

How to: Create a Step

11.1

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DOCUMENT ACCESS

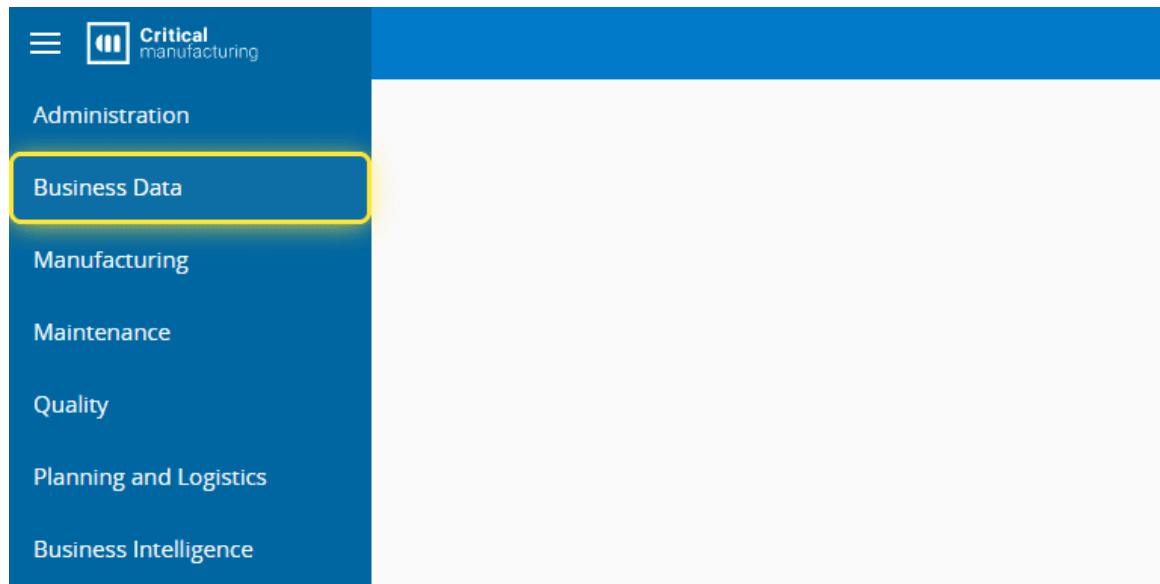
Public

DISCLAIMER

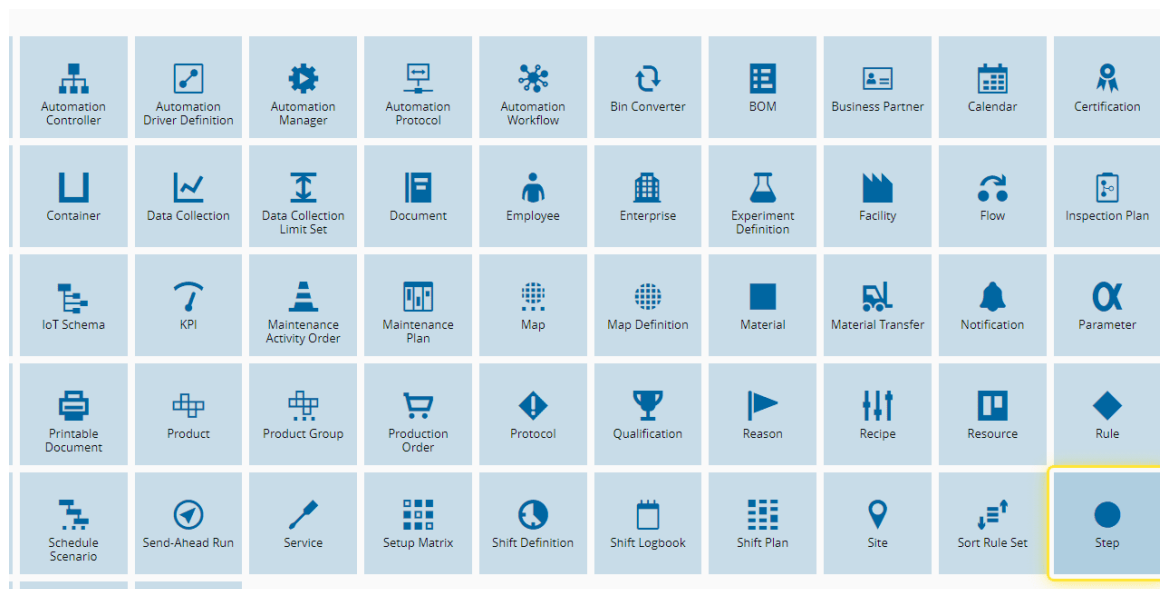
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How to: Create a Step

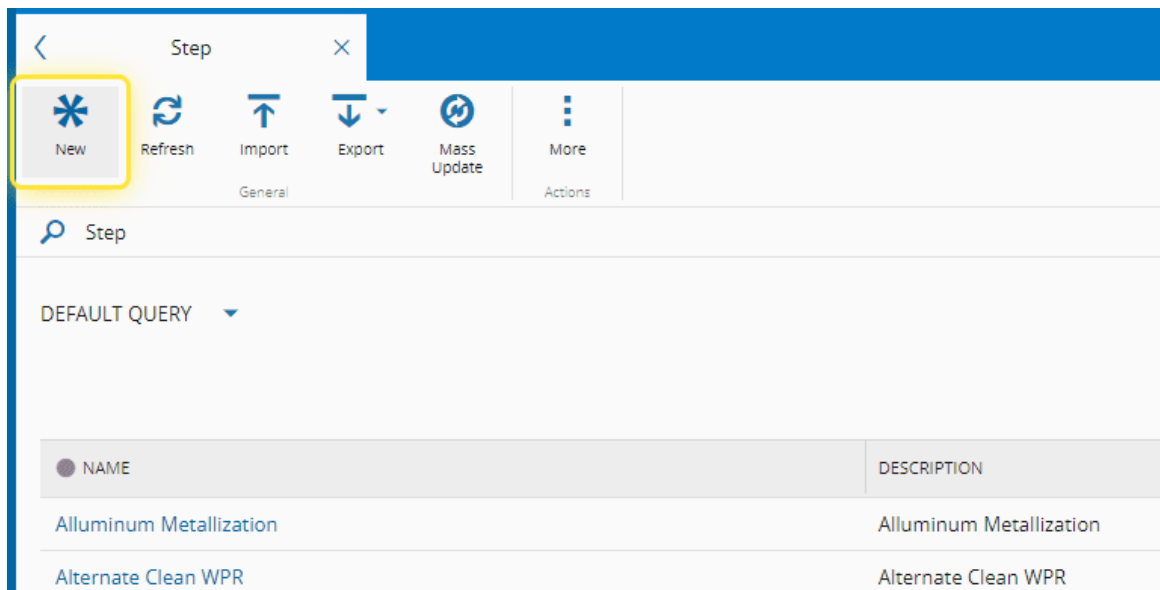
1. Go to the Business Data menu.



2. Select the Step entity.

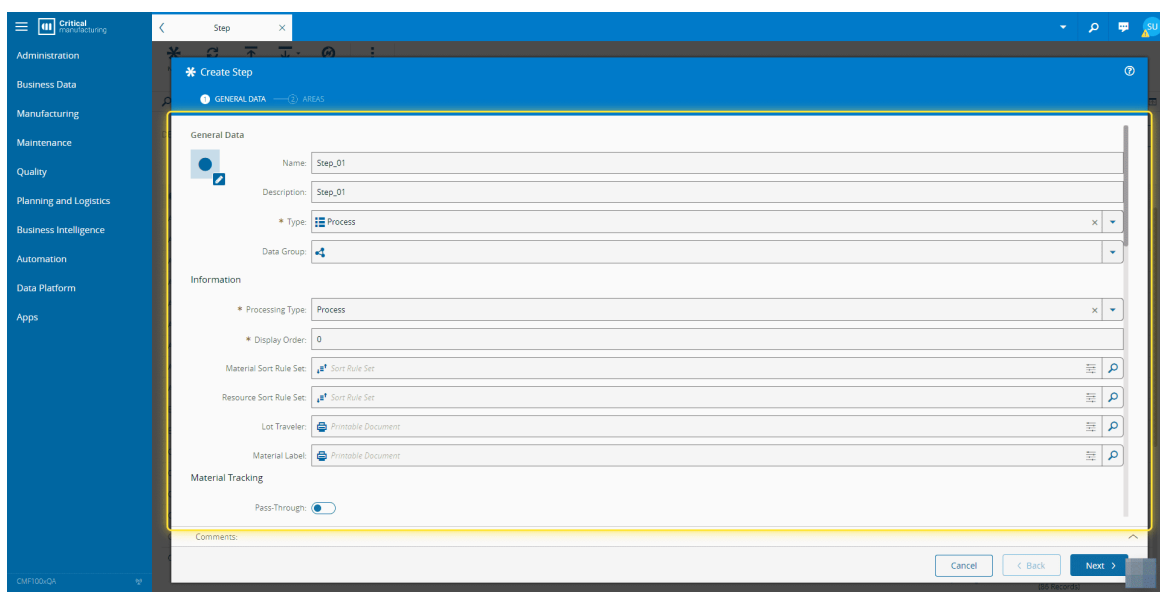


3. Select the New button.

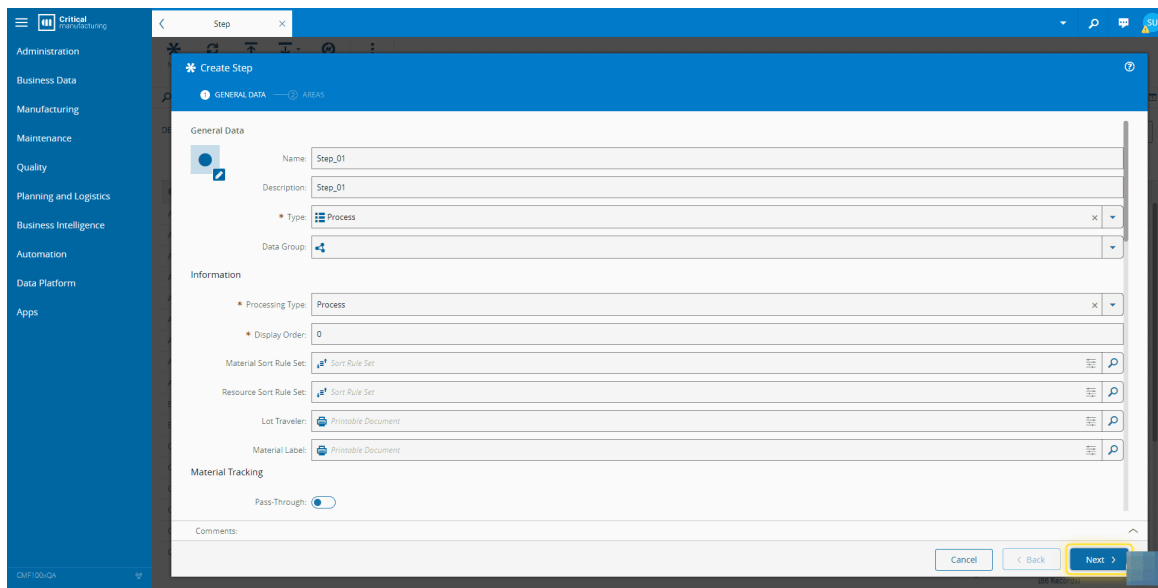


4. Under the General Data tab, complete the necessary fields.

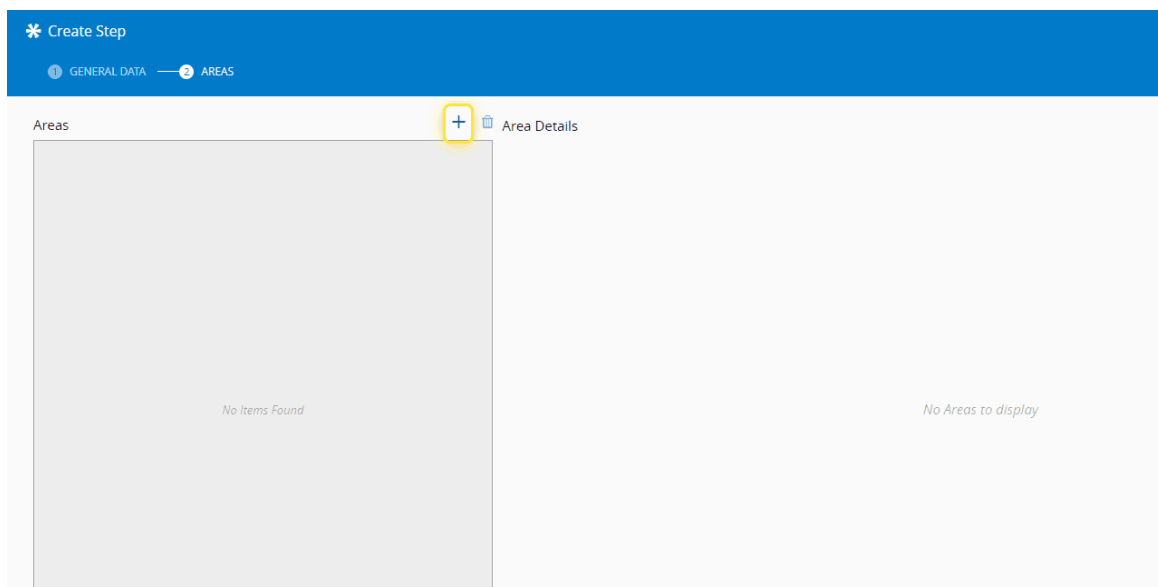
For more information, see [Create Step - Critical Manufacturing Documentation Portal](#)



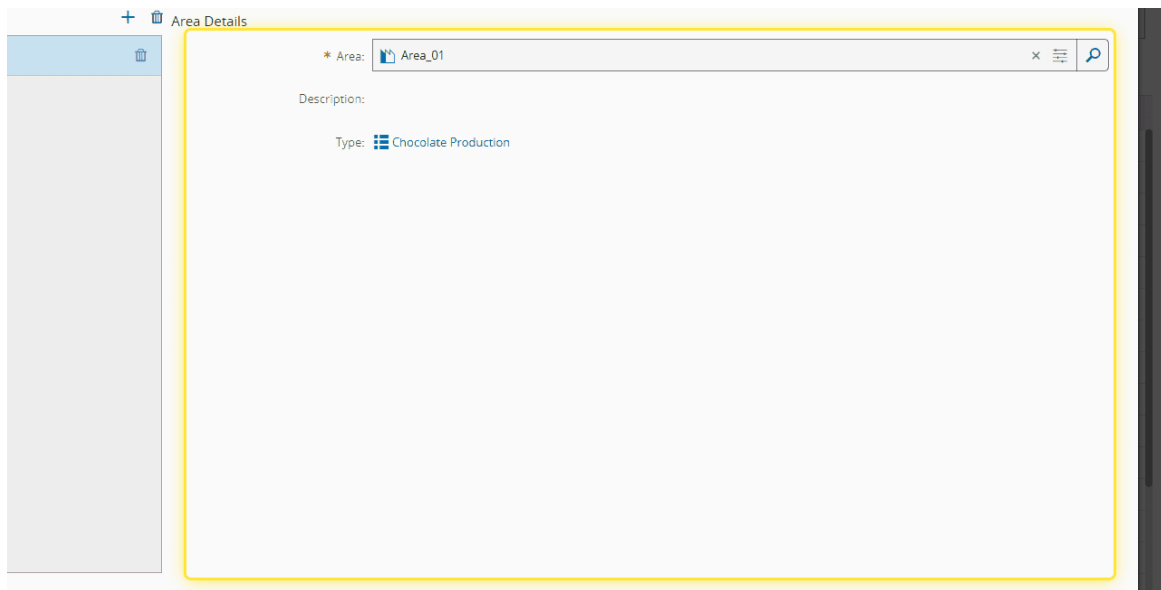
5. Select the Next button.



6. Under the Areas tab, select + to add an Area.

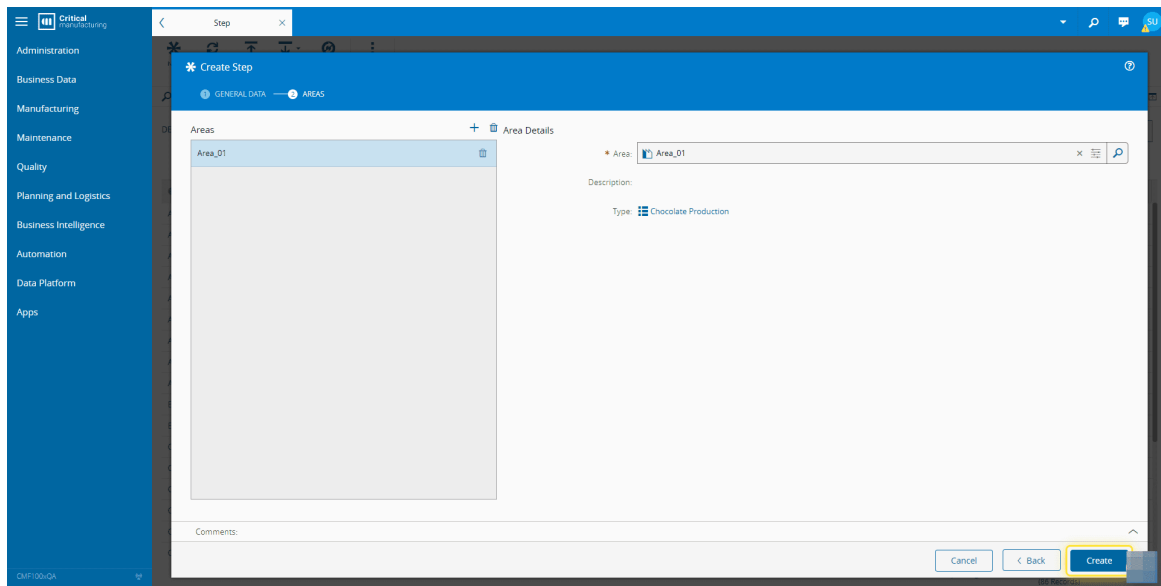


7. Enter the Area the Steps belong to.



The image shows a 'Area Details' form. At the top, there is a header bar with a plus icon and a trash icon, followed by the text 'Area Details'. Below this, there is a search bar with the text '* Area: Area_01'. Underneath the search bar, there is a 'Description:' label followed by a large text area. Below the text area, there is a 'Type:' label followed by a dropdown menu showing 'Chocolate Production'. The form is outlined with a yellow border.

8. Select the Create button.



The image shows a 'Create Step' form. At the top, there is a header bar with a plus icon and a trash icon, followed by the text 'Create Step'. Below this, there is a search bar with the text '* Area: Area_01'. Underneath the search bar, there is a 'Description:' label followed by a large text area. Below the text area, there is a 'Type:' label followed by a dropdown menu showing 'Chocolate Production'. The form is outlined with a yellow border. At the bottom right, there are three buttons: 'Cancel', '< Back', and 'Create'. The 'Create' button is highlighted with a yellow border.



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