knowledge14®

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Lab Guide

Access Control Rules:

Secure your Instance

From the Inside

Joseph Wheeler & Erich Dobroth

Lab instance: https://**<<name>>**.lab.service-now.com

admin / Knowledge14

itil / Knowledge14

employee / Knowledge14

Lab Goal

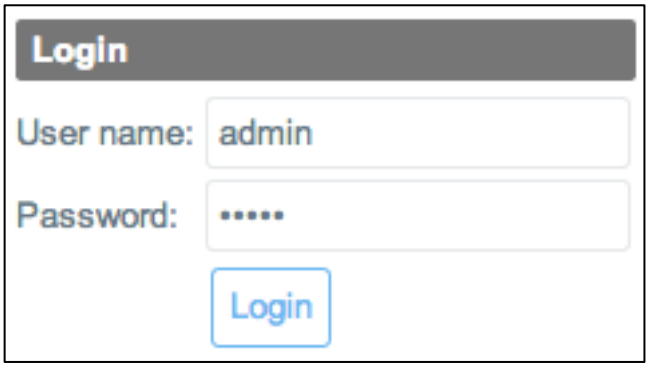
This lab explains that the first step in applying security rules to an instance is understanding how roles work within ServiceNow. In this lab, you create a role to allow some of the fulfillers to work in the system.

Lab 1
Working with Roles

Log on to Your Training Instance

1. The instructor provides an instance URL.

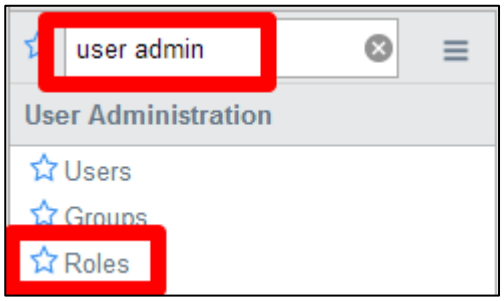
2. Log in using the **admin** credentials provided on the cover.



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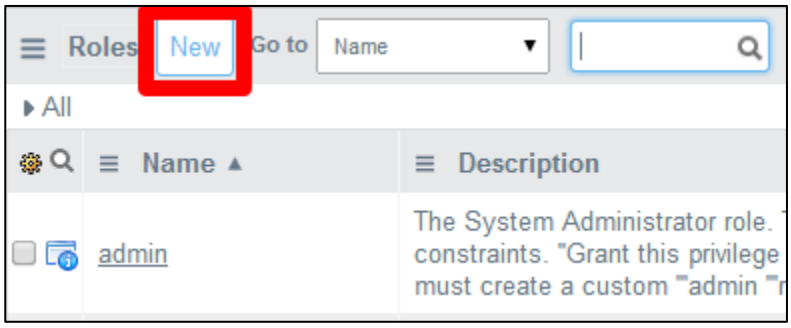
Create a New Role

1. Navigate to **User Administration > Roles**.



NOTE: In subsequent labs, this step is abbreviated to **Application Name** > **Module Name.**

2. Click **New**.



3. Name the role, **Role1**.



4. Click **Submit**.

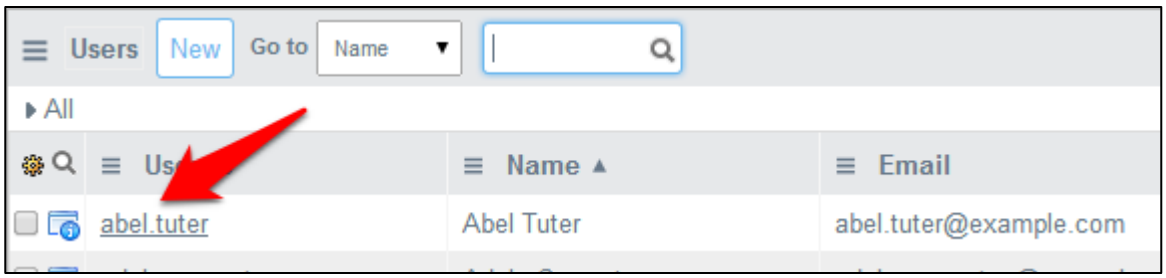
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Apply the Role to a User

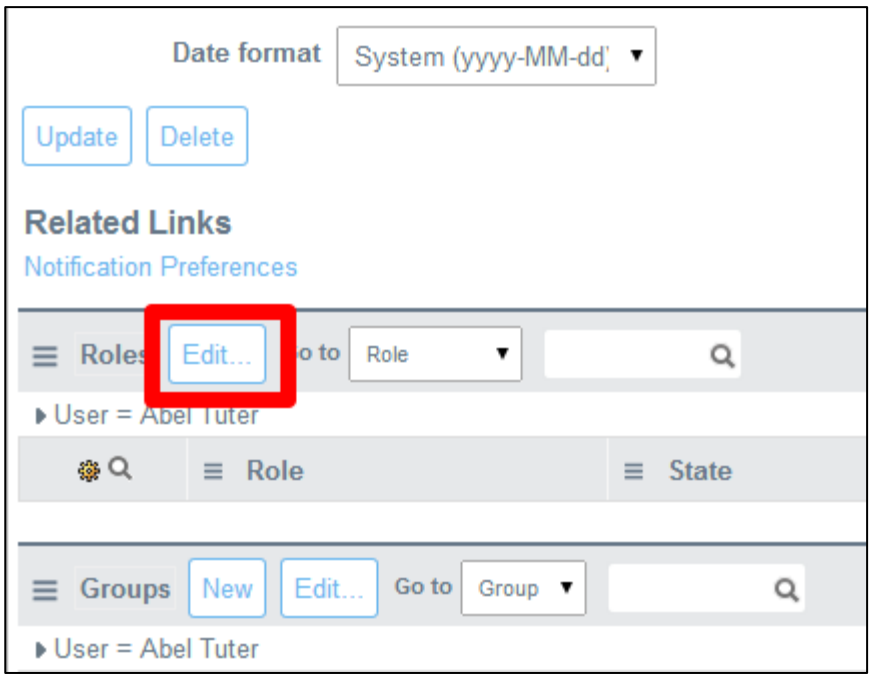
1. Navigate to **User Administration > Users**.

2. Click on **abel.tuter**.

   If Abel Tuter is not at the top of the list, sort the list of users by name by clicking on the **Name** column header.



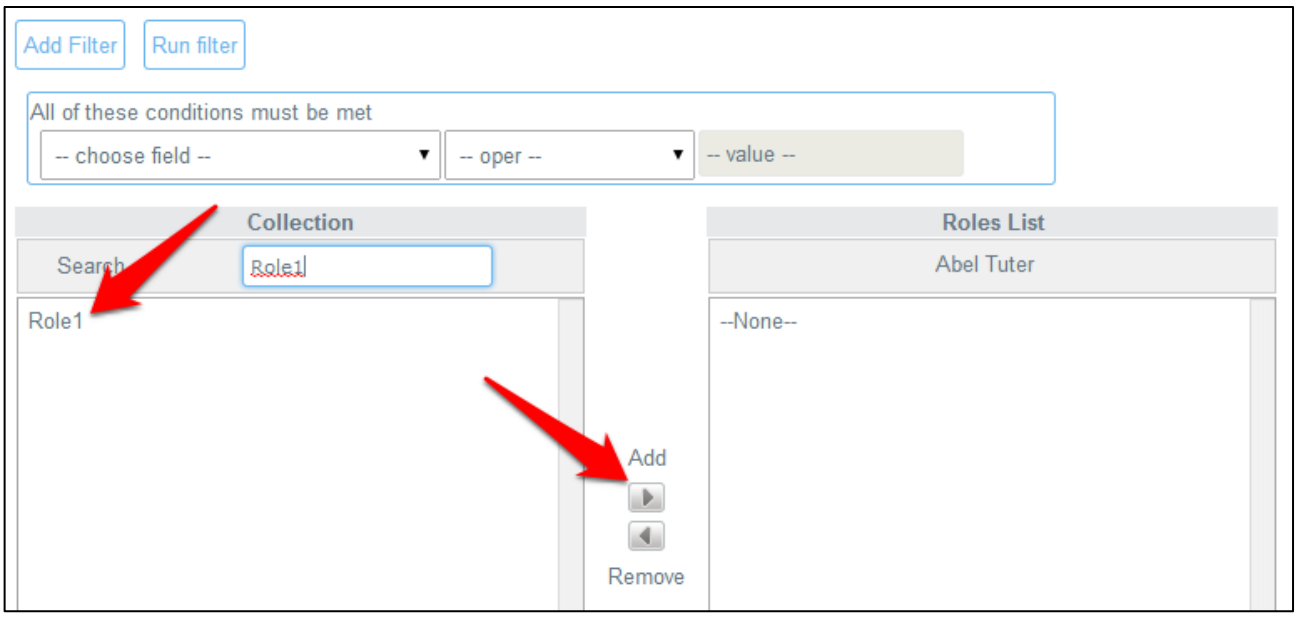
3. In the Roles related list, click **Edit**.



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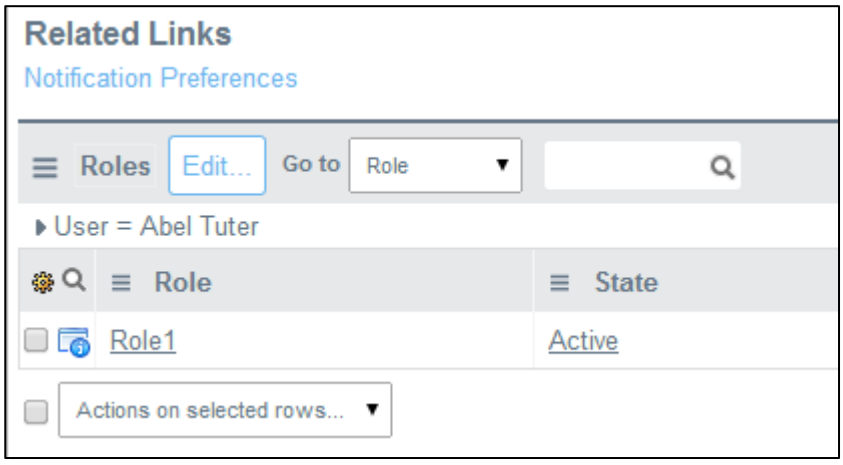
4. Enter **Role1** in the Search field.

5. Select **Role1** in the list, and click the **Add** button to move it into the Roles List collection.



6. Click **Save**.

7. Verify that Abel has the **Role1** role in the Roles related list.

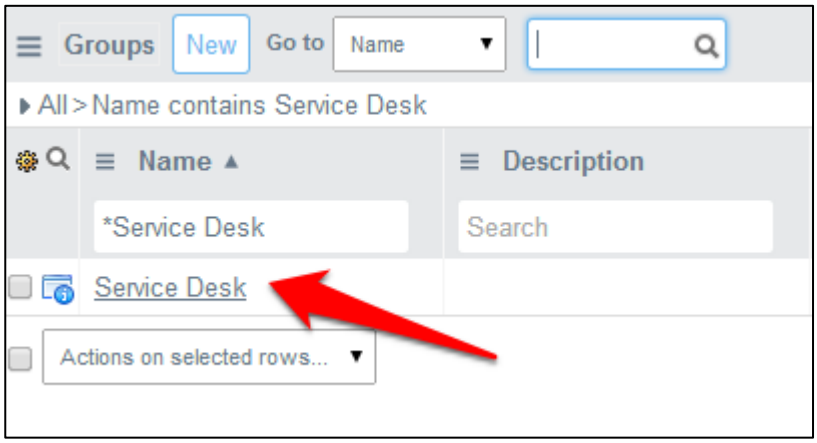


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Apply the Role to a Group

1. Navigate to **User Administration > Groups**.

2. Open the **Service Desk** record.



3. In the Roles related list, click **Edit**.

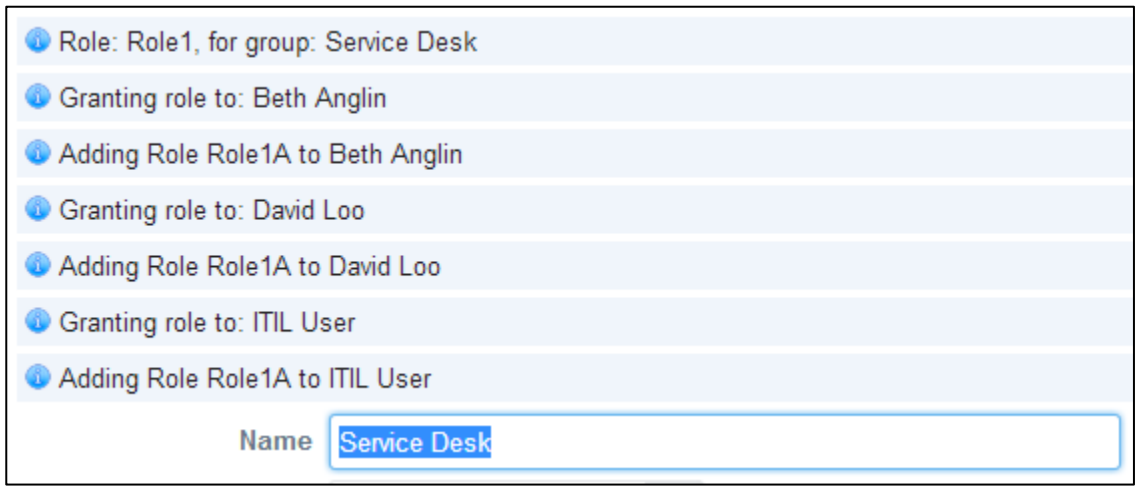
4. Type **Role1** in the **Search** field.

5. Select **Role1** in the list, and click the **Add** button to move it into the Roles List collection.

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6. Click **Save**.

NOTE: The new roles are automatically applied to members. The top of the browser displays messages indicating the application of new roles to members.

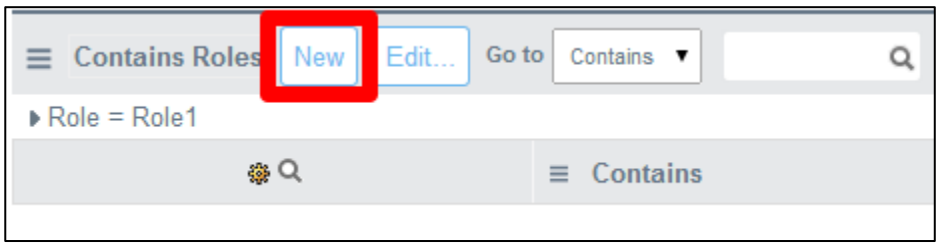


Create a Nested Role

1. Navigate to **User Administration > Roles**.

2. Open the **Role1** record.

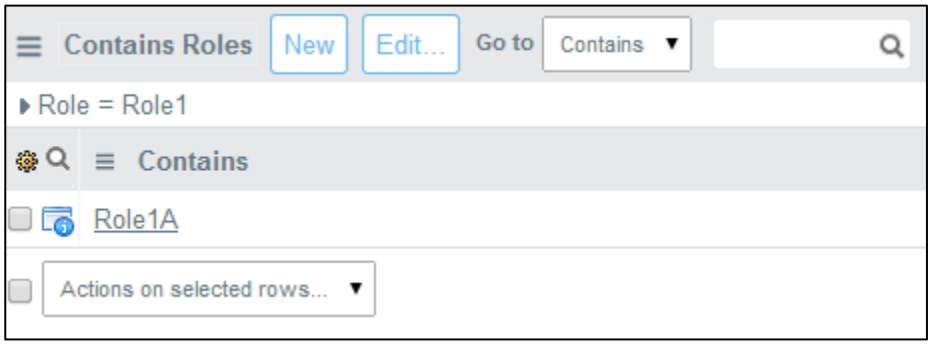
3. In the Contains Roles related list, click **New**.



4. In the resulting form, name the role **Role1A**.

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5. Click **Submit**.

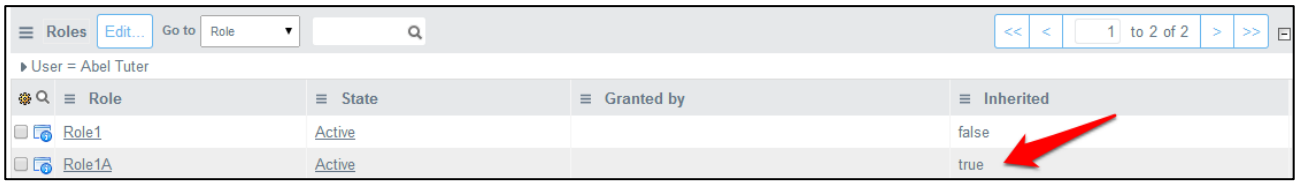


Lab Success Verification

1. Navigate to **User Administration > Users**.

2. Open the **abel.tuter** record.

3. Abel should have two roles now in the Roles related list. **Role1A** should display **true** in the Inherited column.

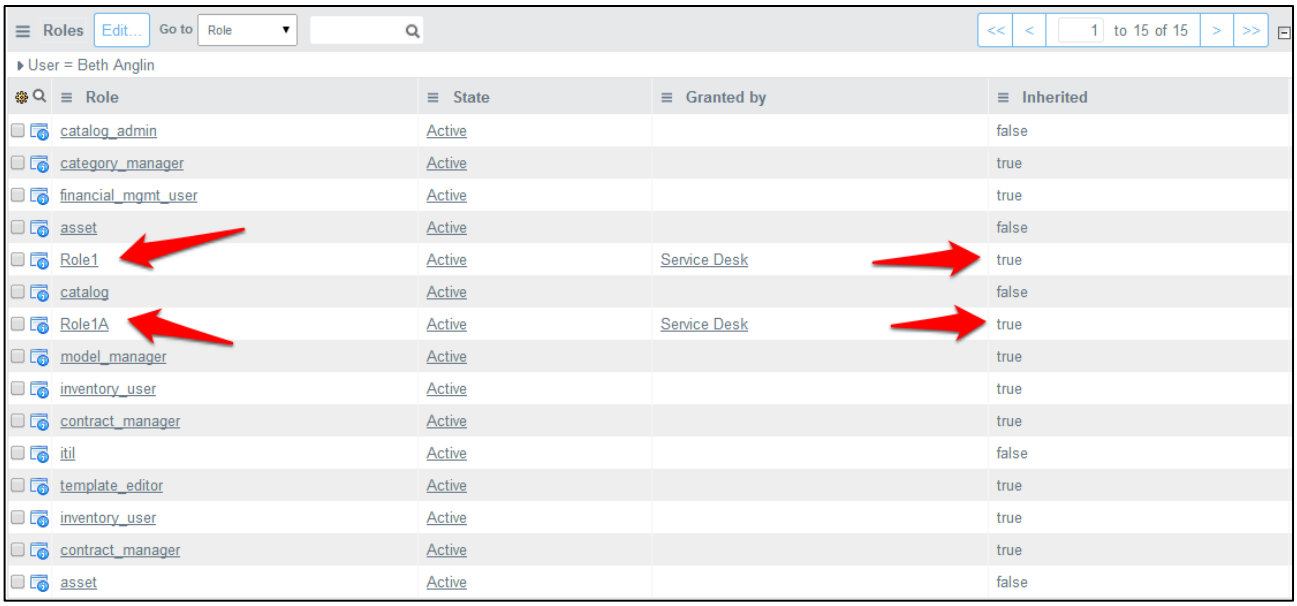


4. Navigate to **User Administration > Users**.

5. Locate and open the **beth.anglin** record.

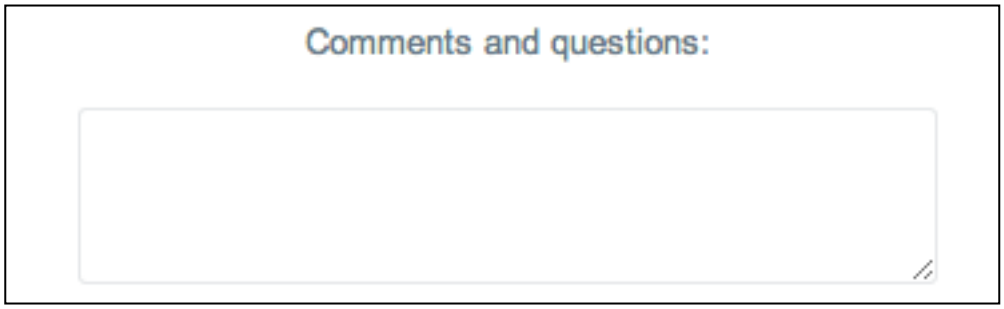
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6. Beth should also have those roles, in addition to others. Both roles should display **true** in the Inherited column.



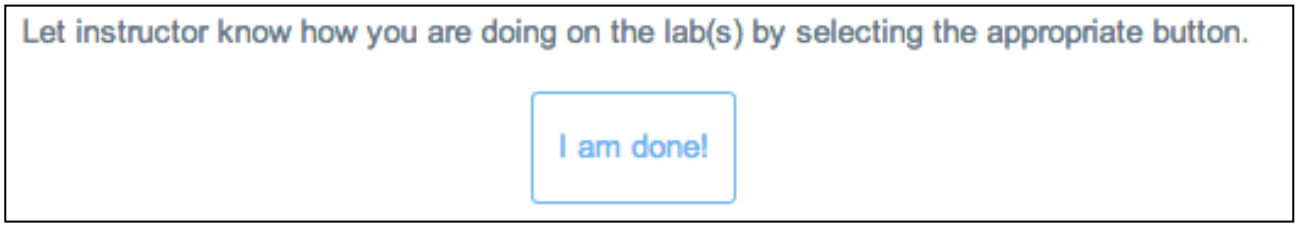
7. Click the **Lab Management > Report Lab Progress Edge** icon.

8. Enter any comments regarding this lab.



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9. In the main window, click **I am done!**



NOTE: In subsequent labs, use Report Lab Progress to inform the instructors when you need assistance or when you have completed a lab. Feedback is encouraged and appreciated!

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Lab Goal

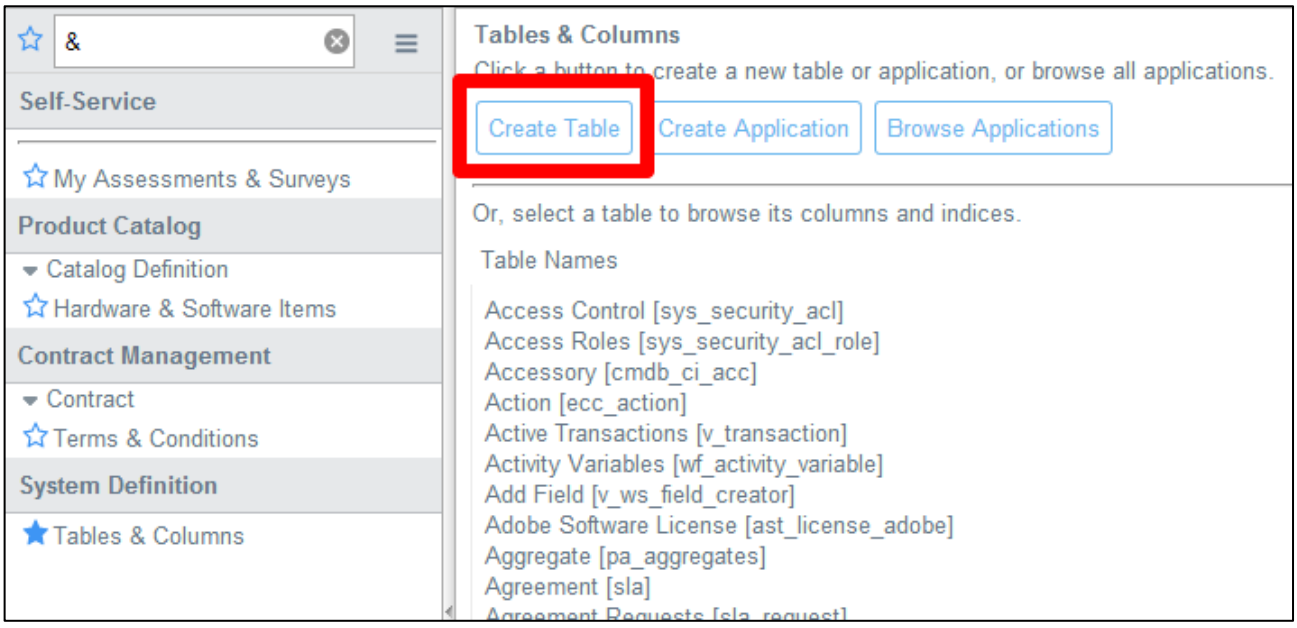
This lab explains how to create a workspace for using Access Control Rules in ServiceNow. The first part of the lab explains how to create a new table to use in the workspace. The second part implements role-based visibility of an application menu item.

Lab 2
Set up

Create a New Table

1. Navigate to **System Definition > Tables & Columns**.

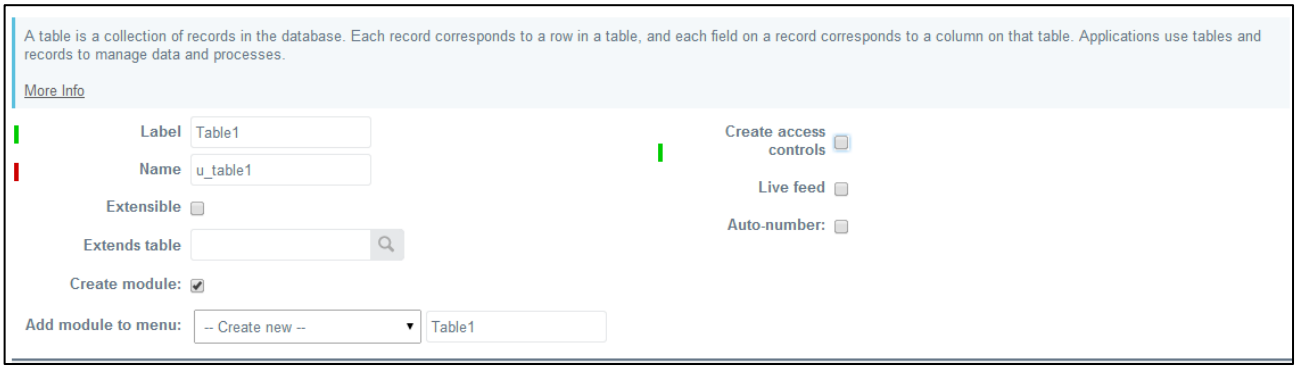
2. Click **Create Table**.



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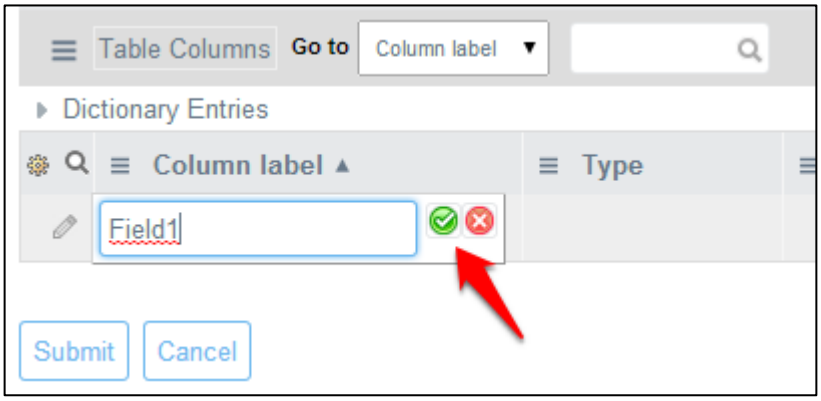
3. Enter **Table1** in the **Label** field. After the cursor leaves this field, the **Name** field populates automatically.

4. Notice that by default, ServiceNow creates access controls. Since this is an exercise to understand how access control building works, clear the **Create access controls** checkbox. Clearing that checkbox hides the **User role** field.



5. In the **Table Columns** list editor, double-click on ***Insert a new row…***

6. Enter **Field1** in **Column label**. Click the green check mark button to insert the field name into the table.

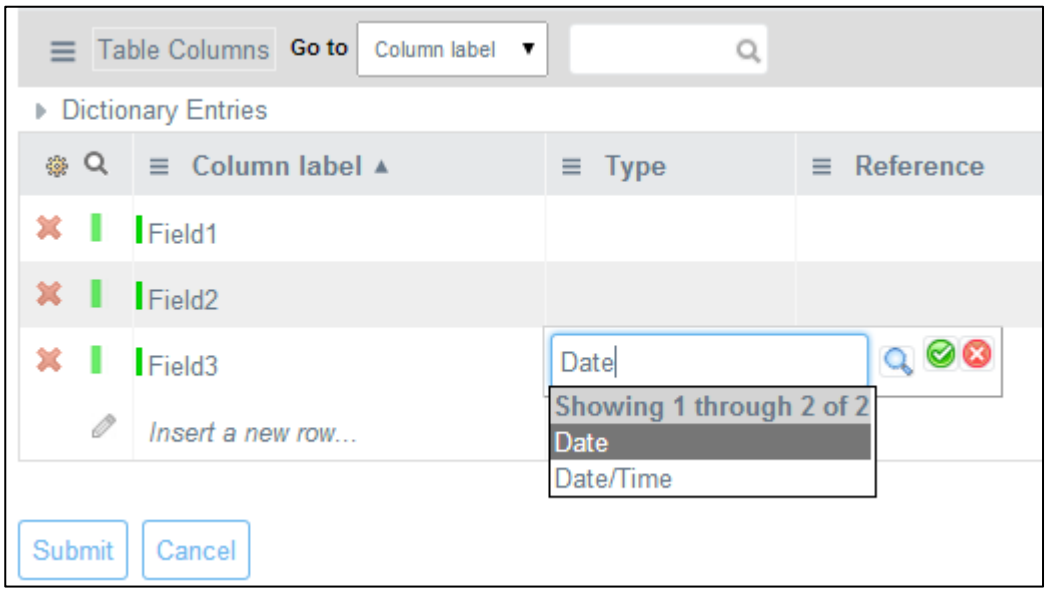


7. Double-click the **Column Label** insertion row and add **Field2**, following the directions in the step above.

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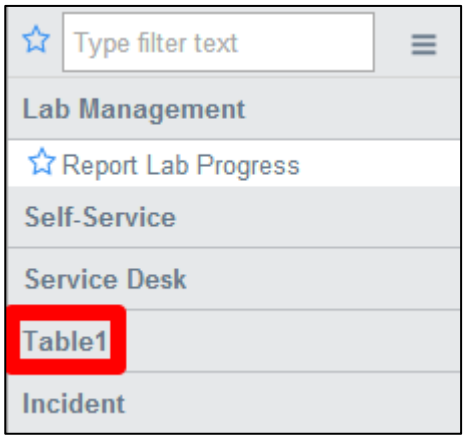
8. Add a final column, **Field3**.

9. Double-click the **Type** column on the **Field3** row, and select **Date**. You can type **Date** and select it from the type-ahead list, or click on the magnifying glass to see a list of all possible types.



10. Click **Submit**.

11. After the navigation pane refreshes, Table1 appears as a menu option.



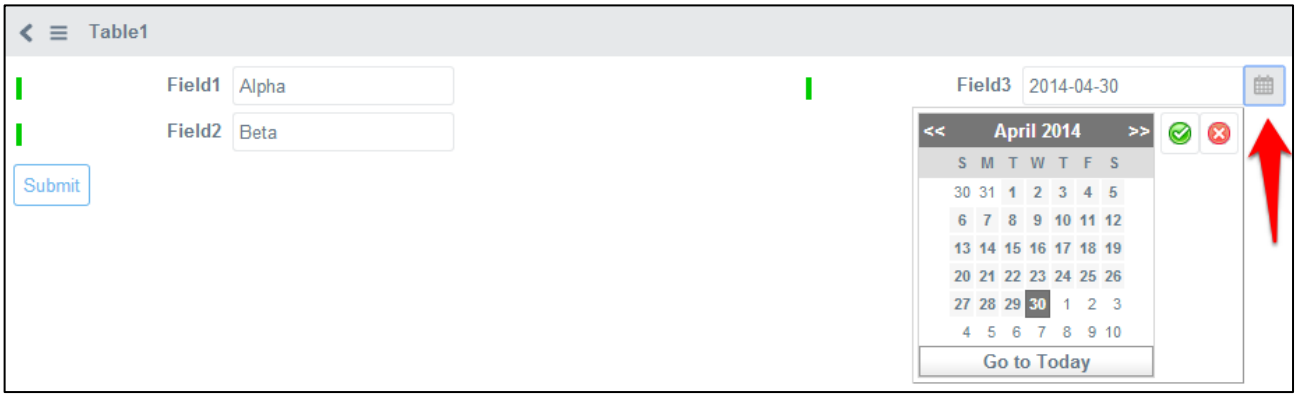
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Create a Record

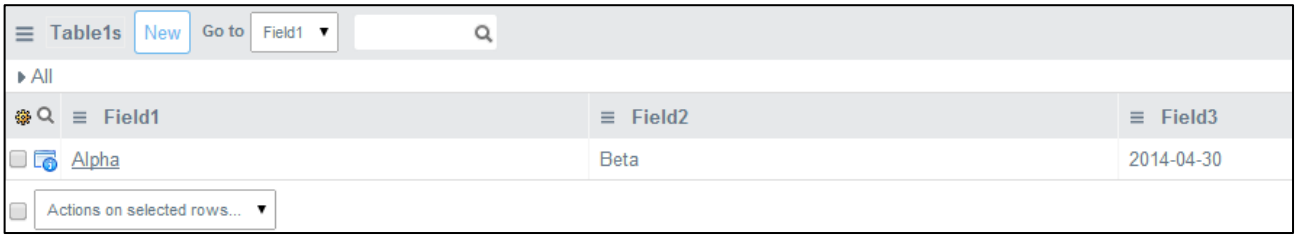
1. Navigate to **Table1 > Table1s**.

2. Click the **New** button to create a new record and enter the field information listed below.

   Field1: **Alpha**
   Field2: **Beta**
   Field3: Click on the calendar decoration and select **Tomorrow's date**.



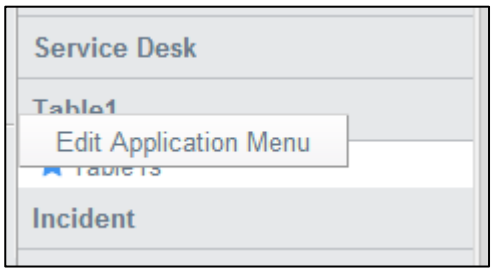
3. Click **Submit**. The screen returns to the **Table1** list.



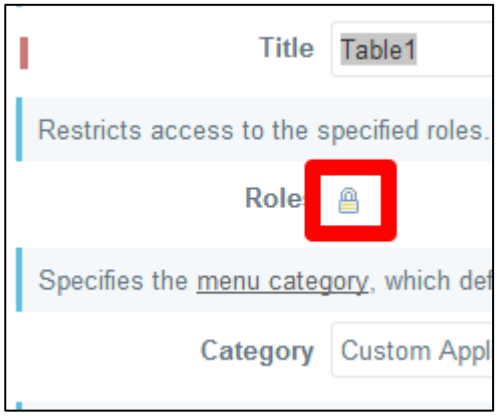
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Require a Role to See the New Module

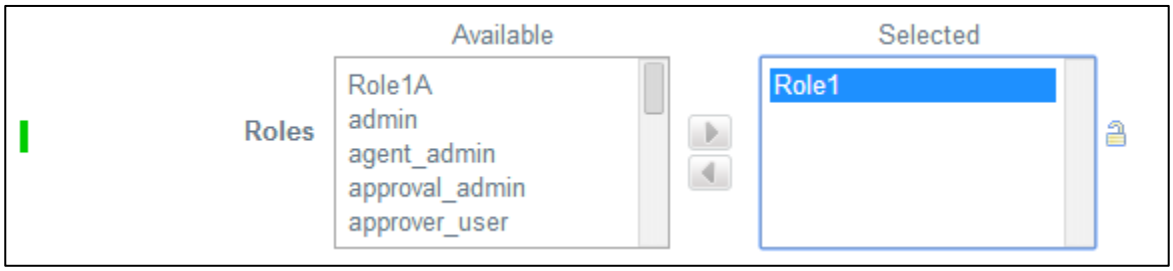
1. Right-click on the **Table1** menu in the navigation pane. Click **Edit Application Menu**.



2. In the **Roles** field, click on the lock icon.



3. Select **Role1** from the list and use the right arrow to move it to the **Selected** column.

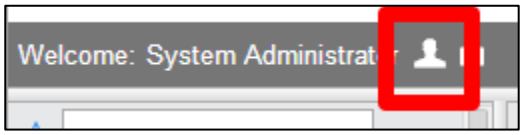


4. Click **Update**.

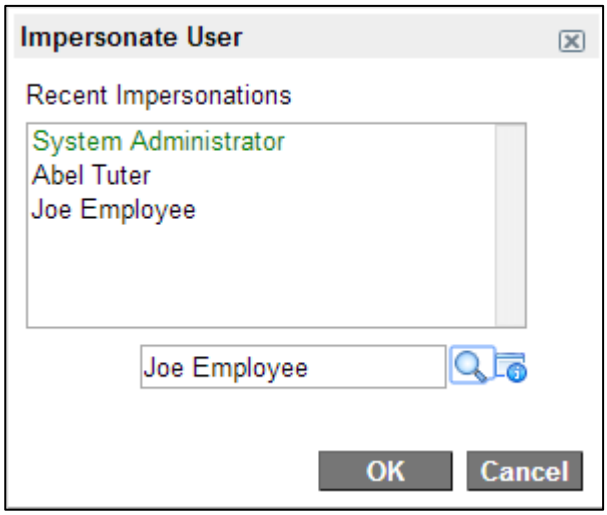
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Lab Success Verification

1. Click on the impersonation icon next to the user name above the navigation pane.

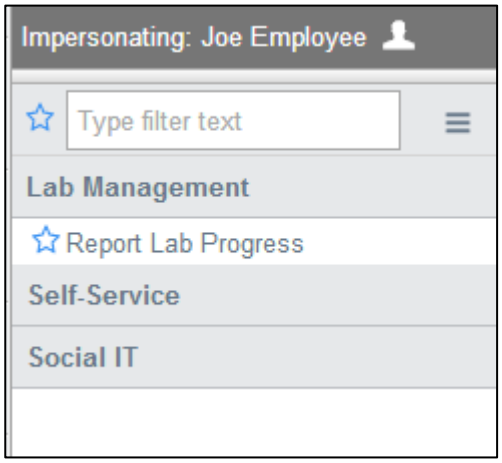


2. Impersonate **Joe Employee** by typing the name in the reference field clicking **OK**.

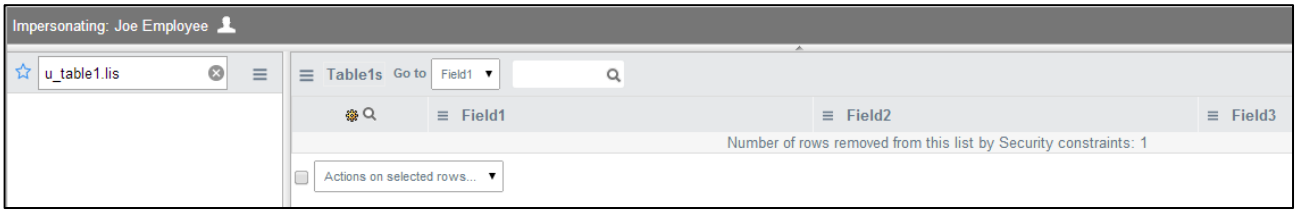


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3. Joe Employee should not see the Table1 menu.



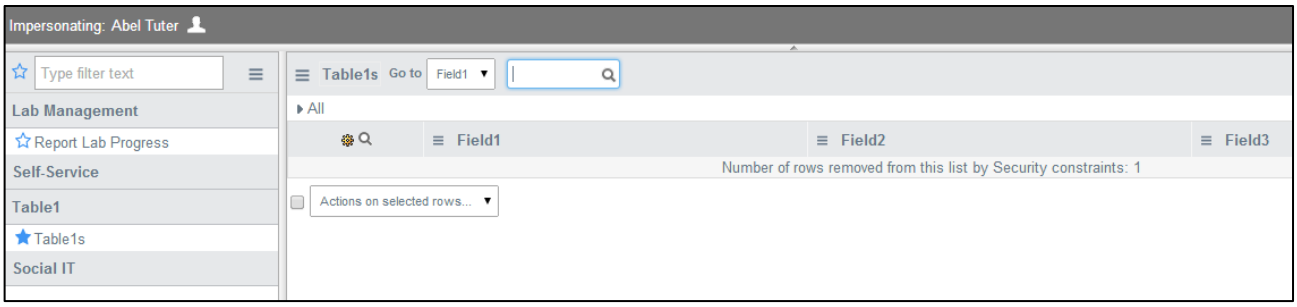
4. To verify Joe Employee has no access, enter **u_table1.list** (do not finish with the enter key) in the **Type filter text** field at the top of the navigation pane. You should see an empty table with one record removed.



5. Impersonate **Abel Tuter**. Abel should see the **Table1** menu.

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6. Navigate to **Table1 > Table1s** to see the record list. Abel currently has the same view of the records in Table1 as Joe Employee.



7. Return to the System Administrator user by using the Impersonation function.

NOTE: In this, and in subsequent labs, instead of using Impersonation, you can use separate sessions or another browser and log in as Abel Tuter. To do this, set a password for Abel that you can use for the lab in **User Administration > Users**. Then, either open a different browser to your lab instance, or right-click on the browser's shortcut and start a private session. On Chrome, this is called "New incognito window." On Firefox, it is called "New private window." On Internet Explorer, it is called "Start InPrivate Browsing." In the new browser window, log on as **abel.tuter** with the password you specified.

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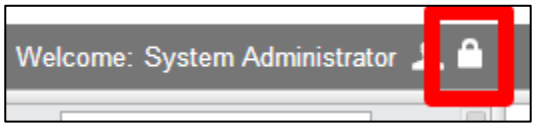
Lab Goal

Abel cannot see records in the new table due to the default "deny System Property and Access Control Rules" that exist on ServiceNow instances. This lab focuses on how to create rules to address data visibility.

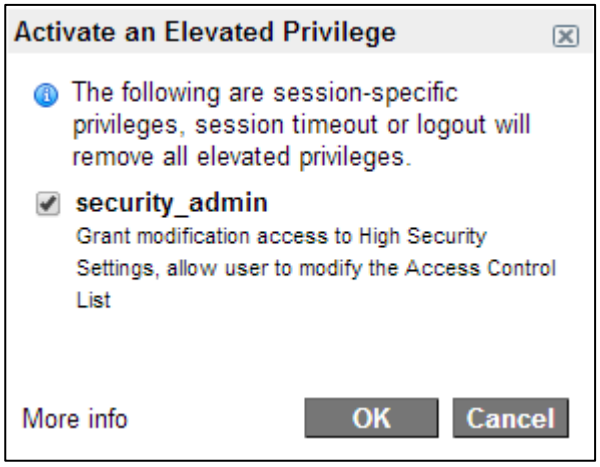
Lab 3 Table Access Control Rule

Elevate Privileges

1. Click the lock icon next to the user name above the navigation pane. If you are currently impersonating a different user, use the Impersonation icon to become System Administrator.



2. Check the option box next to **security_admin**, and click **OK**.



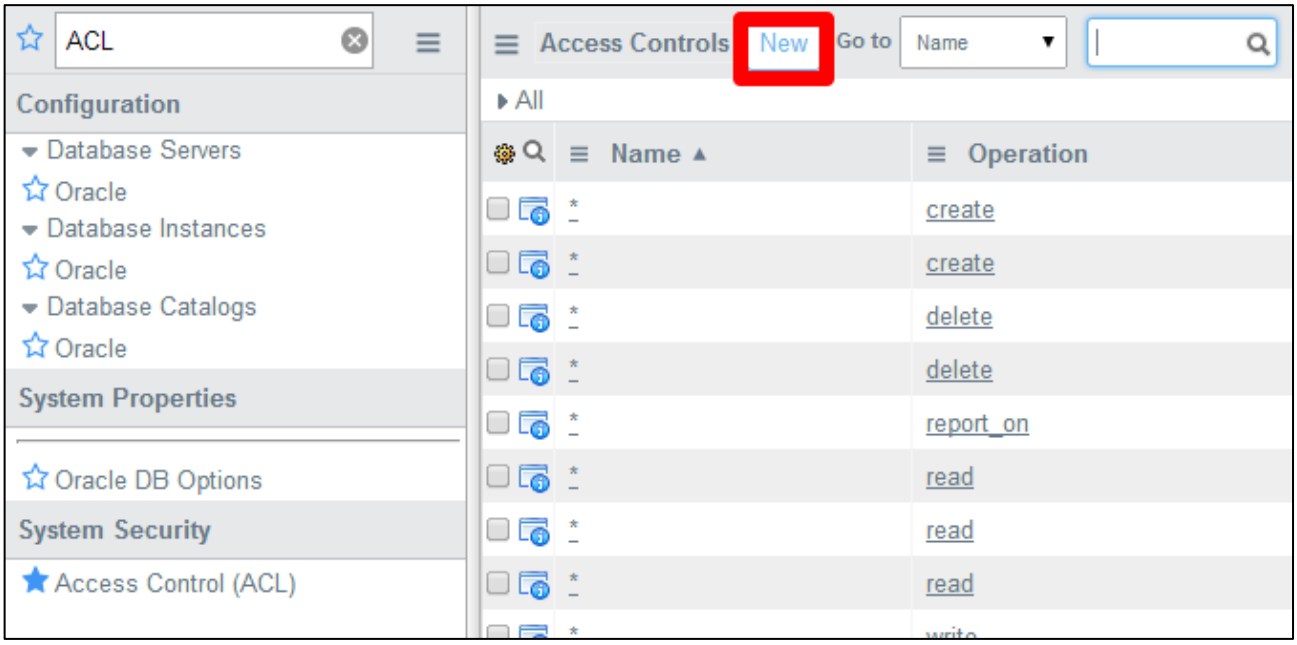
NOTE: Any time you Impersonate another user, the session drops elevated privileges. Elevate the privileges again to work with security rules.

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Create an Access Control Rule

1. Navigate to **System Security > Access Control (ACL)**.

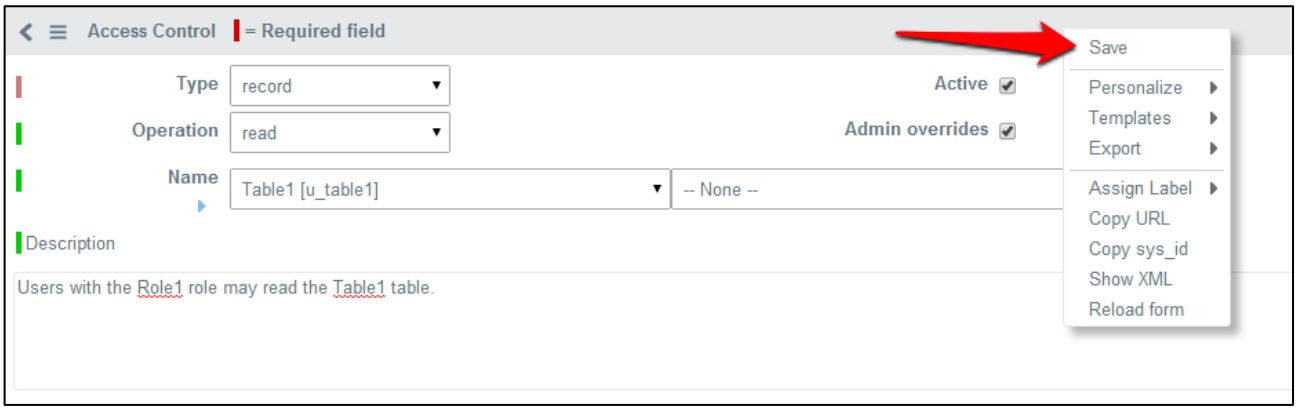
2. Click **New.**



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3. Enter the following information into the fields. After completing the entries, right-click in the header bar and click **Save**.

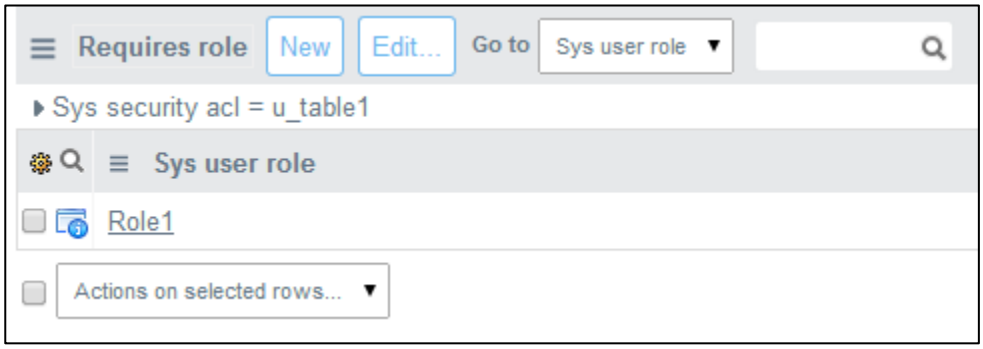
   Operation: **read**
   Name: **Table1 [u_table1], -- None --**
   Description: **Users with the Role1 role may read the Table1 table**



4. Scroll to the bottom of the page. In the **Requires role** related list, click **Edit**.

5. Add the **Role1** role.

6. Click **Save**.



NOTE: Access control rules evaluate the **Conditions**, **Script**, and **Requires role** related list to determine if the rule allows access. If any of those individual pieces do not have data, they

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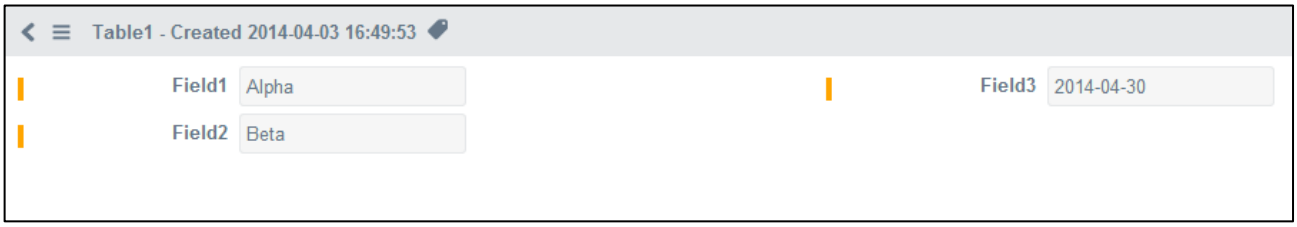
automatically evaluate to **true**. An access control rule with no **Condition**, **Script**, or **Required role** allows anyone to use the operation that the rule would be securing.

Lab Success Verification

1. As System Administrator, Navigate to **Table1 > Table1s**. Note one created record.

2. As Abel Tuter, Navigate to **Table1 > Table1s**. Note the same record. The user Abel, however, cannot edit the record fields.

3. Click on the **record** to **open it**. Note the orange-colored bar on the left side of the field label, indicating that the field is read-only. Note that Abel also has no Submit button.



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Lab Goal

Abel can read records on the new table now. This lab explains how to create more rules that further constrain his view.

Lab 4 Field Access Control Rules

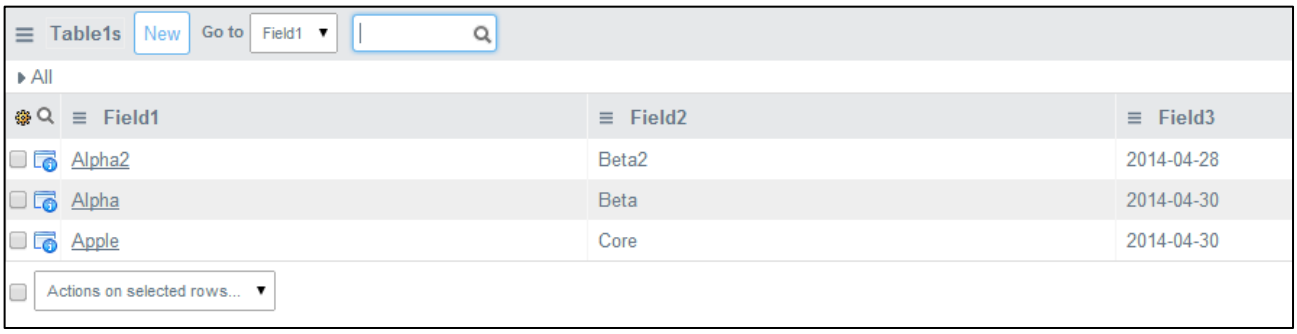
Create a New Record in the Table

1. As System Administrator, navigate to **Table1 > Table1s**.

2. Create and submit a two new records using the field data listed below.

   Field1: **Alpha2**
   Field2: **Beta2**
   Field3: **Yesterday's date**

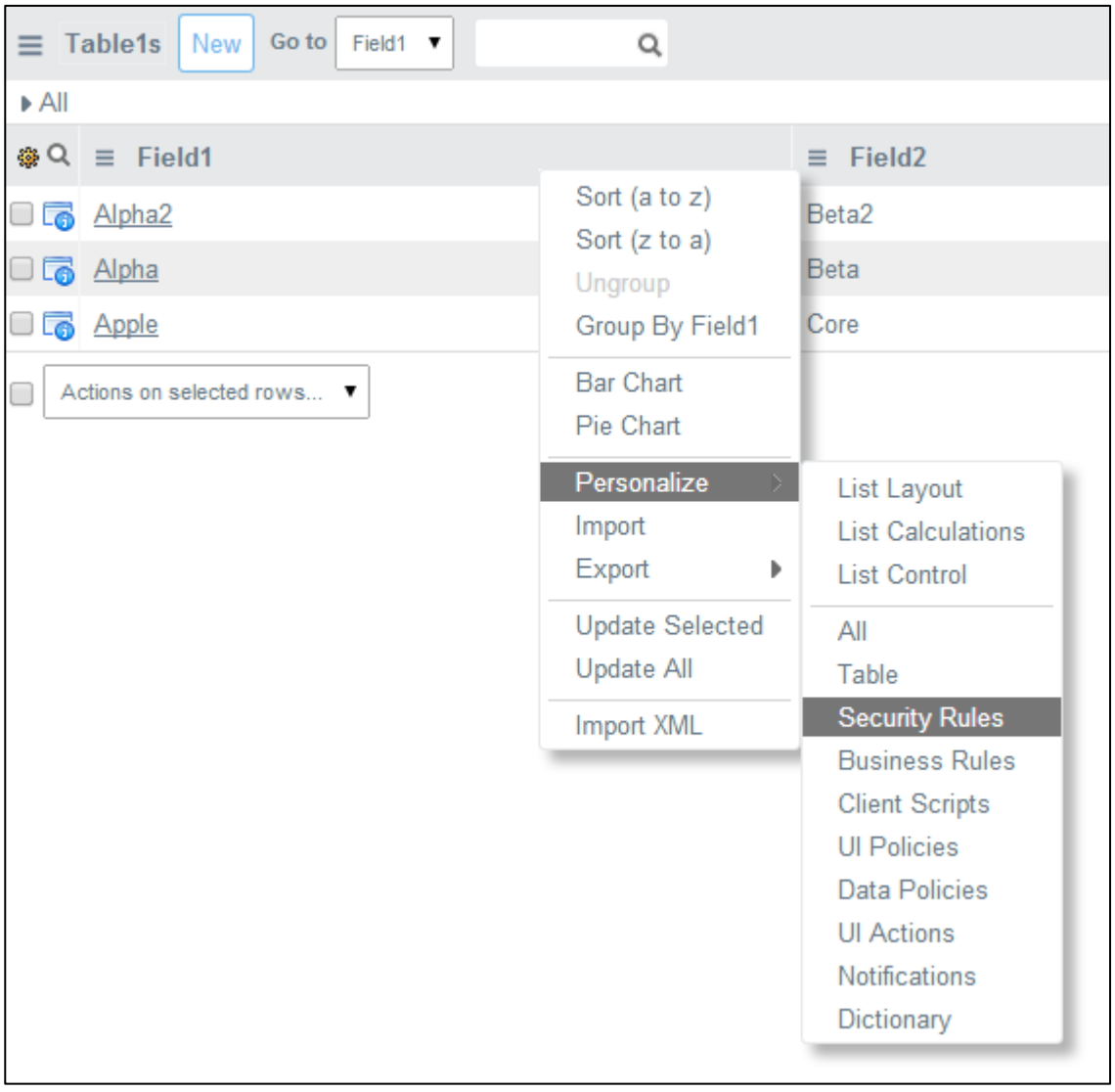
   Field1: **Apple**
   Field2: **Core**
   Field3: **Tomorrow's date**



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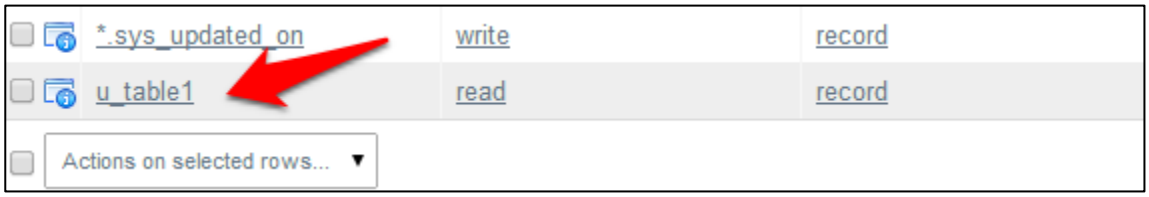
Modify the Table Read Rule

1. As an Elevated admin, right-click in the column headers for the list view for **Table1** and select **Personalize > Security Rules**. This gives a filtered view of the access control rules in the ServiceNow instance, showing only the ones that apply to **Table1**.

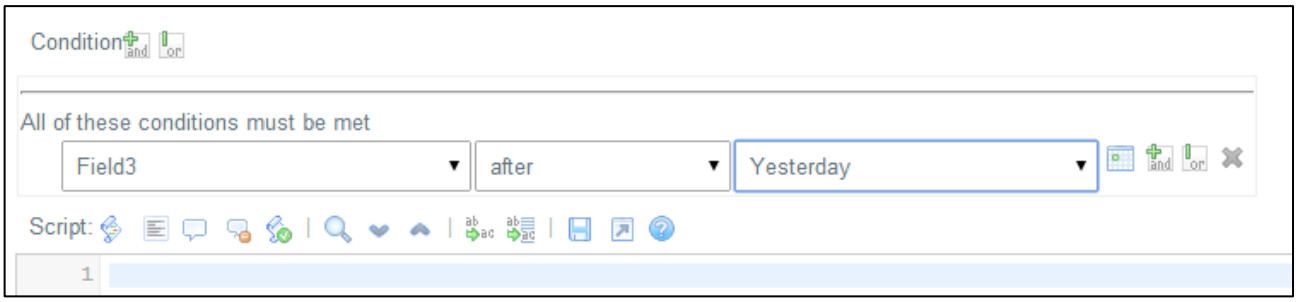


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2. Click the **u_table1** read rule created in the previous lab. It is at the bottom of the page.



3. In the **Condition** section, click on the selector indicating to choose field, and select **Field3**. For the operator, select **after**, and in the value field, select **Yesterday**.



4. Click **Update**.

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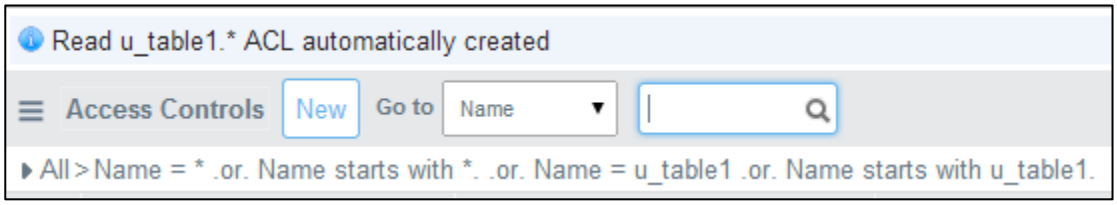
Create a Field Access Control Rule

1. Create and submit a new rule, using the following condition values.

   Operation: **read**
   Name: **Table1 [u_table1]**, **Field2**
   Condition: **Field2**, **contains**, **Beta**

   The condition value is case-sensitive for evaluation. Be sure it matches the values used in the records.

   NOTE: After you submit the rule, notice the newly automatically created **u_table1.*** read rule, which automatically has **Role1** in the **Requires role** related list. This new condition appears in a display message at the top of the page after the new rule is submitted. The new rule will be on the next page.

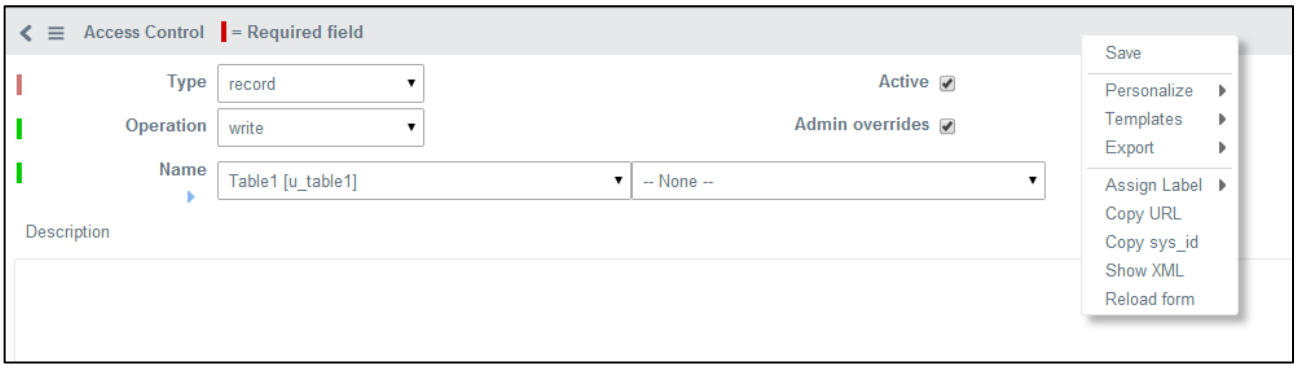


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Create a Table Rule for the Write Operation

1. Create a new rule, using the following condition values.

   Operation: **write**
   Name: **Table1 [u_table1]**, **-- None --**

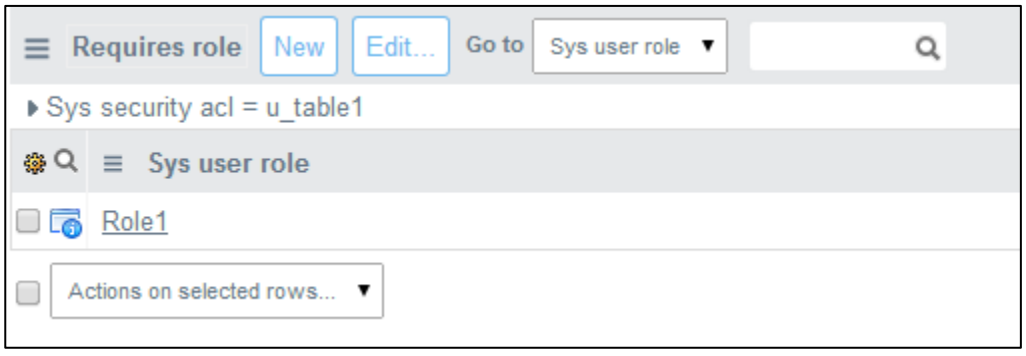


2. Right-click the header and select **Save**.

3. In the **Requires role** related list, click **Edit**.

4. Add **Role1**.

5. Click **Save**.

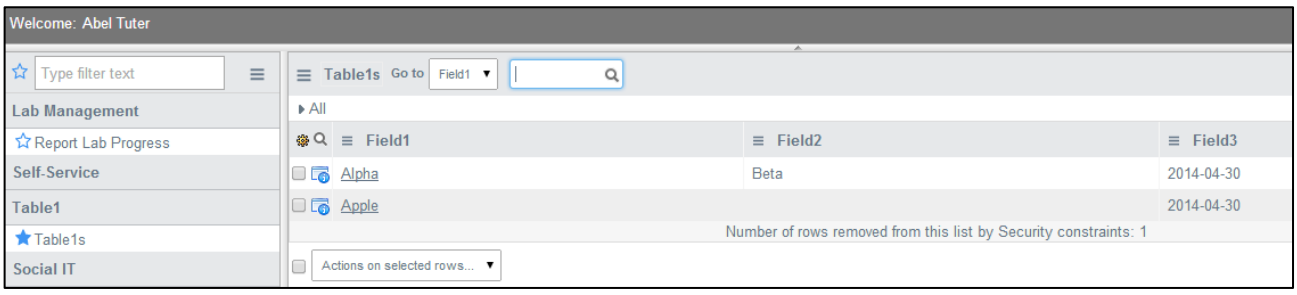


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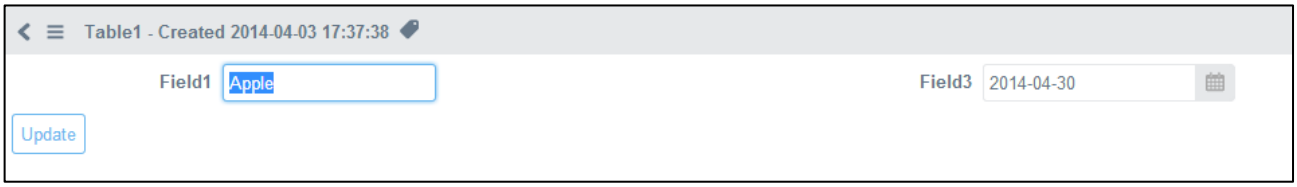
Lab Success Verification

1. As System Administrator, Navigate to **Table1 > Table1s**. Note three created records.

2. As Abel Tuter, Navigate to **Table1 > Table1s**. Note two records, and the return of the "Number of rows removed from this list by security constraints" message. One of the records has a blank **Field2**.



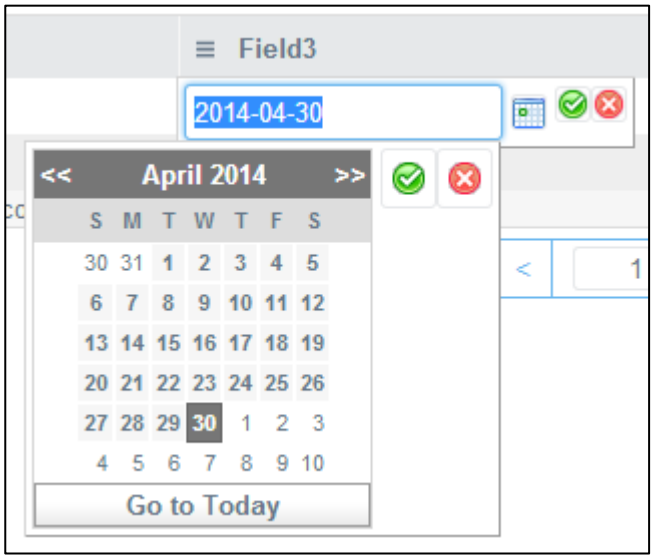
3. Click to open the **Apple** record. Note that the form hides **Field2**. Also, Abel can edit the record fields.



4. Return to the list view by clicking the back arrow icon at the top of the record.

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5. Double-click in the **Field3** column on one of the visible records. Note that Abel can edit those fields in the record form as well as in the list view.



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Lab Goal

ServiceNow provides list editing and view capabilities as part of the platform. These capabilities can be secured with list-specific operations. After applying an ACR, constraint messages appear. This lab explains a way to clean up the view, using “Before Query” rules. These are not precisely security rules, but they function in a similar manner.

Lab 5
Lists and Query Rules

Create a List Edit Rule

1. Abel is able to change the contents of the records. We do not wish for anyone to be able to modify the third field (the date field) from the list view. As an Elevated Admin, Navigate to **Table1 > Table1s**.

2. Click to open a record.

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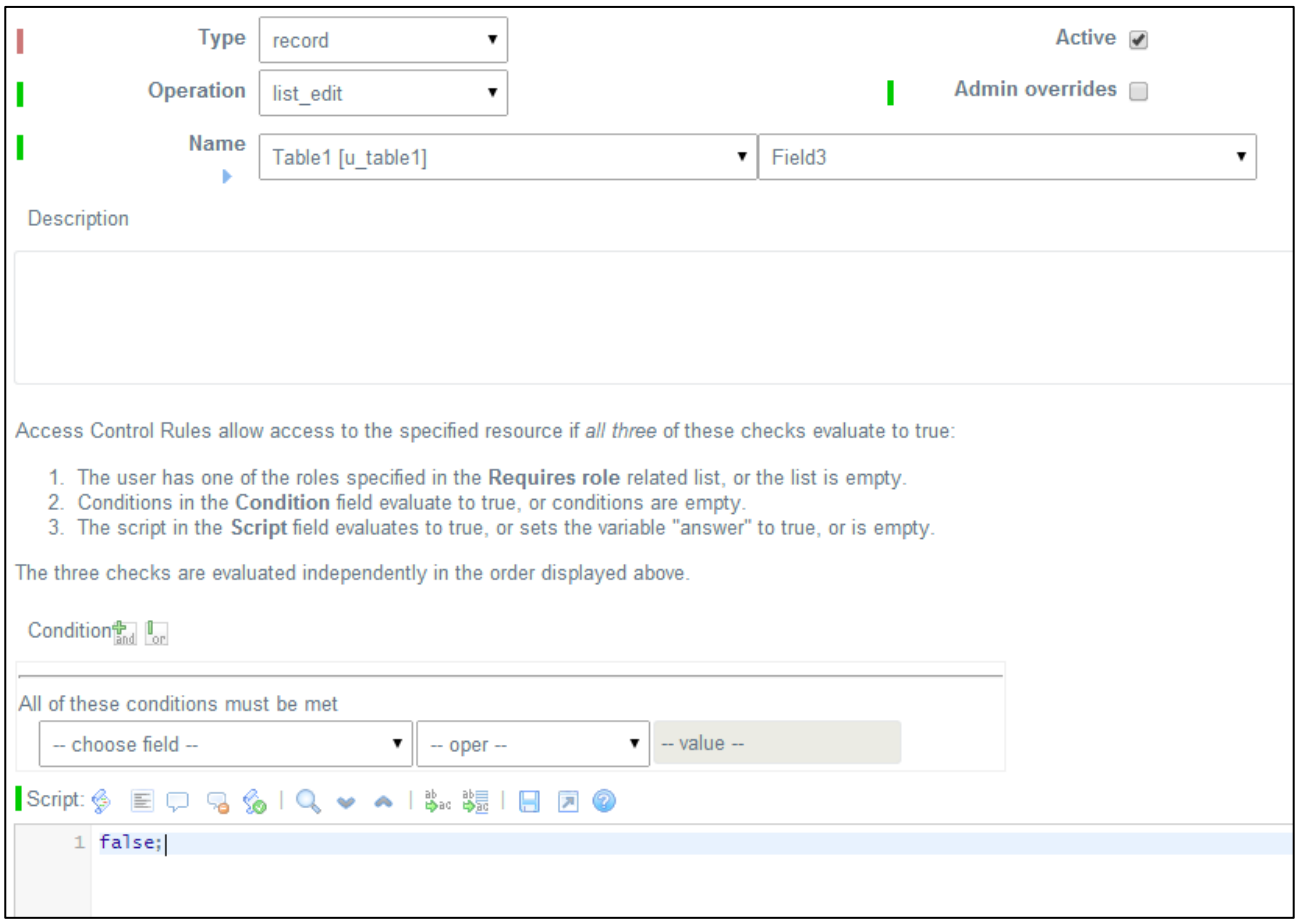
3. Right-click **Field3**, and select **Show Security Rules**. Note that this list is filtered even further, and shows only the access control rules for this specific field.



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4. Create and submit a new rule using the field and condition information below.

   Operation: **list_edit**
   Name: **Table1 [u_table1]**, **Field3**
   Admin overrides: **uncheck**
   Script: **false;**

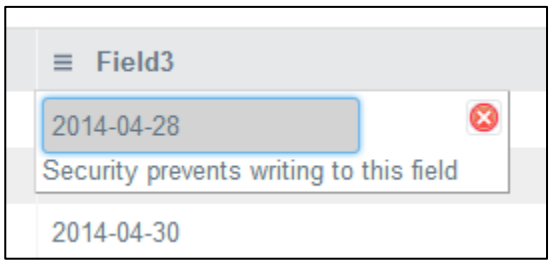


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Verify the list_edit Rule

1. Navigate to **Table1 > Table1s**.

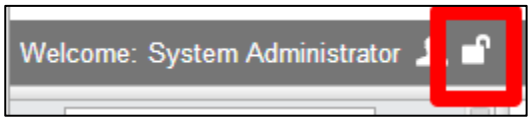
2. Double-click **Field3** on any of the records. The “Security prevents writing to this field” message appears.



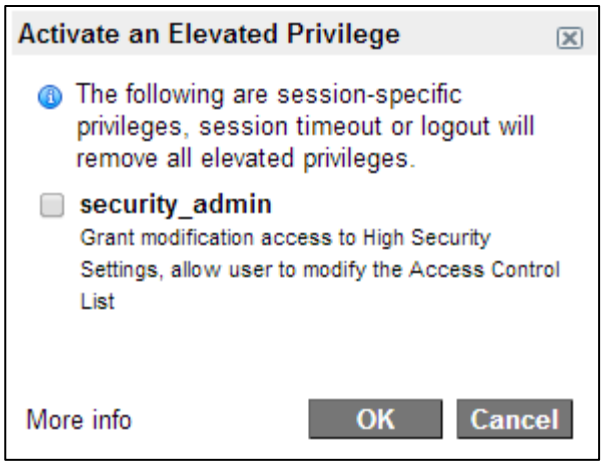
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Remove Field2 from the List Layout

1. Remove your credential elevation if you are still Elevated. If the lock icon next to the user name is open, you are still Elevated. Click the lock icon next to the user name at the top of the Navigation pane.



2. Uncheck **security_admin**.



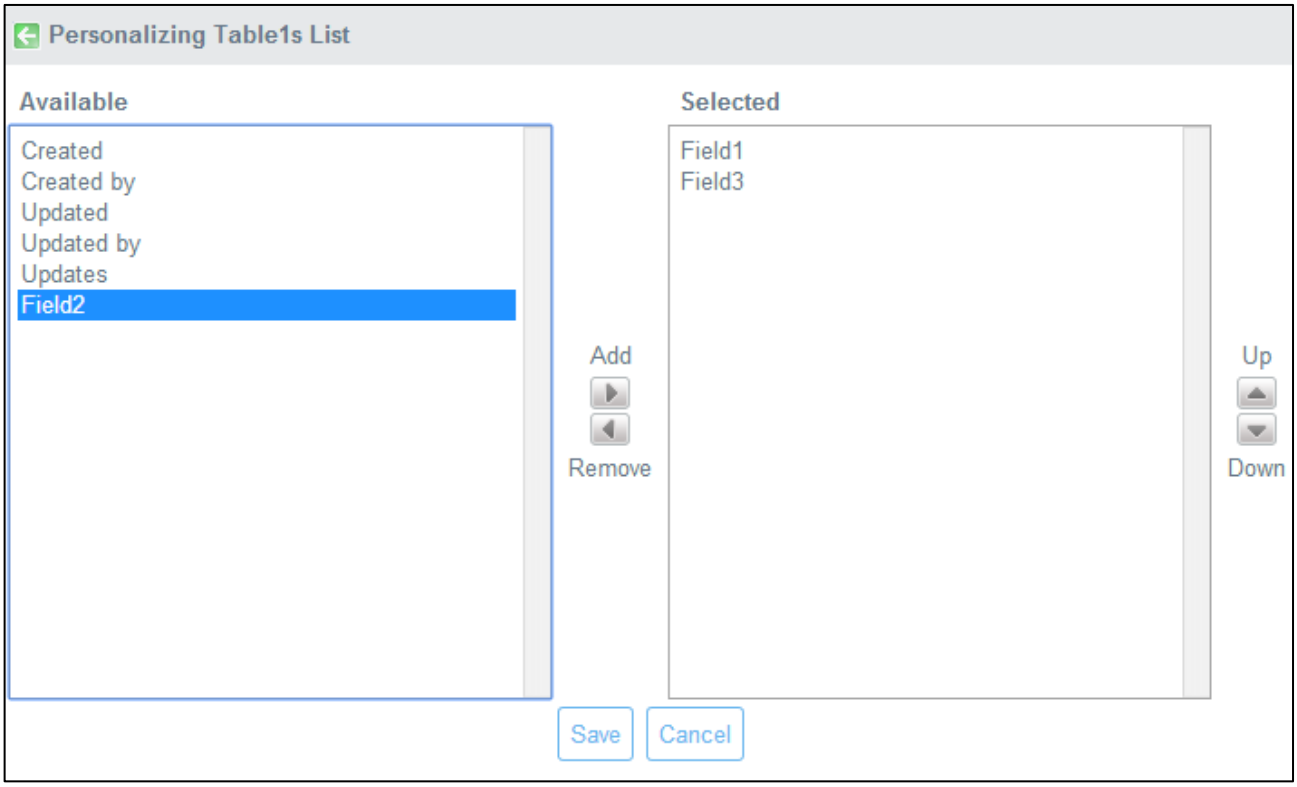
3. Click **OK**.

4. Navigate to **Table1 > Table1s**.

5. Right-click the list header and select **Personalize > List Layout**.

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6. Double-click **Field2** to remove it from the list layout.



7. Click **Save**.

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Prevent a Field from Being Visibile in a List View

1. Click to open one of the records.

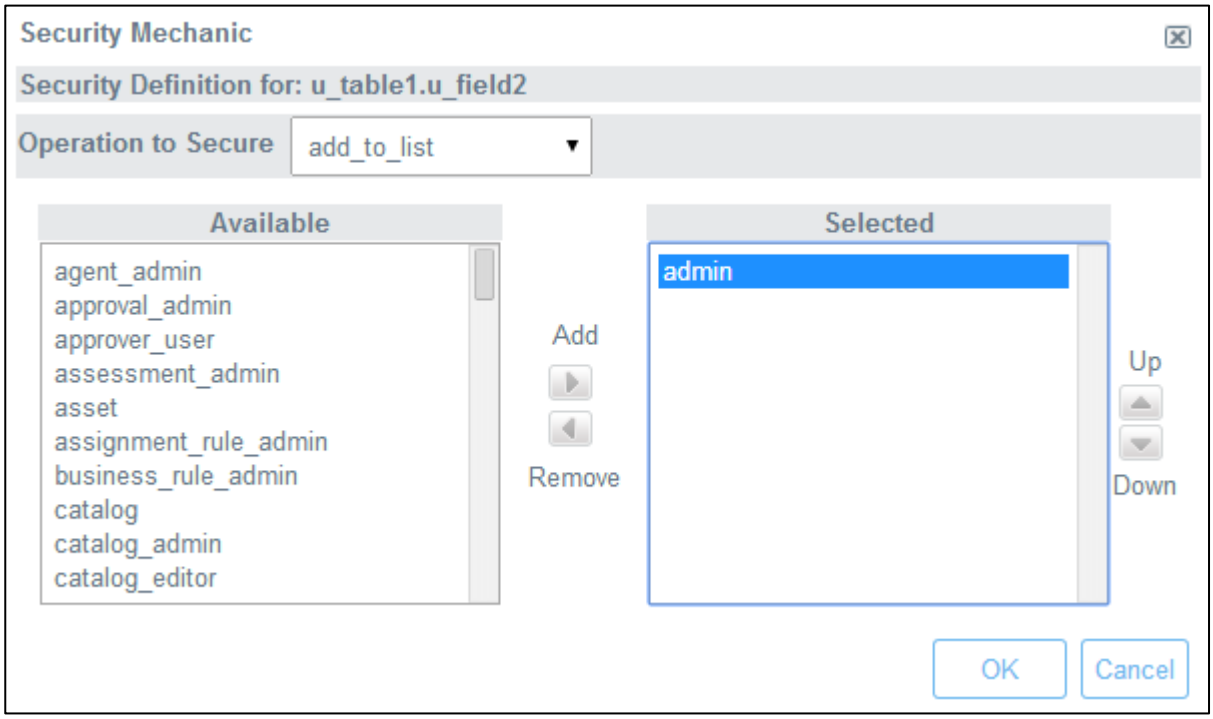
2. Right-click Field2, and select **Personalize Security**. This opens the security_mechanic UI Page.



3. Select **add_to_list** in the **Operation to Secure** drop-down list.

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4. Double-click **admin** to move it to the **Selected** bucket.



5. Click **OK** to create the new rule.

6. When "Save complete" appears, highlighted in green at the bottom of the UI Page, click the close button (**X**) at the upper-right corner of the page to exit. Note that using this method creates an access control rule without being an Elevated user.

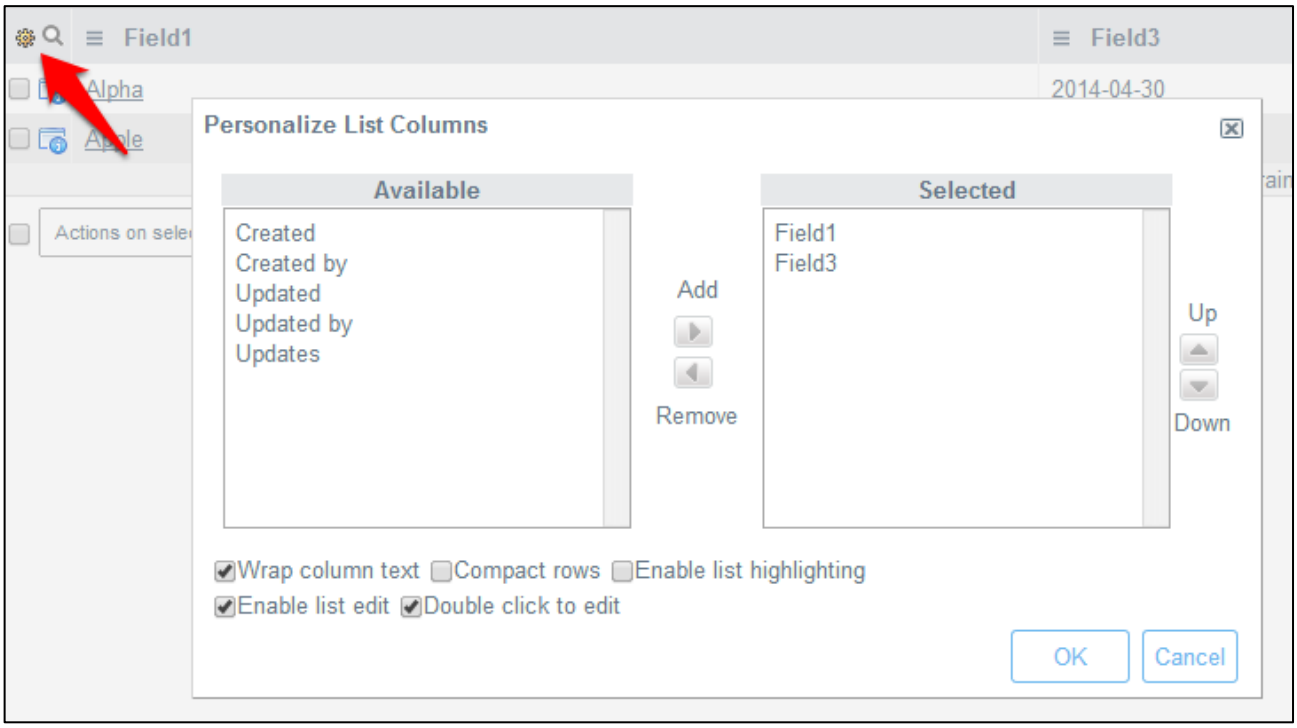


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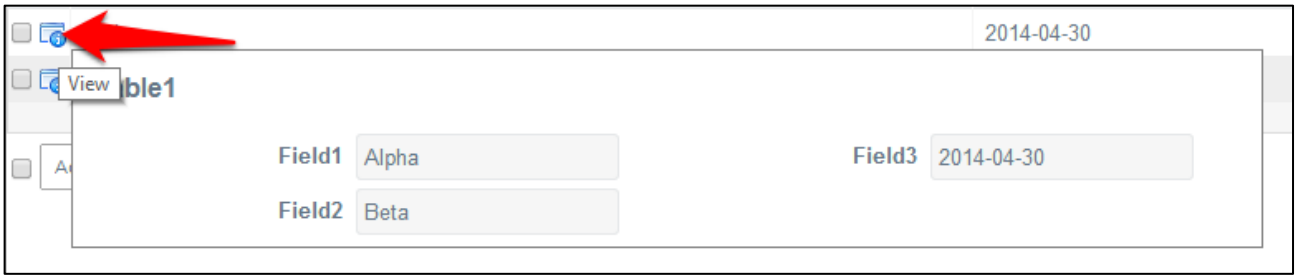
Verify the add_to_list Rule

1. As Abel, navigate to **Table1 > Table1s**. Note that the number of columns has changed.

2. Click on the gear wheel in the upper-left of the list to personalize the columns. Note that **Field2** is not available. Click the **Cancel** button.



3. Hover over the **Alpha** record decoration, or click to enter into the record. Note that **Field2** is still visible.

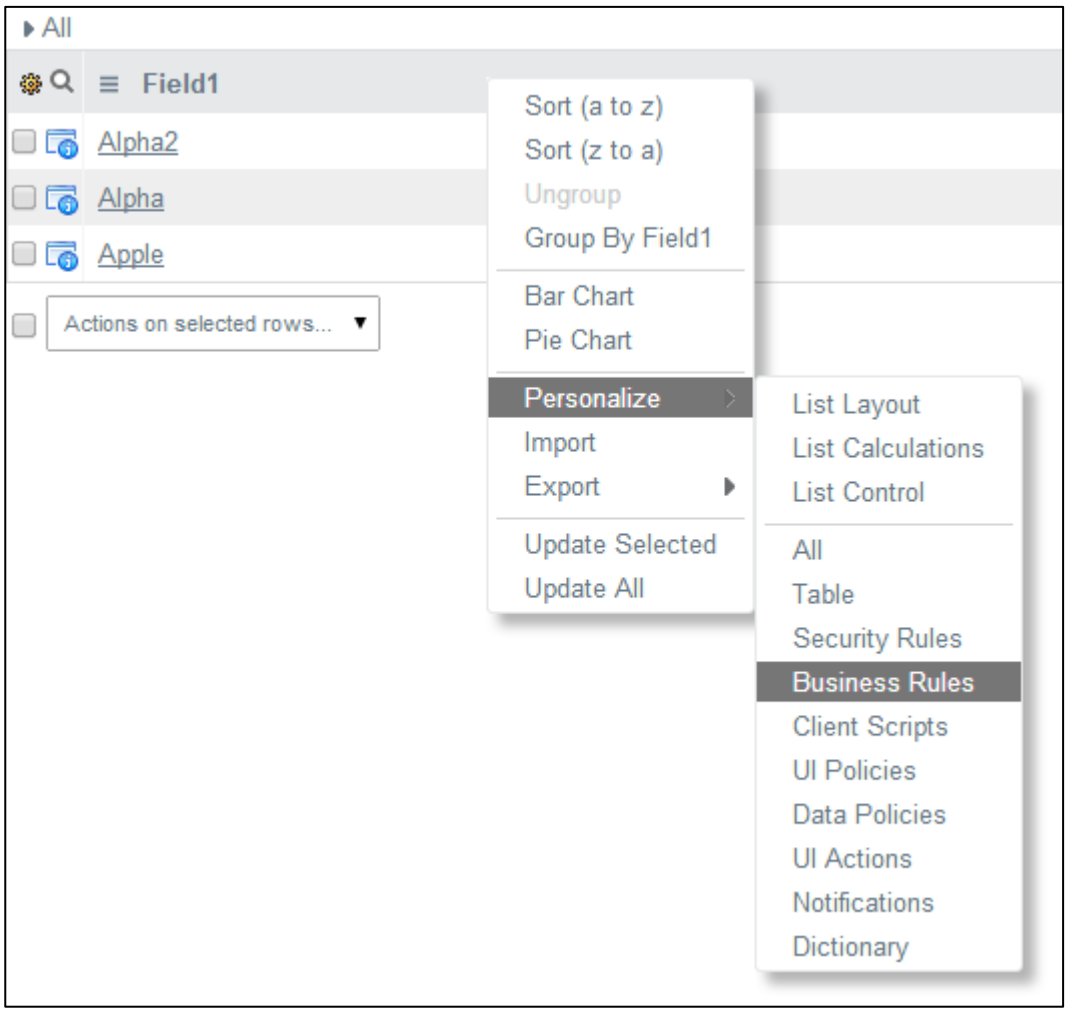


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Create a Before Query Business Rule

1. To hide the "Number of rows removed from this list by Security constraints" message, navigate to **Table1 > Table1s** as System Administrator.

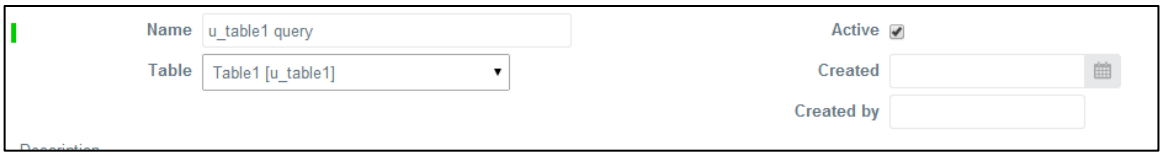
2. Right-click on a column header and select **Personalize > Business Rules**.



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3. Click **New** and enter the field information listed below.

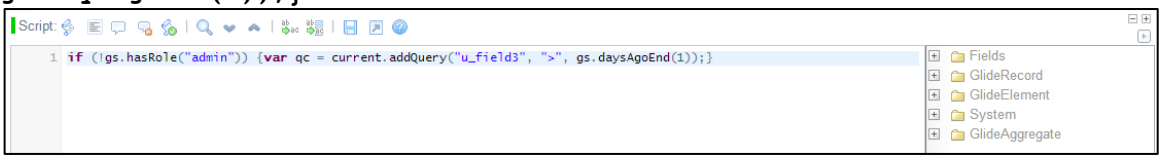
Name: **u_table1 query**



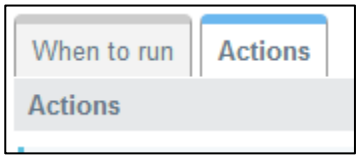
When: **before** Query: **Checked**



Script: **`if (!gs.hasRole("admin")) {var qc = current.addQuery("u_field3", ">", gs.daysAgoEnd(1));}`**



NOTE: If you have tabbed view enabled, the **When** field and **Query** checkbox are in the **When to run** tab. The **Script** field is in the **Actions** tab.



NOTE: Click the **Check Syntax** button to ensure the script is correct.



The script adds a query filter to any query for records that remove records which would be blocked by the read rule created earlier. It checks to see if the user has the role **admin** first, then filters to add only records in which the date in **Field3** is newer than yesterday.

4. Click **Submit**.

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Lab Success Verification

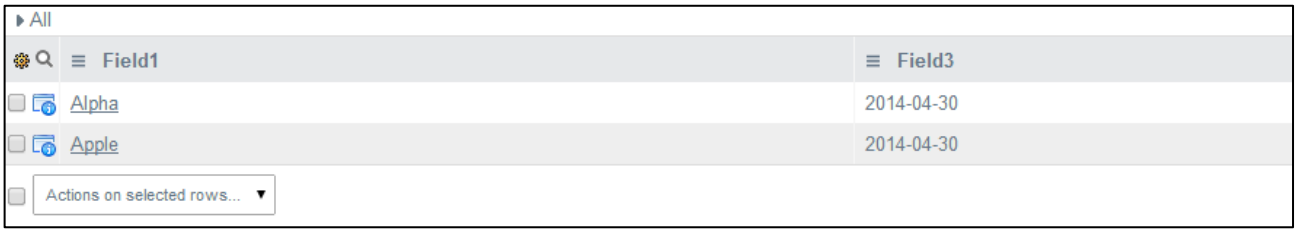
1. As System Administrator, navigate to **Table1 > Table1s**. Note the three records, now with only two columns.

2. Double-click on **Field3** on one of the records. You cannot edit **Field3** from the list view, because the **Admin overrides** field was unchecked for that rule.

3. Click the Personalize List cog at the top-left of the list view. As System Administrator, you can add Field2 to the columns in the list view.

   NOTE: If you add **Field2** to the default list view using **Personalize > List Layout** from the list context menu, it will appear to all users in their list views, even if an add_to_list rule would prevent those users from adding the field.

4. As Abel Tuter, navigate to **Table1 > Table1s**. Note the list view no longer displays the security constraint message. Abel sees two columns and two columns in the list view. Clicking the Personalize List cog does not show the **Field2** column in the Available list.



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Lab Goal

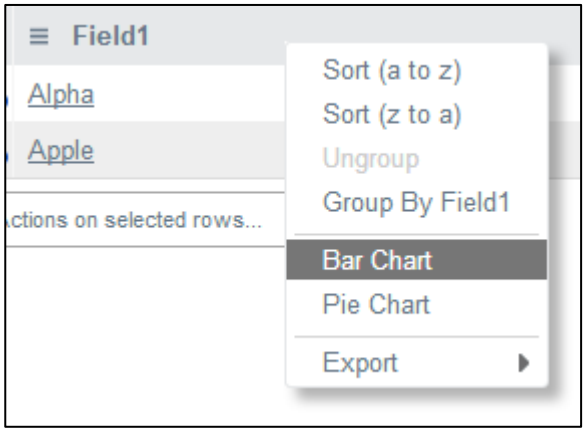
This lab focuses on the **report_on** access control rule. This rule has practical applications beyond security. Limiting the tables that users can report on simplifies the user interface and limits potential performance issues.

Lab 6 Practical Blacklist: Reports

Create a Report

1. As Abel Tuter, navigate to **Table1 > Table1s**.

2. Right-click on the column header for **Field1**, and select **Bar Chart**. A bar chart appears.



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Create a report_on Rule

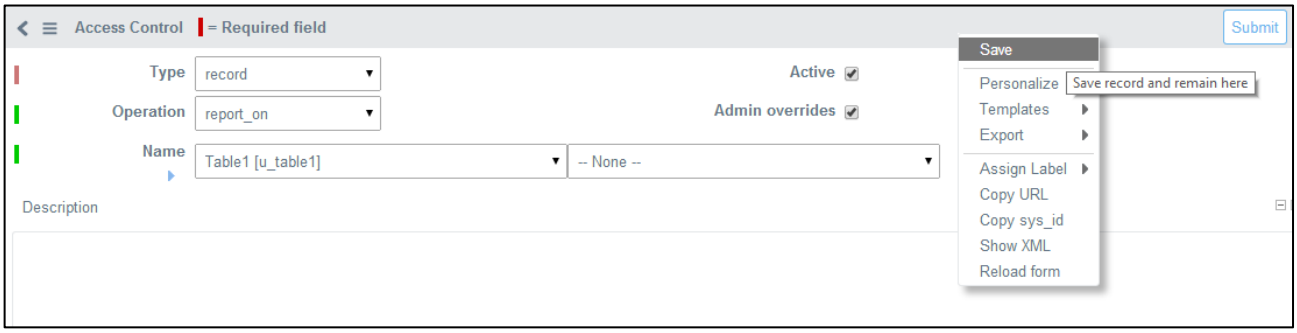
1. As an Elevated Admin, navigate to **Table1 > Table1s**. Remember, to Elevate to **security_admin**, click the lock icon next to the user name.

2. Right-click on the header and select **Personalize > Security Rules**.

3. Create a new rule, using the field information below.

   Operation: **report_on**
   Name: **Table1 [u_table1]**, **-- None –**

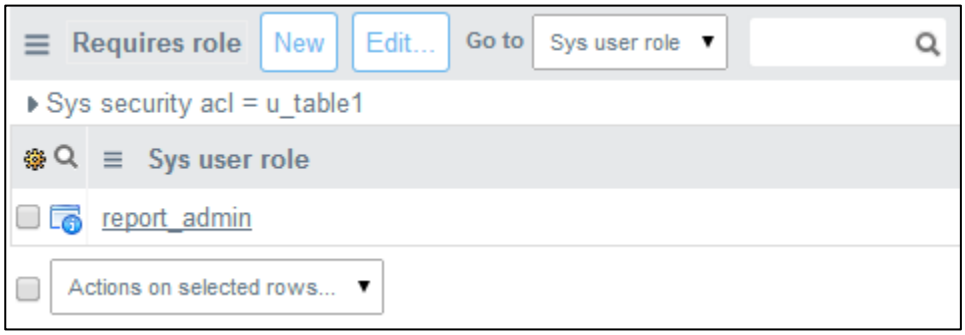
4. Right-click the header and select **Save**.



5. In the **Requires role** related list, click **Edit**.

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6. Add **report_admin**.



7. Click **Save**.

Verify the new report_on Rule

1. As Abel Tuter, navigate to **Table1 > Table1s**.

2. Right-click on the column header for **Field1**, and select **Bar Chart**. A Security constraint message displays.



NOTE: The verbiage in the message might seem confusing, but the **report_on** access control prevents users that do not meet the criteria from creating a new report, which Abel has just done. Existing reports on that table in the **Reports** menu will run, but Abel cannot modify them. Since Abel does not have the **itil** role, by default he does not see the **Reports** menu.

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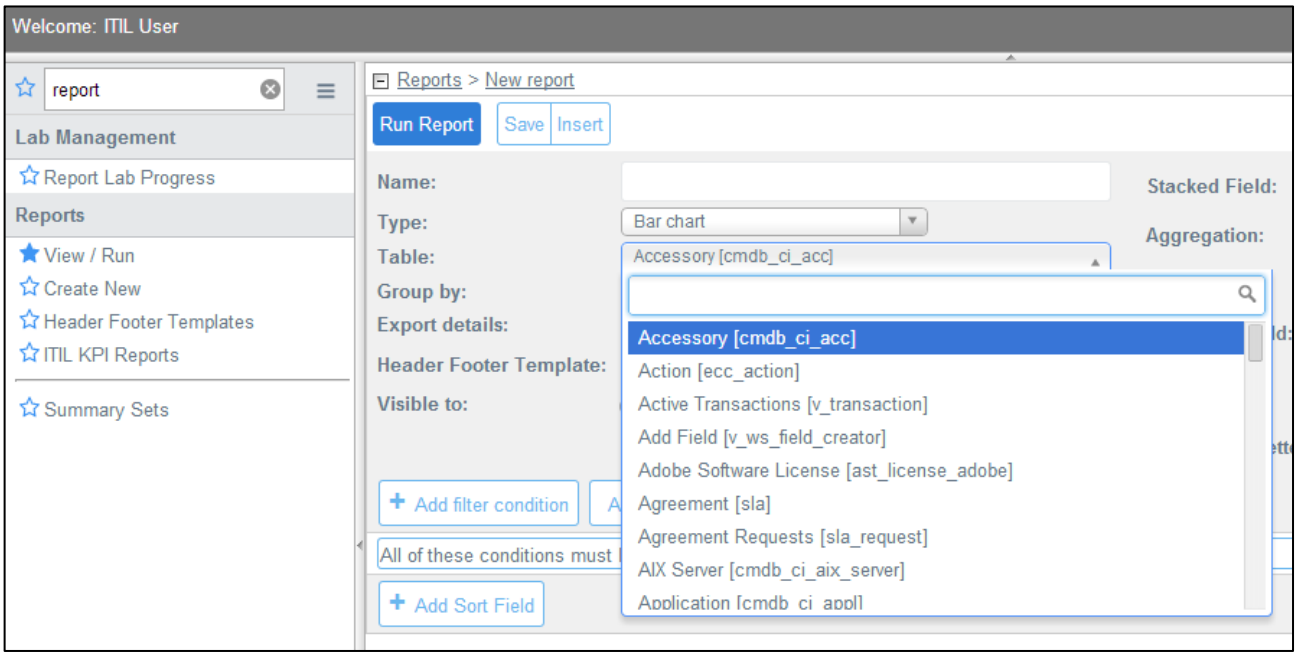
The Practical Example

1. Log in as **ITIL** user with the credentials on the cover page.

2. Navigate to **Reports > View / Run**.

3. Click **New**.

   Note the tables available in the **Table** drop-down list. There are numerous tables, many of which are not of interest to users who want to report on tables or applications relevant to them.

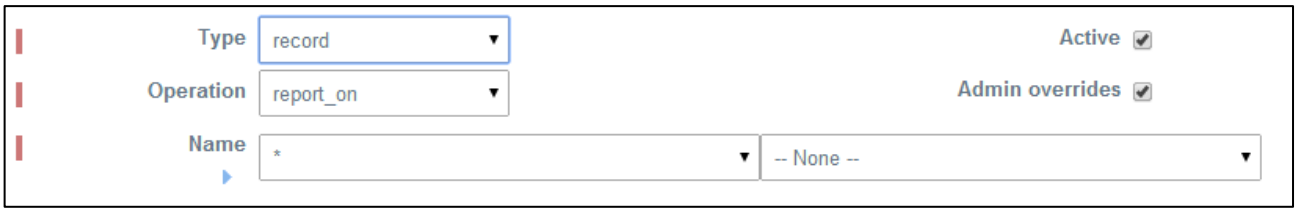


4. As an Elevated Admin, navigate to **System Security > Access Control (ACL)**.

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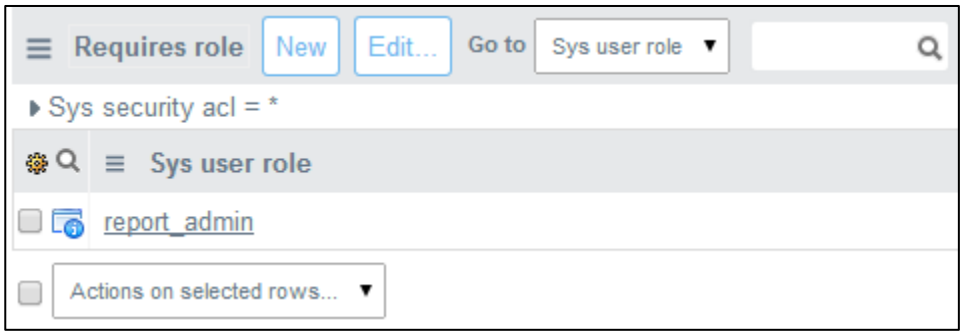
5. Create a new rule, using the field information below.

   Operation: **report_on**
   Name: *****, **-- None --**



6. Right-click the header and select **Save**.

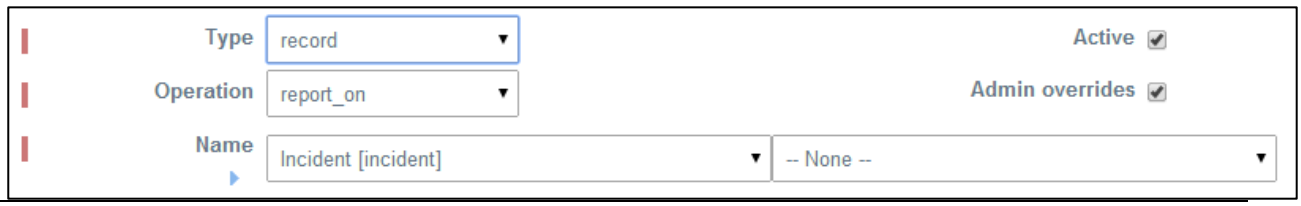
7. Add **report_admin** to the **Requires role** related list.



8. Click **Update** to return to the Access Controls list view.

9. Create a new rule for **Incident**, using the field information below.

   Operation: **report_on**
   Name: **Incident [incident]**, **-- None --**

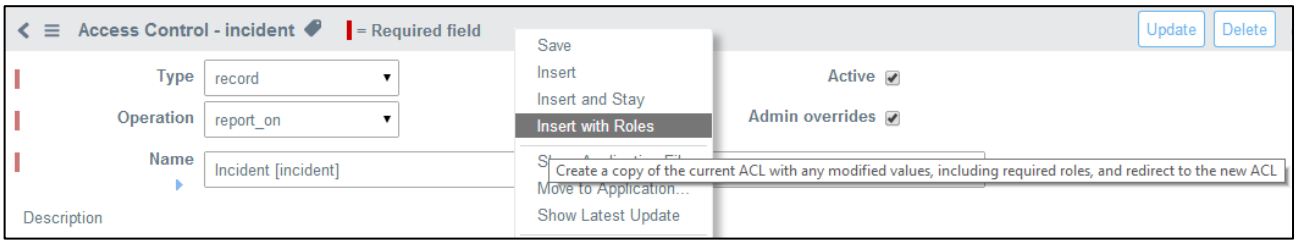


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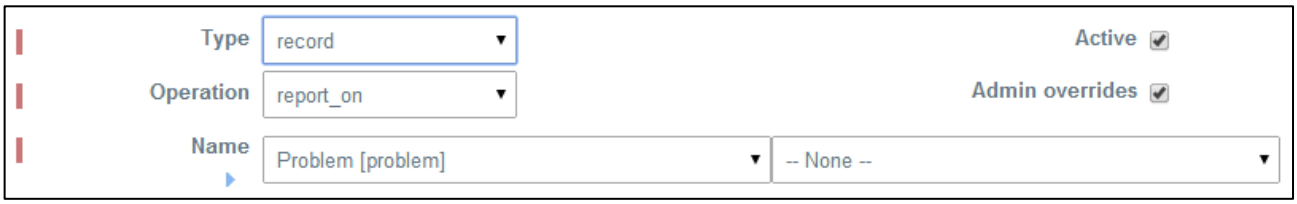
10. Right-click the header and select **Save**.

11. Click the **Edit** button in **Requires role** related list, and add the **itil** role.

12. One of the options available for easy multiple rule creation in ServiceNow is a UI action that allows the creation of new records with the same related records associated with it. Right-click the header, and select **Insert with Roles**.



13. When the page refreshes, change the **Name** field to: **Problem [problem]**, **-- None --**



14. Right-click in the header and select **Save**.

15. Right-click in the header and select **Insert with Roles**.

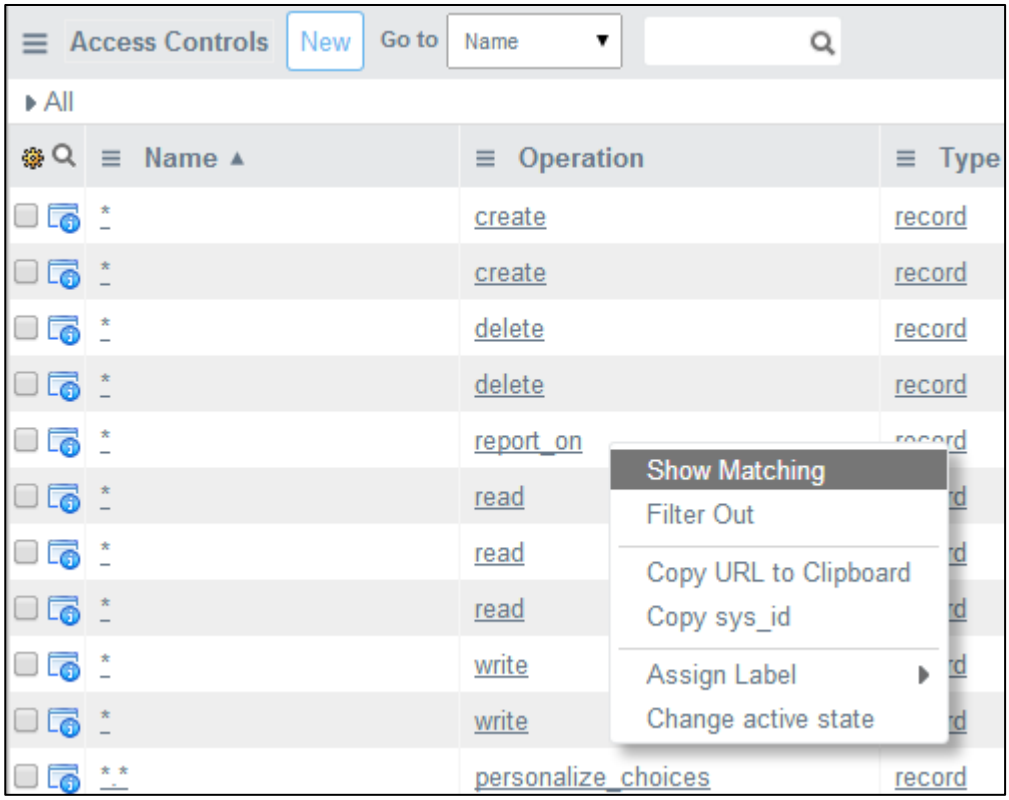
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16. When the page refreshes, change the Name field to: **Change Request [change_request]**, **-- None --**



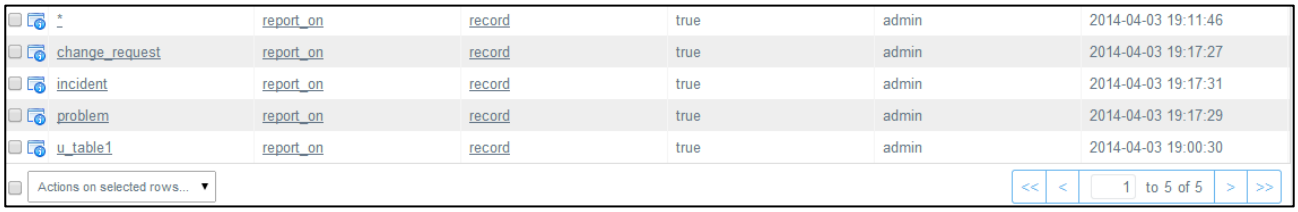
17. Click **Update**.

In the list view, filter the list for the **report_on** operation.
Right-click the **report_on** field for the *** rule** and select **Show Matching**.



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18. Five rules appear. If they do not match, you can edit them from here.



*	report_on	record	true	admin	2014-04-03 19:11:46
change_request	report_on	record	true	admin	2014-04-03 19:17:27
incident	report_on	record	true	admin	2014-04-03 19:17:31
problem	report_on	record	true	admin	2014-04-03 19:17:29
u_table1	report_on	record	true	admin	2014-04-03 19:00:30

Actions on selected rows... << < 1 to 5 of 5 > >>

Lab Success Verification

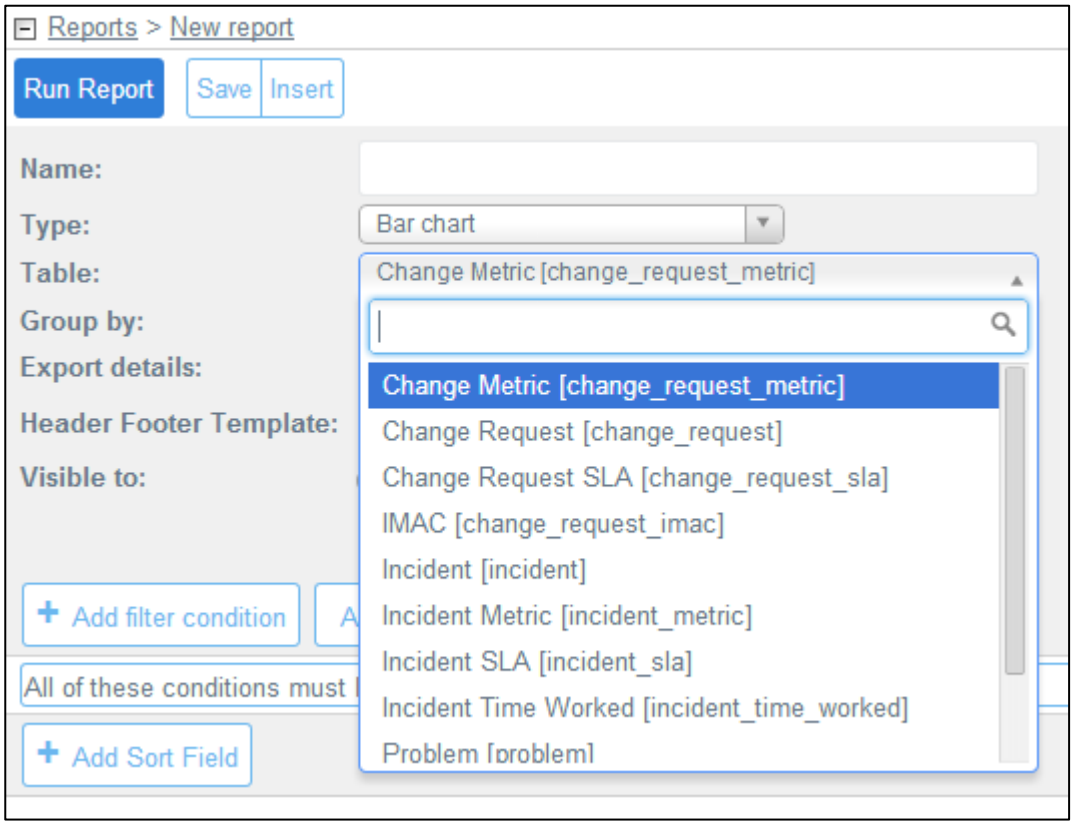
1. Log in as **ITIL** user.

2. Navigate to **Reports > View / Run**.

3. Click **New**.

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4. Note the tables available in the **Table** drop-down list. There now are fewer tables. The rules apply to any tables extended from the table, allowing the ITIL user to report on related tables as well.



NOTE: This is an example exercise. Before putting it into production, understand your reporting users and needs. It is easy to add reporting functionality for users based on group membership. The default configuration makes it possible for admins and users with the **report_admin** role to create reports on any table. This change does not prevent a user from being able to render any report already created and present in the report catalog.

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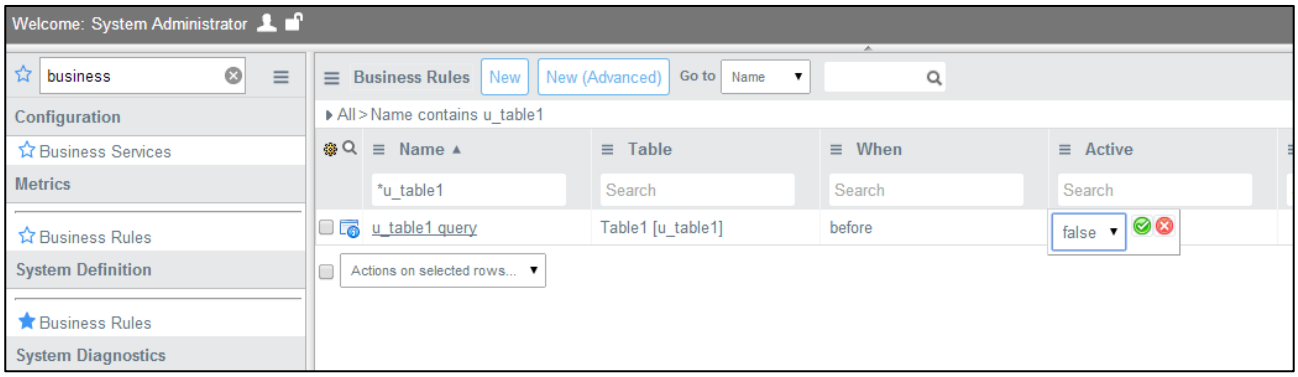
Lab Goal

ServiceNow provides tools to help figure out why you can or cannot see fields and records. This lab explains how the Debugging Access Control Rules is a server-side debug function.

Lab 7
Debugging Rules

Disable the Business Rule

1. As System Administrator, navigate to **System Definition > Business Rules**.
2. Search for **u_table1 query**.
3. Double-click the **Active** column.
4. Change the **Active** field to **false**.

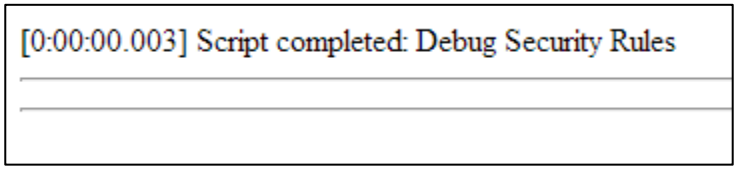


NOTE: List edits save immediately.

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Enable Security Rule Debugging

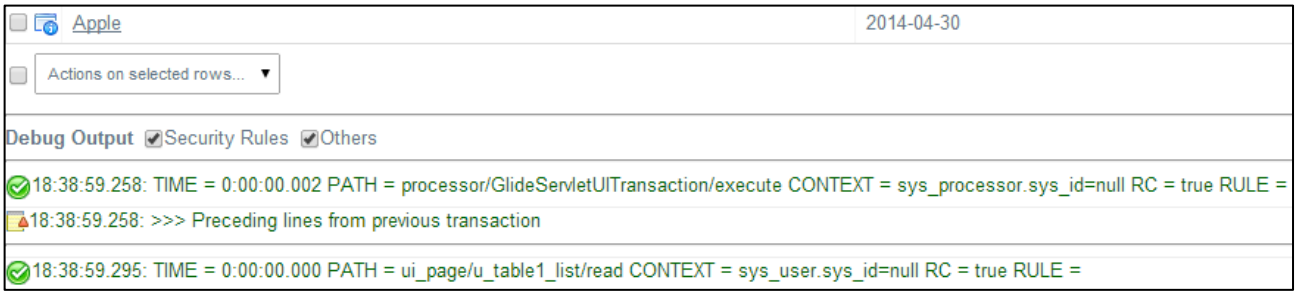
1. Navigate to **System Security > Debugging > Debug Security Rules**.
   A "script complete" message appears.



Examine Debug Output

1. If the user role is currently Elevated, remove the **security_admin** privileges.

2. Navigate to **Table1 > Table1s**. The Debug script has appended log data to the end of the content form.



3. Scroll down. Near the end of the output, there is a line with a red **X** icon in it. There is little that is restricted from the admin user.



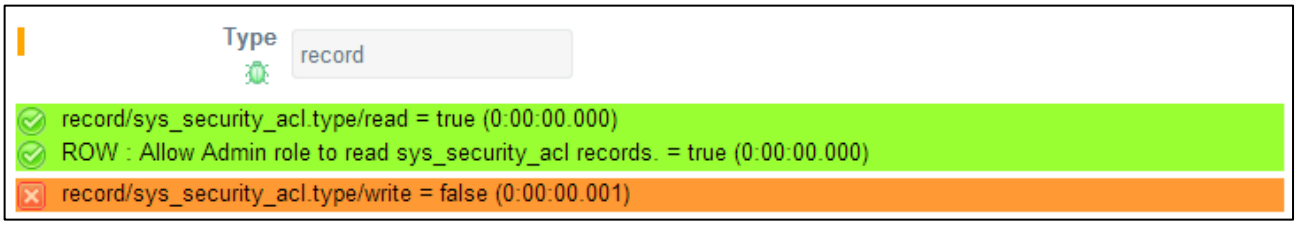
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NOTE: The first icon in the line indicates success or failure overall for an operation. The three icons before the link correspond to the three evaluations that must be true before a rule evaluates to true: the **required roles**, the **condition builder** for the rule, and the **script** for the rule. The security rules are designed to fail fast. If a rule reaches a failure, it will not continue evaluating the rest of the conditions for that particular rule.

4. Click the **record/u_table1/read** link on that line.

5. A new window opens for the Access Control Rule we created. Note that the fields in the rule are read-only because the user rule is not Elevated.

6. Click the **bug** icon next to the **Type** field. There are green and orange notes. Green indicates that System Administrator is allowed to read this field. Orange indicates that **write** evaluates to **false**. This is not **read-only** because of a dictionary field. It is **read-only** because there is an access control rule that makes it **read-only**.

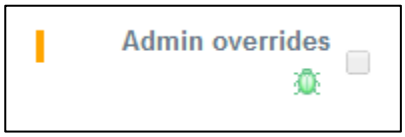


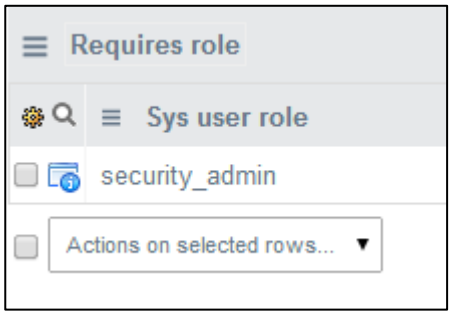
7. Scroll down to the output, and continue down to the first entry that starts with a red **X**. This is the first denied operation. Click the link to **record/sys_security_acl/write**.



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8. A new window opens for the system default access control rule for the access control table. Review the record. Note that the **admin override** field is not checked. The **Requires roles** related list contains **security_admin**.





9. Close the two Access Control rule windows that were just created.

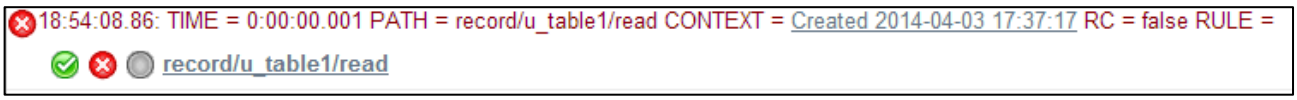
Debugging Other Users

1. Impersonate Abel Tuter. Debugging is session-specific. In order to see debug output, you must Impersonate a user, rather than open another browser.

2. Navigate to **Table1 > Table1s**.

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3. We disabled the business rule that filters user queries automatically. The Security constraints message therefore reappears. Scroll down the debug output. Note that there are many more blocked operations for Abel. Most of them are **create** and **delete** operations. We did not create rules for those operations. The last one is a read operation, however, for **record/u_table1/read**.



NOTE: As Abel, you cannot follow that link to the Access Control Rule. Abel does not have permissions to read that table. If you try to follow the link, the debug output shows blocked operations for nearly everything.

4. Scroll back to the top and open the **Apple** record.

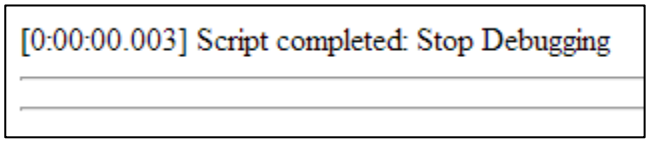
5. Remember Abel cannot see the **Field2** value on this record because the rule we created disabled the read operation when the value did not contain Beta. Scroll down. Locate the line that corresponds to that rule. It shows a failed evaluation and contains a **PATH = record/u_table1.u_field2/read** attribute.



Disable Debugging

1. Impersonate System Administrator.

2. Navigate to **System Security > Stop Debugging**. A script complete message appears.



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Lab Goal

This lab explains the Encryption plugin, which supports an additional method for securing data within a ServiceNow instance.

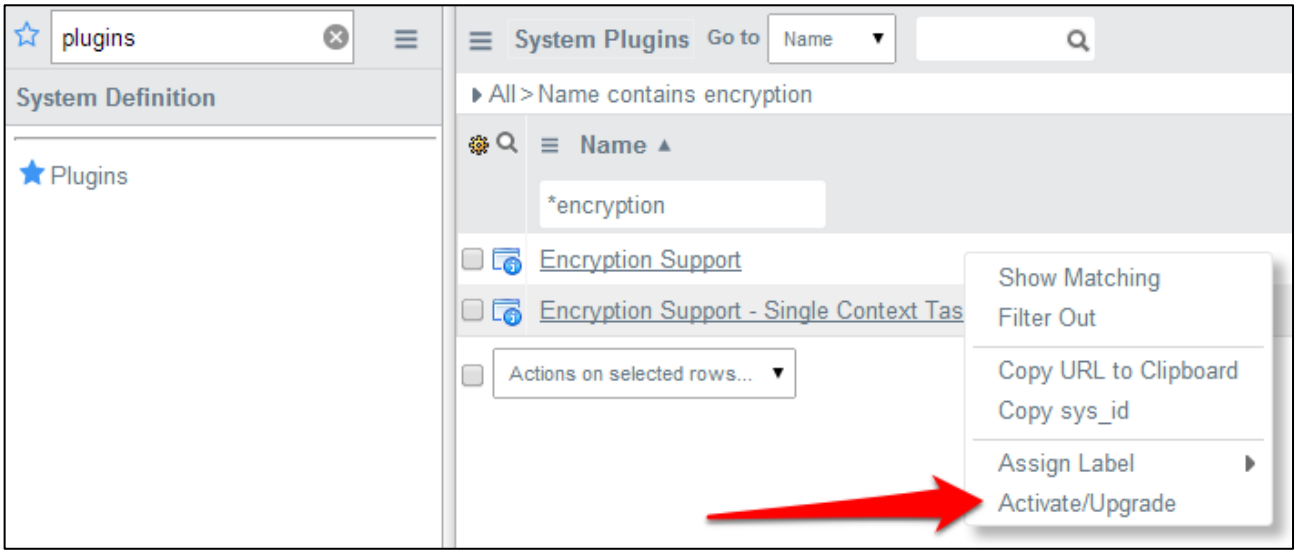
Lab 8
Encryption Support

Activate the Plugin

1. As System Administrator, navigate to **System Definition > Plugins**.

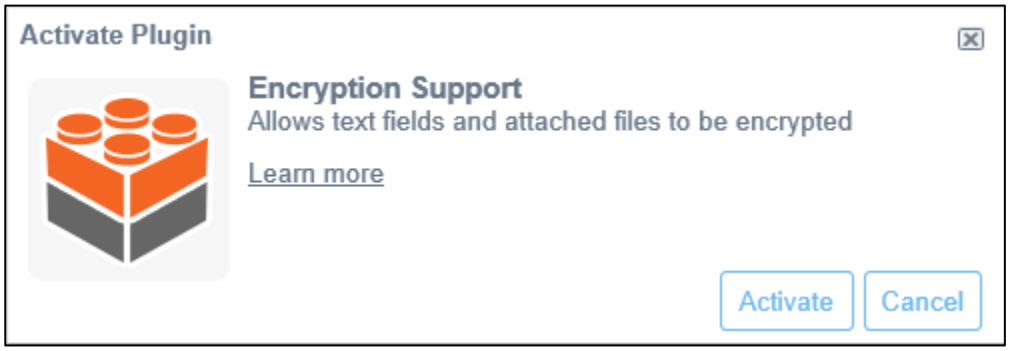
2. Search for the **Encryption Support** plugin.

3. Right-click the plugin and select **Activate/Upgrade**.



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4. Click the **Activate** button in the resulting UI page.



Create an Encryption Context

1. Navigate to **System Security > Encryption Contexts**.

2. Click **New**.

3. Enter **Context1** in the **Name** field.

4. Select **AES 256-bit** from the **Type** drop-down list.



5. Click **Submit**.

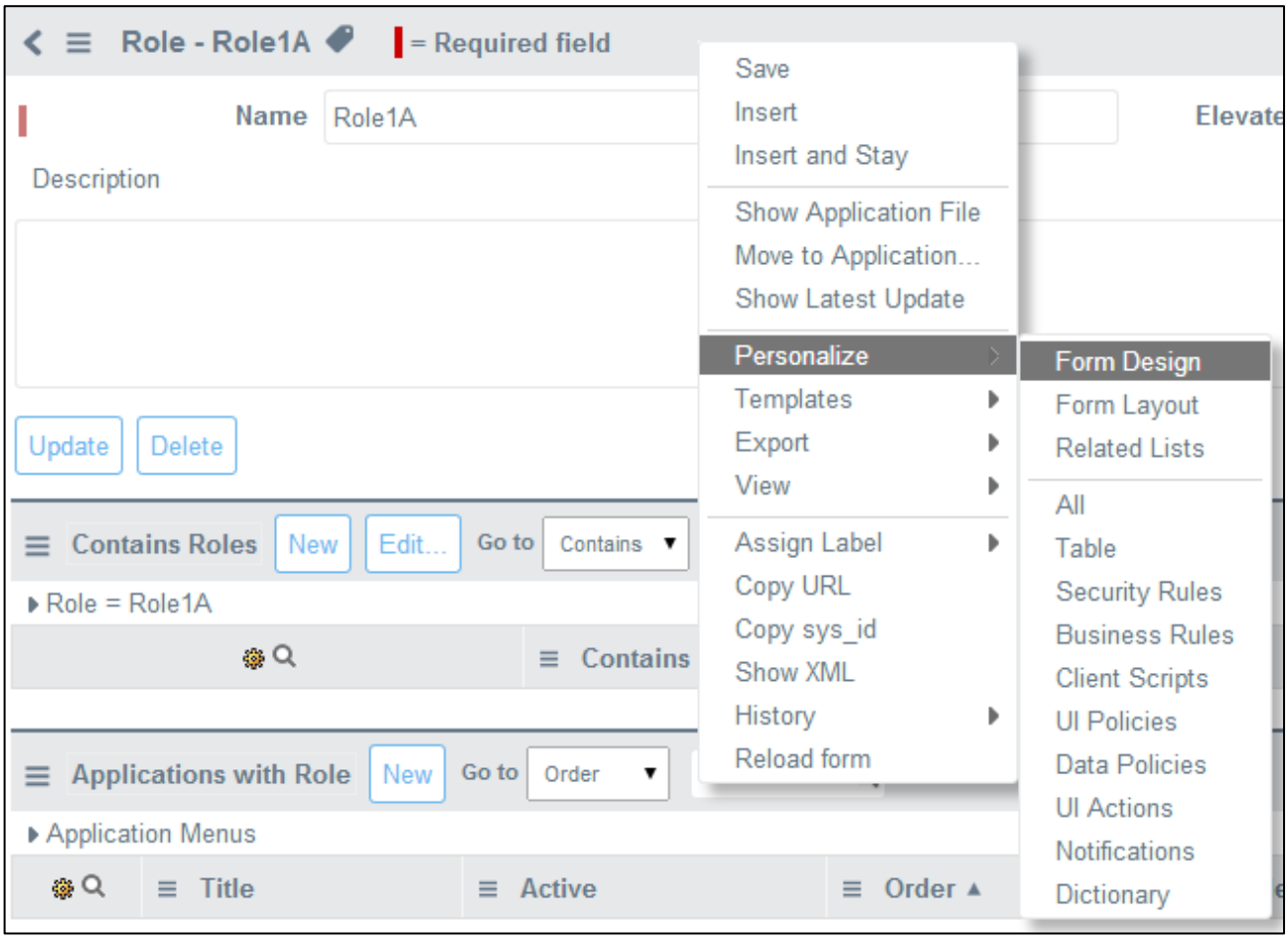
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Add the Encryption Context to a Role

1. Navigate to **User Administration > Roles**.

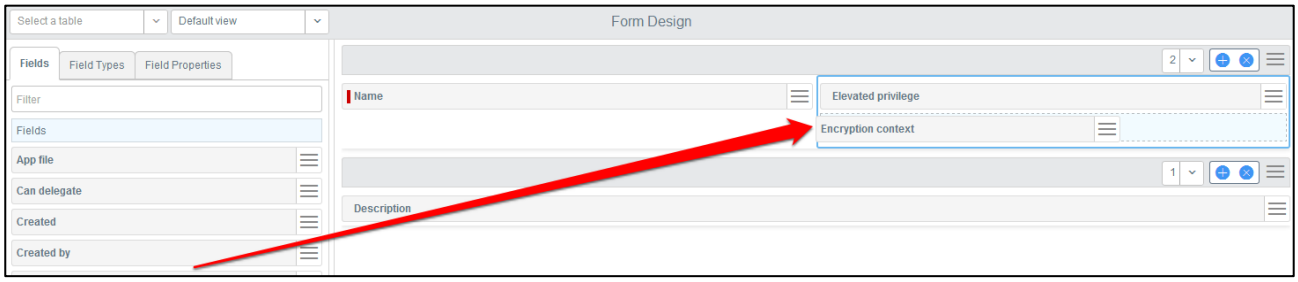
2. Search for **Role1A**, and open the record.

3. Right-click in the header bar and select **Personalize > Form Design**. A new window opens.



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4. On the **Fields** tab, drag the Encryption context field and drop it below the **Elevated privilege** field.



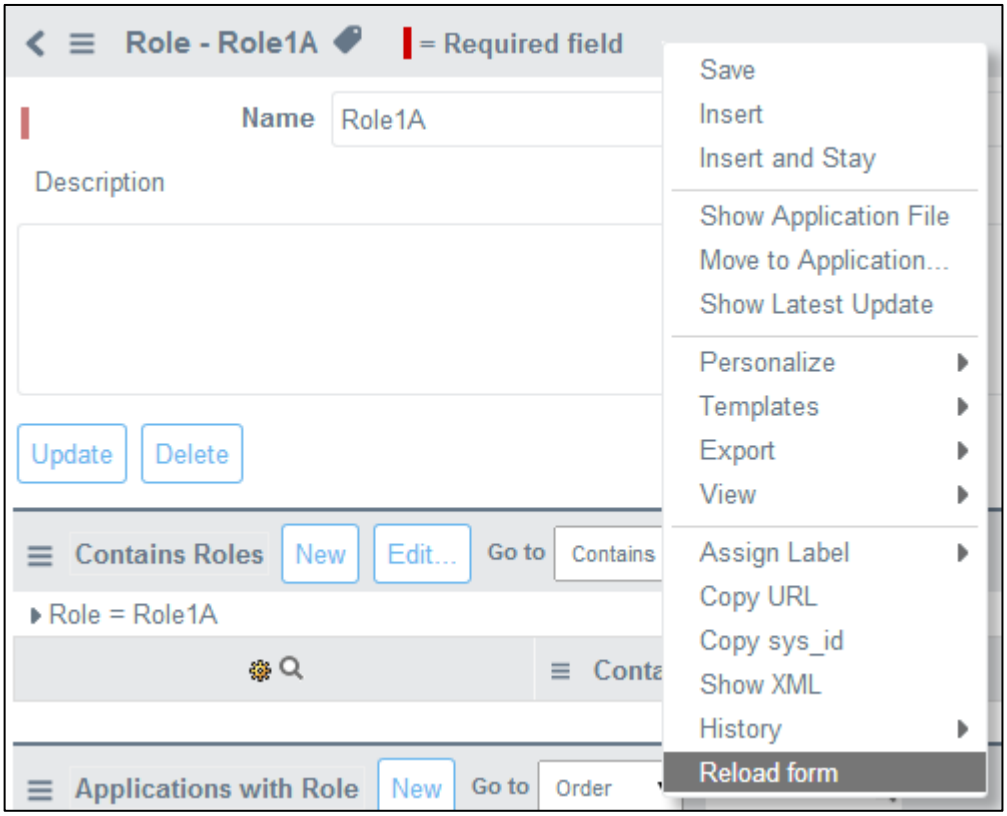
5. Click **Save**.



6. Close the **Form Design** window.

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7. In the original window, right-click the header and select **Reload form**.



8. In the **Encryption Context** reference field, select **Context1**.

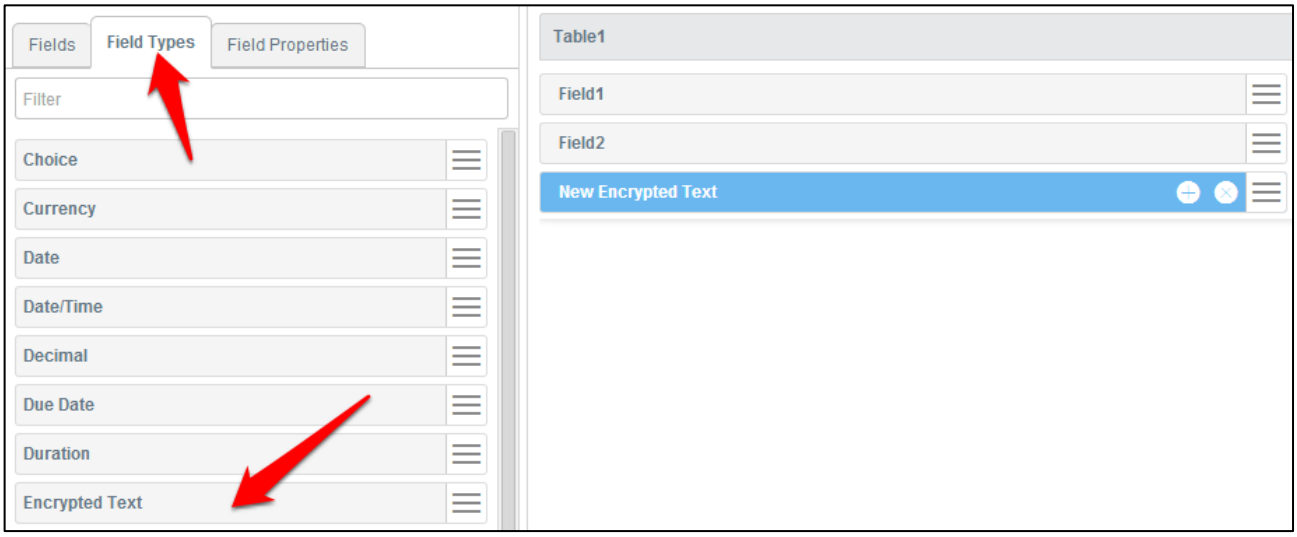


9. Click **Update**.

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Add a New Encrypted Field to the Table

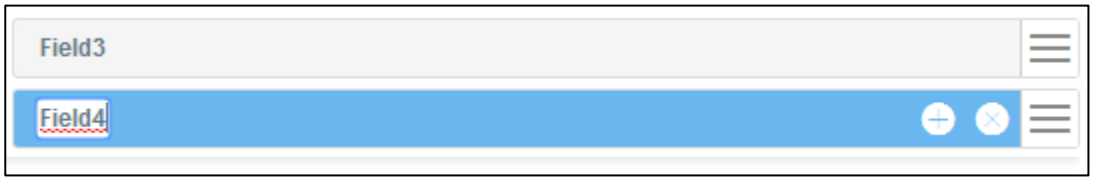
1. Navigate to **Table1 > Table1s**.
2. Open a record.
3. Right-click in the header bar and select **Personalize > Form Design**.
4. In the Navigation pane of the **Form Design** window, select the **Field Types** tab.
5. Double-click **Encrypted Text**.



6. Drag the **New Encrypted Text** field to below **Field3**.

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7. Click the **New Encrypted Text** label to be able to edit its label property. Enter **Field4**.



8. Click **Save**.

9. Close the Form Design window.

10. In the original window, right-click in the header and select **Reload form**. Note that the form does not show the new field as System Administrator.

Lab Success Verification

1. Impersonate Abel Tuter.

2. Navigate to **Table1 > Table1s**.

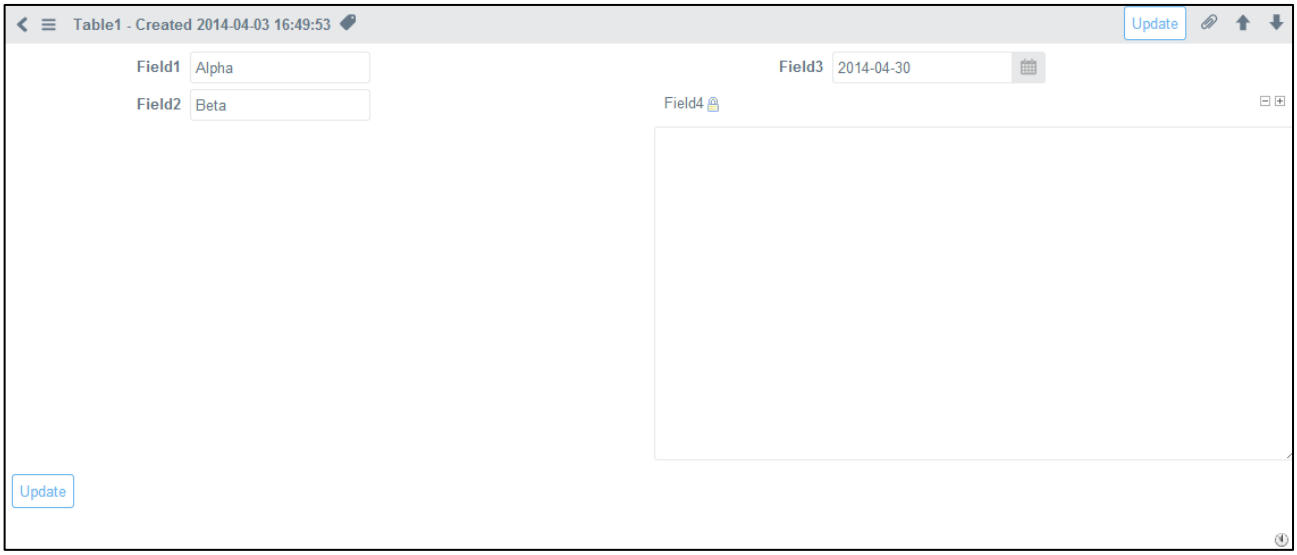
3. Open a record. Note that you are unable to see **Field4**.

4. Log on in a new session as Abel Tuter.

5. Navigate to **Table1 > Table1s**.

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6. Open a record. It displays the **Field4** encrypted text field.



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