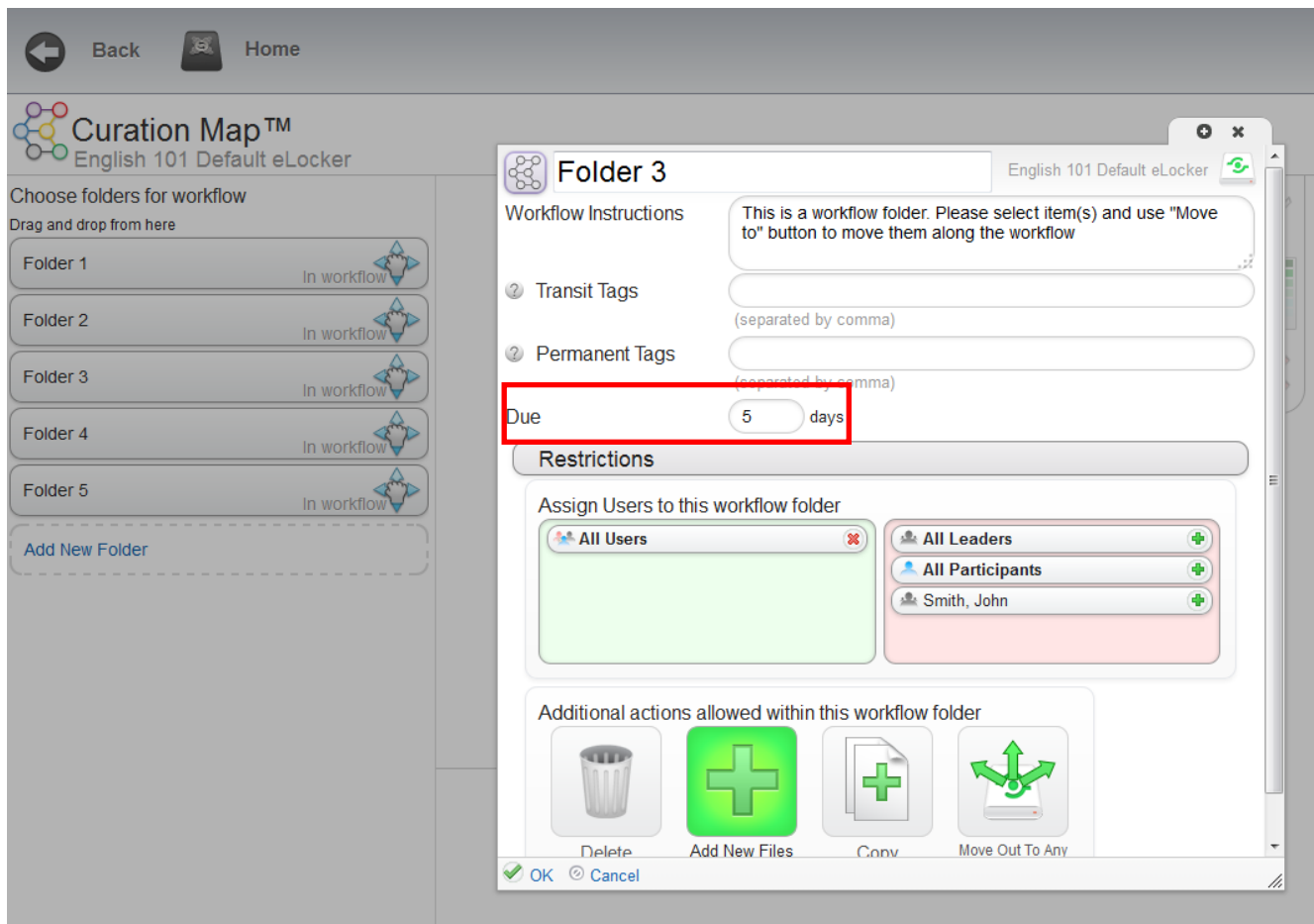# SPECIALIST APPS

Curation Maps

Work Due

00.01, 10 June 2014

What is Work Due?

Curation Map folders can automatically add due date to the items which move along workflow.

To enable due date in a Curation Map folder set the "Due" property in Curation Map folder properties. Edit window to desired number of days.

SPECIALIST APPS

View Due Items

Due date for an item is automatically calculated based on the date when an item enters a Curation Map folder and the "due" period specified for this folder.

The system adds visual highlighting for items with a due date based on the time remaining before the item is due (due, due soon, due very soon, overdue). These values can be configured as required.

- By default the interface shows a combined list of due date items across all eLockers accessible by users and provides ability to quickly filter due/ overdue summary by specific eLocker.

- In the left panel we display the number of due very soon/overdue items for each specific eLocker and a summary across all eLockers.

- Due items are displayed on the right sorted by "time until due date" starting with the overdue items followed naturally by "due very soon" items and so forth.

- Each due item links to the item detail view for quick navigation.

- The interface provides "Send Reminder" function which would allow to send a reminder (APNS and e-mail) to users who have access to the workflow folder containing this due items.