

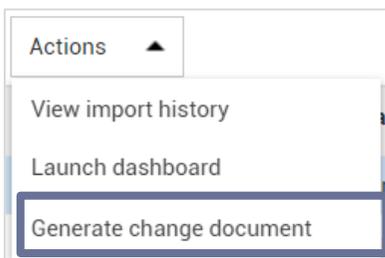
QUICK GUIDE

CHANGE WRITER

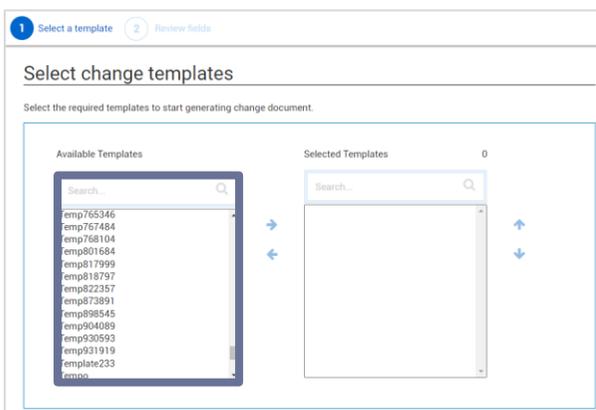


GENERATE A CHANGE DOCUMENT

1. From an issue, PCO or CCO, select an item then click on the **Actions** menu drop-down list, and then select **Generate change document** from the menu.



- The Change template opens to show the assigned templates to your project.
2. Move one or more templates from the Available Templates column to the Selected Templates column.



3. In the Change template details section, choose one of the following in the Generate Document As field:
 - **Individual documents** to get a separate document for each template you selected.

- **Merged document (PDF only)** to merge the templates into a single PDF document.

4. If Individual Documents is selected, in the Generate Document File Type As field, select the preferred option.
5. Complete additional fields as needed.
6. Click **Next**.
7. Review the fields and enter any information in the fields which apply to your issue.
8. Click on the **Preview document** button to see a preview of your document; then click **Close**.
9. Click **Finish**.

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