

Importing records to the u_psp_bulk_share_sys_id table

To run a bulk share using the [share only sys_ids listed](#) feature, you will need to add sys_ids of the records to be shared out to the bulk share. However you can use ServiceNow's [Import a translation from an Excel spreadsheet](#) function to sped up the process of adding the sys_ids to the bulk share.

Prerequisites

[blocked URL](#) First, you will need to [create a bulk share](#) without executing it.

[blocked URL](#) Then, enable [share only sys_ids listed](#).

Procedure

To quickly add records to the u_psp_bulk_share_sys_id table, follow these steps:

1

First, you will need to create an Excel spreadsheet with the following format:

1	Bulk Share	Record Sys ID
2	Incident bulk share	afbe87d21b054010aff640c6cc4bcb7b
3	Incident bulk share	ed92e8d173d023002728660c4cf6a7bc
4	Incident bulk share	57af7aec73d423002728660c4cf6a71c
5		
6		
7		

Save the Excel spreadsheet.

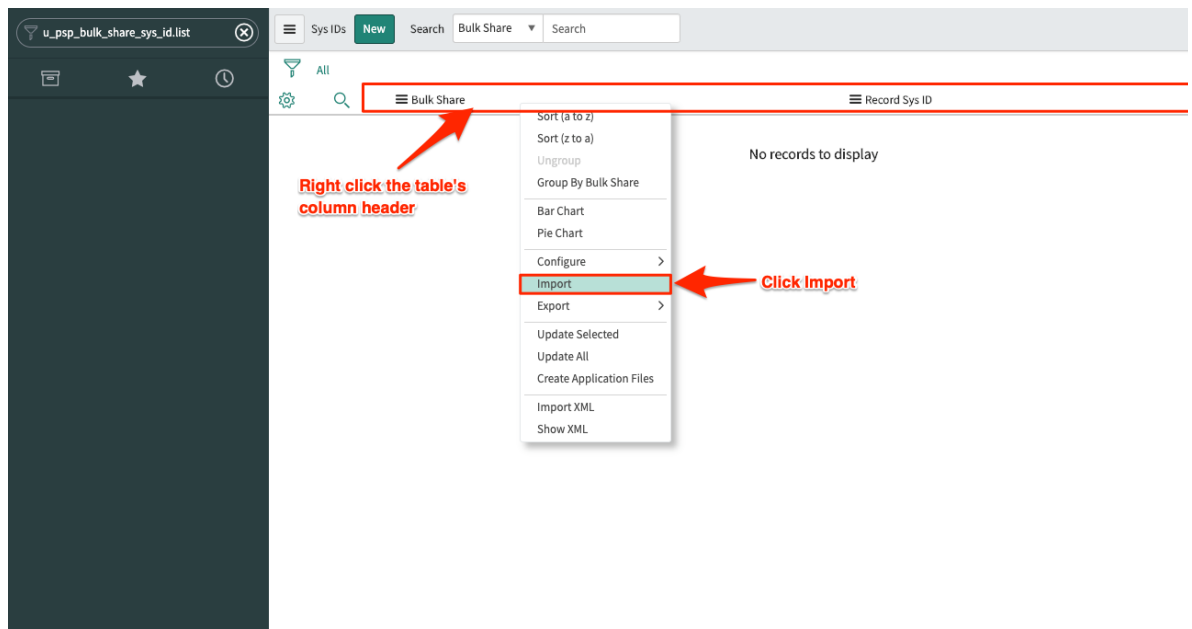
[blocked URL](#) **NOTE:** Notice that the Bulk Share column uses the display name of the bulk share instead of the sys_id. The record will not be created correctly if you use the sys_id of the bulk share.

2

Navigate to the u_psp_bulk_share_sys_id table in ServiceNow by typing "u_psp_bulk_share_sys_id.list" in the navigation bar and hit enter.

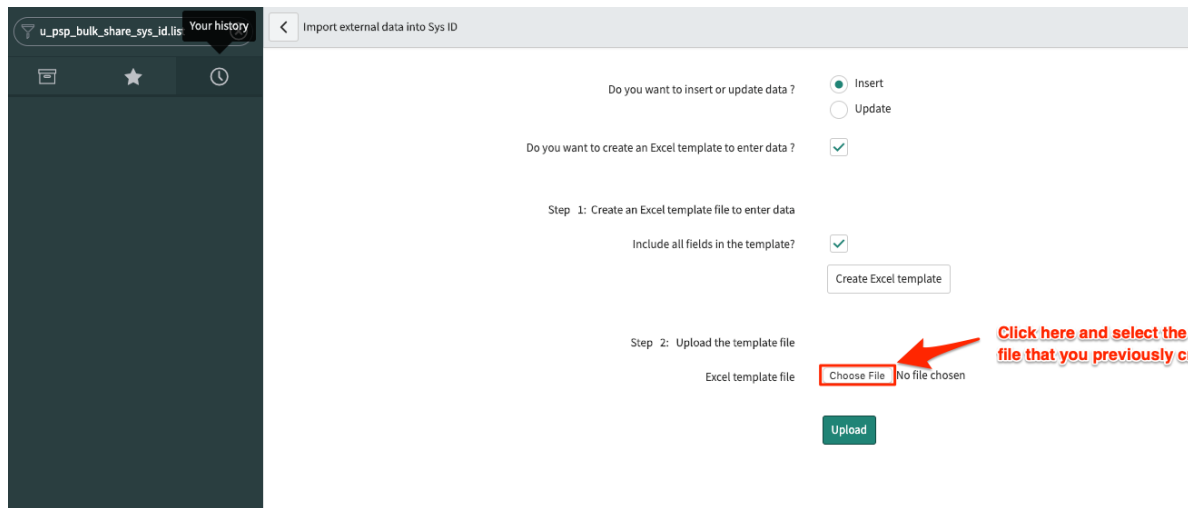
3

Right click the top of the table and click "Import"



4

You will be brought to the following screen where you will click "Choose File" and select the Excel sheet you made in step 1. Once you've selected the file, click Upload.



5

Click "Preview Imported Data"

6

Finally, click Complete Import and your `u_psp_bulk_share_sys_id` table will be populated with the records listed in the Excel spreadsheet

7

Now you can go back into the bulk share record and click the **Execute Now** button at the bottom of the form to bulk share out the specified records immediately. Alternatively, you can choose to run a bulk share at specified interval(s) by [creating a scheduled bulk share](#).

For more information, contact [Perspectium Support](#).

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Contact Perspectium Support



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