Edit a Work Order Status

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To edit a Work Order Status, from the main menu, arrive at the Work Order Statuses setup with this path: Setup > Operations > Work Order Statuses.

The Work Order Statuses list opens. Locate the Work Order Status you want to edit, and then click the Edit button.

ork Order Status			
+ Add Work Order Status			
Status Code	Status Description	Status	
CMPL	Completed	Completed 🥒 Edit	Delete
IP	In Progress	Open 🧳 Edit	Delete
New	New	Open 🥒 Edit	Delete
Open	Open	Open 🖉 Edit	Delete
RDY	Ready To Bill	Ready To Bill 🥒 Edit	Delete
Reopn	Reopen	Open 🧳 Edit	Delete
sc	Scheduled	Open 🧳 Edit	Delete
Void	Void Work Order	Completed 🥒 Edit	Delete
WOS	Work Order Status - sf	Open 🥒 Edit	Delete
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The Edit Work Order Status form opens. Make the necessary changes, and then click the **Save** button when finished.

