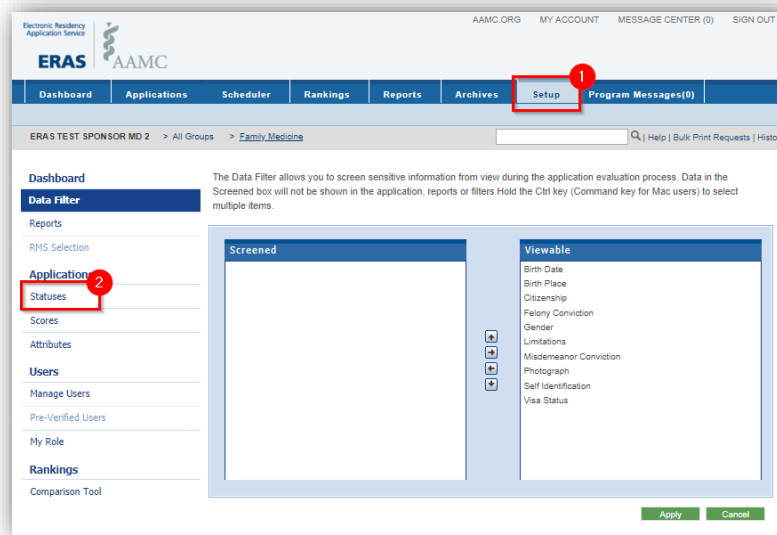
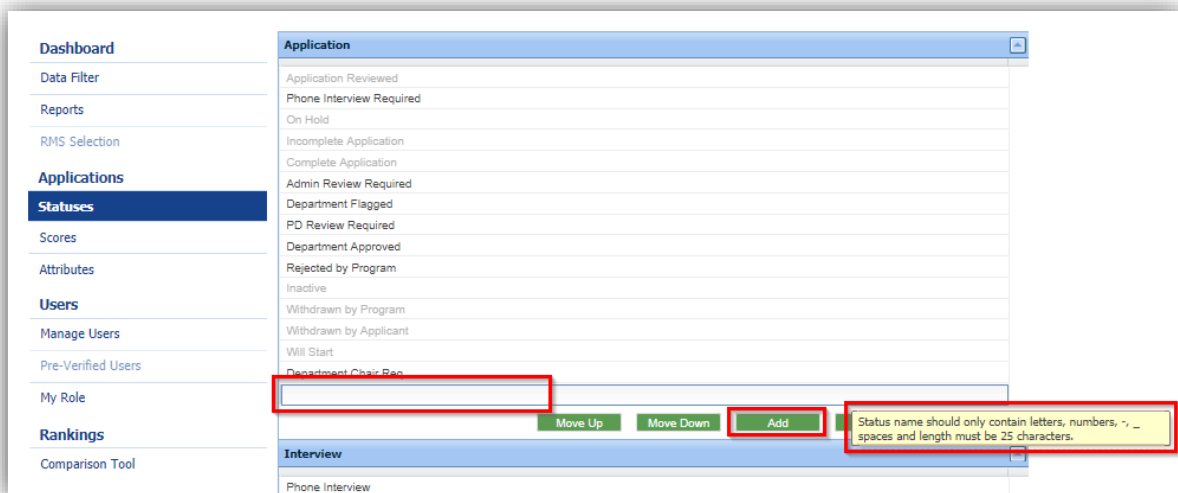


Users can create custom user defined statuses in addition to the default statuses available. There is a maximum of 10 additional user defined statuses that can be created.

1. Click on the Setup tab, then Statuses.

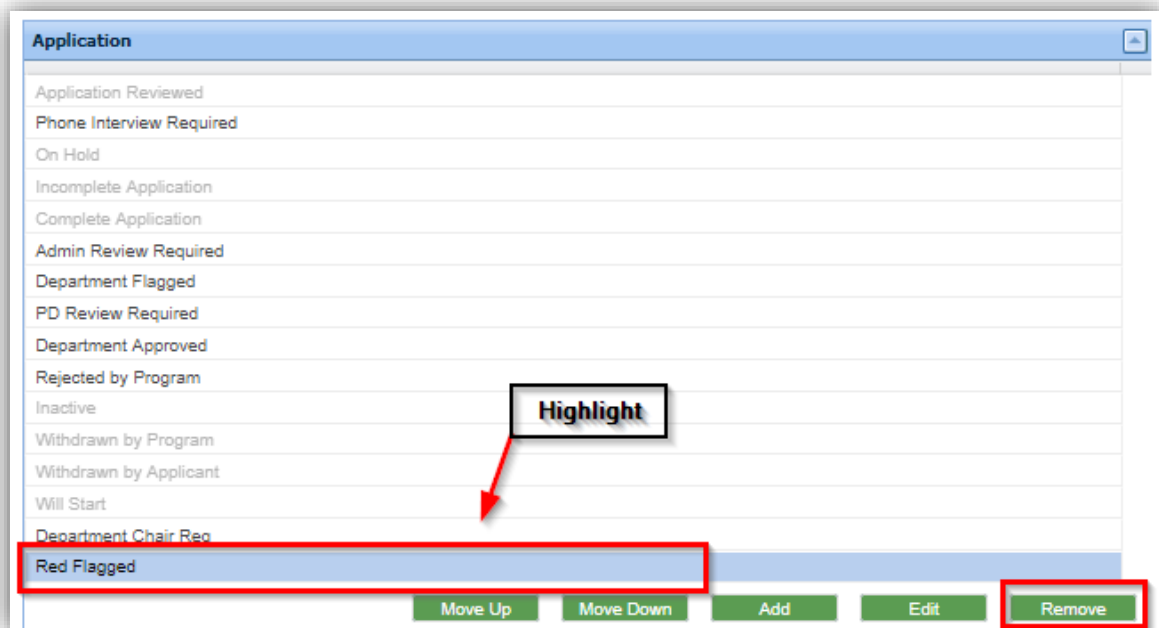


2. To add a status, click the Add button on any of the four categories which will bring up a text prompt. Once finished entering the name for the status, click Enter on your keyboard to save the entry.

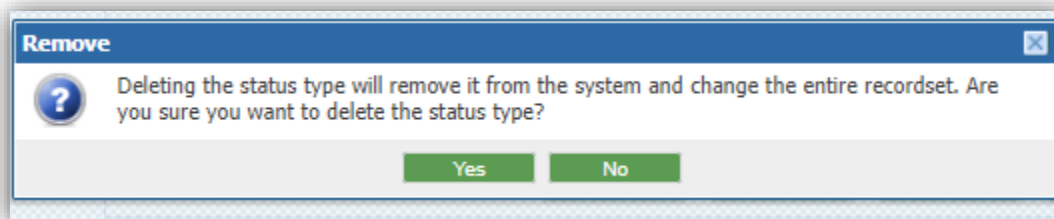


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- To remove a status, highlight a status and click Remove. After confirming, the status will be deleted.

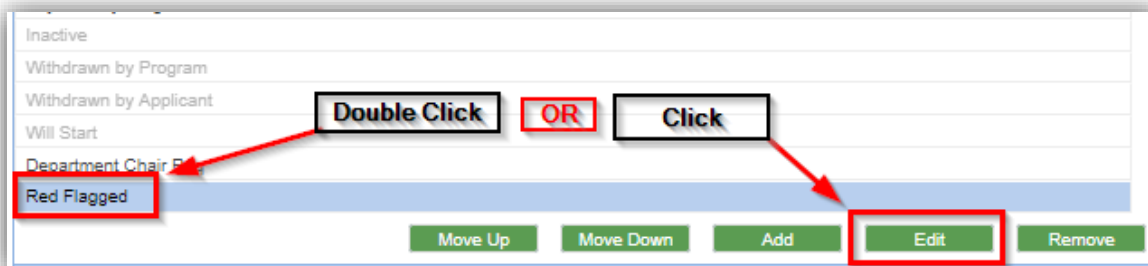


****Custom user defined statuses can only be removed if it is not being currently used in a filter, on an applicant, or used in a CSV export template.**



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- To edit a status, double click on a status or highlight a status and click Edit. After updating the text, click Enter on your keyboard to save the entry.



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