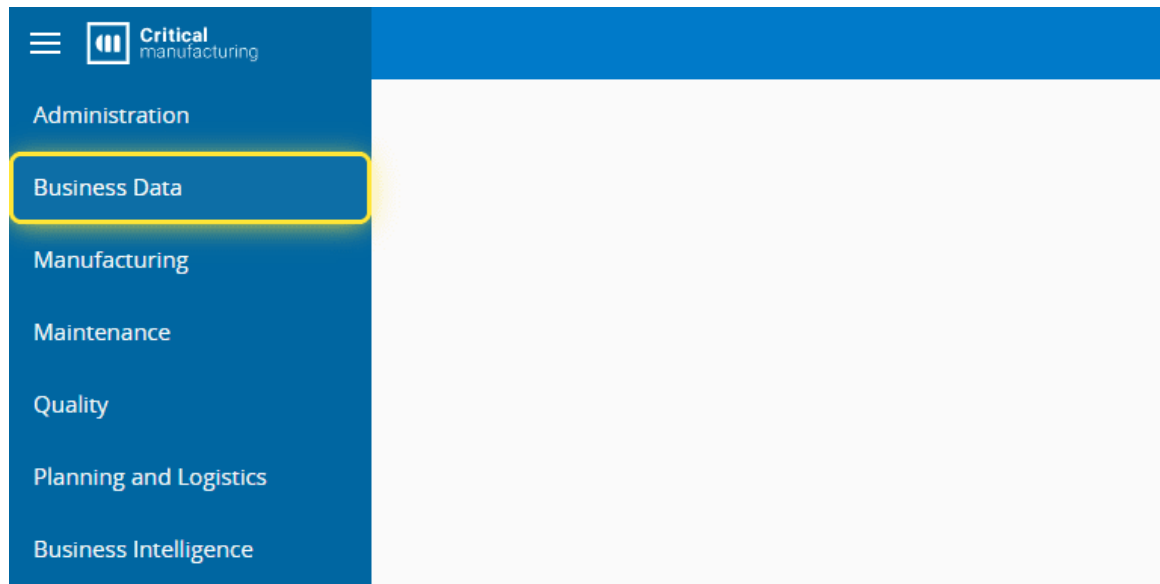
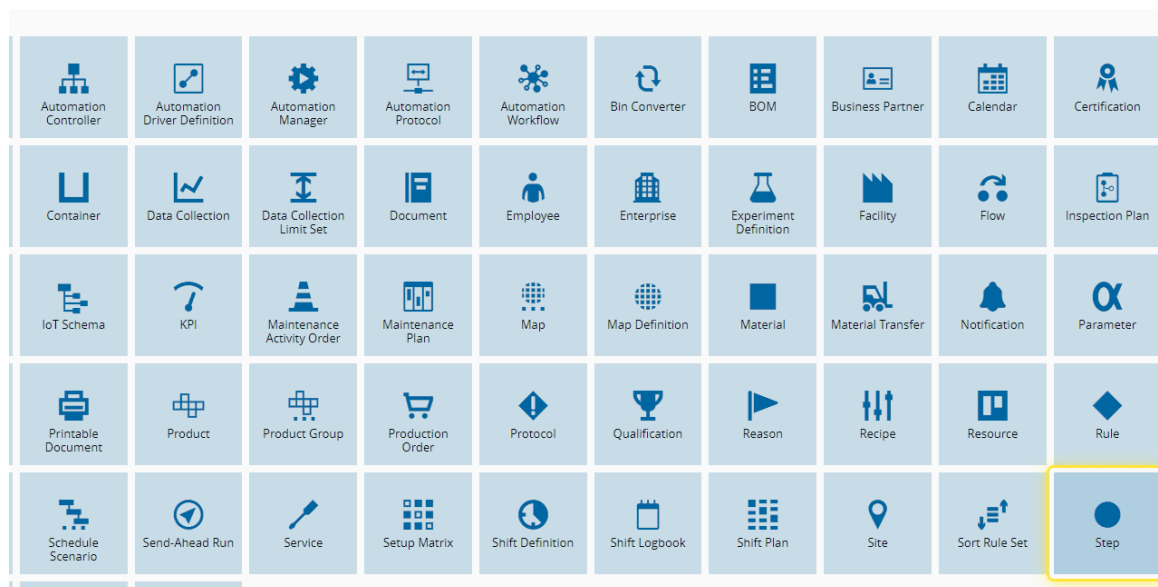


How to: Create a Step

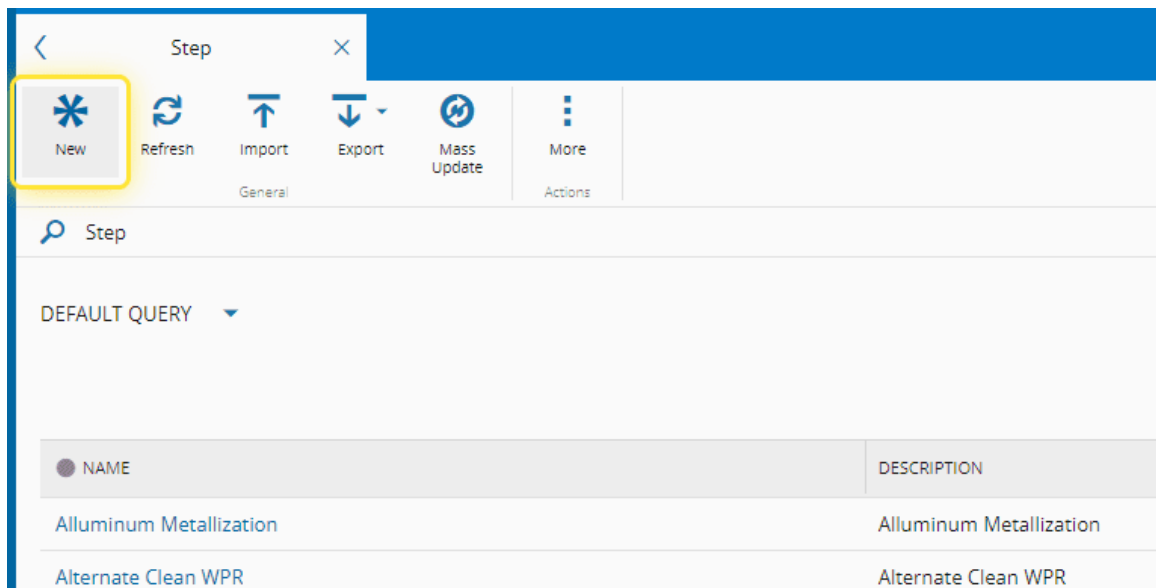
1. Go to the Business Data menu.



2. Select the Step entity.

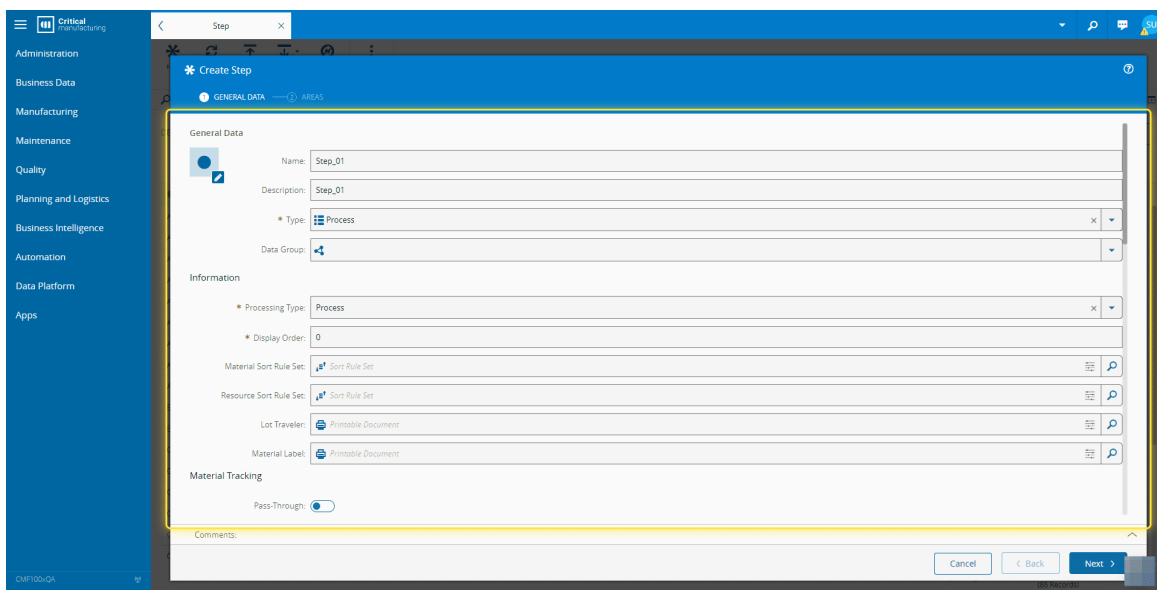


3. Select the New button.

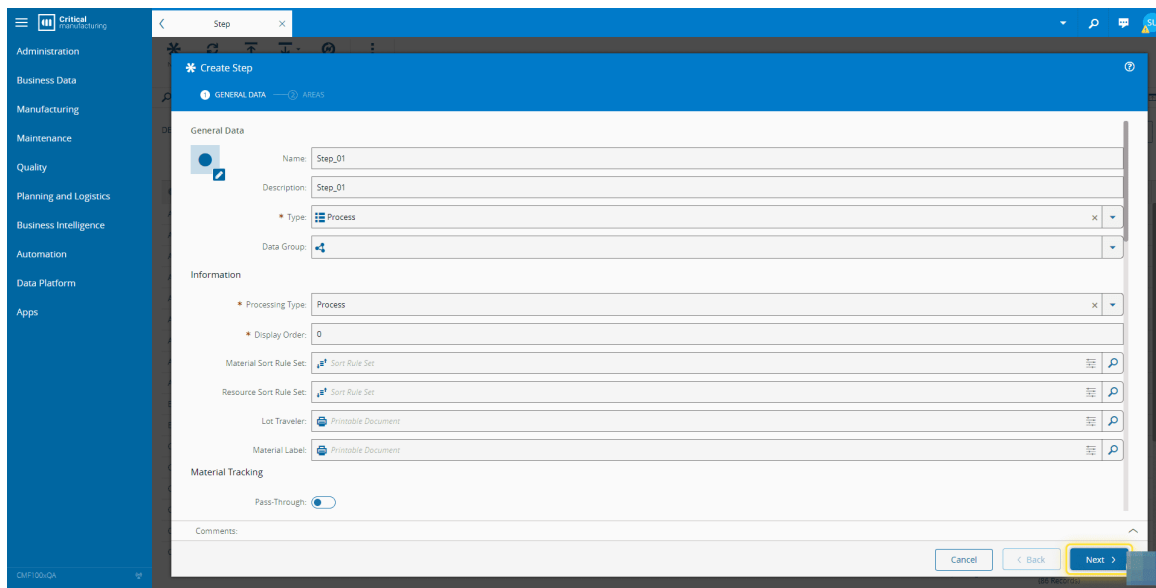


4. Under the General Data tab, complete the necessary fields.

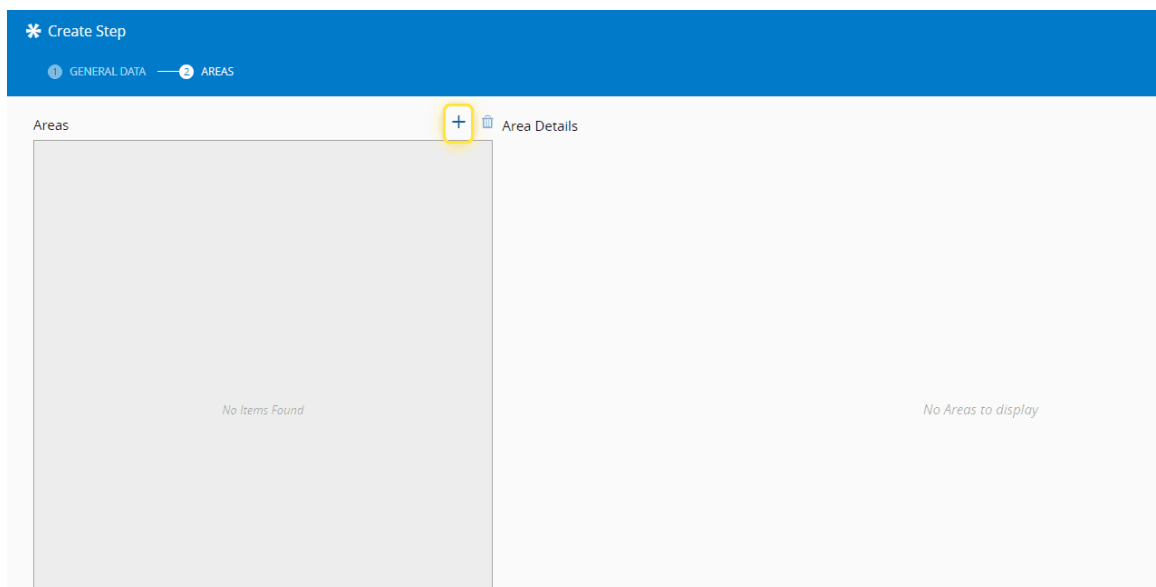
For more information, see [Create Step - Critical Manufacturing Documentation Portal](#)



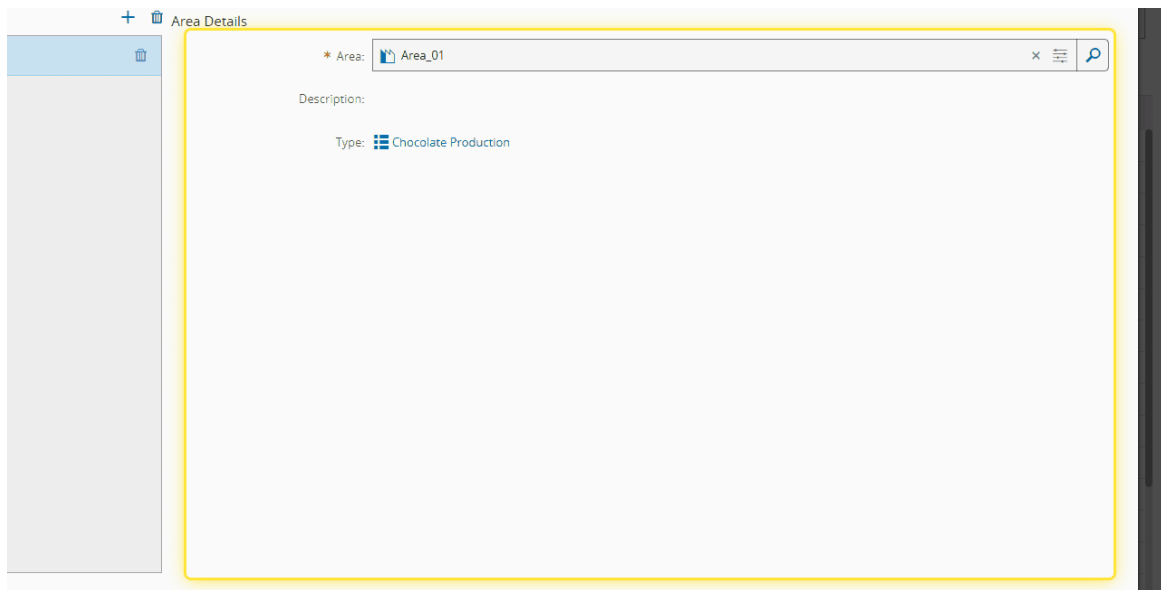
5. Select the Next button.



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



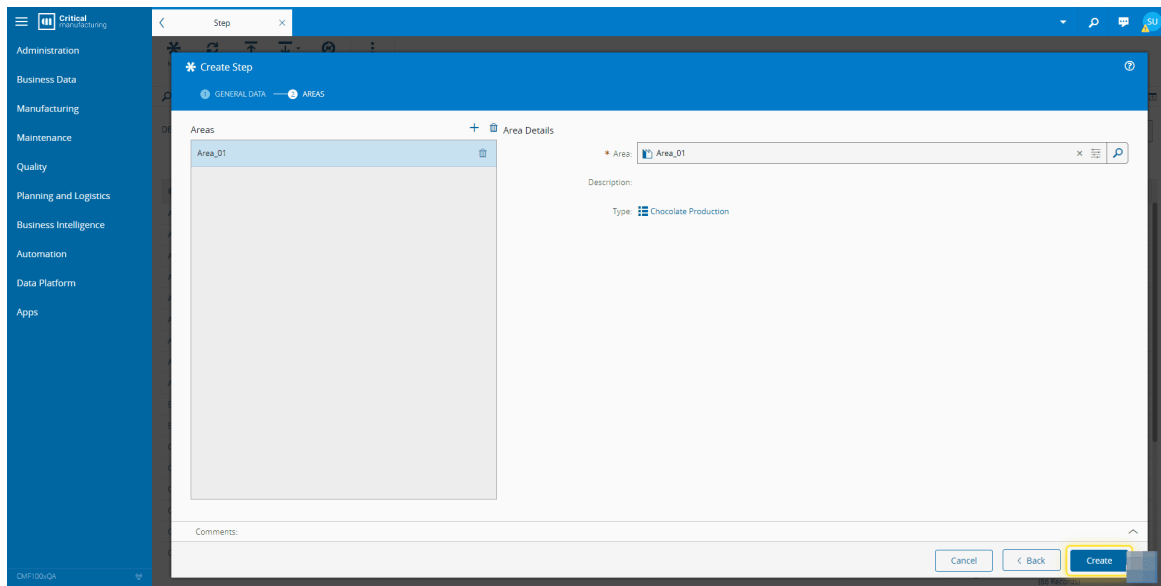
7. Enter the Area the Steps belong to.



The image shows a screenshot of the 'Area Details' form in the Critical Manufacturing 11.1 application. The form is titled 'Area Details' and has a yellow border. It contains the following fields:

- Area:** A dropdown menu with 'Area_01' selected.
- Description:** A text area.
- Type:** A dropdown menu with 'Chocolate Production' selected.

8. Select the Create button.



The image shows a screenshot of the 'Create Step' form in the Critical Manufacturing 11.1 application. The form is titled 'Create Step' and has a blue header. It contains the following fields:

- GENERAL DATA** (selected tab)
- AREAS** (selected tab)
- Areas:** A list of areas with 'Area_01' selected.
- Area Details:** A form with the following fields:
 - Area:** A dropdown menu with 'Area_01' selected.
 - Description:** A text area.
 - Type:** A dropdown menu with 'Chocolate Production' selected.
- Comments:** A text area.
- Buttons:** 'Cancel', '< Back', and 'Create' (highlighted with a yellow box).