

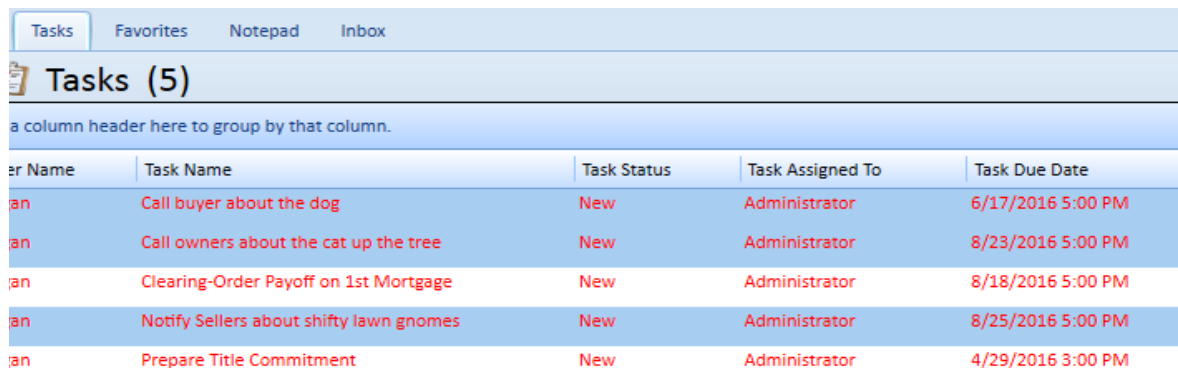
Changing the Due Date on Multiple Tasks

It may become necessary to change certain task due date when they land on a holiday, on your day off, or even when the due date is no longer realistic.

With GreenFolders the task due date can be easily changed on multiple files at once!

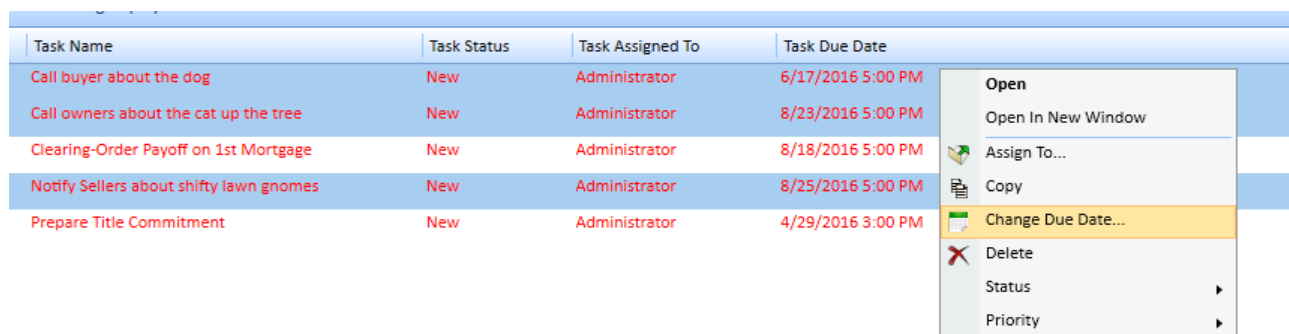
Select the tasks that you would like to change the due date by performing one of the following options:

- Multiple Tasks – Hold down CTRL and then select the task.
- Range of Tasks – Select the first folder, hold the SHIFT key down, and then select the last task.
- All Tasks – Select any task then hold CTRL and then press ‘a’.



| Task Name | Task Status | Task Assigned To | Task Due Date |
|---|-------------|------------------|-------------------|
| Call buyer about the dog | New | Administrator | 6/17/2016 5:00 PM |
| Call owners about the cat up the tree | New | Administrator | 8/23/2016 5:00 PM |
| Clearing-Order Payoff on 1st Mortgage | New | Administrator | 8/18/2016 5:00 PM |
| Notify Sellers about shifty lawn gnomes | New | Administrator | 8/25/2016 5:00 PM |
| Prepare Title Commitment | New | Administrator | 4/29/2016 3:00 PM |

Once the tasks have been selected, simply right mouse click and select **Change Due Date**.



| Task Name | Task Status | Task Assigned To | Task Due Date |
|---|-------------|------------------|-------------------|
| Call buyer about the dog | New | Administrator | 6/17/2016 5:00 PM |
| Call owners about the cat up the tree | New | Administrator | 8/23/2016 5:00 PM |
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| Prepare Title Commitment | New | Administrator | 4/29/2016 3:00 PM |

Open

Open In New Window

Assign To...

Copy

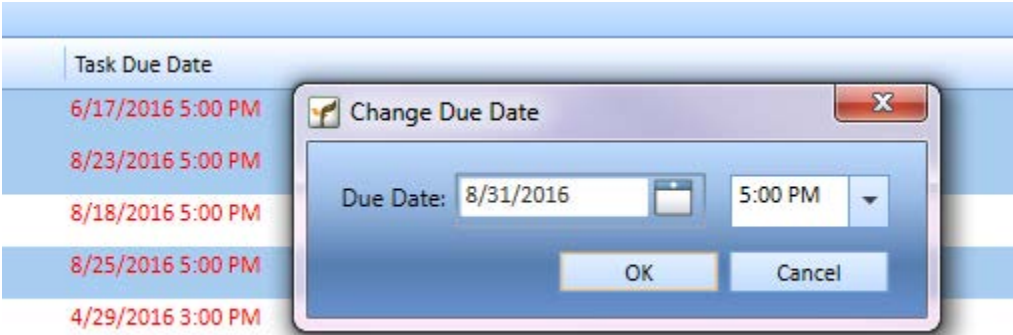
Change Due Date...

Delete

Status ▶

Priority ▶

Choose a new Due Date and time:



Now all of the selected due dates have been changed!

Tasks Favorites Notepad Inbox

Tasks (5)

a column header here to group by that column.

| er Name | Task Name | Task Status | Task Assigned To | Task Due Date |
|---------|---|-------------|------------------|-------------------|
| gan | Call buyer about the dog | New | Administrator | 8/31/2016 5:00 PM |
| gan | Call owners about the cat up the tree | New | Administrator | 8/31/2016 5:00 PM |
| gan | Clearing-Order Payoff on 1st Mortgage | New | Administrator | 8/18/2016 5:00 PM |
| gan | Notify Sellers about shifty lawn gnomes | New | Administrator | 8/31/2016 5:00 PM |
| gan | Prepare Title Commitment | New | Administrator | 4/29/2016 3:00 PM |

For more information regarding this Leaf of Knowledge, please contact a member of the GreenFolders Support Team at 801-747-2132 or GFSupport@GreenFolders.com.
