Create a new group share

Prerequisites

⚠️ First, install the Perspectium core update set for ServiceNow.

Procedure

To create a new group share, follow these steps:

1. Log into your ServiceNow instance and navigate to **Perspectium** > **Group Share** > **Create New** or simply type **Group Share** and then click **Create New**.

2. Type any name for your group share.

3. Under **Target Queue**, click the 🔍 icon to pull up your shared queues. Then, choose a queue from the list to group share your data to.

4. Choose the **Target** you want to share to from the Target dropdown. Options include:

- **ServiceNow:** Share records to another ServiceNow instance
- **ServiceBond:** Share records to an application instance other than ServiceNow

4. Choose your encryption/decryption method from the **Encryption Method** dropdown.

5. To enable table compare functionality, check the **Table Compare** box. Otherwise, continue to **Step 6**.

6. To enable bulk sharing to another ServiceNow instance, check the **Bulk Share** box. The **Run** dropdown will then appear with the following options for timeframes to run the bulk shares within your group share:
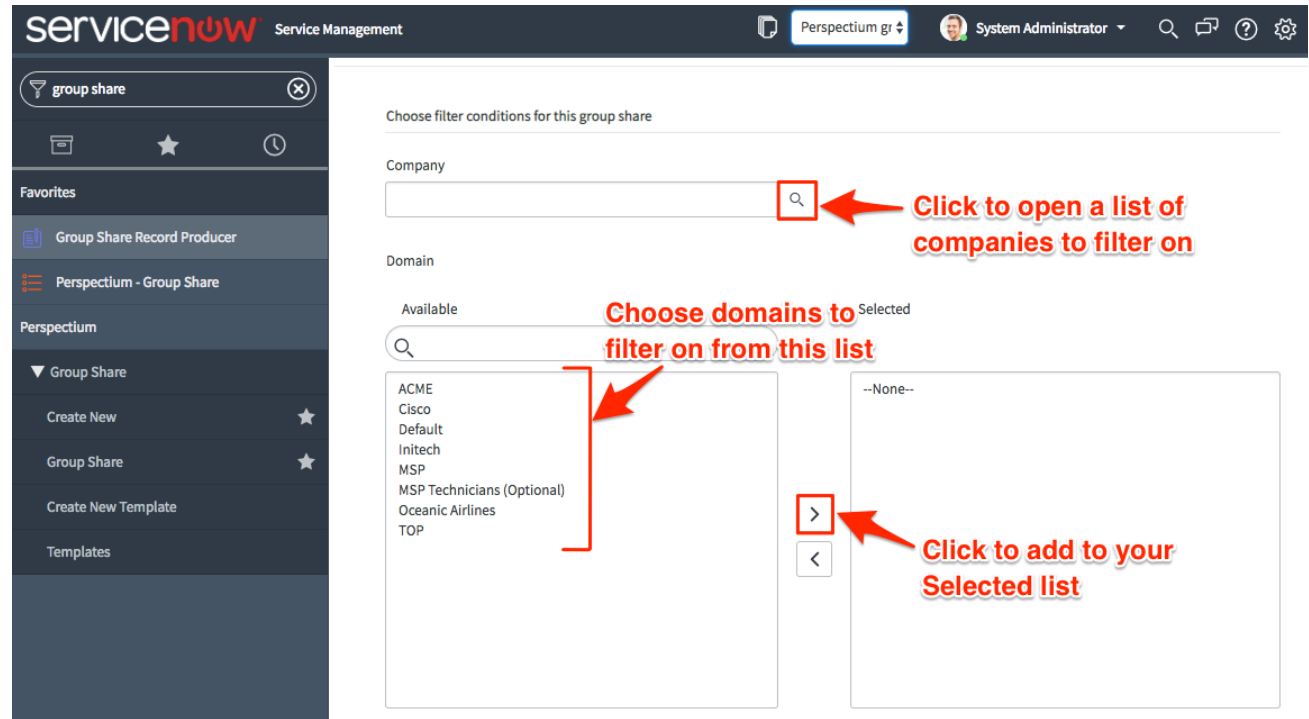
Timeframe	Run your bulk shares...	Options
On Demand	immediately	N/A

Periodically	at specified intervals	- **Repeat Interval:** Indicate how frequently to run the bulk shares for your group share
		  ○ Type a number next to **days** to run your bulk shares **every *x* days**.
		  ○ Next to **hours**, type the time intervals (**every *x* hours**, **minutes**, and **seconds**) to run your bulk shares for
		- **Starting:** Choose a date and time to start running the periodic bulk shares for your group share
		  ℹ️ **For example,** typing 3 next to **Days** will run your bulk shares every 3 days, *or* typing 04:15:00 next to **Hours** will run your bulk shares every 4 hours and 15 minutes.

Monthly	once per month	- **Day:** Choose a day of the month to run the bulk shares in your group share
Weekly	once per week	- **Day:** Choose a day of the week to run the bulk shares in your group share
Daily	once per day	- **Starting:** Choose a date and type a time to run the bulk shares in your group share every 24 hours
Once	once at a specified date and time	- **Starting:** Choose a date and type a time to run the bulk shares in your group share

7. To enable dynamic sharing to another ServiceNow instance, check the **Dynamic Share** box. Then, check the **Dynamic Share Active** box so that the dynamic share will be active and records will start sharing out as they are created/updated/deleted.

8. To share out records for only one company, click the [🔍] icon under **Conditions** > **Company**. Then, choose a company from the list that you want to filter your group share by.

9. To share out records for only certain domains, choose the domains you want to filter on from the list under **Available**. Then, use the [>] button to add the domains you want to filter by to the **Selected** list.

ℹ️ **NOTE:** Domain filtering options will only appear if your ServiceNow instance is domain-separated.

10. To use a template of tables to group share your data from, select a template from the **Templates** dropdown. Otherwise, select the tables you want to group share from the **Available** list and use the [>] button to add the tables to the **Selected** list.

ℹ️ **NOTE:** By default, you can add a maximum of 100 tables to your **Selected** list. To use the **CMDB Analytics PSP Template** for your group share, you will need to enable the Selected list to allow for more tables to be added. To do this, follow the steps to change the number of items visible in ServiceNow related lists to 3000.

11. At the bottom right-hand corner of the form, click **Submit** to save the configurations for your new group share.

Next steps

Execute bulk shares for a group share

Execute a table compare for a group share

Modify an existing group share

Similar topics

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- Modify an existing group share
- Reorder bulk shares in a group share

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