Set Statuses of Steps or Substeps

There are several options available to show the status of a primary step or substep in your checklist. This article explains the relationship of the substeps to the primary step and how to use the available status options.

> **Note**: If you are logged in to a specific incident, the checklists applicable to that incident appear on the page. If you are logged in to a Master view, an **Incident** drop-down list shows in the window. The incident you select from that drop-down list determines the incident with which the checklist data will be archived. Archiving is only available in previous releases.

Steps may have a due time associated with them. The time is based on the **Incident Date/Time**. If a step is (Blank) or open (**O**) and the time for completion (due time) has passed, the background color of the status field changes to red. The expiration status for the step changes to **C** when all the substeps are set to either **C**, **N**, or **P**. For more information on statuses, see Checklists.

Helpful Links

- Juvare.com
- Juvare Training Center
- Announcements
- Community Resources

To set the status of a step or substep

1. In the *Tools* section of the control panel menu, click **Checklists**.
2. If working in a Master view, on the *Checklists* page, click the **Incident** drop-down list and select the applicable incident.
3. Click the **Checklist** drop-down list and select the appropriate checklist.

4. Click the drop-down list for the steps, and click one of the following options:
    - (Blank) – Not Started
    - **C** – Complete
    - **N** – Not Applicable
    - **O** – Open
    - **P** – Previously Accomplished