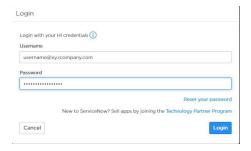


ActiveBatch Extension for ServiceNow Orchestration requires installation of the integration component of the extension be done through the ServiceNowStore.

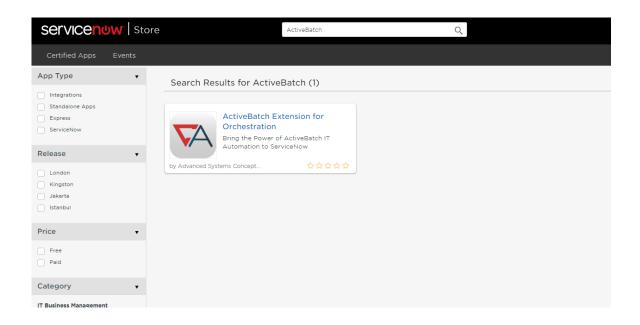
\*In order to have access to this extension, you must be pre-authorized by Advanced Systems Concepts (ASCI). If you have not been pre-approved by ASCI, please contact your ASCI Account Manager\*

If you have already been approved to receive this extension:

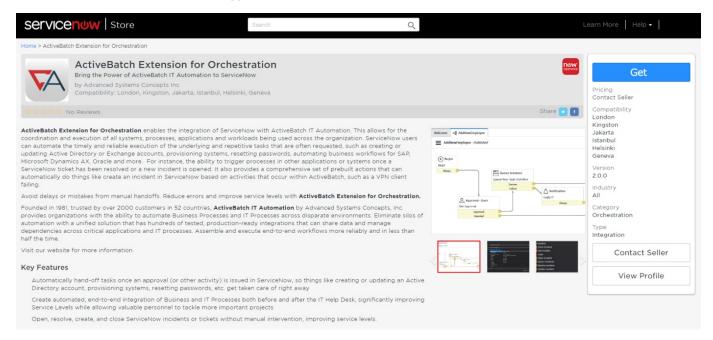
- Ensure that the Serial Key for the ActiveBatch Extension for ServiceNow has been installed using the ActiveBatch License Manager to activate the ServiceNow Jobs Library Jobs.
- Please follow these instructions to have ActiveBatch Extension for Orchestration installed on one or more of your ServiceNow Instance(s).
- 1. Visit https://store.servicenow.com
- 2. You must have ServiceNow Admin status in order to login, request, and install the application. If you don't have the required credentials, you need to contact your ServiceNow Admin and request for them to take these actions on your behalf.



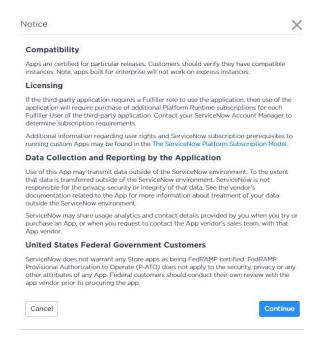
3. Type ActiveBatch in the search bar, and click to access the ActiveBatch ServiceNow StoreProfile.



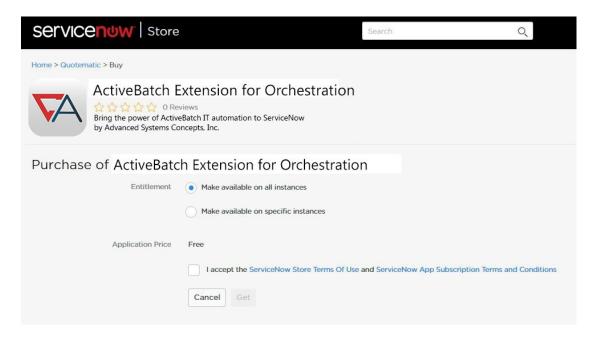
4. Click on **Get** in order to retrieve the application on the ServiceNowStore.



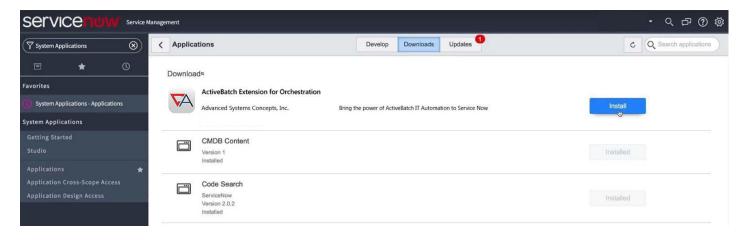
A notice pops up regarding Compatibility, Licensing, Data Reporting & Collecting, and United States Federal Government disclaimer. Review and select Continue.



6. Select the instance on which you want to make the extension available, and accept the ServiceNow Store Terms of Use and the App Subscription Terms and Conditions (this is the agreement between ASCI and you, the customer). Note: any pre-release or POC installation is required by ASCI to be on non-production instances



- **7.** Within your ServiceNow instance, navigate to **System Applications** > **Applications**. Select the **Downloads** Tab, and the ActiveBatch Extension for Orchestration is now available to Install.
- **8.** To install the application, click **Install** for the ActiveBatch Extension for Orchestration.



**Congratulations!** You can now begin to reduce delays and errors from manual handoffs by triggering ActiveBatch workflows from within ServiceNow!