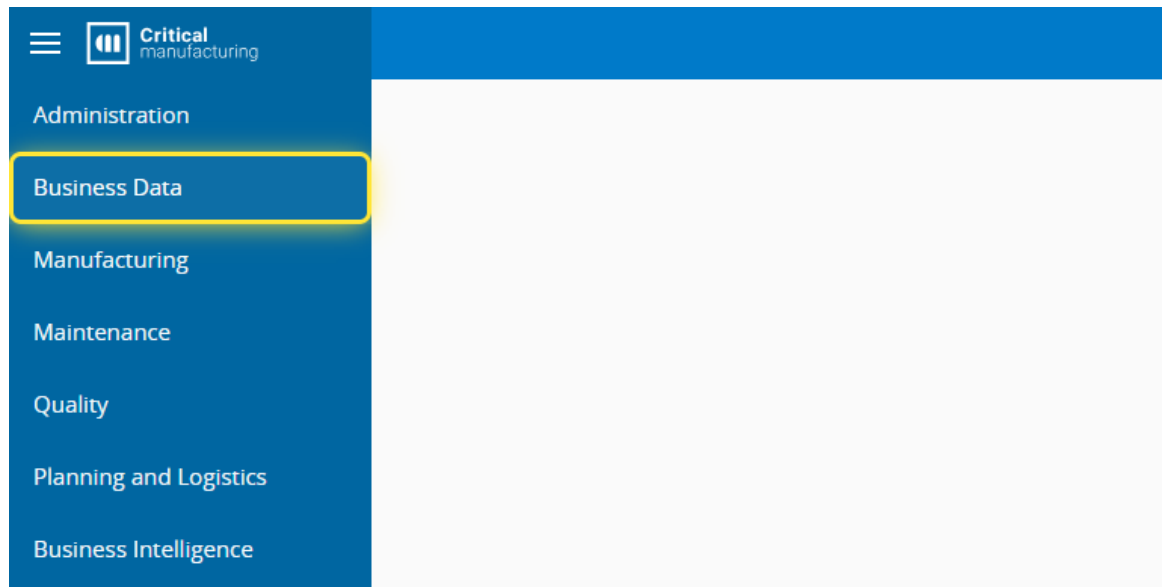


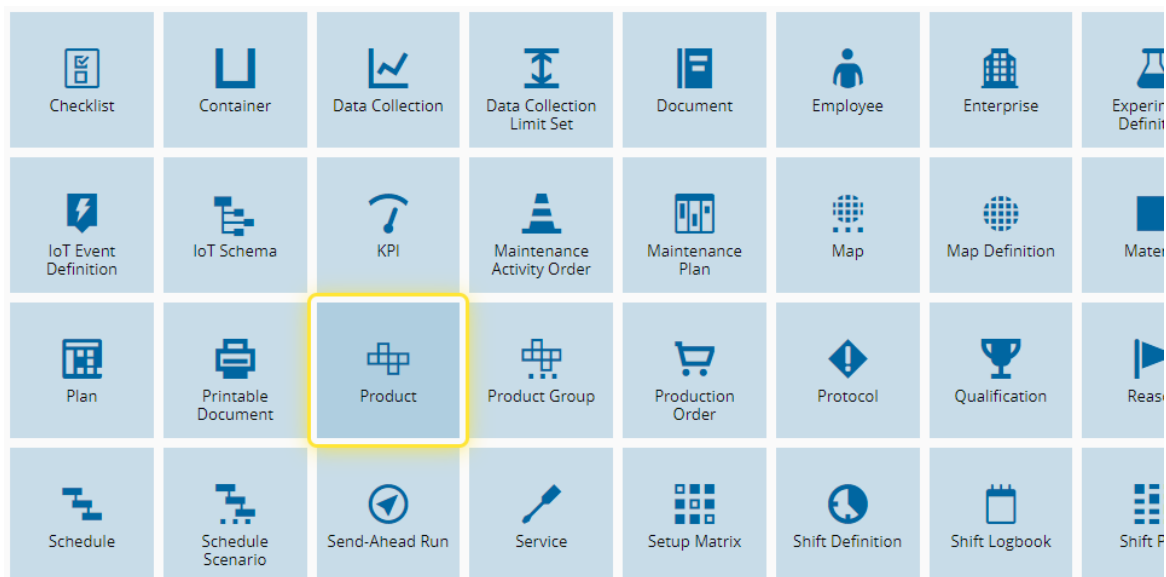
How to: Create a New Version/Revision

1. Go to the Business Data menu.



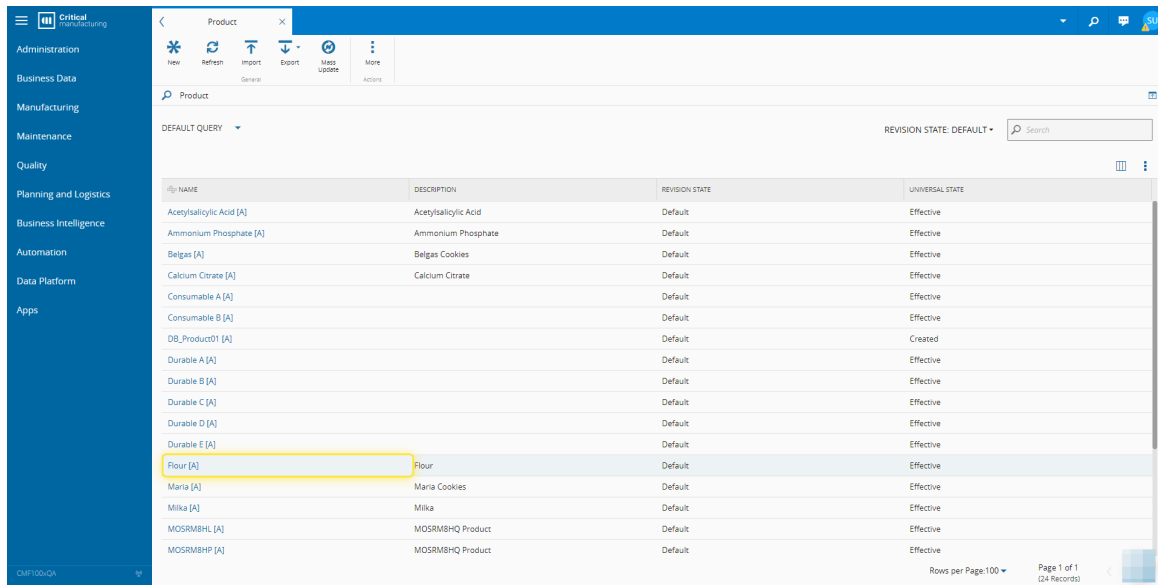
2. Select the entity you need.

(Product for this example)



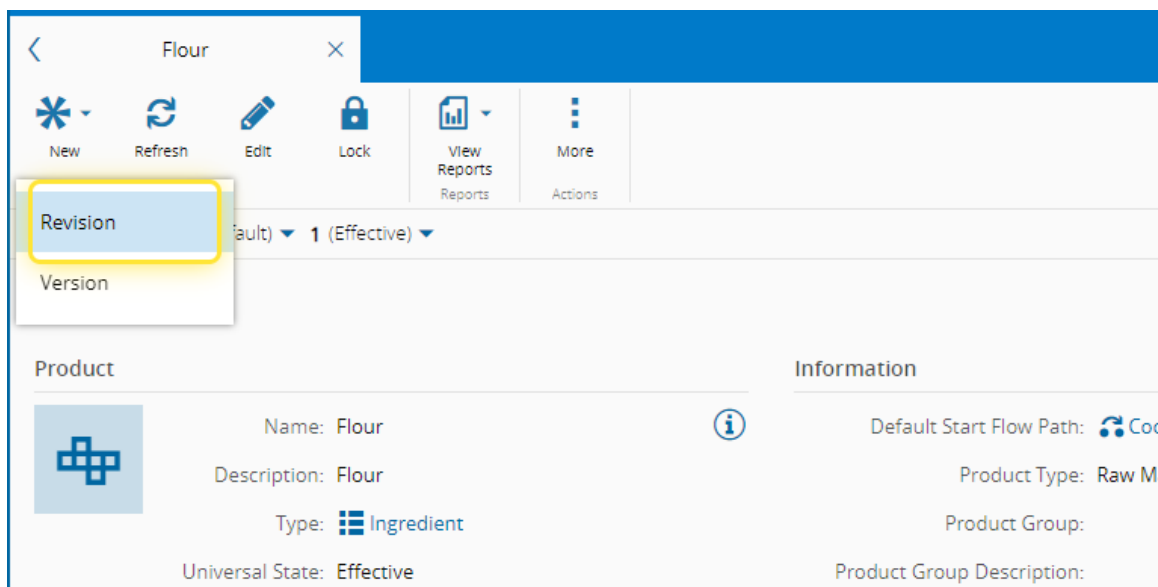
3. Select the Product you need.

(Flour for this example)



| NAME | DESCRIPTION | REVISION STATE | UNIVERSAL STATE |
|--------------------------|----------------------|----------------|-----------------|
| Acetylsalicylic Acid [A] | Acetylsalicylic Acid | Default | Effective |
| Ammonium Phosphate [A] | Ammonium Phosphate | Default | Effective |
| Belgas [A] | Belgas Cookies | Default | Effective |
| Calcium Citrate [A] | Calcium Citrate | Default | Effective |
| Consumable A [A] | | Default | Effective |
| Consumable B [A] | | Default | Effective |
| DB_Product01 [A] | | Default | Created |
| Durable A [A] | | Default | Effective |
| Durable B [A] | | Default | Effective |
| Durable C [A] | | Default | Effective |
| Durable D [A] | | Default | Effective |
| Durable E [A] | | Default | Effective |
| Flour [A] | Flour | Default | Effective |
| Maria [A] | Maria Cookies | Default | Effective |
| Milka [A] | Milka | Default | Effective |
| MOSRMBHL [A] | MOSRMBHQ Product | Default | Effective |
| MOSRMBHP [A] | MOSRMBHQ Product | Default | Effective |

4. Select New on the top ribbon, followed by Revision in the dropdown.

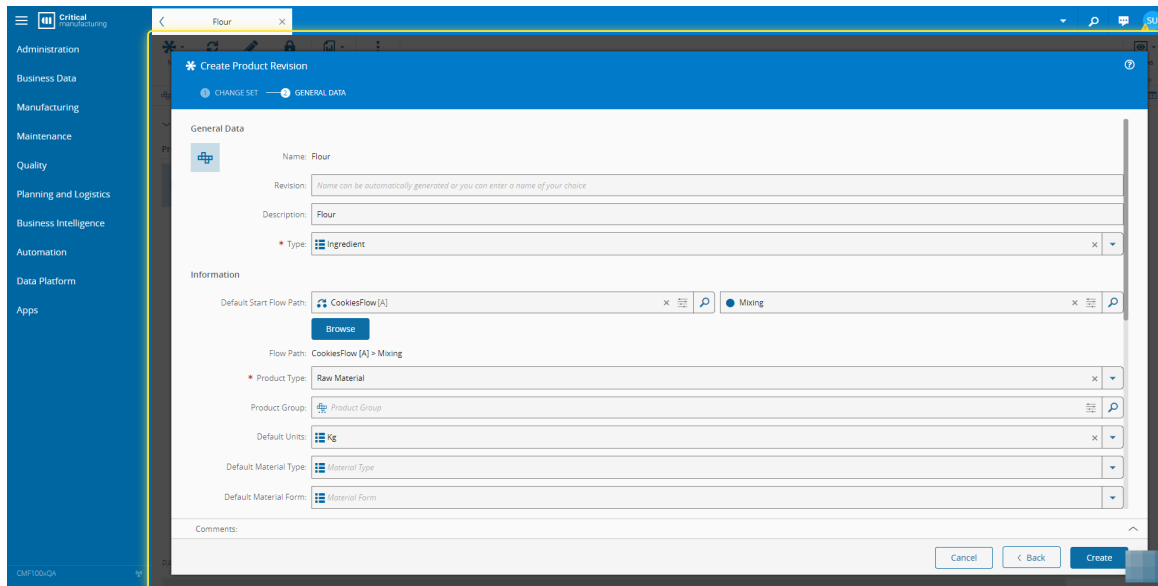


The screenshot shows the 'Flour' product detail view. The top ribbon contains buttons for 'New', 'Refresh', 'Edit', 'Lock', 'View Reports', and 'More'. The 'New' button is selected, and a dropdown menu is open, showing 'Revision' and 'Version' options. The 'Revision' option is highlighted with a yellow box. Below the ribbon, the product information is displayed in two columns: 'Product' and 'Information'.

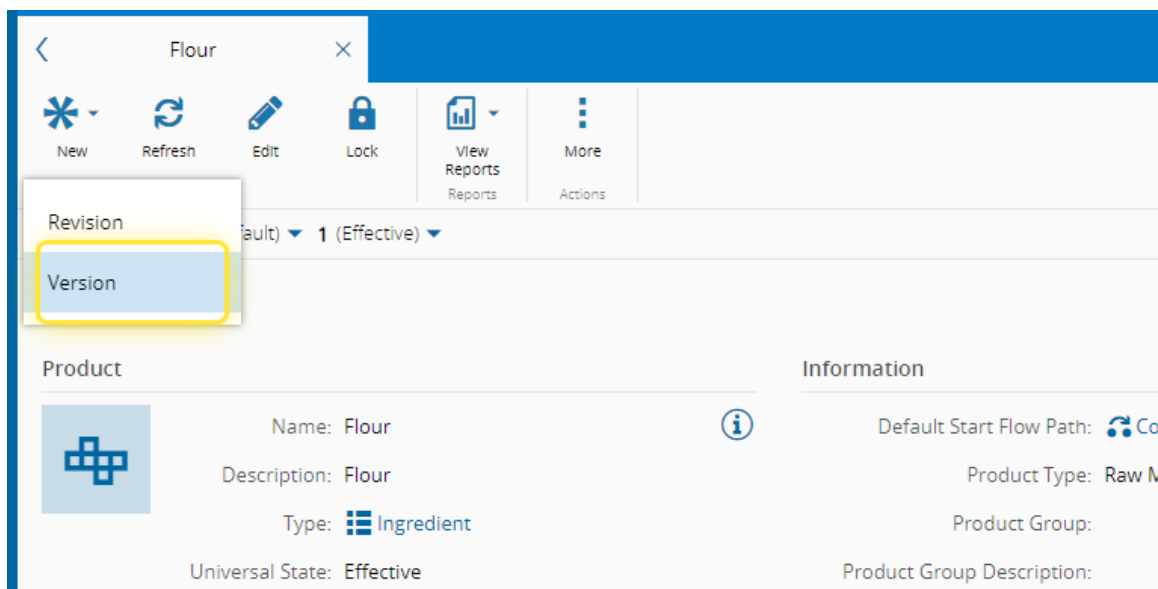
| Product | Information |
|----------------------------|-------------------------------|
| Name: Flour | Default Start Flow Path: Cool |
| Description: Flour | Product Type: Raw Ma |
| Type: Ingredient | Product Group: |
| Universal State: Effective | Product Group Description: |

5. After applying the Change Set, enter the necessary General Data followed by Create.

For more information, see [Revisions - Critical Manufacturing Documentation Portal](#) and [Creating a Revision - Critical Manufacturing Documentation Portal](#)



6. Select New on the top ribbon, followed by Version in the dropdown..



7. After applying the Change Set, enter the necessary General Data followed by Create.

For more information, see [Versions - Critical Manufacturing Documentation Portal](#) and [Create Entity Version - Critical Manufacturing Documentation Portal](#)

Create Product Version

CHANGE SET → GENERAL DATA

General Data

Name: Flour

Revision: A

Description: Flour

Type: Ingredient

Information

Default Start Flow Path: CookiesFlow [A] **Mixing**

Flow Path: CookiesFlow [A] > Mixing

Product Type: Raw Material

Product Group: Product Group

Default Units: Kg

Default Material Type: Material Type

Default Material Form: Material Form

Comments:

Cancel Back Create