

# Deadlines & Events

## Feature

Bring clarity to your calendar, align your teams, and stay ahead of every milestone

Epic's **Deadlines & Events** feature brings clarity and control to your calendar—offering a single, interactive view of all upcoming tasks, milestones, and scheduled activities across your organisation. Whether you're managing audits, meetings, project deadlines, or training sessions, this feature ensures nothing slips through the cracks.

It's more than just a calendar—it's a live command centre for time-sensitive execution.



### Key Functions

- **Unified Calendar View:** See all deadlines and events in one place, with options to toggle between daily, weekly, monthly, or yearly views—tailored to your planning style.
- **Category Legend & Colour Coding:** Easily distinguish between item types (e.g. audits, meetings, reviews) using a built-in legend and colour-coded categories.

- **Direct Item Management:** Click on any calendar item to edit, complete, delete, or review details—no need to switch screens or hunt through modules.
- **Linked Records & Actions:** Each calendar entry is connected to its source module (e.g. audit, assignment, appraisal), allowing seamless navigation and updates.
- **Deadline Visibility & Accountability:** Keep teams aligned with clear visibility of what's due, when, and by whom—reinforcing ownership and reducing last-minute surprises.
- **Mobile App Enabled:** Access and manage your calendar from anywhere—perfect for on-the-go updates and real-time coordination.