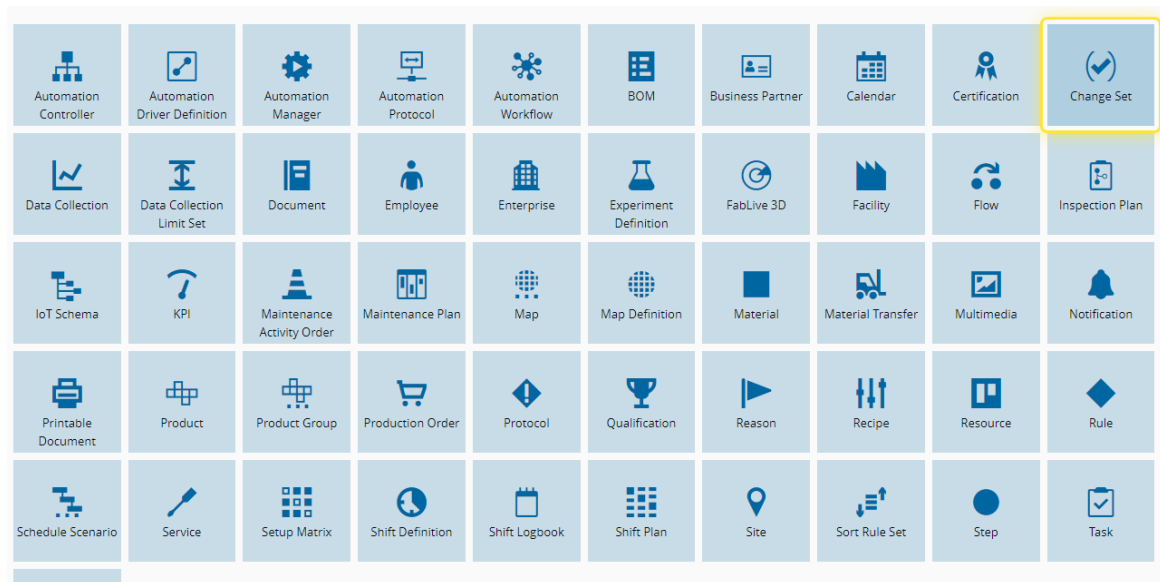


# How to: Create a Change Set

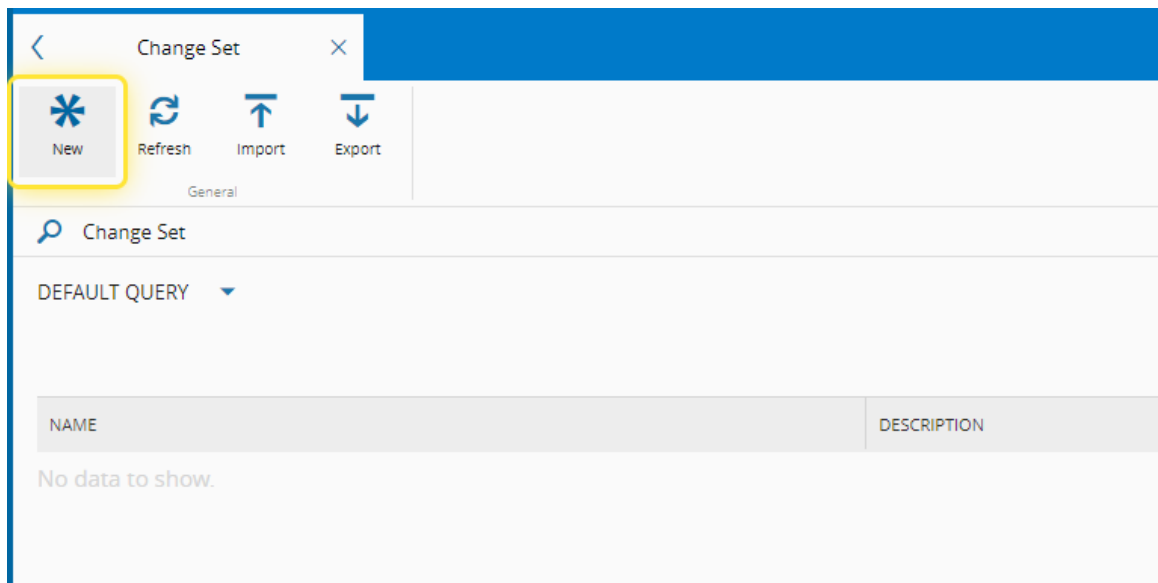
1. Go to the Business Data menu.



2. Select the Change Set entity.

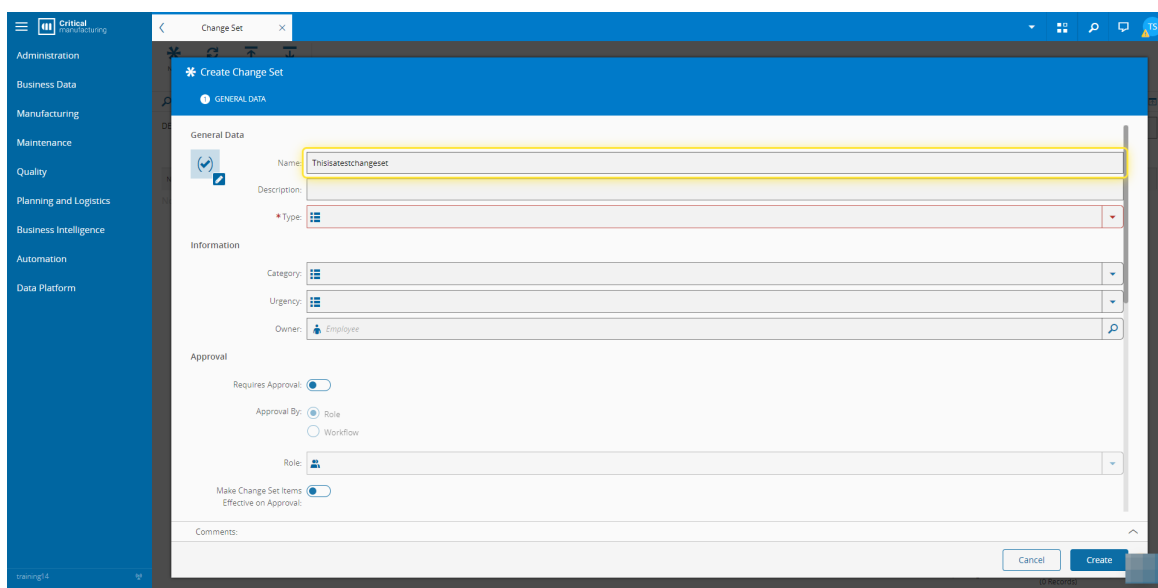


3. Select the New button.

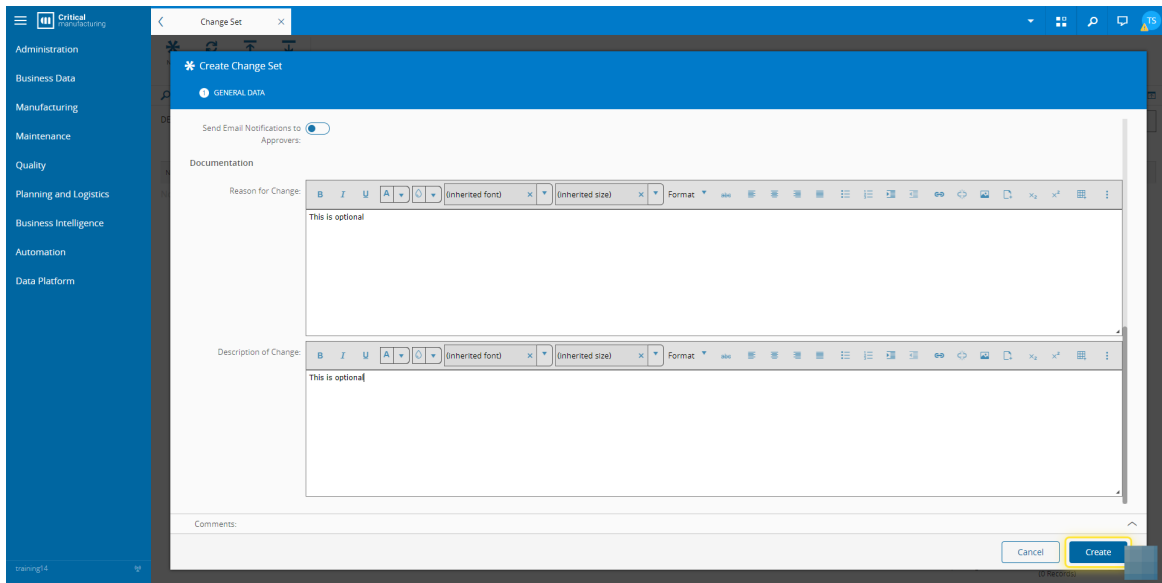


4. Under the General Data tab, complete the necessary fields.

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



5. Select the Create button.



**Create Change Set**

GENERAL DATA

Send Email Notifications to Approver:

Documentation

Reason for Change: **B I U A** [inherited font] [inherited size] Format [bold] [italic] [underline] [list] [link] [unlink] [undo] [redo] [print] [x] [menu]

This is optional

Description of Change: **B I U A** [inherited font] [inherited size] Format [bold] [italic] [underline] [list] [link] [unlink] [undo] [redo] [print] [x] [menu]

This is optional

Comments:

Cancel Create