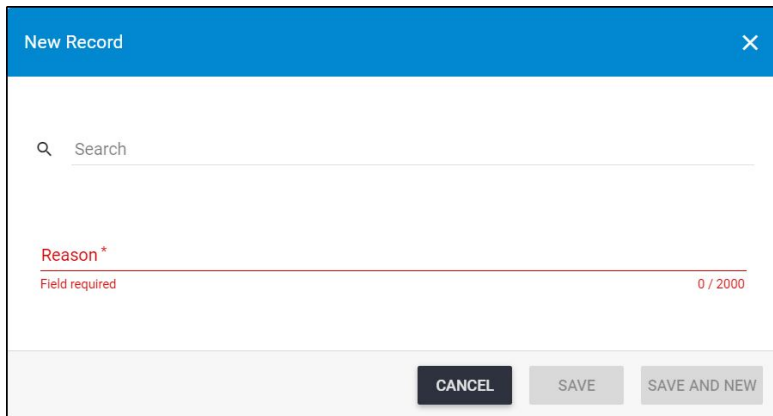


## Add article drop reason

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



The screenshot shows a 'New Record' window with a blue header and a close button (X). Below the header is a search bar with a magnifying glass icon and the text 'Search'. Underneath the search bar is a text input field labeled 'Reason \*' in red. Below the input field, there is a red error message 'Field required' and a character count '0 / 2000'. At the bottom of the window, there are three buttons: 'CANCEL' (dark grey), 'SAVE' (light grey), and 'SAVE AND NEW' (light grey).

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.