

Managing objects

[Managing system objects](#) / [Orders](#) / Setting the due date for an order

Setting the due date for an order

Setting a due date for an order is an important step in making sure that your order is delivered on time and that you efficiently manage the orders.

Each order consists of one or more jobs that must be completed by a specific date. The **Set Due Date** control lets you define this date. By setting a due date you minimize the risk of delays, making sure that all jobs in an order are completed on time.

To set a due date for an order:

1. In the Orders table, select an order.
2. Click **Set Due Date**.
The **Set Due Date** dialog shows the date, time, and time zone properties.
3. Select the order due date, including the time and the time zone.
4. Click **OK** to save the settings and return to the Main page.

In the **Due date** column, you do not see the date you selected. Instead, you see the length of time remaining until the due date, along with a colored capsule that shows the day of the week that the due date falls on.

The color of the capsule changes based on the time remaining until the due date.

Blue

The due date is more than 24 hours in the future.

Yellow

The due date is less than 24 hours in the future.

Red

The due date has passed and not all jobs in the order are complete. The remaining time displays as negative numbers, indicating how long it has been since the deadline was passed.

Green

All jobs in the order reached the Complete phase.

Parent topic: [Orders](#)