

Collections Status

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Use the Collections Status page to add, edit, and remove collection statuses. Collection statuses identify what queue customers are in. This page has a grid with these columns:

- Status Name – This is a text field.
- Status Description – This is a text field.

The screenshot shows the 'Collections Status' page. At the top left is a blue header with the title 'Collections Status'. Below the header is a white area containing a blue button with a plus sign and the text '+ Add Collections Status'. To the right of this button is a toggle switch labeled 'NO Show inactive'. Below this is a table with two columns: 'Status Name' and 'Status Description'. The table contains one row with the value 'Past Due' in both columns. To the right of the table row are two buttons: 'Edit' (with a pencil icon) and 'Delete' (with a trash can icon). At the bottom of the page, there is a pagination bar with navigation arrows, the number '1', and the text '1 - 1 of 1 items'. To the right of the pagination bar is a 'Refresh' button with a circular arrow icon.

To add a status, click + Add Collections Status. Type a Status Name and Status Description, and select a Status Color.

Collections Status

+ Add Collections Status

Status Name



Status Description

Pa Add Collections Status



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Status Name •

Status Description •

Status Color

Save

Cancel