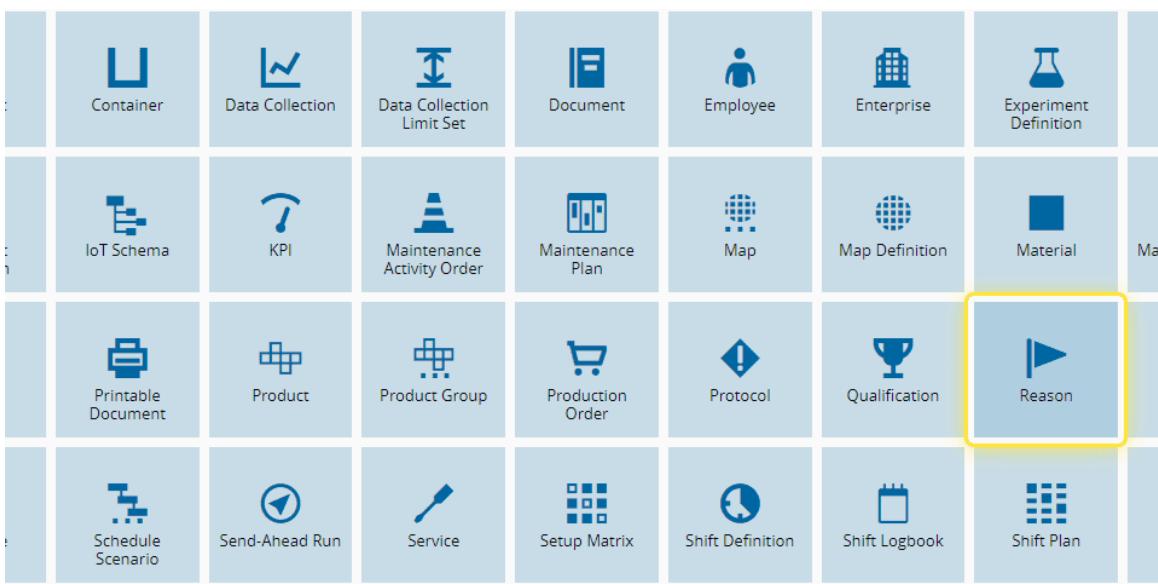


## How to: Create a Reason

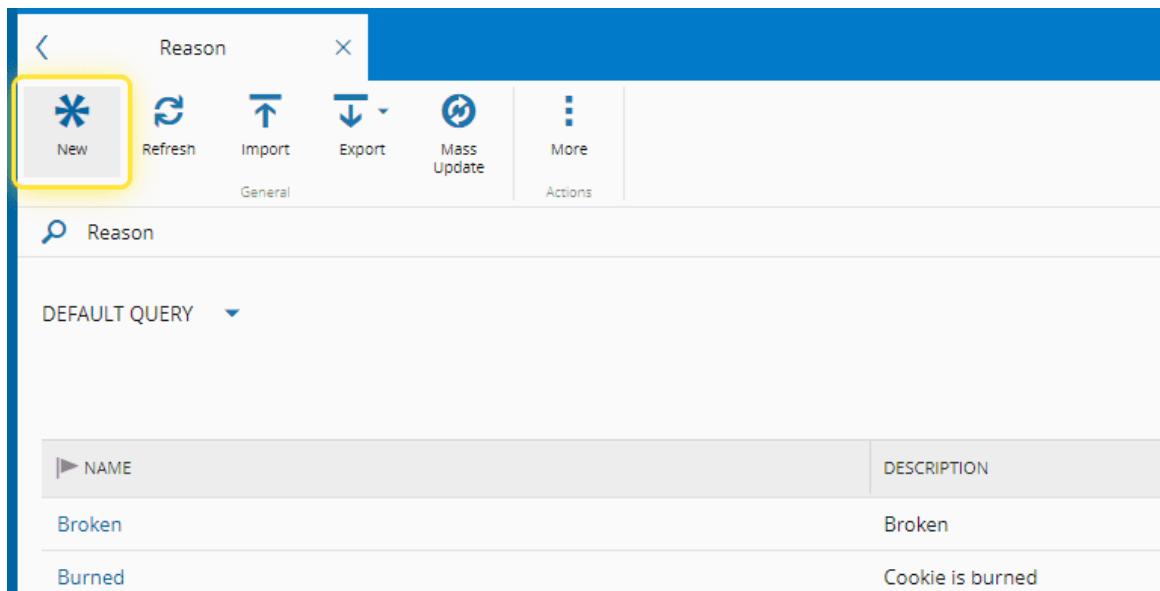
1. Go to the Business Data menu.



2. Select the Reason entity.



3. Select the New button.

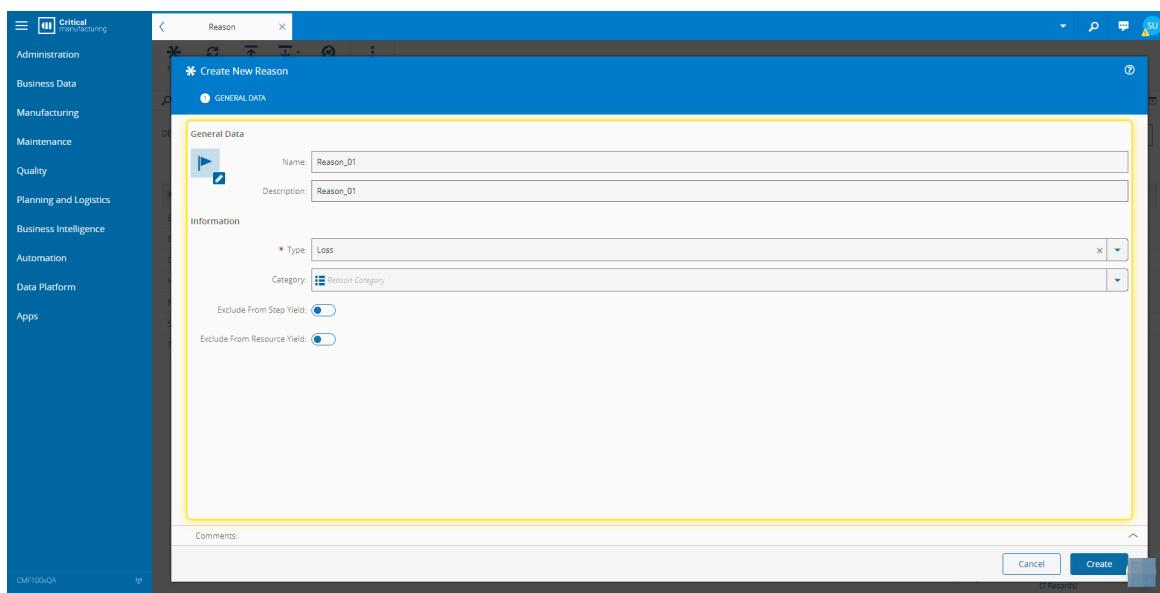


The screenshot shows the 'Reason' list screen. At the top, there is a toolbar with the following buttons: 'New' (highlighted with a yellow box), 'Refresh', 'Import', 'Export', 'Mass Update', and 'More'. Below the toolbar, there is a search bar with the placeholder 'Reason'. Underneath the search bar, there is a 'DEFAULT QUERY' dropdown. The main area displays a table with two rows of data:

NAME	DESCRIPTION
Broken	Broken
Burned	Cookie is burned

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

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

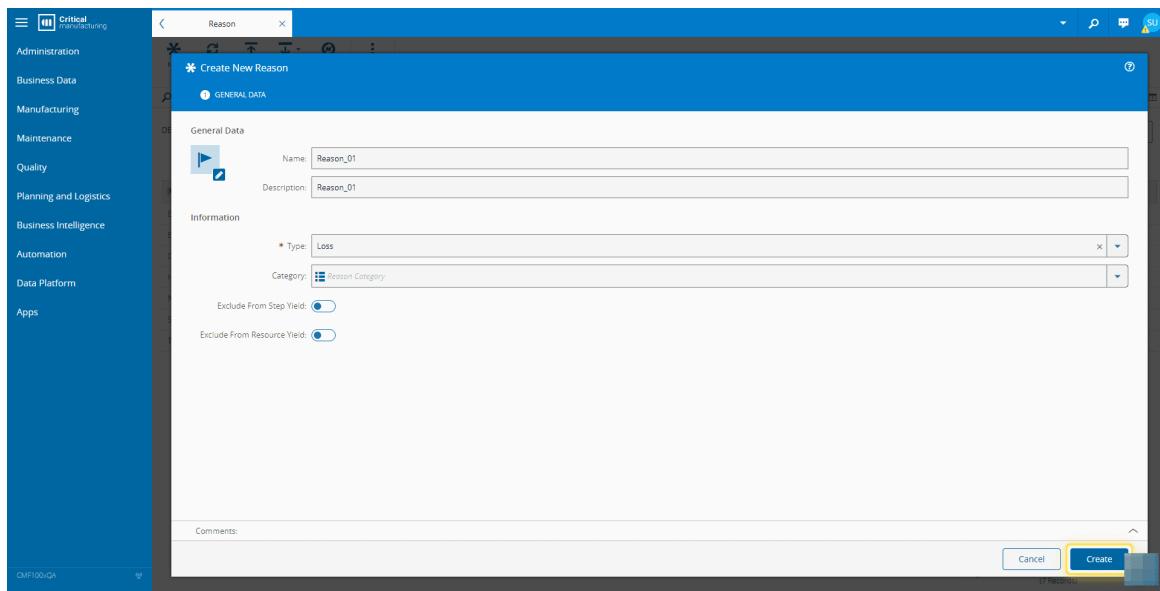


The screenshot shows the 'Create New Reason' dialog box. The 'GENERAL DATA' tab is selected. The 'General Data' section contains the following fields:

- Name: Reason\_01
- Description: Reason\_01
- Type: Loss
- Category: Reason Category
- Exclude From Step Yield:
- Exclude From Resource Yield:

At the bottom right of the dialog box, there are 'Cancel' and 'Create' buttons, with the 'Create' button highlighted with a yellow box.

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](#).