



# How to: Perform an Ad-hoc Data Collection

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## DOCUMENT ACCESS

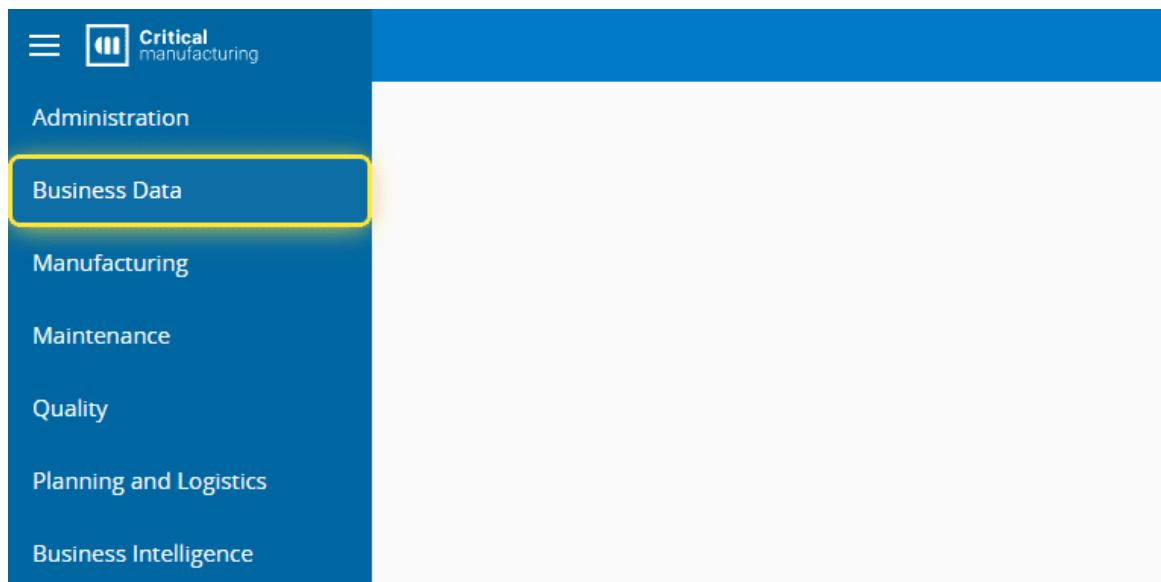
Public

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## How to: Perform an Ad-hoc Data Collection

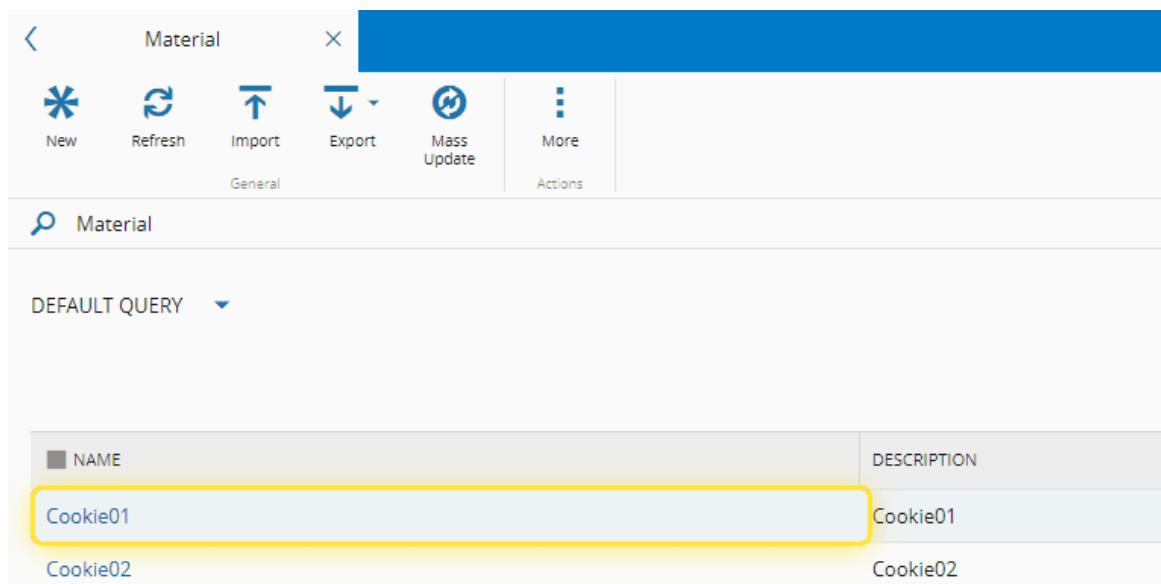
1. Go to the Business Data menu.



2. Select the Material entity.

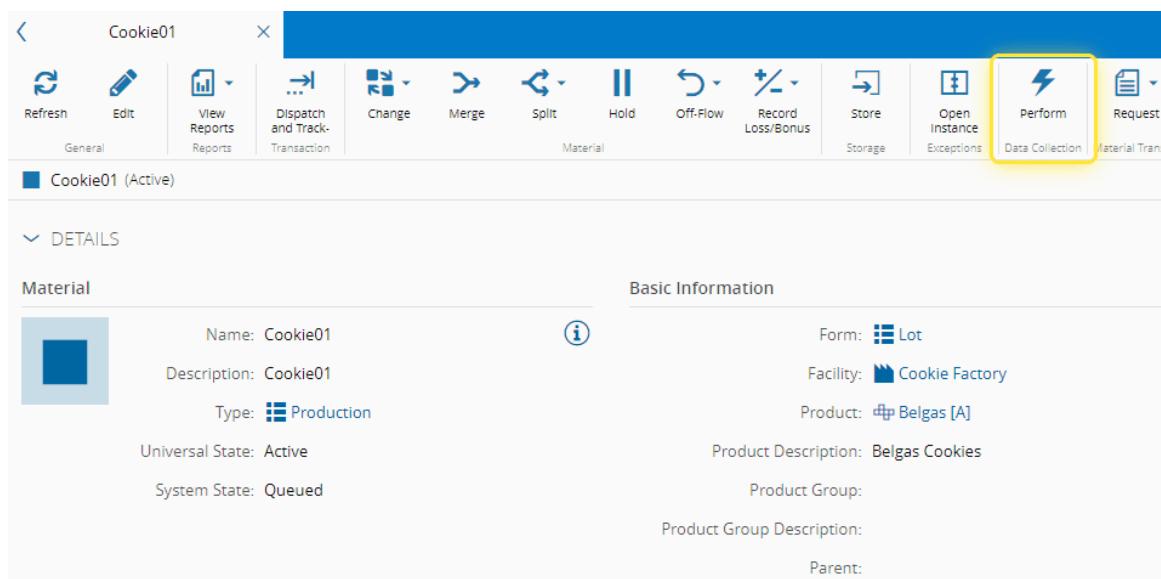


3. Select the Material.



NAME	DESCRIPTION
Cookie01	Cookie01
Cookie02	Cookie02

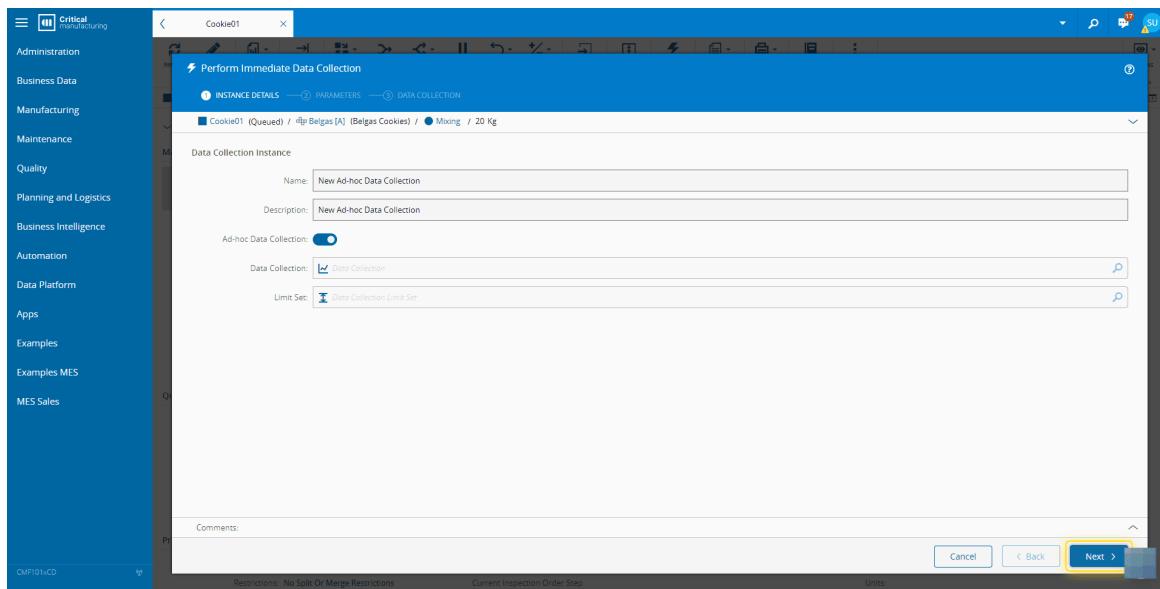
4. Select the Perform button.



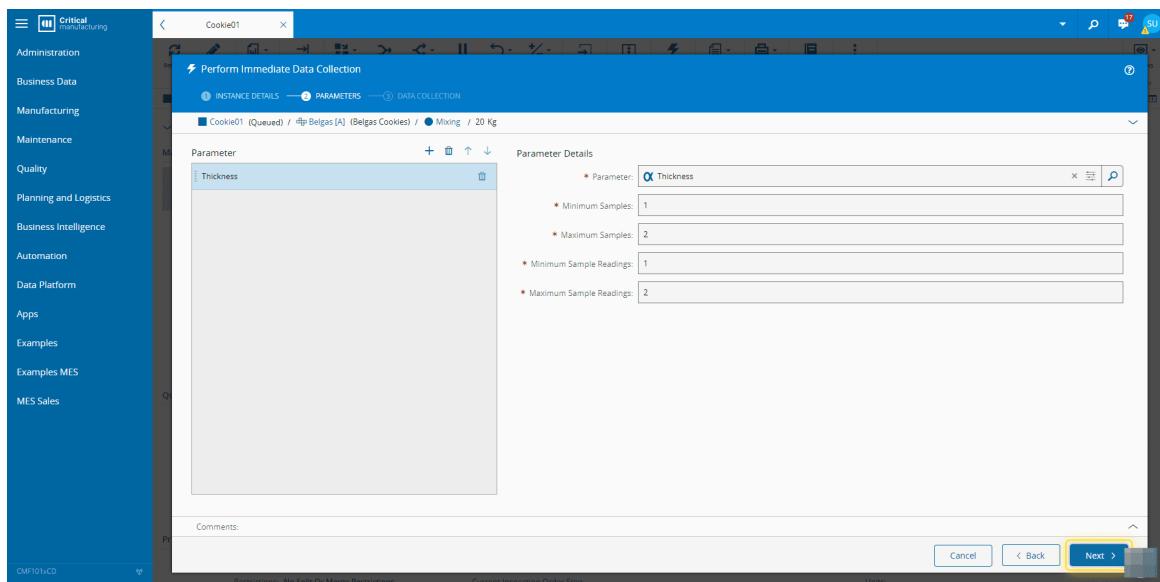
Material	Basic Information
Name: Cookie01 Description: Cookie01 Type: Production Universal State: Active System State: Queued	Form: Lot Facility: Cookie Factory Product: Belgas [A] Product Description: Belgas Cookies Product Group: Product Group Description: Parent:

5. Complete the necessary fields and select Next.

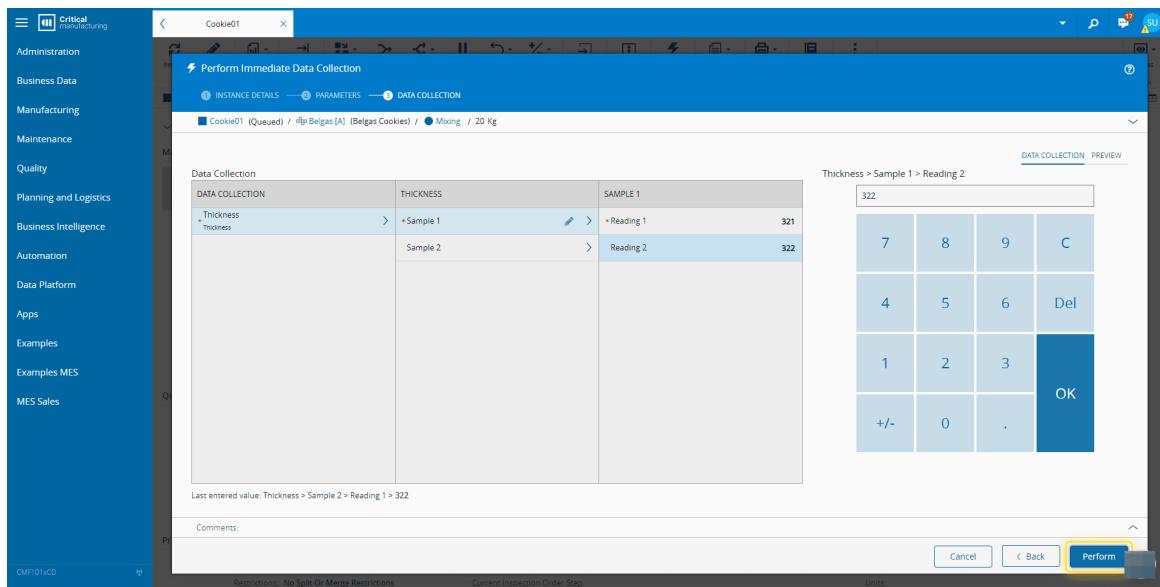
For more information, see [Perform Immediate Data Collection - Critical Manufacturing Documentation Portal](#)



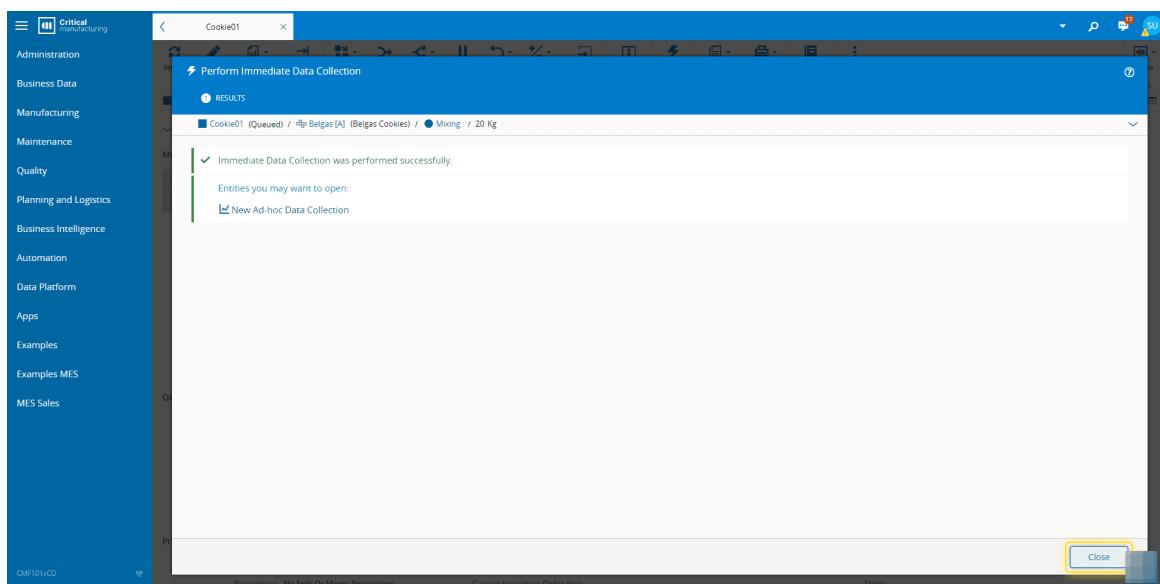
6. Add parameters as needed, complete the mandatory information, and select Next.



7. Enter the readings and select Perform.



8. Open the Ad-hoc Data Collection in a new window. Select Close to return to the Material.





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