Preview a bulk share

Before executing a bulk share, you can preview the bulk share to see how many records will be shared out as well as details about when the shared records were created.

Prerequisites

⚠️ First, you will need to follow the steps to get started with Replicator and create a bulk share.

Procedure

To preview a bulk share before executing it, follow these steps:

1 Log into your sharing ServiceNow instance and navigate to **Perspectium** > **Replicator** > **Bulk Share** or simply type and then click **Bulk Share** in the Filter Navigator on the upper left-hand side of the screen.
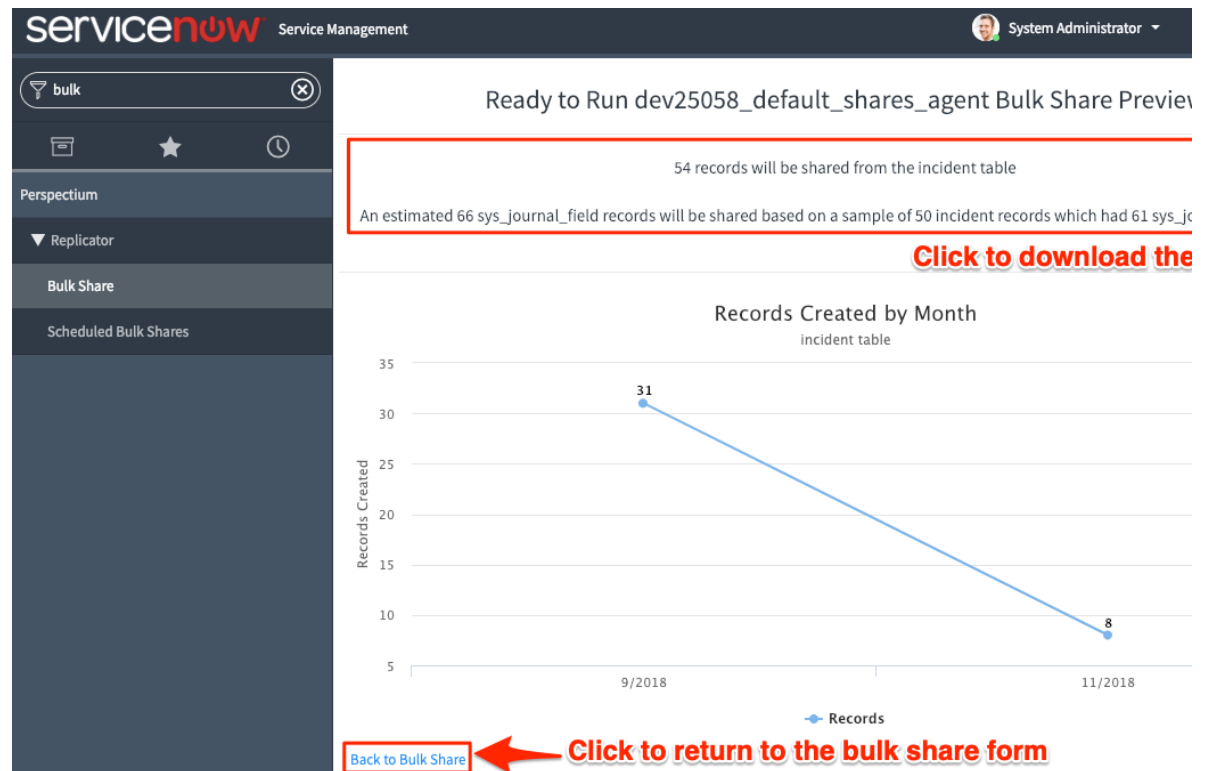
2 Click the timestamp next to the name of the bulk share you want to preview.

3 At the bottom of the bulk share form under **Related Links**, click **Preview**. You will automatically be redirected to a page that displays information about how many records will be bulk shared as well as a graph showing when the records were created. To download the graph, click the ☰ icon and then choose a file type for your download. To return to your bulk share record, click the **Back to Bulk Share** link in the bottom left-hand corner of the page.

Similar topics

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