# What do the activity status - activity statuses mean in Projeqtor?

There are many statuses available on Projeqtor and the related activities.Â  They statuses are available depending on where the activity is positioned, your user rights and what type of activity it is.Â  You may not see or have access to all the statuses available as shown below.

If there is a problem, always speak with your support staff member on the Slack Support Channel.

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**LIST OF STATUSES in PROJECT MANAGEMENT and their meaning.**

| Status Name | Status Meaning / Description |
|---|---|
| recorded | A new activity is recorded |
| Func Write Up Completed | This is for developers and support staff only when t have completed writing a development or ticket fur and not be used by other staff. |
| Sent to Developer | This is for developers and support staff only after th func write up they have sent it to the developer for analysis and not be used by other staff. |
| Researching | The person Responsible is researching / reviewing t activity for the required hours of work needed to complete the activity. |
| Hours Allocated | The number of hours estimated to complete the act This is entered by the worker. |
| Hours and Day Required - Reminder | Notice when the worker has not completed the hou allocated required. |
| IMPORTANT or Not Actioned - 2nd Reminder Sent (1-2 days) | Second notice when work is not completed |
| URGENT or Not Actioned - 3rd Reminder Sent (2-3 days) | Third notice when work is not completed |
| CRITICAL or Not Actioned - 4th Reminder Sent (4-5 days) | Fourth notice when work is not completed. |
| VERY CRITICAL or Not Actioned - 5th Reminder Sent (6-7 days) | Fifth notice and breach of work. |
| HIGHLY CRITICAL or Not Actioned - Final Reminder Sent + Steve Notified (8 + days) | Sixth notice and reminder when work is not comple and discipline action taken. |
| in discussion/planning | When an activity is being discussed and planned ar being considered by the Project Manager or Project Leader |



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| | |
|---|---|
| APPROVED | Activity or Quote that is approved by the Superviso |
| re-opened | A problem with the activity has been found, after it closed as done and now re-opened. |
| under review by project worker | When the project worker is examining the activity t completed. |
| Assigned (Start/End Date Allocated) | When work is allocated with a start and end date th must be adhered to by the Project worker. |
| in progress | Project Worker when the work is started and workin |
| more info required (progress on hold) | When additional information is requested and/or a r is made. |
| info provided (Action required) | When a response for more information is provided t project worker.Â  This requires immediate reply or recommencement of the work. |
| Waiting for Available Resource/Time | Use when you do have time or resources to comple the activity and will come back to it later.<br><br>*** Use only when you are actively working on the task/job *** |
| in testing mode | When the project worker is testing the done activity make sure it is working correctly without problems. |
| Not Working / Problem Found | When an activity that is listed as done has a proble found. |
| Overdue by 1 day | When an activity is not completed by the validated date. Only available to the Project Leader |
| OVERDUEÂ  IMPORTANT - by 2-3 days | When an activity is not completed by the validated date. Only available to the Project Leader |
| OVERDUE URGENT - by 4-5 days | When an activity is not completed by the validated date. Only available to the Project Leader |
| OVERDUE CRITICAL - by 6-7 days | When an activity is not completed by the validated |



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| | |
|---|---|
| | date. Only available to the Project Leader |
| OVERDUE CRITICAL: by 8-9 days | When an activity is not completed by the validated date. Only available to the Project Leader |
| OVERDUE VERY CRITICAL: by 10+ days | When an activity is not completed by the validated date. Only available to the Project Leader |
| done | When an activity is completed and has been tested per the required work. |
| bill charges | Only for accounting purposes. |
| Validating | When the Project Leader or Supervisor checks that work is completed. |
| checked & completed | When the Project Leader is happy with the end resu |
| PAID | Only for accounting purposes. |
| completed with problems | When an activity is completed but has problems. |
| duplicate | When an activity is found to be an exact copy of an activity. |
| DECLINED | When an activity for work has been declined by a P Leader or a request has been declined. |
| cancelled | When an activity has been cancelled for reasons as mentioned in the Notes section. |

Attached files:

Unique solution ID: #1311
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