

Create a scheduled bulk share

Fluorine+

Scheduled bulk shares allow for the scheduling of one or more bulk shares to occur daily, weekly, monthly, once at a specified time, periodically at specified times (custom), or on demand (immediately). After [creating a bulk share](#), you can then add that bulk share as a child record to be run under the schedule specified within your scheduled bulk share. This is an alternative approach to and should not be used in conjunction with [dynamic shares](#) to avoid any redundancy in data sharing.

Prerequisites

⚠ First, you will need to [create a bulk share](#).

Procedure

To create a Replicator for ServiceNow scheduled bulk share, follow these steps:

1

Log into ServiceNow and navigate to **Perspectium > Replicator > Scheduled Bulk Shares**.

2

At the top of the form next to Scheduled Bulk Shares, click the **New** button.

3

In the **Name** field, type any name for your bulk share.

4

From the **Run** dropdown, choose when you want your scheduled bulk share to run. Run options include:

Option	Scheduled bulk share will run...
Daily	Every day at a specified time of day
Weekly	Every week at a specified day and time of day
Monthly	Every month at a specified day and time of day
Periodically	At a custom interval (e.g., every 5 days) at a specified time of day
Once	Once at a specified date and time
On Demand	Immediately

If selecting a Run option where a time of day should be specified, type the hours, minutes, and seconds in each respective textbox next to the **Time** field.

5

At the bottom left-hand corner of the form, click the **Submit** button to save the configurations for your scheduled bulk share.

service**now** Service Management System Administrator

bulk share

Scheduled Bulk Share
New record

Name: test_scheduled_bulk_share_02 **Type any name**

Active:

Allow Concurrent Jobs:

Run: Weekly

Day(run_dayofweek): Wednesday

Time: Hours 10 15 00

Team:

Conditional:

Submit **Click to save your scheduled bulk share**

Select/conf Run option

6

From the resulting list of scheduled bulk shares, click back into the scheduled bulk share that you created in **Step #5**.

7

Locate the **Bulk Shares** list at the bottom of the form. Here, you can either click **New** and then follow the steps to [create a bulk share](#) or click **Edit...** and add a previously created bulk share to run under the schedule that you have created.

Similar topics

- [Create a ServiceNow bulk share](#)
- [Create a scheduled bulk share](#)
- [Bulk share history set data](#)
- [Copy bulk share configurations](#)
- [Disable bulk sharing of child records](#)

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