Add a Work Order Status

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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.

ork Order Status					
+ Add Work Order Status No Show inactive work order status					
Status Description		Status			
Completed		Completed	Jedit Edit	Delete	
In Progress		Open	J Edit	Delete	
New		Open	J Edit	Delete	
Open		Open	J Edit	Delete	
Ready To Bill		Ready To Bill	J Edit	Delete	
Reopen		Open	J Edit	Delete	
Scheduled		Open	J Edit	Delete	
Void Work Order		Completed	J Edit	Delete	
Work Order Status - sf		Open	J Edit	Delete	
			1 - 9 of 9 items	2 Refresh	
	Corder Status Status Description Completed In Progress New Open Ready To Bill Reopen Scheduled Void Work Order	Status Status Description Completed In Progress New Open Ready To Bill Reopen Scheduled Void Work Order Work Order Status - sf	Status Status	Status >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	

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.

Edit Work Order Status				
Status Code •	HLD-C	0		
Status Description •	Waiting on C	٢		
Status	Open	•		
Save Cancel				