

Find or create an offer status

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Search Offer Status definitions and start a new status record only if the required definition is not already available.

Before you start

- Required sales-process terminology has been agreed by the organization.

Steps

1. **Search** on [Offer Status](#) — Locates an offer-status record.
2. **Apply filter** on [Offer Status](#) — Applies selected search or filtering criteria to displayed records.
3. **New** on [Offer Status](#) — Starts a new offer-status record.
4. **Ok** on [Offer Status](#) — Confirms the current action or dialog.
5. **Cancel** on [Offer Status](#) — Cancels the current action or dialog.

Result

Cancels the current action or dialog. Confirm this on [Offer Status](#).

Screens involved

Configurations > General Settings > Offer Status