How do I create a task status?

Task statuses are a great way for your practice to organize the task management workflow in the task center. Each task status is specific to a task category.

For example: If you create the status **Verified** under the category **Lab Results** that status will only appear when "Lab Results" is selected as the category when creating a new task. The status "Verified" will not be available in the drop-down for any other task category except "Lab Results."
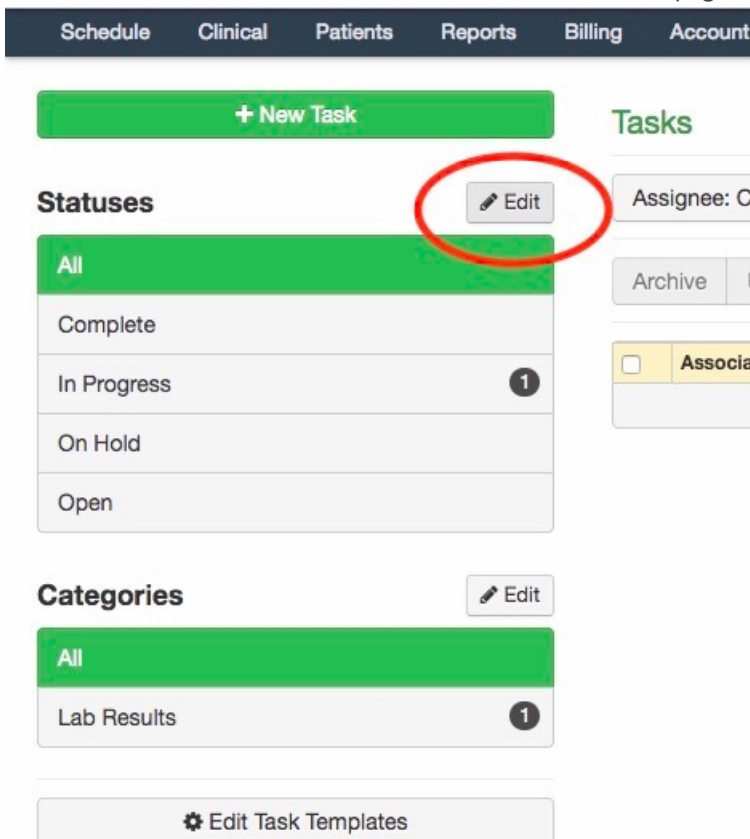
1. Click on the three stacked lines (

) on the far right side to enter the task center.

2. Click the **Edit** button next to Statuses on the far left of the page.

3. Enter the fields for status name, status category, and task category. Once completed, click the green **+ New Status** button.

Task Statuses

Name	Status Category	Task Category	☐ Show Archived?
Complete	Complete		Default Status
In Progress	In Progress		Default Status
On Hold	On Hold		Default Status
Open	Open		Default Status
Verified	Complete ⬍	Lab Results ⬍	**+ New Status**