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How to: Read and Understand a Document

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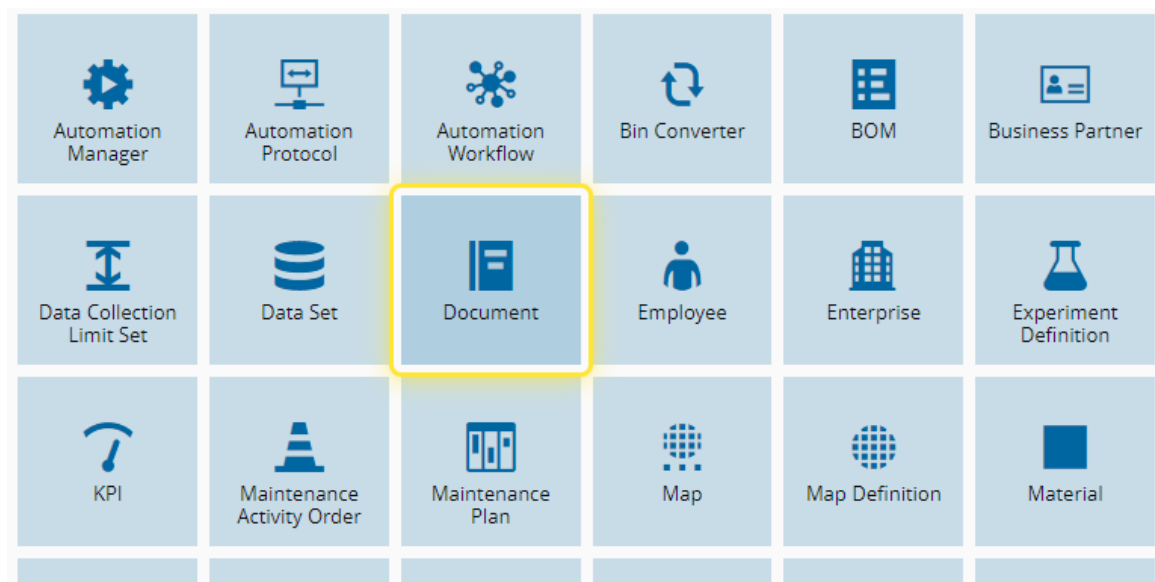
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How to: Read and Understand a Document

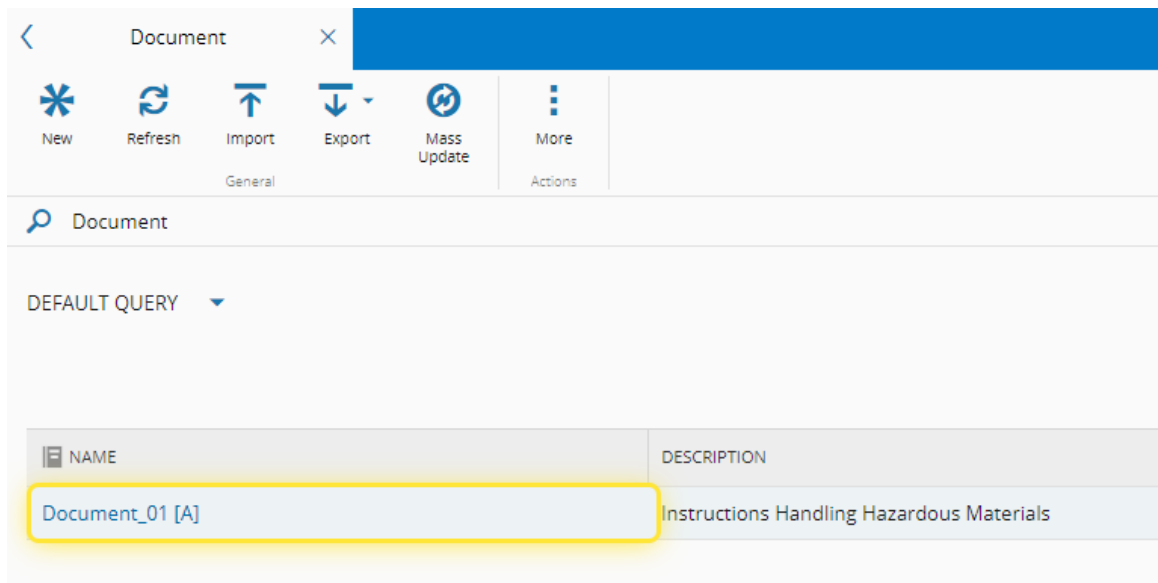
1. Go to the Business Data menu.



2. Select the Document entity.



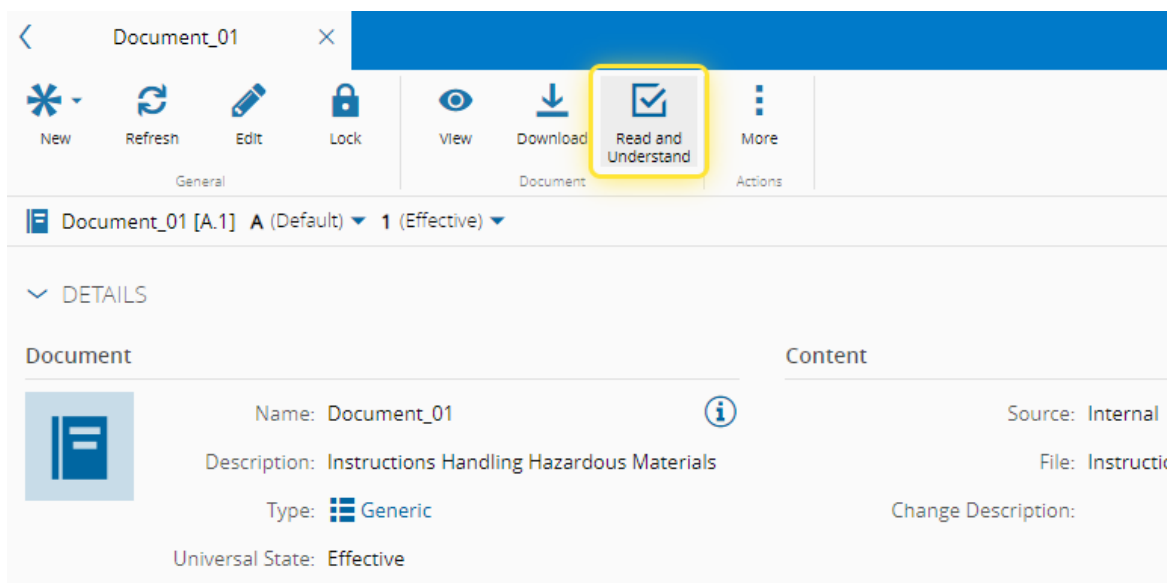
3. Select the document you want to Read and Understand.



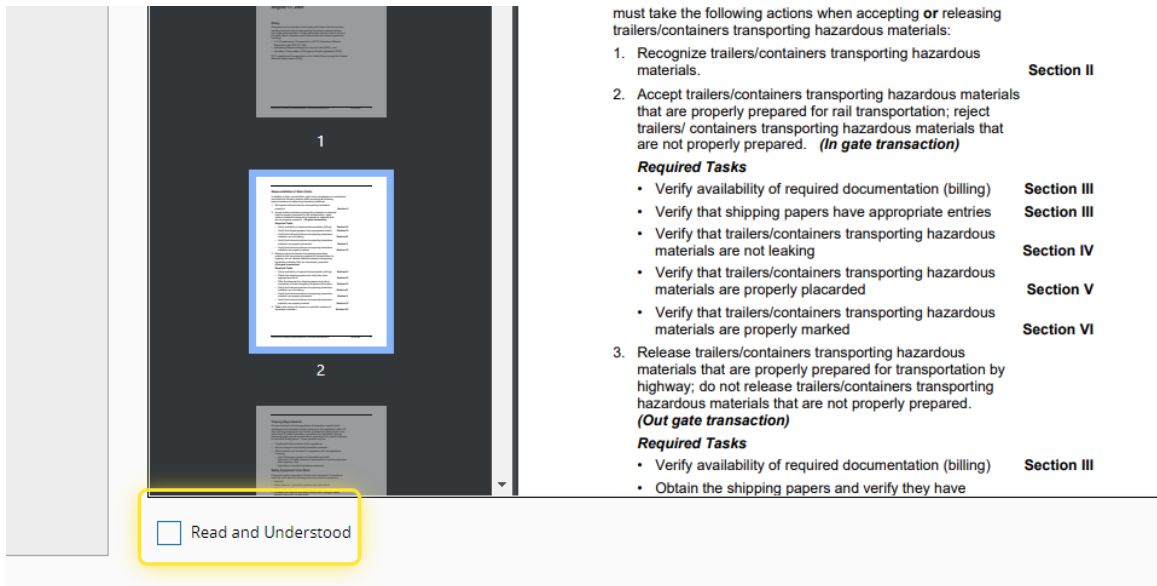
4. Select the Read and Understand button.

Also, the Read and Understand operation can be done through the Browse Documents page, in the Quality Menu, or even when it is triggered by context keys (e.g. Track-In).

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



5. When you have read the document, select the Read and Understood checkbox.



must take the following actions when accepting or releasing trailers/containers transporting hazardous materials:

1. Recognize trailers/containers transporting hazardous materials. **Section II**
2. Accept trailers/containers transporting hazardous materials that are properly prepared for rail transportation; reject trailers/containers transporting hazardous materials that are not properly prepared. **(In gate transaction)**

Required Tasks

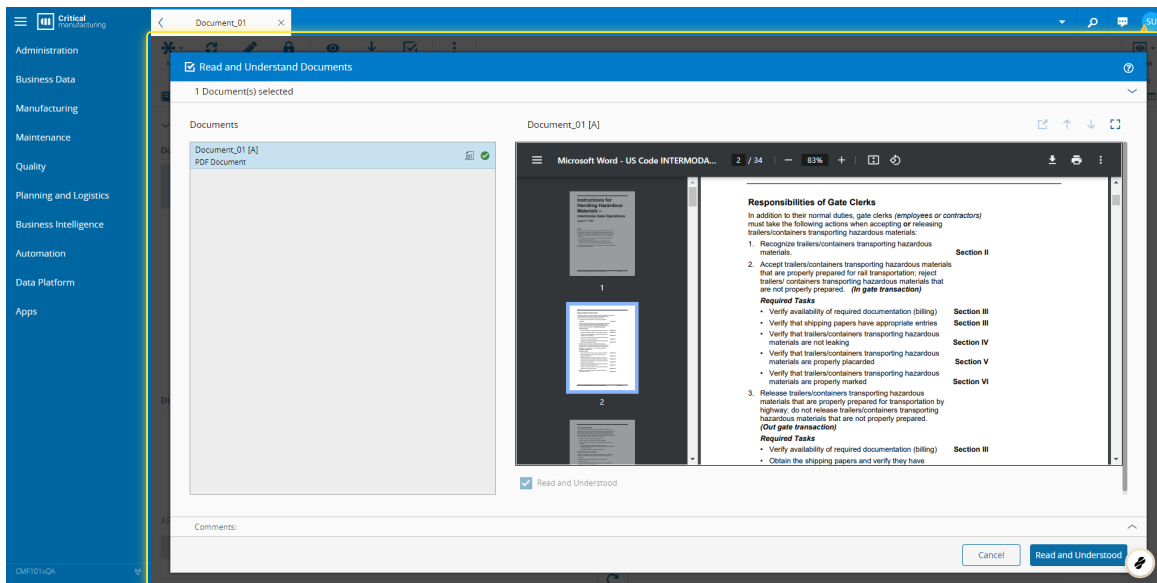
- Verify availability of required documentation (billing) **Section III**
- Verify that shipping papers have appropriate entries **Section III**
- Verify that trailers/containers transporting hazardous materials are not leaking **Section IV**
- Verify that trailers/containers transporting hazardous materials are properly placarded **Section V**
- Verify that trailers/containers transporting hazardous materials are properly marked **Section VI**

3. Release trailers/containers transporting hazardous materials that are properly prepared for transportation by highway; do not release trailers/containers transporting hazardous materials that are not properly prepared. **(Out gate transaction)**

Required Tasks

- Verify availability of required documentation (billing) **Section III**
- Obtain the shipping papers and verify they have

6. Select the Read and Understood button.





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