

7. ACTION DATE.....2
7.1 ACTION DATE DISPLAY2

7. Action Date

7.1 Action Date Display

When an Event or Follow-up Activity is added, there may be a time limit after that for which an action must be performed. This means that a Follow-up Activity must be added under the Event or Activities to record the type of time limit necessary for the Event or Follow-up Activity for a Vendor. If a Follow-up Activity is not added within the time limit, the Event or Follow-up Activity will be considered passed the action date and will be reported on the Action Date Due report defined in [System Outputs Chapter 01 – System Outputs](#). To set these time limits for the Events and Follow-up Activities the Action Date dialog is invoked when the user selects Action Dates menu item from the Vendor List window File Menu.

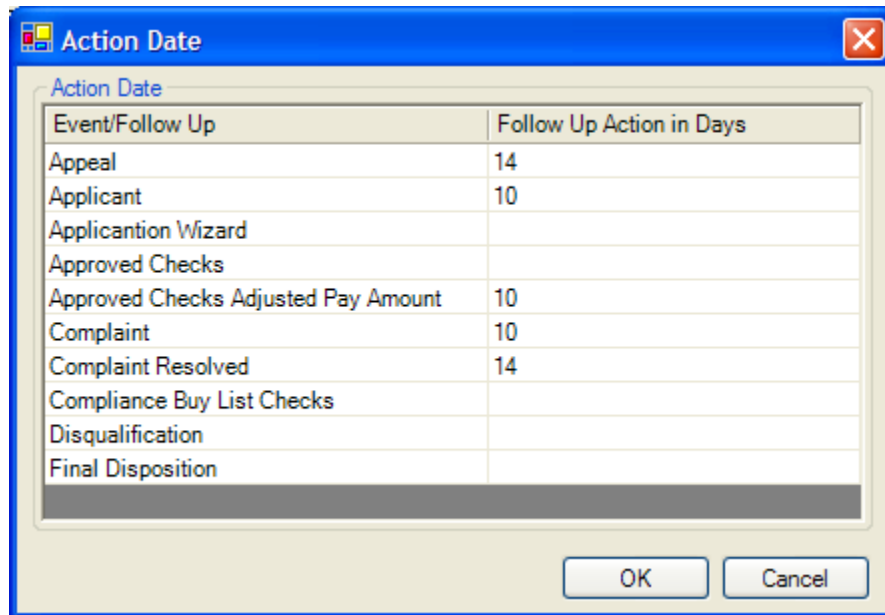


Figure 1 – Action Date Dialog

7.1.1 Controls

This section describes the behavior of the controls on the Action Date dialog.

7.1.1.1 Action Date Grid

This control allows the user to enter the number of days in which a Follow-up Activity must be added. The grid will be enabled when the Action Date dialog is active. The dialog will consist of two columns, Event/Follow-up and Follow-up Action in Days.

7.1.1.1.1 Event/Follow-up Column

The column will be enabled when the Action Date dialog is active. This column displays the description of all the Event and Follow-up Activities and cannot be sorted or resized due to being a fixed column. The column will be read only and will display in alphabetical order.

7.1.1.1.2 Follow-up Action in Days Column

The column will be enabled when the Action Date dialog is active. This column will allow numeric entry only, with a maximum length of three (3) characters. Upon entry to the dialog, this column will default to the previously saved values. The column cannot be sorted or resized due to being a fixed column.

7.1.1.2 OK Button

This control allows the user to save the Action Date information and then exit the dialog. The OK button will be enabled when the Action Date dialog is active. Characteristics of the OK button are defined in the *Consistencies*.

7.1.1.3 Cancel Button

This control allows the user to exit the Action Date dialog without saving the information. The Cancel button will be enabled when the Action Date dialog is active. Characteristics of the Cancel button are defined in the *Consistencies*.

7.1.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Action Date dialog.

7.1.2.1 Initializing the Interface

Upon the initial display of the dialog:

- The title bar text will be set to “Action Date”
- The dialog will display previously saved values as defined in the Data Map for this dialog

7.1.2.2 Edits

There are no edits defined on this dialog.

7.1.2.3 Saving the Data

Upon selection of the OK button:

- The dialog will be dismissed and any new data will be saved to the database. The system will then return to the Vendor List window.

7.1.2.4 Cancel

Upon selection of the Cancel button:

- The system will dismiss the Action Date dialog without saving any information entered and will return the user to the Vendor List window.

7.1.2.5 Data Map

Control Label	Entity	Attribute	Business Rule Applicable
Event/Follow-up Activity	ACTIONDATES	EVENTFOLLOWUP ID	
Follow-up Action in Days	ACTIONDATES	DAYS	