



How to: Create a Reason

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DOCUMENT ACCESS

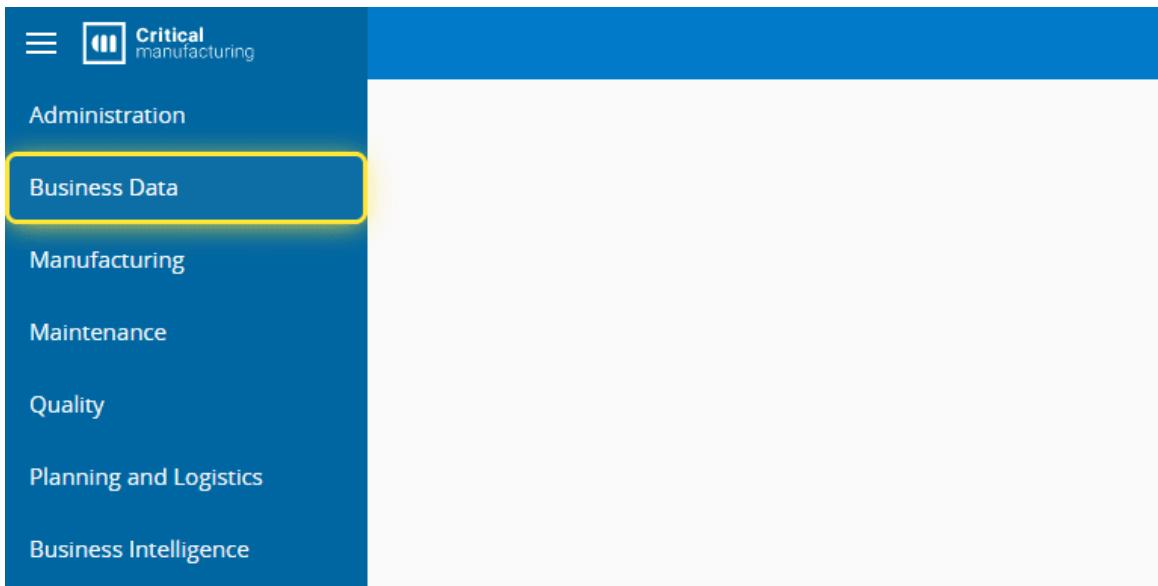
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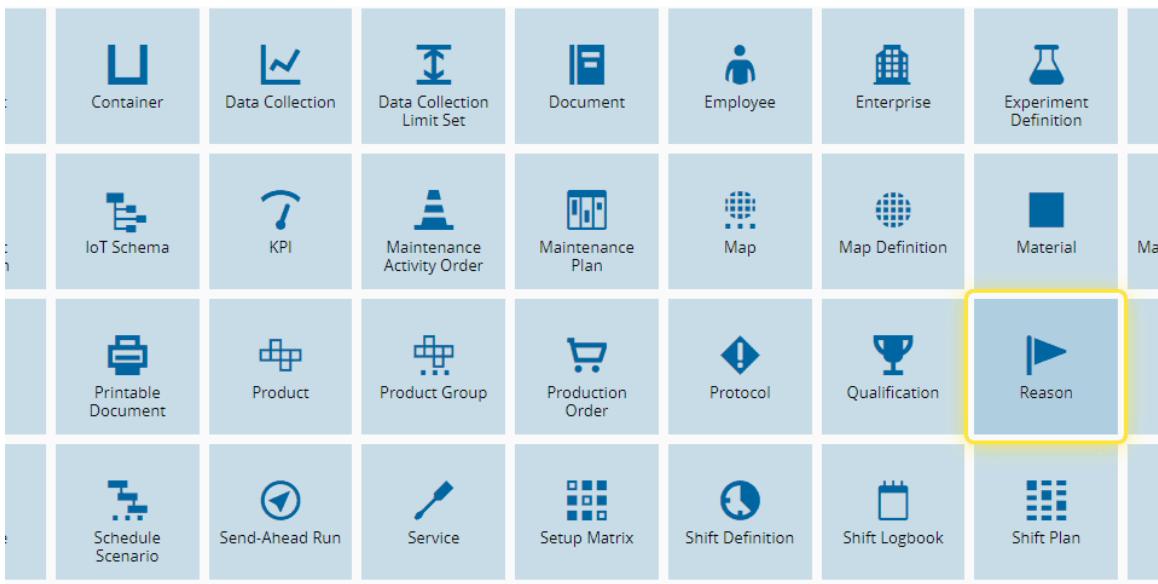
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How to: Create a Reason

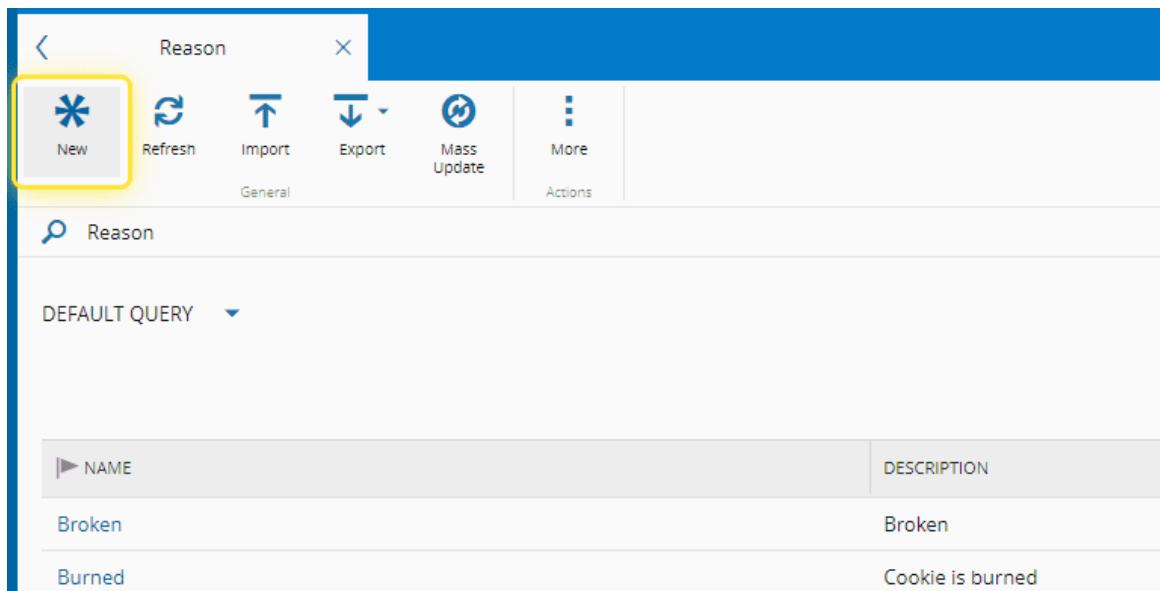
1. Go to the Business Data menu.



2. Select the Reason entity.



3. Select the New button.

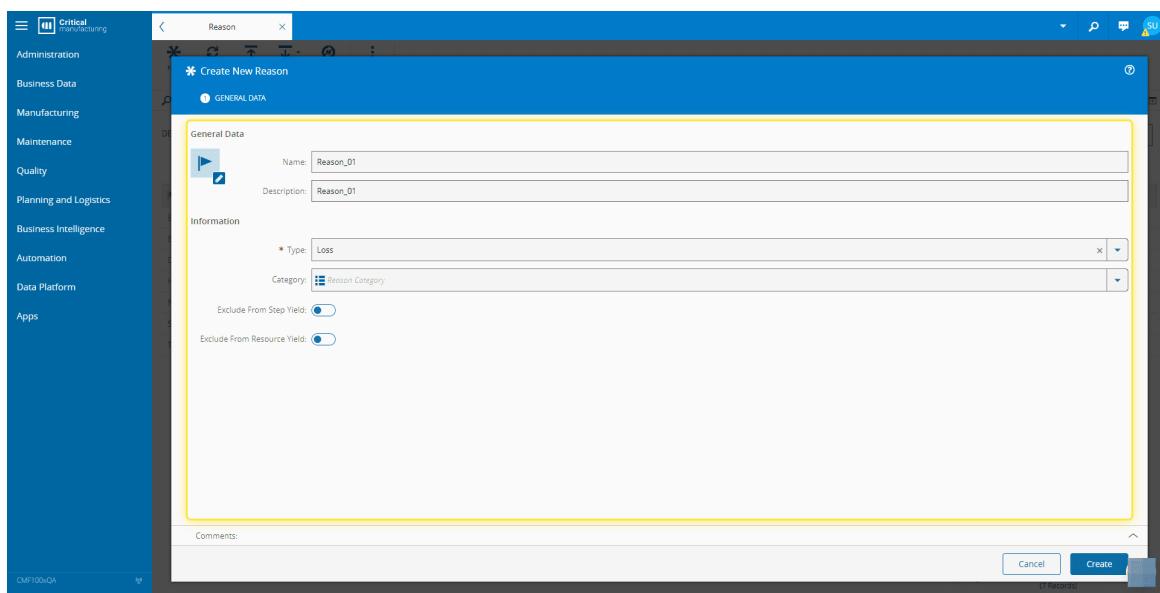


The screenshot shows the 'Reason' list screen. At the top, there is a toolbar with the following buttons: 'New' (highlighted with a yellow box), 'Refresh', 'Import', 'Export', 'Mass Update', and 'More'. Below the toolbar, there is a search bar with the placeholder 'Reason'. Underneath the search bar, 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](#)

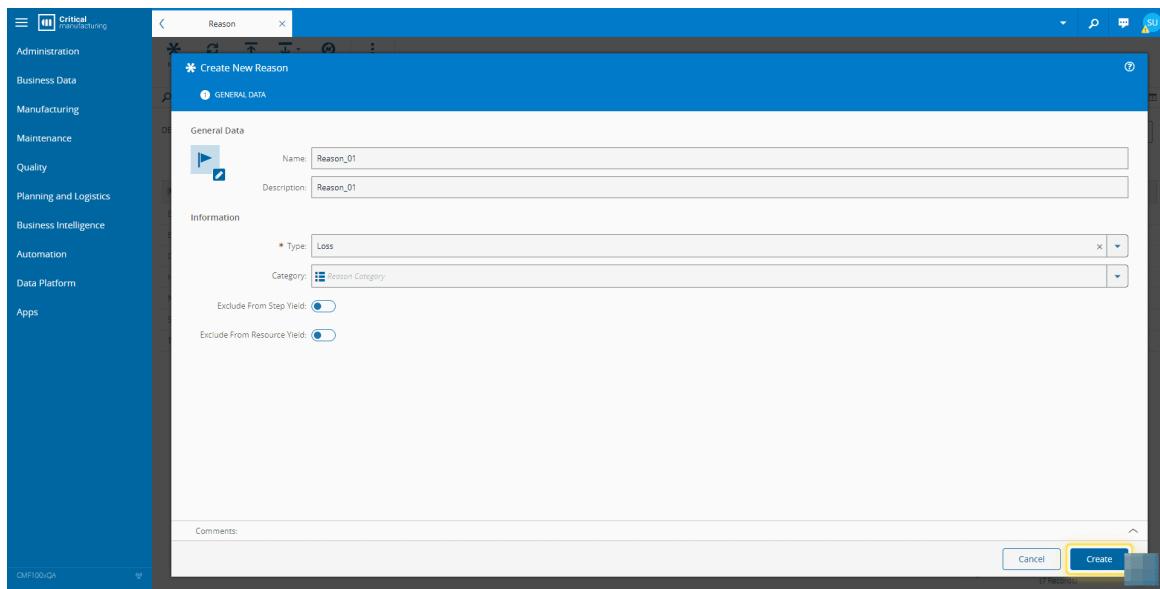


The screenshot shows the 'Create New Reason' dialog box. On the left, there is a navigation menu with the following items: Administration, Business Data, Manufacturing, Maintenance, Quality, Planning and Logistics, Business Intelligence, Automation, Data Platform, and Apps. The 'Reason' item is selected. The main area of the dialog box is titled 'Create New Reason' and has a 'GENERAL DATA' tab 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. The 'Create' button is 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](#).



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