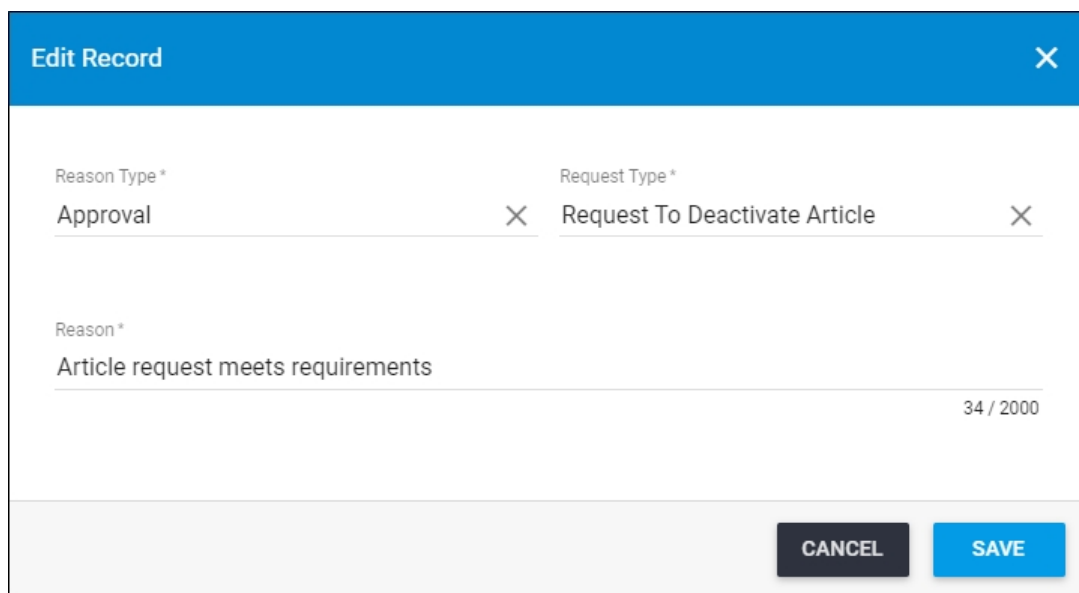


Edit request reason

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 the following fields:

- Reason Type ***: A dropdown menu with "Approval" selected.
- Request Type ***: A dropdown menu with "Request To Deactivate Article" selected.
- Reason ***: A text area containing "Article request meets requirements".
- A character count "34 / 2000" is displayed at the bottom right of the text area.

At the bottom right of the dialog, there are two buttons: "CANCEL" (dark grey) and "SAVE" (blue).

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