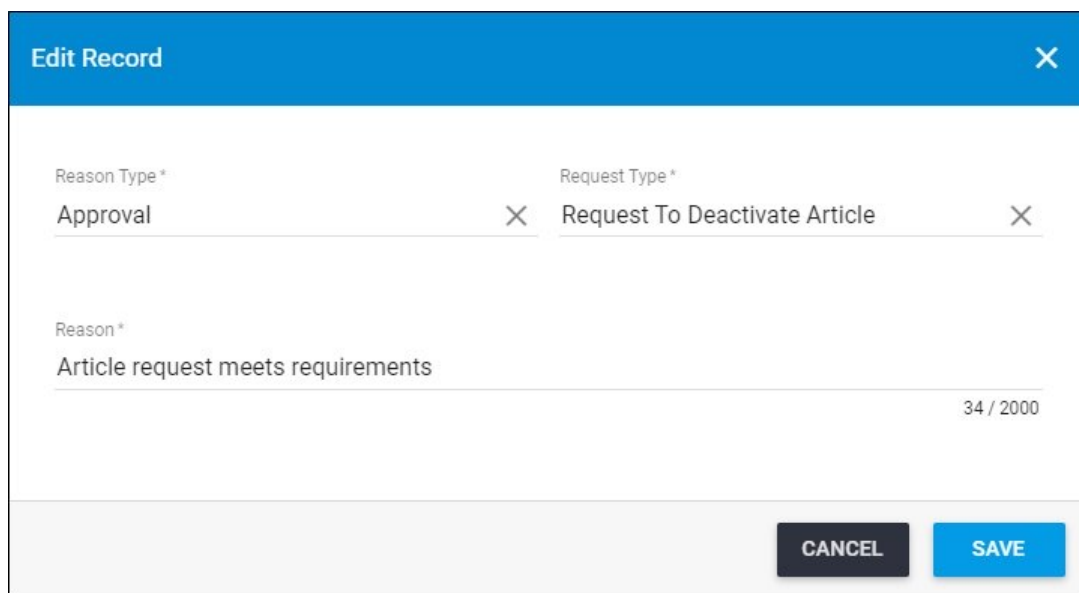


Edit request reason

To edit a request reason, follow these steps:

1. Select “Edit Record” from the Actions menu next to the reason you want, the following window appears:



The screenshot shows a modal window titled "Edit Record" with a close button (X) in the top right corner. The window contains three input fields:

- Reason Type ***: A dropdown menu with "Approval" selected and a close button (X) to its right.
- Request Type ***: A dropdown menu with "Request To Deactivate Article" selected and a close button (X) to its right.
- Reason ***: A text input field containing "Article request meets requirements". A character count "34 / 2000" is visible at the bottom right of the field.

At the bottom right of the window, there are two buttons: "CANCEL" (dark gray) and "SAVE" (blue).

2. Make the changes you want to any of the displayed information,
3. Click **Save**.