

# Message status

## What it does:

Allows you to create options for the status of a message. You can set up a status that means 'do not automatically delete' that can be set up in the DeleteOldMessages Report so any message with this status wouldn't get automatically deleted.

## Adding the table entry

**Message Status**  
**Entry details**

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Code: CLOS

Short description:\*

Long description:\*

Active:\*  Yes  No

Notes:

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- **Code** – Choose a code. It can be 1-4 characters.
- **Short description** – The short description can be up to 15 characters
- **Long description** – The long description is what the users see, it can be up to 50 characters long.

Click the **Update** button to save your work.

**Messages**  
Karlene Thompson

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Delete	Message	Status
	<a href="#">Add a new message</a>	
<input type="checkbox"/>	To All Users:  Welcome to Quest!! 😊  --> Added by Karlene Thompson on 10/12/2018 11:41:39 AM	--Select-- 

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**Message**  
Karlene Thompson

Message status:

Message:

CLOS - Closed, action taken and completed

PROC - In process, action started but not completed

OPEN - Open, no action taken yet

welcome to Quest!! 😊

