## **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:

dit Record			>
Reason Type * Approval	×	Request Type * Request To Deactivate Article	×
Reason* Article request meets requirements			24 ( 2222
		CANCEL	34 / 2000

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