

# Create a Change Request

1. In the **Contents**, go to **Unified Change Management** and select **Change Requests**.
2. Click **Create New Change Request**.
3. Complete the Change Request properties, including **Title**, **Reason for Change**, and **Description**, and select the appropriate **Priority**, **Severity**, and **Team**.

## Important

The selected Team is used for workflow assignments.

4. Add **Affected Items**, **Supporting Data** and **Files** to scope the change.
5. Click **Save**. The Change Request will be saved with **Draft** status.

The screenshot shows the Aras INNOVATOR interface for creating a Change Request. The browser tabs include 'Change Reque...', 'CR-00000002', 'MP2968-DOC-1', 'Change Orders', 'CO-00000002', and 'Change Reque...'. The main form is titled 'Change Request 2' and has buttons for 'Save', 'Done', and 'Delete'. The form fields are as follows:

Field	Value
Number	
Title	Replace fastener M4×12 with M4×14 on Subassembly SA-210
Status	
Priority	Medium
Reason of Change	M4×12 does not achieve minimum thread engagement; M4×14 meets torque spec and prevents field loosening.
Severity	Medium
Team	Product Team
Description	

