EVERY DOCUMENT. EVERY FILE.

Your document pack.

Nine workbooks, eight kit playbooks and this setup guide. All included with every Deadline 365 account.

9 WORKBOOKS 8 PLAYBOOKS 1 SETUP GUIDE

01 WHAT IS IN THE PACK

TYPE	FILE	WHAT IT DOES
WORKBOOK	Lien-Deadlines-All-57-Jurisdictions.xlsx	168 rules, 57 jurisdictions, deadline calculator
WORKBOOK	Invoice-Follow-Up-Tracker.xlsx	Invoices, aging, next action, day 1-60 ladder
WORKBOOK	Pay-App-Log.xlsx	Applications, approvals, outstanding, days late
WORKBOOK	Change-Order-Log.xlsx	CO register, days open, approved-not-billed
WORKBOOK	COI-Tracker.xlsx	Policies, expiry, days left, renewal status
WORKBOOK	Sub-Onboarding-Pack.xlsx	Eight-document sub pack with Ready? gate
WORKBOOK	Certified-Payroll-Tracker.xlsx	Weekly payroll, fringe, WH-347 filing
WORKBOOK	Job-Startup-Pack.xlsx	Jobs plus the 18-step startup checklist
WORKBOOK	Job-List-Starter.xlsx	Job register, contract value, billed, remaining
PLAYBOOK	Lien-Radar-Playbook.pdf	Setup, ladder, notice emails, guardrails
PLAYBOOK	Get-Paid-Playbook.pdf	The day 1-60 collection ladder
PLAYBOOK	Pay-App-Playbook.pdf	Submission to cash, escalation points
PLAYBOOK	Change-Order-Playbook.pdf	Price it, send it, bill it
PLAYBOOK	COI-Playbook.pdf	Renewal window, site-access gate
PLAYBOOK	Sub-Onboarding-Playbook.pdf	The eight documents and who to chase
PLAYBOOK	Certified-Payroll-Playbook.pdf	WH-347 rhythm and classification checks
PLAYBOOK	Job-Spin-Up-Playbook.pdf	The first 48 hours, 18 steps
GUIDE	Deadline-365-Document-Pack.pdf	This guide: open, connect, keep current

02 OPEN THE WORKBOOKS

Excel: double-click the file. Keep it in OneDrive or SharePoint so the automation can read it. Do not convert it to CSV — the formulas and dropdowns are the point.

Google Sheets: upload to Drive, then File → Save as Google Sheets. The formulas, dropdowns and colours carry over. Re-share the sheet with the account you use for Deadline 365.

03 CONNECT A WORKBOOK TO DEADLINE 365

1. Sign in and open **Connect** from the dashboard.
2. Choose **Microsoft Excel / SharePoint** or **Google Sheets**.
3. Pick the workbook and the tab. The first row must be the header row.
4. Map the columns: due date, status, amount, recipient. Deadline 365 suggests them.
5. Choose a check, the warning window and who gets the email. Save.

Free accounts can run every check in the app and see every result. Email sending and extra recipients are Radar and All 8 features.

04 KEEP THE FILES CURRENT

- The workbooks are templates. Update them; do not replace them with a new download each month.
- Dates recalculate when you open the file. If a row looks stale, press F9 in Excel.
- Do not delete columns A to the last formula column. Add your notes to the right of them.
- Every kit has a playbook with the ladder, the emails and the guardrails. Read it once before you connect the sheet.

05 SUPPORT

Email **support@thermoneural.com** or use the Help form in the app. Include the kit name and the workbook tab. We answer in one business day.

THE ONE RULE

A document is not done because it was sent. It is done when it is filed, dated and has proof. The pack is built around that rule.