

Statuses

Last Modified on 11/06/2017 3:40 pm EST

Select **Statuses** in your [Account Settings](#) to add, delete and modify statuses used by your clinic. Statuses are shown on your Study List and change when double-clicked.

Account Overview

Account Settings

Members and Privileges

User Identifiers





Automation Setup

Uplinks

Labels

Statuses

Statuses

Name	Icon	Color	Actions
finalized	battery-4	 finalized	<input type="button" value="Up"/> <input type="button" value="Down"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
unread	bookmark	 unread	<input type="button" value="Up"/> <input type="button" value="Down"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
last	check-circle	 last	<input type="button" value="Up"/> <input type="button" value="Down"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
ongoing	battery-2	 ongoing	<input type="button" value="Up"/> <input type="button" value="Down"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Existing statuses are listed, showing the **Name**, **Icon** and **Color** that were chosen when the status was created:

- Select **Edit** next to a status to modify these properties

The **Up** and **Down** buttons change the order that the statuses are listed.

To remove a status, select **Delete**; users will not be able to further use the status.

Create a New Status


To create a new status for the clinic, select **Create Status** and complete the following:


New Status


Name


Color


Icon


Bookmark → 

Heart → 

Heartbeat → 

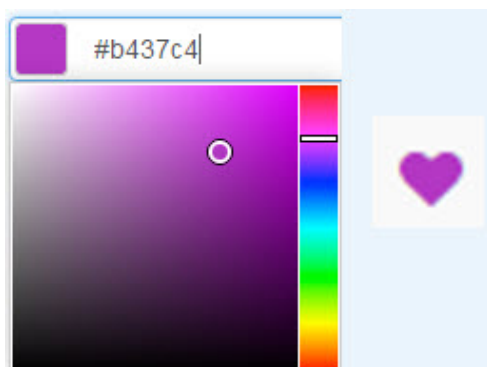
Physician → 

Check circle → 








Fire → 

- 1) Enter a name into the **Name** field that describes the status. A status cannot be used if it does not have a name.
- 2) Choose a color for the icon; a color palette will display, as shown above.
- 3) Select icon from the drop-down menu to represent the status
- 4) Select **Create Status**

The following is an example of choosing a Heart icon and specifying a pretty purple color on the palette:



After a status has been created, users can select it by double-clicking the status icon located on the Study List:

		Full Name	Study Date 	Status	Study De
		Jack Lily	2015-12-07 3:19 AM MST	 Review	 10

If users do not see the status column on their study list, they need to modify their [Study List Page Settings](#).