

# How to: Create a Step

## 11.2

February 2026

### DOCUMENT ACCESS

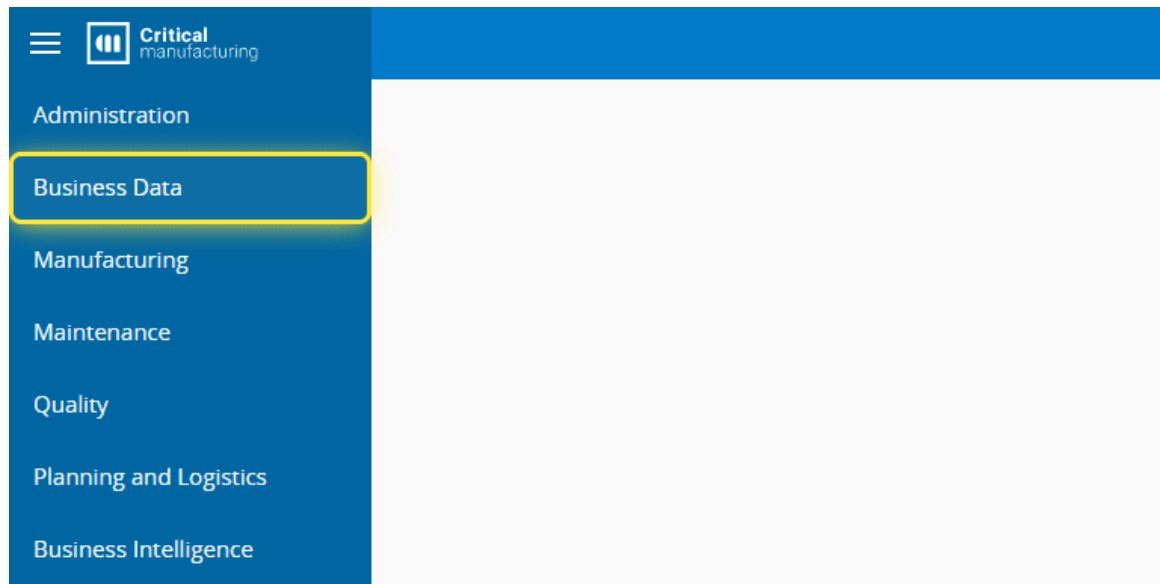
Public

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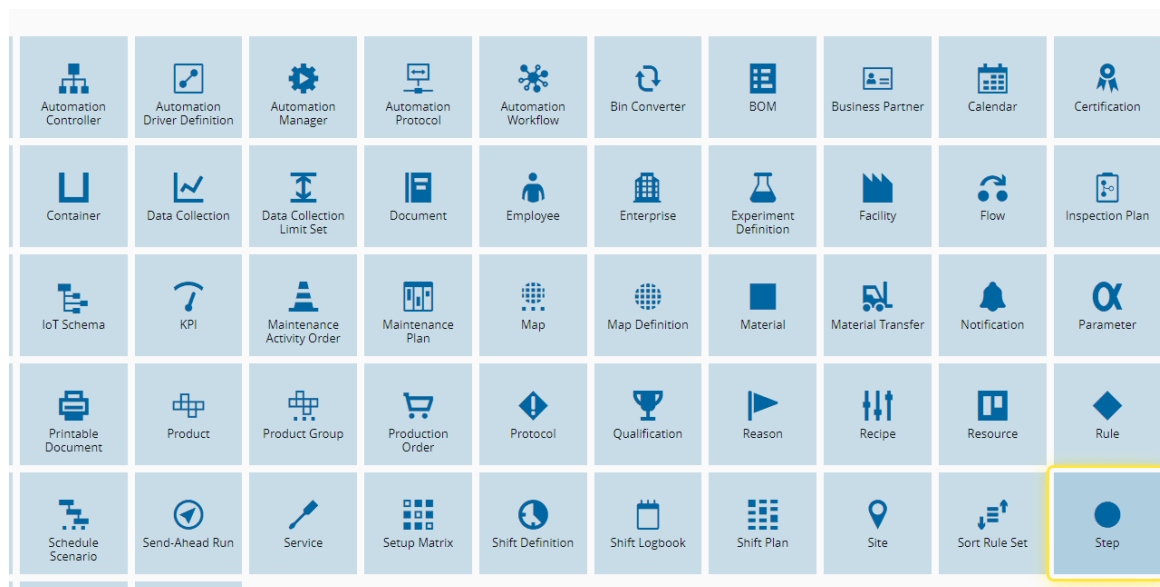
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# How to: Create a Step

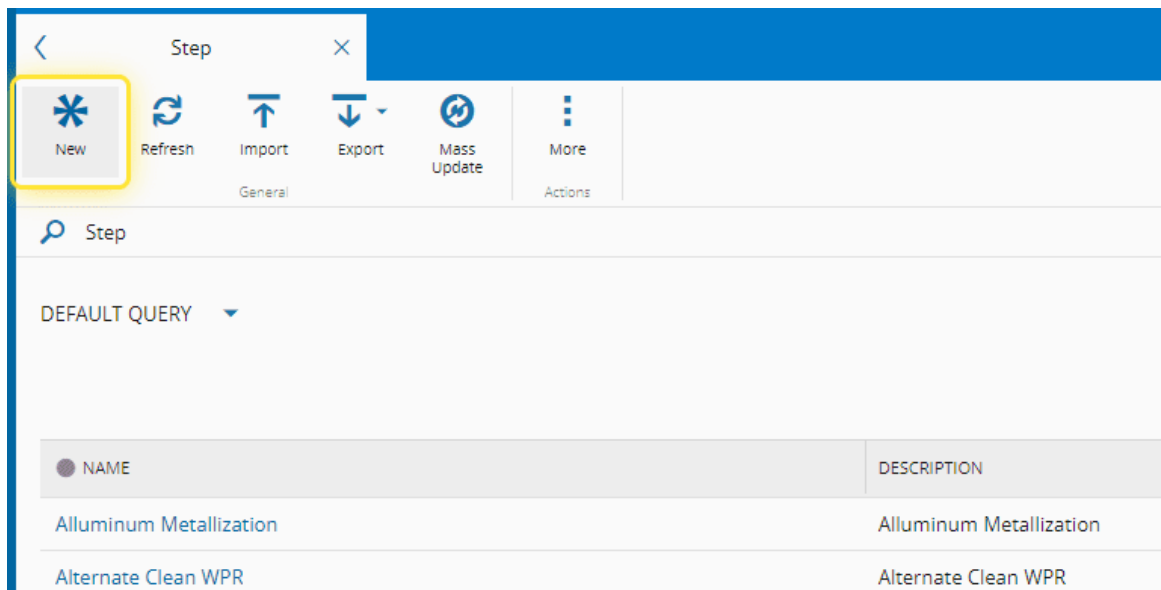
1. Go to the Business Data menu.



2. Select the Step entity.

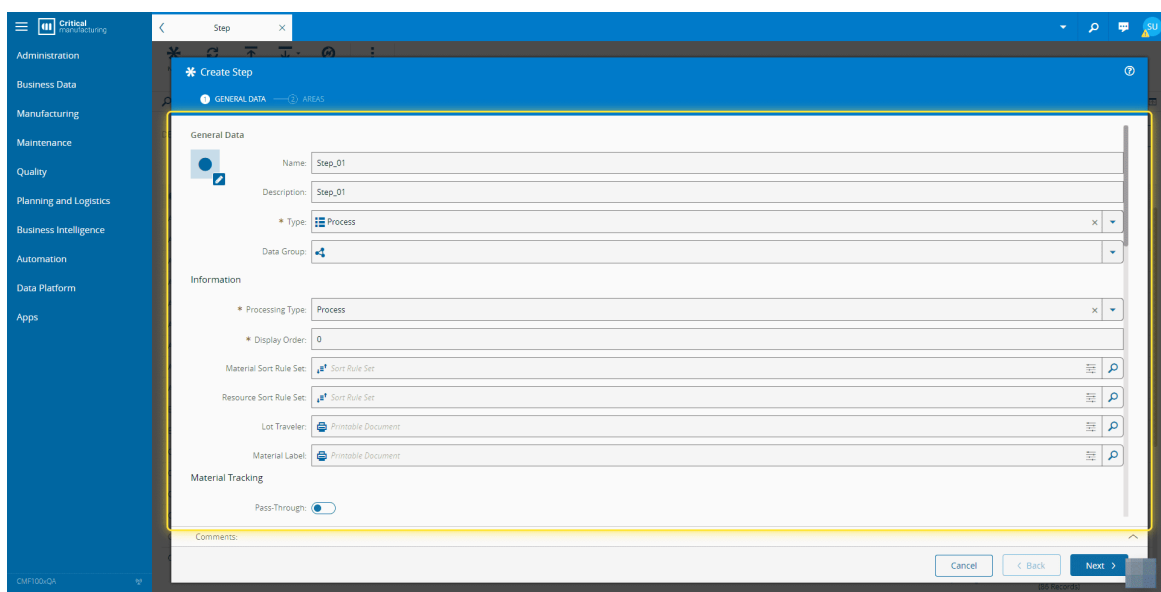


3. Select the New button.

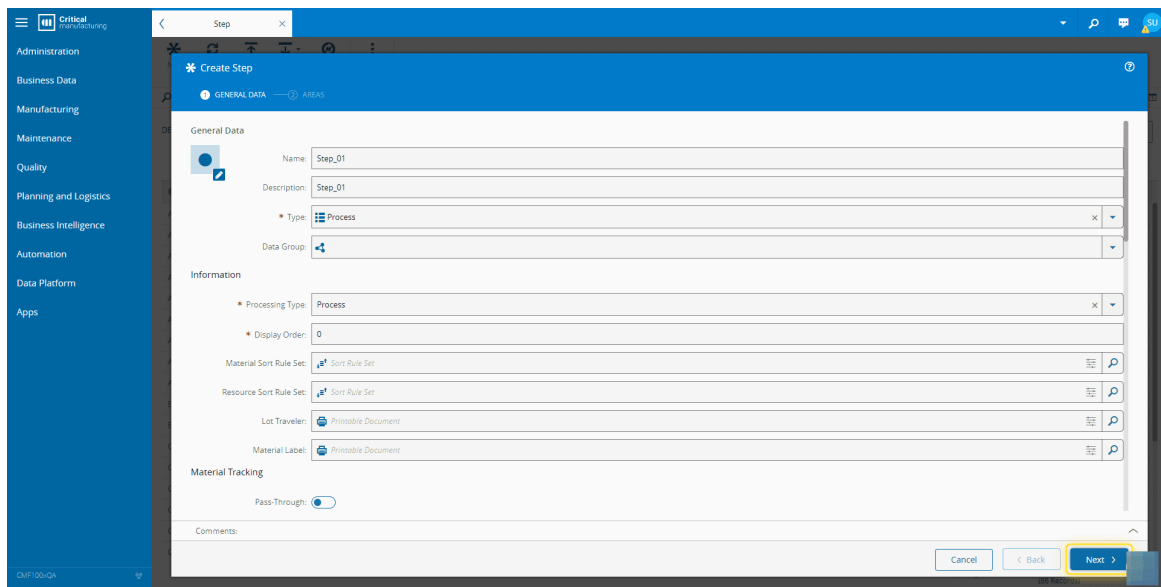


4. Under the General Data tab, complete the necessary fields.

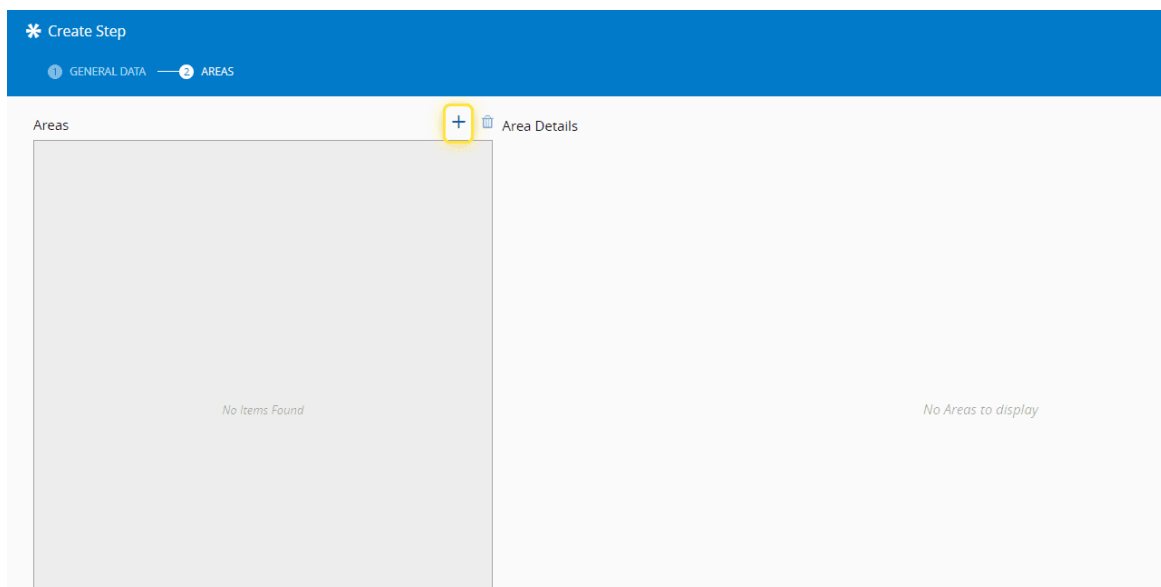
For more information, see [Create Step - Critical Manufacturing Documentation Portal](#)



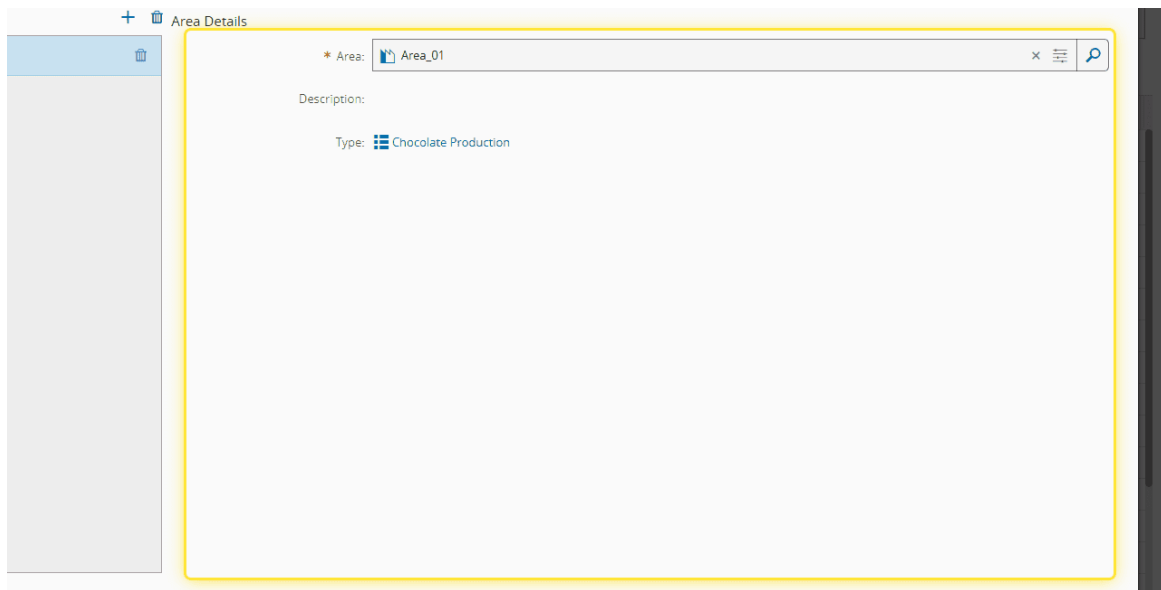
5. Select the Next button.



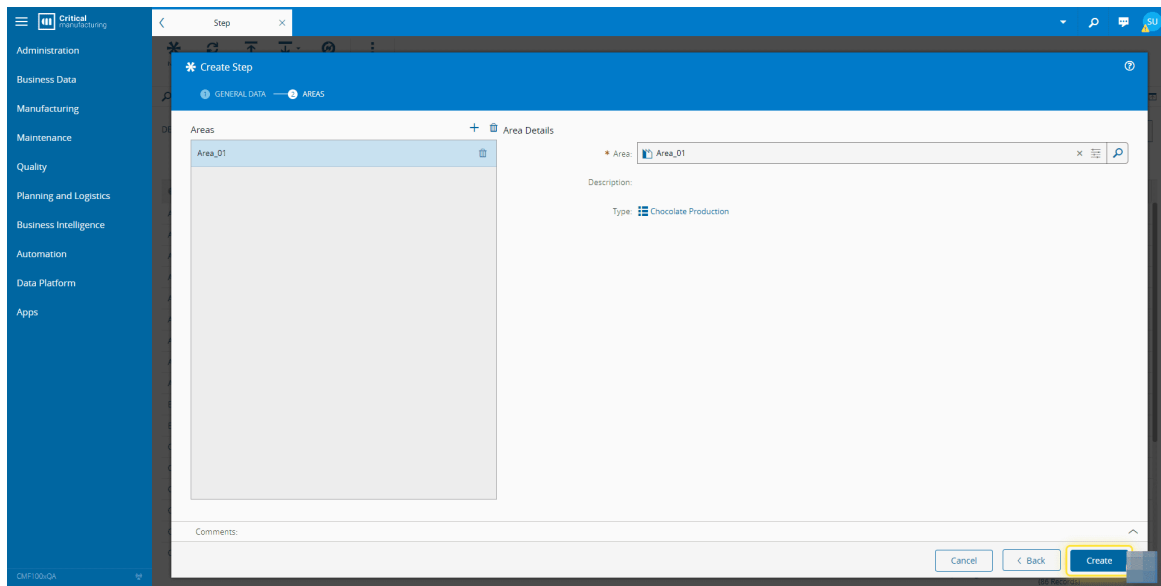
6. Under the Areas tab, select + to add an Area.



7. Enter the Area the Steps belong to.



8. Select the Create button.





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