Add article drop reason
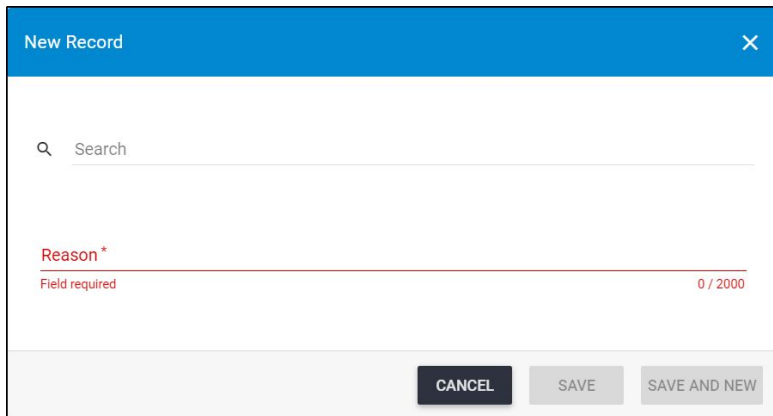
To add an article drop reason, click the Add button, the following window appears:

Enter the reason then click **Save** to close the window or **Save and new** to add it and open a new window.

Note:

- This button is not available in child catalogs as drop reasons are cascaded from their master catalogs.