Work Order Status

Work order Statuses tell you the standing of your different work orders. Work order statuses can be applied to all work order types and you can add as many as necessary.

Adding a Work Order Status

Add Work Order Status:

Click "Add Work Order Status" on the upper left side of the page.

Complete Fields

Complete the work order status fields.

Status Code

Enter a short code that identifies the work order status. This can be an abbreviation of the description.

Status Description

Enter a brief description of the status.

Indicates Completed?

Indicate whether or not this status will complete a work order by selecting the "Indicates Completed?" checkbox. If you select this box, when a work order is in this status it will be considered "completed" and an invoice can be generated.

Update

Click "Update" on the right side of the screen to save.

Status Code	Status Description	Indicates Completed?	
CMPL	Completed	☑	✓ Update ⊘ Cancel