ByteXpress

Add a Review Reason

Step 1 – Click on the "Review Reasons" nav item (1) then, click on the "Create New Review Reason" (2) button

Step 2 – Add the name of the Review Reason into the textbox (1)

Step 3 – Click on the "Create" button to add the Review Reason (2) or the Cancel button (3) to return to the Review Reasons List screen

Search for a Review Reason

Step 1 – Type the name of the Review Reason you are searching for in the search bar (1)

Update a Review Reason

Step 1 – Fill in the Review Reason details in the provided form

Step 2 – Click on the "Update" button (1) to update the Review Reason details or "Cancel" button (2) to return to the Review Reasons List screen

Step 3 – Click on the "Confirm" button (1) to proceed with the update or the "Close" button (2) to return to the Review Reasons List screen

Delete a Review Reason
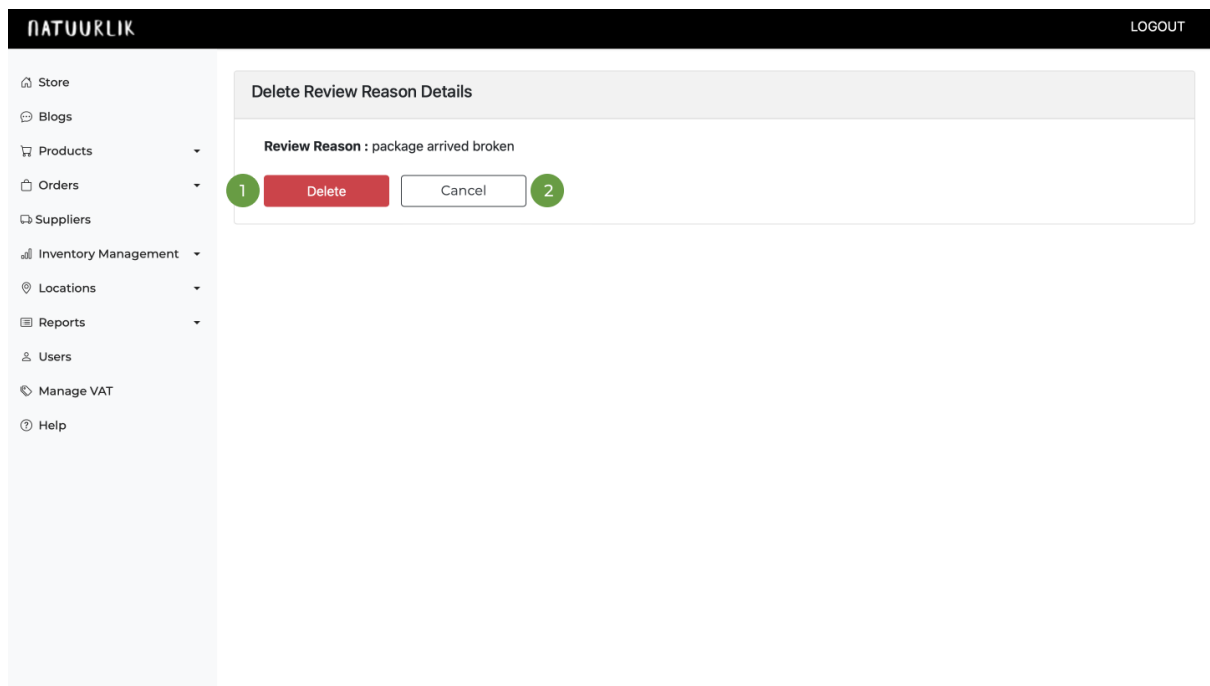
Step 1 – Click on the "Delete" button to delete the Review Reason (1) or the "Cancel" button (2) to return to the Review Reasons List screen

Step 2 – Click on the "Confirm" button (1) to confirm the deletion Review Reason or the "Cancel button (2) to return to the Review Reasons List screen