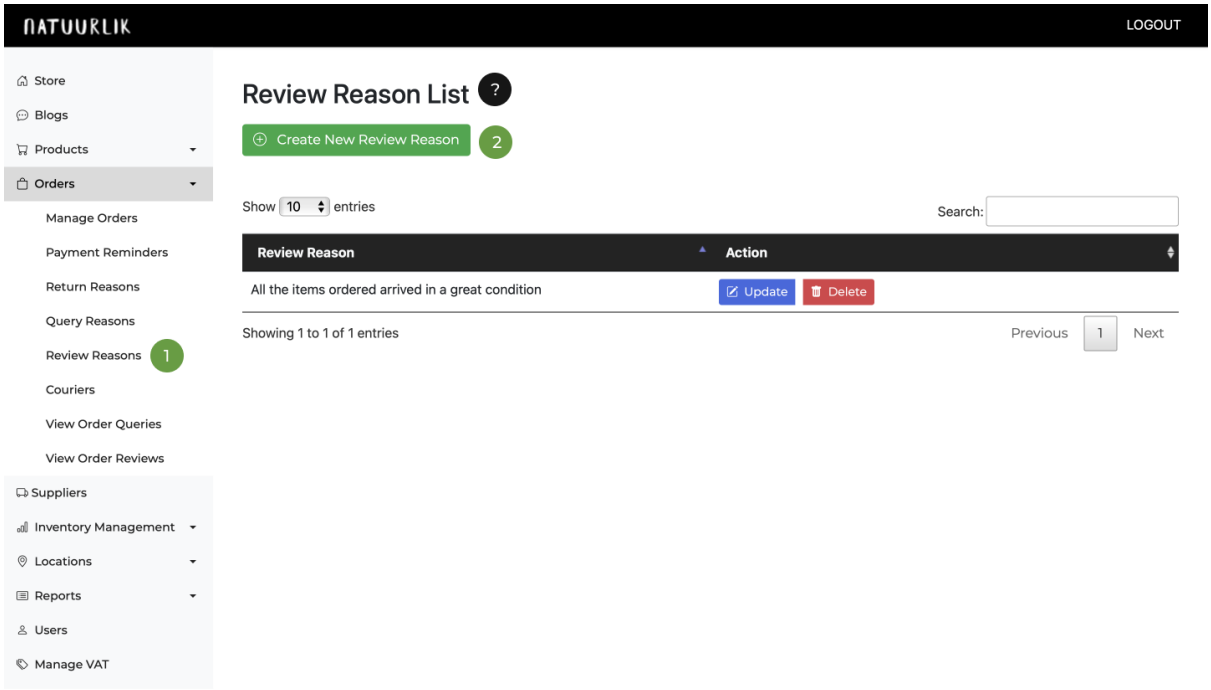
ByteXpress

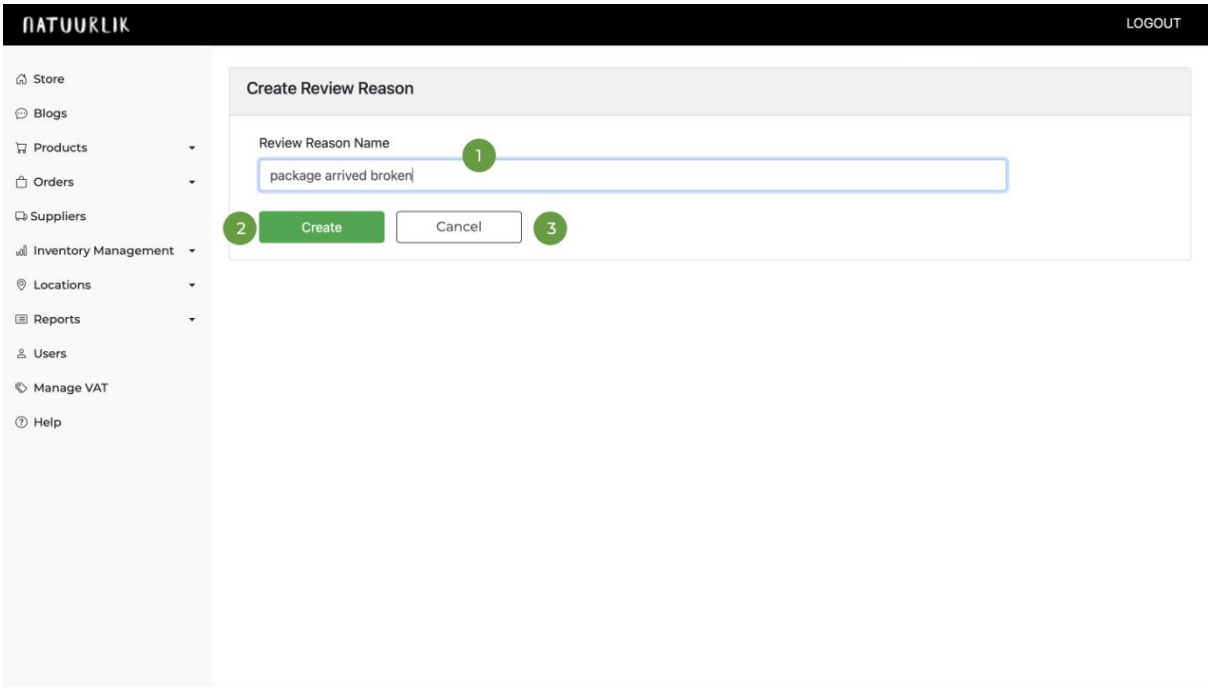
Admin Help Document

Review Reason Subsystem

Add a Review Reason



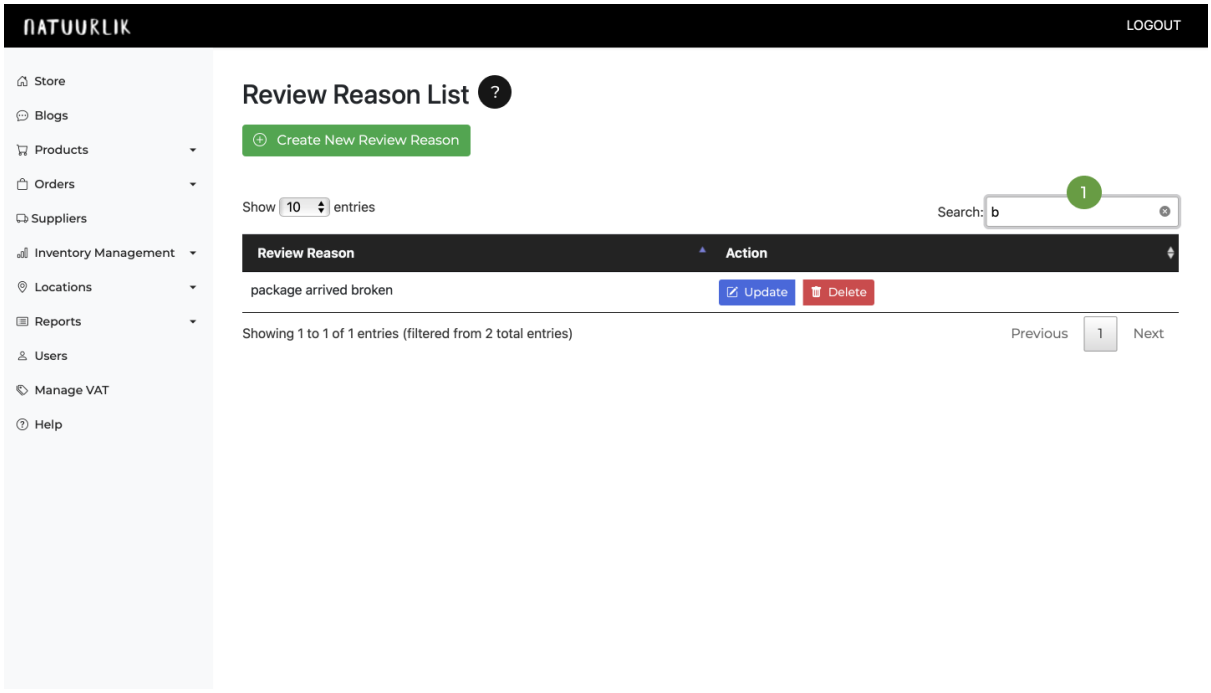
Step 1 – Click on the “Review Reasons” nav item (1) then, click on the “Create New Review Reason” (2) button



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

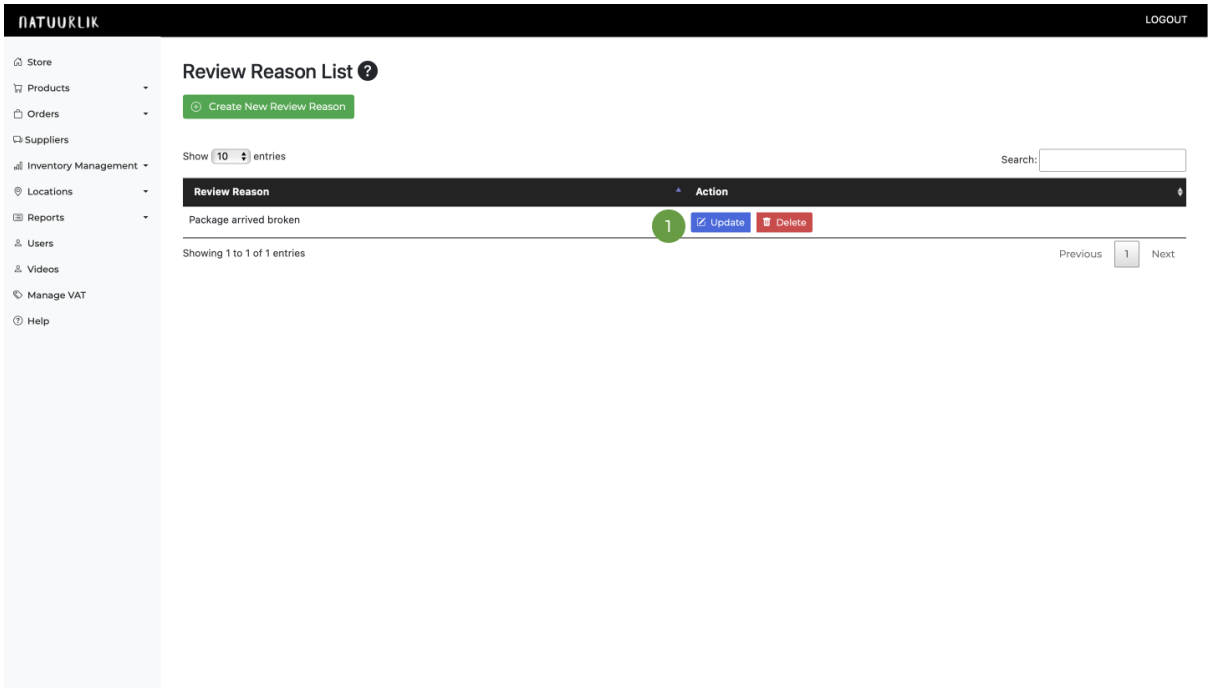
Step 3 – Click on the “Create” button to add the Review Reason (2) or the Cancel button (3) to return to the Review Reasons List screen

Search for a Review Reason

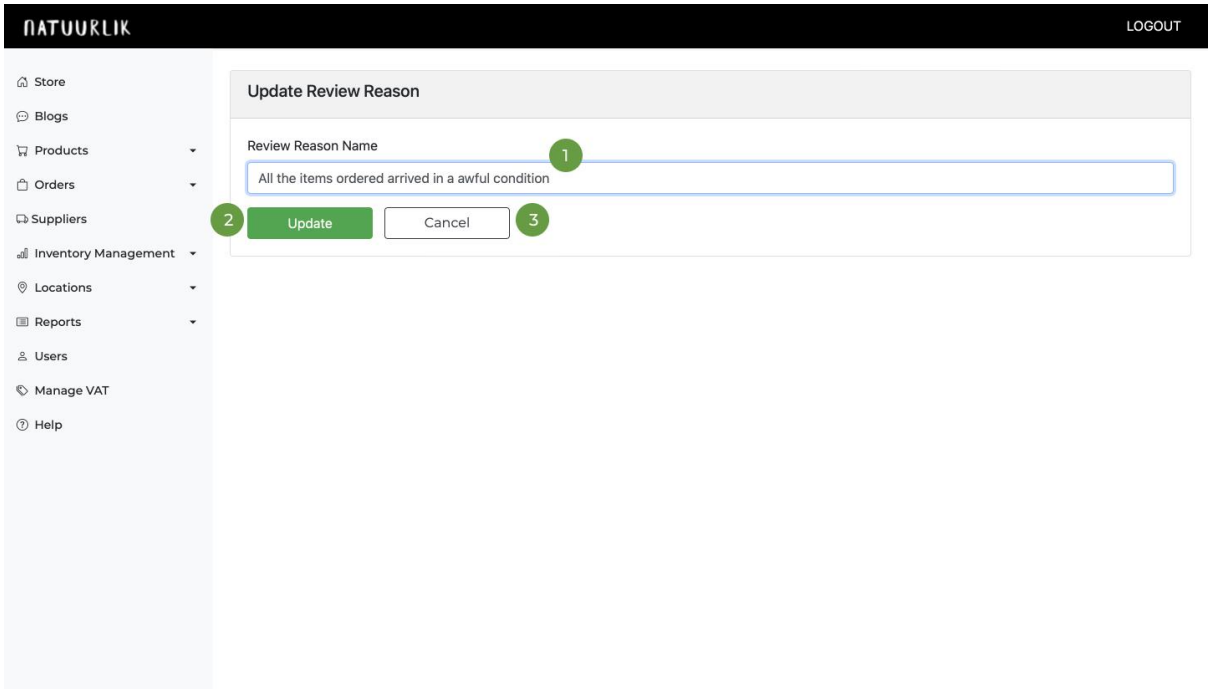


Step 1 – Type the name of the Review Reason you are searching for in the search bar (1)

Update a Review Reason

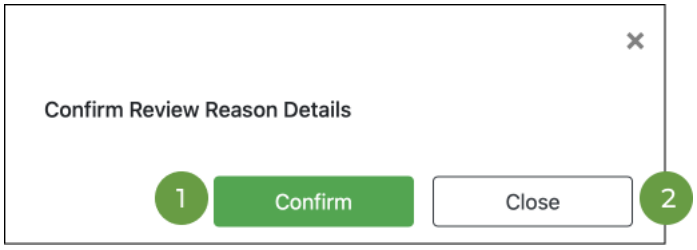


Step 1 – Click the “Update” button (1)



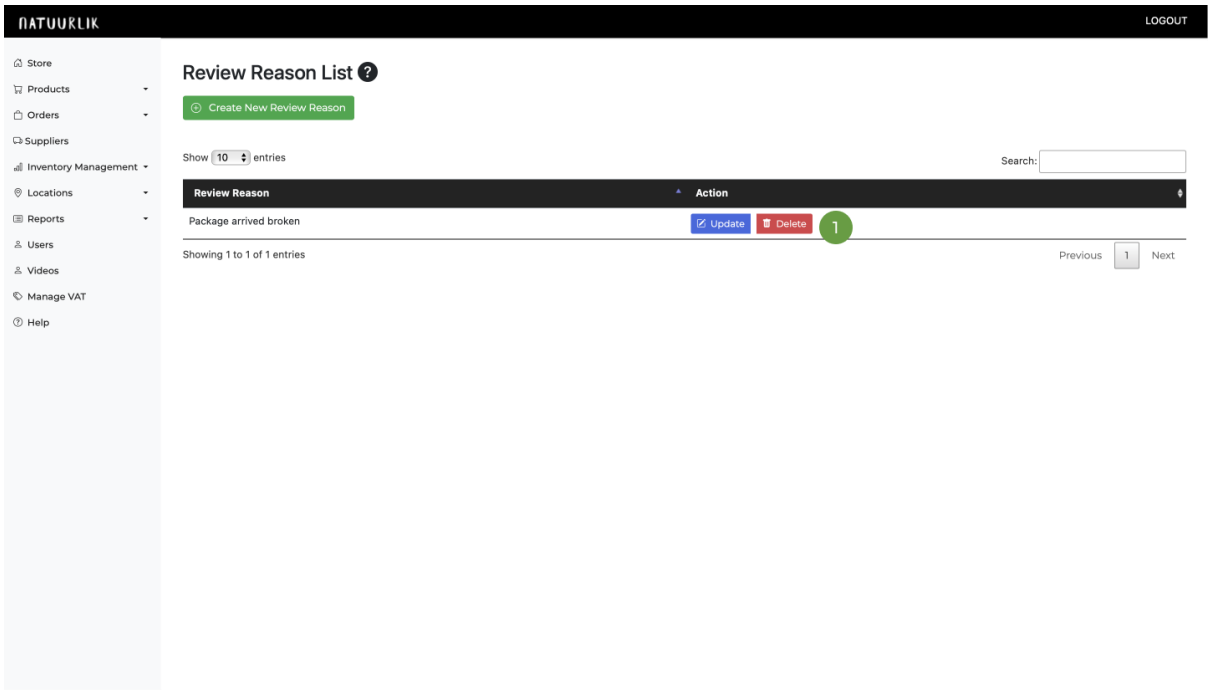
Step 2 – Fill in the Review Reason details in the provided form

Step 3 – Click on the “Update” button (1) to update the Review Reason details or “Cancel” button (2) to return to the Review Reasons List screen

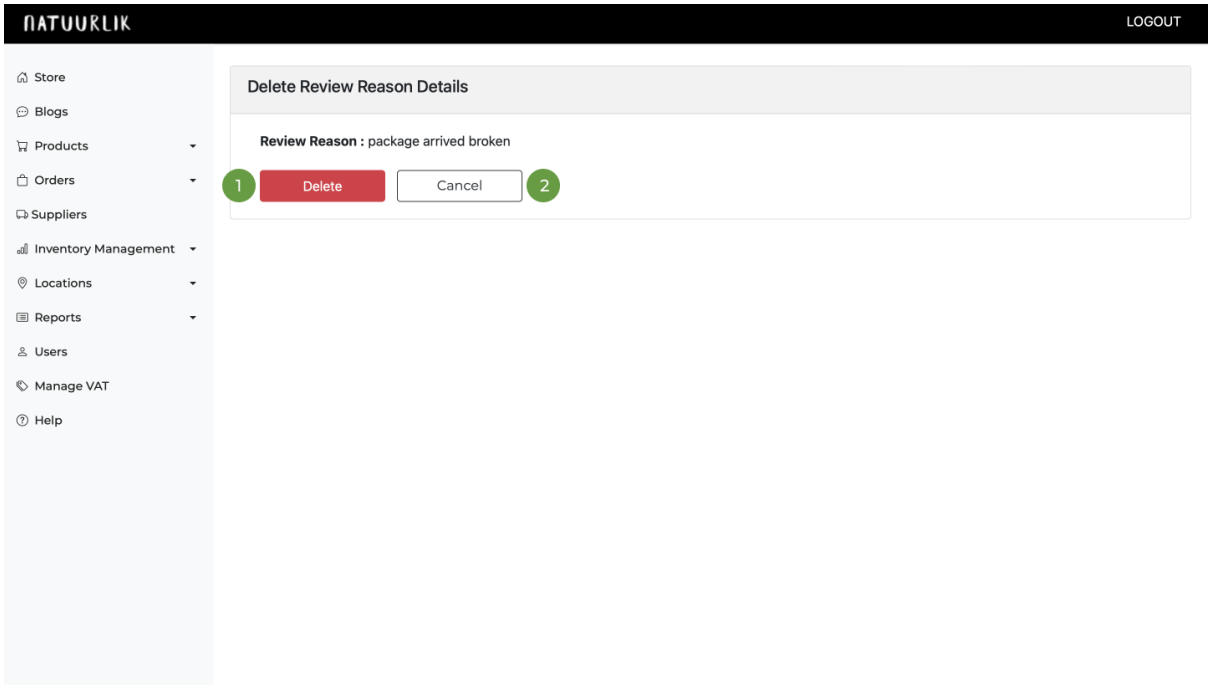


Step 4 – Click on the “Confirm” button (1) to proceed with the update or the “Close” button (2) to return to the Review Reasons List screen

Delete a Review Reason



Step 1- Click on the “Delete” button (1)



Step 2 – 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 3– 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