

Create a ServiceNow bulk share

Fluorine

Bulk shares allow for one-time sharing of ServiceNow records. Bulk shares can contain conditions and can also be configured to contain a group of scheduled bulk shares to be run in an order that you can specify.

blocked URL NOTE: To bulk share tables that are in a scoped application, you will need to alter the table's Application Access. See [Alter a scoped application table for bulk sharing](#).

Prerequisites

⚠ First, you will need to [install Replicator for ServiceNow](#) and [run the Finish Install scripts](#).

⚠ You will also need to [create a shared queue](#).

Procedure

To create a Replicator for ServiceNow bulk share, follow these steps:

1

Navigate to Bulk Share

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

2

Click New

At the top of the form next to Bulk Shares, click the **New** button.

3

Enter a bulk share name

In the **Name** field, type any name for your bulk share.

4

Choose a table

Click the dropdown next to **Table**. Then, search for and choose the table whose data you want to bulk share out.

5

Choose an encryption method


Scroll down to the **Additional Settings** tab. Choose a method to encrypt the data that will be shared out from the **Encryption Method** dropdown. Cipher options include:

Encryption Method	Bulk shared data will...
TripleDES	be encrypted with Triple DES.
AES128	be encrypted with AES-128.
AES256	be encrypted with AES-256. blocked URL NOTE: To ensure AES-256 encryption for your data, you will need to create an encryption and decryption key with at least 32 characters in Replicator Properties .
Base64 Encode Only	have Base64 encoding only.

Unencrypted	not be encrypted.
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6

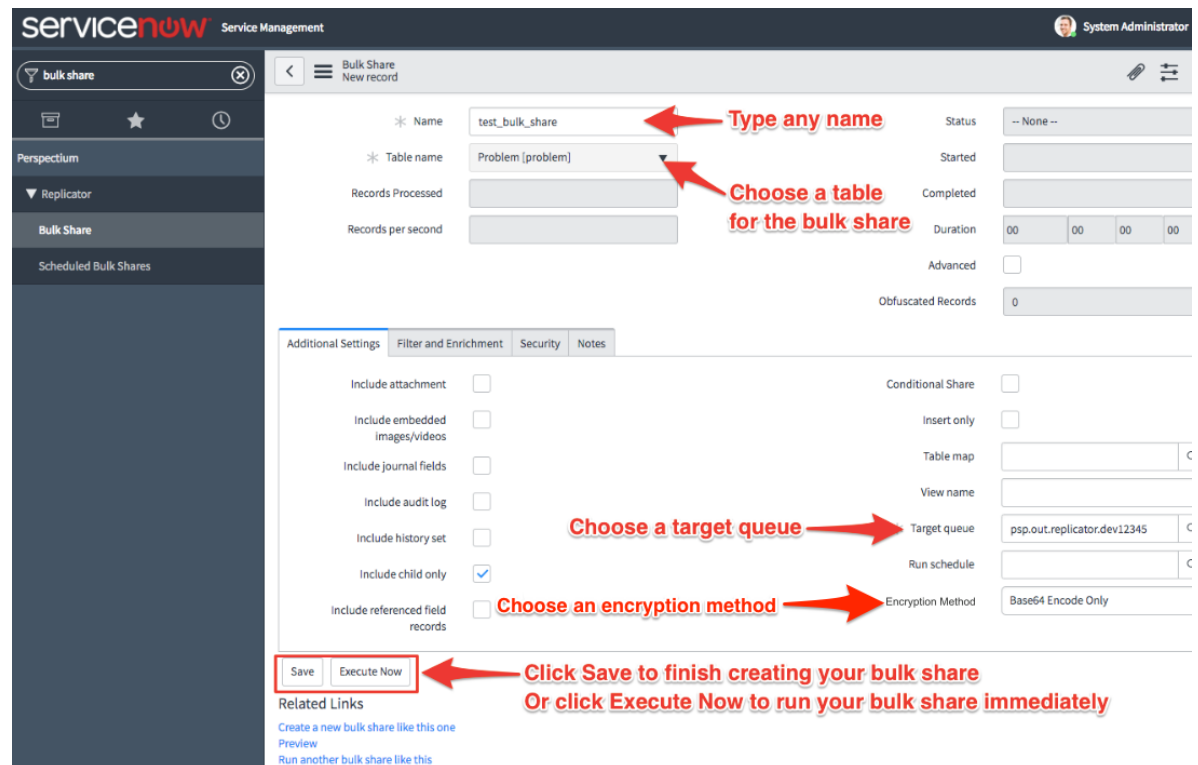
Choose a target queue

Under the **Additional Settings** tab, click the  icon next to the **Target queue** field. In the Queues popup, choose the shared queue that you want to bulk share your record data to.

7

Execute your bulk share

Click the **Save** button at the bottom of the form to save the configurations for your bulk share. Once your bulk share configurations have been saved, you can click 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](#).



The screenshot shows the ServiceNow 'Bulk Share' configuration form. The left sidebar contains navigation links: Perspective, Replicator, Bulk Share, and Scheduled Bulk Shares. The main form area has tabs for 'Additional Settings', 'Filter and Enrichment', 'Security', and 'Notes'. The 'Additional Settings' tab is active, showing various checkboxes for data inclusion (e.g., 'Include attachment', 'Include embedded images/videos', 'Include journal fields', 'Include audit log', 'Include history set', 'Include child only', 'Include referenced field records'). The 'Target queue' field is set to 'psp.out.replicator.dev12345'. The 'Encryption Method' is set to 'Base64 Encode Only'. At the bottom, there are 'Save' and 'Execute Now' buttons. Red arrows and text annotations highlight key actions: 'Type any name' points to the 'Name' field (test_bulk_share); 'Choose a table for the bulk share' points to the 'Table name' dropdown (Problem [problem]); 'Choose a target queue' points to the 'Target queue' field; 'Choose an encryption method' points to the 'Encryption Method' dropdown; and 'Click Save to finish creating your bulk share Or click Execute Now to run your bulk share immediately' points to the 'Save' and 'Execute Now' buttons.

Similar topics

- [Create a ServiceNow bulk share](#)
- [Create a scheduled bulk share](#)
- [Bulk share history set data](#)
- [Copy bulk share configurations](#)
- [Disable bulk sharing of child records](#)

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