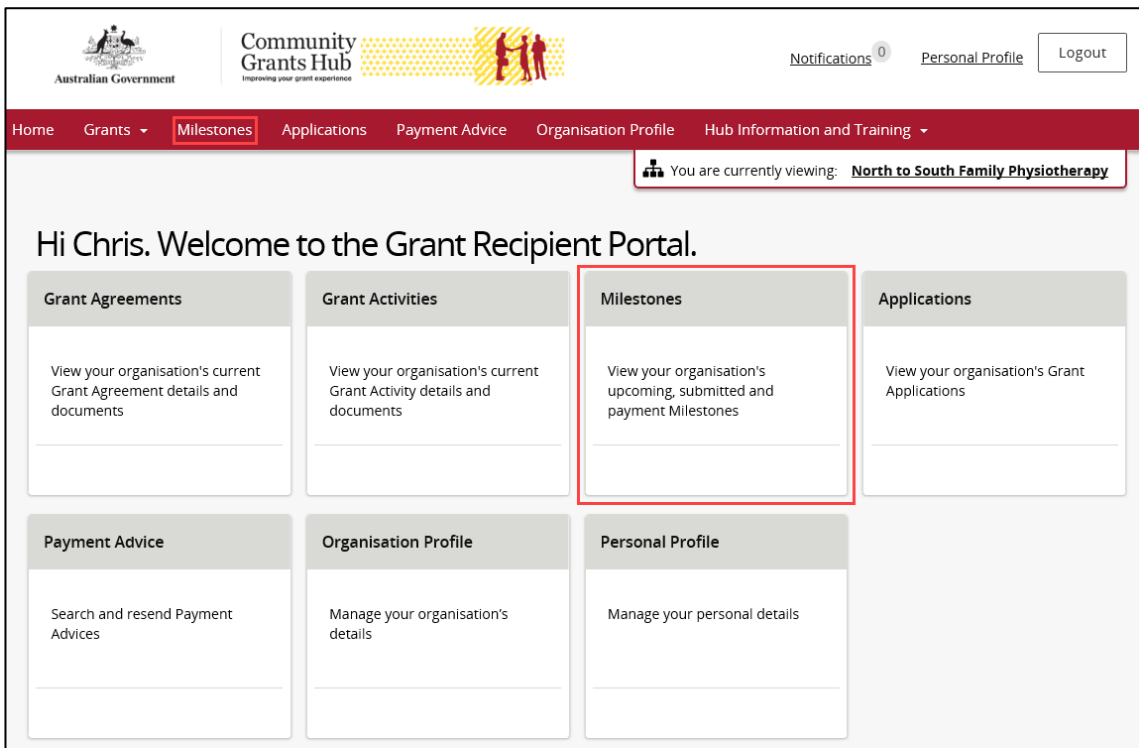# Viewing Milestones

Grant Recipient Portal Task Card

The Portal enables Grant Recipients to view their Grant Agreement milestones. The milestones represent actions, deliverables or payments applicable to your Organisation, as detailed in the Grant Agreement. This task card will describe the process for reviewing Grant Agreement milestones.

Navigating to Milestones

Step	Action
1	From the Home screen, select on the **Milestones** tile or select the **Milestones** link in the navigation menu.

Step	Action
2	The Milestones screen will display showing upcoming milestones for the organisation by default. The Milestones list can be filtered using the **drop down** choosing one of the following: 1. Upcoming Milestones 2. Submitted Milestones 3. Payment Milestones 4. All Milestones
3	Choose the appropriate option from the drop down and select **Apply Filter**.

Step	Action
4	Once the filter has been applied, the applicable Milestones view will display. To view information about the Milestone, select the **expand arrow** next to the Activity ID.
5	To navigate to the Activity details, select the **Activity ID** hyperlink.

Searching for a Milestone

Step	Action
6	To locate a specific milestone select **Search all Milestones**.
7	The Search all Milestones screen will display. Enter in at least one search criteria and select **Run search**.
8	The results will display underneath the search fields. To export the results, choose the **Format** from the drop down followed by **Export**.

Need Help?

For further assistance, contact the Grant Recipient Portal Helpdesk:

Email: GRP.Helpdesk@communitygrants.gov.au

Phone: 1800 020 283 (Option 5)

Operating Hours: Monday to Friday 8:30am – 5:30pm (AEST/AEDT)