Job Statuses

The Settings -> Job Statuses area allows you to set up your own sub status for each main status to add more information to each stage of the job. The list of Job Statuses appear showing the number of open jobs under each status.

Clicking on the arrow next to any status will display a sublist of *Job Sub Statuses*. From here you can select *Add Job Sub Status* to create a new sub status for that particular main job status.

This will create a row where you can input the Job Sub Status name and *Update* to save.

You can also *Edit* or *Delete* the sub status from the list once it has been created:

Job Statuses Authorised Cancelled Complete 227 Instructed 358 + ADD JOB SUB-STATUS Job Sub Status Name Number of Jobs Colour Hyglene clearance approved 2