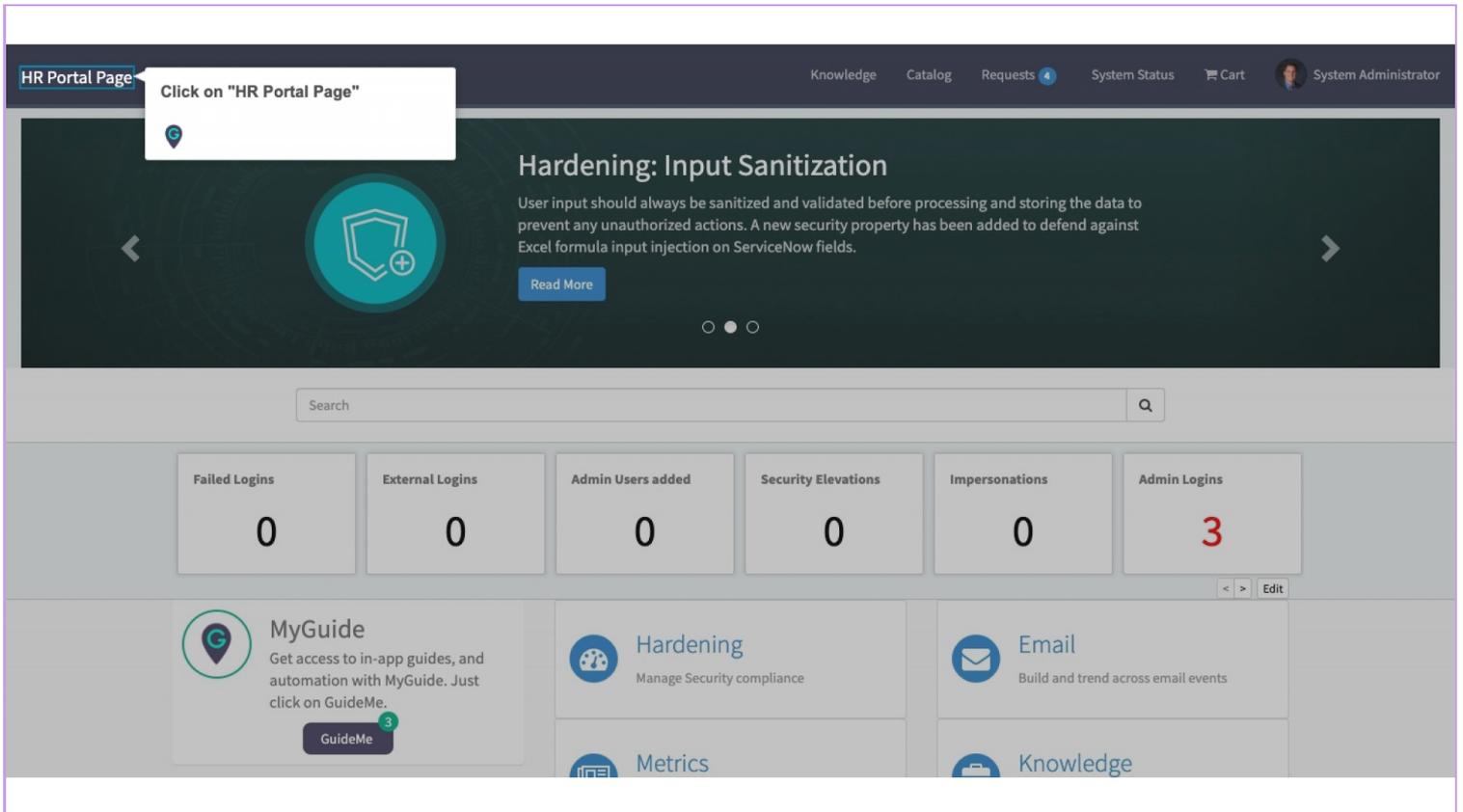




How to install a new software (Microsoft Project) on your desktop by creating a new ServiceNow request

Step: 01

Click on "HR Portal Page"



Step: 02

Click on "Order Something"

The screenshot displays the HR Portal Page with a dark navigation bar at the top containing links for Knowledge, Catalog, Requests (with a notification icon), System Status, Cart, and a user profile for System Administrator. The main content area features a large heading "How can we help?" and a search bar with the placeholder text "How can we help?". A callout box with a location pin icon points to the "Order Something" button, which is highlighted with a blue border. Below the search bar are four service tiles: "Order Something" (Browse the catalog for services and items you need), "Knowledge Base" (Browse and search for articles, rate or submit feedback), "Get Help" (Contact support to make a request, or report a problem), and "Community" (Community-sourced answers to your questions). The edcast logo is centered at the bottom, with the tagline "The leader in providing AI-powered Knowledge Cloud solutions for unified discovery, personalized learning, and sales enablement." and a "LOG IN" button below it.

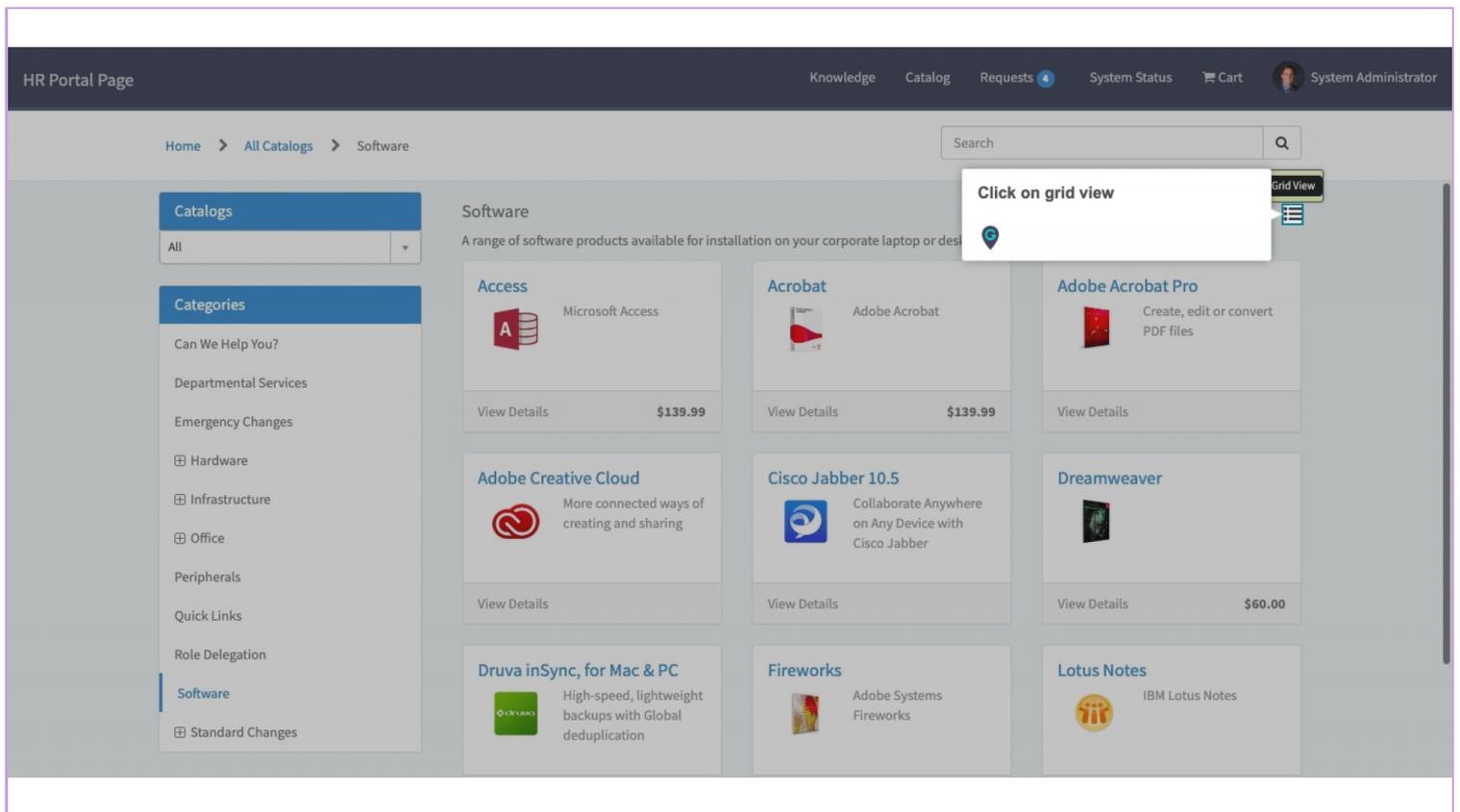
Step: 03

Click on "Software items"

The screenshot shows the HR Portal Service Catalog page. The top navigation bar includes 'HR Portal Page', 'Knowledge', 'Catalog', 'Requests 4', 'System Status', 'Cart', and 'System Administrator'. The breadcrumb trail shows 'Home > Service Catalog'. A search bar is located on the right. The left sidebar contains a 'Categories' list with the following items and counts: 'Can We Help You?' (13), 'Departmental Services' (1), 'Emergency Changes' (2), 'Hardware' (31), 'Infrastructure' (4), 'Office' (19), 'Peripherals' (28), 'Quick Links' (2), 'Role Based' (with a sub-item 'Software [Service Catalog]'), and 'Standard Changes'. A callout box with a blue arrow points to the 'Software' sub-item under 'Role Based', containing the text 'Click on "Software items"'. The main content area features a 'Popular Items' section with three cards: 'Add network switch to data...', 'Report Performance Problem' (with a 'View Details' link), and 'Apple iPad 3' (with a 'View Details' link and a price of '\$600.00').

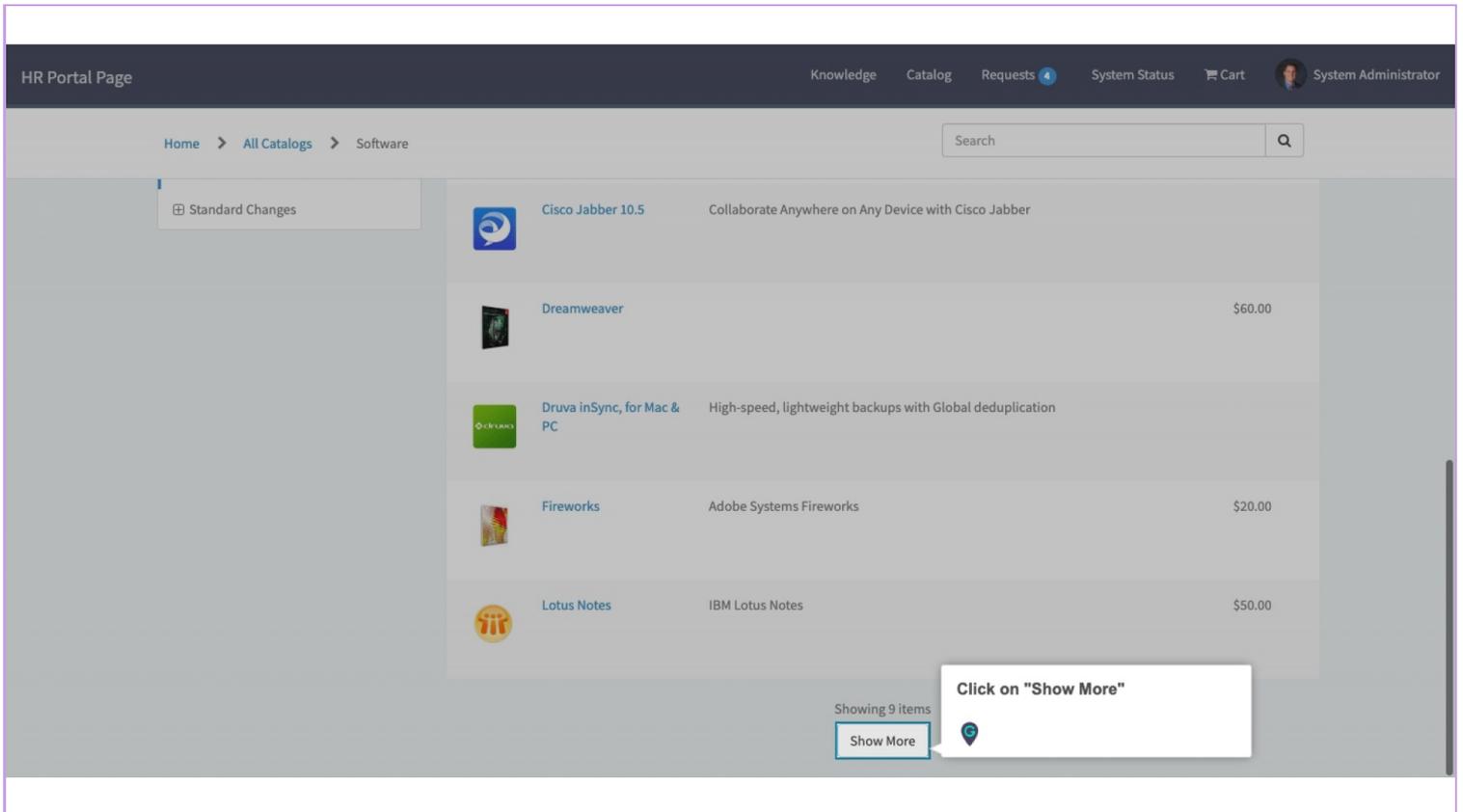
Step: 04

Click on grid view



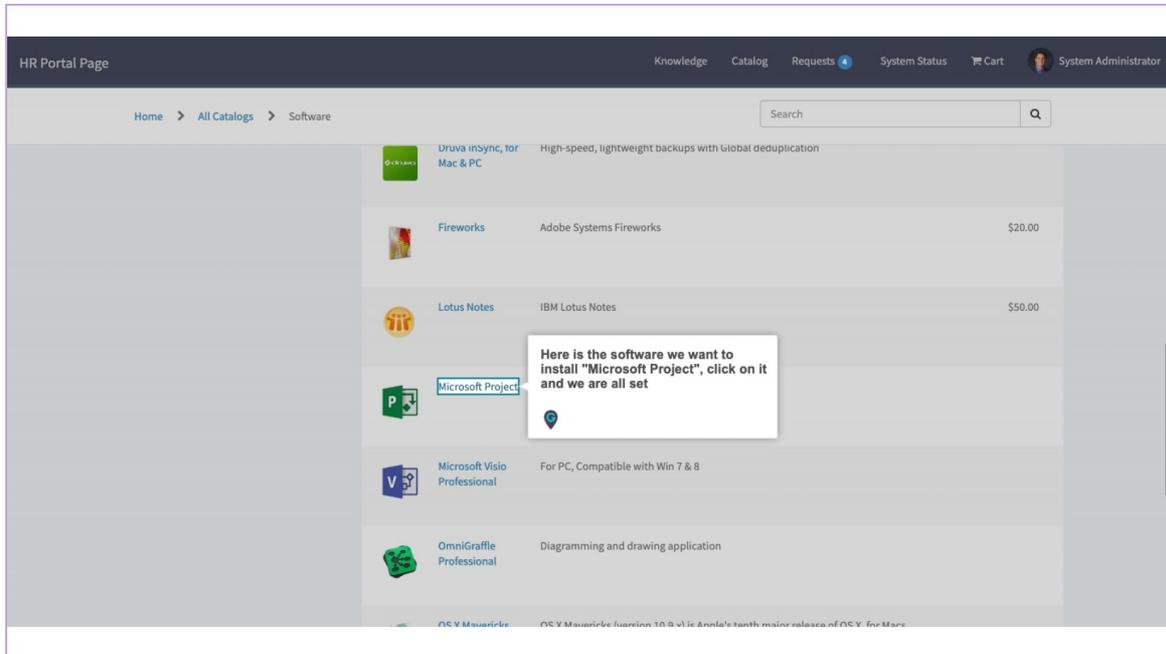
Step: 05

Click on "Show More"



Step: 06

Here is the software we want to install "Microsoft Project", click on it and we are all set



Thank You!

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