ByteXpress

Add a Return Reason

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

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

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

Search for a Return Reason

Step 1 – Type the search query in the search bar (1)
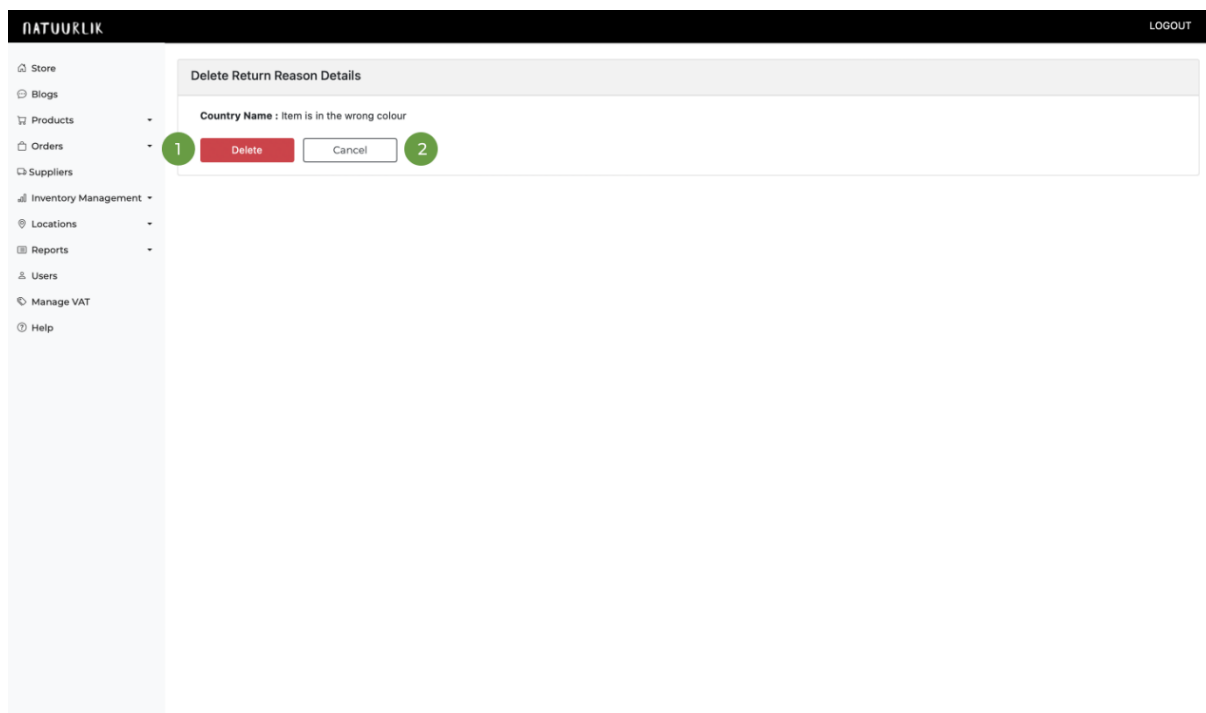
Update a Return Reason

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

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

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

Delete a Return Reason

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

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