

Create a new group share

Gold


Prerequisites

⚠ First, [install the Perspectium core update set for ServiceNow](#).

⚠ Lastly, you will need an **itil** or **admin** [role](#) to see the records in the list collector that contains the tables and domain. If you are sharing **Database View** records, you will need an **admin** role to see the records in the list collector.


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:

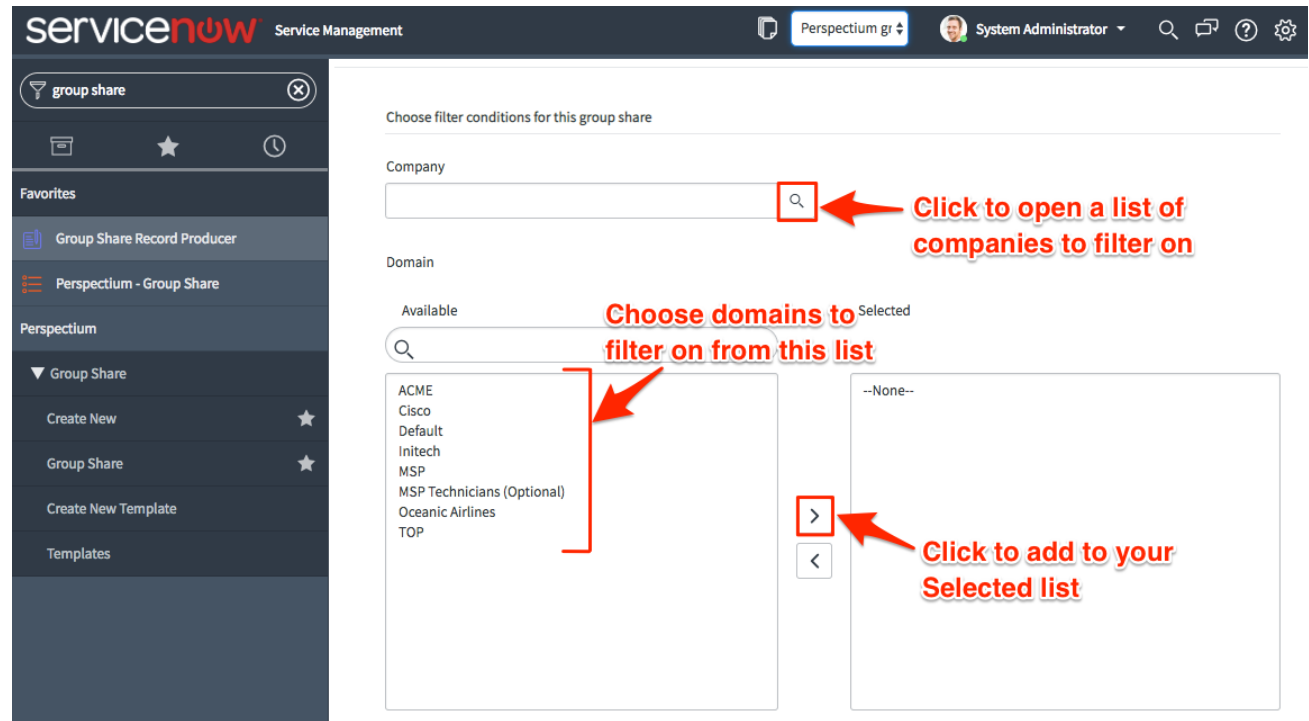
Timeframe	Run your bulk shares...	Options
On Demand	immediately	N/A
Periodically	at specified intervals	<ul style="list-style-type: none">• Repeat Interval: Indicate how frequently to run the bulk shares for your group share<ul style="list-style-type: none">◦ Type a number next to days to run your bulk 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 ⓘ For example, typing 3 next to Days will run your bulk shares every 3 days, <i>or</i> typing 04:15:00 next to Hours will run your bulk shares every 4 hours and 15 minutes.
Monthly	once per month	<ul style="list-style-type: none">• Day: Choose a day of the month to run the bulk shares in your group share
Weekly	once per week	<ul style="list-style-type: none">• Day: Choose a day of the week to run the bulk shares in your group share
Daily	once per day	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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.

NOTE: Domain filtering options will only appear if your ServiceNow instance is [domain-separated](#).



The screenshot shows the ServiceNow interface for configuring a group share. The left sidebar shows the navigation menu with 'group share' selected. The main content area is titled 'Choose filter conditions for this group share'. It has two sections: 'Company' and 'Domain'. The 'Company' section has a search box with a magnifying glass icon. The 'Domain' section has an 'Available' list and a 'Selected' list. The 'Available' list contains the following items: ACME, Cisco, Default, Initech, MSP, MSP Technicians (Optional), Oceanic Airlines, and TOP. The 'Selected' list is currently empty and shows '--None--'. There are three red annotations with arrows: 1. An arrow pointing to the magnifying glass icon in the 'Company' search box with the text 'Click to open a list of companies to filter on'. 2. An arrow pointing to the 'Available' list with the text 'Choose domains to filter on from this list'. 3. An arrow pointing to the right arrow button between the 'Available' and 'Selected' lists with the text 'Click to add to your Selected list'.

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.

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.

service**now** Service Management

Perspectium gr System Administrator

group share

Choose a template of predefined tables or add specific tables for this group share

Template
-- None --

Choose a template from the dropdown

Tables
Add Filter Run filter ?

-- choose field -- -- oper -- -- value --

Available Selected

Click to add to your Selected list

Or choose tables for your group share from this list

Submit

You can also select **Database View** tables you want to group share.

Database View Tables

Available Selected

Choose database tables for your group share from this list

Click to add to your Selected list

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

- [Create a new group share](#)
- [Execute bulk shares for a group share](#)
- [Execute a table compare for a group share](#)
- [Modify an existing group share](#)

Contact Perspectium Support

US: 1 888 620 8880

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- [Reorder bulk shares in a group share](#)



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