

# Understanding Dates

# Expiration

If the Document Type is flagged as a document type which expires, then you will see the following:

A form for setting an expiration date. It features a label "Expiration Date" in red text with a small red square icon to its right. Below the label are two radio buttons. The first radio button is selected and is followed by the text "Expires at End of Study". The second radio button is unselected and is followed by a text input field. The input field is empty and has a small calendar icon to its right.

If the document expires, an expiration date can be entered. If the document does not expire, the checkbox should be selected. Once the document is finalized, if an expiration date is entered, a duplicate study item will be created with a due date set to the expiration date of the document.