


## Add request reason

To add a request reason, follow these steps:



1. Click , the following window appears:

The screenshot shows a 'New Record' form with a blue header bar containing the title 'New Record' and a close button (X). The form contains three input fields: 'Reason Type \*', 'Request Type \*', and 'Reason \*'. Each field has a red underline and the text 'Field required' below it. The 'Reason \*' field also has a character count '0 / 2000' on the right side. At the bottom of the form, there are three buttons: 'CANCEL' (dark grey), 'SAVE' (light grey), and 'SAVE AND NEW' (light grey).

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.