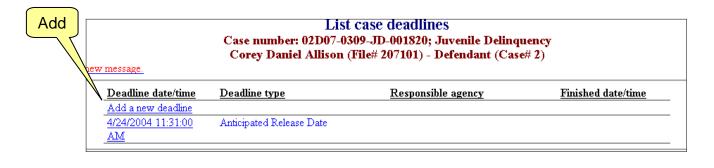# DEADLINES

This area allows you to set "reminders" to do a specific task. Deadlines can be added manually by the user, they can be generated automatically from documents, or they can be added automatically based upon a set of rules.
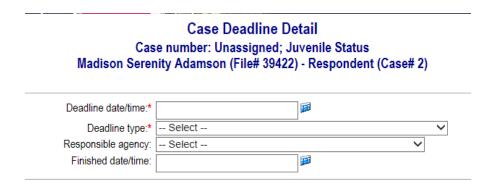
FROM THE MENU: Case, Deadlines:

FROM THE CASE DETAIL SCREEN:

To add a deadline:

- **Deadline date/time**: Date this task is due.
- **Deadline type**: Choose the type of task.
- **Responsible agency**: Choose the agency that is responsible for completing this task.
- **Finished date/time**: Once a task has been completed, you can enter the time of completion.

Click on the UPDATE button or press ALT+U to save your changes.

Deadlines can be automatically added based on certain things happening. See your Quest Administrator if you always add the same deadline at the same point in the case, to see if it can be automated.
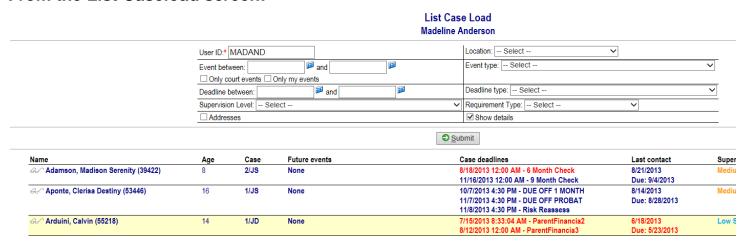
To update deadlines:

Click on the existing deadline. Make changes, or click in the FINISHED DATE/TIME field to complete the deadline.

Click on the UPDATE button or press ALT+U to save your changes.

Deadlines can be automatically updated to show a completion date when certain actions happen in the case. See your Quest Administrator if you always update a deadline following a certain action.

To view deadlines:

From the List Caseload screen:

Click on the existing deadline to edit it.
Any deadline in red is past due.

From the Deadlines Assigned screen:

Menu, Miscellaneous, Deadlines Assigned:

List Deadlines Assigned
Enter criteria and press Submit

Deadline Type:
CCS - Check Case Status

Assigned Agency:
-- Select --

Deadline Date: 7/24/2013 🔳 thru 11/30/2013 🔳 ☐ Only include unfinished

➡ Submit

Case	Deadline date/time	Deadline type	Responsible agency	Finished date/time
53D07-1308-JD-000001 John Smith	11/15/2013 12:00 AM	Check Case Status	Monroe Circuit Court Probation Department	

- **Deadline type**: Select the type you wish to view. Leave it on select to view all.
- **Assigned Agency**: Select the agency you wish or leave on select to view all.
- **Deadline date**: The date range to view. This will display due dates within this time range.
- **Only include unfinished**: Click if you only want to view the deadlines still open.

Click the SUBMIT button or press ALT+S to display the results of your selections.

There are also reports that provide information on deadlines.