Order Status
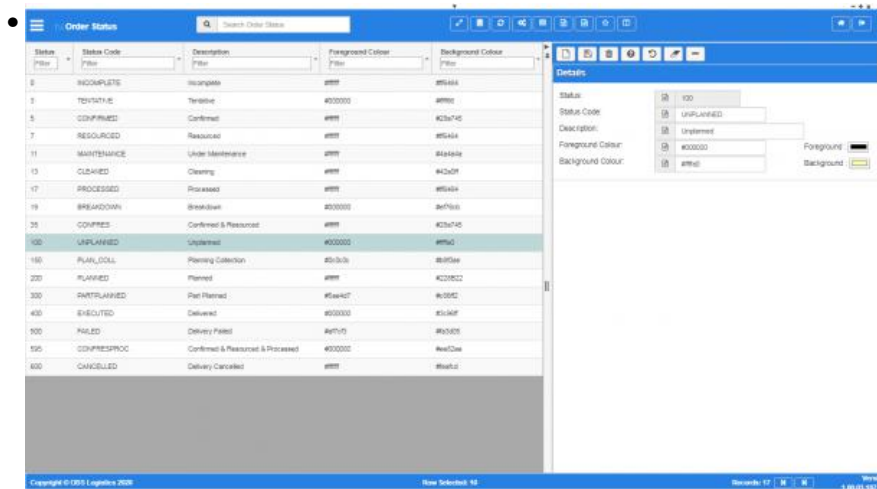
Contents

1 Order Status

This screen allows you to maintain the order statuses used by the system for the order life-cycle.

⚠ **Warning**: This is a system administrator function - if you change the settings here, this will affect all users of the system.

Order status maintenance

You can query data by and/or choose to display data as follows:

- *Status* - the order status ID.
- *Status Code* - the order status code.
- *Description* - the description of the order status.
- *Foreground Colour* - the foreground colour used when displaying orders at this status.
- *Background Colour* - the background colour used when displaying orders at this status.
- *Active*.
- *Created By*.
- *Created Date*.
- *Last Updated By*.
- *Last Updated Date*.
- *Last Active Change By*.
- *Last Active Change Date*.
- *Last Process Id*.
- *Update Counter*.

The following actions are available on the Details panel:

- 🗋 **New** - create a new record.
- 🖫 **Save** - save a new record or changes to an existing record.
- 🗑 **Delete** - delete an existing record.
- ⑦ **Help** - help on this screen.
- ↺ **Undo** - undo change made since last save.
- ◿ **Clear** - clear all fields.
- ⚊ **Toggle** - toggle display of all accordion headers.

You can change or add the following:

- *Status* - the order status ID.
- *Status Code* - the order status code.
- *Description* - the description of the order status.
- *Foreground Colour* - the foreground colour used when displaying orders at this status. You can enter this in HEX notation directly or use the provided colour picker button to select the colour.

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- *Background Colour* - the background colour used when displaying orders at this status. You can enter this in HEX notation directly or use the provided colour picker button to select the colour.

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