

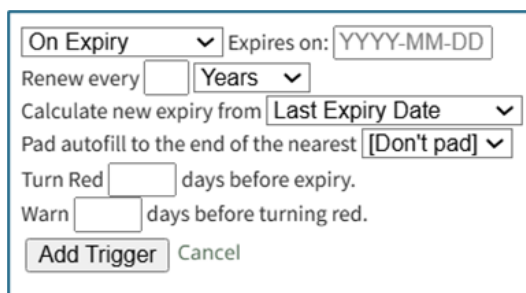
Customize Trigger Settings Based on an On Expiry Period

Triggers with an On Expiry period can only have a time parameter.

An on-expiry trigger gives the user the ability to input the next due date (vs auto-calculating it like the other triggers based on task completion) when completing the task.

Select On Expiry from the Period dropdown menu. Clicking YYYY-MM-DD opens a calendar modal. Select the date the task expires on.

The task status will switch from green (or yellow if a warning is set) to red when it is past due, one day after the calendar date selected.



The screenshot shows a form for configuring an 'On Expiry' trigger. It includes a dropdown menu for 'On Expiry', a date input field for 'Expires on: YYYY-MM-DD', a 'Renew every' field with a numerical input and a 'Years' dropdown, a 'Calculate new expiry from' dropdown set to 'Last Expiry Date', a 'Pad autofill to the end of the nearest' dropdown set to '[Don't pad]', a 'Turn Red' field with a numerical input and the text 'days before expiry.', and a 'Warn' field with a numerical input and the text 'days before turning red.'. At the bottom are 'Add Trigger' and 'Cancel' buttons.

Input a numerical value for the task to renew and select the appropriate units (Days, Weeks, Months, or Years).

Use the dropdown menu to establish if the new expiry is calculated from the Last Expiry Date or Task Performed Date.

The user can select to pad the autofill to the end of the nearest Month, Quarter, 6 Months, Year, or to not pad the autofill.

Enter a numerical value to Turn Red ___ days before expiry.

Enter a numerical value to Warn ___ days before turning red.

Click "Add Trigger" to save.

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