

How to: Create an Area

11.1

January 2026

DOCUMENT ACCESS

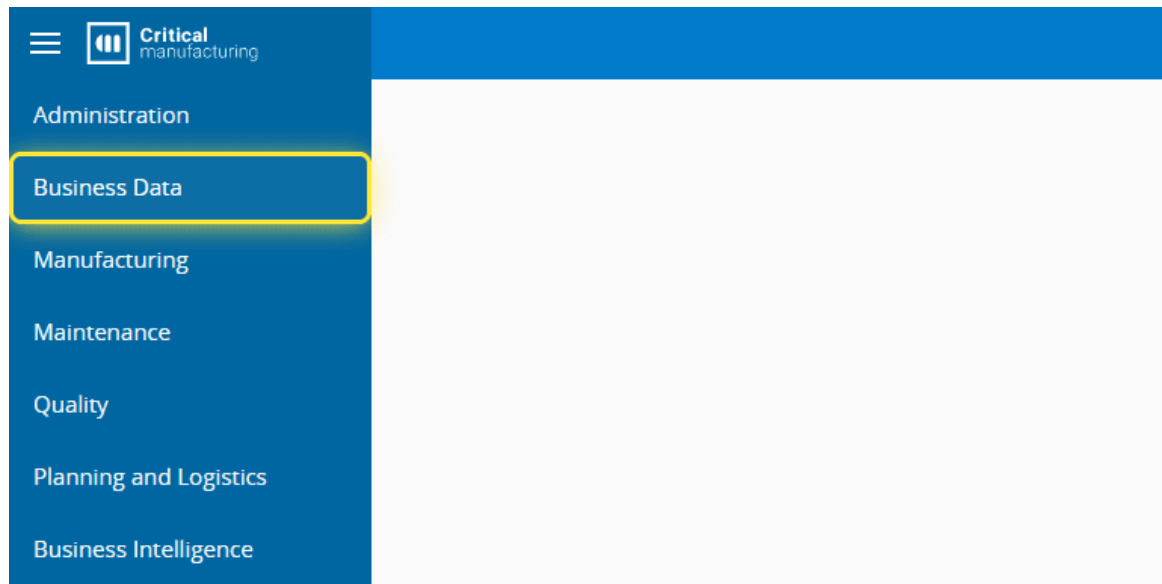
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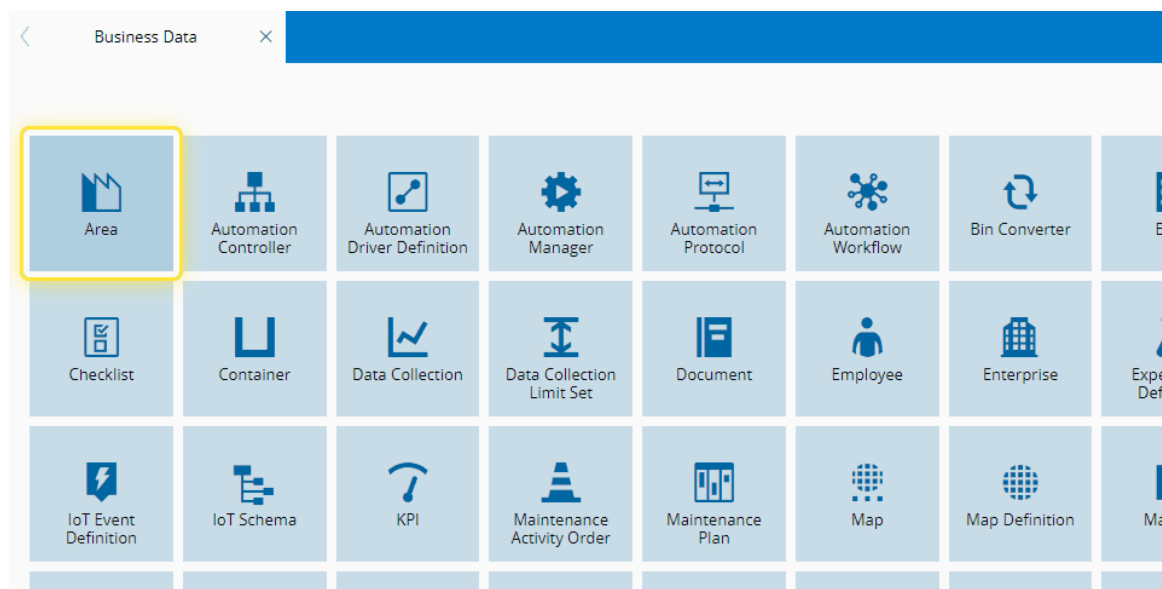
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How to: Create an Area

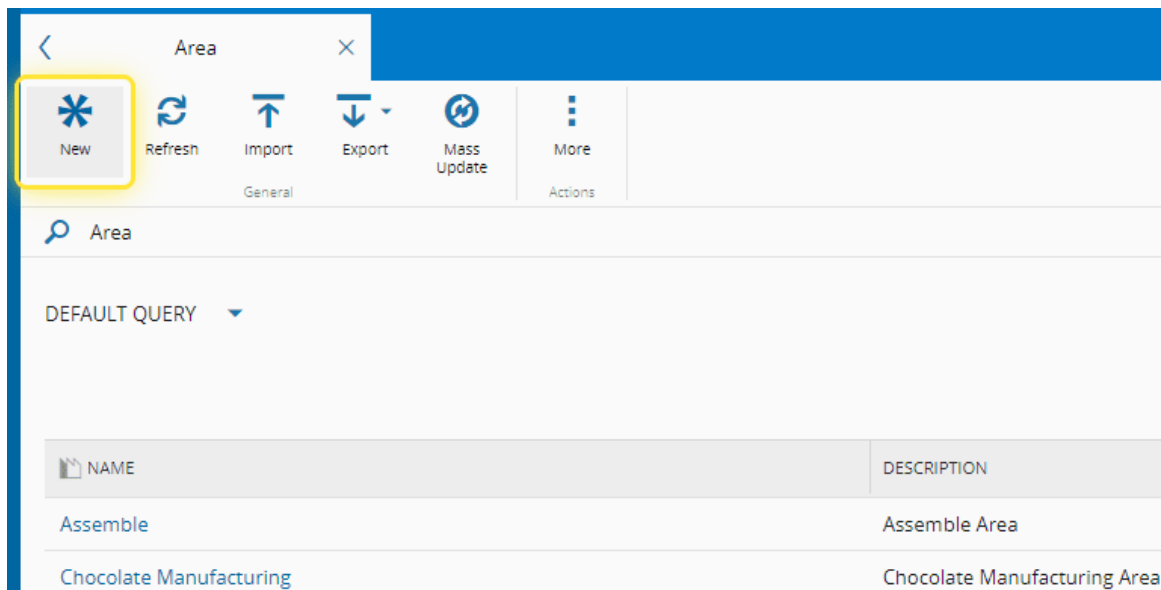
1. Go to the Business Data menu.



2. Select the Area entity.

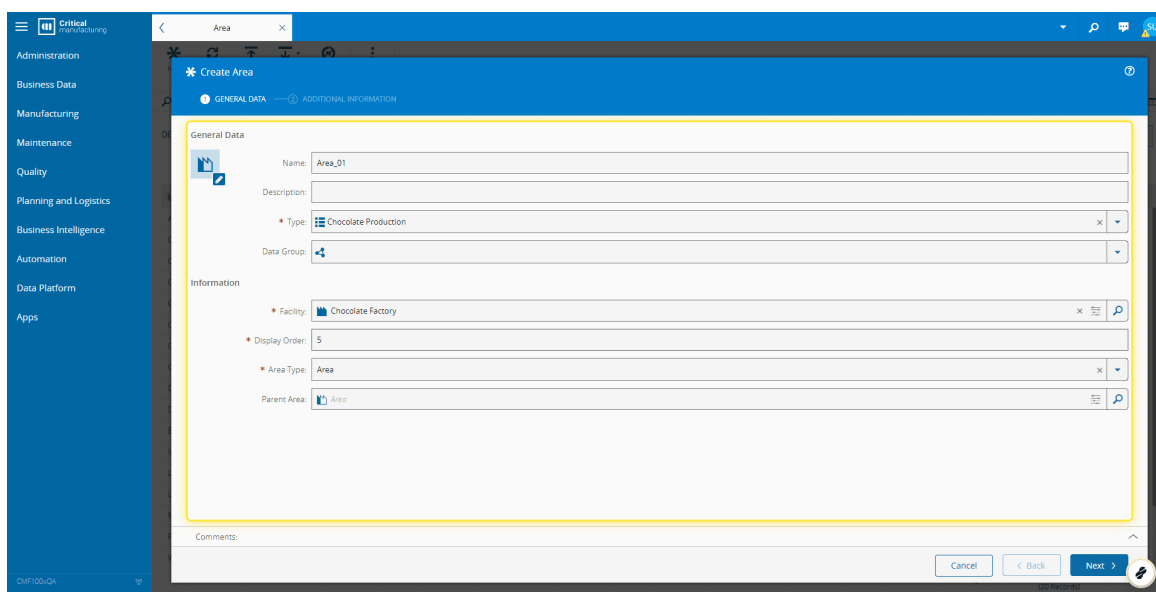


3. Select the New button.

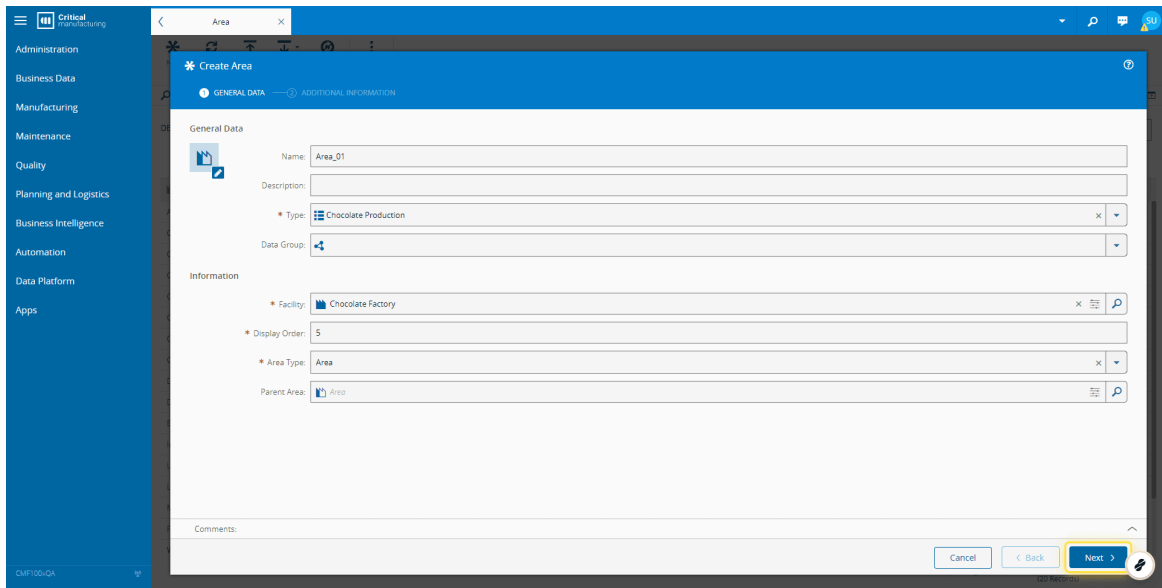


4. Under the General Data tab, complete the necessary fields.

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

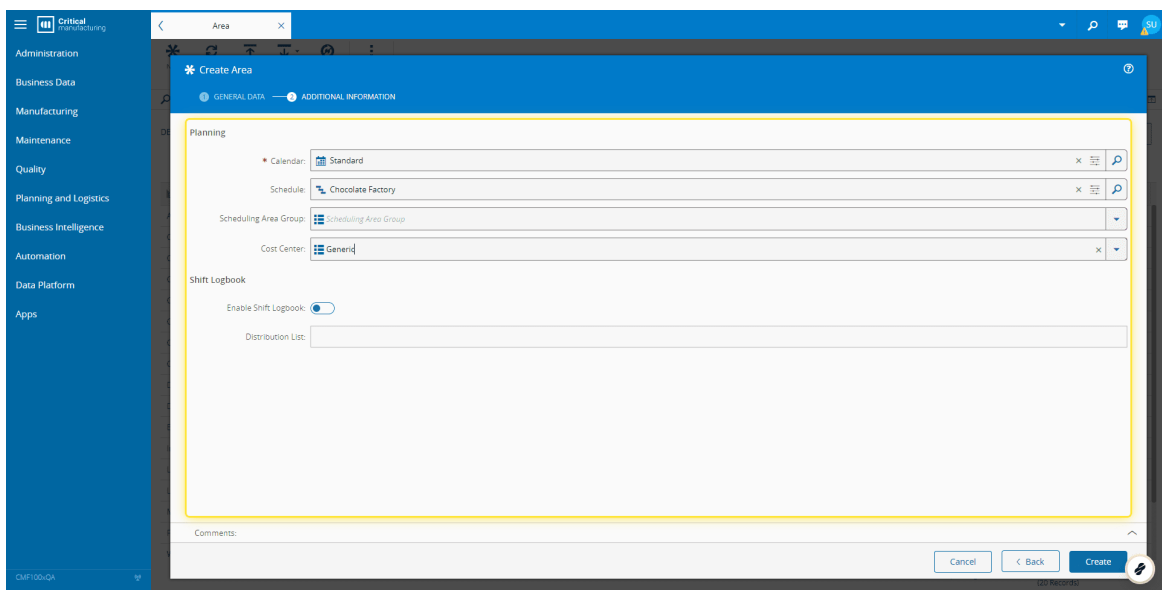


5. Select the Next button.



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

Area

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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



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