



# How to: Manage the Reason-Step relation

11.2

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## DOCUMENT ACCESS

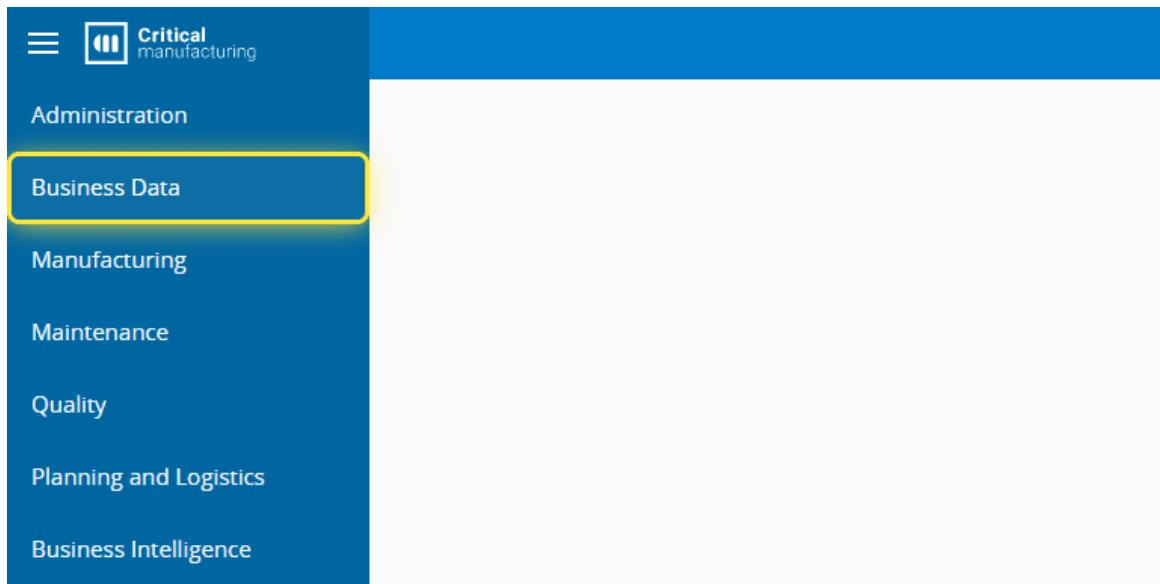
Public

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## How to: Manage the Reason-Step relation

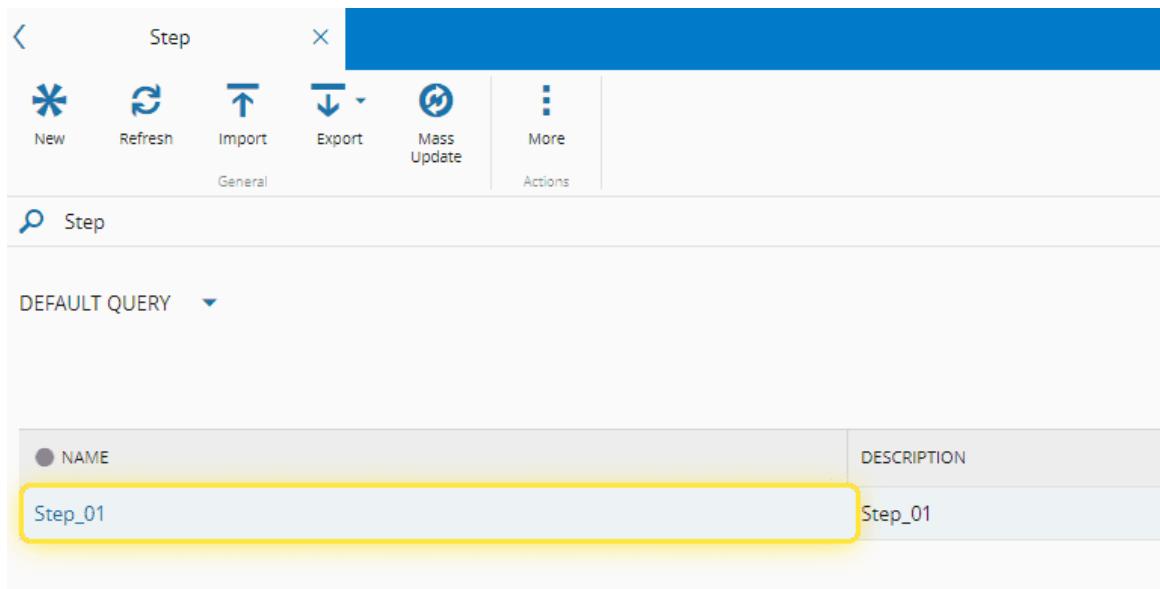
1. Go to the Business Data menu.



2. Select the Step entity.

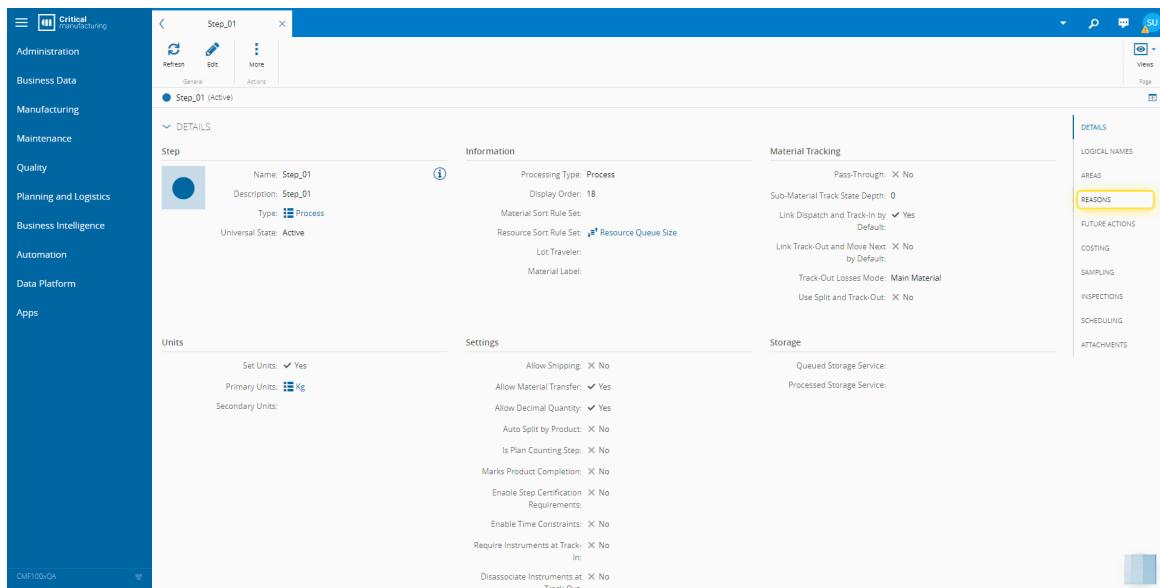


3. Search for your Step and select it.



NAME	DESCRIPTION
Step_01	Step_01

#### 4. Select the Reasons section.



**Step\_01**

**DETAILS**

**Step**

Name: Step_01	Processing Type: Process	Material Tracking
Description: Step_01	Display Order: 18	Pass-Through: <input checked="" type="checkbox"/> No
Type: Process	Material Sort Rule Set:	Sub-Material Track State Depth: 0
Universal State: Active	Resource Sort Rule Set: <input checked="" type="checkbox"/> Resource Queue Size	Link Dispatch and Track-In by: <input checked="" type="checkbox"/> Yes
	Lot/Traveler:	Default:
	Material Label:	Link Track-Out and Move Next: <input checked="" type="checkbox"/> No
		by Default:
		Track-Out Losses Mode: Main Material
		Use Split and Track-Out: <input checked="" type="checkbox"/> No

**UNITS**

Set Units: <input checked="" type="checkbox"/> Yes	Allow Shipping: <input checked="" type="checkbox"/> No	Queued Storage Service:
Primary Units: <input checked="" type="checkbox"/> Kg	Allow Material Transfer: <input checked="" type="checkbox"/> Yes	Processed Storage Service:
Secondary Units:	Allow Decimal Quantity: <input checked="" type="checkbox"/> Yes	
	Auto Split by Product: <input checked="" type="checkbox"/> No	
	Is Plan Counting Step: <input checked="" type="checkbox"/> No	
	Marks Product Completion: <input checked="" type="checkbox"/> No	
	Enable Step Certification: <input checked="" type="checkbox"/> No	
	Requirements:	
	Enable Time Constraints: <input checked="" type="checkbox"/> No	
	Require Instruments at Track-In:	
	Disassociate Instruments at Track-Out:	

**SETTINGS**

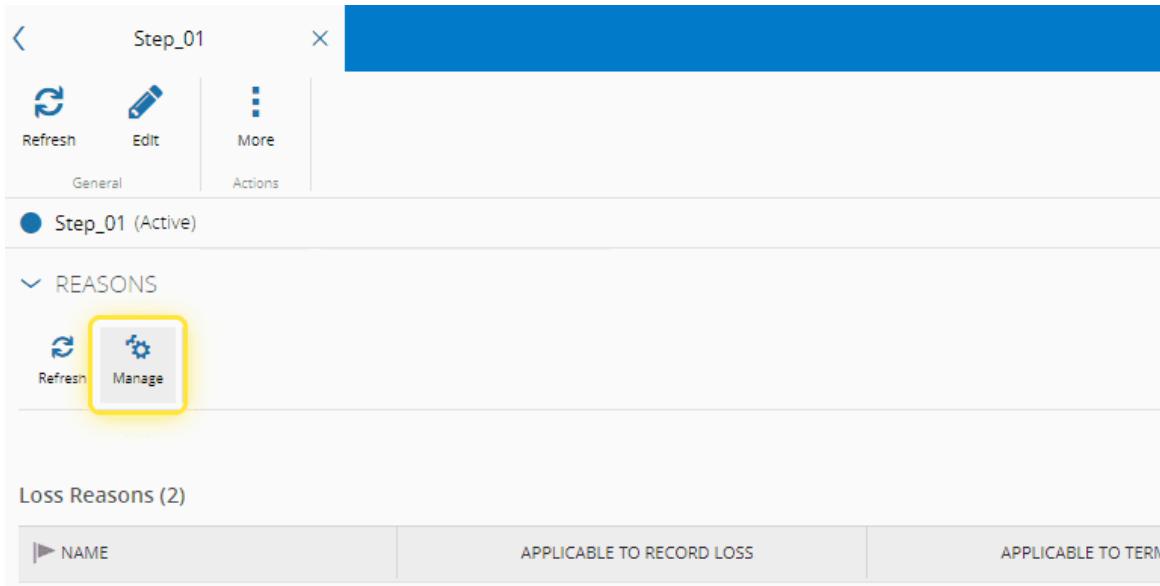
**STORAGE**

**DETAILS**

- LOGICAL NAMES
- AREAS
- REASONS**
- FUTURE ACTIONS
- COSTING
- SAMPLING
- INSPECTIONS
- SCHEDULING
- ATTACHMENTS

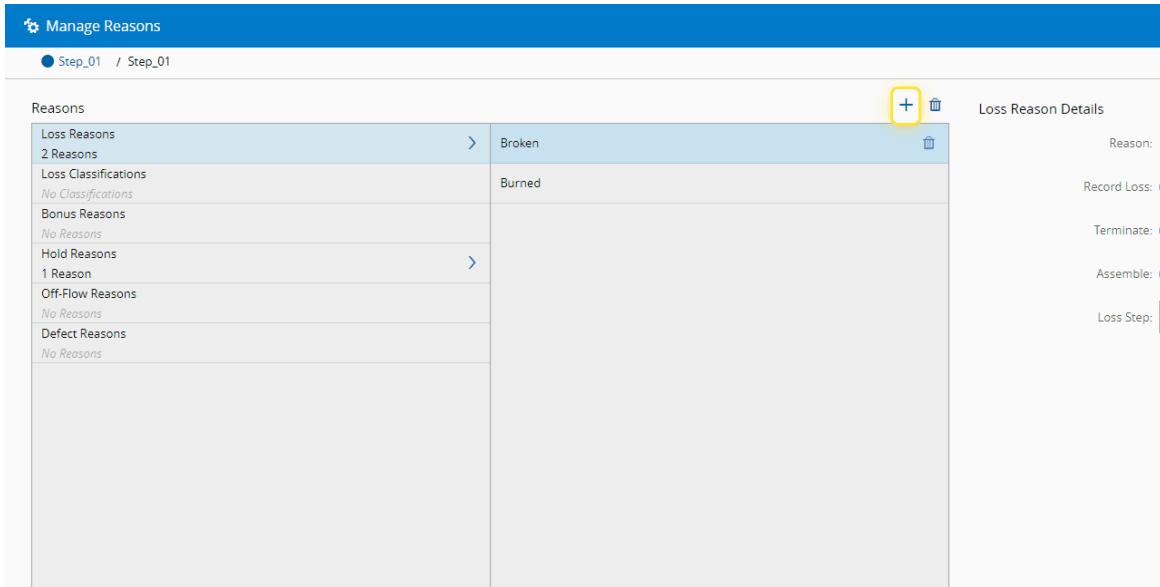
#### 5. Select the Manage button.

For more information, see [Manage Reasons - Critical Manufacturing Documentation Portal](#)



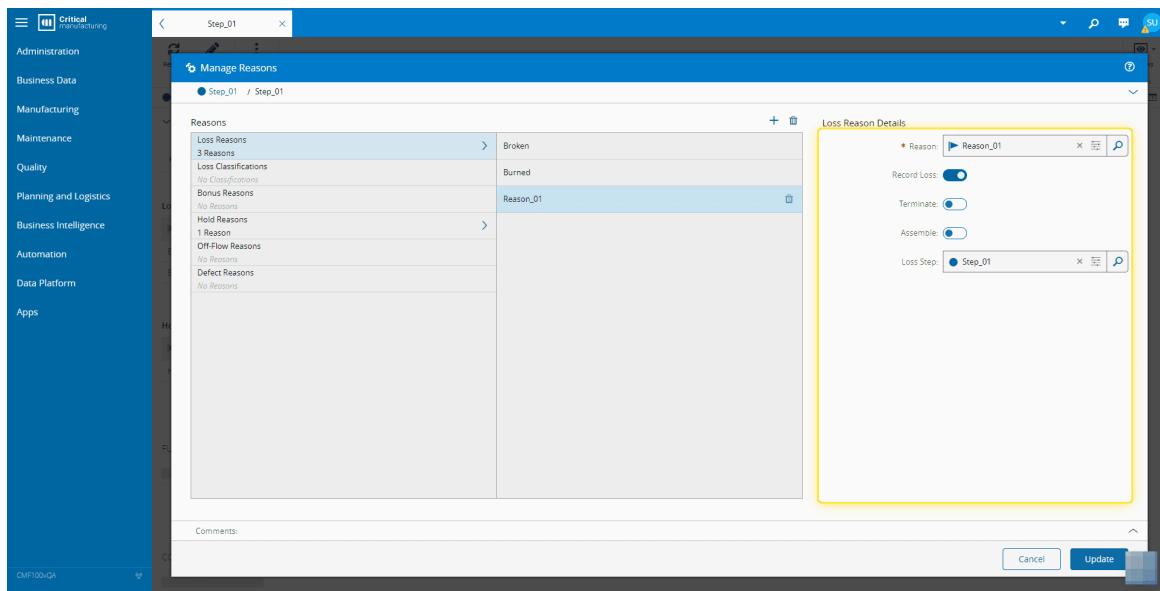
The screenshot shows the 'Step\_01' screen in the Critical Manufacturing software. At the top, there are 'Refresh', 'Edit', and 'More' buttons, with 'General' and 'Actions' tabs. Below this, a list shows 'Step\_01 (Active)'. Under the 'REASONS' section, there is a 'Manage' button, which is highlighted with a yellow box. The 'Loss Reasons (2)' table has columns for 'NAME', 'APPLICABLE TO RECORD LOSS', and 'APPLICABLE TO TERM'.

6. Select + to add the Reasons you need.

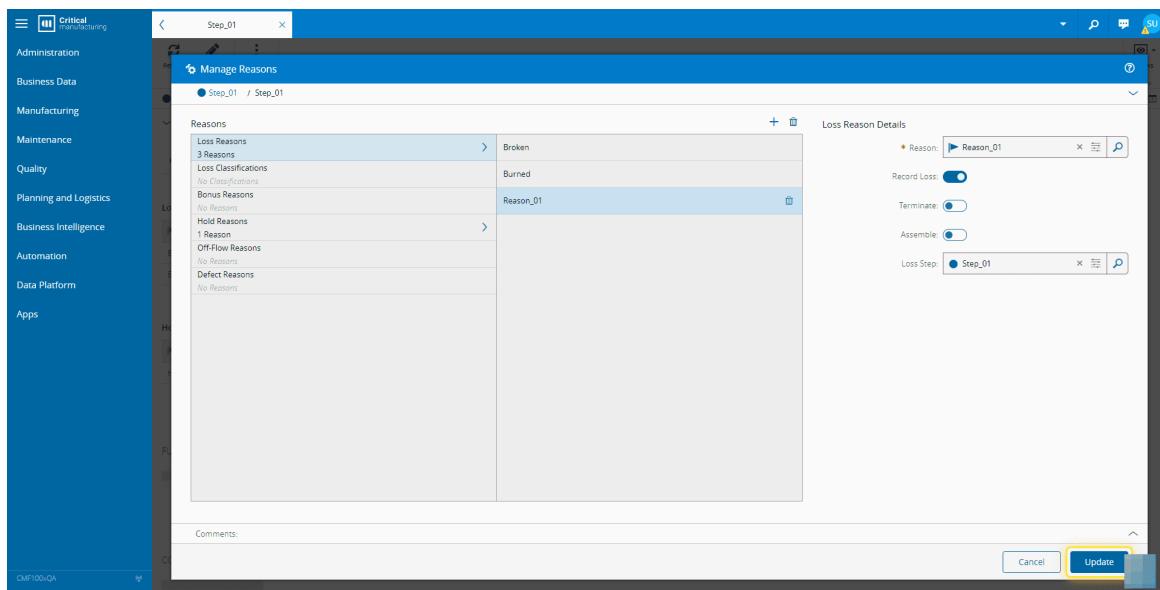


The screenshot shows the 'Manage Reasons' screen. On the left, a tree view shows 'Loss Reasons' (2 Reasons), 'Loss Classifications' (No Classifications), 'Bonus Reasons' (No Reasons), 'Hold Reasons' (1 Reason), 'Off-Flow Reasons' (No Reasons), and 'Defect Reasons' (No Reasons). On the right, the 'Loss Reason Details' panel shows fields for 'Reason:', 'Record Loss:', 'Terminate:', 'Assemble:', and 'Loss Step:'. A '+' button is highlighted with a yellow box in the top right corner of the list area.

7. In Loss Reason Details, complete the necessary fields.



### 8. Select the Update button.





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