



Adding/Editing RO Status

This guide illustrates how to add/edit RO Statuses on tickets.

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Step 1 — Adding/Editing RO Status

The screenshot shows the Omnique Shop Mgmt interface. At the top, there's a navigation bar with 'Quick Quote', 'New Ticket', and 'Daily Report' buttons. Below that, a sidebar on the left contains various menu items. The main content area is titled 'Repair Order 0-3916' and shows details for a customer named Sally Smith and a 2003 Honda Accord LX. The status is 'Waiting Approval'. A dropdown menu is open next to the status, listing various actions. A red arrow points to the dropdown arrow, and a green box highlights the 'Waiting Approval' option in the menu.

- Click on the **Actions Menu**, inside of a ticket.
- Select an RO status from the drop down list.
- **i** RO Statuses can be customized under the Configuration Tab. Click [here](#) to learn more.
- Once selected, RO Statuses will be displayed near the ticket number.