

Create a Change Order

1. In the **Contents**, go to **Unified Change Management** and select **Change Orders**.
2. Click **Create New Change Order**.
3. Complete the Change Order properties, such as **Title**, **Reason of Change**, **Description**, **Priority** and the **Completion Date**.
4. Click **Save**.

The screenshot shows the Aras Innovator interface for creating a new Change Order. The top bar includes the 'aras INNOVATOR' logo, a search bar, and window controls. Below the title bar, there are 'Save', 'Done', and 'Delete' buttons. The main form area is titled 'Change Order 1' and contains several input fields: 'Number', 'Title', 'Status', 'Priority', 'Reason of Change', 'Team' (set to 'Product Team'), 'Planned Completion Date', and 'Actual Completion Date'. A large 'Description' text area is also present. Below the form, a navigation bar lists various tabs: 'Affected Items', 'Supporting Data', 'Files', 'Change Requests', 'Change Tasks', 'Workflow Assignments', 'SignOffs', and 'Change Tasks'. The 'Affected Items' tab is active, showing a search bar with 'Add Affected Items', 'Delete Row', 'Search', 'Clear', 'Hidden', 'Refine', 'Display', and 'Share' options. Below this is a table header with columns: 'Type', 'Item', 'Name', 'Revision', 'Status', 'Action [...]', 'Sequence', 'Resulting Item [...]', and 'Change Tasks [...]'. The table content area displays 'No results found' with a message to 'Add new items or adjust your search criteria.'

