- Describing Table and None
- Describing \* and None
- Describing \* and \*
- Describing Table and Fiel

## Lesson 27 - Email Notifications

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- Introduction to System notifications
- Purpose of Email Notifications
- Creating New Email Notification
- Email Notification Tabs
- Preview Notification
- Email Templates
- Notifications on Event is fired
- Notifications on Triggered
- Configure Email Notification
- Working with Notification Email Scripts
- Send Email Notification to CC
- Allow Digest
- Email Subscription
- Push Notifications

## Lesson 28- Problem Management Lifecycle and State Model

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- Brief Introduction to Problem
- Problem Definition
- Creating Problem Record
- Add associated Incidents to Problem
- Problem Life Cycle and State Model
- Default States in Problem
- Knowledge Article Usage in Problem
- Communicate Workaround for Problem
- Communicate a Fix



- Create Known Article in Problem
- Working with Problem Task

## **Lesson 29 - Change Management Lifecycle and State Model**

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- Introduction to Change Management
- Create Change Request
- Change Request Table
- Create change request from Incident
- Types of Changes
- Elaborate Simple, Standard and Emergency Changes
- Standard Change Catalog
- Change Lifecycle and State Model
- Create Standard Template add to Catalog
- Working with Risk Calculation
- Working with Risk Assessment
- Change Management Plugins
- Unauthorized Change Request
- Change Properties

## **Lesson 30 - Knowledge Management Lifecycle and State Model**

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- Introduction to Knowledge Management
- Use of Knowledge Articles
- Knowledge Management Lifecycle and State Model
- Configure Knowledge Management
- Create New Article and Publish
- Retired Article
- Create Knowledgebase
- Knowledge Management Role
- Working with Open Submission
- Working with Feedback Management
- Knowledge Administration
- User Criteria in Knowledge Management

- Integrating Knowledge Articles in Incident and Service Portal
- Knowledge Articles Workflow's
- Instant Publish and Retired

## Lesson 31&32&33 - Glide API's

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- Introduction to Glide API's
- Overview of Glide API's
- Client Side Glide API's and Server Side Glide API's
- Working with Important Glide API's
- Glide Record
- Working with Glide Record Methods
- Glide Form
- Working with Glide Form Methods
- Working with Glide User Methods
- Glide Session
- Working with Glide Session Methods
- Glide Date
- Working with Glide Date Methods
- Glide Data and Time
- Working with Glide Date and Time Methods
- Glide List
- Working with Glide List Methods
- Glide Element
- Working with Glide Elements Methods
- Glide Dialog Window
- Working with Glide Dialog Window Methods
- Glide Aggregation
- Working with Glide Aggregation Methods
- Glide Ajax

## Lesson 34- Client Scripts

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- Introduction to Client Scripts
- Purpose of Client Scripts and Where These are Run
- Types of Client Scripts
- Elaborate onLoad, onChange, onSubmit and onCellEdit Client scripts
- Create New Client Script
- Working with More Client Script Examples
- Catalog Client Script
- Difference Between Client Scripts and Catalog Client Scripts

## Lesson 35 - UI Actions

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Introduction to UI Actions

Importance of UI Action

- ▶ Working with Existing UI Actions
- ▶ Create new UI Action
- ▶ Creating UI Actions into Different Places
- ▶ Working with Client Side UI Action

## **Lesson 36 - Business Rules**

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- ▶ Introduction to Business Rules
- ▶ Importance of Business Rules
- ▶ Working with Display and Query Business Rule
- ▶ Working with Async and Sync business rule
- ▶ Business Rule Actions
- ▶ Prevent recursive business rules
- ▶ Working with existing business rules in PDI
- ▶ Create new business rule
- ▶ Global variables in Business Rule
- ▶ Working with more example

## **Lesson 37 - Scheduled Jobs**

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- ▶ Introduction to Scheduled jobs
- ▶ Schedule jobs States
- ▶ Create new Schedule job
- ▶ Run Schedule jobs
- ▶ View Schedule Item

## **Lesson 38 - Script Include**

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- ▶ Introduction to Script Include
- ▶ Use of Script Include
- ▶ Types of Script Include
- ▶ Server Side Script Include
- ▶ Client Side Script Include
- ▶ Difference between Global Business Rule and Script Include
- ▶ Create New Script Include
- ▶ Calling Script Include into Business Rules
- ▶ Calling Script Include into Client Side

## **Lesson 39 - Script Include with Glide Ajax**

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- ▶ Introduction to Glide Ajax
- ▶ Types of Glide Ajax
- ▶ Importance of Glide Ajax
- ▶ How to Call Script Include with Glide Ajax?

