



**Critical**  
manufacturing  
an ASM PT company

# How to: Create a Document

## 11.2

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### DOCUMENT ACCESS

Public

### DISCLAIMER

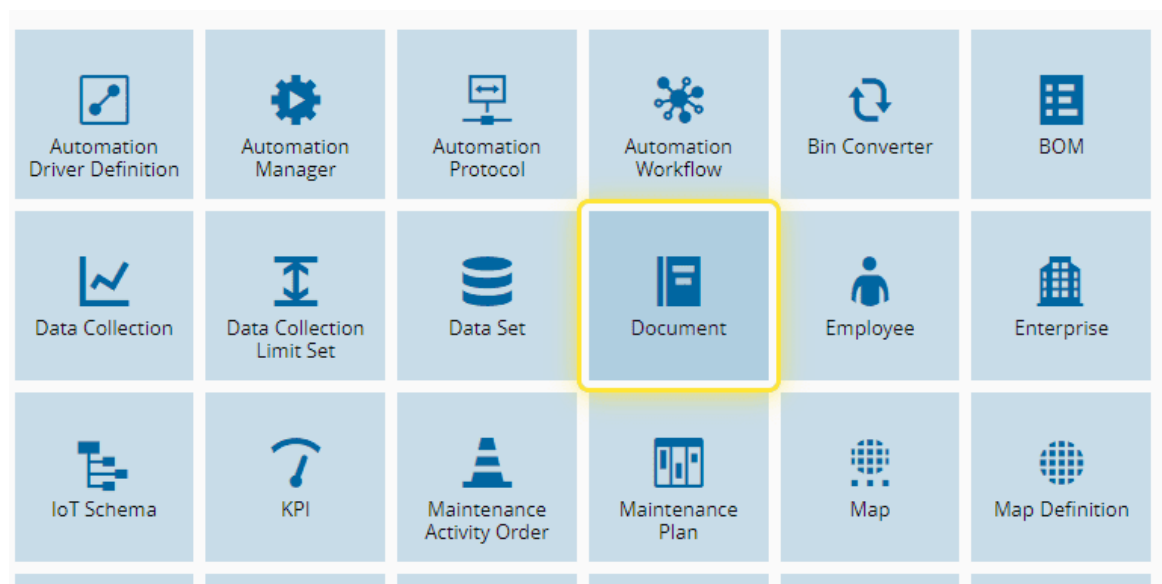
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## How to: Create a Document

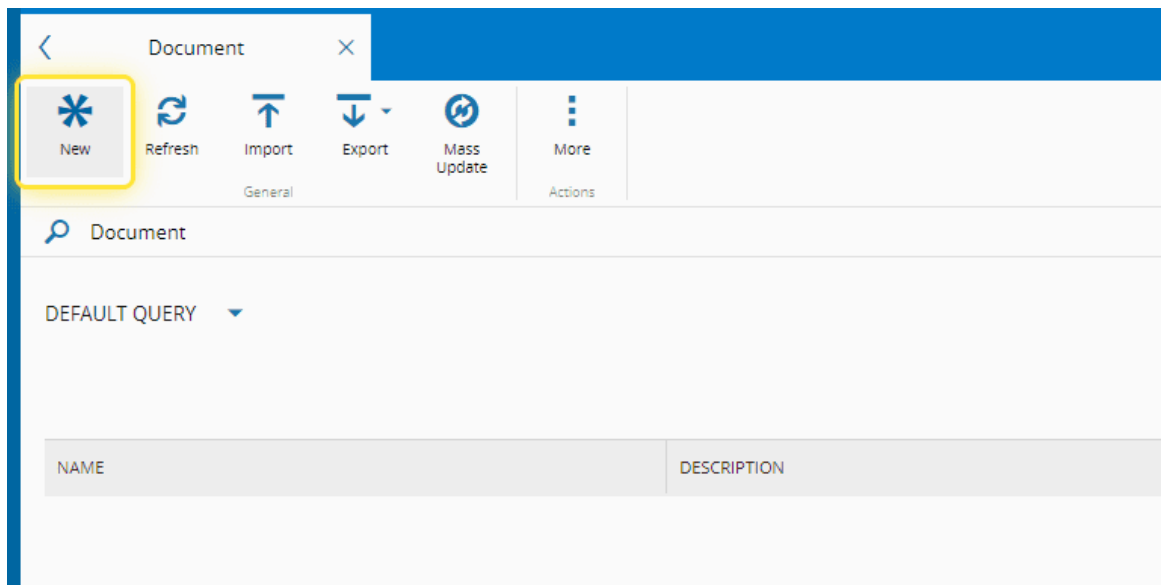
1. Go to the Business Data menu.



2. Select the Document entity.

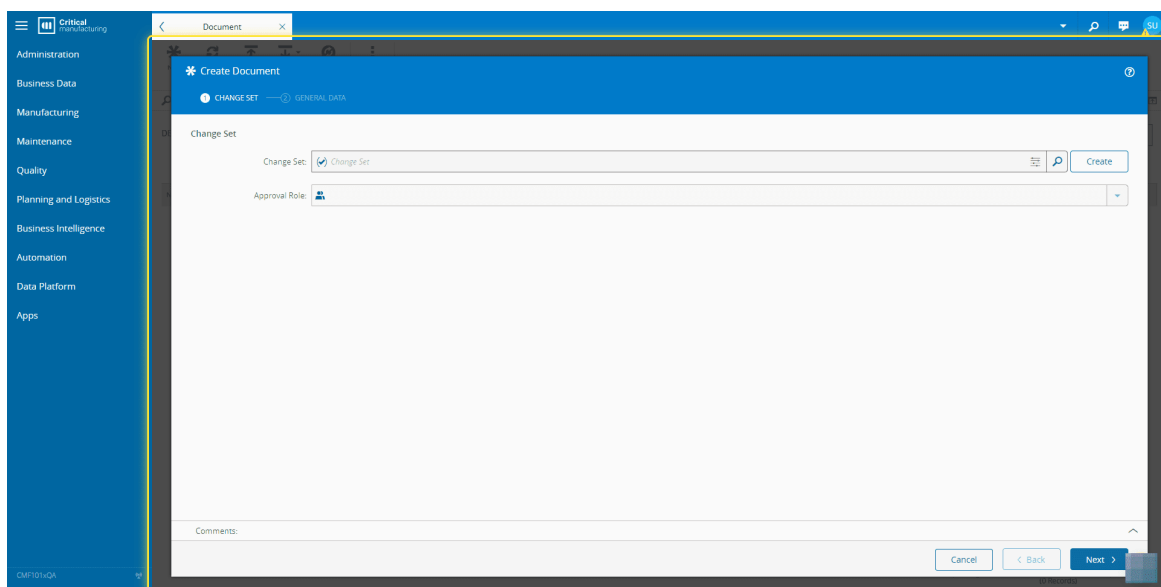


3. Select the New button.



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](#)



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