



How to: Create a Document

11.2

February 2026

DOCUMENT ACCESS

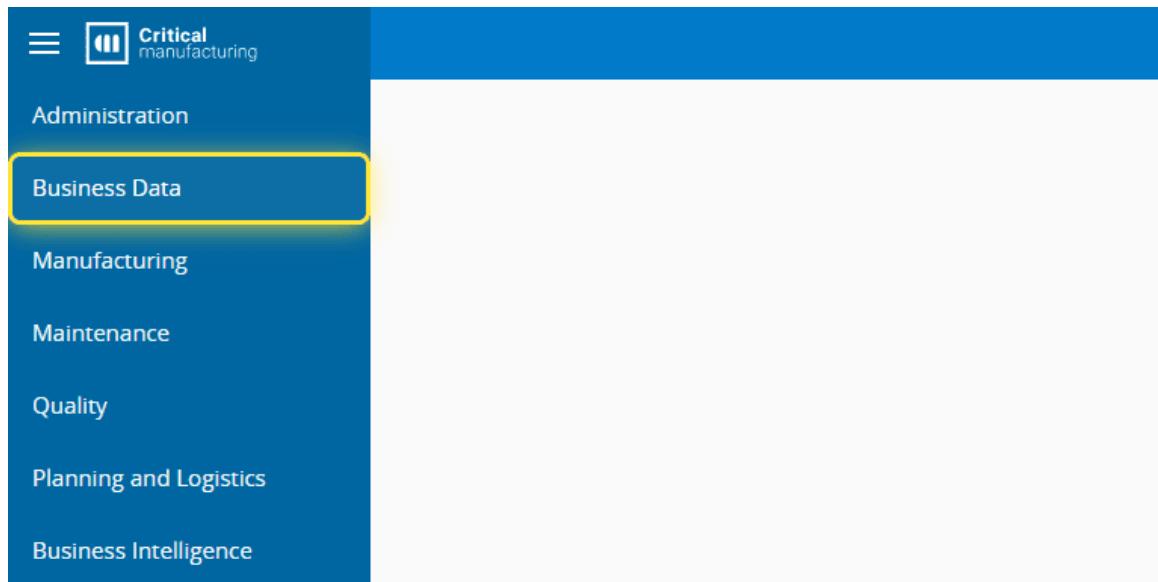
Public

DISCLAIMER

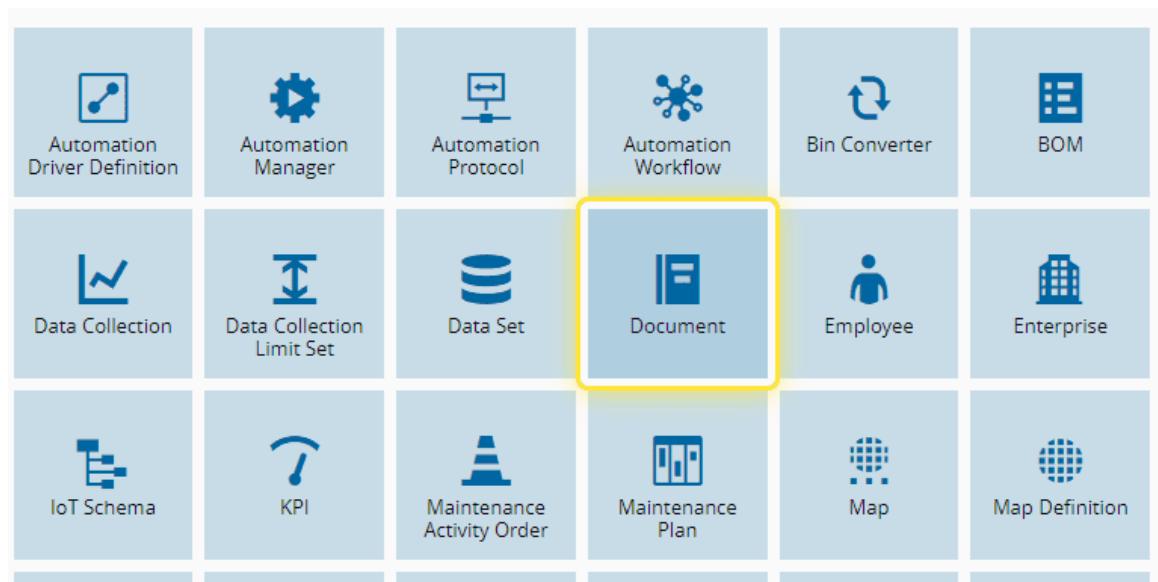
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How to: Create a Document

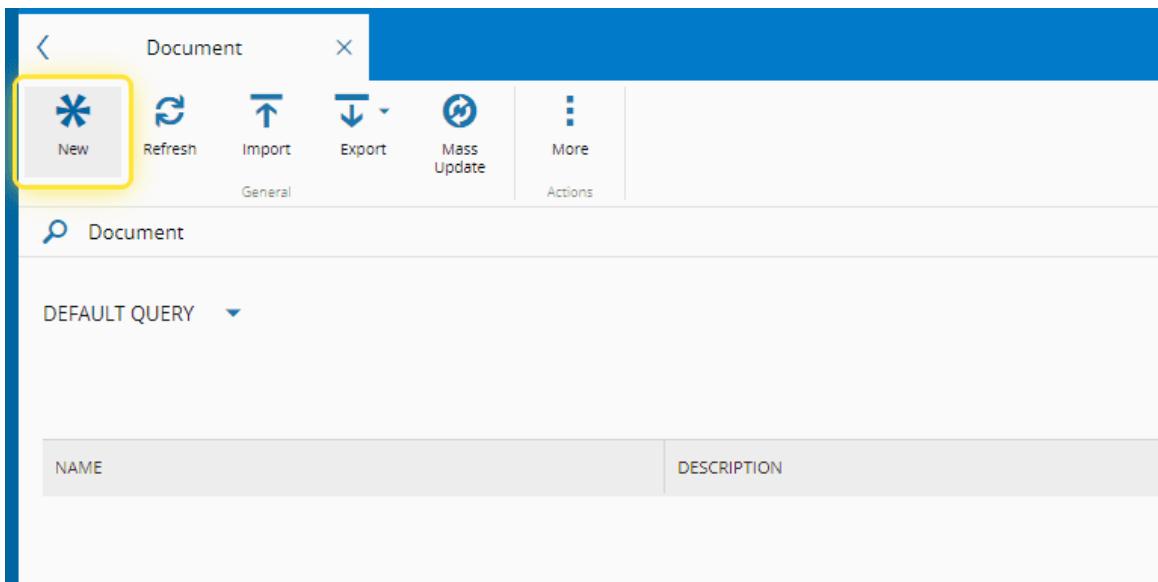
1. Go to the Business Data menu.



2. Select the Document entity.

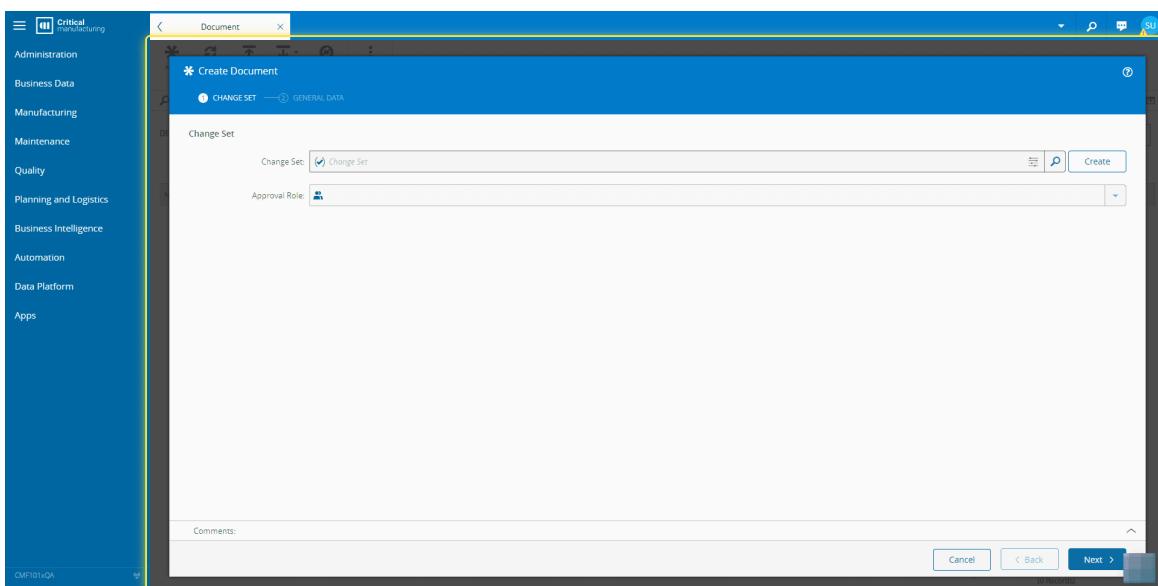


3. Select the New button.



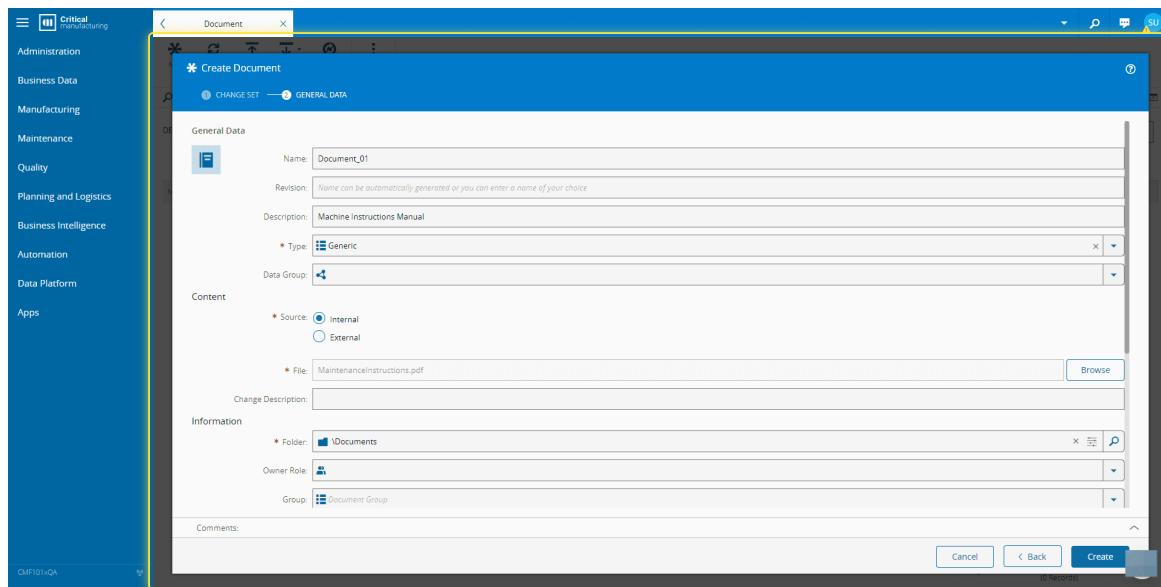
4. Select an available Change Set or Create a new one.

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](#)



The screenshot shows the 'Create Document' dialog box within the Critical Manufacturing 11.2 software. The dialog is divided into several sections:

- 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: (dropdown menu)
- Content**:
 - Source: Internal (radio button selected)
 - External (radio button)
 - File: MaintenanceInstructions.pdf
 - Browse button
- Change Description**: (empty text field)
- Information**:
 - Folder: \Documents
 - Owner Role: (dropdown menu)
 - Group: Document Group
- Comments**: (empty text area)

At the bottom right of the dialog are buttons for **Cancel**, **< Back**, and **Create**.



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