# Create a scheduled bulk share

Fluorine

**Scheduled bulk shares** allow for the scheduling of one or more bulk shares to occur daily, weekly, monthly, once at a specified time, periodically at specified times (custom), or on demand (immediately). After creating a bulk share, you can then add that bulk share as a child record to be run under the schedule specified within your scheduled bulk share. This is an alternative approach to and should not be used in conjunction with dynamic shares to avoid any redundancy in data sharing.

## Prerequisites

⚠️ First, you will need to create a bulk share.

## Procedure

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

**1**  Log into ServiceNow and navigate to **Perspectium** > **Replicator** > **Scheduled Bulk Shares**.

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

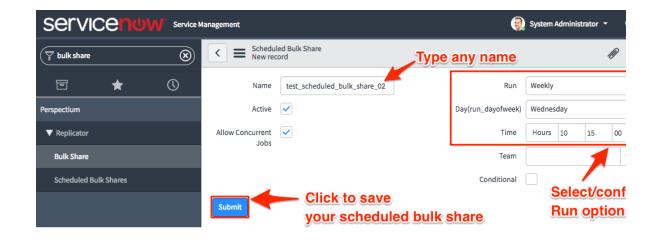**3**  In the **Name** field, type any name for your bulk share.

**4**  From the **Run** dropdown, choose when you want your scheduled bulk share to run. Run options include:

| Option | Scheduled bulk share will run... |
|---|---|
| Daily | Every day at a specified time of day |
| Weekly | Every week at a specified day and time of day |
| Monthly | Every month at a specified day and time of day |
| Periodically | At a custom interval (e.g., every 5 days) at a specified time of day |
| Once | Once at a specified date and time |
| On Demand | Immediately |

If selecting a Run option where a time of day should be specified, type the hours, minutes, and seconds in each respective textbox next to the **Time** field.

**5**  At the bottom left-hand corner of the form, click the **Submit** button to save the configurations for your scheduled bulk share.

**6** From the resulting list of scheduled bulk shares, click back into the scheduled bulk share that you created in **Step #5**.

**7** Locate the **Bulk Shares** list at the bottom of the form. Here, you can either click **New** and then follow the steps to create a bulk share or click **Edit…** and add a previously created bulk share to run under the schedule that you have created.

## 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

## Contact Perspectium Support

**US: 1 888 620 8880**

**UK: 44 208 068 5953**

**support@perspectium.com**