

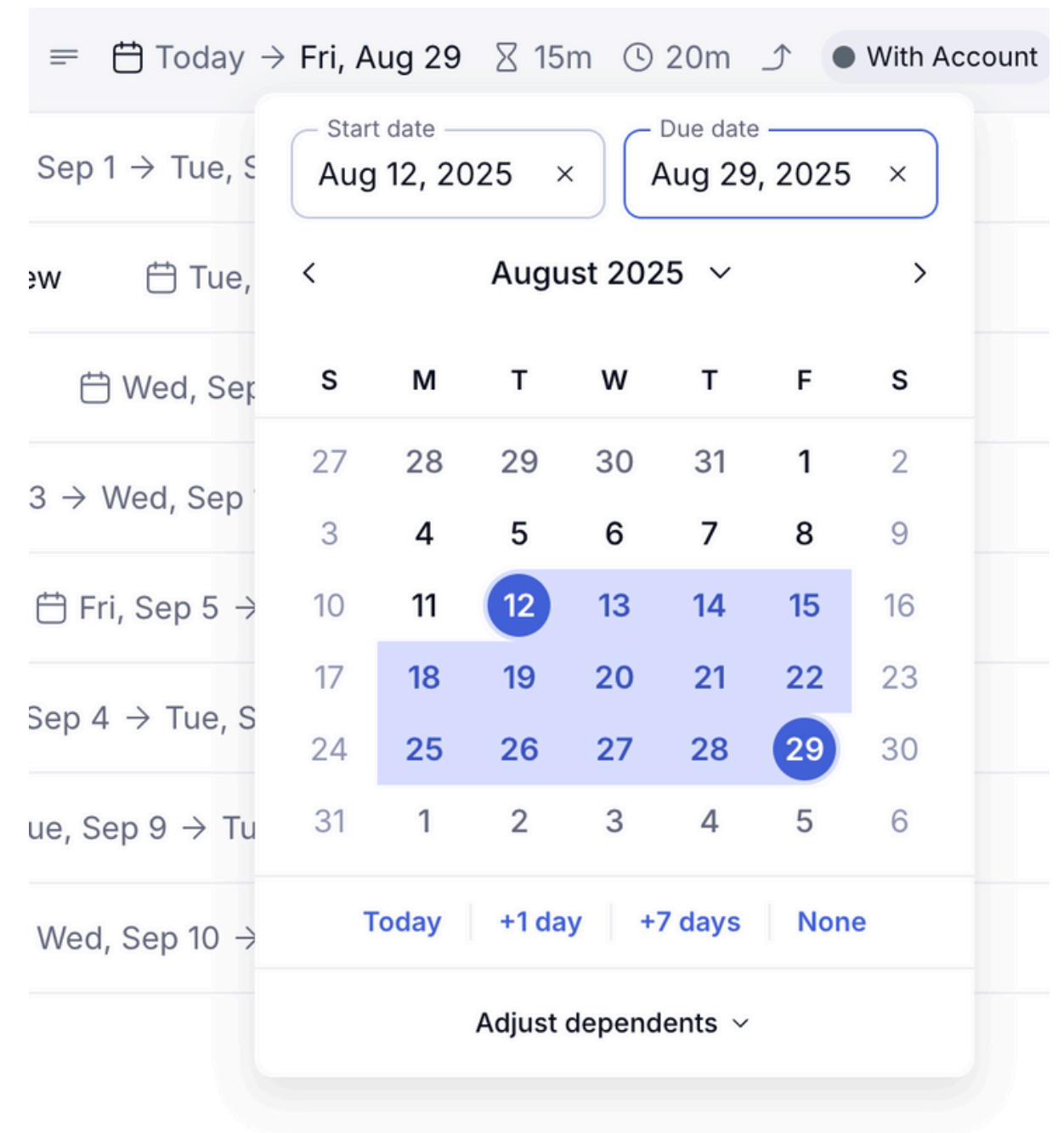


ADJUSTING TASK DUE DATE

TEAMWORK TRAINING

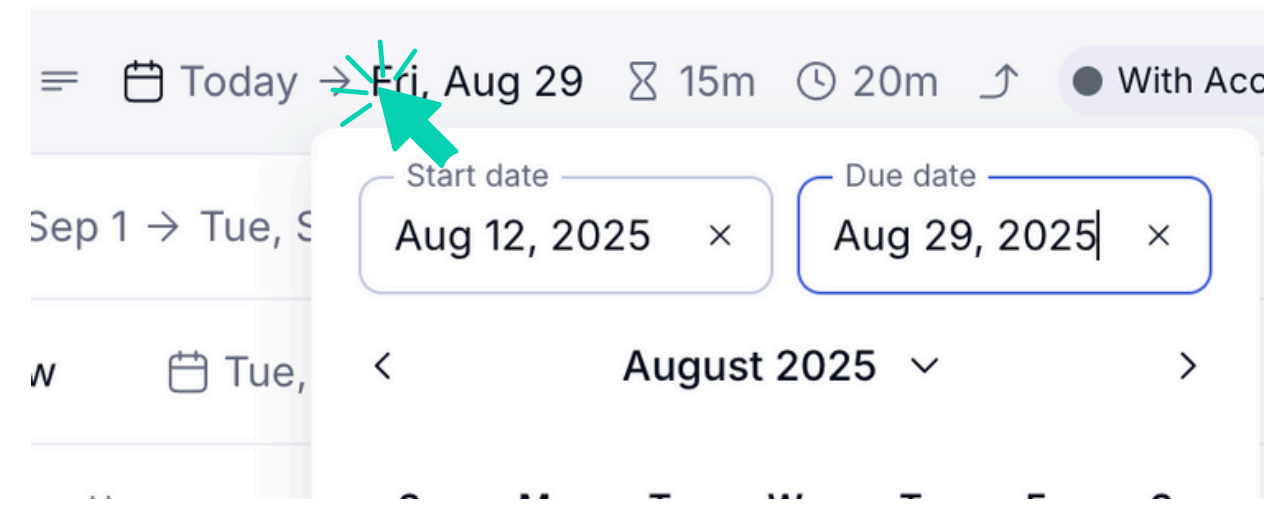
Adjusting task due dates

Task due dates are updated regularly - either due to client delays or internal capacity. If projects are set up with the correct task turnaround times and dependencies, then updating the first task in the project should shift out the due dates of subsequent tasks. However, there are times when either the subsequent dates do not need to shift along with the first task, or need to shift differently. That requires custom date adjustments.



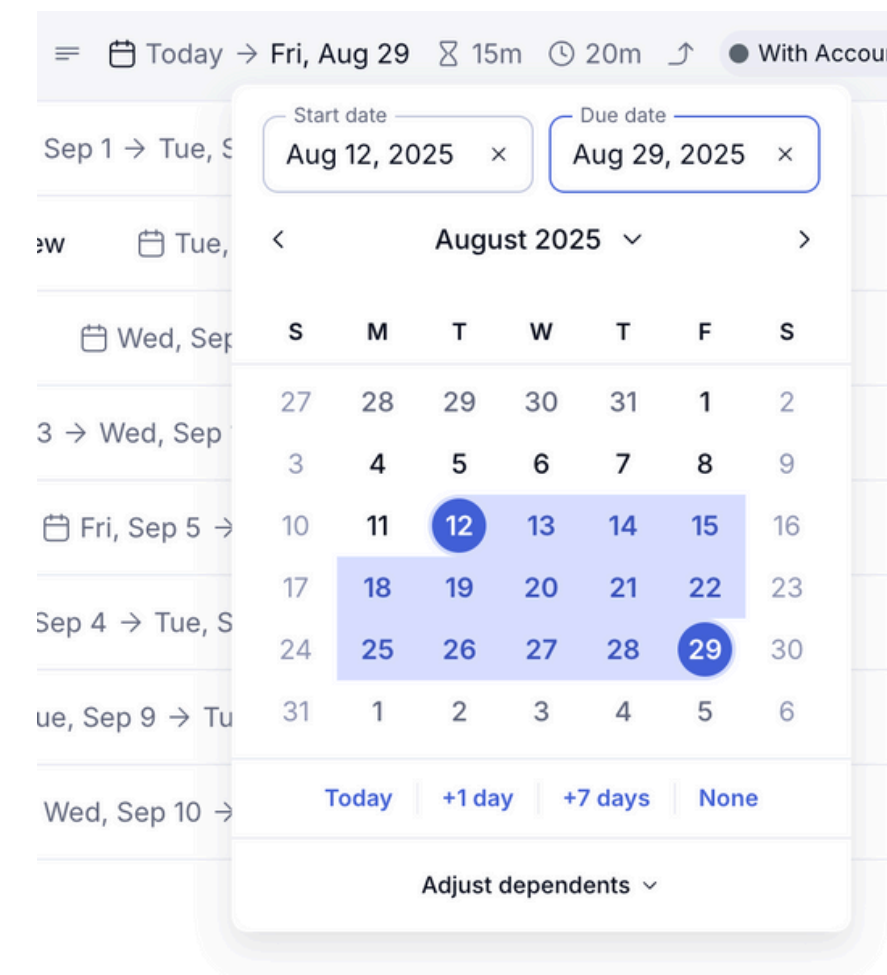
ADJUSTING DUE DATES, STEP 1:

- In project list view, hover over the task due dates and a calendar box will pop up.



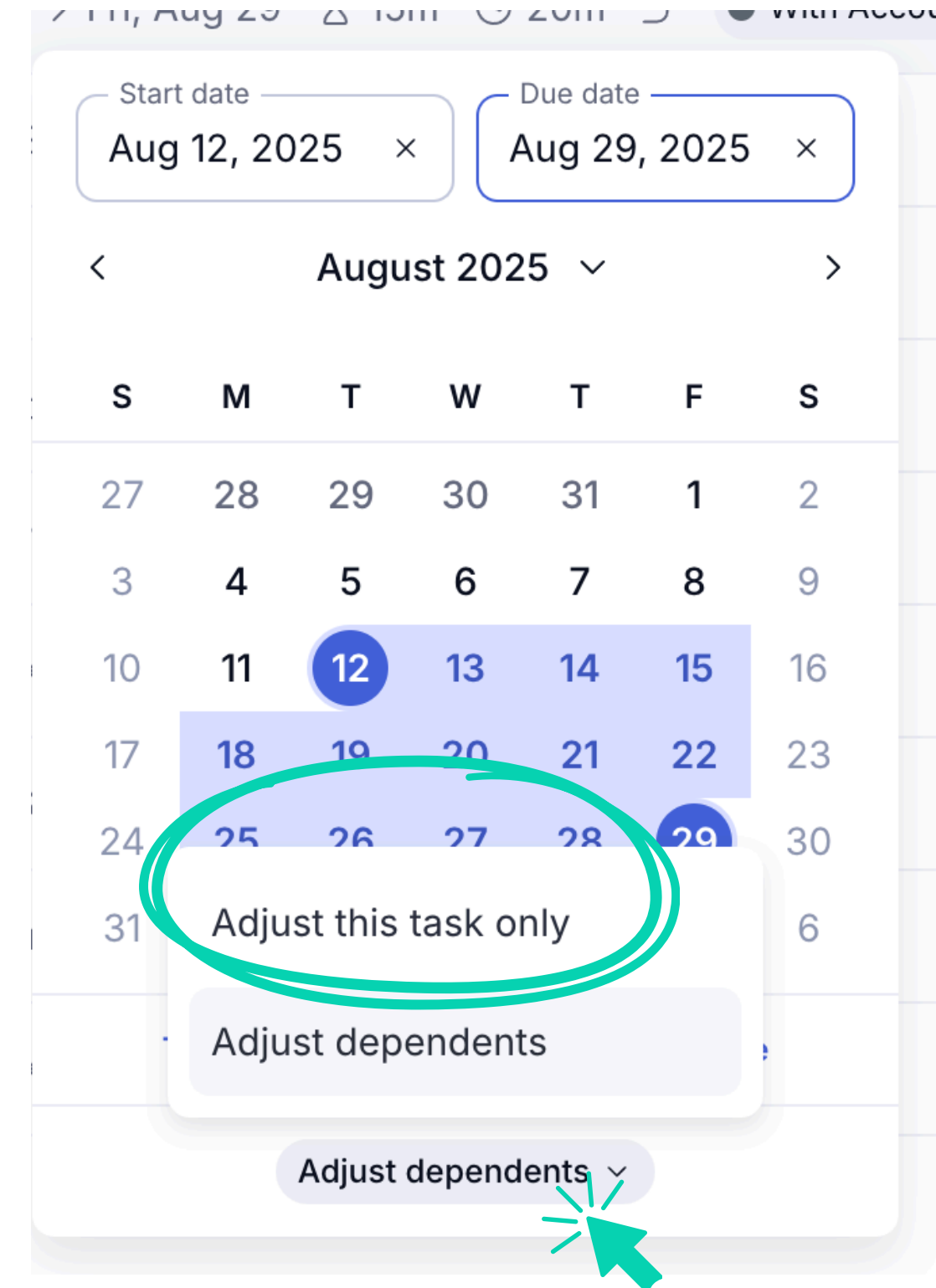
STEP 2:

- Determine if all dependent tasks also need to be adjusted in correlation to the first task's adjustment. For example, if you bump the first task out 3 days, all subsequent task timelines will move forward 3 day as well.



STEP 3:

- If you don't want all dependent tasks to move forward in correlation with the task you're updating, then click on the Adjust Dependent Tasks button at the bottom of the calendar, and select Adjust This Task Only.



STEP 4:

- Make sure the timelines on any adjusted tasks align with our standard turnaround times, unless otherwise approved by the Project Manager. Follow the guidelines [here](#) to confirm correct task start and due dates.

