



Curation Maps

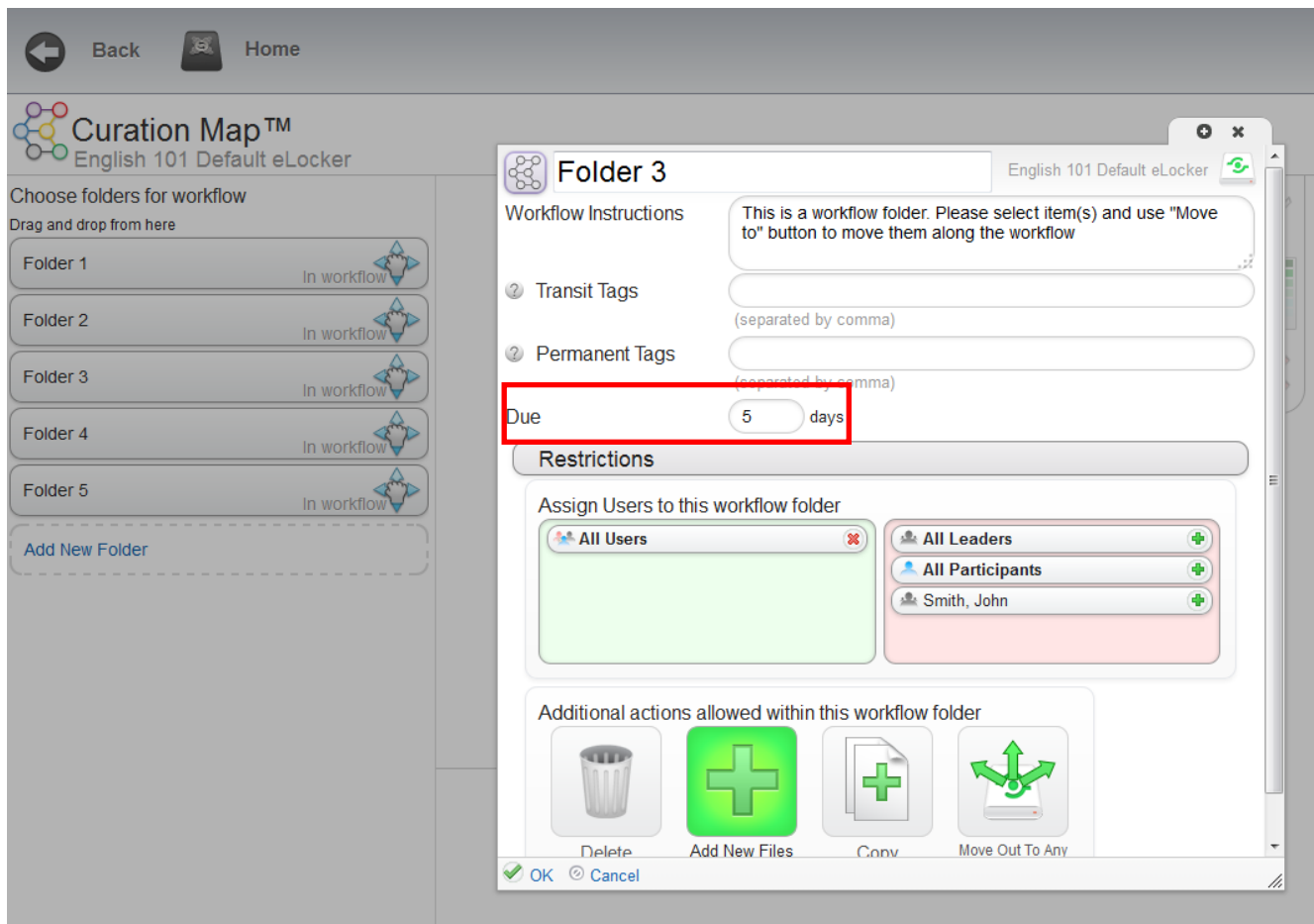
Work Due

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.



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.

The screenshot displays the eLocker interface for user 'Smith, John'. The main heading is 'Showing Work Due for All eLockers'. On the left, there is a sidebar with a 'Home' button and navigation tabs for 'Folders', 'Search', 'Work Due', 'Timeline', and 'Trash'. Below these is a 'Show Work Due for:' section with a clock icon and a list of eLockers: 'All eLockers', 'My eLocker', 'Shared eLockers', 'English 101 Default eLocker', and 'French 101 Default eLocker'. The main content area shows a list of three due items, each with a yellow warning icon, a document icon, and an alarm clock icon. A large green arrow points upwards on the right side of the list.

Item Name	Size	Due Date
English Essay.doc	1.91 MB	due: 23 hours 50 minutes
Revision.doc	134.0 KB	due: 1 day 23 hours
Translation.docx	82.3 KB	due: 1 day 23 hours

- 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.