

# Create a Status Reason

[Home](#) > [EMResource](#) > [Guide - Status Types](#) > [Create a Status Reason](#)



Depending on your role, you may be able to create and maintain status reasons. Status types and statuses can include a set of reasons from which the user can (or must) choose.

## To create a status reason

1. In the main menu, click **Setup** and then click **Status Reasons**. The *Status Reasons* page opens.
2. Click **Create Status Reason**. The *Create Status Reason* page opens.
3. In **Name**, enter the name of the reason.
4. In **Definition**, enter the definition.
5. In **Abbreviation**, enter an abbreviation.  
*Tip: Abbreviations may be used in text [notifications](#) and reports.*
6. Do one of the following:
  - Select the **Options** checkbox to include the reason in the status comment.
  - Clear the **Options** checkbox to exclude the reason from the comment.
7. Click **Save**.