

How to: Create a Checklist

11.1

January 2026

DOCUMENT ACCESS

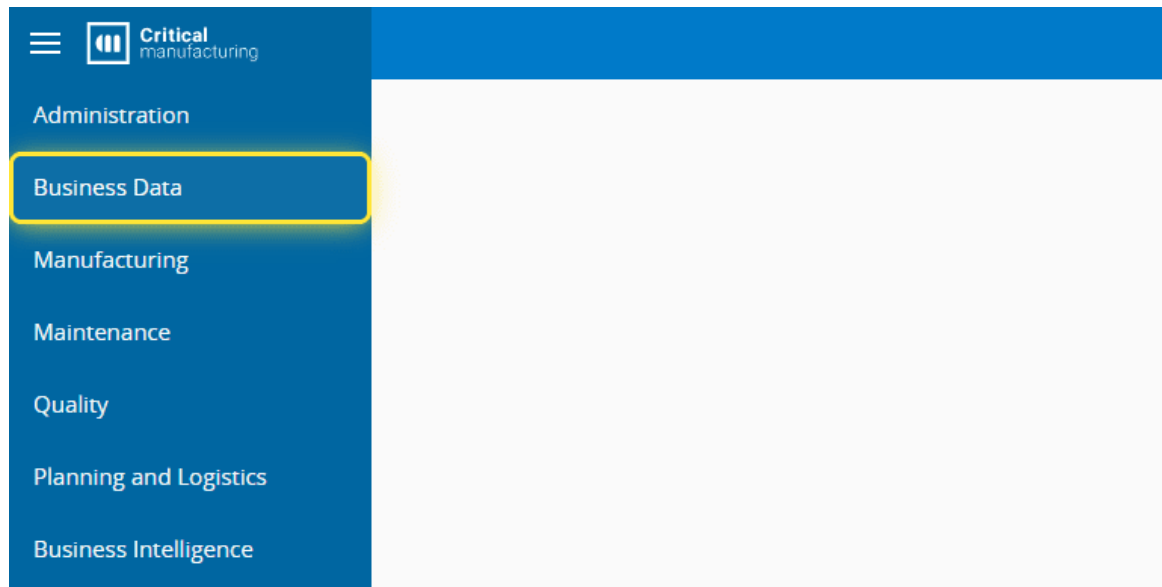
Public

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How to: Create a Checklist

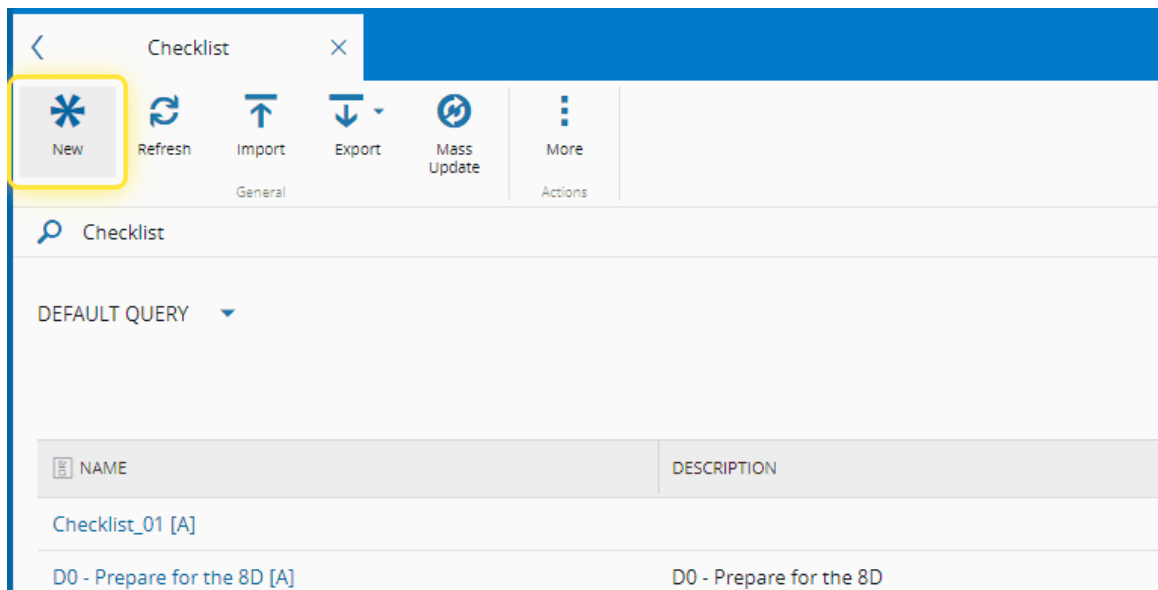
1. Go to the Business Data menu.



2. Select the Checklist entity.

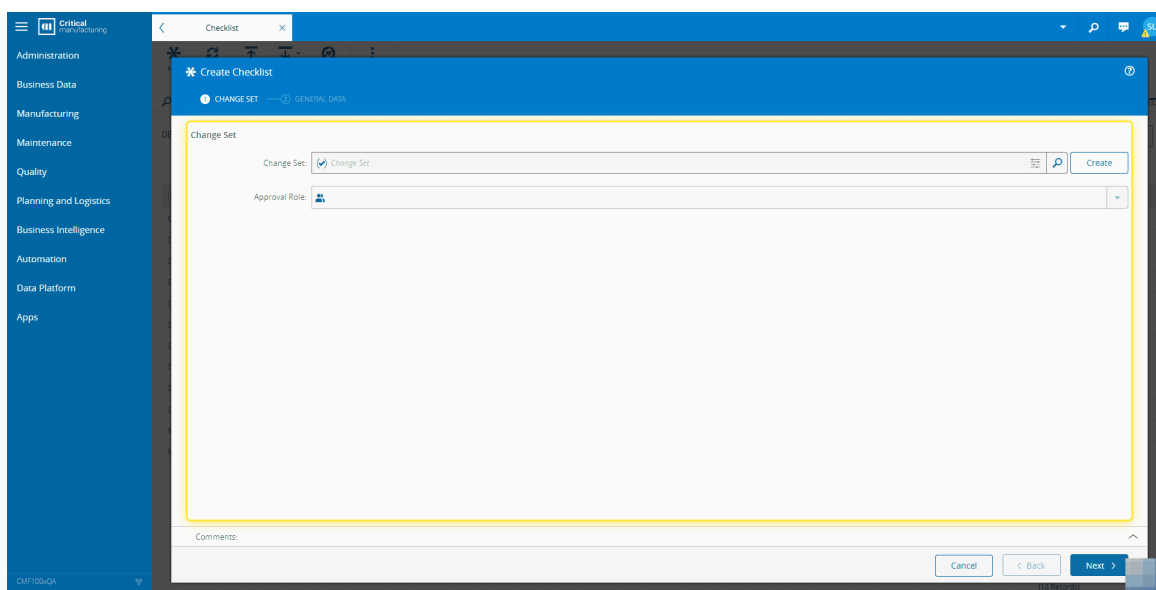


3. Select the New button.

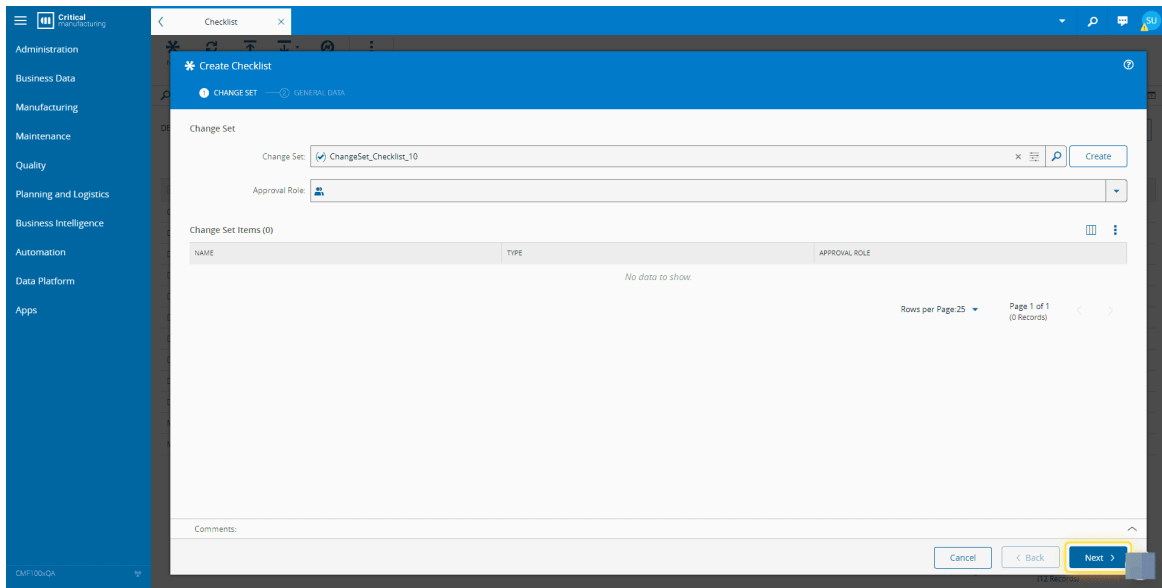


4. Under the Change Set tab, select an existing Change Set or Create a new one.

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

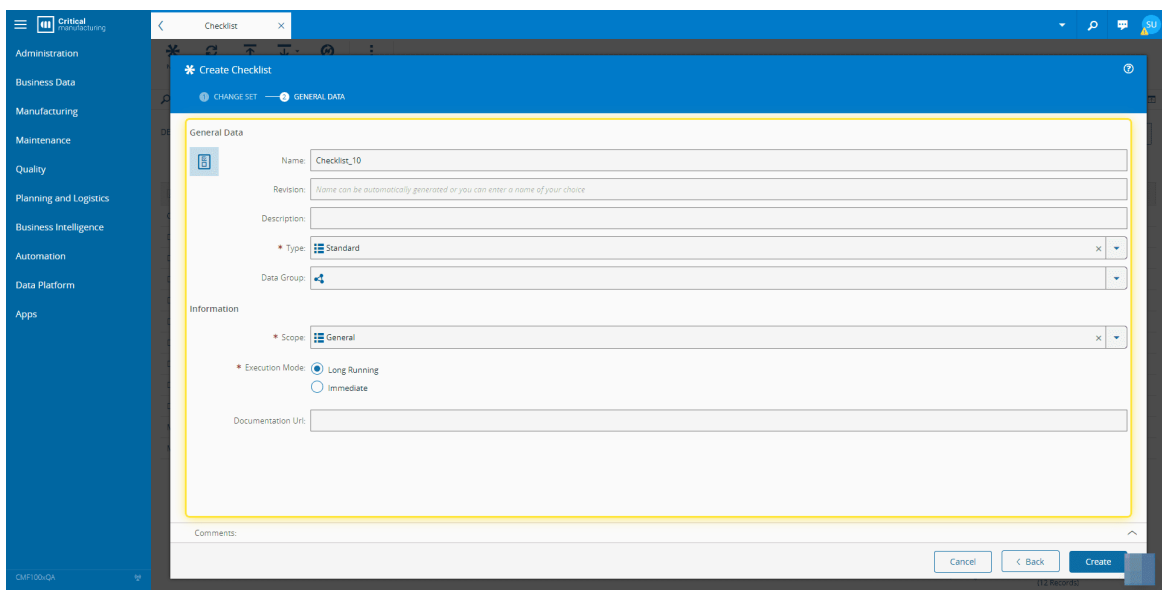


5. Select the Next button.

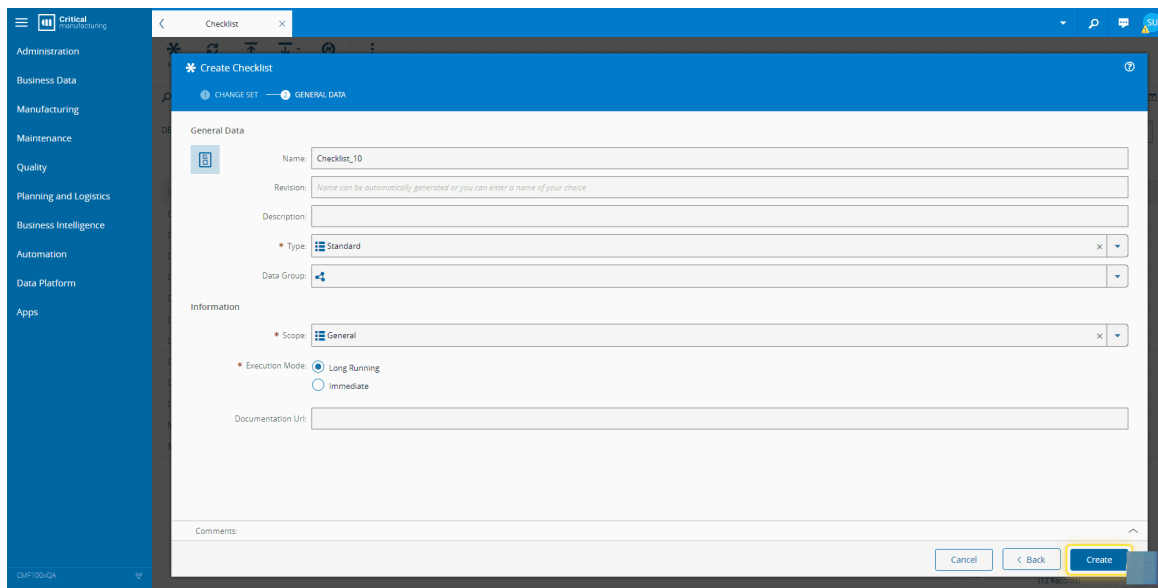


6. Under the General Data tab, complete the necessary fields.

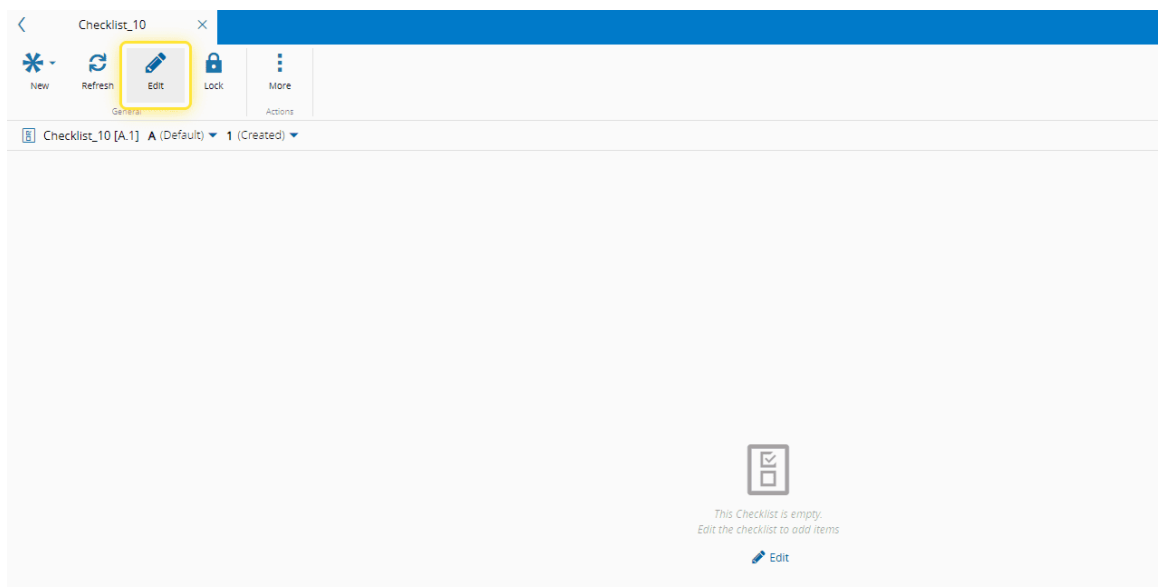
For more information, see [Create Checklist - Critical Manufacturing Documentation Portal](#)



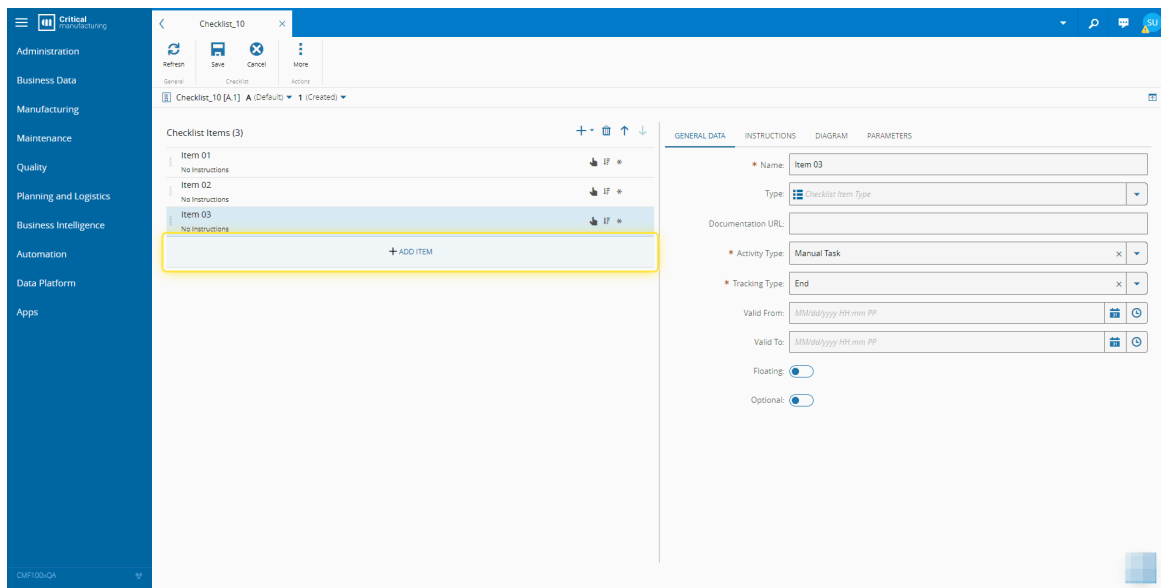
7. Select the Create button.



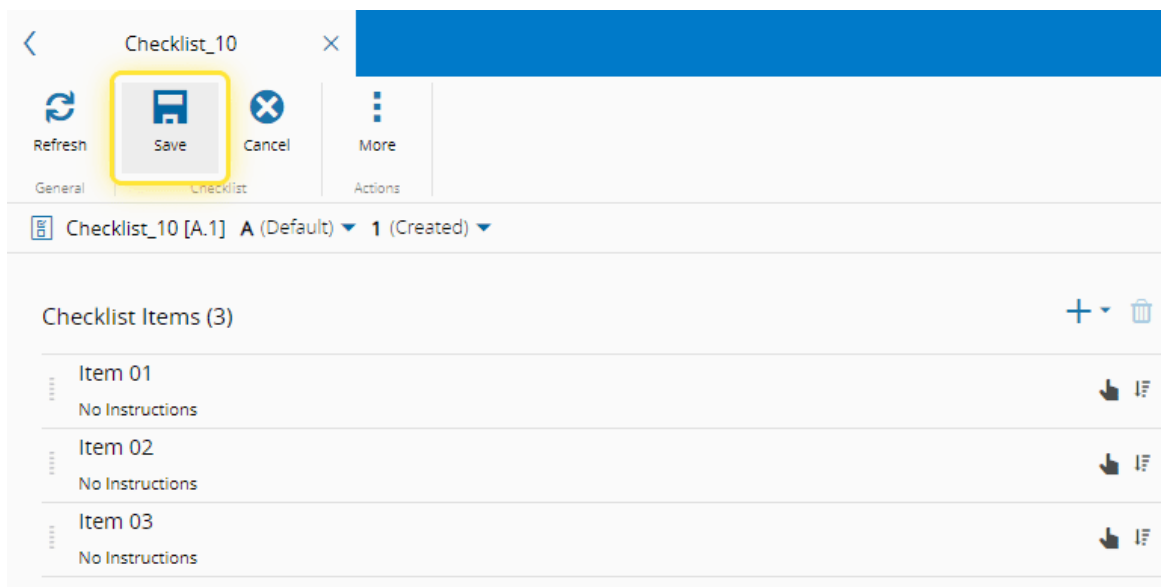
8. Select the Edit button.



9. Depending on the selected configurations, add items to your Checklist, and complete the necessary fields on the right panel.



10. And Save them.





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