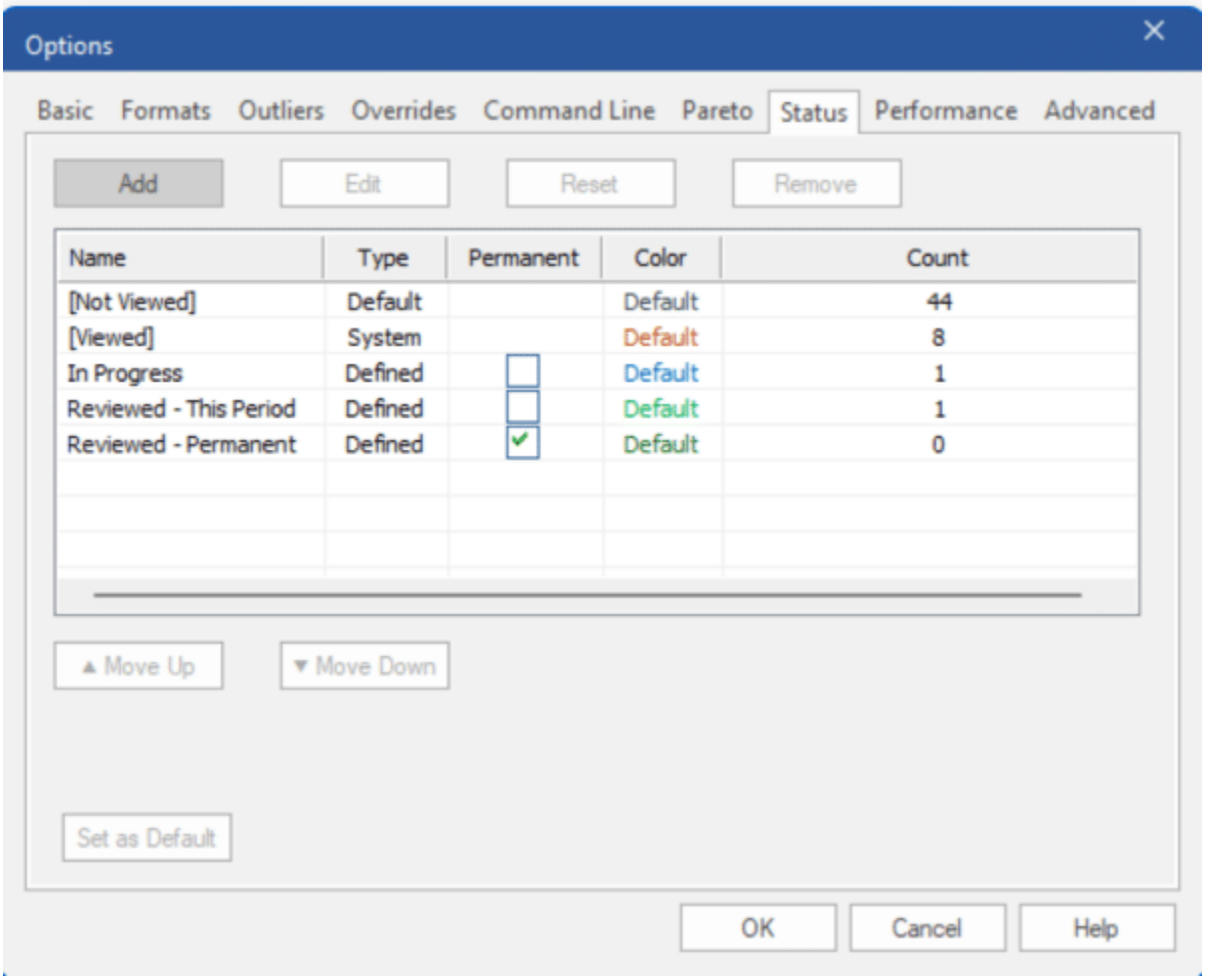
The Status Tab

Forecast Pro Options · https://www.forecastpro.com/documentation/forecast-pro-trac/forecast-pro-options/the-status-tab/

> Forecast Pro TRAC only



The **Status** tab allows you to manage project statuses. By default, each project includes predefined statuses, as shown above.

Two statuses cannot be edited or removed:

- `[Not Viewed]`: The *Default* status. If a status is reset, it is reassigned to this status.

- `[Viewed]`: A *System* status that is automatically applied when you select an item with the status `[Not Viewed]`.

All other statuses with a type of *Defined* can be edited or removed.

The tab includes four buttons at the top:

- **Add**: Create a new status.
- **Edit**: Modify an existing status.
- **Reset**: Reset the selected status to the default `[Not Viewed]` status.
- **Remove**: Delete an existing status. Note that deleting a status automatically resets all items assigned to it back to `[Not Viewed]`.

Each status includes the following attributes:

- **Name**: Specifies the name of the status.
- **Type**: Differentiates system-defined statuses from ones that can be edited by a user.
- **Permanent**: A checkbox that determines whether the status resets when a new history period is loaded.
- **Color**: A dropdown to select the color associated with the status.
- **Count**: Displays the number of items assigned to the status.

By managing these attributes, you can customize statuses to suit your project’s needs.