

De-activate or Re-activate a Status

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You can remove a status from a multiple option status type by de-activating it. You can also re-activate one that has been de-activated.

To de-activate or re-activate a status

1. In the main menu, click **Setup** and then click **Status Types**. The *Status Type List* opens.
2. Locate the status type and, on that row, click **statuses**. The *Status List for (status type)* page opens.
3. Click the **Edit** link for the status. The *Edit Status* page opens.
4. Do one of the following:
 - To de-activate it, clear the **Active** check box.
 - To re-activate it, select the **Active** check box.
5. Click **Save**.