
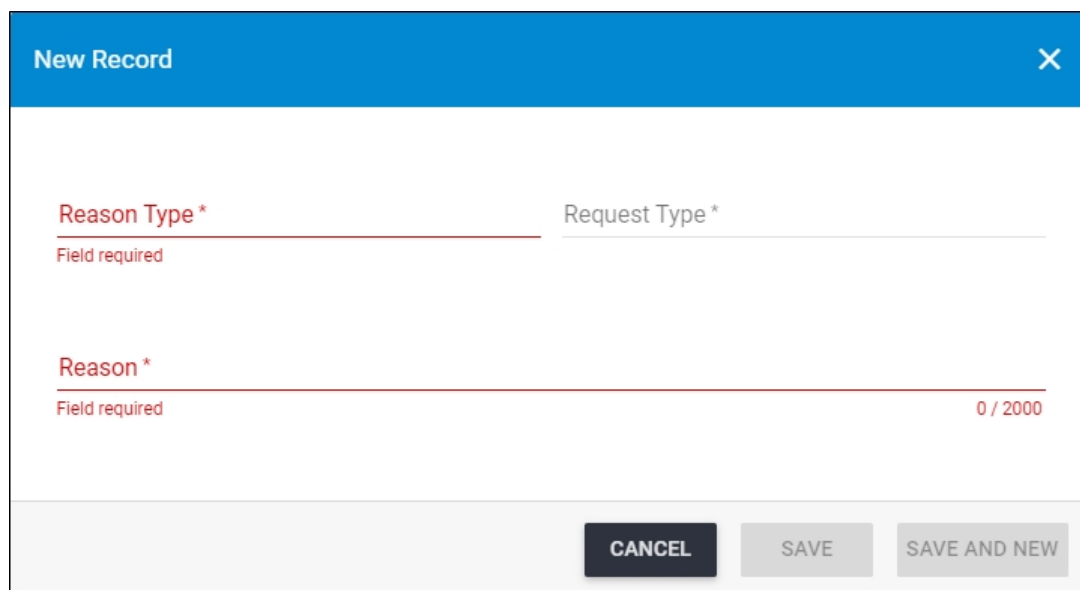


Add request reason

To add a request reason, follow these steps:



1. Click , the following window appears:

A screenshot of a 'New Record' form window. The window has a blue header bar with the text 'New Record' and a close button (X) on the right. The form contains two input fields: 'Reason Type *' and 'Request Type *'. Below the 'Reason Type *' field is a red error message 'Field required'. Below the 'Request Type *' field is a red error message 'Field required'. Below these fields is a larger text area labeled 'Reason *' with a red error message 'Field required' and a character count '0 / 2000' on the right. At the bottom of the form are three buttons: 'CANCEL' (dark blue), 'SAVE' (light gray), and 'SAVE AND NEW' (light gray).

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.