

# DEADLINES

## Module: Timely

### ➤ Deadline overview – be on time

- ✓ Select module: **Timely > Deadlines**
- ✓ Define your search criteria by the dropdown menus and click **Search**
- ✓ Click **Reset** to clear the search
- ✓ Click the **Export** tab at the top and click **Excel (all)** or **PDF (all)** to export grants to Excel or PDF
- ✓ Red colour = Deadline has been exceeded
- ✓ Yellow colour = Notification date has been reached
- ✓ Green colour = Notification date has not been reached yet

### ➤ Deadline management – handle a deadline

- ✓ Select module: **Timely > Deadlines**
- ✓ Define your search criteria by the dropdown menus and click **Search**
- ✓ Click **Reset** to clear the search
- ✓ Select deadlines to be handled by check boxes to the right
- ✓ Click the **Change handled status** button on the left to handle a deadline
- ✓ All handled deadlines are removed from the list
- ✓ To restore a handled deadline use the **Marked handled** dropdown menu in the search area
- ✓ Choose **Yes** to see all handled deadlines
- ✓ Select deadlines to be unhandled by check boxes to the right
- ✓ Click the **Change handled status** button on the left to unhandle a deadline and the deadline will be shown as unhandled in the list again