## Delete a Work Order Status

Last Modified on 03/04/2025 4:57 pm EST

To delete 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 Status list opens. Locate the Work Order Status you want to delete, and then click the **Delete** button.

*Note*: When you click Yes to delete a record, this does not delete the value from the database; Managely marks the record as "Inactive". In most cases, if a setup value was previously marked as "deleted", you can re-activate the deleted [inactivated] record. When selecting to view Inactive Only records, items that were previously "deleted", will appear in the inactive list.

| + Add Work Order Status |                        |               | ND Show inactive work order st |
|-------------------------|------------------------|---------------|--------------------------------|
| 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 <u> </u> 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                |
|                         |                        | 1             |                                |

A confirmation message opens. Click the Yes button to delete the record.

