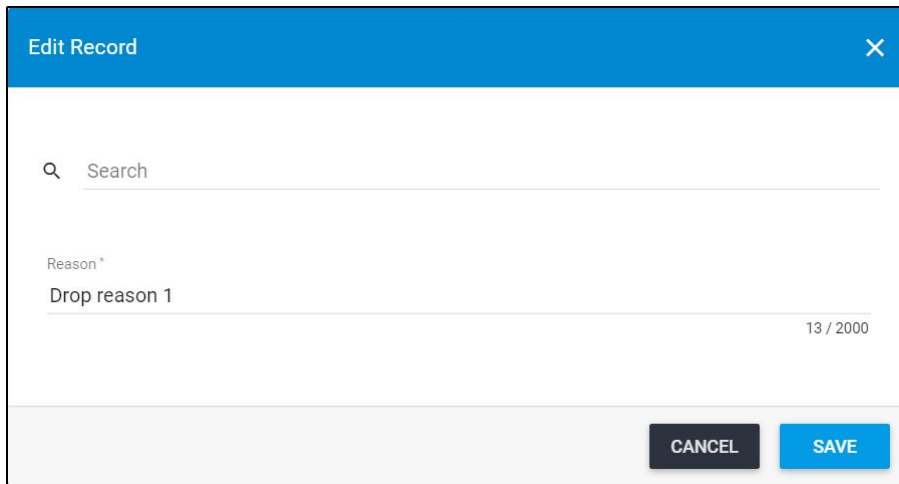


## Edit article drop reason

To edit any of the existing drop reasons, select Edit record from the Actions menu next to it, the reason is displayed as shown in the below example:



The screenshot shows a modal dialog box titled "Edit Record" with a close button (X) in the top right corner. Inside the dialog, there is a search bar with a magnifying glass icon and the text "Search". Below the search bar, there is a label "Reason\*" followed by a text input field containing "Drop reason 1". To the right of the input field, the character count "13 / 2000" is displayed. At the bottom right of the dialog, there are two buttons: a dark grey "CANCEL" button and a blue "SAVE" button.

Update the name if you want then click **Save**.