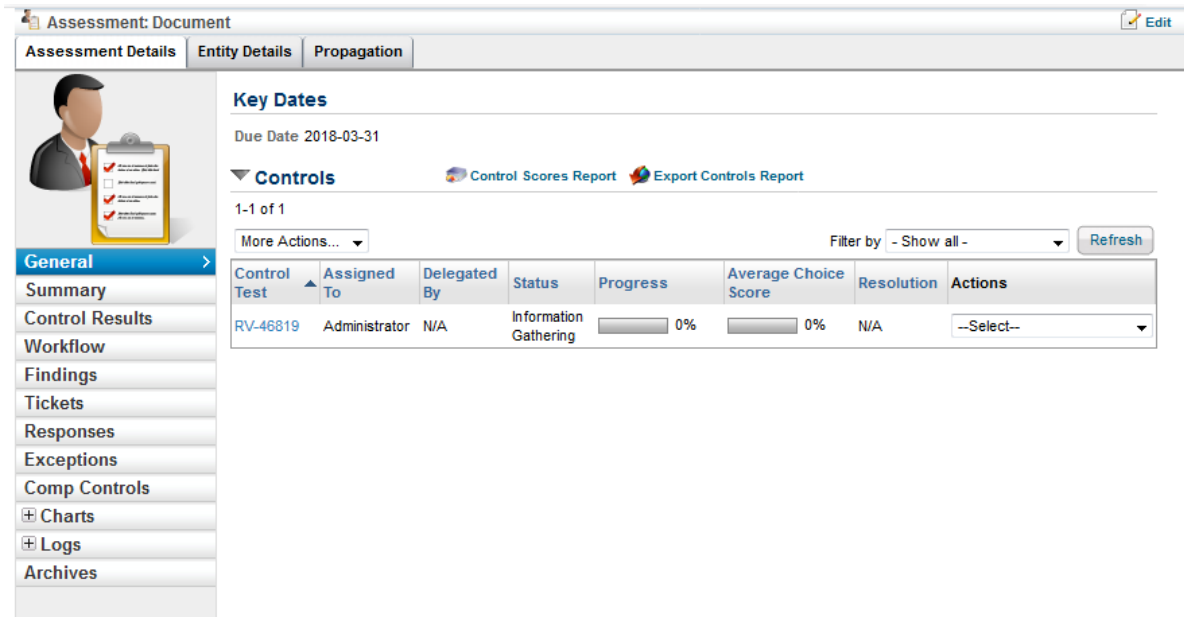



Adjusting Assessment Due Dates

For every assessment that you perform, there will be an associated deadline. If you have not closed the assessments by the due date and have received the time extension for completing the pending items, you can adjust the assessment due date so that every stakeholder knows of the current due date.

To adjust assessment due date:

1. In the RiskVision application, go to **Assessments > Assessments**. The **Assessments** page is displayed.
2. Select an assessment to open its details page, and displays the **General** tab.



3. Click **Edit** at the upper top-right corner.
4. Click the icon  associated with the **Due Date*** field and select a date of interest.
5. Click **Save** at the upper top-right corner. The due date is adjusted.