

Create a Status

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Authorized users can create and maintain statuses for **Multi**(-option) status types.

Note the following about status creation:

- If you just created a new **Multi** status type, the system automatically takes you to the Status List for (status type) page so that you can create statuses for the type. In this case, start at step 3 in this procedure.
- You must have more than one status set up to see any options in the auto change status to field.
- The **Is a reason required** and **Status Reasons** options are available only for status types for which status reasons have been made available.

To create a status

1. In the main menu, click **Setup** and then click **Status Types**. The *Status Types* page opens.
2. Locate the status type and, on that row, click **Statuses**. The *Statuses for (status type)* page opens.
3. Click **Create New Status**. The *Create New Status* page opens.
4. Enter this information.

Field	Description
Name	Name of status
Color	Select the color of the status's font.
Description	Enter a description for the status.
Active	Select to make this status active and clear to make it inactive.
Status Update Frequency	Indicate whether the status should be updated whenever the status is changed or set an expiration time frame for the status.
Upon expiration, auto change status to	Select the status to change to automatically when the status expires. Tip: One of two things happens when a status expires: the system prompts the users who are required to update this status or the system automatically makes the status change you specify here.
auto change status comment to	Enter the comment that is supplied when the system is set to change the status automatically upon expiration.
Timer Type	Select the type of timer that is used when a status is set to expire or indicate no timer.
Reset Timer	Select the situation that resets the timer: when the status changes or on all updates.
Is a reason required?	Specify whether the user must select a reason for the status change.
Status Reasons	Select the reasons to make available for this status.
When updating status, comments are	Indicate whether comments are: <ul style="list-style-type: none">• Disabled - The comment field does not appear to the user for this status.• Optional - The user can enter a comment when choosing this status, but is not required to.• Mandatory - The user must enter a comment when they select this status.

5. Click **Save**.