

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 sub-list 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		1
▶	Cancelled		5
▶	Complete		227
▶	Instructed		358
+ ADD JOB SUB-STATUS			
	Job Sub Status Name	Number of Jobs	Colour
	Hygiene clearance approved	2	<div><div></div><div>EDIT</div><div>DELETE</div></div>