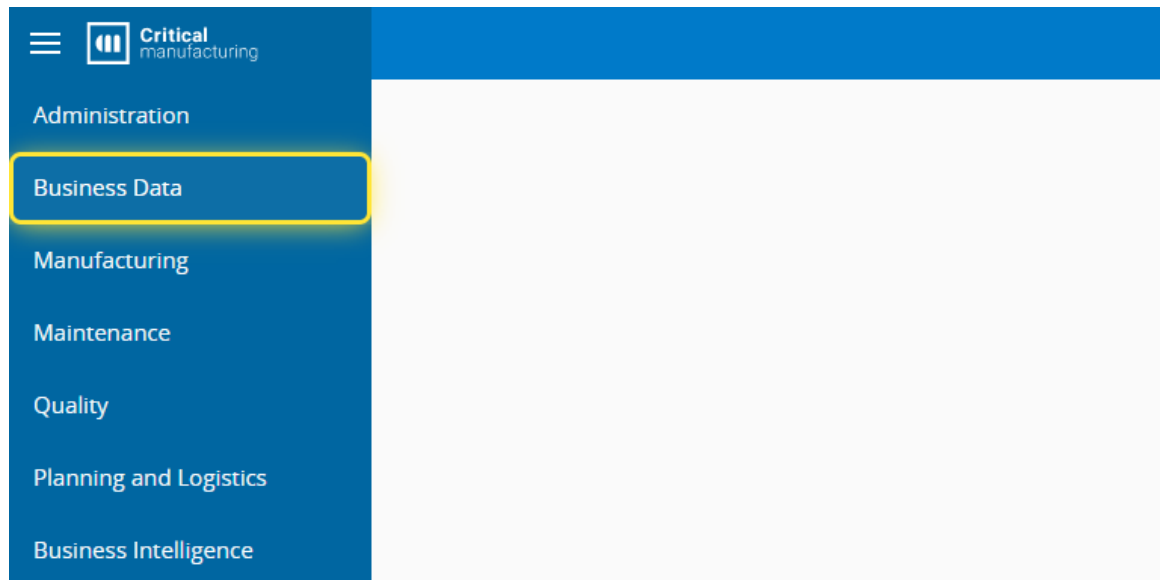
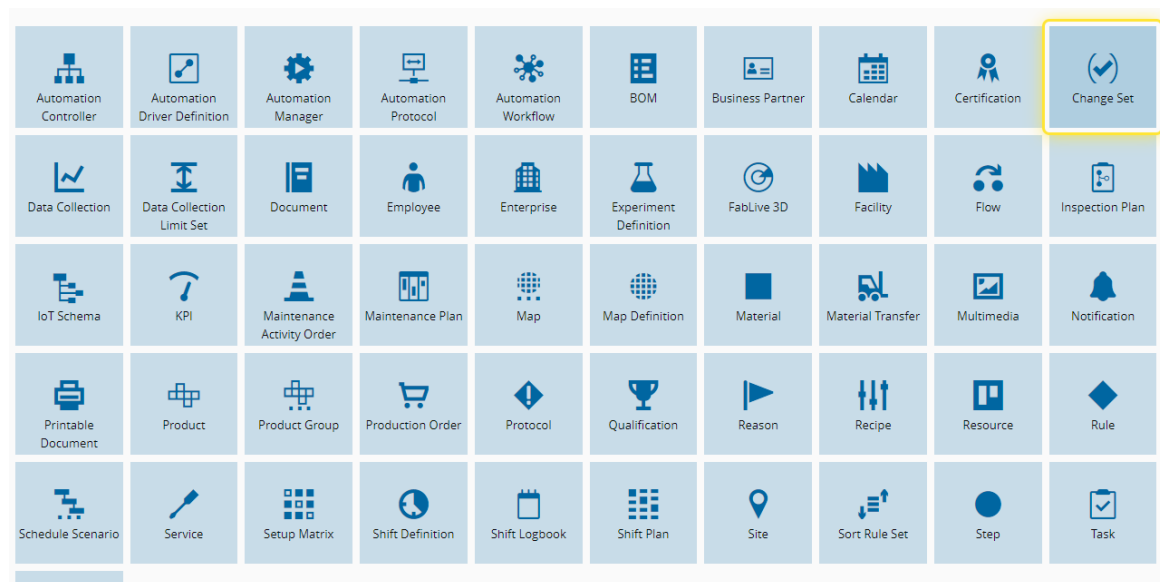


# How to: Create a Change Set

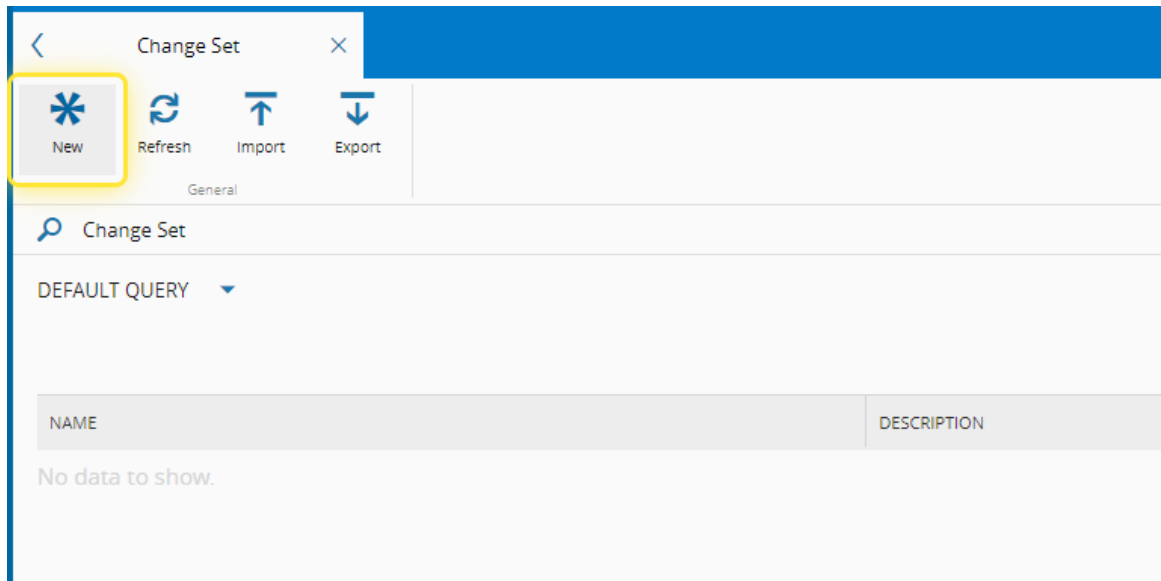
1. Go to the Business Data menu.



2. Select the Change Set entity.

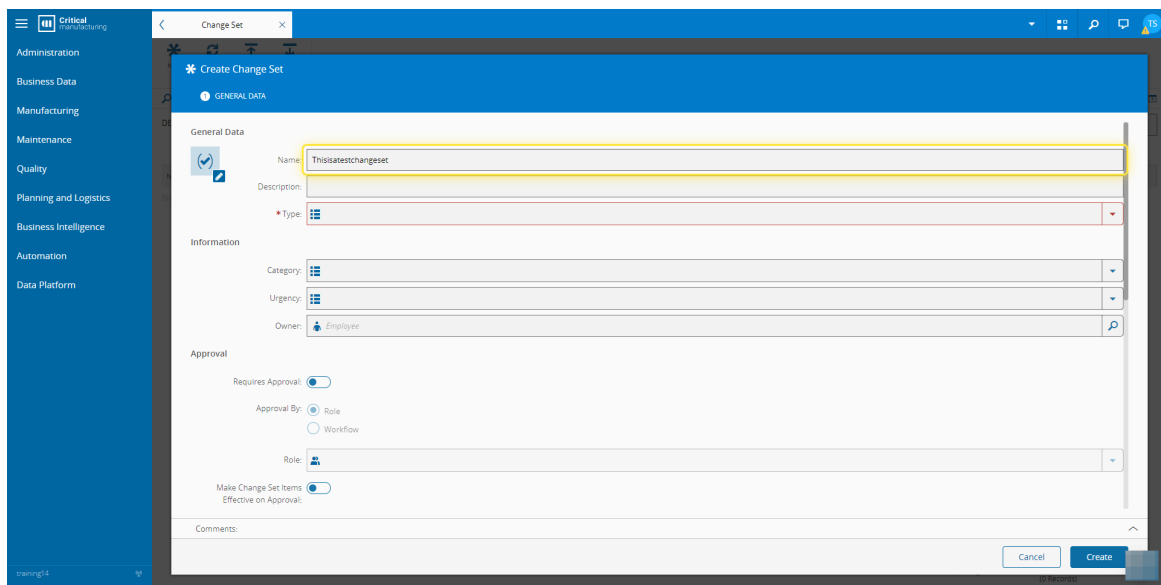


3. Select the New button.

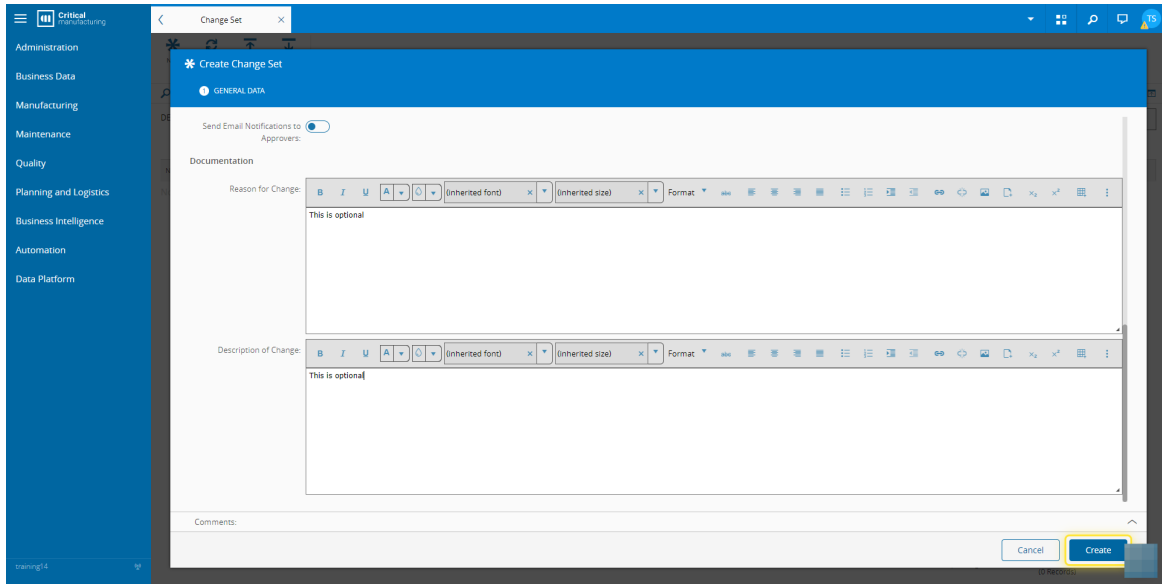


4. Under the General Data tab, complete the necessary fields.

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 [color] [font] [size] Format**  
This is optional

Description of Change: **B I U A [color] [font] [size] Format**  
This is optional

Comments: