
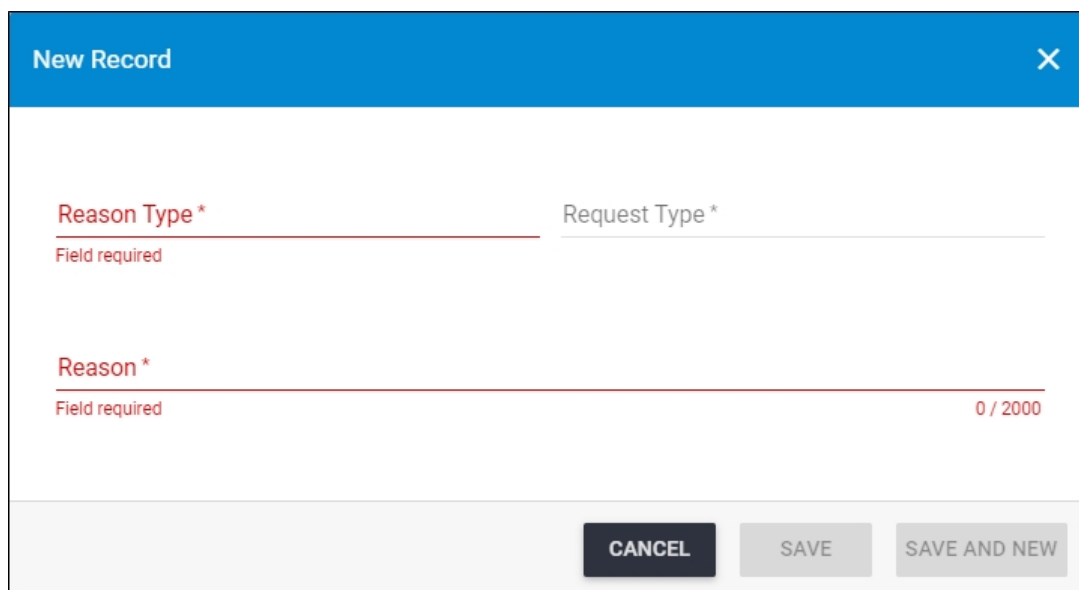


## Add request reason

To add a request reason, follow these steps:



1. Click , the following window appears:

A screenshot of a 'New Record' form window. The window has a blue header bar with the text 'New Record' and a close button (X) on the right. The form contains two input fields: 'Reason Type \*' and 'Request Type \*'. Below the 'Reason Type \*' field is a red error message 'Field required'. Below the 'Request Type \*' field is a red error message 'Field required'. Below these fields is a larger text area labeled 'Reason \*'. Below the 'Reason \*' text area is a red error message 'Field required' and a character count '0 / 2000'. At the bottom of the form are three buttons: 'CANCEL', 'SAVE', and 'SAVE AND NEW'. The 'CANCEL' button is dark blue, while 'SAVE' and 'SAVE AND NEW' are light gray.

2. Select the reason type, and reason type,
3. Enter the reason you want, the **Save** button is activated. Click **Save** to add the reason and close the window or **Save and New** to add it and open a new window.