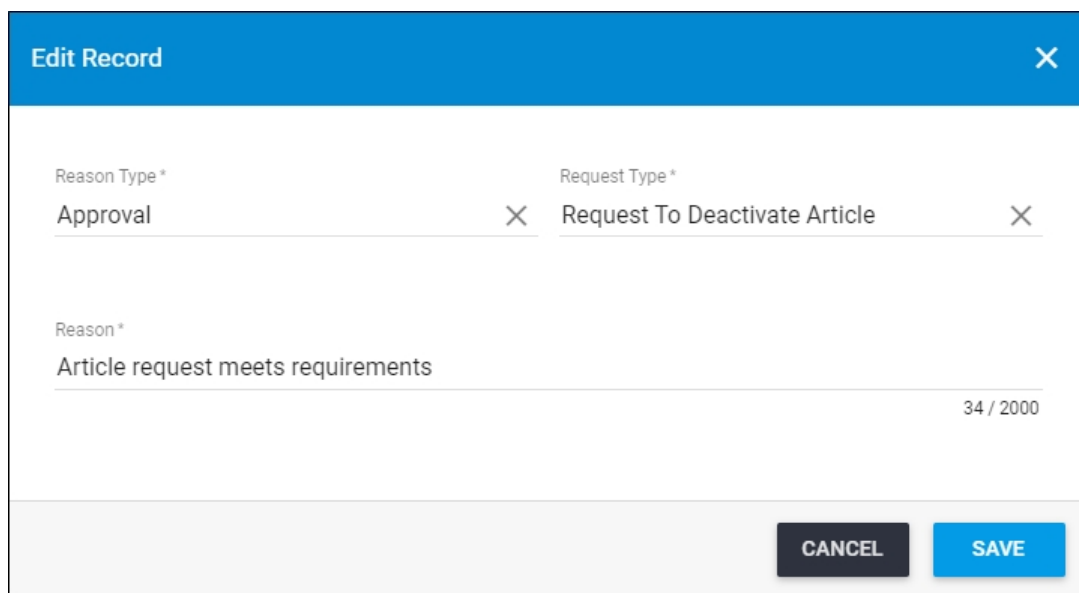


## Edit request reason

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:



The screenshot shows a dialog box titled "Edit Record" with a close button (X) in the top right corner. The dialog contains two dropdown menus: "Reason Type \*" with the value "Approval" and "Request Type \*" with the value "Request To Deactivate Article". Below these is a text input field for "Reason \*" containing the text "Article request meets requirements". A character count "34 / 2000" is visible at the bottom right of the text field. At the bottom of the dialog are two buttons: "CANCEL" and "SAVE".

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