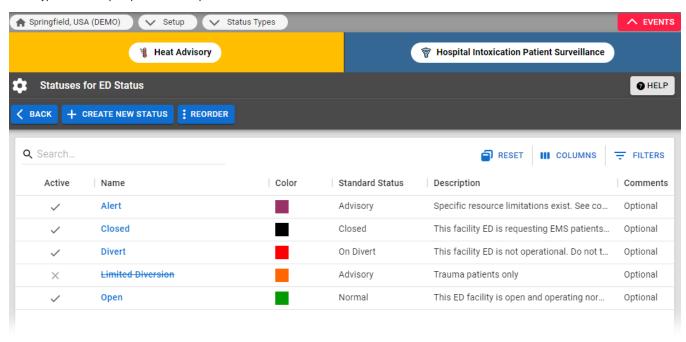
About Statuses and Status Reasons



Statuses

When creating a new status type, the administrator specifies its type, which can be a date, number, text, or saturation score, or specifies that this status type offers multiple options. These options are statuses.

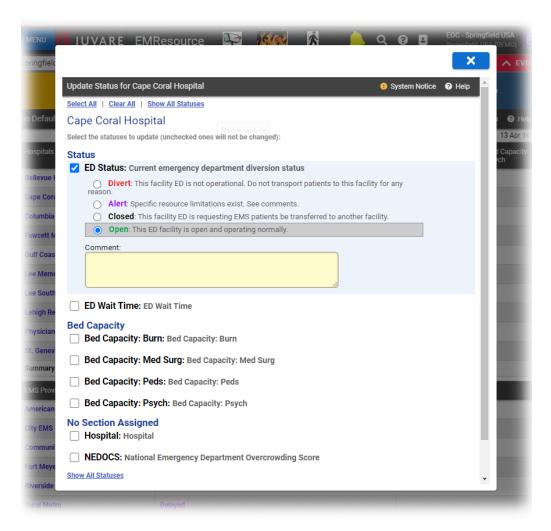


For example, a facility may report on its decontamination capacity status. Several users at the facility can update this status. When setting up the status type, the administrator could have made it a text field that allowed the user to enter virtually anything about the resource and its status. Instead, the administrator wanted the user to choose a status from among a predefined list of options, such as: Exceeded, Full, Inactive, and Open. In another case, the facility reports its operational status, with users choosing from the following: Fully operational, Limited operation, and Closed.

When setting up a status, the administrator can specify that an associated comment is disabled, optional, or mandatory. When a comment is mandatory, the user who is updating the resource's status and chooses that particular status must enter a comment about the change. When disabled, the comment field does not appear to the user.

Status Reasons

A status can include a set of reasons from which the user can (or must) choose. That is, if the user changes a resource's status to a particular option, the page displays the associated set of reasons (if any).



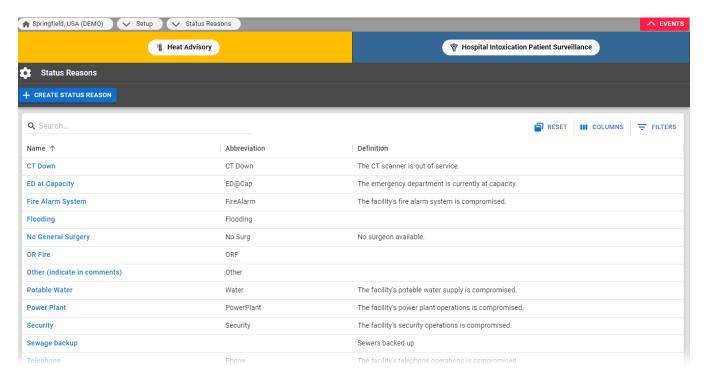
The user is updating the resource's **Emergency Dept.** and chose the **Closed** status. In this case, the user must indicate at least one reason (check boxes) for selecting this status.

You can associate status reasons with a Multi (multiple choice) status type or a single status (within the multiple choice type).

Note: For each reason, you can indicate whether it should to be included in the Comments section on View pages.

Status Reasons

If you are authorized to do so, you can view and manage your region's status reasons from the *Status Reasons* page. Once created, you and other authorized users can associate the reasons to any number of status types or statuses, as appropriate.



This table shows the status reason's name, abbreviation, and status reason's definition.

Tip: Abbreviations may be used in text notifications and reports.