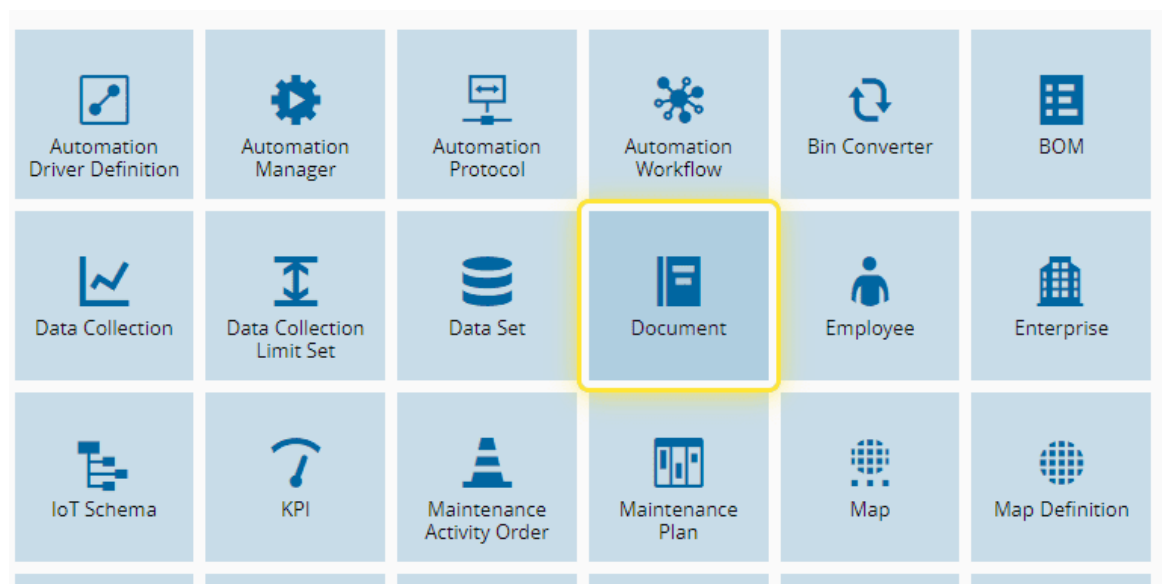


How to: Create a Document

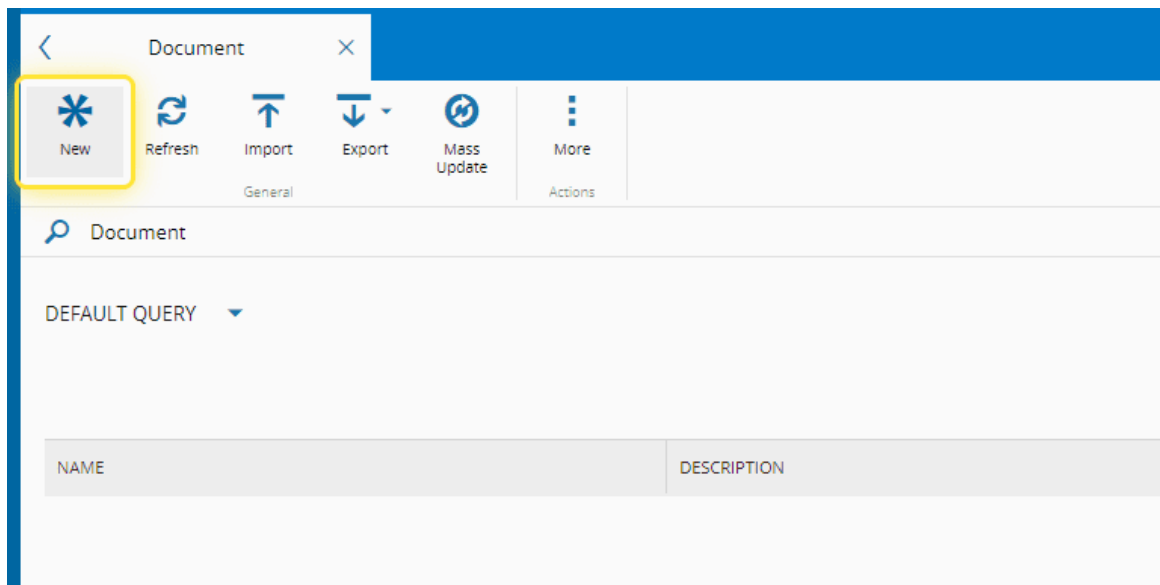
1. Go to the Business Data menu.



2. Select the Document entity.

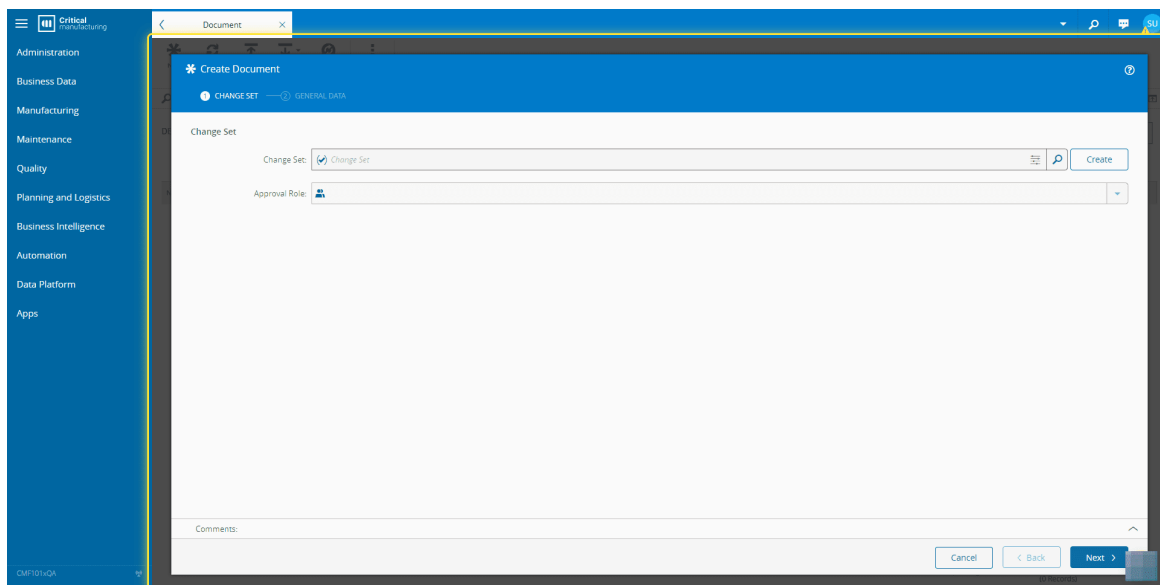


3. Select the New button.



4. Select an available Change Set or Create a new one.

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



5. In the General Data of the Create Document page, complete the necessary fields and select Create.

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

Document

Create Document

CHANGE SET GENERAL DATA

General Data

Name: Document_01

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

Description: Machine Instructions Manual

Type: Generic

Data Group:

Content

Source: ☒ Internal ☐ External

File: MaintenanceInstructions.pdf [Browse](#)

Change Description:

Information

Folder: \Documents

Owner Role:

Group: Document Group

Comments:

[Cancel](#) [Back](#) [Create](#)