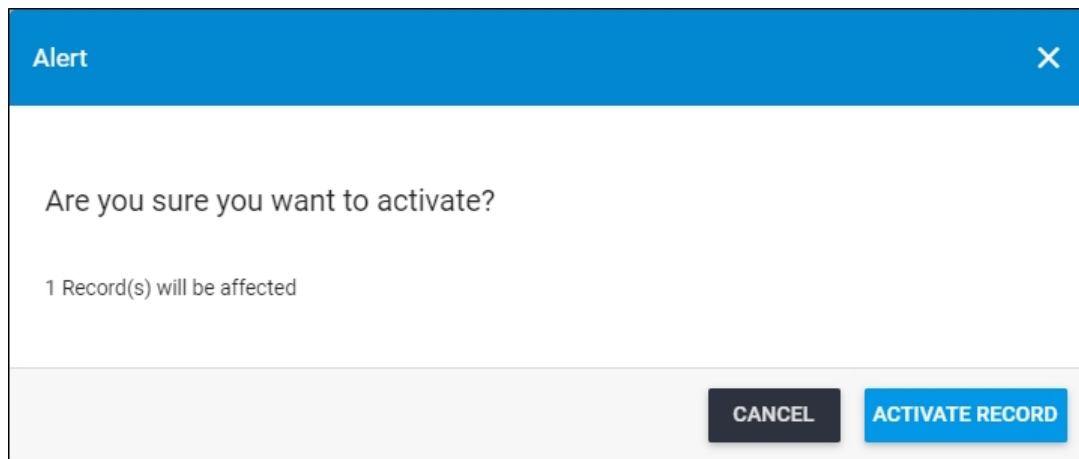


## Activate request reason

To activate any of the deleted reasons, follow these steps:

1. Select the request reason you want to activate by following any of these methods:
  - Select “Activate Record” from the Actions menu next to the reason you want to activate,
  - Click the checkbox on top of the records to select all reasons then click the **Activate** button,
  - Click the checkbox(es) next to the reasons you want then click the **Activate** button,

The following message appears showing the number of selected records:



2. Click **Activate Record** to confirm activating the reason. Its status changes to “Active”.