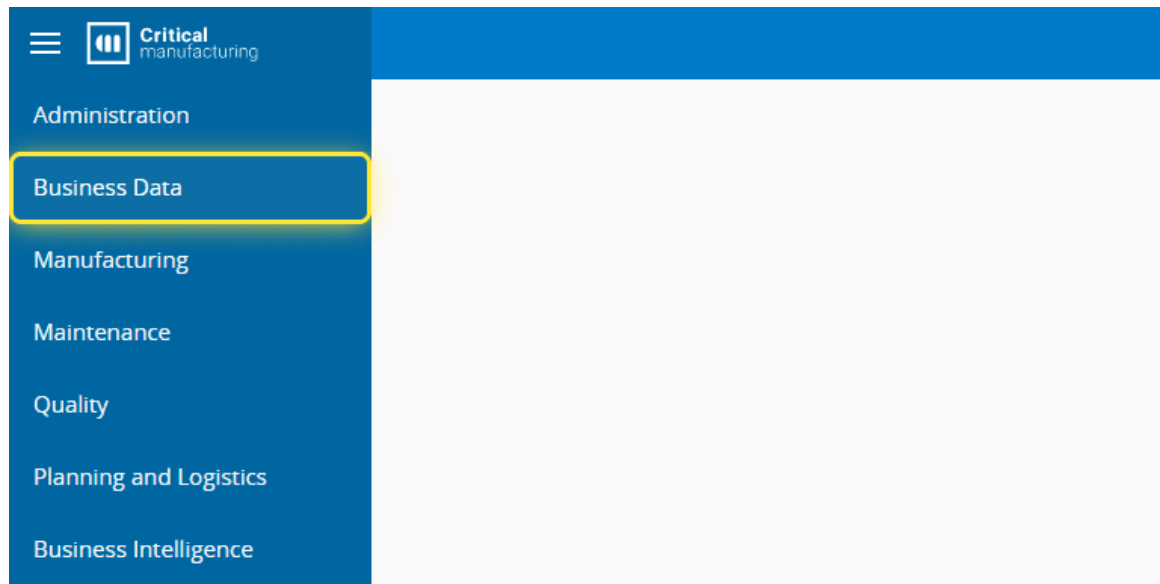
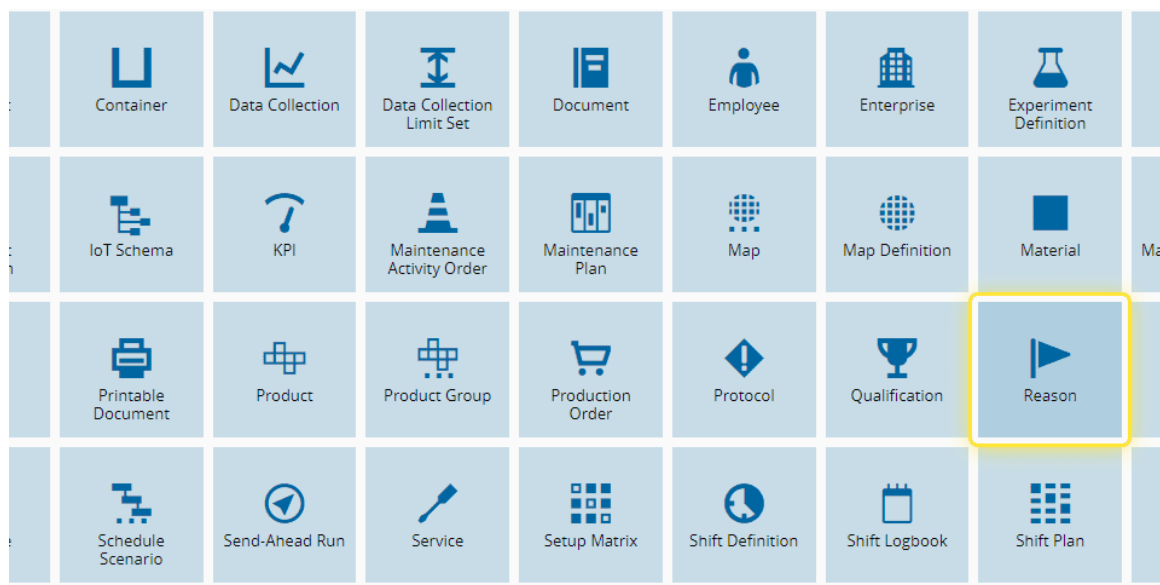


How to: Create a Reason

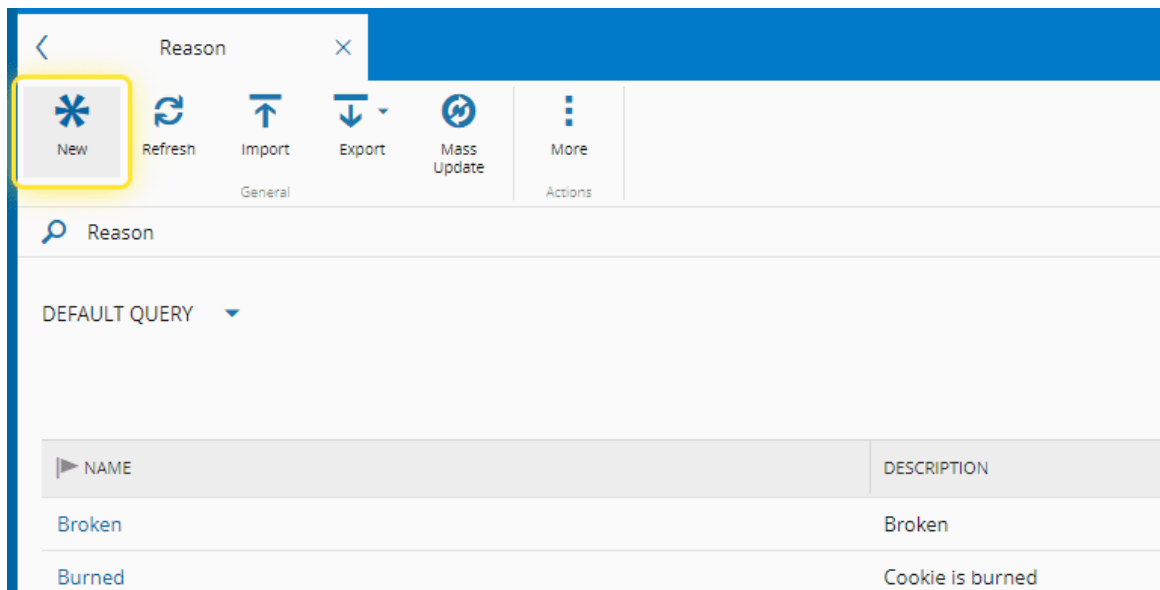
1. Go to the Business Data menu.



2. Select the Reason entity.

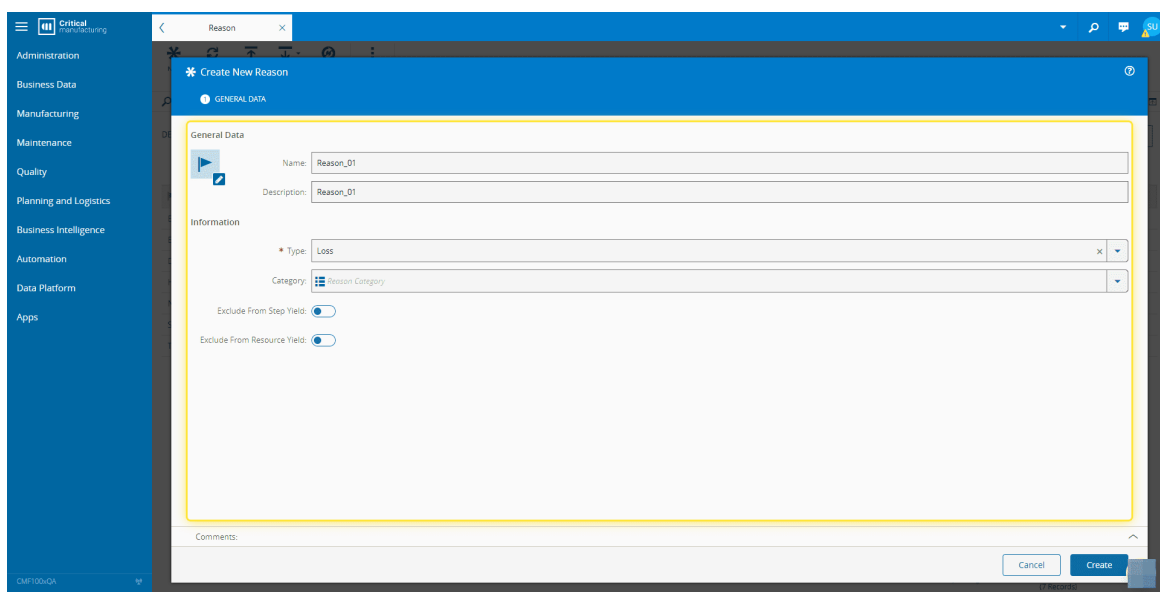


3. Select the New button.

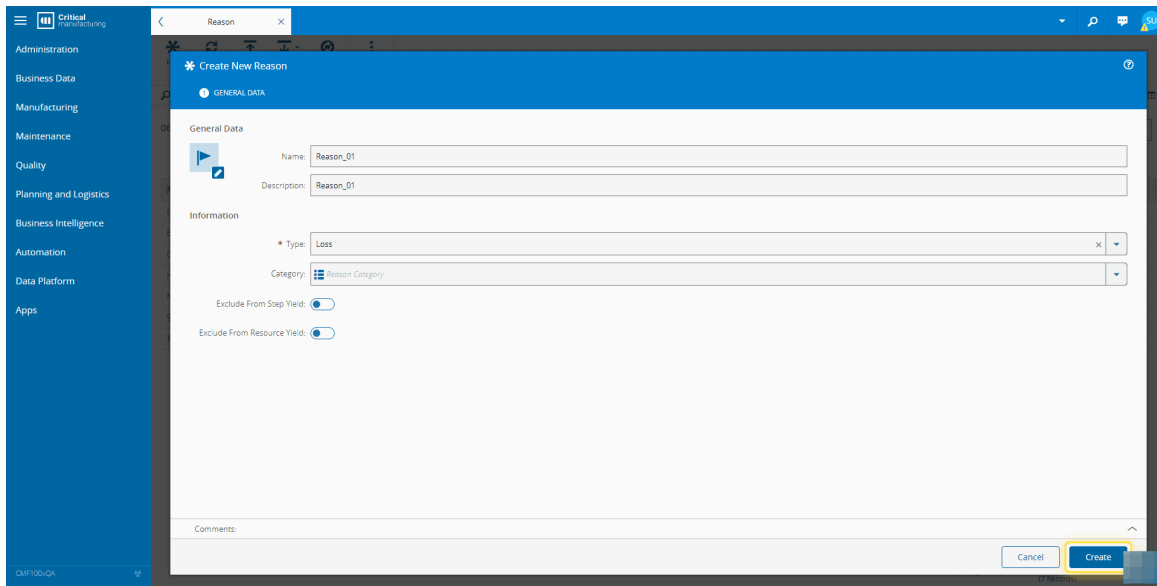


4. Under the General Data tab, complete the necessary fields.

For more information, see [Create Reason - Critical Manufacturing Documentation Portal](#)



5. Select the Create button.



Create New Reason

GENERAL DATA

General Data

Name: Reason_01

Description: Reason_01

Information

Type: Loss

Category: Reason Category

Exclude From Step Yield: ☐

Exclude From Resource Yield: ☐

Comments:

Cancel Create

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