

How to Create a Material Tracking Checklist

11.2

February 2026

DOCUMENT ACCESS

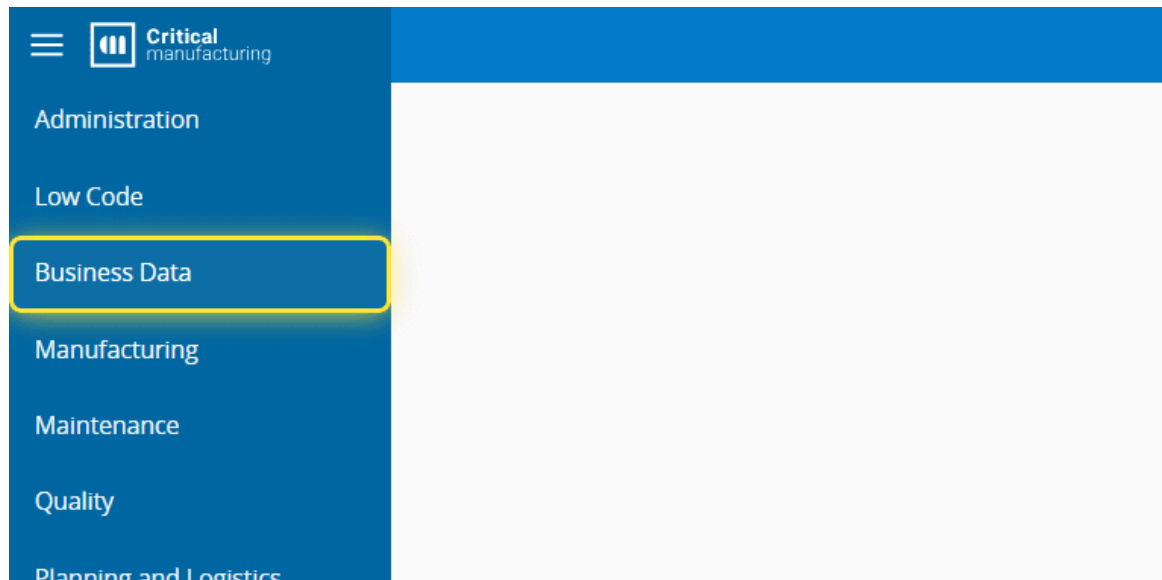
Public

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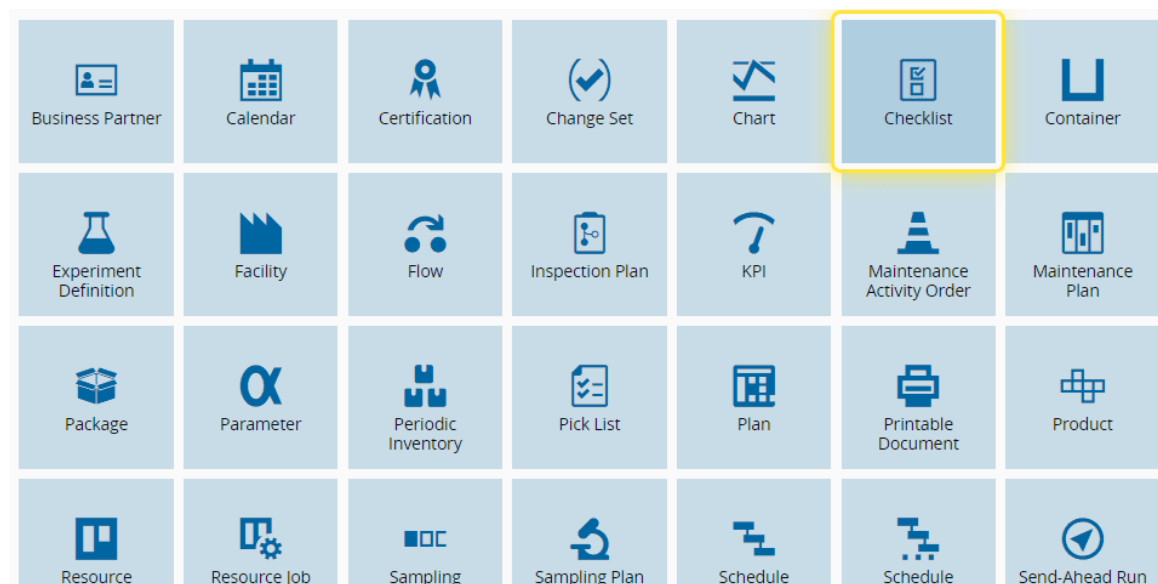
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How to Create a Material Tracking Checklist

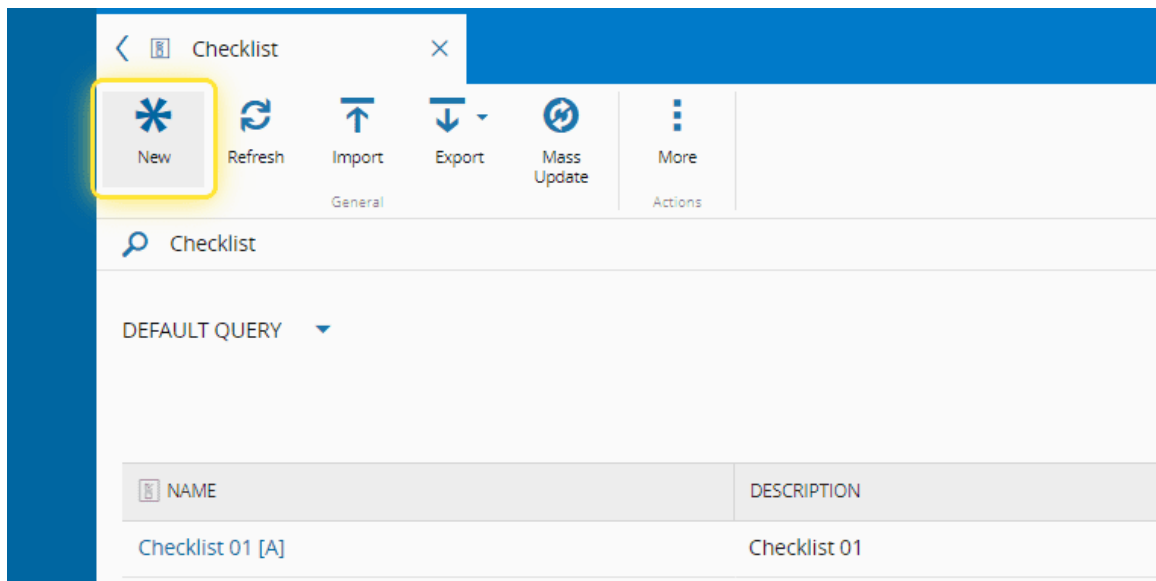
1. Go to the Business Data menu.



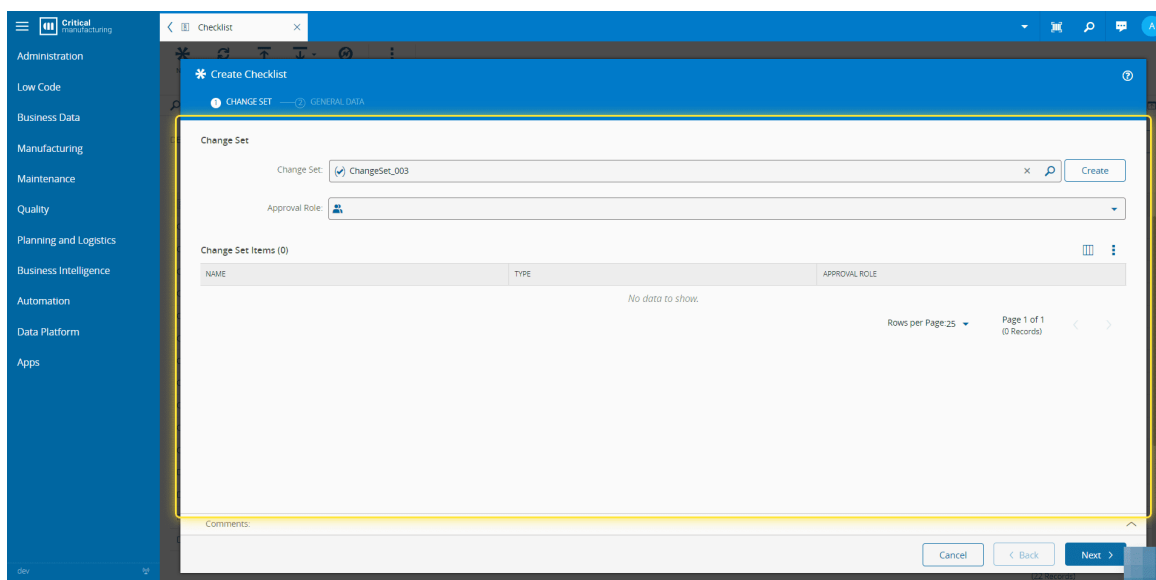
2. Select the Checklist entity.



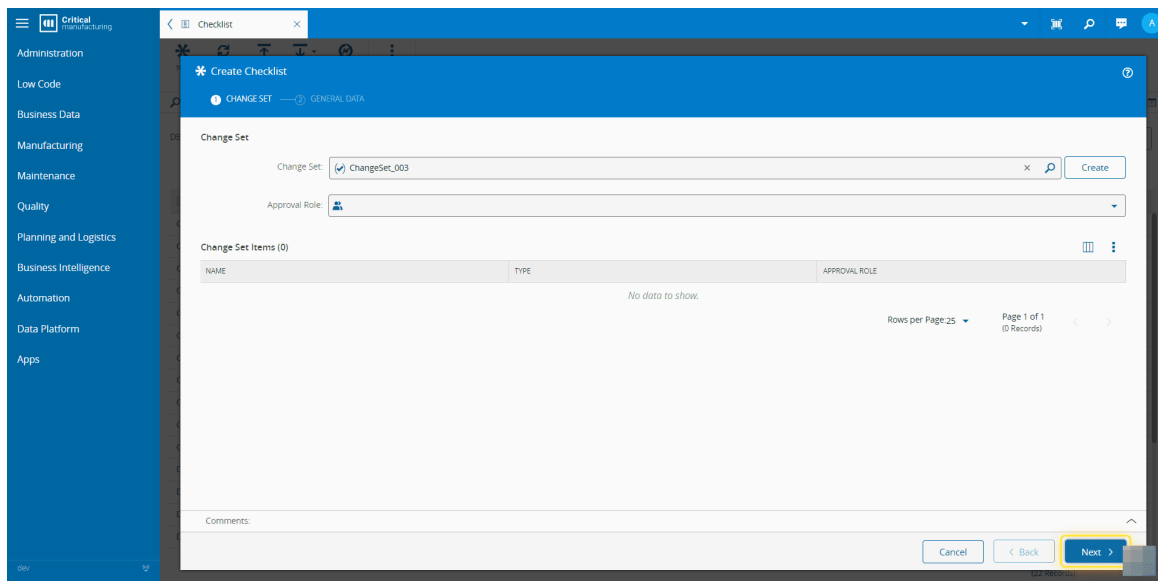
3. Select the New button.



4. Under the Change Set tab, select an existing Change Set or Create a new one.

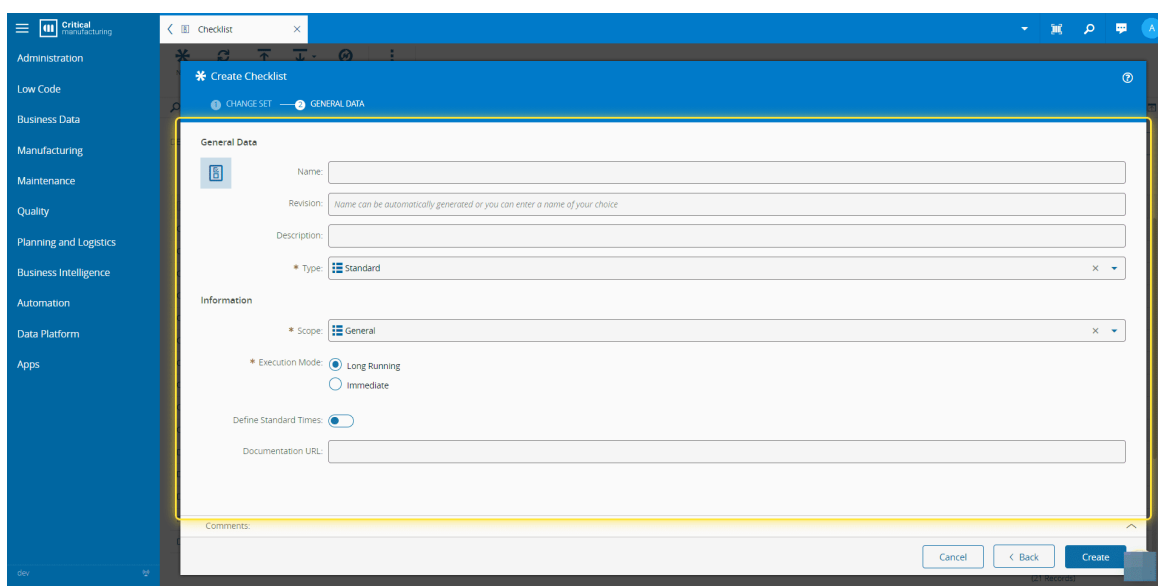


5. Select the Next button.

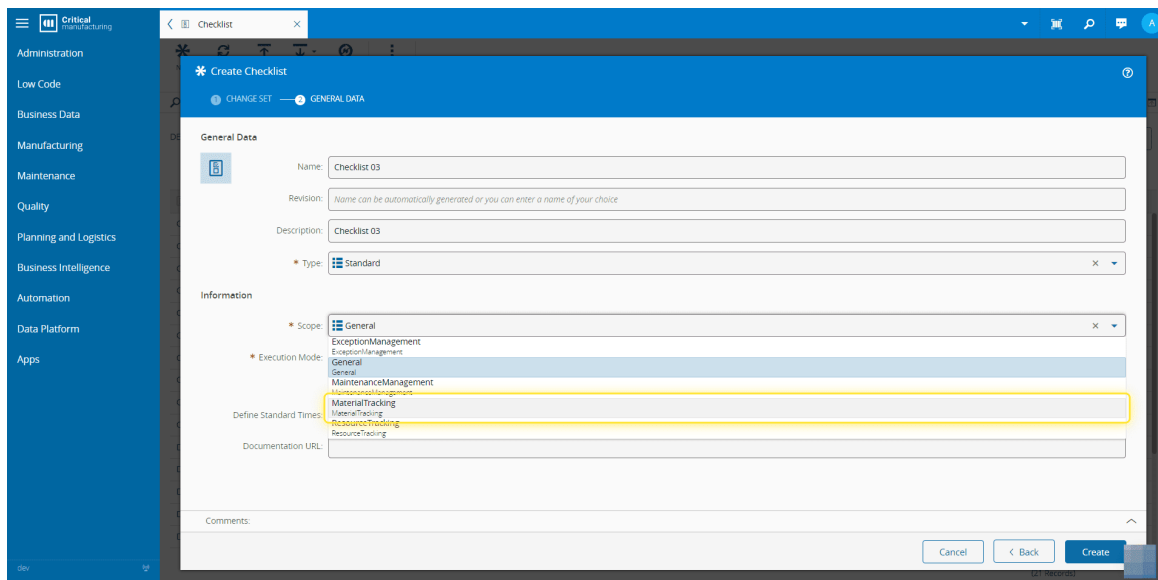


6. Under the General Data tab, complete the necessary fields.

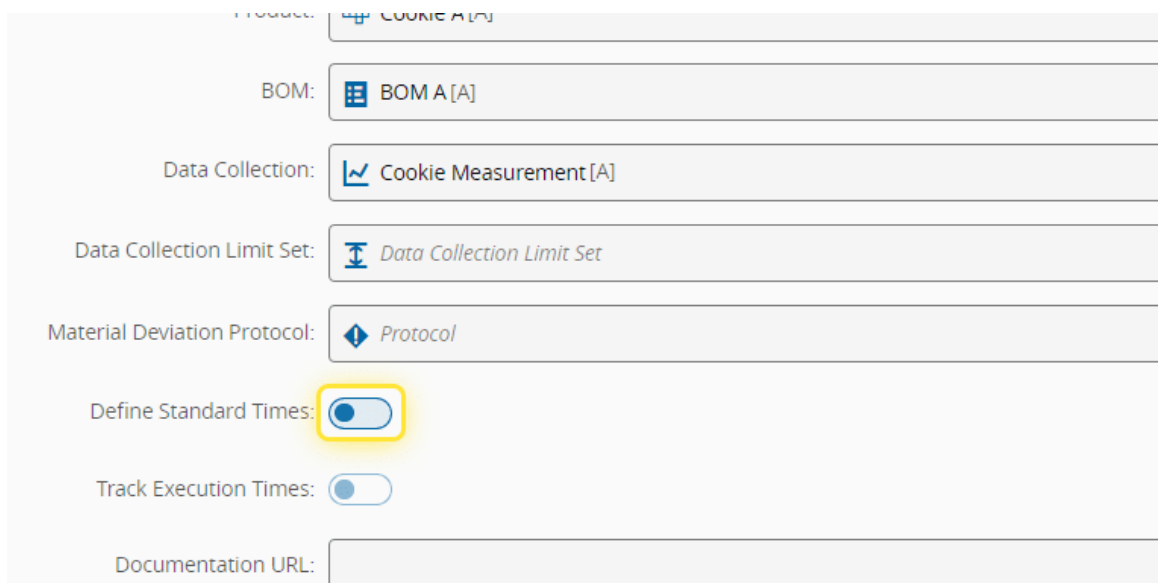
For more information, see [Create Checklist - Critical Manufacturing Documentation Portal](#)



7. Select the Scope. In this example, we selected Material Tracking.





8. Optionally, enable the Define Standard Times property by setting it to True if you wish to configure a specific duration for each Checklist item.





9. If Define Standard Times is enabled, you can also set the Track Execution Times property to True.

This allows you to monitor compliance with the defined durations for each **Checklist** item.

BOM:  BOM A [A]

Data Collection:  Cookie Measurement [A]

Data Collection Limit Set:  Data Collection Limit Set

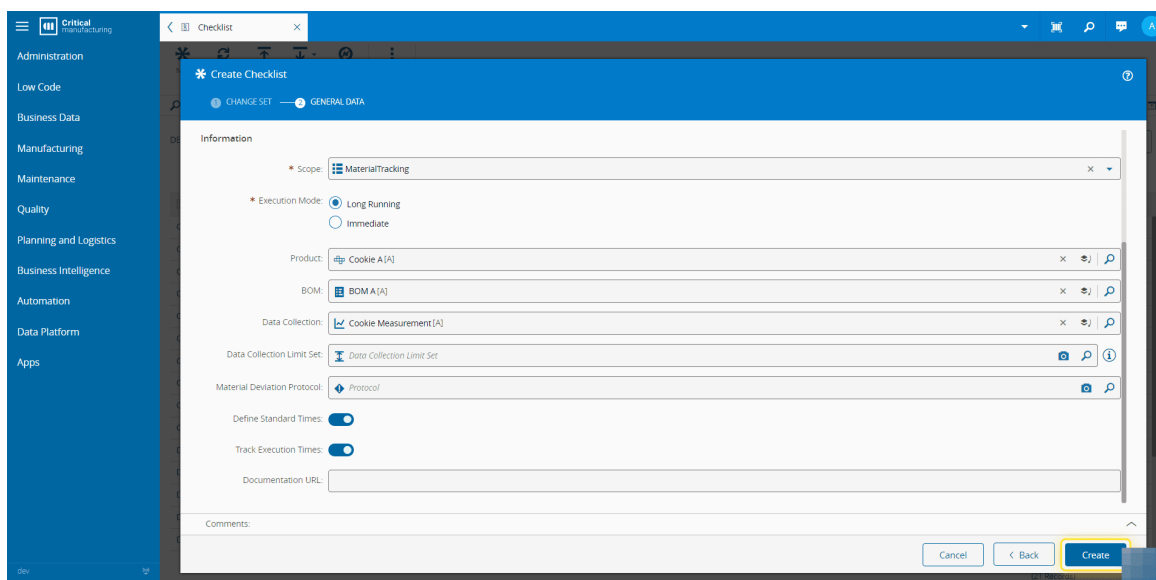
Material Deviation Protocol:  Protocol

Define Standard Times: ☒

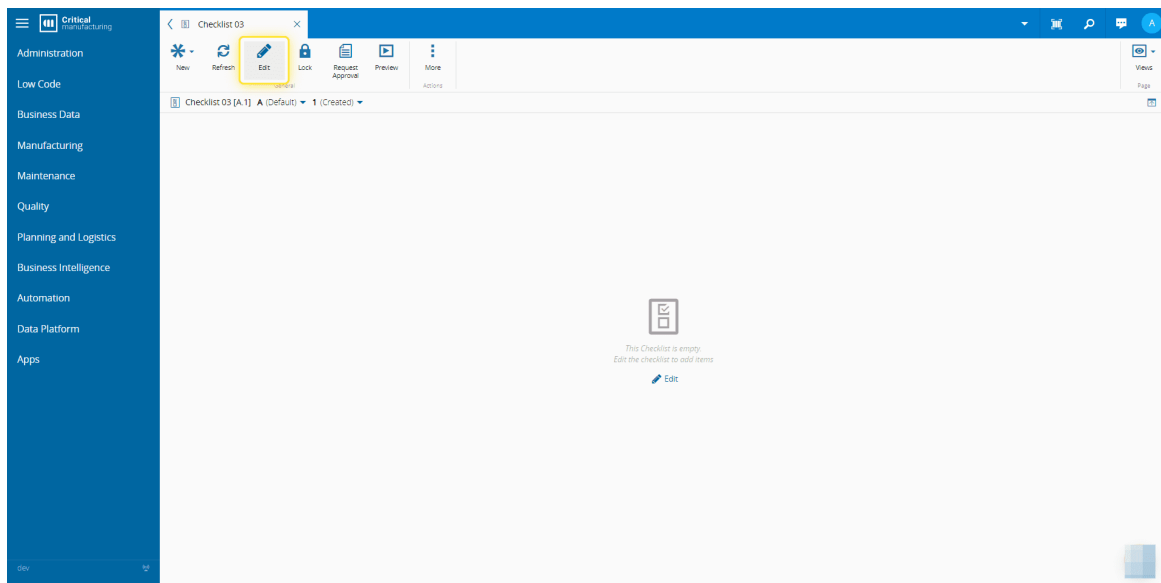
Track Execution Times: ☒

Documentation URL:

10. Select the Create button.

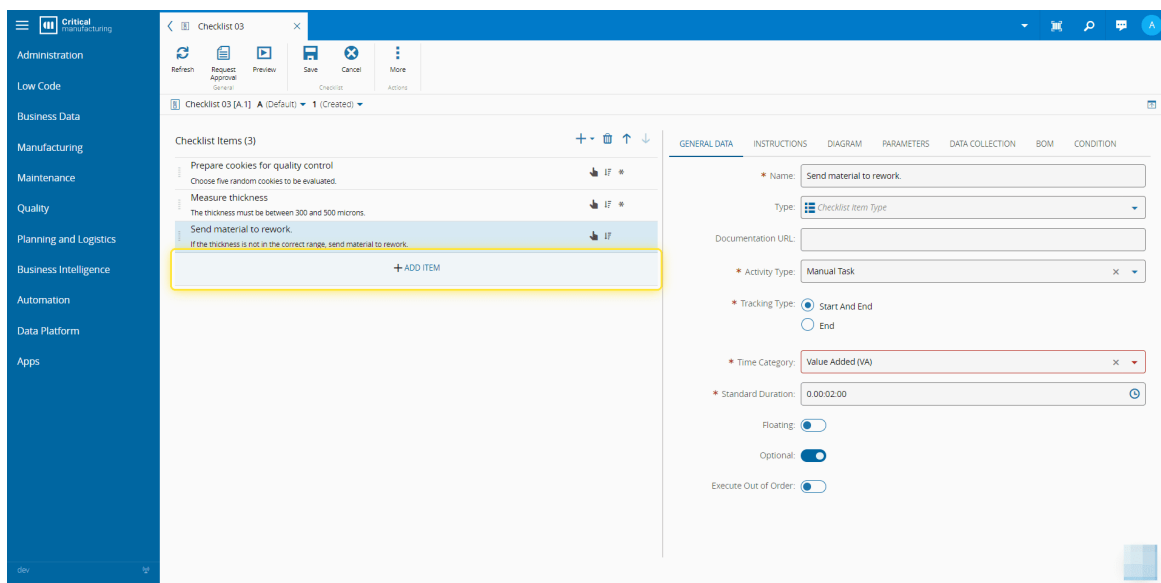


11. Select the Edit button.

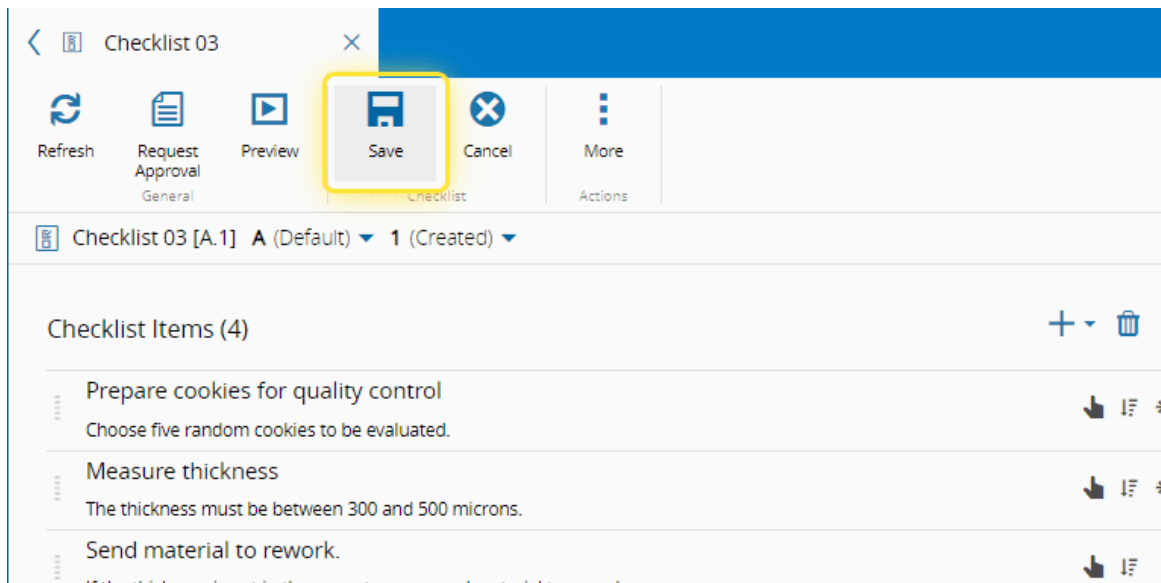


12. Select the Add Item button to add tasks to your Checklist.

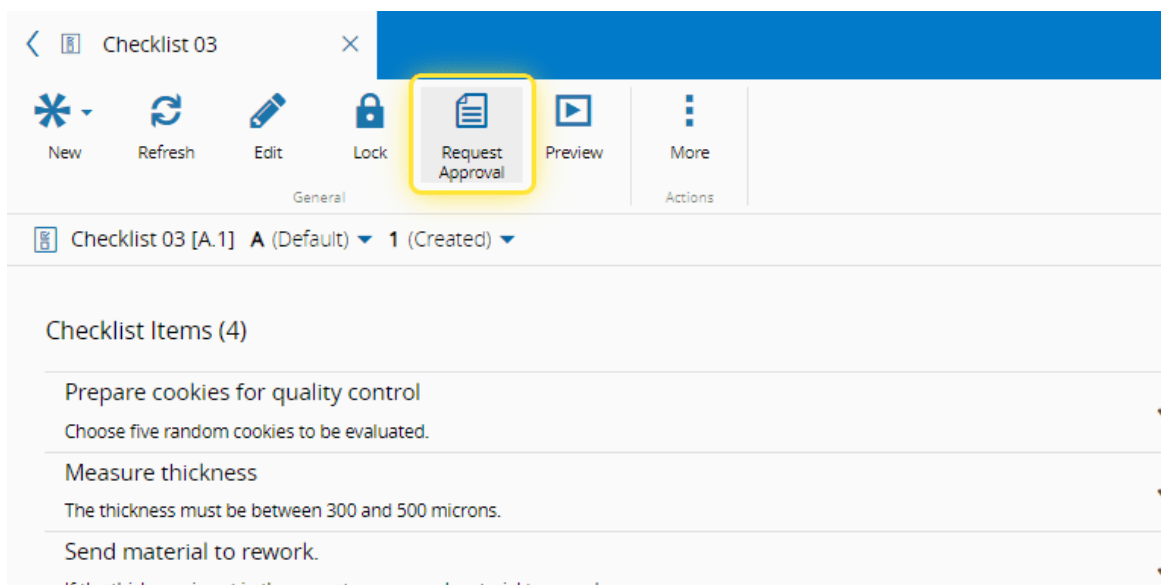
Depending on the selected configurations, add items to your Checklist, and complete the necessary fields on the right panel.



13. Once you are finished, Save the Checklist.



14. The final step is to Request Approval to make the Checklist effective.





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