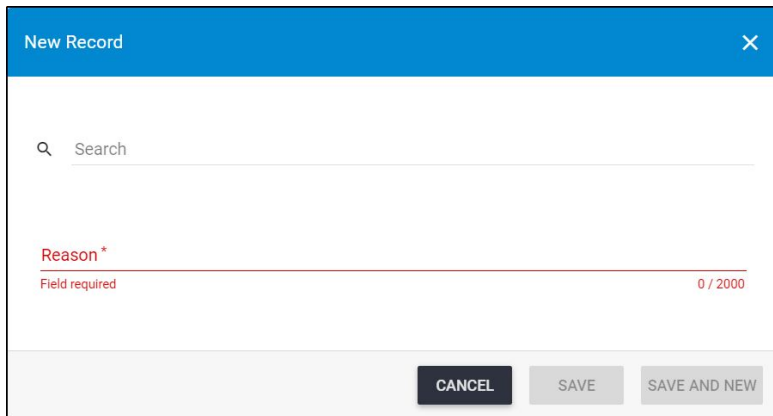


Add article drop reason

To add an article drop reason, click the Add button, the following window appears:



The screenshot shows a dialog box titled "New Record" with a close button (X) in the top right corner. Below the title bar is a search field with a magnifying glass icon and the text "Search". Below the search field is a text input field labeled "Reason*" in red. Underneath the input field, the text "Field required" is displayed in red on the left, and "0 / 2000" is displayed in red on the right. At the bottom of the dialog box, there are three buttons: "CANCEL" (dark gray), "SAVE" (light gray), and "SAVE AND NEW" (light gray).

Enter the reason then click **Save** to close the window or **Save and new** to add it and open a new window.

Note:

- This button is not available in child catalogs as drop reasons are cascaded from their master catalogs.