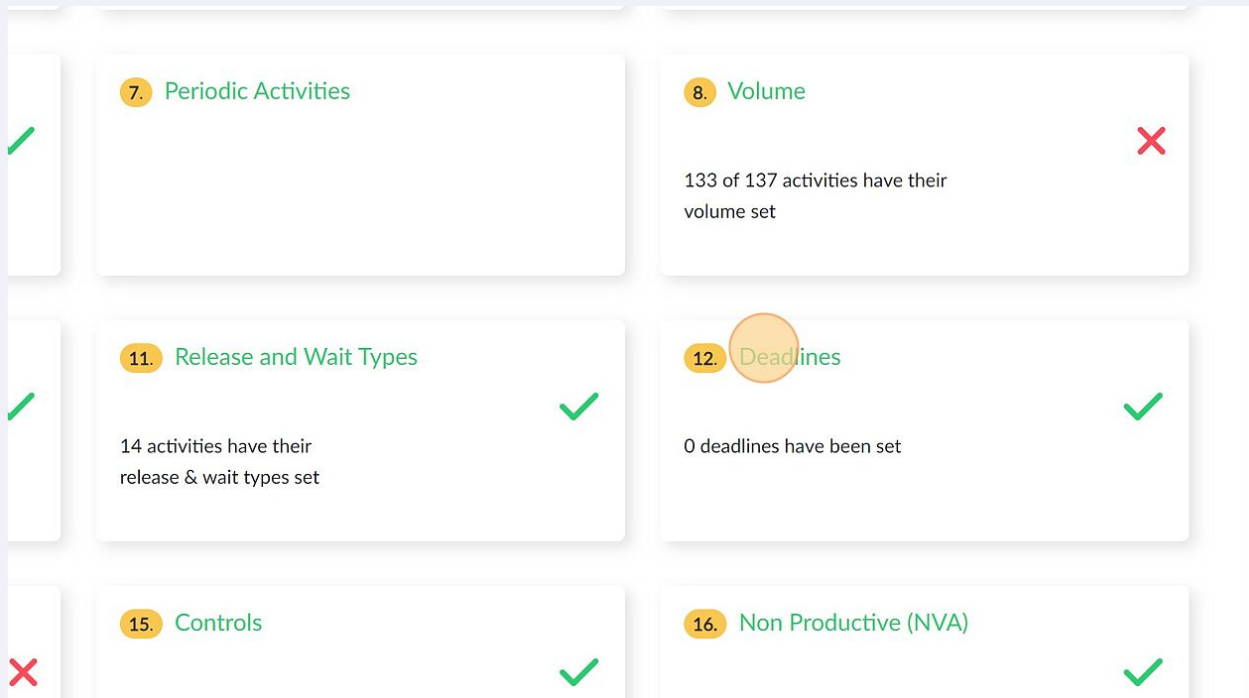


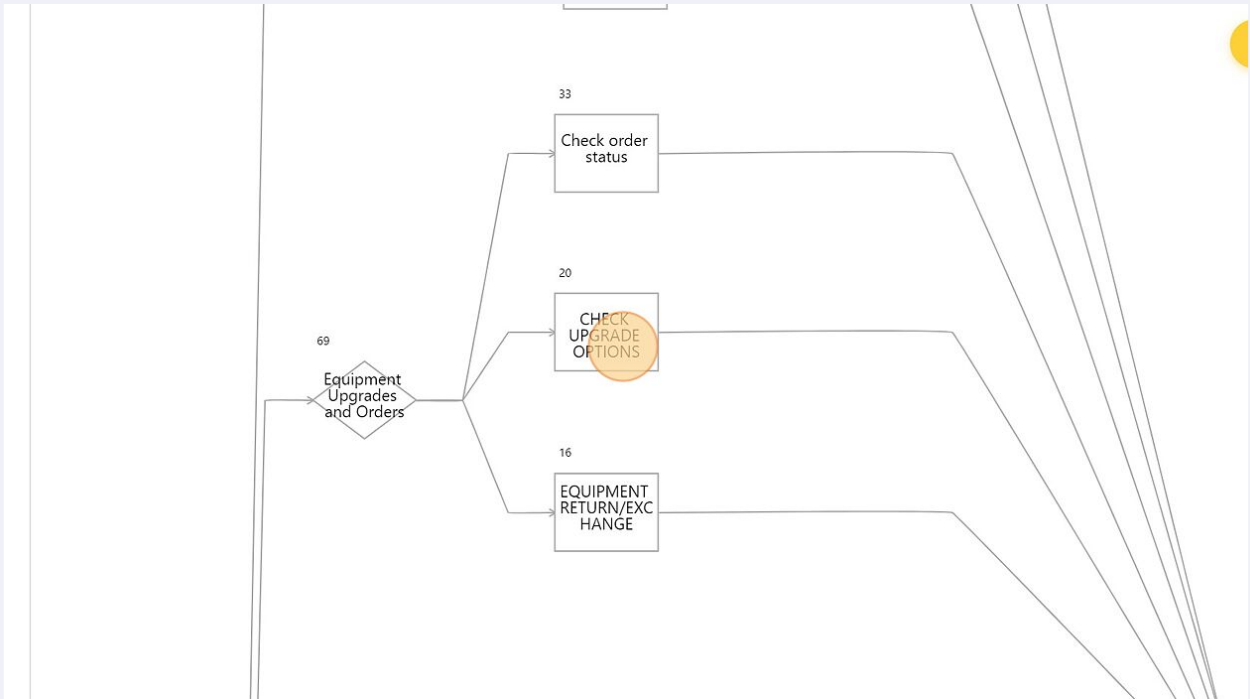
# How to enter Deadlines information

1 Click "12. Deadlines"



7. Periodic Activities	8. Volume
133 of 137 activities have their volume set	
11. Release and Wait Types	12. Deadlines
14 activities have their release & wait types set	0 deadlines have been set
15. Controls	16. Non Productive (NVA)

2 Click on any activity to set a deadline for the activity



3 Click this dropdown to select deadline type

4 If the deadline is relative, select the activity it is relative to

The screenshot shows a workflow diagram on the left with three activity boxes: 'Check order status' (ID 33), 'CHECK UPGRADE OPTIONS' (ID 20, highlighted in blue), and 'EQUIPMENT RETURN/EXCHANGE' (ID 16). A modal dialog titled 'Team- Shaw Consultant' is open over the 'CHECK UPGRADE OPTIONS' activity. The dialog contains the following fields:

- Deadline Type:** A dropdown menu set to 'Relative'.
- Relative To:** A dropdown menu set to 'Choose...'.
- Deadline Time (DD.HH:MM:SS):** A text input field containing '00.00:00:00'.

At the bottom of the dialog are two blue buttons: a back arrow and a 'Save' button with a right arrow. To the right of the dialog, a sidebar shows a list of activities with their respective deadline types:

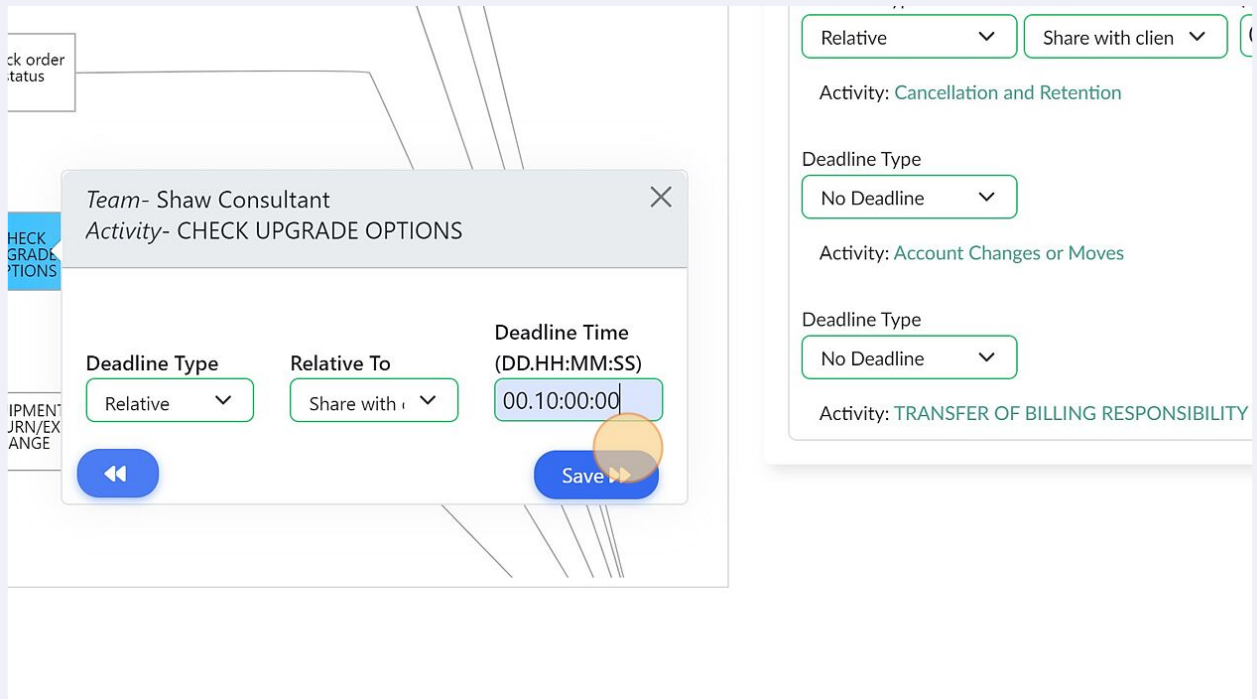
- Activity: Cancellation and R... (Deadline Type: Relative)
- Activity: Account Changes c... (Deadline Type: No Deadline)
- Activity: TRANSFER OF BIL... (Deadline Type: No Deadline)

5 Enter the deadline in "Deadline Time(DD.HH:MM:SS)" field.

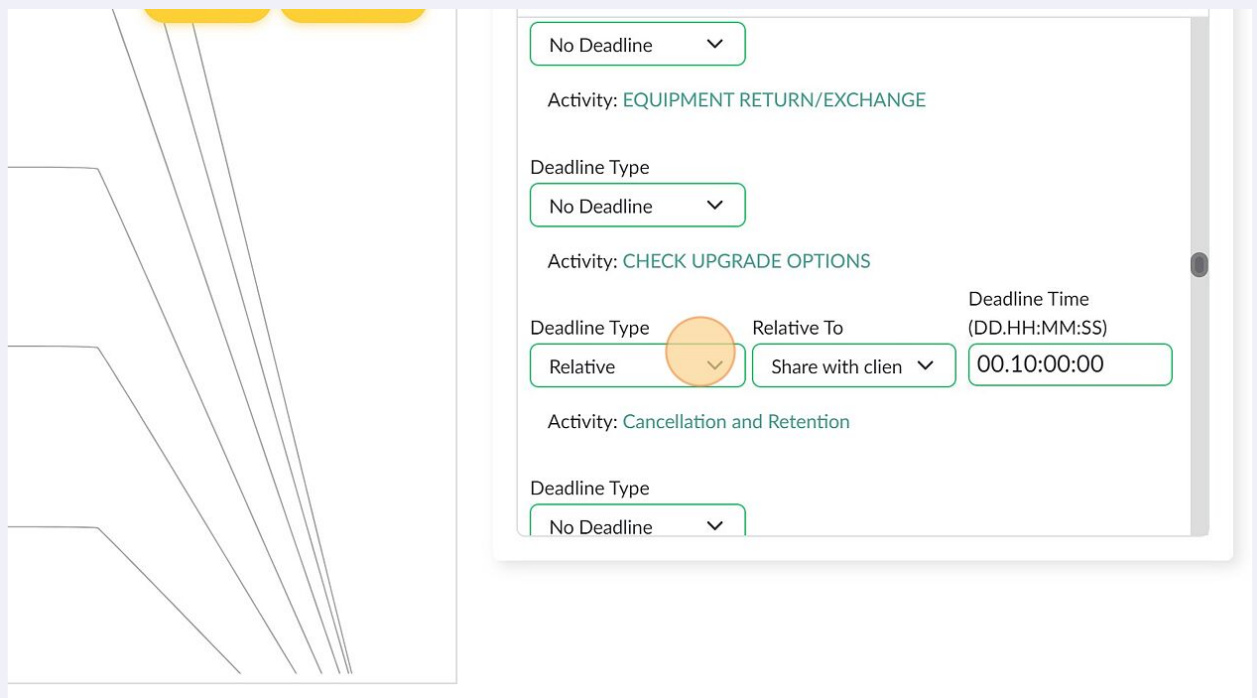
This screenshot is identical to the one in step 4, but with the following changes:

- The 'Relative To' dropdown menu is now set to 'Share with client'.
- The 'Deadline Time' input field, containing '00.00:00:00', is highlighted with a yellow circle.
- The sidebar on the right now shows:
  - Activity: Cancellation and Retention (Deadline Type: Relative)
  - Activity: Account Changes or Moves (Deadline Type: No Deadline)
  - Activity: TRANSFER OF BILLING RESPON... (Deadline Type: No Deadline)

6 Click "Save" and repeat the same step for all other activities with Deadlines



7 Alternatively, use the input panel on the right side to enter the information



8

Click "Observations" to review any errors and correct them

