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How to: Read and Understand a Document

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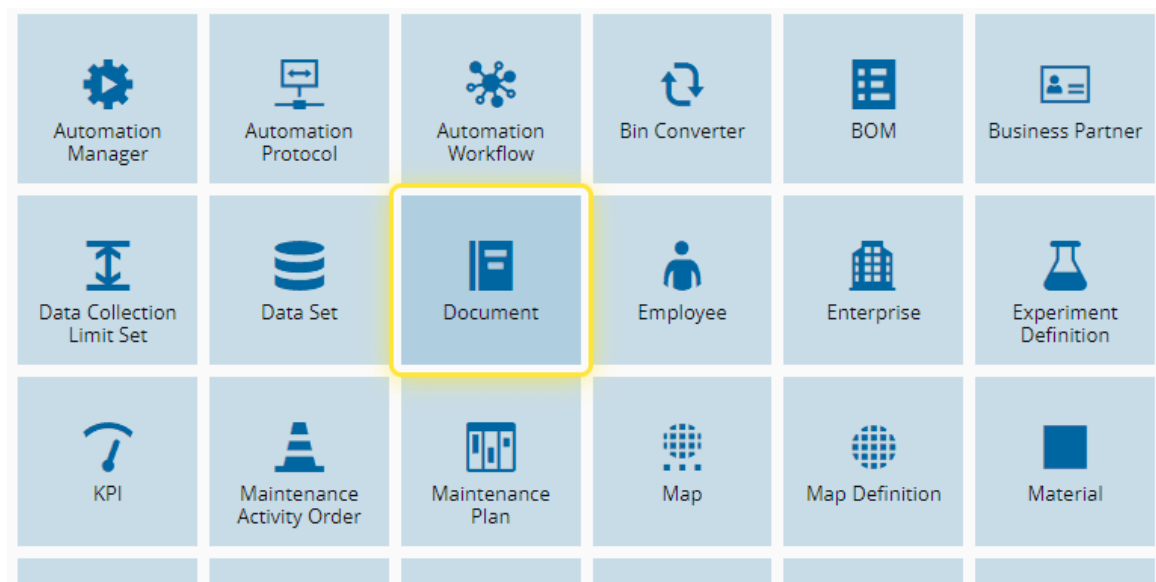
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How to: Read and Understand a Document

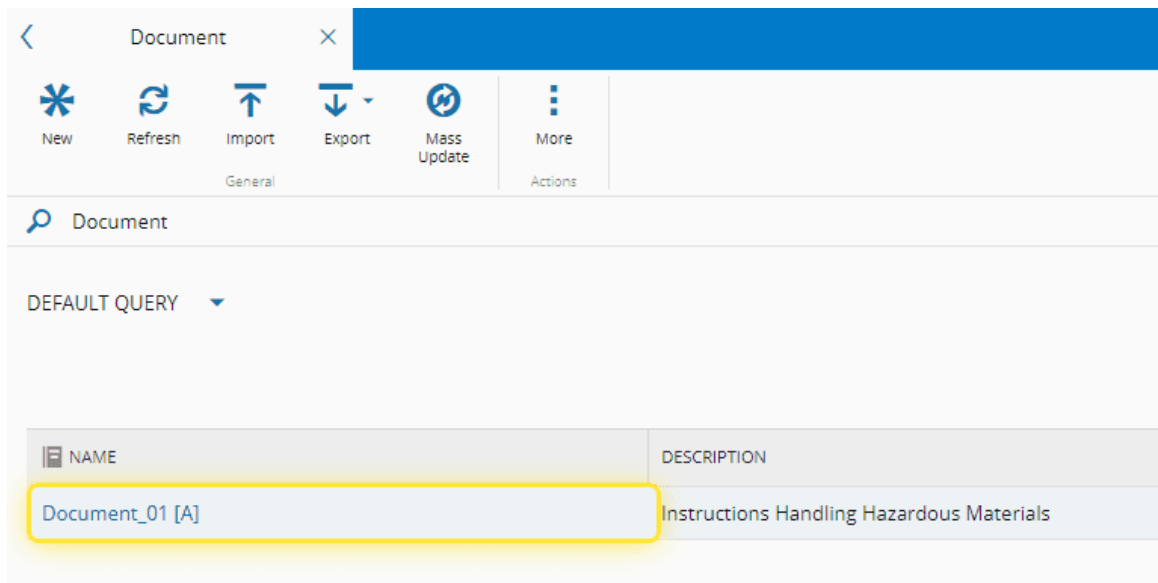
1. Go to the Business Data menu.



2. Select the Document entity.



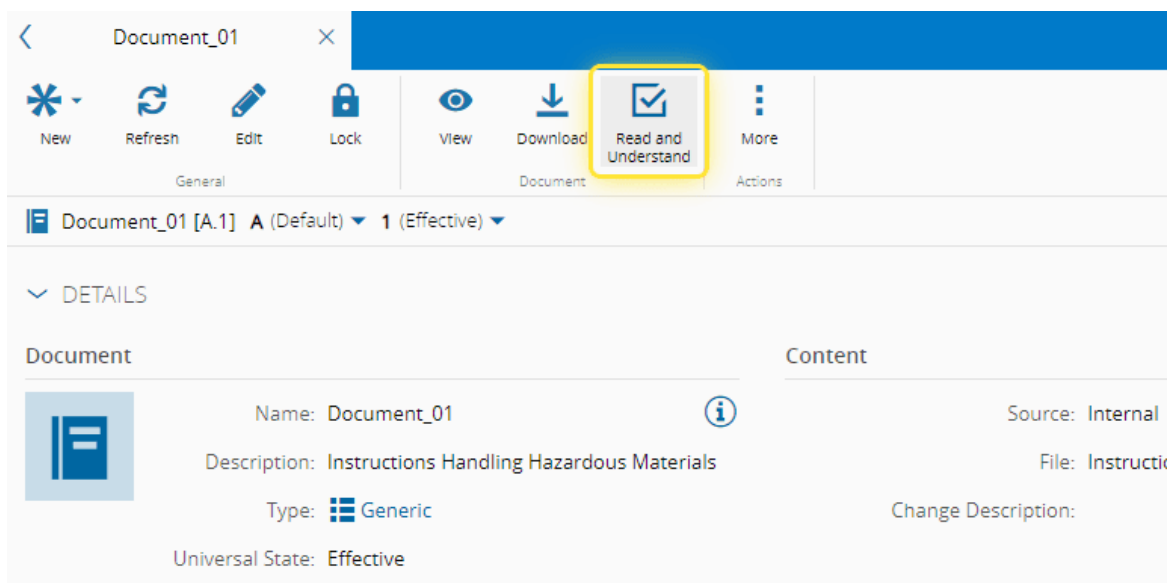
3. Select the document you want to Read and Understand.



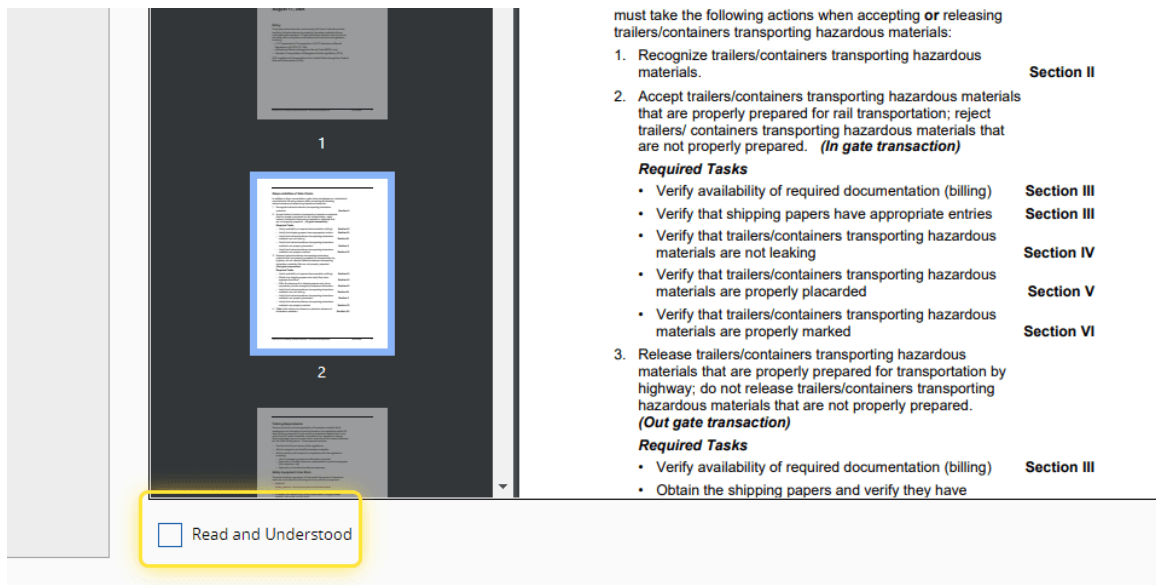
4. Select the Read and Understand button.

Also, the Read and Understand operation can be done through the Browse Documents page, in the Quality Menu, or even when it is triggered by context keys (e.g. Track-In).

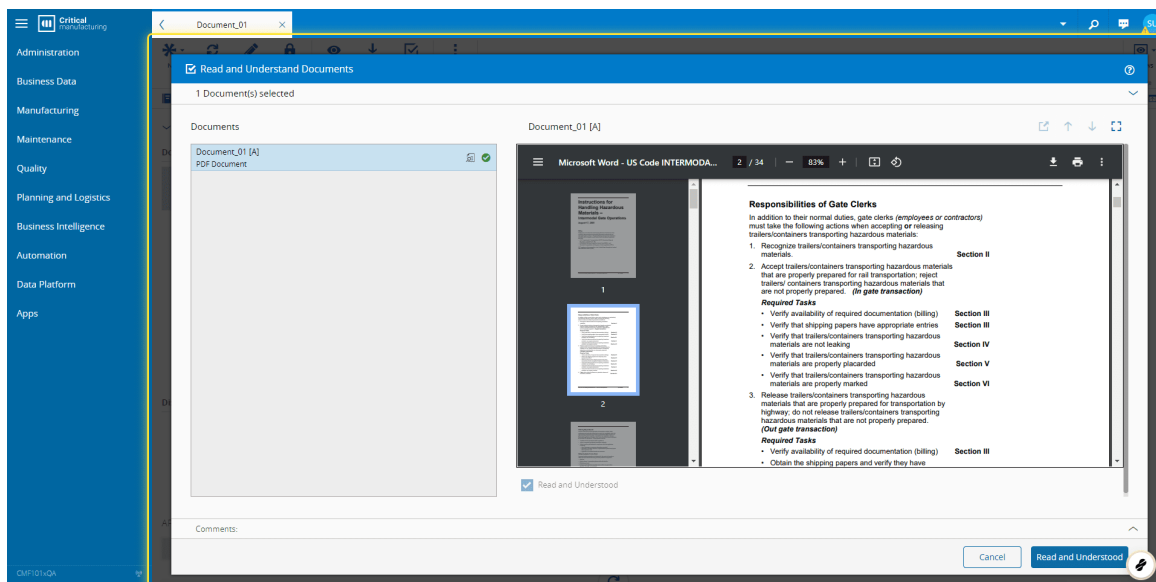
For more information, see [Read and Understand Document - Critical Manufacturing Documentation Portal](#)



5. When you have read the document, select the Read and Understood checkbox.



6. Select the Read and Understood button.





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