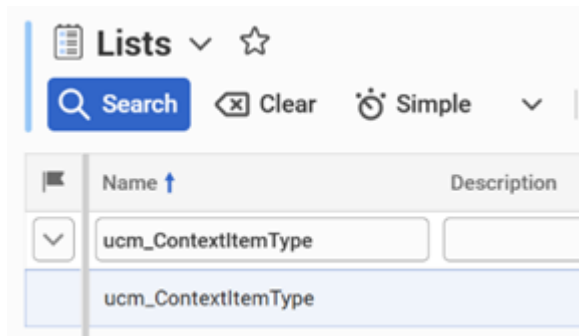


# Creating Change Process Definition Item

The steps to create a **Change Process Definition** are as follows:

1. As a member of **Change Administrators**, navigate to **Contents** → **Administration** → **Lists** and search for **ucm\_ContextItemType**.



2. Open the **ucm\_ContextItemType** list item.
3. Update the list of values to add an entry for the Change item.
  - **Label** – Enter a user-friendly name (for example, *Change Order*).
  - **Value** – Enter the corresponding Item Type ID.



ucm\_ContextItem Type ☆

Edit [Refresh] [Refresh] [Share] [Share] [Share] [More]

^ List

Name  
ucm\_ContextItem Type

Description

---

^ Value Filter Value

● Values ☆


[Refresh] [Refresh] [Search] [Close] Hidden [Share] [Share] [Share]

Label	Value	Sort ... ↑	Inactive
Change Order	8BAAA4FBF0E54FBCB5418EA7289657DE	128	<input type="checkbox"/>
Change Request	7593678C5DC44ADFA49E068D6147D999	256	<input type="checkbox"/>
Change Task	6E6254DEC11A4502922E03D36A96A03E	384	<input type="checkbox"/>

4. Navigate to the **Contents**, expand **Unified Change Management** → **Configuration**, and select **Change Process Definitions**. Then click New Change Process Definition.




## **Change Process Definition 1**

^ **Change Process Definition**

\* ItemType















Change Order

Change Request

Change Task

^ **Automation Rules**

 **Automations**  

   |     |   

5. Set Item Type to the context Change Item Type where the automation will apply.
6. Enter a **Description**, then click **Save**.

