## 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:



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
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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.



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.

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

v_psp_bulk_share_sys_id.list		E Sys IDs New Search Bulk Share V Search						
লি	*	$\bigcirc$	🕎 All					
		Ŭ,	¢ Q	Bulk Share				
					Sort (a to z)			
					Sort (z to a)	Ne recerde te display		
					Ungroup	No records to display		
			Right cl	ick the table's	Group By Bulk Share			
			column	header	Bar Chart			
					Pie Chart			
					Configure			
					Import	Click Import		
					Export >	Cincia initipant		
					Update Selected			
					Update All			
					Create Application Files			
					Import XML			
					Show XML			

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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.

v_psp_bulk_	_share_sys_id.	list Your history	K Import external data into Sys ID		
	*	©	Do you want to insert or update data ?	Insert     Update	
			Do you want to create an Excel template to enter data ?	$\checkmark$	
			Step 1: Create an Excel template file to enter data		
			Include all fields in the template?	$\checkmark$	
				Create Excel template	
			Step 2: Upload the template file		Click here and select the
			Excel template file	Choose File No file chosen	nie that you previously c
				Upload	



Click "Preview Imported Data"

v_psp_bul	<_share_sys_id.list	۲	Import external data into Sys ID					
	*	٩			Do you want to insert or update data ?	<ul> <li>Insert</li> <li>Update</li> </ul>		
				Do you wa	ant to create an Excel template to enter data ?	$\checkmark$		
				Step	1: Create an Excel template file to enter data			
					Include all fields in the template?			
						Create Excel template		
					Upload Progress		X	
					Importing Excel Workbook	Suc	ceeded 100%	
					Import complete - Succeeded in 1 Second		_	
						Preview Im	ported Data	

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Finally, click Complete Import and your u\_psp\_bulk\_share\_sys\_id table will be populated with the records listed in the Excel spreadsheet

v_psp_bulk_share_sys_id.list		Imp Tmpl U Psp Bulk Share Sys IDs Searc		s Search	Row	Ŧ	Search	
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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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