



Critical
manufacturing
an ASM PT company

How to: Create a Document

10.2

April 2026

DOCUMENT ACCESS

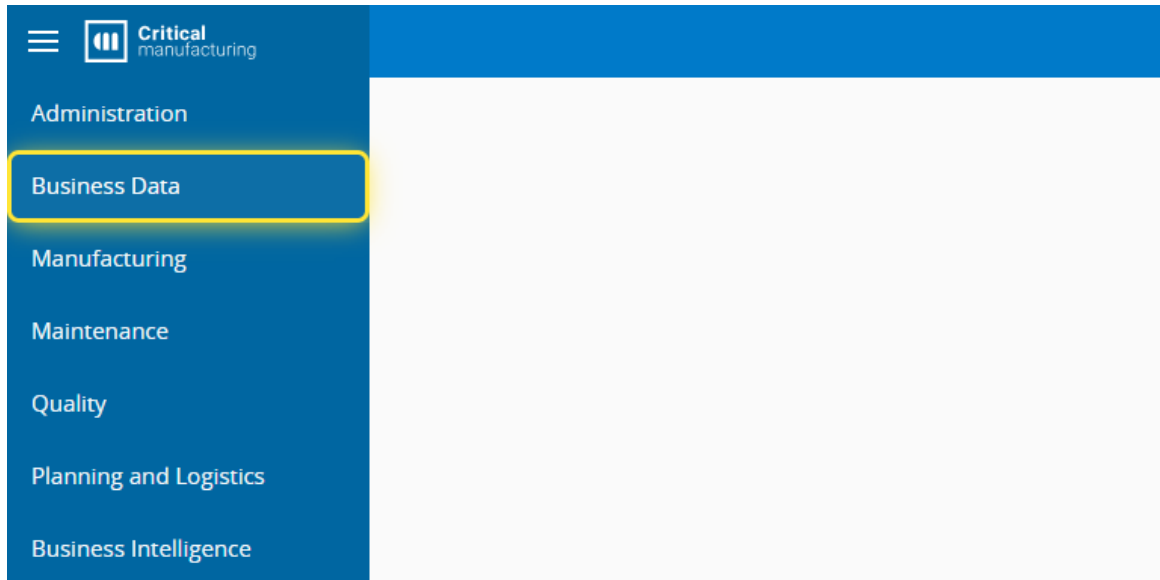
Public

DISCLAIMER

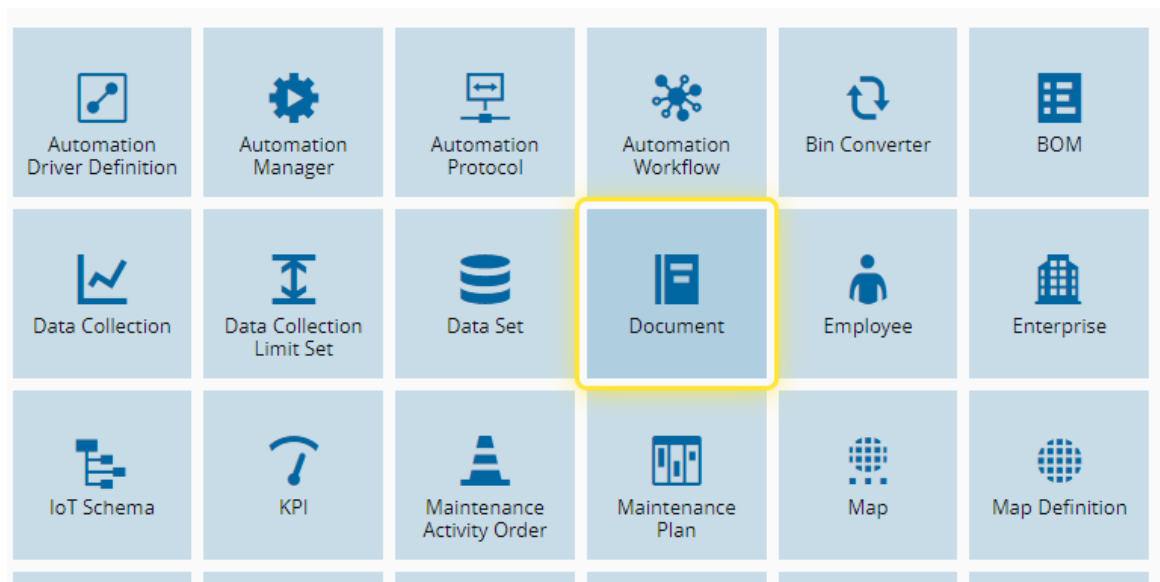
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How to: Create a Document

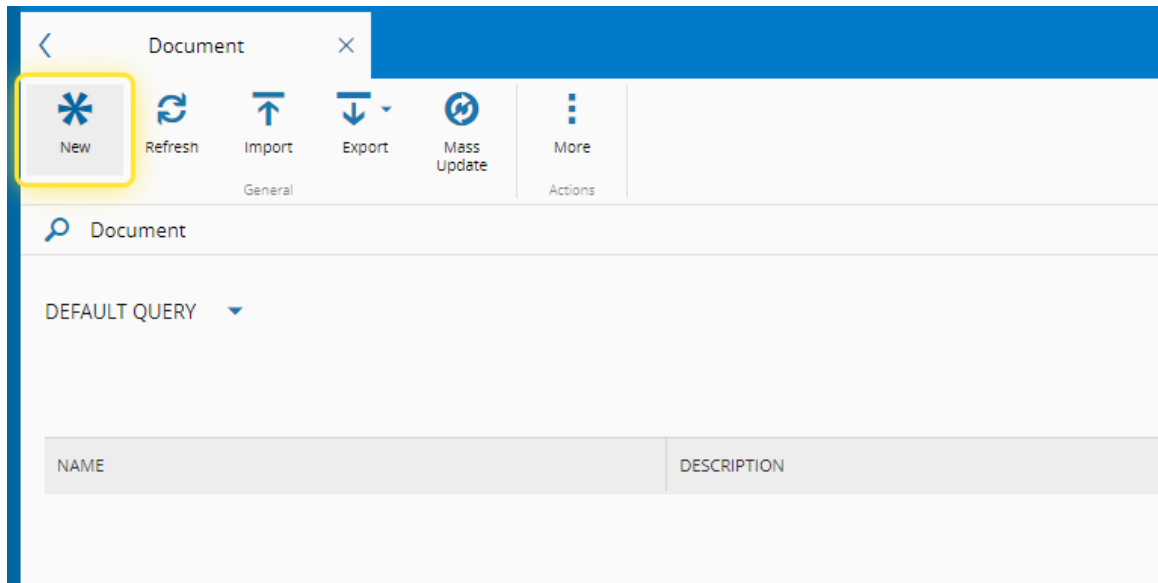
1. Go to the Business Data menu.



2. Select the Document entity.

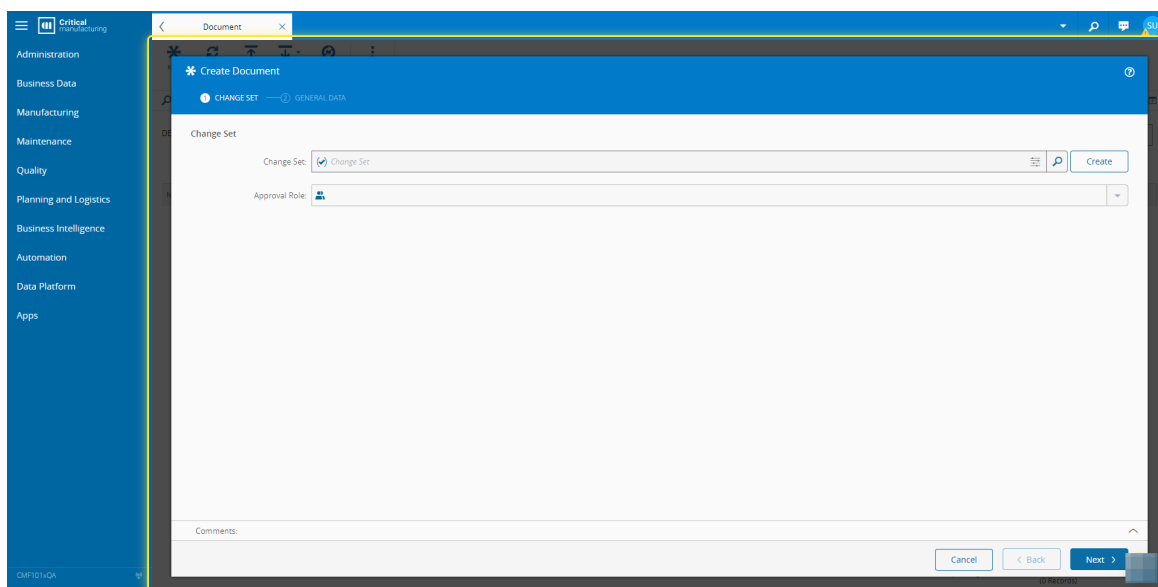


3. Select the New button.



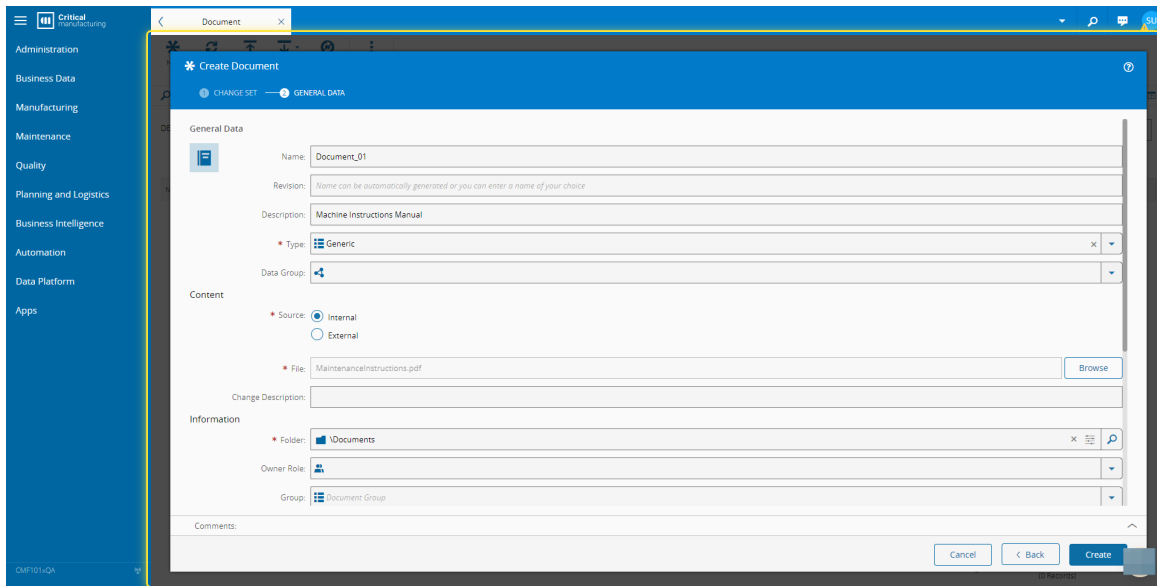
4. Select an available Change Set or Create a new one.

For more information, see [Create Change Set - Critical Manufacturing Documentation Portal](#)



5. In the General Data of the Create Document page, complete the necessary fields and select Create.

For more information, see [Create Document - Critical Manufacturing Documentation Portal](#)



Create Document

CHANGE SET → GENERAL DATA

General Data

Name: Document_01

Revision: Name can be automatically generated or you can enter a name of your choice

Description: Machine Instructions Manual

Type: Generic

Data Group:

Content

Source: Internal External

File: MaintenanceInstructions.pdf

Change Description:

Information

Folder: Documents

Owner Role:

Group: Document Group

Comments:



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