

# Open Deadlines

## Report Description:

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This report will provide a list of those cases that have a specific deadline type open. This can be run by agency, division, unit or for a specific user ID.

## Running the Report:

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Choose the deadline type you wish to view.  
Select the Agency, Division, Unit or specific User ID.

The User ID is for a specific user assigned to the case. So for example, if I'm a probation officer and I want to see how many cases need a Progress Report and I only want to see those deadlines where my name is assigned to the case.

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**Open Deadlines**  
Enter report criteria and press "Submit"

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Deadline type:\*

Agency:

Division:

Unit:

User ID:

NOTE: Either enter agency or user ID, but not both. Along with agency, you may also enter a division and/or unit.

Sort by date instead of name:  Yes  No

If you want a list of all open deadlines, you can go to [Menu | Miscellaneous | Deadlines Assigned](#).  
Deadlines are also shown on your caseload screen.

## The Report:

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The report will provide you with a list of names and the deadline dates.

If you chose an Agency, all deadlines for that agency will be listed.

If you choose division, unit, or user ID, a person from that Division or Unit must be assigned to the case.

If you chose a user ID, that person must be a name assigned to the case.

Open deadlines				
[Redacted] County				
Prepare Progress Report				
User ID: CAPRAM				
[Redacted]				
Name	File Number	Case	Date	
Car	[Redacted]	349663	4	9/11/2018
Car	[Redacted] Jr.	349660	2	9/11/2018
Gre	[Redacted] ew Jr.	319024	3	9/11/2018
Gre	[Redacted] ew Jr.	319024	5	9/11/2018
Gre	[Redacted] ew Jr.	319024	7	9/11/2018
Har	[Redacted]	386342	1	9/11/2018
Has	[Redacted]	314794	7	9/11/2018
Mar	[Redacted]	339828	3	9/11/2018
Rob	[Redacted] ott Jr.	357056	2	9/11/2018
Tho	[Redacted] Kevin II	389819	4	9/11/2018

## Where the data comes from:

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This report will look for all open deadlines that match the deadline type and other criteria you selected when running the report.

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Deadline date/time: 9/11/2018 10:02:29 PM  
Deadline type: Prepare Progress Report  
Responsible agency: -- Select --  
Finished date/time:

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## Report Settings:

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There is no special set up required for this report.

```
# -- Required settings --  
class=equest.app.reports.OpenDeadlines  
jobQ=batch
```

```
# -- Optional Report settings --  
#report.notify.userid.1=xxxxxx
```

prompt.parm.1=deadlineType  
prompt.parm.1.type=tables  
prompt.parm.1.length=4  
prompt.parm.1.label=Deadline type  
prompt.parm.1.required=true  
prompt.parm.1.primaryValue=DeadlineType  
prompt.parm.1.secondaryValue=

prompt.parm.2=agency  
prompt.parm.2.type=tables  
prompt.parm.2.length=4  
prompt.parm.2.label=Agency  
prompt.parm.2.required=false  
prompt.parm.2.primaryValue=Agency  
prompt.parm.2.secondaryValue=

prompt.parm.3=division  
prompt.parm.3.type=tables  
prompt.parm.3.length=4  
prompt.parm.3.label=Division  
prompt.parm.3.required=false  
prompt.parm.3.primaryValue=Division

prompt.parm.4=unit  
prompt.parm.4.type=tables  
prompt.parm.4.length=4  
prompt.parm.4.label=Unit  
prompt.parm.4.required=false  
prompt.parm.4.primaryValue=Unit

prompt.parm.5=userID  
prompt.parm.5.type=string  
prompt.parm.5.length=18  
prompt.parm.5.label=User ID  
prompt.parm.5.required=false  
prompt.parm.5.primaryValue=

prompt.parm.6=message1  
prompt.parm.6.type=message  
prompt.parm.6.label=NOTE  
prompt.parm.6.primaryValue=Either enter agency or user ID, but not both. Along with agency, you may also enter a division and/or unit.

prompt.parm.7=sortByDate  
prompt.parm.7.type=boolean  
prompt.parm.7.label=Sort by date instead of name  
prompt.parm.7.required=false  
prompt.parm.7.primaryValue=n