

# Project Status



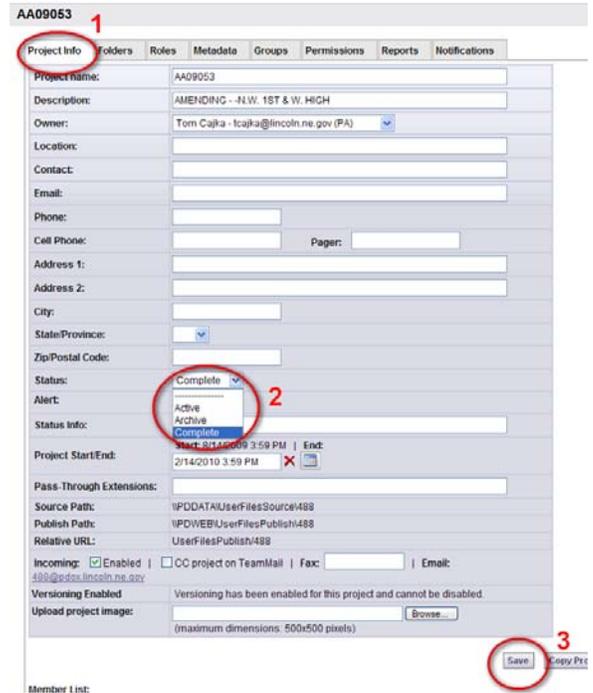
To change the status of a project:

Click on the Edit button



On the Project Info tab (1), select the appropriate status - "Active" or "Complete" - from the drop down list. (2)

Click Save. (3)



Status	Description
Active	Indicates application in process. Once project is created, Project Coordinator will change the status of the project to "Active."
Complete	Indicates planner is ready for this project to be removed from the project list – ie. applications that have been acted on or withdrawn. When Project Coordinator determines that the project is ready to be archived, they will go in and change the status to "Complete." This will be an indication to System Administrator that the project can be archived.
Archive (System Admin)	This status will be used by the System Administrator to remove projects from the active list of projects shown. If a project needs to be removed from archive status, the Project Coordinator will ask the System Administrator to reactivate the project.

To exit Edit screen, click "Return to Project."

