





# Score Default Due Date

When you create a **new draft** of a scoring scheme or a completely **new scheme** you will now see an extra option of '**Default Due Date**'. This new feature allows you to set a **severity** to a score by giving a **shorter due date** to a more severe score.

1. Select **edit** on the score you want to edit.
2. Select the '**Trigger**' option. This must be enabled in order to have a **default due date** set.
3. You are now able to set the **due date** you wish for that score.
4. Once you enter in the **amount of days** in the future you want the **due date** to be you can save the score and **Publish** the scoring scheme.

Name	Weight	Colour	Trigger	Mandatory	Due Date	
NA	0		No trigger	<input type="checkbox"/>	None set	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Compliant	15		No trigger	<input type="checkbox"/>	None set	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Minor	10		Non-Conformance	<input type="checkbox"/>	None set	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Major	5		Non-Conformance	<input type="checkbox"/>	None set	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="text" value="Critical"/>	<input type="text" value="0"/>	<input type="text" value="red"/>	<input type="text" value="Non-Conformance"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="text" value="5"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

Once you **apply** this to a template, during the **conduction** of the audit you can select the score and the **Due Date will already be set**.

## PLEASE NOTE:

This can only be set on a **Weighted and Single Select** scoring scheme.