



	Company Admin	Company Editor	Site Admin	Site Editor	Supervisor Unlimited	Supervisor Limited	External Email	WO Creator	Staff	Vendor
Pending	√	√	√	√	√	√	√			
Approved							√			
Overdue	√	√	√	√	√	√				
Closed	√	√	√	√						
Canceled	√	√	√	√			√			
Rejected							√			
Completed	√	√	√	√			√			
Reopened										
Onhold										
Inprogress										√
Comment Update	√	√	√	√	√	√		√		
Note Update	√	√	√	√	√	√		√	√	√
Status Change								√		

1. Email notifications for Comments & Notes updates are sent to Admins (blue background) only when status is changed to Approved
2. Assigned Vendor will receive email notification (red background) when status changes from Onhold to Inprogress