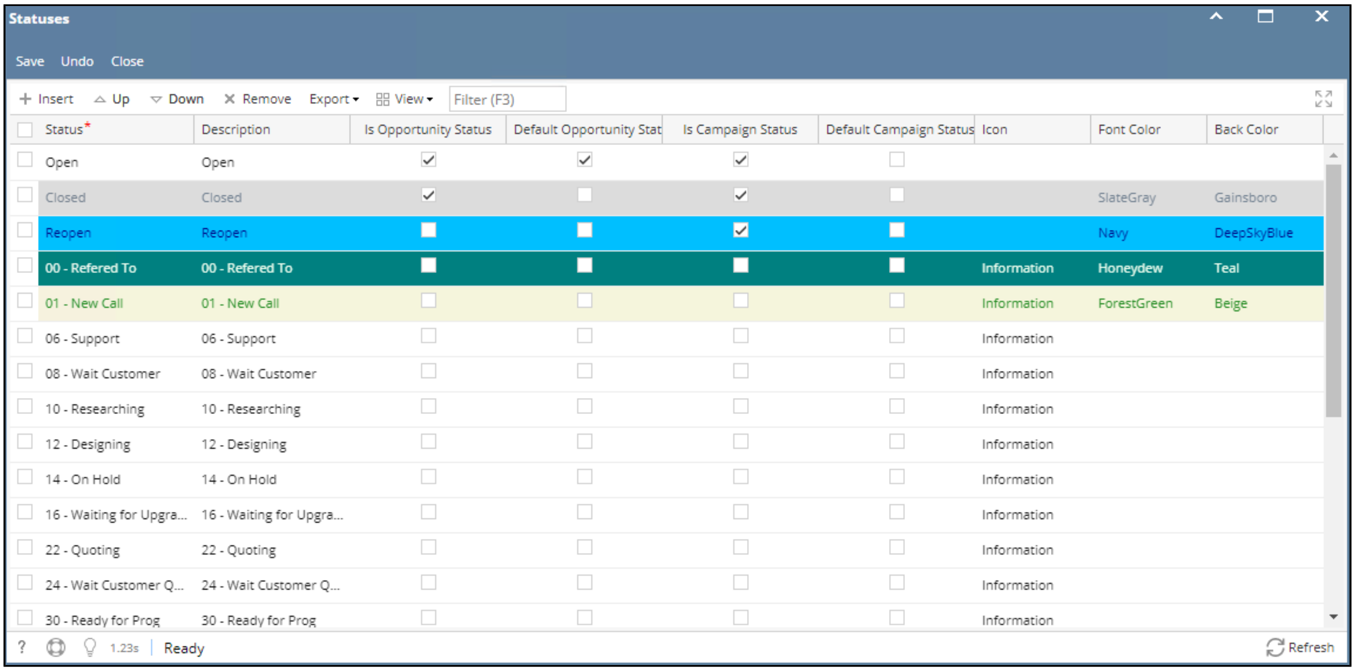
Create Status

1. From **CRM** module, click **Statuses**. Statuses screen will appear.



2. To add Status, go to the next available row or click Insert button.

3. Provide ***Status,** Description, Icon, Font Color, Back Color. (Status should be unique)

4. Check Is Opportunity Status or/and Default Opportunity Status and Is Campaign Status or/and Default Campaign Status.

5. Click Save button to save the status.

**user can add multiple Status as long as the Status is unique.*

***text** - denotes required field to create Status*