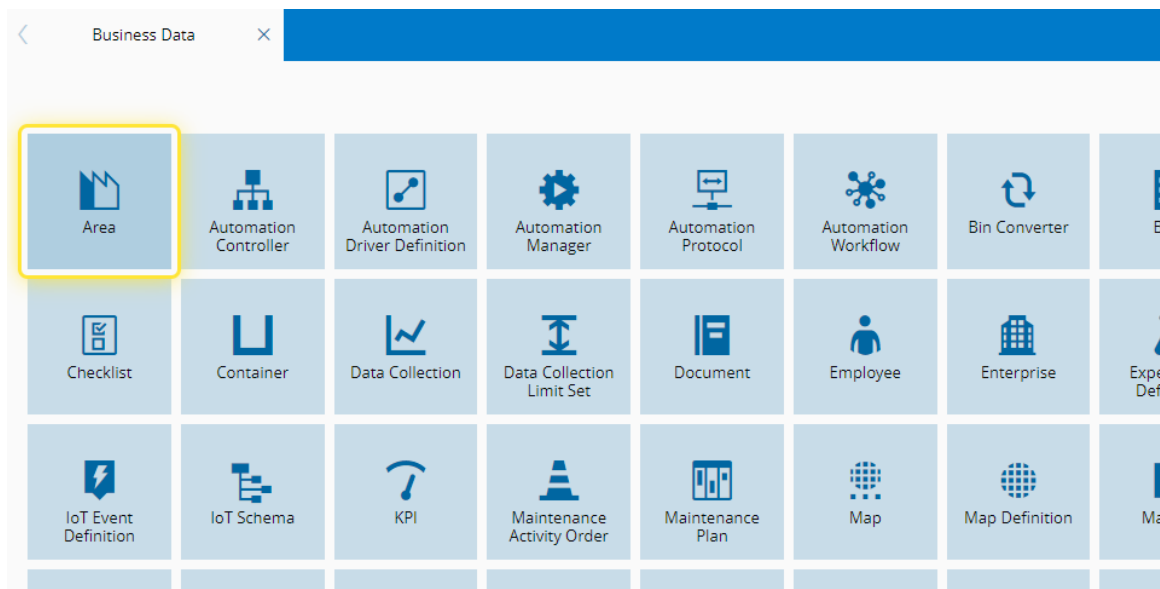


## How to: Create an Area

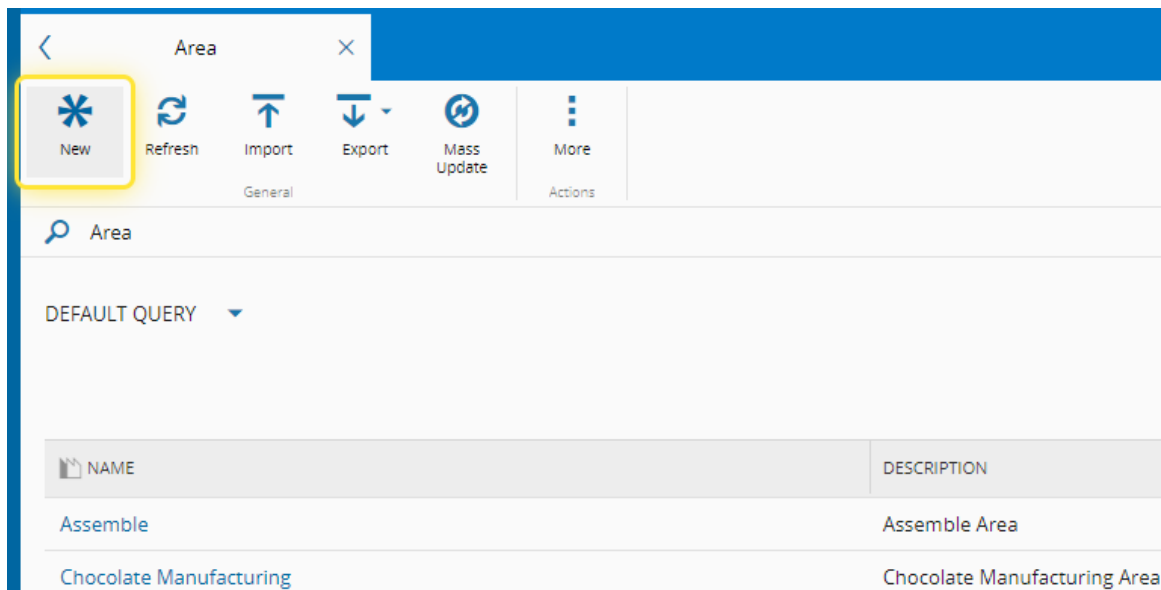
1. Go to the Business Data menu.



2. Select the Area entity.

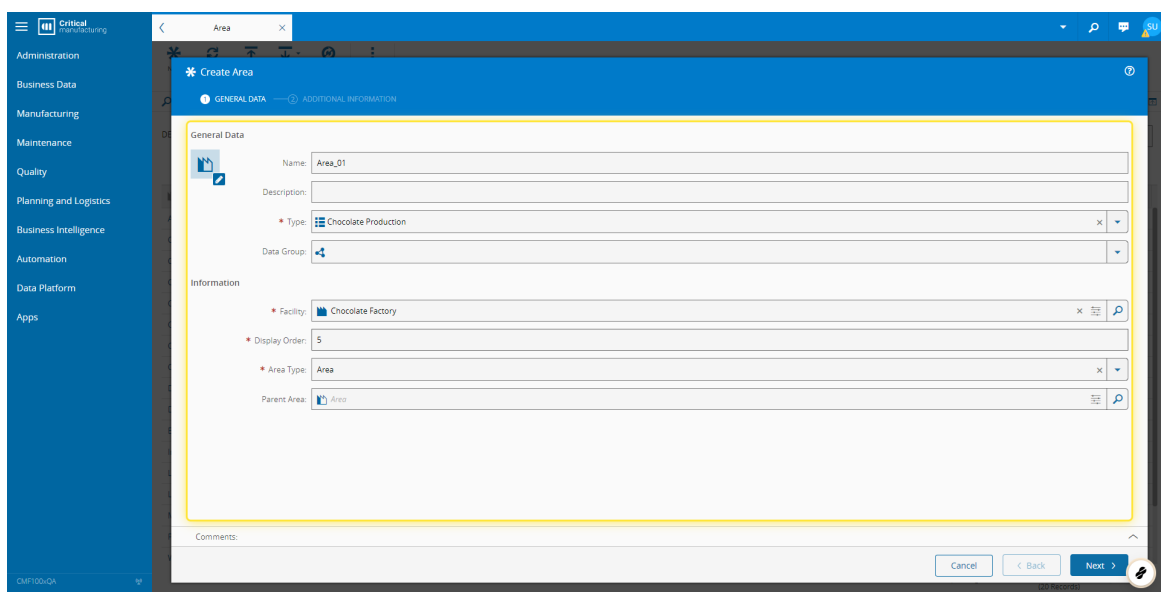


3. Select the New button.

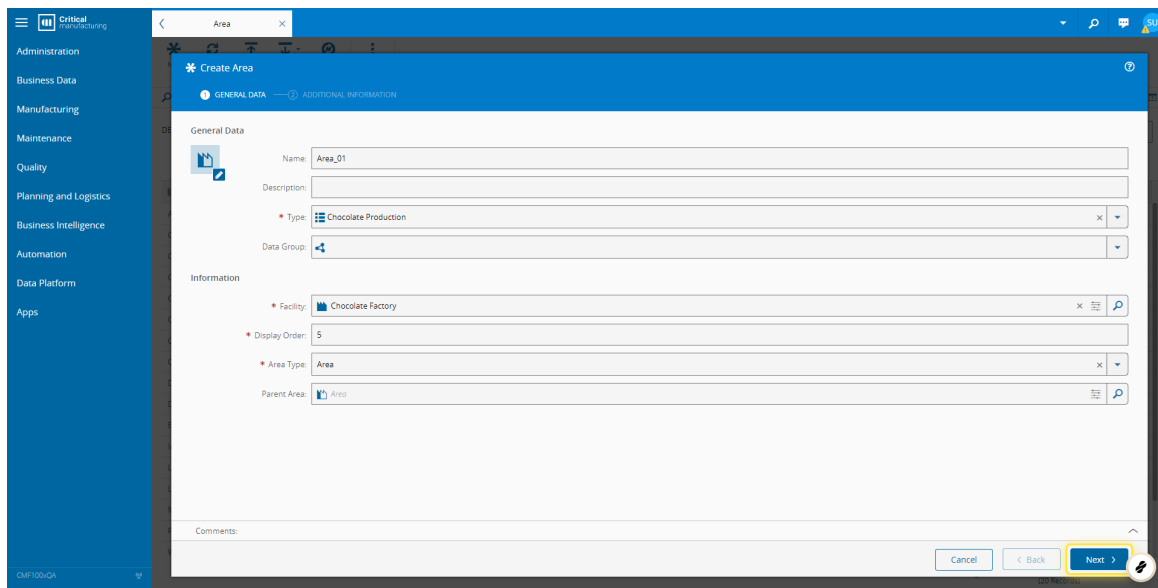


4. Under the General Data tab, complete the necessary fields.

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

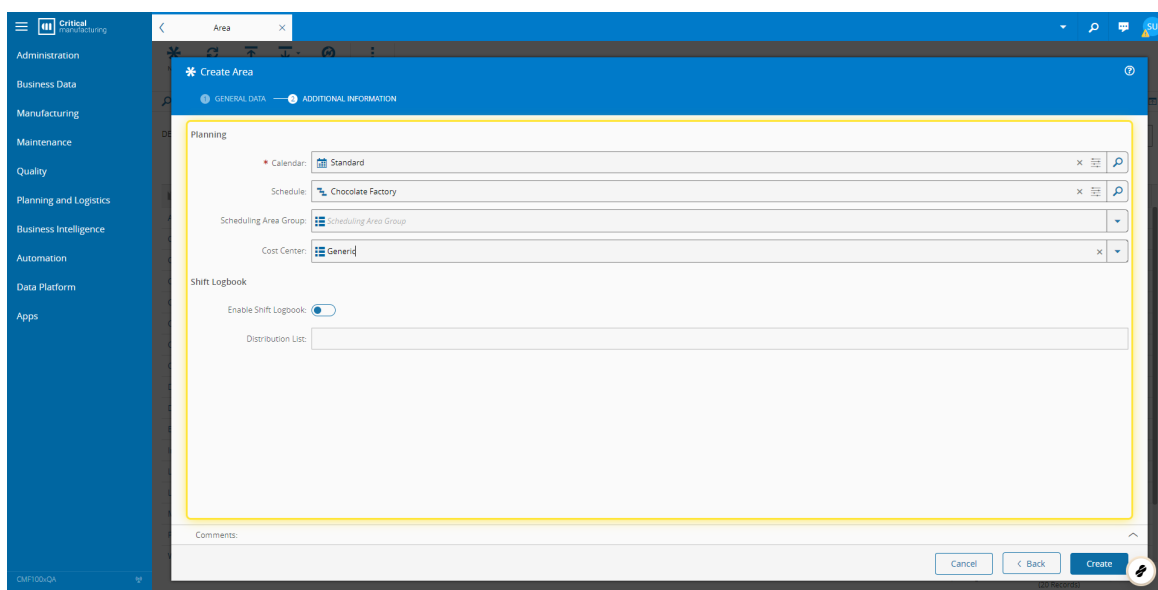


5. Select the Next button.



6. Under the Additional Information tab, complete the necessary fields.

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



7. Select the Create button.

Area

### Create Area

GENERAL DATA | ADDITIONAL INFORMATION

**Planning**

Calendar: Standard

Schedule: Chocolate Factory

Scheduling Area Group: Scheduling Area Group

Cost Center: Generic

**Shift Logbook**

Enable Shift Logbook:

Distribution List:

Comments:

Cancel | < Back | Create