

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.



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.