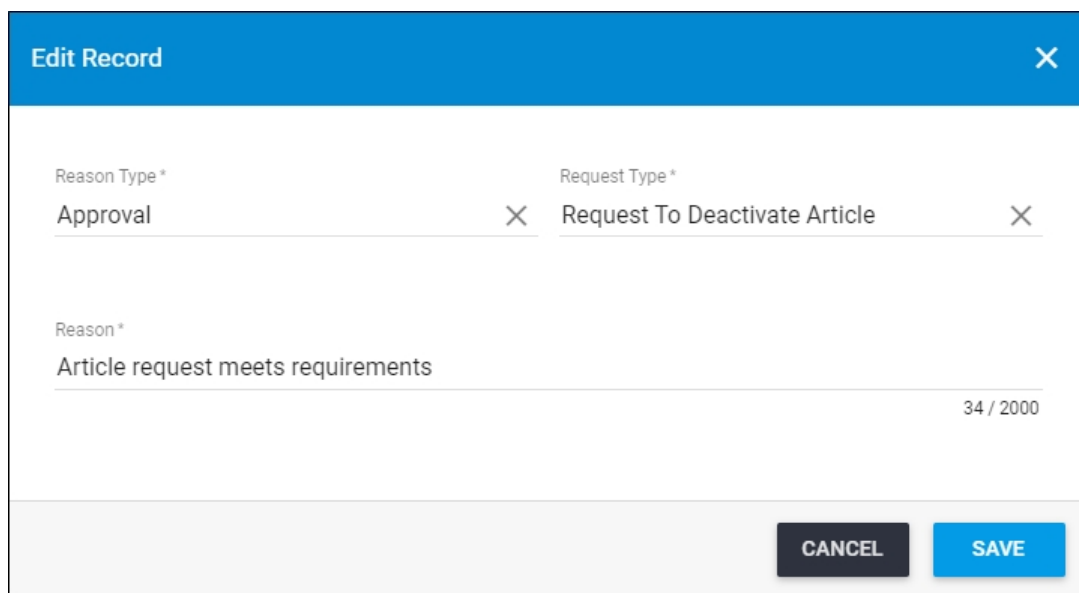


## Edit request reason

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:



Reason Type \*

Approval X

Request Type \*

Request To Deactivate Article X

Reason \*

Article request meets requirements

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CANCEL SAVE

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