



# How to: Create a Change Set

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## DOCUMENT ACCESS

Public

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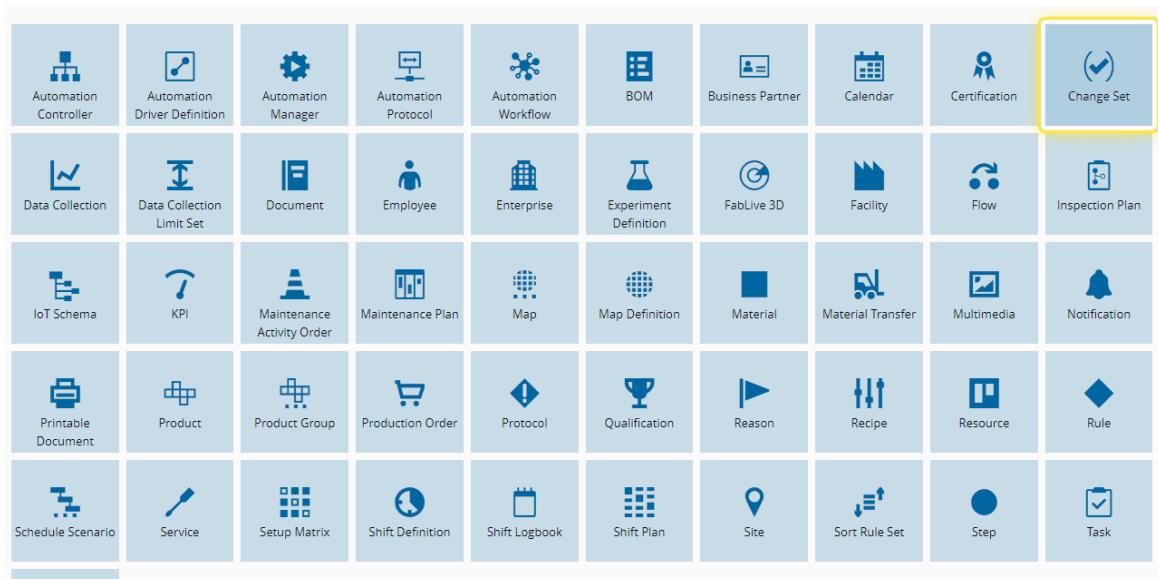
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## How to: Create a Change Set

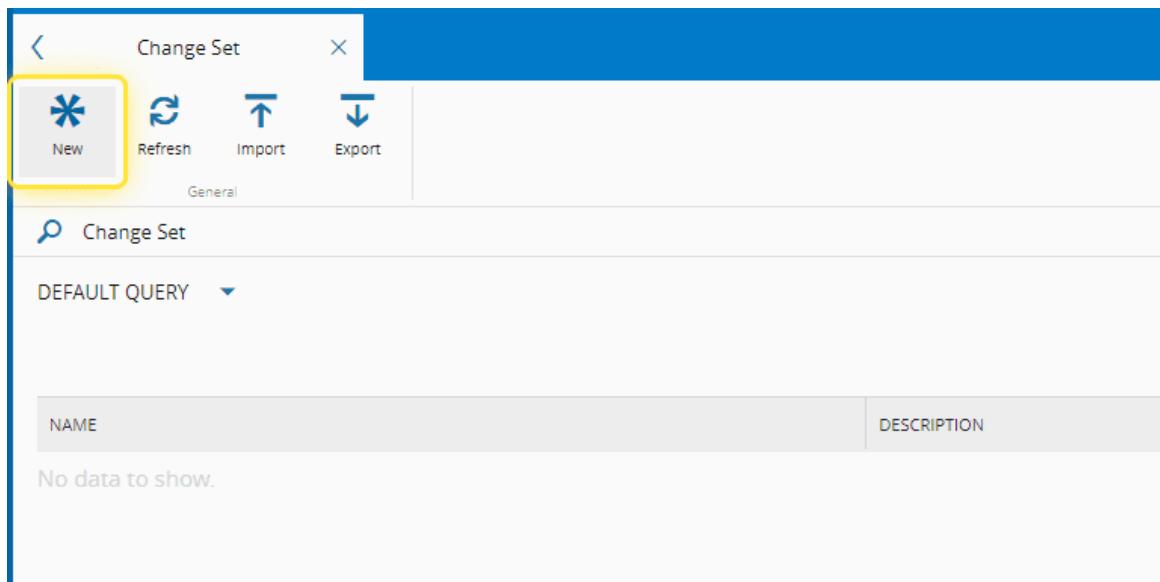
1. Go to the Business Data menu.



2. Select the Change Set entity.



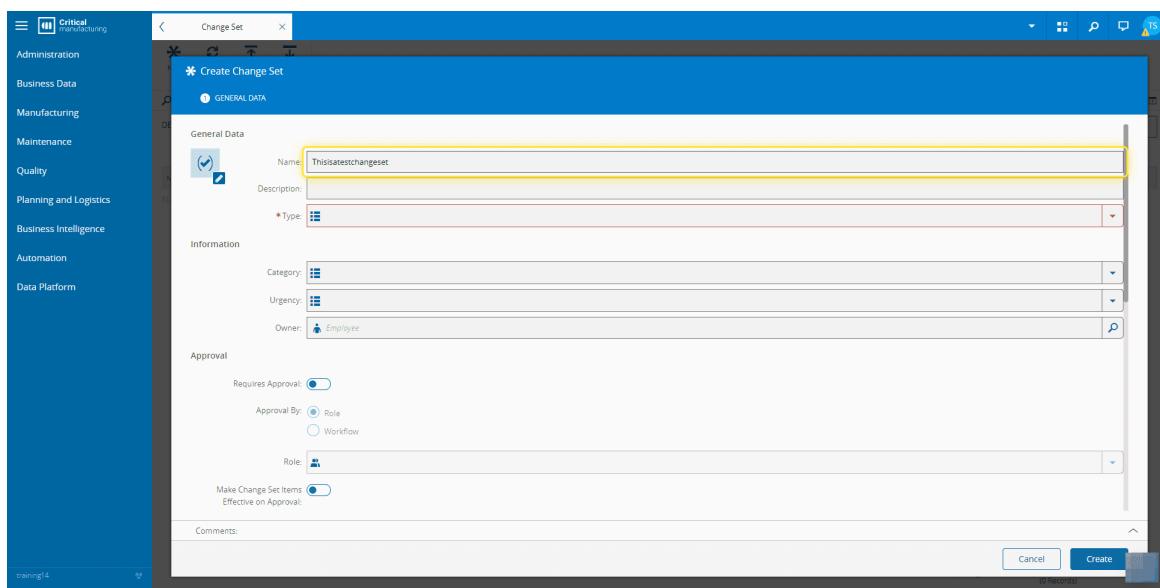
3. Select the New button.



The screenshot shows the 'Change Set' list page. At the top, there are buttons for 'New', 'Refresh', 'Import', and 'Export'. The 'New' button is highlighted with a yellow box. Below the buttons, there is a search bar labeled 'Change Set' and a dropdown menu labeled 'DEFAULT QUERY'. The main area is titled 'NAME' and 'DESCRIPTION' with a message 'No data to show.'

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

For more information, see Create Change Set - Critical Manufacturing Documentation Portal



The screenshot shows the 'Create Change Set' dialog box. The 'GENERAL DATA' tab is selected. The 'General Data' section contains fields for 'Name' (value: 'Thisisatestchangeset'), 'Description', 'Type' (dropdown), 'Category' (dropdown), 'Urgency' (dropdown), and 'Owner' (dropdown). The 'Information' section contains fields for 'Category' (dropdown), 'Urgency' (dropdown), and 'Owner' (dropdown). The 'Approval' section contains fields for 'Requires Approval' (radio button), 'Approval By' (radio buttons for 'Role' and 'Workflow'), 'Role' (dropdown), and checkboxes for 'Make Change Set Items' and 'Effective on Approval'. The 'Comments' section is empty. At the bottom right, there are 'Cancel' and 'Create' buttons, with 'Create' being highlighted.

5. Select the Create button.



Change Set

\* Create Change Set

GENERAL DATA

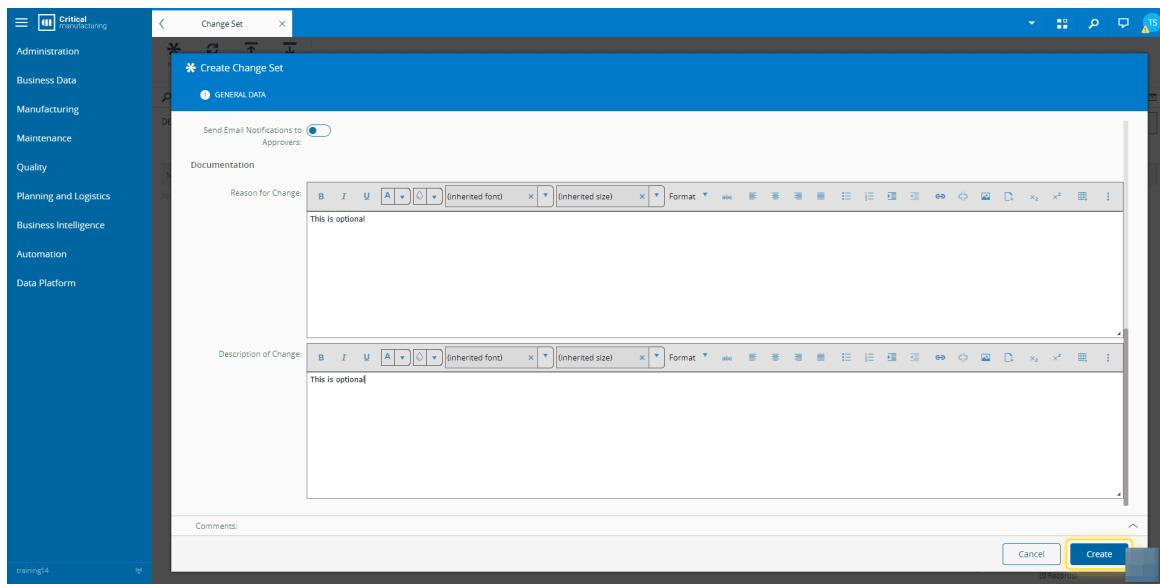
Send Email Notifications to  Approvers:

Documentation

Reason for Change:   
This is optional

Description of Change:   
This is optional

Comments:





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