

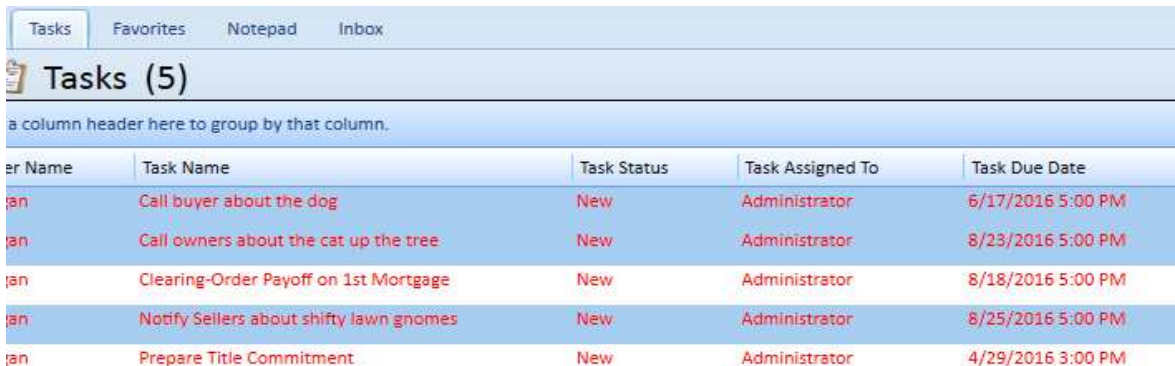
## Changing the Due Date on Multiple Tasks

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!

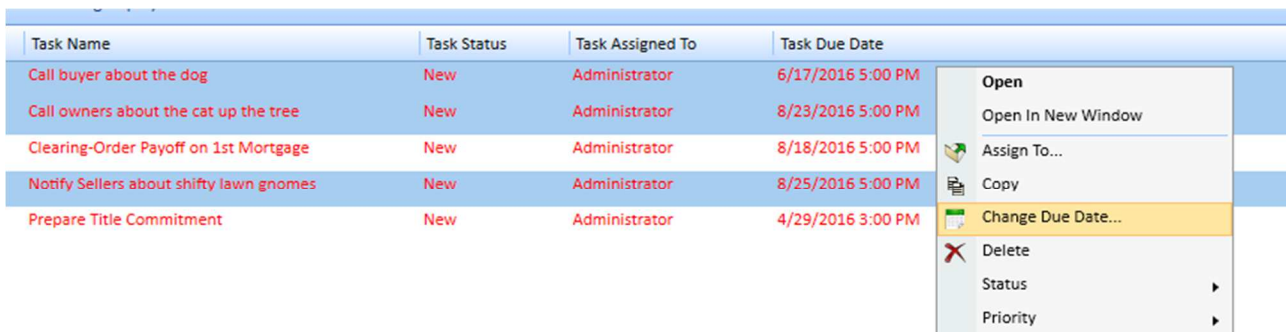
Select the tasks that you would like to change the due date by performing one of the following options:

- 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
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

Open

Open In New Window

Assign To...

Copy

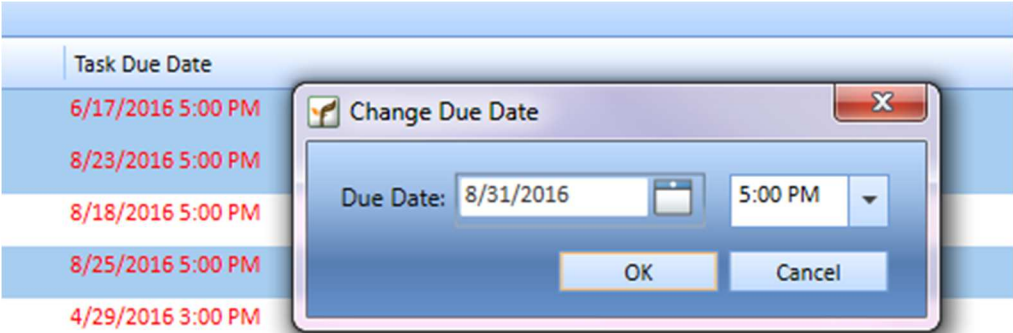
**Change Due Date...**

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

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*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.*

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