

Job Status

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Job Statuses are used to track the progress of Jobs. When a new Job is created, the system will automatically set the Job Status to the status associated with the first Task listed on the Job Task list. As job tasks are approved, the Job Status will automatically be updated to the status assigned to the next Task to be approved on the list.

When all Job Tasks have been approved, the software will automatically set the Job Status to Job Completed. When a job is closed, the system will automatically set the job status to Closed.

When viewing the Job Queue, you are able to sort and filter on the Job Status.

SedonaOffice has five pre-defined Job Statuses each of which have a particular purpose, and may not be modified or deleted.

These statuses are:

- Closed
- In-Progress
- Job Completed
- Re-Opened
- Reversed

You may add as many additional Job Statuses as you need. Each Job Status is linked to a color code; this color code is only used on the old Job Scheduling Board.

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