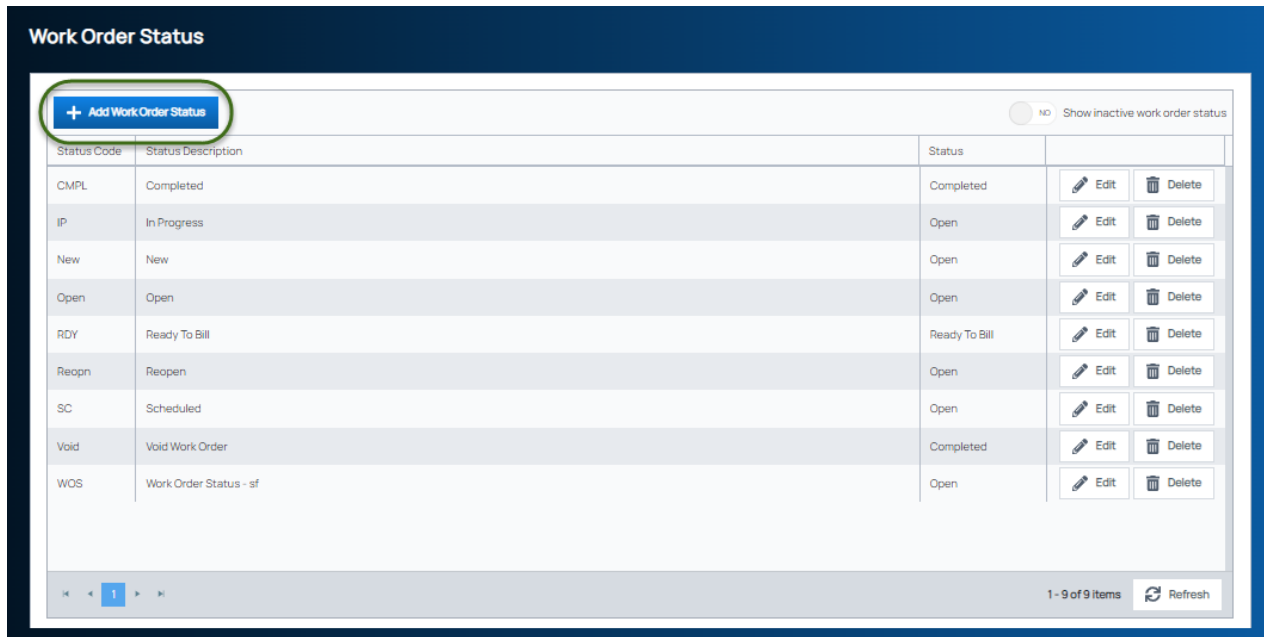# Add a Work Order Status

Last Modified on 04/29/2022 6:06 pm EDT

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

The Work Order Status list will be displayed. Click on the Add Work Order Status button at the upper left of the form.

The Edit Work Order Status form will be displayed. Each data entry field will be 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, and Ready to Bill.

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