

How to: Create a Data Collection

11.1

January 2026

DOCUMENT ACCESS

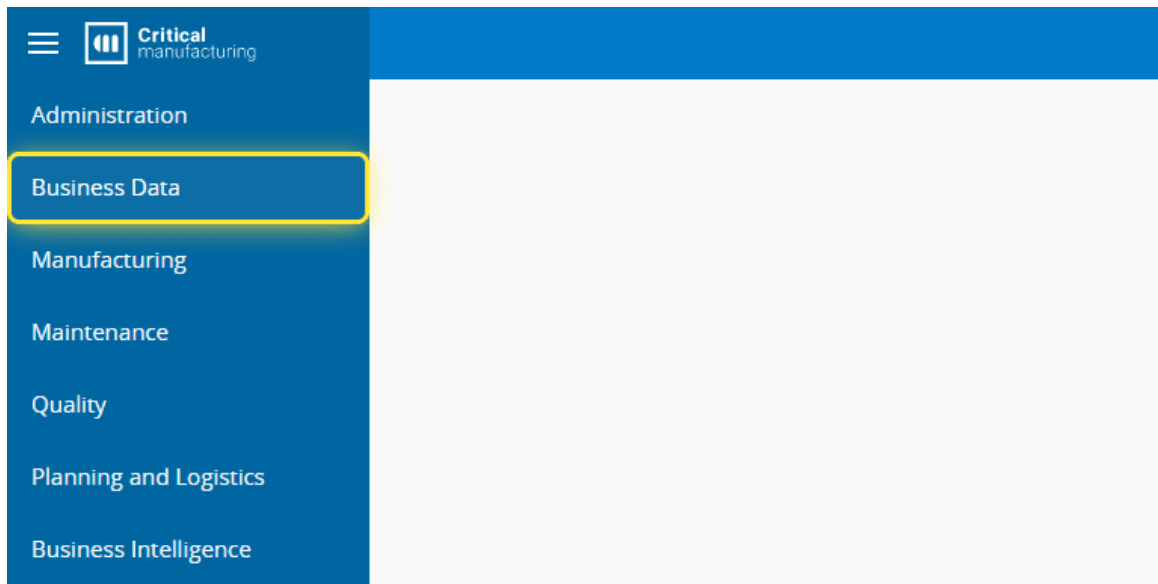
Public

DISCLAIMER

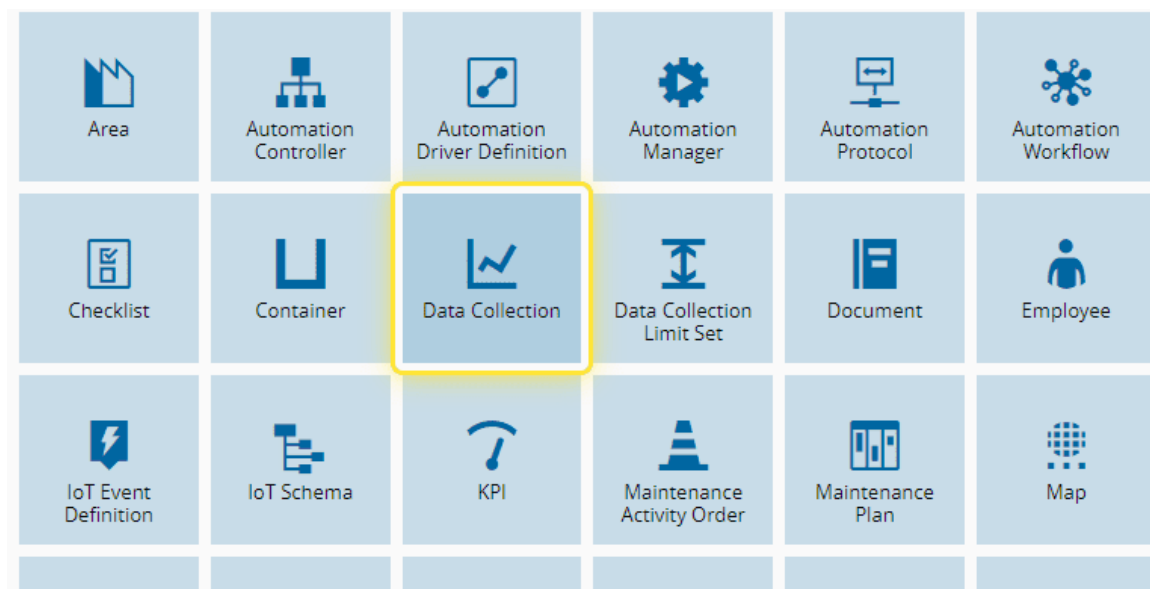
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How to: Create a Data Collection

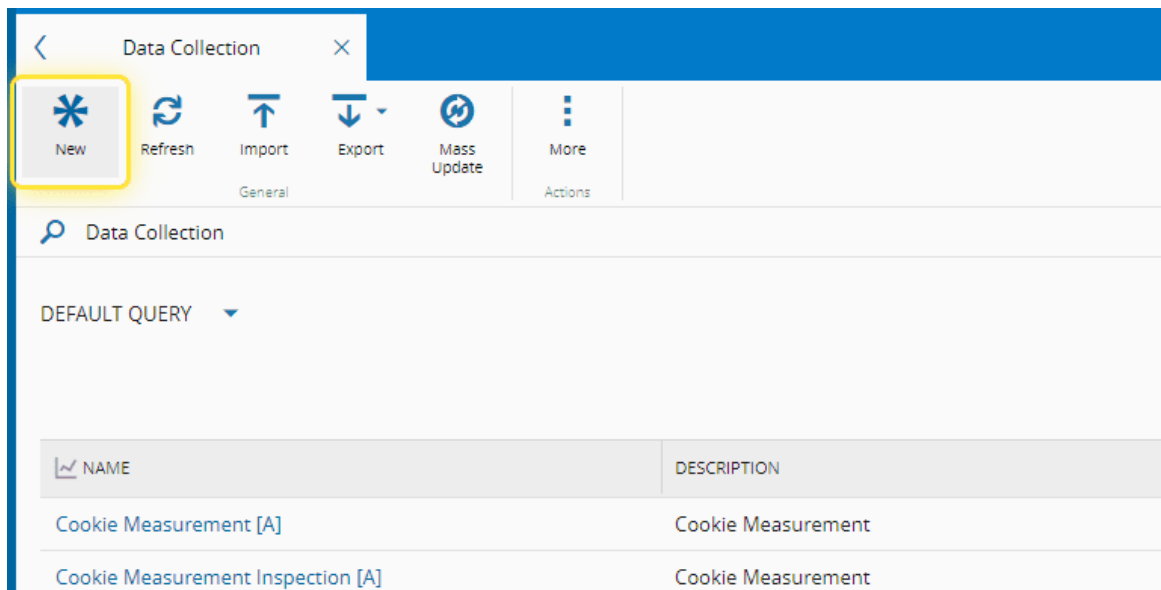
1. Go to the Business Data menu.



2. Select the Data Collection entity.

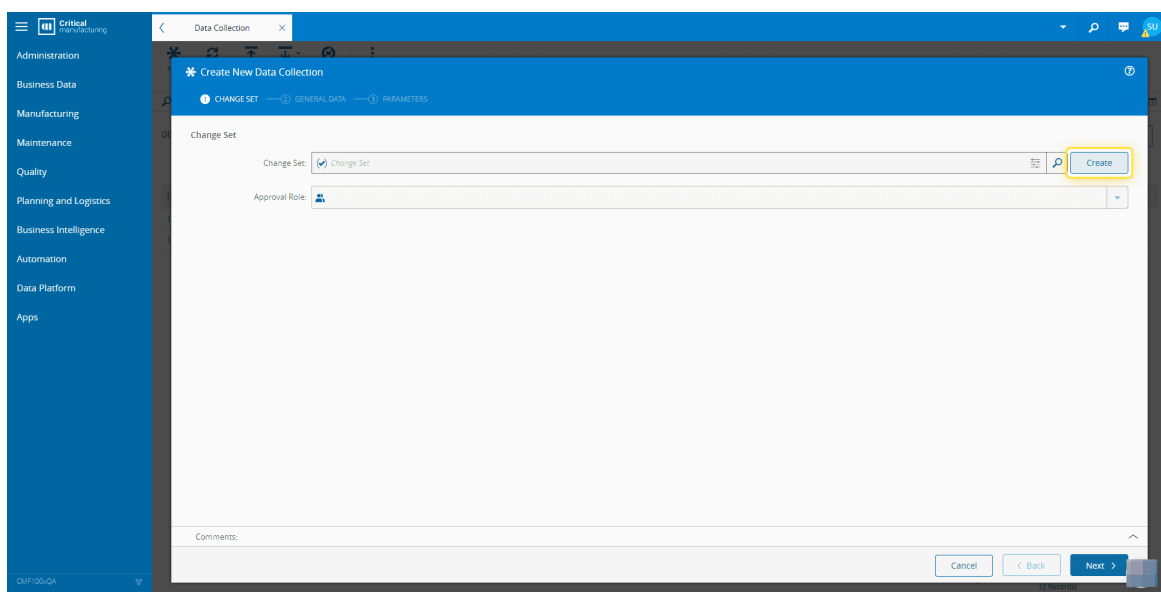


3. Select the New button.

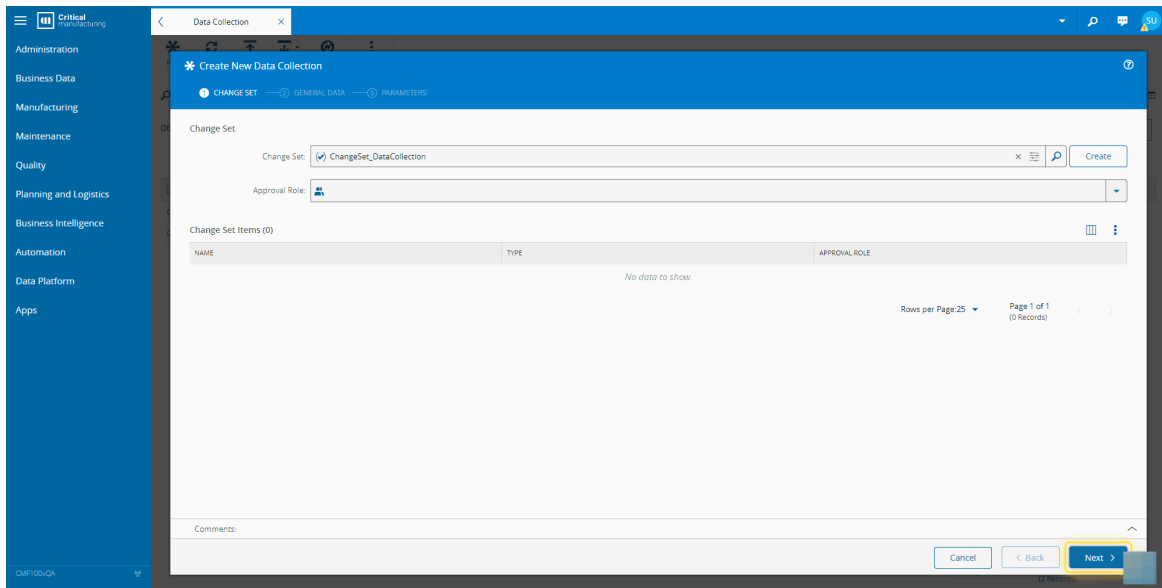


4. Under the Change Set tab, select an existing Change Set or Create a new one.

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



5. Select the Next button.



Create New Data Collection

CHANGE SET GENERAL DATA PARAMETERS

Change Set:

Approval Role:

Change Set Items (0)

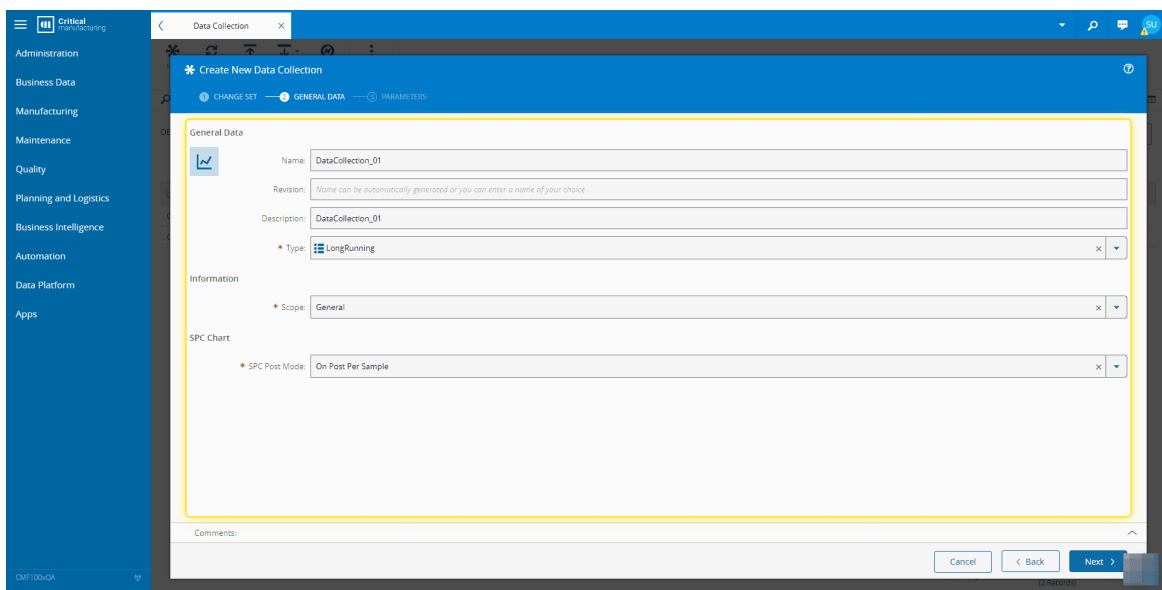
NAME	TYPE	APPROVAL ROLE
No data to show.		

Rows per Page: 25 Page 1 of 1 (0 Records)

Comments:

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

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



Create New Data Collection

CHANGE SET GENERAL DATA PARAMETERS

General Data

Name:

Revision: Name can be automatically generated or you can enter a name of your choice

Description:

Type:

Information

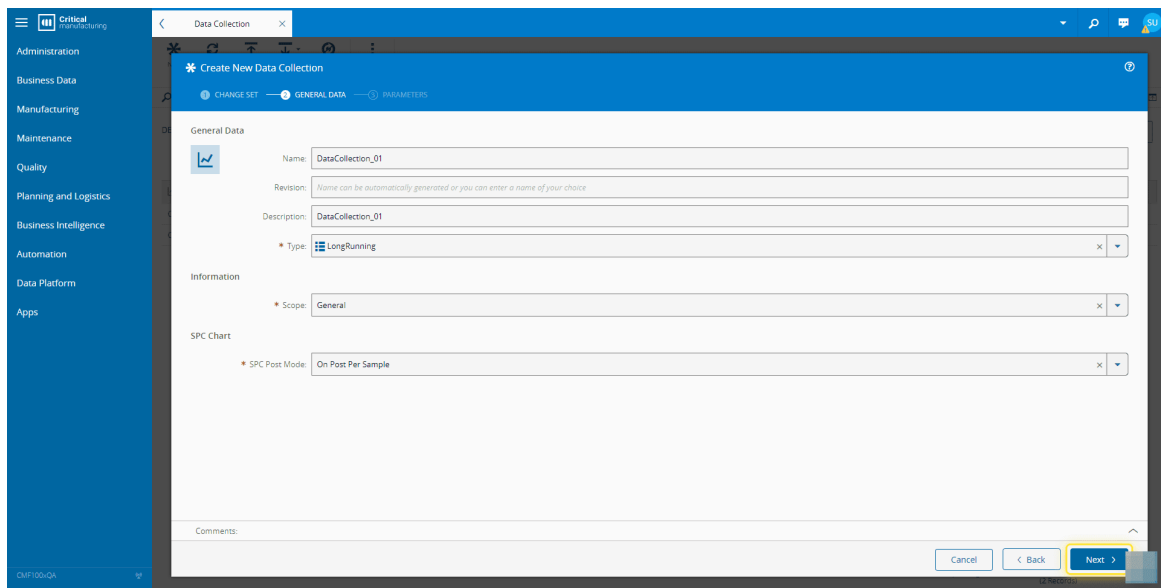
Scope:

SPC Chart

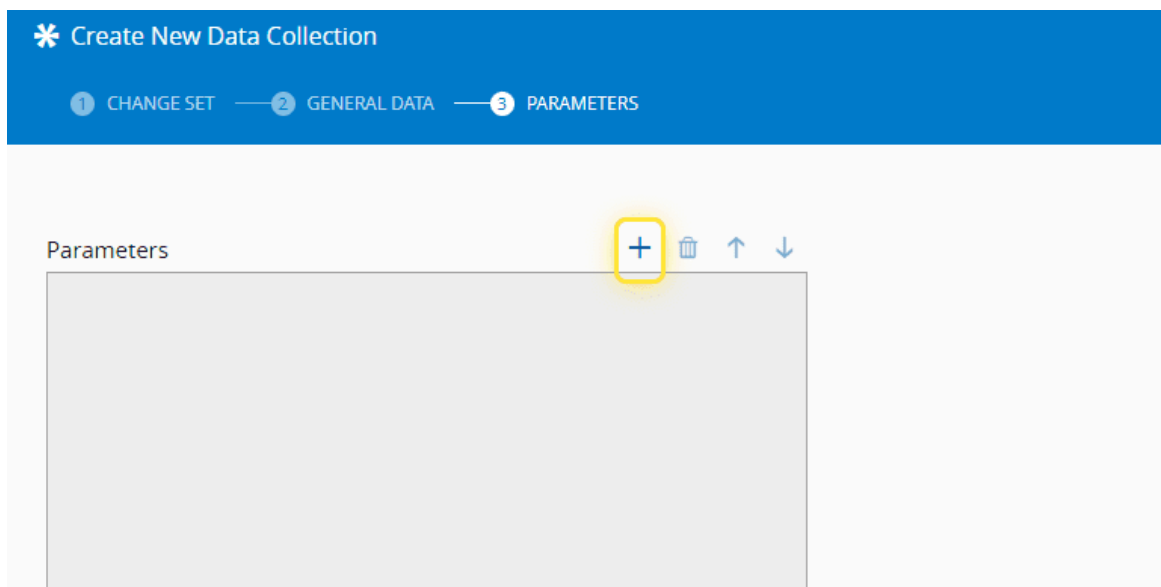
SPC Post Mode:

Comments:

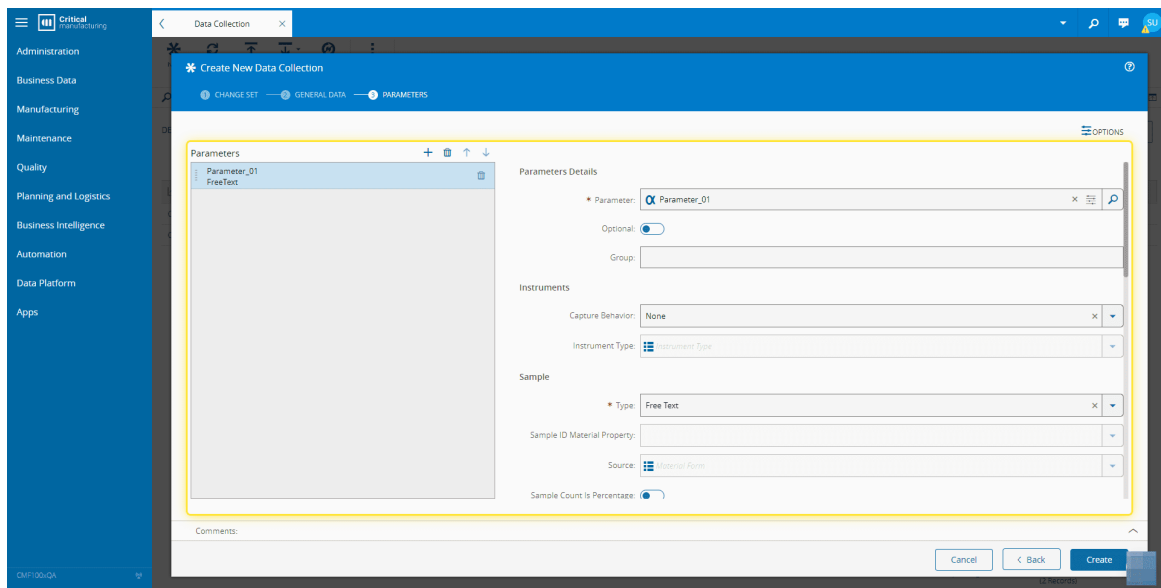
7. Select the Next button.



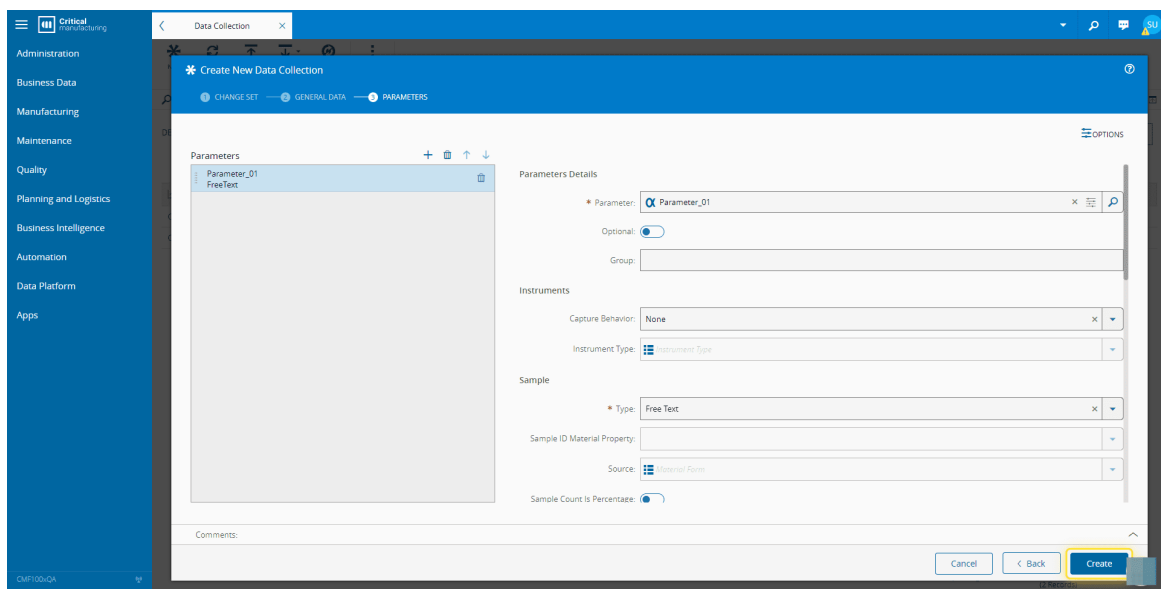
8. Select + to add Parameters.



9. Enter the needed Parameter Details.



10. Select the Create button.





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