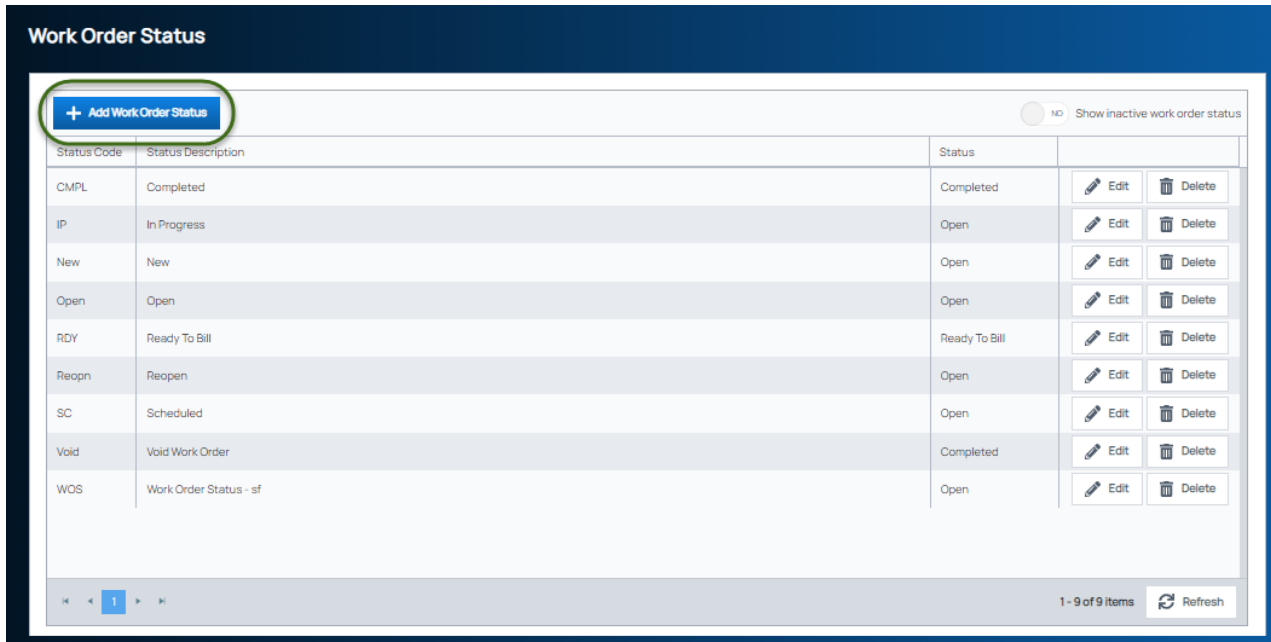


Add a Work Order Status

Last Modified on 12/16/2024 5:08 pm EST

From the main menu, arrive at the Work Order Statuses setup with this path: Setup > Operations > Work Order Status.

The Work Order Status list opens. Click the **Add Work Order Status** button at the upper left of the form.



The Edit Work Order Status form opens. Each data entry field is described below – all fields are required.

- **Status Code:** Type in a code for the status. Maximum of 5 characters.
- **Status Description:** Type in a description. Maximum 50 characters.
- **Status:** Make a selection from the drop-down list. The choices are Open, Completed, Ready to Bill, and Void.

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

