

# How to: Create a Reason

## 10.2

March 2024

### DOCUMENT ACCESS

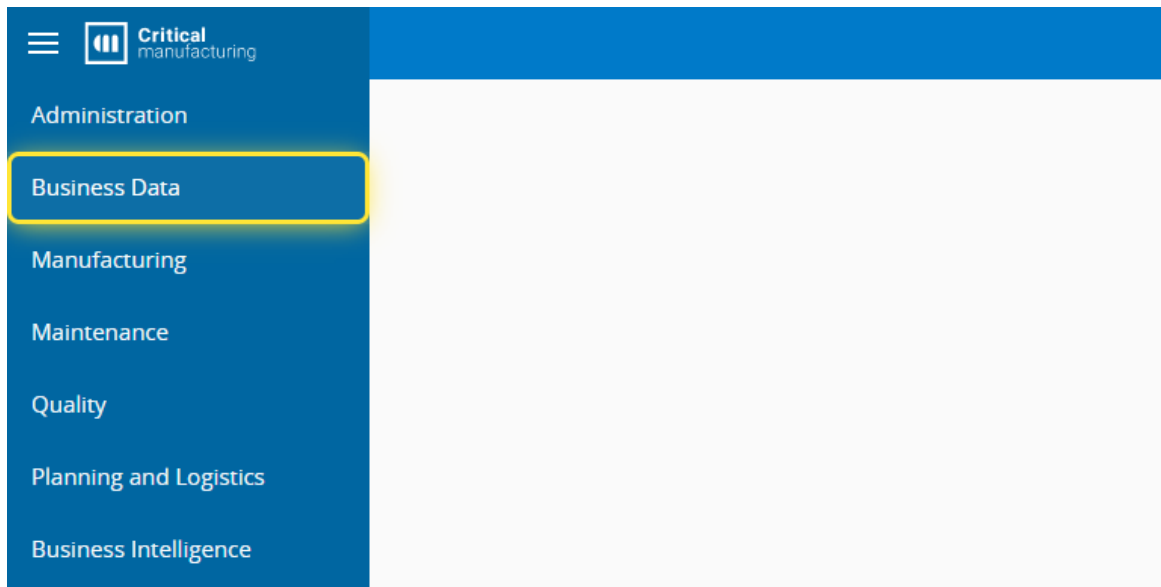
Public

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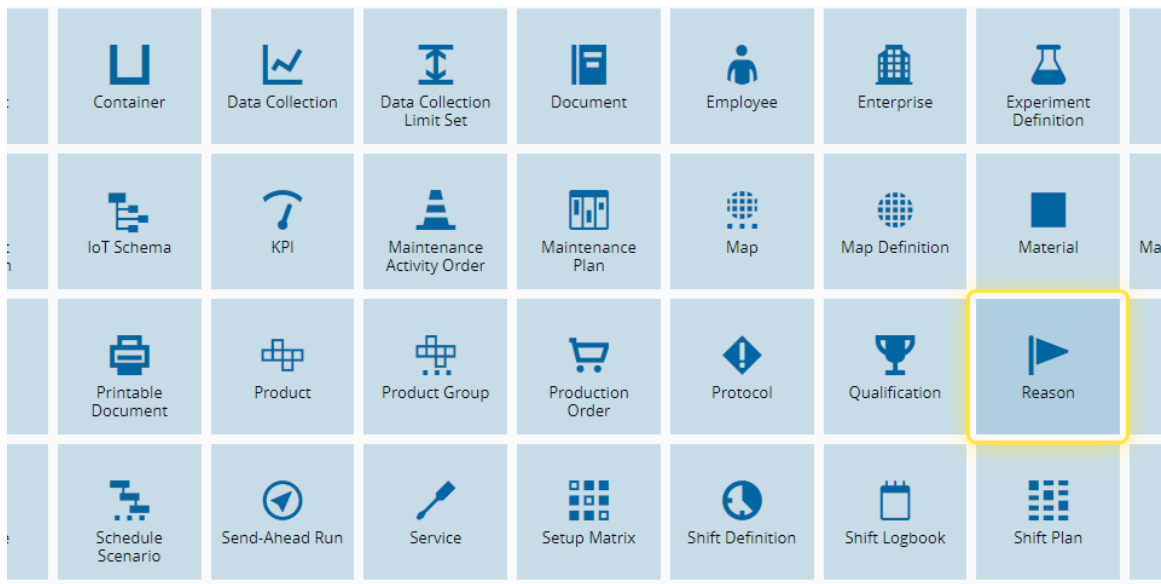
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## How to: Create a Reason

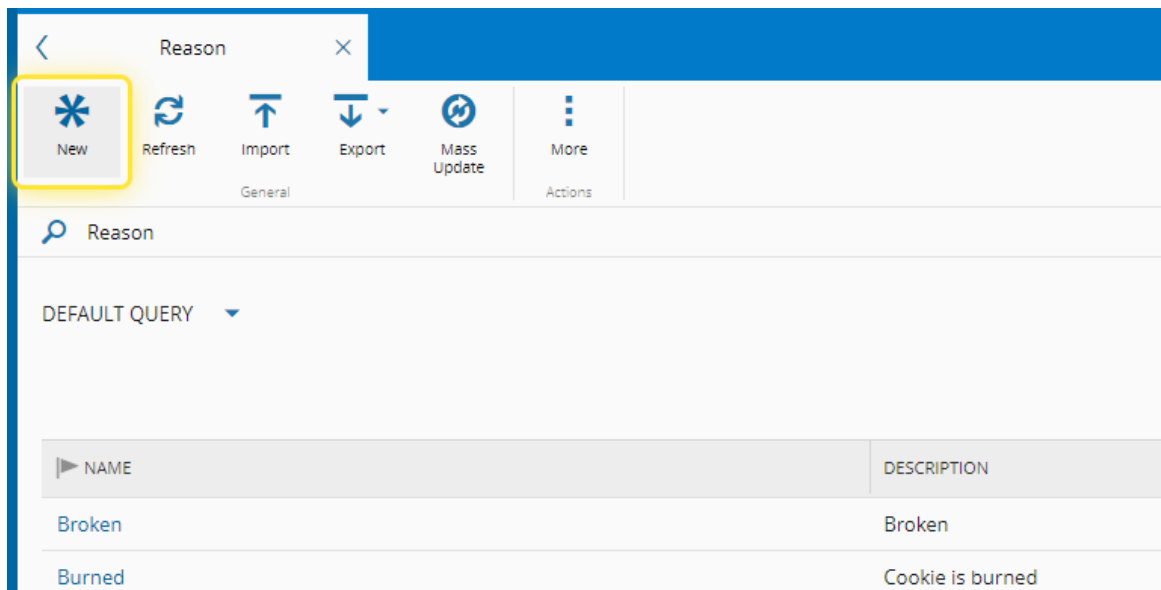
1. Go to the Business Data menu.



2. Select the Reason entity.

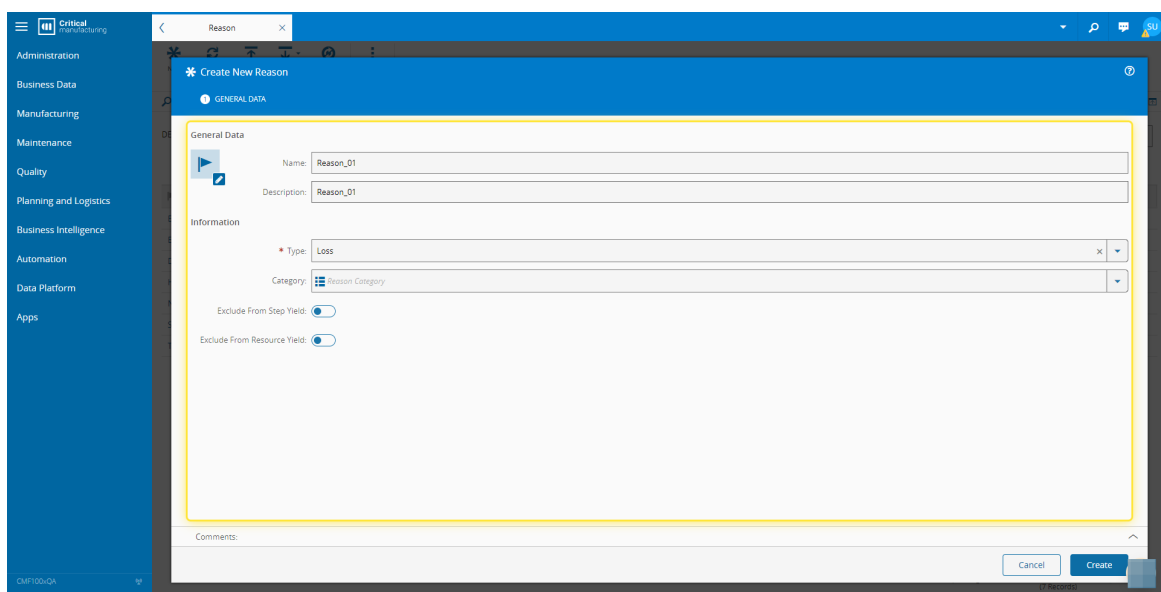


3. Select the New button.



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.

Reason

### 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



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