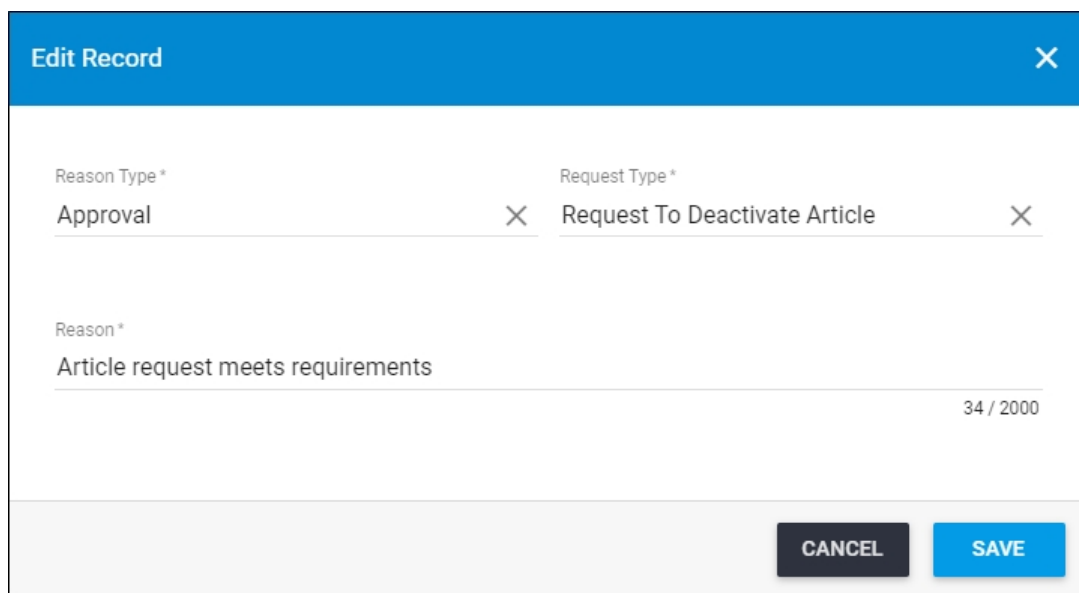


Edit request reason

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:



Reason Type *

Approval

Request Type *

Request To Deactivate Article

Reason *

Article request meets requirements

34 / 2000

CANCEL SAVE

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