

Order by

Gold

By default, [bulk shares](#) will order records by **Sys ID (sys_id)** when querying for records to share out. To send ServiceNow records in a different order, use the **Order by** field. You will be able to choose which field (i.e. Active, Sys ID, Updated) the records will be ordered by when sending the records. For instance, if you choose the Created On field, the bulk share will send the records in an ascending order by the date and time when records were created in the system.

[blocked URL](#) **NOTE:** In versions of the DataSync application prior to this field being available, the order used by bulk shares is the **Sys ID (sys_id)** field. This value is auto populated in the **Order by** field to maintain default functionality.

Prerequisites

[blocked URL](#) [Create a ServiceNow shared queue.](#)

Procedure

To send records in a specific order, follow these steps:

1

Navigate to Bulk Share

In ServiceNow's left side navigation window, navigate to **Perspectium > DataSync > Bulk Share** or simply type and then click on **Bulk Share**.

2

Specify the field

Click the **Order By** dropdown and select the field by which the records will be ordered when shared.

The screenshot shows the 'Bulk Configurations' interface for a 'New record [Shared view]'. The 'Order By' dropdown is highlighted with a red box and set to 'Sys ID'. Other fields include Name, Table name, Direction, Status, Started, Completed, Duration, Advanced, Obfuscated Records, and Order.

Field	Value
Name	Bulk Share Doc
Table name	Incident [Incident]
Order By	Sys ID
Records Processed	
Records per second	
Group Share	
Direction	Share
Status	-- None --
Started	
Completed	
Duration	00 00 00 00
Advanced	<input type="checkbox"/>
Obfuscated Records	0
Order	100

Additional Settings* Filter and Enrichment Security Notes

Include attachment ☐

Include embedded images/videos ☐

Conditional share ☐

Disable receipts ☐

Then, follow the rest of the steps in [Create a ServiceNow bulk share](#).

Similar topics

- [Create a ServiceNow bulk share](#)

Contact Perspectium Support

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