

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		 