

# Group Share

Perspectium's **Group Share** module for ServiceNow allows you to share out a combination of dynamic and bulk shares from one ServiceNow instance to another as one group. With group shares, you can easily schedule and execute shares without having to create each share record individually.

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Additionally, Perspectium's update set for ServiceNow includes built-in templates for common service management processes and allows you to [create your own custom templates](#) to apply to multiple shares within the same group. In short, group shares give you a multitude of options to custom manage and integrate your organization's service processes.

To access group shares, go to **Perspectium > Perspectium Core > Shares**. Then, click **Group Share**.

## Create a group share

To create a group share you need to have an **itil** or **admin role** to see the records in the list collector that contain 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.

Here's how:

1. In your ServiceNow instance, go to **Perspectium > Perspectium Core > Shares > Group Share > Create New Group Share**.
2. On the resulting page, enter any **Name** for the group share.
3. Use the **Target Queue** field to select from a queue. Use the magnifying glass to search for your shred queues and select one from the list to group share your data to.
4. Use the **Target** dropdown to select the target that you want to share to:
  - **ServiceNow**: Share records to another ServiceNow instance
  - **ServiceBond**: Share records to an application instance other than ServiceNow
5. Choose your [encryption/decryption](#) method from the **Encryption Method** dropdown.
6. Check the **Bulk Share** and/or **Dynamic Share** boxes to determine which shares you want to include.

Checking the **Dynamic Share** box will reveal a **Dynamic Share Active** box—make sure to check this box too so that the dynamic share will be active and records will start sharing out as they are created/updated/deleted.

Checking the **Bulk Share** box will reveal a **Run** dropdown. It then appears with the following options for timeframes to run the bulk shares within your group share:

Timeframe	Run your bulk shares...	Options
Daily	once per day	<ul style="list-style-type: none"><li>• <b>Starting</b>: Choose a date and type a time to run the bulk shares in your group share every 24 hours</li></ul>
Monthly	once per month	<ul style="list-style-type: none"><li>• <b>Day</b>: Choose a day of the month to run the bulk shares in your group share</li></ul>
On Demand	immediately	N/A
Once	once at a specified date and time	<ul style="list-style-type: none"><li>• <b>Starting</b>: Choose a date and type a time to run the bulk shares in your group share</li></ul>
Periodically	at specified intervals	<ul style="list-style-type: none"><li>• <b>Repeat Interval</b>: Indicate how frequently to run the bulk shares for your group share<ul style="list-style-type: none"><li>◦ Type a number next to <b>days</b> to run your bulk shares <b>every x days</b>.</li><li>◦ Next to <b>hours</b>, type the time intervals (<b>every x hours, minutes, and seconds</b>) to run your bulk shares for</li></ul></li><li>• <b>Starting</b>: Choose a date and time to start running the periodic bulk shares for your group share<ul style="list-style-type: none"><li>📘 <b>For example</b>, typing 3 next to <b>Days</b> will run your bulk shares every 3 days, or typing 04:15:00 next to <b>Hours</b> will run your bulk shares every 4 hours and 15 minutes.</li></ul></li></ul>

Weekly	once per week	<ul style="list-style-type: none"> <li>• <b>Day:</b> Choose a day of the week to run the bulk shares in your group share</li> </ul>
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7. (Optional!) To share out records for only one company, click the magnifying glass next to the **Company** field. Then, choose a company from the list that you want to filter your group share by.
8. (Optional!) 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 following the instructions in Step 9.
9. (Optional!) To share out records for only certain domains, use the **Table** section to choose the domains you want to filter on from the list under **Available**. For any domains you choose, click the right arrow to add them to **Selected**. Domain filtering options will only appear if your ServiceNow instance is [domain-separated](#).
10. Click **Submit**.

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## View or modify group share details

Once you've created a group share, you can go visit it anytime to check the status of different shares within the group share, including the number of records processed at any give time and the time to process said records. You can also make changes to your group share.

Any changes you made to your group share records will be applied to all associated dynamic share and bulk share records.

1. In your ServiceNow instance, go to **Perspectium > Perspectium Core > Shares > Group Share > View Group Shares**.
2. Click on any group share in the list to view its details and/or modify.
3. If you wish to modify any fields or values, simply go ahead, and then click **Update**.



Any changes you make to individual bulk shares will **not** be applied to the group shares they are associated with.

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## Copy a group share

You can create a copy of a group share, and then edit the new one to fit your needs. This is a useful time-saving feature!

1. In your ServiceNow instance, go to **Perspectium > Perspectium Core > Shares > Group Share > View Group Shares**.
2. Click on any group share in the list that you want to copy.
3. On the resulting group share page, scroll to the **Related Links** section, and click **Create a new group share like this one**. This will redirect you into a new group share form that is an exact copy of the one you just copied.
4. If there are any changes you want to make, you can do so, and click **Submit**.

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## Delete a group share

1. In your ServiceNow instance, go to **Perspectium > Perspectium Core > Shares > Group Share > View Group Shares**.
2. Click on any group share in the list that you want to delete.

3. Click **Delete** at the top right, and confirm deletion when prompted.



This action cannot be undone!!! Deleting a group share will delete ALL associated dynamic share, bulk share, table compare, and bulk share history records.

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**Next, explore the features available for group share, including group share templates.**