Edit a Status Reason

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

To edit a status reason

1. In the main menu, click **Setup** and then click **Status Reasons**. The *Status Reasons* page opens.
2. Locate the status reason you want to modify, and then click the name. The *View Status Reason: (name)* page opens.
3. On the *View Status Reason: (name)* page, click **Edit**.
4. Make your changes.
   Tip: *Abbreviations may be used in text notifications and reports.*
5. 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.
6. Click **Save**.