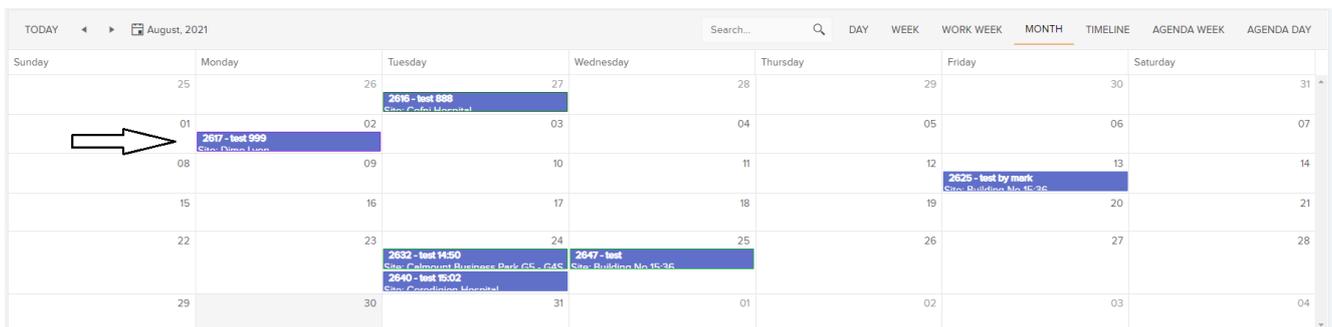


# Job Due Dates and Expected Dates

Each job has a due date and an expected date. For reactive jobs, these dates are set by the Job Priority. For planned jobs these dates driven by the due date set in the associated Planned Schedule. The due date and expected date start off the same. The due date is intended to be the more “fixed” of the two dates and represents the original SLA or contracted date for the job, whereas the expected date is the more fluid of the dates. However, both can be changed. Once the expected date has been changed for a job, the associated resource(s) can be notified.

Both the due date and the expected date can be changed on the Job Details page by selecting the pencil icon next to the Due Date.

Both dates can also be changed for reactive jobs by dragging and dropping these jobs on the Jobs Calendar. The expected date determines where the job falls on the calendar:



The screenshot shows a calendar interface for August 2021. The calendar is viewed in 'MONTH' mode. The days of the week are listed at the top: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday. The dates are arranged in a grid. Several job bars are visible, each representing a job with a due date and an expected date. A white arrow points to the job bar for '2617 - test 999' on Monday, August 2nd. The job bars are as follows:

Job ID	Job Name	Due Date	Expected Date
2616	test 888	Tuesday, 26	Tuesday, 26
2617	test 999	Monday, 01	Monday, 01
2625	test by mark	Friday, 12	Friday, 12
2632	test 1450	Tuesday, 23	Tuesday, 23
2640	test 1502	Tuesday, 23	Tuesday, 23
2647	test	Wednesday, 24	Wednesday, 24

TODAY		August, 2021		Search...	DAY	WEEK	WORK WEEK	MONTH	TIMELINE	AGENDA WEEK	AGENDA DAY
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday					
25		26 2016 - test 888 City, Cafeteria Monratal	27	28	29	30	31				
01		02 2017 - test 999 City, Dental Lab	03	04	05	06	07				
08		09	10	11	12 2025 - test by mark City, Building No. 1536	13	14				
15		16	17	18	19	20	21				
22		23 2032 - test 14:50 City, Warehouse Business Desk CC - CAC	24 2047 - test City, Building No. 1536	25	26	27	28				
29		30 2040 - test 15:12 City, Concession Monratal	31	01	02	03	04				