How do I create a new status for my project/job?

To create a new status for my project/job

1. Create or edit a project/job.
2. Click **New/Edit** to display the **Project/Job Status** dialog.
3. Select the appropriate option:
    * To add a new status flag, in the Status to Add/Replace field, type a name for the new status and click Add.
    * To edit a status flag, select it in the list of flags, then type your changed flag in the **Status** to **Add/Replace** field and click **Replace**.
    * To delete a status flag, select it in the list of flags, then click **Delete**.
4. When you're finished, click **OK**.
5. Click **OK** again to exit the **Edit Project/Job** dialog.

This feature requires **Quicken Business & Personal**. Learn how you can upgrade Quicken in minutes.