

# How to: Release a Material

## 10.2

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### DOCUMENT ACCESS

Public

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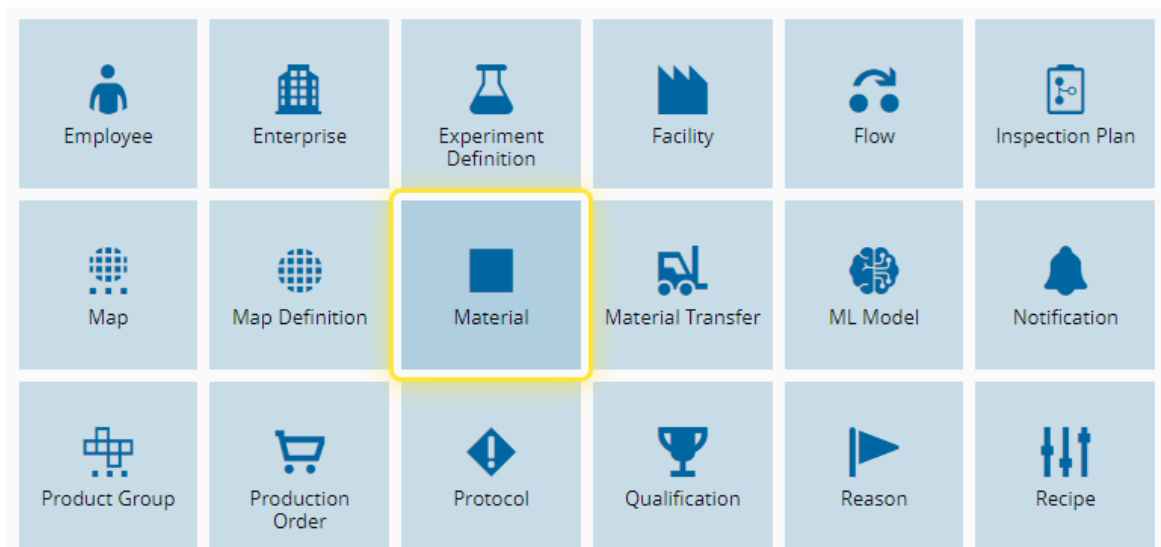
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## How to: Release a Material

1. Go to the Business Data menu.



2. Select the Material entity.



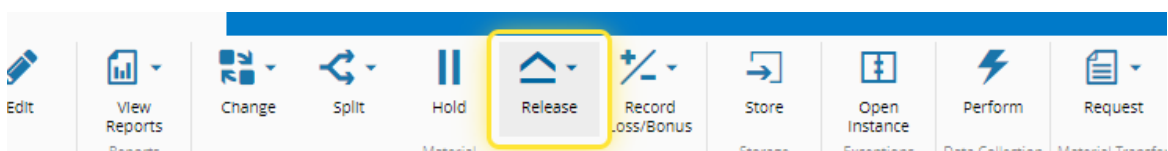
3. Select the desired Material.

Material

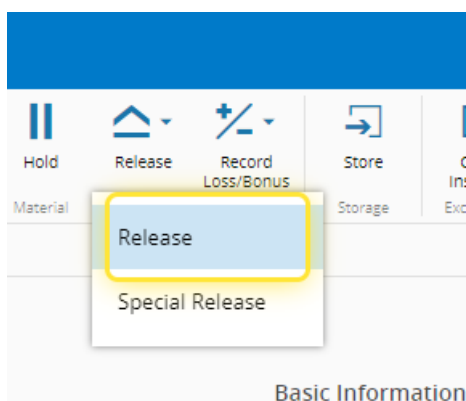
DEFAULT QUERY ▼

NAME	DESCRIPTION
Bolacha03	Bolacha03
Bolacha03.1	Bolacha03.1
Bolacha03.2	Bolacha03.2
Bolacha03.3	Bolacha03.3
Bolacha10	Bolacha10
Bolacha11	Bolacha11
Bolacha12	Bolacha12
Bolacha13	Bolacha13
Bolacha14	Bolacha14
Bolacha15	Bolacha15
Bolacha16	Bolacha16
Bolacha17	Bolacha17
Bolacha18	Bolacha18
Bolacha19	Bolacha19
Bolacha20	Bolacha20

4. Select the Release button.

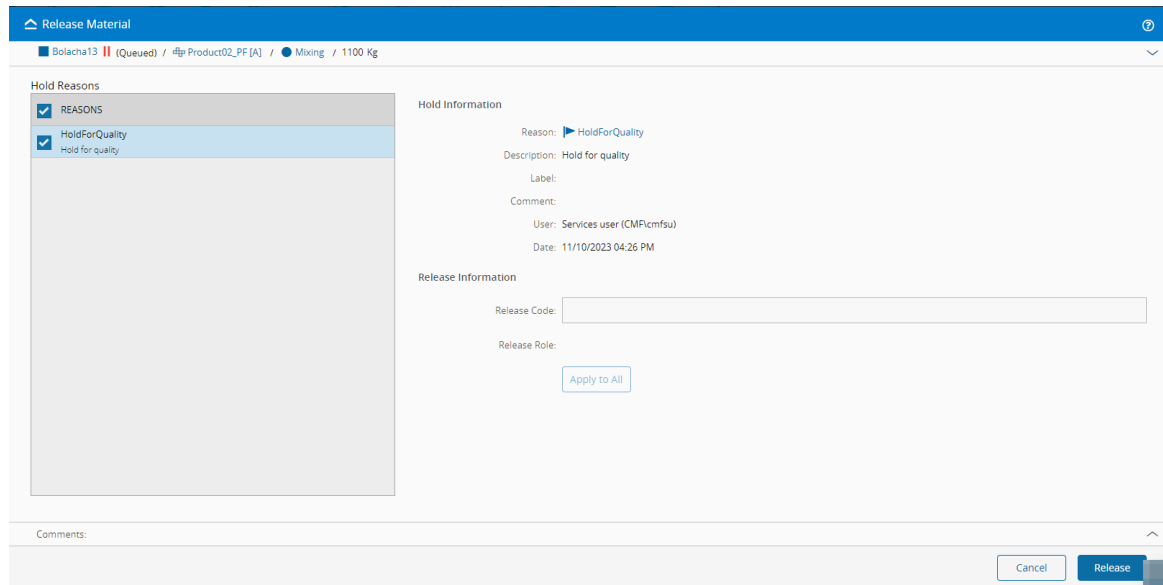


5. Select the Release option.



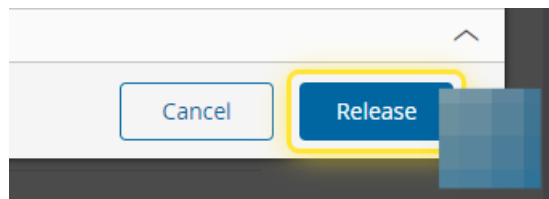
6. Under the Release Material wizard select the hold reason to Release.

For more information, see [Release Material - Critical Manufacturing Documentation Portal](#)



The screenshot shows the 'Release Material' wizard interface. At the top, a blue header bar contains the title 'Release Material' and a help icon. Below the header, a breadcrumb trail reads: 'Bolacha13' / '(Queued)' / '#Product02\_PF [A]' / 'Mixing' / '1100 Kg'. The main area is divided into two panels. The left panel, titled 'Hold Reasons', contains a list with a checked 'REASONS' header and a checked 'HoldForQuality' item with the description 'Hold for quality'. The right panel, titled 'Hold Information', displays details for the selected reason: 'Reason: HoldForQuality', 'Description: Hold for quality', 'Label:', 'Comment:', 'User: Services user (CMFicmsu)', and 'Date: 11/10/2023 04:26 PM'. Below this, the 'Release Information' section includes a 'Release Code:' text box and a 'Release Role:' label. An 'Apply to All' button is positioned below the 'Release Role:' label. At the bottom of the wizard, a 'Comments:' text area is visible, followed by 'Cancel' and 'Release' buttons.

7. Select the Release button.





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