Create a Status Type

Authorized users create and maintain status types. This includes indicating the format of the type, such as a date, number, or text. You can also set up a status type to provide multiple options from which the user can choose.

Note the following about status types:

- The **Type** column in the settings table indicates the type(s) for which this attribute is appropriate.
- Calculated status types cannot be manually updated. Instead, calculated status types are automatically recalculated in real time when any of the component status types are updated.
- Calculated status types do not expire or have reset settings.

To create a status type

1. In the main menu, click **Setup** and then click **Status Types**. The *Status Types* page opens.
2. Click **Create New Status Type**. The *Create Status Type* page opens.
3. Select the type (**Data Type**).

   - Number
   - Multi (multiple options)
   - Text
   - Saturation Score
   - NEDOCS Calculation
   - Date
   - Calculated

4. Under Regions, select what other Regions this new Status Type should also be created in (if applicable per your user setup).
5. Click **Next**. The *Create Status Type* page opens.
6. Specify the settings for this status type.

Setting	Description	Type
Name	Name of the status type (required)	All
Description	Description of the status type	All
Formula	Equation that identifies the components and component relationships of calculated status types. (required) a. Click **Formula Options**. A window opens. b. In the search field, type the name of a status or standard status type. A list of types appears. c. Locate the type and, on that Formula column, click the **copy to clipboard** icon. The type appears in the formula with its identification and the initial value. For example, st(12238,0). d. In the equation, type the arithmetic function of plus (+), minus (-), multiplication (*), or division (/) that you want to use to join the component types. **Note**: If you use division to simulate a percentage, you need to multiply the first status type by 100. For example, (st(116136,0)*100)/st(116246,0). e. Repeat steps 3 – 5 to complete the equation. For example, st(12238, 0)+st(12228, 0)+st(13345, 0). f. Click **Validate**. If written correctly, the components are identified below.	Calculated
Active	When selected, indicates this status type is active and available for use; default value is selected active	All
Event Only	When selected, the type is available for events only **Note :** If a resource is not going to collect information and report on this status type on a daily basis, set it up as event only by selecting this checkbox.	All
Status Type Visibility	Indicates the type is potentially visible to users in other regions, is visible to this region's users based on the user's role, or is private; if you make it visible to users in other regions, all roles automatically have view rights and you cannot change these settings	All
Section	Indicates the status type section in which this type appears within the resource's details page (required); a status type can appear in only one section	All

Resource Detail View	Select to show this status type in the resource's details view	All
When updating the status, comments are	Optional, mandatory, or unavailable when updating the status	Number, Text, Saturation Score, NEDOCS Calculation, Date
Reset Value	Upon expiration, the system resets the status type or retains the value	Number, Text, Saturation Score, NEDOCS Calculation, Date
Reset Comment	System resets the status comment at each update or retains the comment between updates	All
Exempt from Must Update	User is not required to update this status, even when the user has the *Status - User must update overdue status* right	All
User must update status daily for	Status expires at the indicated time(s) on a daily basis (24-hour format)	All
Status Update Frequency	Status expires whenever the status changes or at the indicated interval (days / hours / minutes)	Number, Text, Saturation Score, NEDOCS Calculation, Date
Update Grace Period	Period of time considered to be out of the expiration range (minutes); required, default value is zero)	All
Status Reason	Reasons from which the user can or must choose when changing this status	Multi
Timer Type	Enables the display of a counter (down or up) to status expiration in the application window	All
Reset Timer	System resets the expiration timer when the status changes or when there is an update to the status	Number, Text, Date
Required	When selected, a blank value is not allowed for this status	Text, Date
Valid values for this status type	Any entered value is accepted or indicate the valid value range	Number, Date
Display Summary Totals	When selected, a **Summary** row appears in views at the bottom of the associated resource type section. A total is shown in this row for all status types with the type Number for which this setting has been enabled. Other status types and other Number status types that do not have this setting enabled show **N /A** in the **Summary** row.	Number
Color Status	Color codes the value based on where it falls in the specified ranges	Number, Saturation Score, NEDOCS Calculation, Calculated
Display NEDOCS labels	When selected, displays the predefined descriptive label next to the calculated score in the Update Status page, regional views, and maps; clearing this checkbox removes all labels from the view	NEDOCS Calculation

7. Select the roles that have view rights to this status type (**Roles with view rights**).
   Tip : If you made the status type visible to users in other regions (*Status Type Visibility*), all roles in Roles with view rights are automatically selected and you cannot change these settings.
8. Select the roles that have update rights for this status type (**Roles with update rights**).
9. Select one or more **Resource Types**.
10. Click **Save**. The *Status Types* page re-opens showing your new status type, or if you are creating a new **Multi** status, the *Statuses for (status type)* page opens so that you can create the associated statuses.