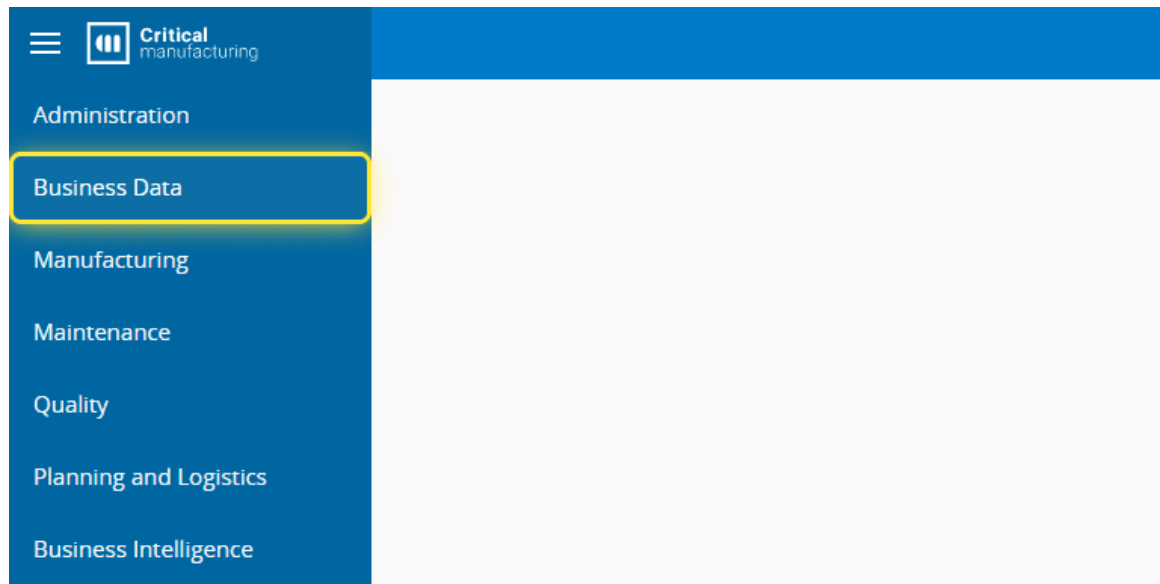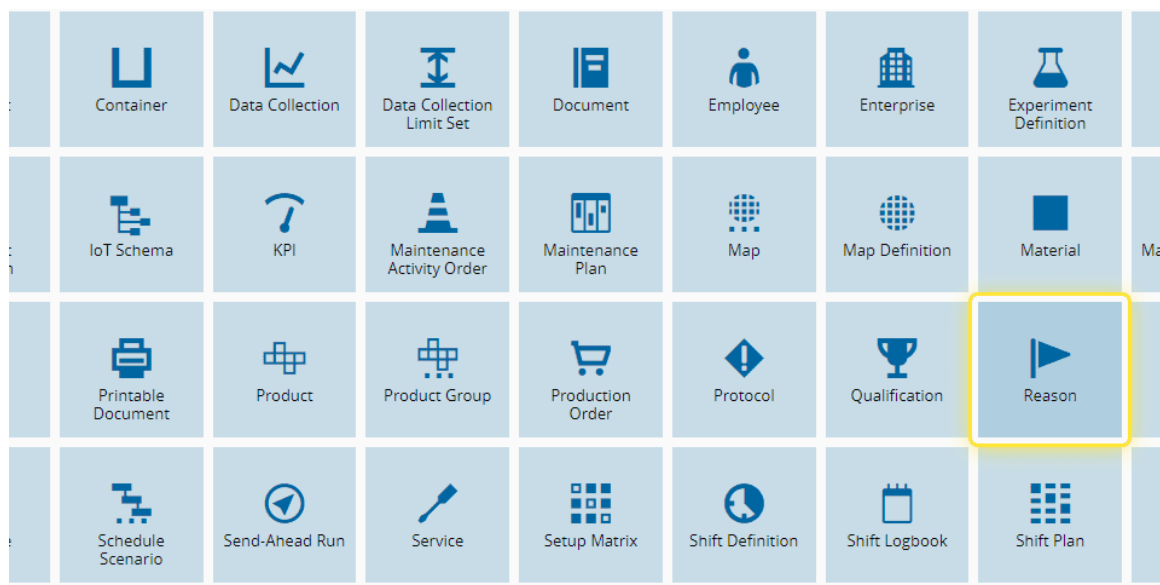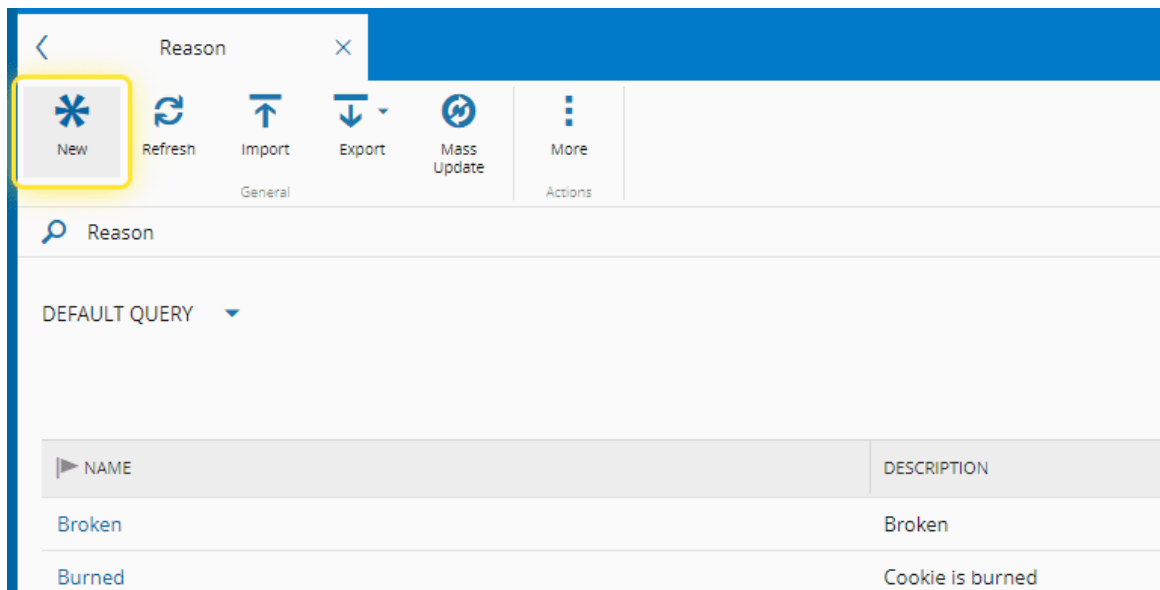# How to: Create a Reason

1. Go to the Business Data menu.

2. Select the Reason entity.
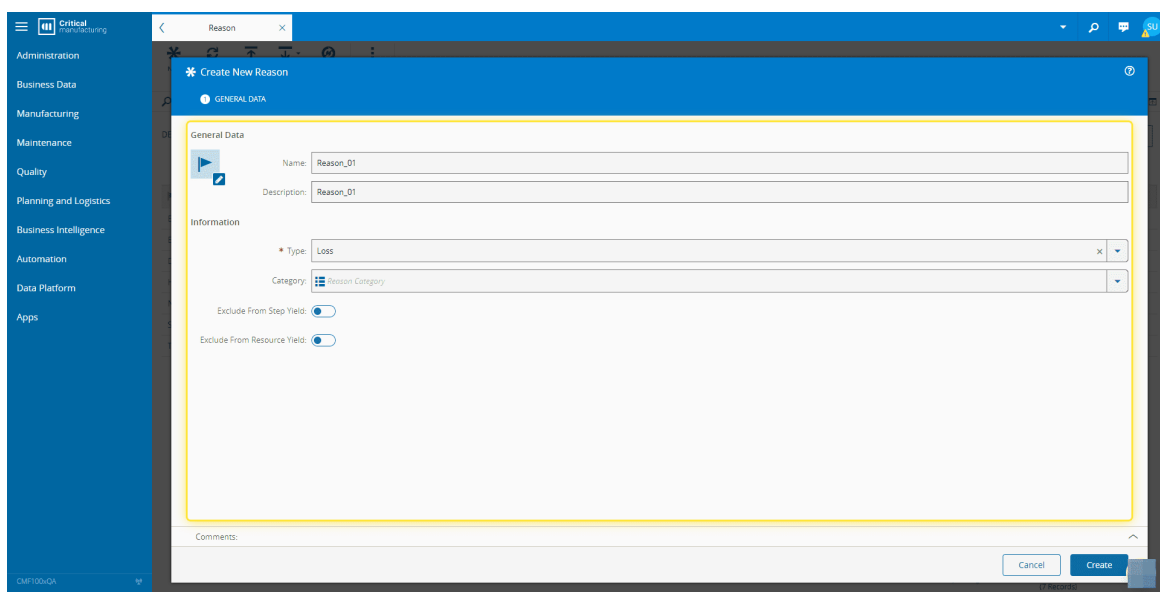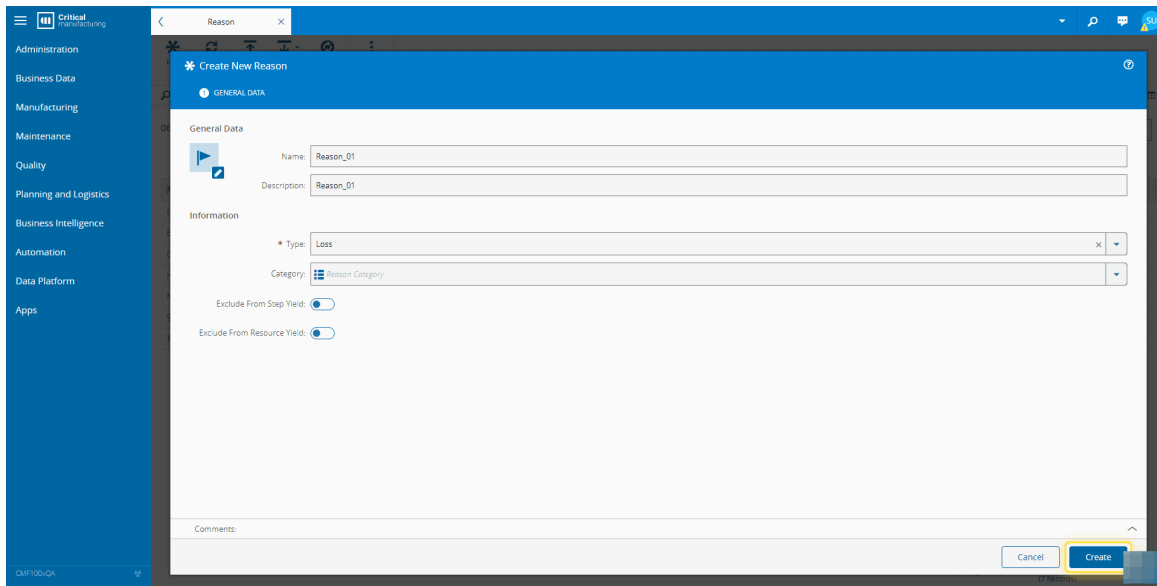

3. Select the New button.

4. Under the General Data tab, complete the necessary fields.

For more information, see Create Reason - Critical Manufacturing Documentation Portal ⧉

5. Select the Create button.

After creating a Reason, you should Manage the Reason-Step relation. For more information, see How to: Manage the Reason-Step relation.