Add request reason
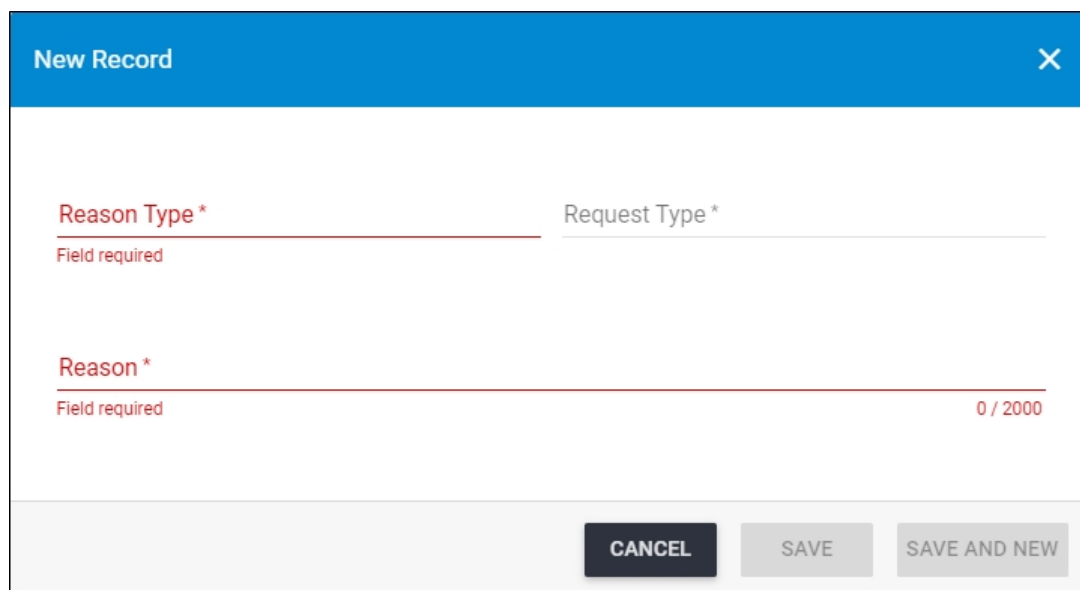
To add a request reason, follow these steps:

1. Click , the following window appears:

2. Select the reason type, and reason type,
3. Enter the reason you want, the **Save** button is activated. Click **Save** to add the reason and close the window or **Save and New** to add it and open a new window.