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# Configuration Management



## Access and Edit Application List

### Purpose statement

- Navigate and edit an application list

### Roles involved

**Data Entry User:** Update department information and run department reports

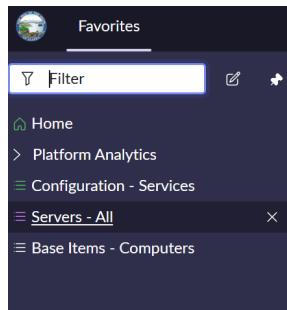
**C-Suite User:** Utilize report information to make business decisions

### Steps

1. Start at the Service Operations Workspace. This is located under “Workspaces” If you are seeing a banner, click update to most recent view
2. On the upper left-hand corner of the screen, select the **All** menu.
3. In the **Filter** search field enter Configuration.
4. Select **Configuration > Services** to display a list of all applications. To Add to your Favorites, click on the Star next to the item.



5. Go to the top of your page and click on Favorites. Select Configuration-Services.



6. Click on Services. a List of applications will appear.

AlaskaTest- Services ★								
Actions on selected rows...		Search						
Service classification		Search						
All	All	All	All	All	All	All	All	All
<input type="checkbox"/>	ServiceNow Event Management	4 - not critical	Production	Application Service	(empty)	(empty)	(empty)	(empty)
	INS Document - Production	2 - somewhat critical	Production	Business Service	(empty)	(empty)	(empty)	(empty)
	INS Health Survey - Production	2 - somewhat critical	Production	Business Service	(empty)	(empty)	(empty)	(empty)
	SC Milestone JPH - Production	2 - somewhat critical	Production	Business Service	(empty)	(empty)	(empty)	(empty)
	SDS-Archives - Production	2 - somewhat critical	Production	Business Service	(empty)	(empty)	(empty)	(empty)

7. Click on the filter icon on the left hand side to filter your list to Discovery source is Transition Manager.



Favorites History Workspaces AlaskaTest- Services ★

Services Service classification Search

Run Save... AND OR Add Sort ⚡

Discovery source is Transition Manager AND OR X

All

Name	Business criticality	Used for	Service classification	Managed by
All	(empty)			
ServiceNow Event Management	4 - not critical	Production	Application Service	(empty)

INS Document

8.

9. A New Form should appear with the Name of the item, short description, and other required fields.

Service Data Bridge - Production

Name	Data Bridge - Production	Department or Company	DEC
Short Description	A tool to convert a csv, txt or xml format file to migrate data to SDWIS/State format.	Division	EH
Environment	Production	Owning Division	
App Type	Application	DTO	Ryan Kendall
Business criticality	2 - somewhat critical	App Owner	Thomas Stock
Service Level	Business Hours	SME1	Thomas Stock
Vendor		SME2	
Version		Location	
Main Application	Data Bridge	Operational status	Operational
Vital System	Routine	Retiring	<input type="checkbox"/>
App Dev Platform	Java	Retire Date	
		OOS Reason	
		Business unit	

10. Make changes to the record as necessary in this form and click update in the right hand corner of the form.

Service Data Bridge - Production

Name	Data Bridge - Production	Department or Company	DEC
Short Description	A tool to convert a csv, txt or xml format file to migrate data to SDWIS/State format.	Division	EH
Environment	Production	Owning Division	
App Type	Application	DTO	Ryan Kendall
Business criticality	2 - somewhat critical	App Owner	Thomas Stock
Service Level	Business Hours	SME1	Thomas Stock
Vendor		SME2	
Version		Location	
Main Application	Data Bridge	Operational status	Operational
Vital System	Routine	Retiring	<input type="checkbox"/>
App Dev Platform	Java	Retire Date	
		OOS Reason	
		Business unit	



11. Scroll down the form to view the Operational Info Tab, the Data Classification tab and the Relationships tab.

Operational Info Data Classification Relationships

Related Items

Depends on - Services

- ① ⚡ [L2] DFGANCABBYY-PS-1683118891419 → ] VM Cluster: ADC - HA-EVC Ivy Bridge
- ① ⚡ [L3] SoaAncCa02 → ] VM Cluster: ADC - HA-EVC Ivy Bridge
- ① ⚡ [L2] DFGANCABBYY-PS-1683118891419, DFGJNUABBYY-PS-1683119000110 → ] VM Cluster: DFG HA
- ① ⚡ [L2] DFGANCABBYY-PS-1683118891419 → ] VM Cluster: DFG-ANC-r730
- ① ⚡ [L2] DFGJNUABBYY-168311895094, DFGJNUABBYY-PS-1683119000110 → ] VM Cluster: DFC - HA-FVC Haswell

12. The Relationships Tab will show the Service Dependencies. Next to each of the dependencies should be L1, L2, or L3. This indicates the level of dependencies of that service.

Operational Info Data Classification Relationships

Related Items

Depends on - Services

- ① ⚡ [L3] SoaAncCa02 → ] VM Cluster: ADC - HA-EVC Ivy Bridge
- ① ⚡ [L2] DOTADCP01, DOTADCP02, DOTADCP03, DOTADCWSUS01, DOTADHCPP01, DOTADHCPP02, dotancwac01, DOTATSP01, DOTAVAMTP01, DOTCAWSUSP01 → ] VM Cluster: dot-anc-adc
- ① ⚡ [L3] DotDmsSql02 → ] VM Cluster: dot-anc-msvc
- ① ⚡ [L3] DOTJHQCTXBS01 → ] VM Cluster: dot-jnu-hq
- ① ⚡ [L2] DOTIDCP01, DOTIDCP02, DOTIDHCPP01, DOTIDHCPP02, DOTJNUKMS, DOTJNUWSUS01, DOTWAWSUSP01 → ] VM Cluster: dot-jnu-sob

Depends on - Computers

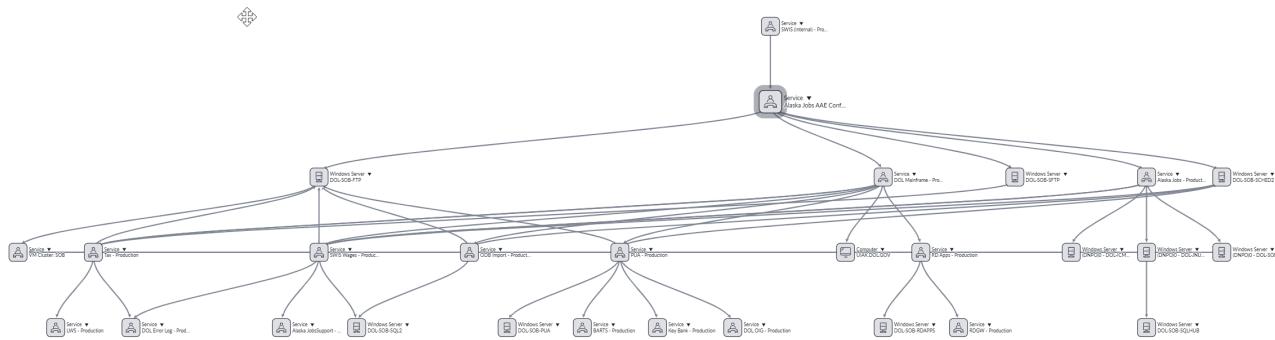
- ① ⚡ [L2] DOTIDCP02 → ] DotDmsSql02
- ① ⚡ [L2] DOTIDCP02 → ] DOTJHQCTXBS01

Depends on - Windows Servers

- ① ⚡ [L3] DotDmsSql02 → ] DOTACVCSQLP01
- ① ⚡ [L1] DOTADCP01
- ① ⚡ [L1] DOTADCP02
- ① ⚡ [L1] DOTADCP03

13. On the right side there is a hierarchy icon >click the icon to display relationships as a graph.

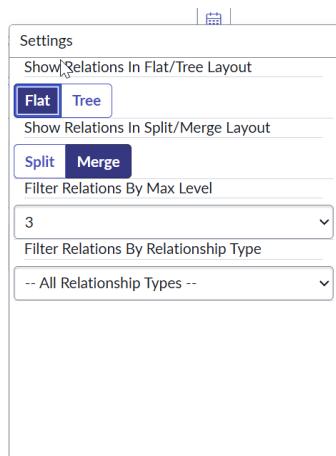




14. On the right side there is a gear icon> click icon to display the relationships you are most interested in.



15. A Window will appear that allows you to split or merge relations, Filter Relations by level (L1, L2, L3) and Filter relations by Type.



# Configuration Management



## Filter a List



### Purpose statement

- Navigate how to filter a list

### Roles involved

**Data Entry User:** Update department information and run department reports

**C-Suite User:** Utilize report information to make business decisions

### Steps

1. Start at the Service Operations Workspace. This is located under "Workspaces" If you are seeing a banner, click update to most recent view
2. On the upper left-hand corner of the screen, select the **All** menu.
3. In the **Filter** search field enter Configuration.
4. Select **Configuration > Services>All** to display a list of all applications.
5. Click on the filter icon on the left hand side to filter your list to Discovery source is Transition Manager.

The screenshot shows the ServiceNow Service Operations workspace. At the top, there are navigation links for Favorites, History, and Workspaces, and a search bar for 'AlaskaTest- Services'. Below the search bar is a filter toolbar with buttons for Run, Save..., AND, OR, Add Sort, and a search icon. The main area displays a table of applications. The first column is 'Discovery source', which has a dropdown menu open, showing 'Transition Manager' as the selected filter. The table has columns for Name, Business criticality, Used for, Service classification, and Managed by. One row is visible, showing 'ServiceNow Event Management' with a business criticality of '4 - not critical', used for 'Production', and a service classification of 'Application Service'. The 'Managed by' column shows '(empty)'.

6.



7. At the right of the heading of the **Name** column, hovering over the **arrow** icon indicates that the list is sorted by this column.

Name	Business criticality	Used for
1099 Generator - Development	2 - somewhat critical	Development
1099 Generator - Production	2 - somewhat critical	Production

8. Select any Column heading to sort by that column
9. At the right of the **Operational Status** column heading, select the **3 vertical dots** menu icon and then select **Group By Operational Status. This will show you applications by operational status.**

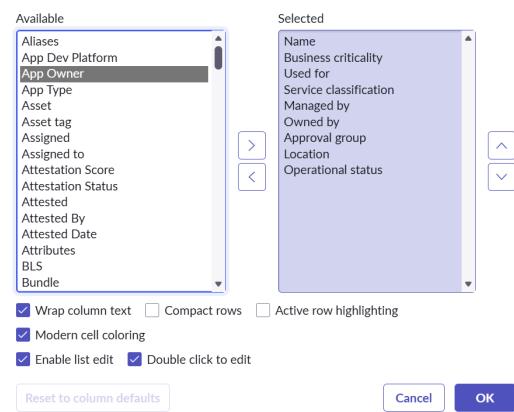
Name	Business criticality	Used for
Operational status: (empty) (1)		
Operational status: Operational (1371)		

10. On the **Operational Status** column header, select the **column options menu icon > Ungroup** to ungroup the list.
11. To edit the columns in the list, select the **personalize list** icon.

12. To add a field from the **Available** list to the **Selected** list, select a field. EXAMPLE: App Owner

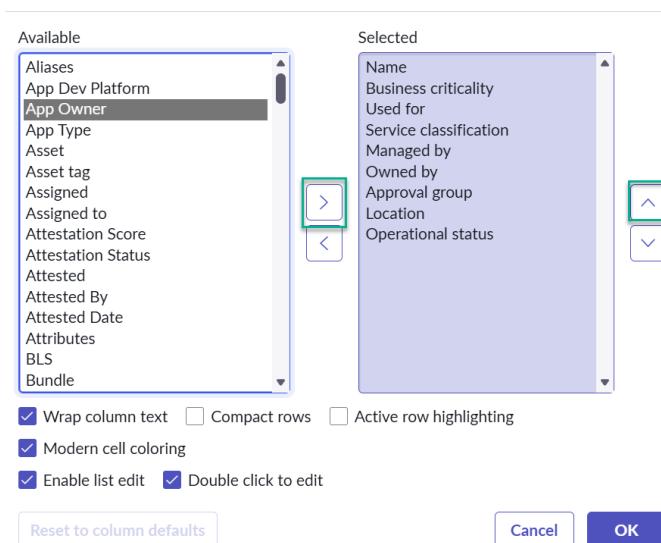


Personalize List Columns

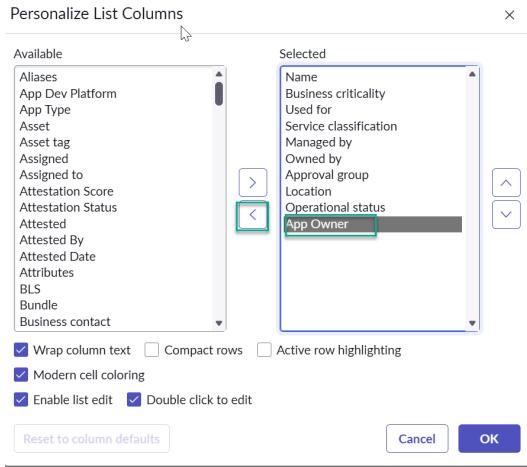


13. Use the **move up** button to move the added field before another field. EXAMPLE: Additional Assignee List.

Personalize List Columns



14. To remove a column from the list, select a field, and then select the **remove** button. EXAMPLE: App Owner.



15. Select **OK**.

## Configuration Management

### Export a List to Excel

#### Purpose statement

- Export a List to Excel

#### Roles involved

**Data Entry User:** Update department information and run department reports

**C-Suite User:** Utilize report information to make business decisions



#### Steps

1. On the banner, select the **All** menu.
2. In the **Filter** search field enter Configuration.
3. Select **Configuration > Services>All** to display a list of all applications. Or go to Favorites and click **Configuration-Services**.
4. Right click on the name column and select Export to Excel.



Name	Business criticality	Used for	Service classification
Relias - NonProd	1 - critical	NonProd	Business Service
Law Citrix	1 - critical	Production	Business Service
Criminal History Record Audit - Prod	1 - critical	Production	Business Service
Directory Submission Service - Prod	1 - critical	Production	Business Service
PHO-Wait List - NonProd	1 - critical	NonProd	Business Service
Pinpoint Labs Harvester - NonProd	1 - critical	NonProd	Business Service
Proscript - NonProd	2 - somewhat critical	NonProd	Business Service
QS1 Pharmacy - NonProd	2 - somewhat critical	NonProd	Business Service
Random Moments Sampling - OCS - NonProd	2 - somewhat critical	NonProd	Business Service
eLogbook (Extranet App\Service) - Product...	2 - somewhat critical	Production	Business Service
Oracle Infrastructure	2 - somewhat critical	Production	Business Service

## Configuration Management

### Dependency Details & Mapping Dependencies



#### Purpose statement

- Review and update Dependency details and Map dependencies

#### Roles involved

**Data Entry User:** Update department information and run department reports

**C-Suite User:** Utilize report information to make business decisions

#### Steps

- On the banner, select the **All** menu.
- In the **Filter** search field enter Configuration.



3. Select **Configuration > Services>All** to display a list of all applications. Or go to Favorites and click **Configuration-Services**.
4. To Create a New record select New in the upper left hand corner.

group	Location	Operational status
	(empty)	Operational

5. This will pull up a new form to enter your information. Once all of your details are added click Submit. The new application will show up in your list.
6. To add a new relationship to an existing application, click on an application. In the Form click on the relationship tab. Click on the + button to add a new relationship

7. A new Form will appear that has suggested relationship types. You can create filters to search for the relationship and click Run filter.



AlaskaTest- Oracle Infrastructure | Service

Relationship Editor - Oracle Infrastructure(Service)

Use suggested relationships [?](#)

Suggested relationship types

- \* Connects to (Parent)...
- \* Consumed by (Child)...
- \* Depends on (Parent)...
- \* DR provided by (Parent)...
- \* Provides DR for (Child)...
- \* Receives data from (Parent)...

Filter

Class Is a Network Gear AND OR

Location is anything AND OR

Operational status is anything AND OR

Configuration Items

<input type="radio"/>	<input type="radio"/>	Name	Manufacturer	Location	Description	Class	Updated	Maintenance schedule
No records to display								

Relationships

<input type="radio"/>	Type	Parent	Child
<input type="checkbox"/>	Depends on/Used by	Oracle Infrastructure	DOTSOBOVMI

8. Click the back button to return to the previous form.

AlaskaTest- Oracle Infrastructure | Service

Relationship Editor - Oracle Infrastructure(Service)

Use suggested relationships [?](#)

Suggested relationship types

- \* Connects to (Parent)...
- \* Consumed by (Child)...
- \* Depends on (Parent)...
- \* DR provided by (Parent)...
- \* Provides DR for (Child)...
- \* Receives data from (Parent)...

Filter



# Configuration Management

## Build a Report



### Purpose statement

- Build a report (Note: you must have permission to access the data you are reporting on.

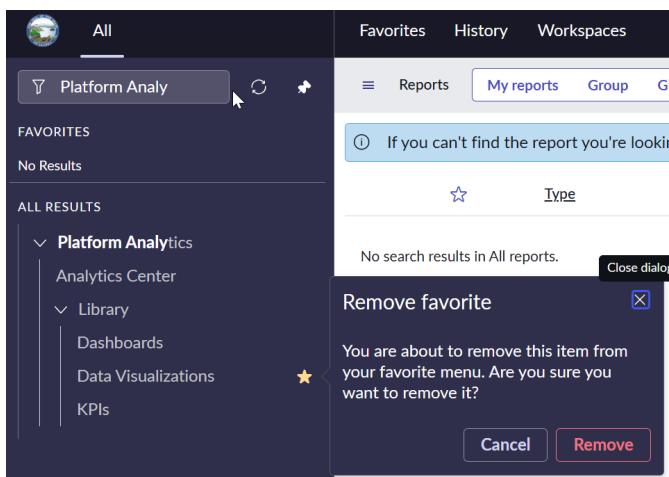
### Roles involved

**Data Entry User:** Update department information and run department reports

**C-Suite User:** Utilize report information to make business decisions

### Steps

1. On the banner, select the **All** menu.
2. In the **Filter** search field enter Platform Analytics.
3. To Add to your Favorites, click on the **Star** to the left of the item. Click **Done**
4. Select **All > Platform Analytics > Data Visualization**. Click the **Star** to add to your favorites list

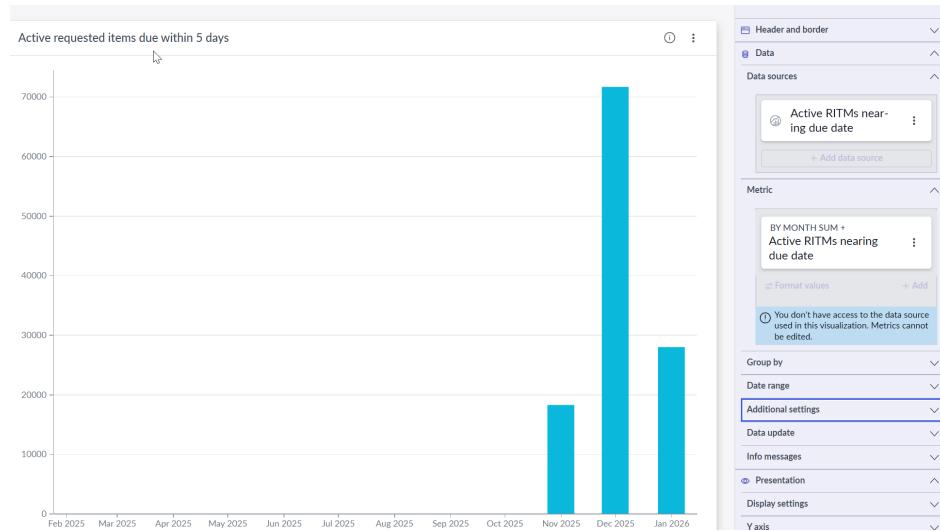




5. You will see a list of data visualizations on the right hand side of the screen. On the left hand side of the screen you can select reports that are owned by you or shared with you. You can also create a new report by clicking new in the upper left hand corner.

Name	Type	Description	Created by	Updated
% Escalations acknowledged (by groups)	Column		admin	2024-08-22 10:36:02
% Escalations not acknowledged (by groups)	Column		admin	2024-08-22 10:36:02
% Failed changes	Column	Percentage of the change requests that are not successfully completed	admin	2023-12-22 10:59:35
% high priority incidents	Column		admin	2023-12-21 15:28:57
% Incidents associated with problem	Column	Percentage of the incidents that are associated with problem.	admin	2023-12-22 05:51:52
% Successful change distributed by type	Column	Distribution of the change requests that are successfully closed by change type	admin	2023-12-13 15:26:49
% Successful change with issues (by model and type)	Column	Distribution of the change requests closed with issues distributed by change model and change type	admin	2024-05-23 13:50:03
% Successful change with issues distributed by type	Column	Distribution of the change requests that are successfully closed with some issues by change type	admin	2023-12-26 13:01:34
% Successful change without issues (by model and type)	Column	Distribution of the change requests that are successfully closed without issues by change model and change type	admin	2024-05-23 13:50:02

6. Click on one of the reports. If there is data available, a graph representation will appear. You can modify your data sources, and grouping on the right side of the screen.



7. Click the back arrow to return to your list. Click on the New button in the upper right hand corner. A new window will appear where you can choose your chart type and add your data source.



#### Create new visualization

#### 8. Click Add data source and choose a table.

Accounting Template	Description	Filing Folder	Fund
ACA2542	Statewide Public Service Digital Assistant ORIG 25 UGF	Projects	1004
ACA241H	Address Backlog of Aging Infrastructure ORIG 24 GF	Projects	1004
ASQLCD	OIT SQL Cloud	Managed Databases	1081
AAEAPPS	OIT Enterprise App	Core - Enterprise Apps	1081

#### 9. You can add custom conditions by clicking on the Add custom conditions. Build your filters and click Run.



Add data source

Search sources

Tables

- .NET Application [cmdb\_ci\_appl\_dot\_net]
- A10 Load Balancer [cmdb\_ci\_lb\_a10]
- A10 Load Balancer Partition [cmdb\_ci\_lb\_a10...]
- Accessory [cmdb\_ci\_acc]
- Accounting Templates [u\_accounting\_templates]
- ACE [cmdb\_ci\_lb\_ace]
- ACL Endpoint [cmdb\_ci\_endpoint\_ac]
- Action Step Definition [sys\_flow\_step\_definition]
- Action Type [sys\_hub\_action\_type\_definition]
- Active Directory Domain Controller [cmdb\_ci\_...]

Show More

Accounting Templates [u\_accounting\_templates]

Filters

Predefined conditions

We couldn't find any predefined conditions for this table.

Filter Overview

Editor

Build a filter by adding conditions that contain a field, operator, and value(s).

Created before 2026-01-01 00:00:00 or and x

+ New condition set

Related List Condition

Run

10. A record list will appear. Select a record and select Add this source.

Build a filter by adding conditions that contain a field, operator, and value(s).

Created before 2026-01-01 00:00:00 or and x

+ New condition set

Related List Condition

Run

Preview record list

Last refreshed just now.

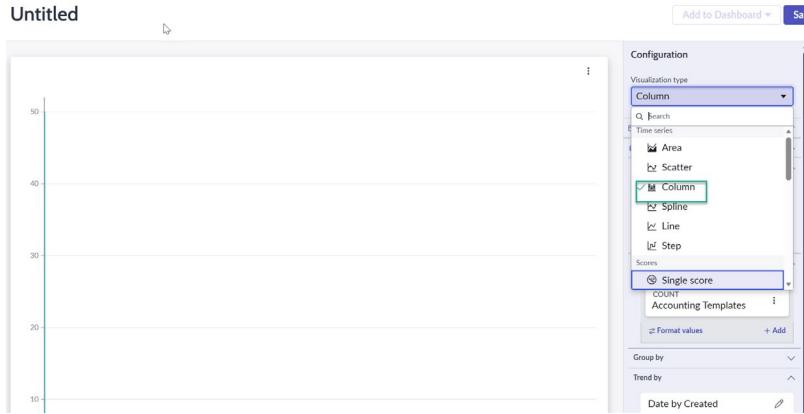
Accounting Template	Description	Filing Folder	Fund
ACA2542	Statewide Public Service Digital Assistant ORIG 25 UGF	Projects	1004
ACA241H	Address Backlog of Aging Infrastructure ORIG 24 GF	Projects	1004
ASQLCD	OIT SQL Cloud	Managed Databases	1081
AAEAPPS	OIT Enterprise App	Core - Enterprise Apps	1081
AADABAS	OIT ADABAS	Mainframe	1081
AAORIND	OIT Oracle Indirect	Managed Databases	1081
AAADPII	OIT P3	Core - Admin and Governance	1081
AAZRAN	OIT Azure Analytics	Server Hosting and Storage	1081
AANETWO	OIT Network	Core - Connectivity and Communica	1081

Cancel Add this source

11. Choose the Visualization type that you would like to display your report

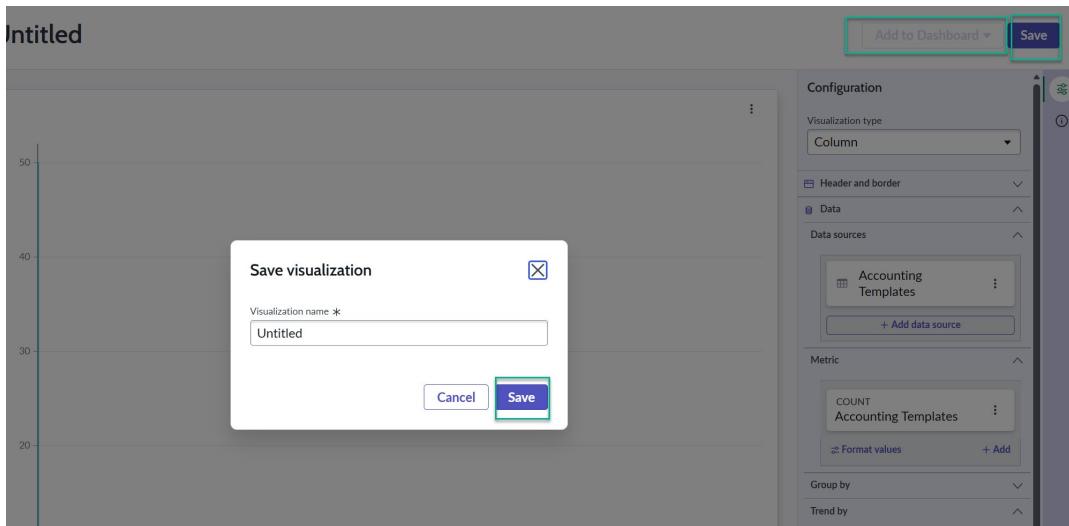


Untitled



12. Click Save and name your report. You can save this report to your Dashboard if you find it useful.

Untitled



13. On the banner, select the **All** menu.
14. In the **Filter** search field enter **Reports>View/Run**.
15. To Add to your Favorites, click on the **Star** to the left of the item. Click **Done**



The screenshot shows the 'Reports' section of the interface. A 'Favorite added' dialog box is open, prompting for a name and location. The 'Name' field contains 'Reports - View / Run' and the 'Location' dropdown is set to 'Top level (default)'. The 'Done' button is highlighted with a green box.

16. You can see reports that are created by the logged in user (My Reports), Reports that are shared with specific groups or users (Group), reports that are shared as Global (Global) and all reports that the logged in user can access (All).

The screenshot shows the 'AlaskaTest- Reports' interface. The navigation bar has 'Reports' selected. A message bar at the bottom says: 'If you can't find the report you're looking for, try the Platform Analytics library. Visit Platform Analytics experience'.

The screenshot shows the 'Create your first report' interface. It displays a list of chart types: 'Multi-level pivot table', 'Map', 'Heatmap', and 'Bubble'. Each chart type has a description and a small icon.

Chart Type	Description
Multi-level pivot table	A multi-level pivot table makes it easy to tabulate and summarize data.
Map	Display data on a map.
Heatmap	Heatmaps are graphical representation of data where colors represent the individual values contained.
Bubble	Bubble chart displays a graph with two to four dimensions, resembling both a scatter plot and a proportional area chart.

17. Click on create a Report. You can Use the analytics feature to search for a Report, for example, Incidents grouped by priority. Click Ask. You can also perform this manually by giving your report a name, and choosing the source type and data source.



< Create a report

Data Type > Configure > Style

\* Report Title :

\* Report name

\* Source type  Table

\* Table  No table selected

Create your report with Analytics Q&A  
Ask for information. You can give simple filtering conditions.  
You get the answer with an appropriate visualization.

computers by source room

[How can I improve my results?](#)

18. The system will automatically prepopulate the Report Name, Source Type and Table for you. Click Run.



Favorites History Workspaces AlaskaTest Search Save Run

[Create a report](#)

**Data** > **Type** > **Configure** > **Style** Report Title : computers by source room

Group by Source Room Additional group by

Stack by -- None --

Display data table

Aggregation Count

[Set Value Formatting](#)

Max number of groups System Default

Show Other

Type a question about your data Ask How can I improve my results? Was this helpful? Yes No

To modify the current report, use the left panel or [Edit Condition](#).

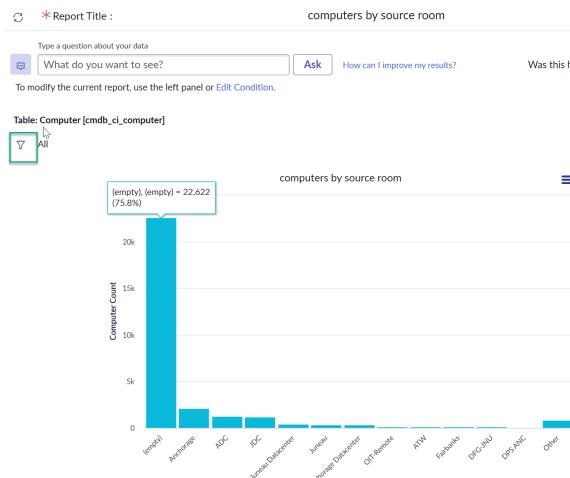
**Table: Computer [cmdb\_ci\_computer]**

All

computers by source room

Source Room	Computer Count
(empty)	22,622 (75.8%)
Anchorage	~2,000
ADC	~1,000
JDC	~1,000
Juneau Datacenter	~100
Juneau	~100
Hygrade Datacenter	~100
OIT-Remote	~100
ATW	~100
Fairbanks	~100
DFG-NU	~100
DPS ANC	~100
Other	~100

## 19. You can add additional filters by clicking the filter icon next to the graph.





20. Add your additional filter criteria.

The screenshot shows the 'Create a report' interface. On the left, a sidebar lists various self-service and administrative options. The main area shows filter criteria for 'COMPUTER CONDITIONS' with conditions like 'Discovery source' and 'Is Transition Manager'. Below this is a bar chart titled 'Computers by source room' with the following data:

Source Room	Computer Count
IDC	300
ADC	260
(empty)	30
Remote Sites	20
Juneau	5
Off Remote	5
FEC	5
ATW	5
Off Remote-North	5

21. Click on the Configure Tab to modify group by and stacked by columns to alter the way your data is displayed.



< Create a report

Data Type **Configure** Style

Report Title :

Group by Priority

Additional group by

Stack by -- None --

Display data table

Aggregation Count

[Set Value Formatting](#)

Max number of groups System Default

Show Other

Ask another question

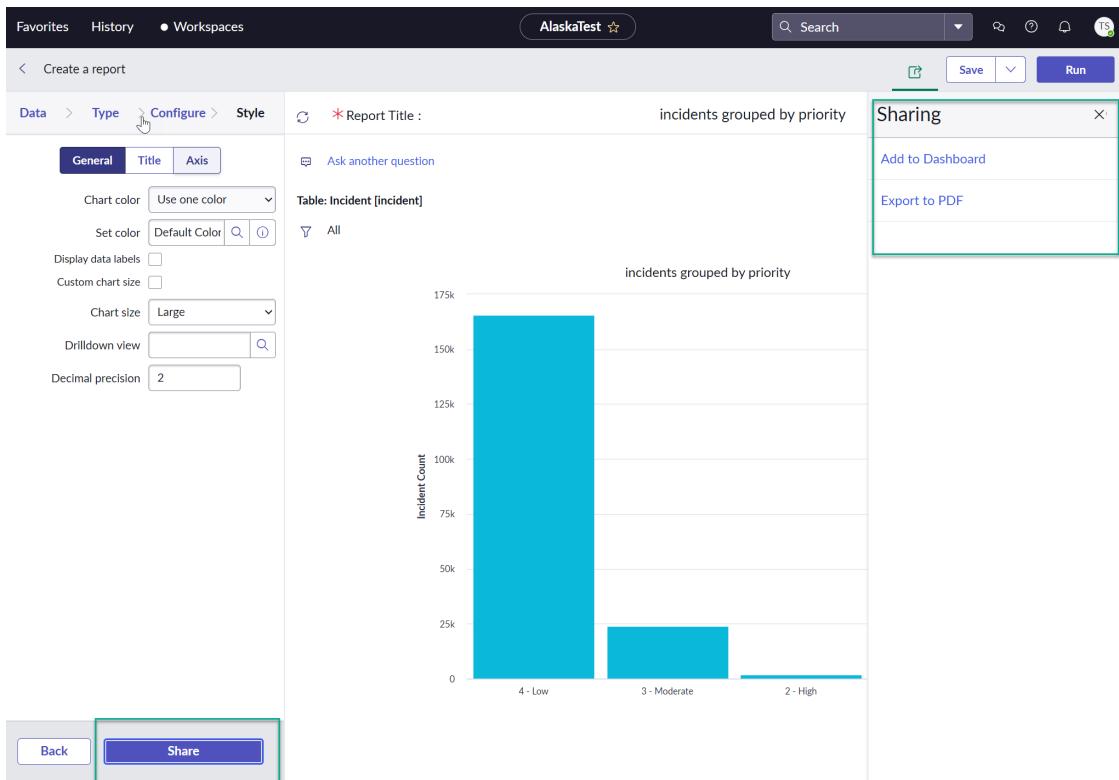
Table: Incident [incident]

All

Incident Count

Incident Count
165k

22. Once you are satisfied with your report, click Share at the bottom of the screen and select if you would like to share the report to your dashboard or Export to PDF.



## Configuration Management

### Access and Edit a Computer List



#### Purpose statement

- Navigate and edit a Server list

#### Roles involved

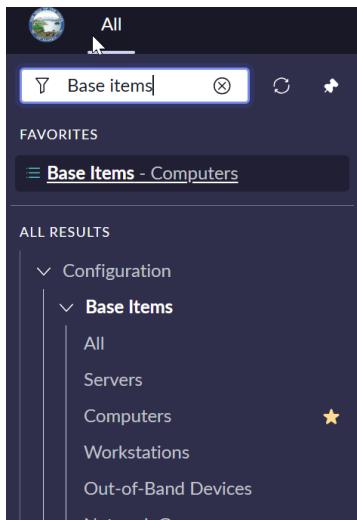
**Data Entry User:** Update department information and run department reports

**C-Suite User:** Utilize report information to make business decisions



## Steps

1. On the upper left-hand corner of the screen, select the **All** menu.
2. In the **Filter** search field enter Base Items.
3. Select Configuration > Base Items>Computers to display a list of all computers. To Add to your Favorites, click on the Star next to the item



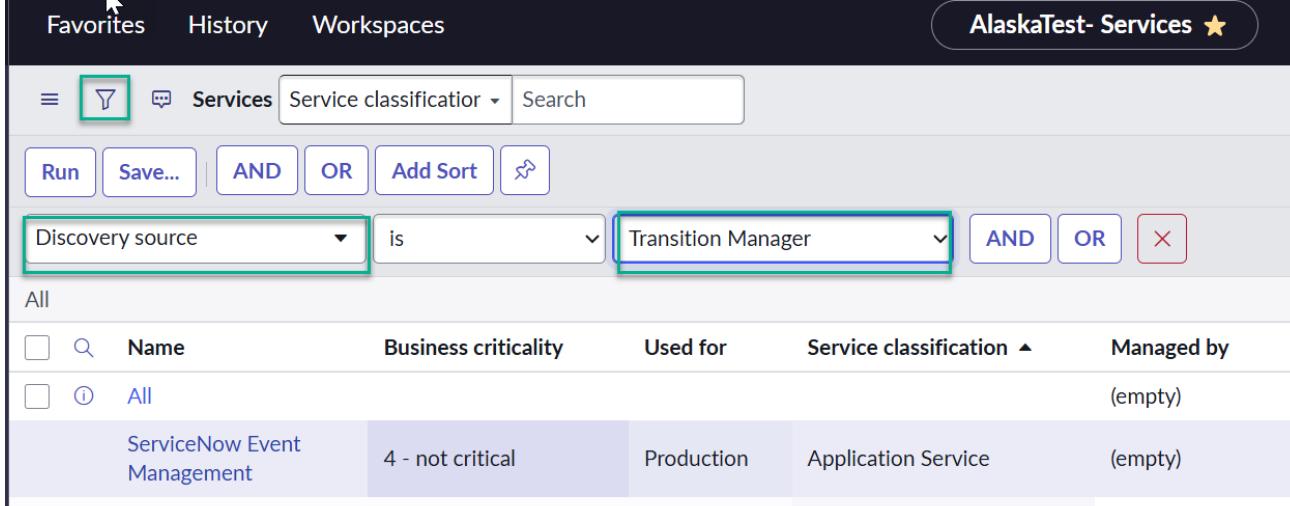
4. Click on the Computer List to bring up your list of computers.

- 5.

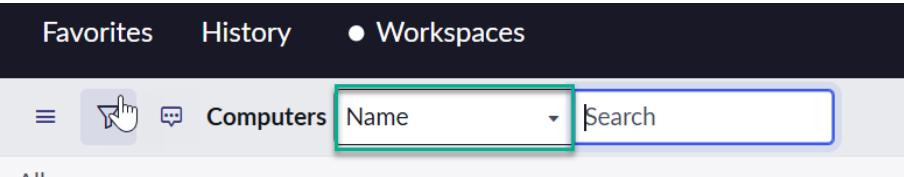
	Name	Asset	Asset tag	Assigned	Assigned to	Change Group	Attestation Score	Attestation Status	Attested	Attested By
	(DNPO) 0 - DOL-EXT-DC1 EOL 7-1-20	TM-07058 - VM	TM-07058	(empty)	(empty)	(empty)		Not Yet Reviewed	false	(empty)
	(DNPO) 0 - DOL-EXT-TSLIC	TM-07059 - VM	TM-07059	(empty)	(empty)	(empty)		Not Yet Reviewed	false	(empty)
	(DNPO) 0 - DOL-JNU-FAX1_2008	TM-07060 - VM	TM-07060	(empty)	(empty)	(empty)		Not Yet Reviewed	false	(empty)

6. Click on the filter icon on the left hand side to filter your list to Discovery source is Transition Manager.

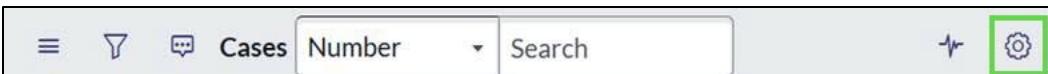


7.   
Discovery source is Transition Manager

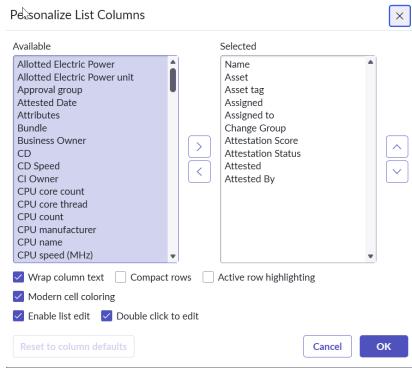
8. At the right of the heading of the **Name** column, hovering over the **arrow** icon indicates that the list is sorted by this column.

  
Name

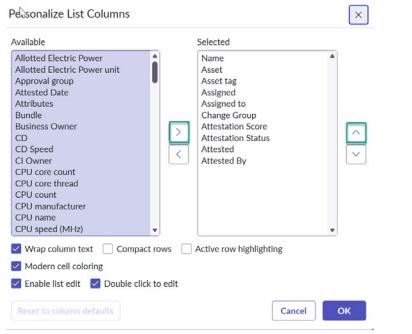
9. Select any Column heading to sort by that column
10. At the right of the **Assigned to** column heading, select the **3 vertical dots** menu icon and then select **Group by Assigned to. This will show you computers by who they are assigned to.**
11. On the **Assigned to** column header, select the **column options menu icon > Ungroup** to ungroup the list.
12. To edit the columns in the list, select the **personalize list** icon.

  
Number

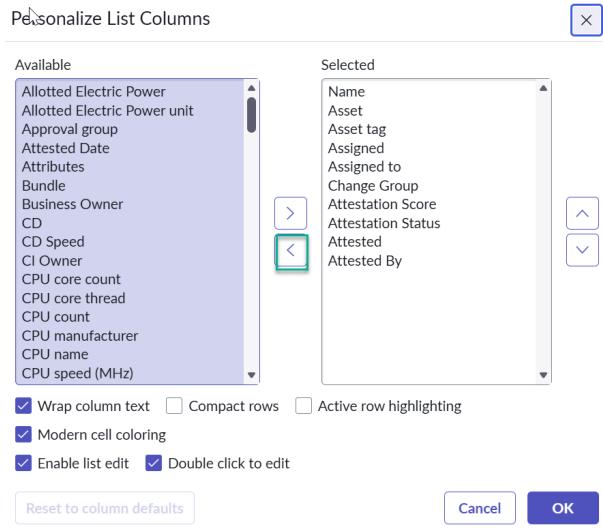
13. To add a field from the **Available** list to the **Selected** list, select a field.



14. Use the **move up** button to move the added field before another field. EXAMPLE:



15. To remove a column from the list, select a field, and then select the **remove** button.



16. Select **OK**.



# Configuration Management

## Access and Edit a Server List



### Purpose statement

- Navigate and edit a Server list

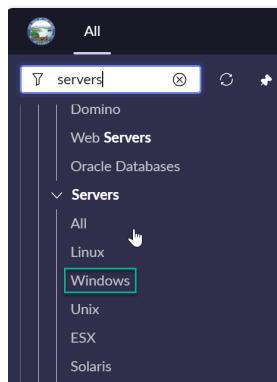
### Roles involved

**Data Entry User:** Update department information and run department reports

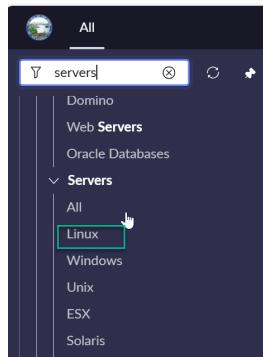
**C-Suite User:** Utilize report information to make business decisions

### Steps

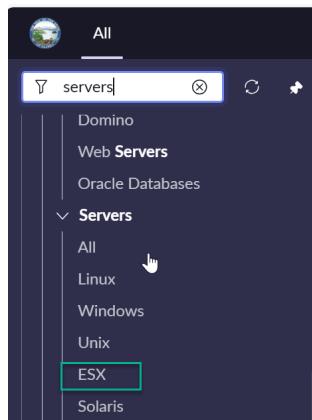
1. On the upper left-hand corner of the screen, select the All menu.
2. In the **Filter** search field enter Servers.
3. Select **Servers> Windows** to display a list of all of your windows servers. To Add to your Favorites, click on the Star next to the item.



4. Select **Servers> Linux** to display a list of all of your windows servers. To Add to your Favorites, click on the Star next to the item



5. Click on the item to open your server list.
6. Select **Servers> ESX** to display a list of all of your windows servers. To Add to your Favorites, click on the Star next to the item



7. Click on the item to open your server list.

8. Once you access your Server lists. Ensure you click on the filter icon on the left hand side to filter your list to Discovery source is Transition Manager. Click Run.



The screenshot shows the ServiceNow interface with the following search query:

```
Discovery source is Transition Manager
```

The results table shows one item:

Name	Business criticality	Used for	Service classification	Managed by
ServiceNow Event Management	4 - not critical	Production	Application Service	(empty)

9. At the right of the heading of the **Name** column, hovering over the **arrow** icon

The screenshot shows the ServiceNow interface with the following search query:

```
Windows Servers
```

The results table shows one item:

Name	Operating System	OS Version
(DNPO) 0 - DOL-EXT-DC1 EOL 7-1-20	Micro	Oper

indicates that the list is

sorted by this column.

10. Select any Column heading to sort by that column

11. At the right of the **Operating System** column heading, select the **3 vertical dots** menu icon and then select **Group By Operating System**. This will show you servers by operating system.

The screenshot shows the ServiceNow interface with the following search query:

```
Windows Servers
```

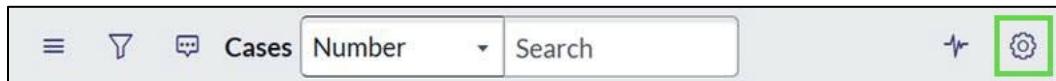
The results table is grouped by Operating System:

Operating System	Count
Operating System: ESX (1)	1
Operating System: Microsoft Windows NT Server 10.0 (1)	1
Operating System: Microsoft Windows Server 2003 (32-bit) (1)	1
Operating System: Microsoft Windows Server 2003 Standard (32-bit) (6)	6
Operating System: Microsoft Windows Server 2008 (64-bit) (3)	3

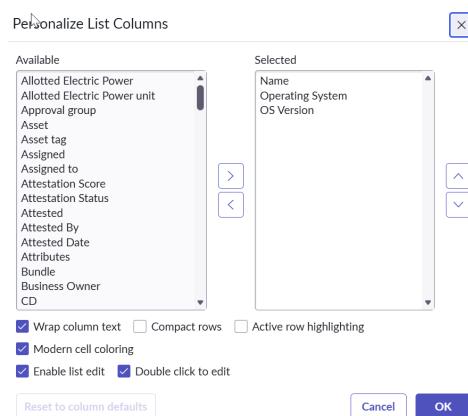


12. On the **Operating System** column header, select the **column options menu icon** > **Ungroup** to ungroup the list.

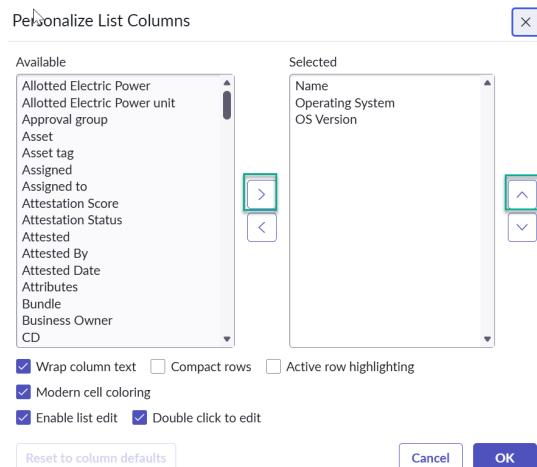
13. To edit the columns in the list, select the **personalize list** icon.



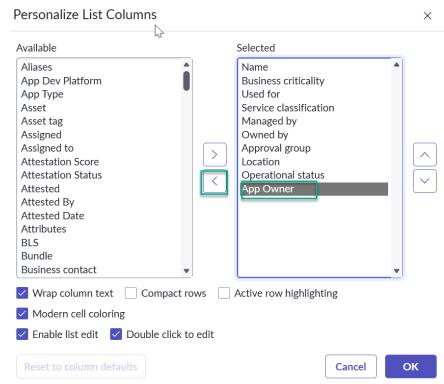
14. To add a field from the **Available** list to the **Selected** list, select a field.



15. Use the **move up** button to move the added field before another field. EXAMPLE:



16. To remove a column from the list, select a field, and then select the **remove** button.



17. Select **OK**.