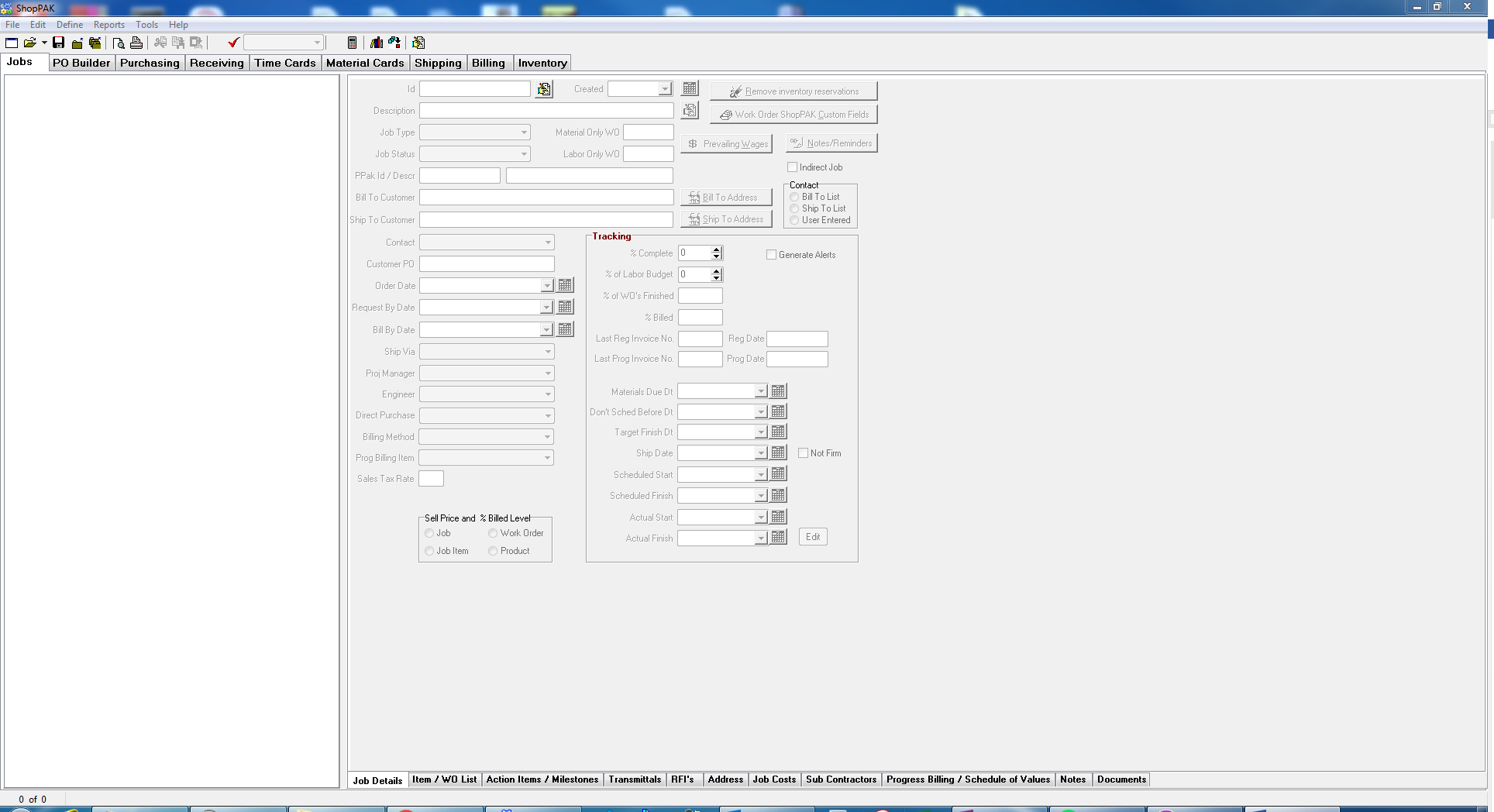
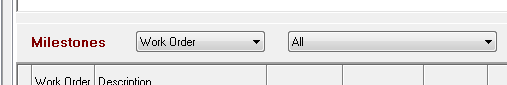
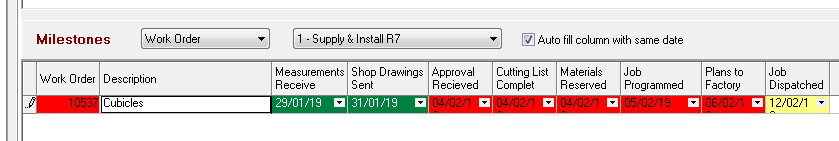
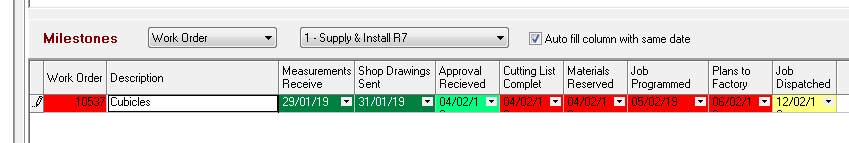
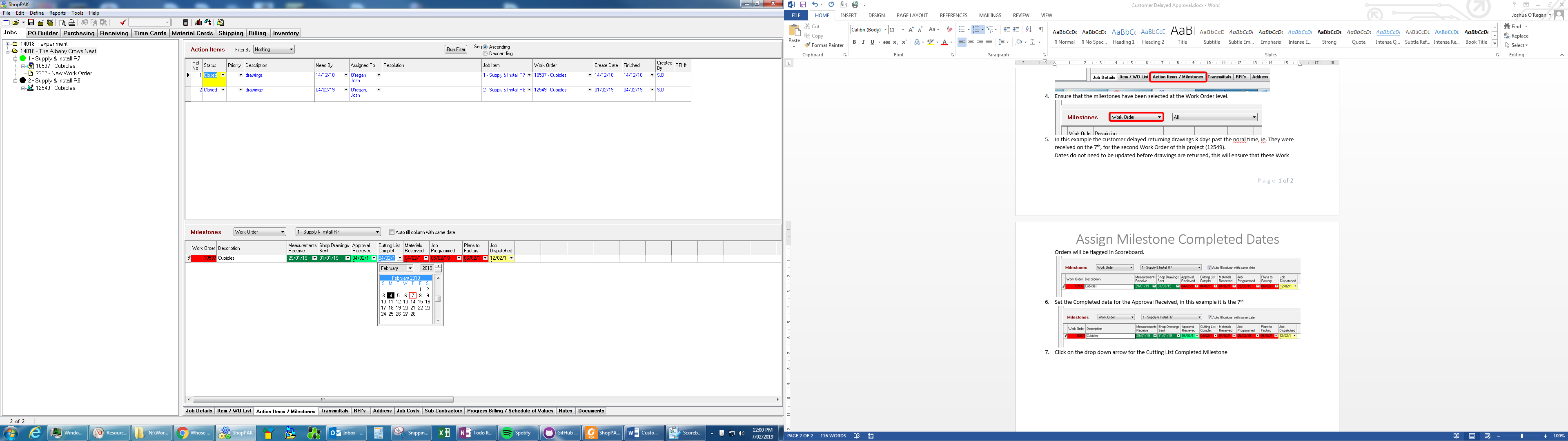
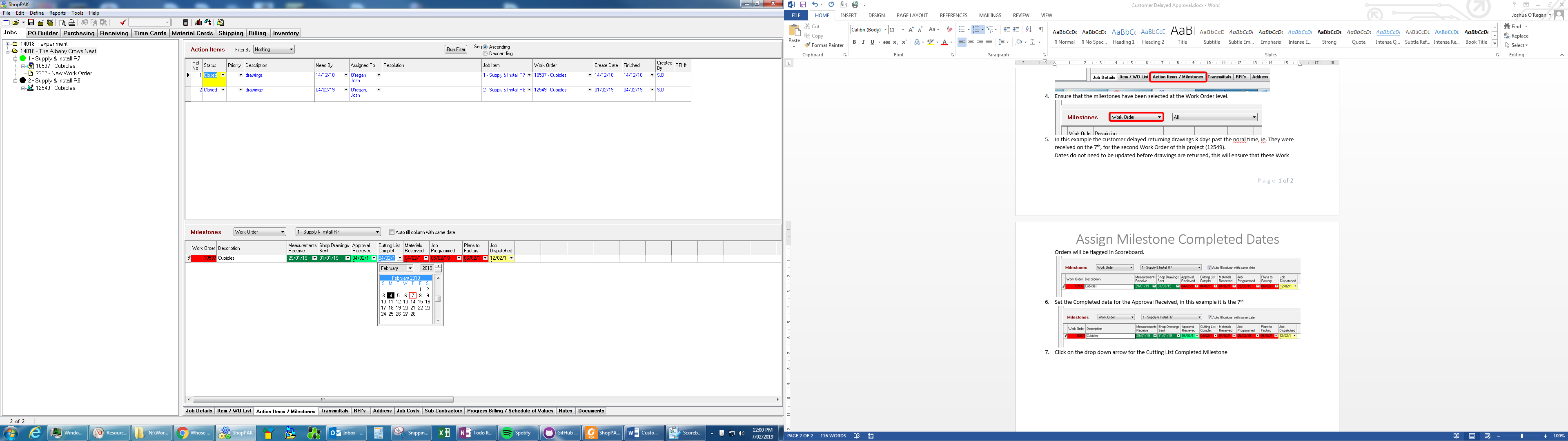
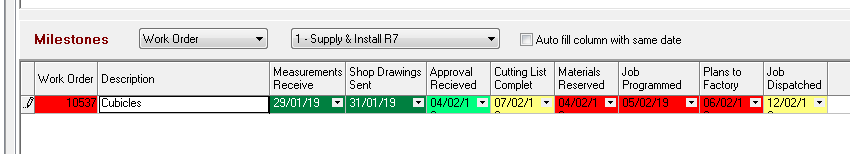
1. Open ShopPAK  
   
2. Open Job that needs to have Milestone Dates Assigned  
   
3. Open Action Items / Milestones tab  
   
4. Ensure that the milestones have been selected at the Work Order level.  
   
5. In this example the customer delayed returning drawings 3 days past the normal time, ie. They were received on the 7th, should have been on the 4th.   
   Dates do not need to be updated before drawings are returned, this will ensure that these Work Orders will be flagged in Scoreboard.  
   
6. Set the Completed date for the Approval Received, in this example it is the 7th   
   
7. Click on the drop down arrow for the Cutting List Completed Milestone  
   
8. This will allow you to change the target date for getting this milestone complete. Increment this by the 3 days the project was delayed by  
   
9. This will remove the red warning from that milestone. Repeat for each other milestone, adding the 3 days each time.  
   
10. The target dates have now been updated and the Work Order can now be processed as normal.  
    