Brix Basics

Document statuses

Documents in Brix go through a life cycle during which their status changes. The status shows how far a document has progressed and determines what can still be done with it.

The most common flow is **Draft** > **Approved**, and if needed **Voided**:

- **Draft** — the document is being entered and can be changed.
- **Approved** — the document is complete and no longer changes.
- **Voided** — the document has been cancelled.

Specialised documents can have more statuses. A job card, for example, goes through **Draft** > **Open** > **Completed** > **Invoiced**, and can also be **Cancelled** and **Concluded**.

The statuses of each form and their meaning are described on that form's help page, in the *Statuses* section.



The name of the same status still differs between forms. Names are being harmonised gradually.

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