Create a Work Order Status

How to Create a Work Order Status in Muhasib ERP

Overview

This guide will help you create an approved status used to classify work-order progress.

The status becomes available to allowed work-order workflows.

Who can do this

You need access to WorkOrderStatus add permission; update/delete rights are separate.

Before you start

Confirm unique name, business meaning, sequence, terminal/non-terminal behavior, and approval.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Back Office → Manufacturing → Work Order Status.

Create a Work Order Status

Step 1: Search for an equivalent status

Step 2: Select New Record

Step 3: Enter the approved name and applicable attributes

Enter the approved name and needed attributes.

Step 4: Confirm the status has one unambiguous operational meaning

Step 5: Select Save once

Check your work

Reopen the status and confirm it appears in the intended work-order selector.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Avoid synonyms that create unclear reporting.
- Do not remove a historically used status.

Related guides

- Create a Work Order
- Finalize a Work Order
- Retire a Manufacturing Setup Record Safely

What to do next

> **Create a Work Order**.

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