## Add a Recurring Reason

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To add a new Recurring Reason Code, from the main menu, arrive at the Recurring Reasons setup with this path: Setup > Other > Recurring Reasons.

The Recurring Reasons list will be displayed. Click on the Add Recurring Reason button at the upper left of the form.

ecurring Reasons			
+ Add Recurring Reason	No Show inactive recurring reasons		
Name	: Action		
New Sale	Selete		
Upgrade	🖋 Edit 🛅 Delete		
Takeover	🖋 Edit 🛅 Delete		
Canc-Moved Out of Market	🖋 Edit 🛅 Delete		
Customer Moved	🖋 Edit 🛅 Delete		
н 4 1 > н	1 - 12 of 12 items 🖓 Refresh		

The Recurring Reason Edit form will be displayed. There is only one field on this data entry form – **Name**. Enter the name to describe the recurring reason. This field will allow a maximum of 50 characters.

When finished, click the Save button at the bottom of the form.

Recurring Reas	son Edit	×
Name •	Recurring Reason Name	
	Save Cancel	