

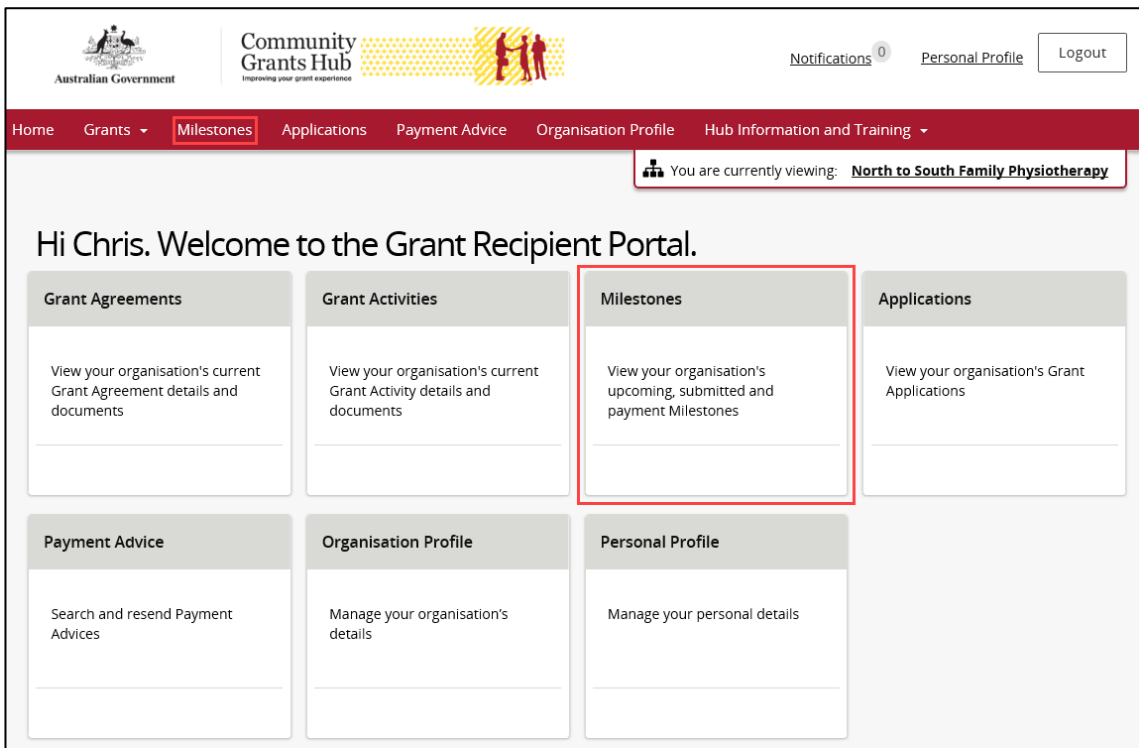


# Viewing Milestones

## 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	<p>From the Home screen, select on the <b>Milestones</b> tile or select the <b>Milestones</b> link in the navigation menu.</p>  <p>The screenshot shows the Community Grants Hub portal interface. At the top, there is a header with the Australian Government logo, the Community Grants Hub name, and a navigation bar. The navigation bar includes links for Home, Grants, Milestones (highlighted with a red box), Applications, Payment Advice, Organisation Profile, and Hub Information and Training. Below the navigation bar, a user profile section shows 'You are currently viewing: North to South Family Physiotherapy'. The main dashboard area displays a welcome message 'Hi Chris. Welcome to the Grant Recipient Portal.' and a grid of tiles. The 'Milestones' tile is highlighted with a red box. The tiles include: Grant Agreements, Grant Activities, Milestones, Applications, Payment Advice, Organisation Profile, and Personal Profile.</p>



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2	<p>The Milestones screen will display showing upcoming milestones for the organisation by default.</p> <p>The Milestones list can be filtered using the <b>drop down</b> choosing one of the following:</p> <div><div>1. Upcoming Milestones</div><div>2. Submitted Milestones</div><div>3. Payment Milestones</div><div>4. All Milestones</div></div> <div><div><div>You are here: <a href="#">Home</a> / <a href="#">Milestones</a></div><div>Milestones</div><div><div>Filter: 1. Upcoming Milestones</div><div>Apply Filter</div></div><div><div>Search all Milestones</div><table><tr><th>Activity ID</th><th>Activity name</th><th>Department</th><th>Milestone type</th><th>Due date</th><th>Submitted date</th><th></th></tr><tr><td>▶ 4-49A1F4C</td><td>Family Fun Activity</td><td>Department of Social Services</td><td>Payment</td><td>31/07/2018</td><td></td><td></td></tr><tr><td>▶ 4-49A1935</td><td>Family Fun Training</td><td>Department of Social Services</td><td>Payment</td><td>31/07/2018</td><td></td><td></td></tr><tr><td>▶ 4-49A1935</td><td>Family Fun Training</td><td>Department of Social Services</td><td>Activity Work Plan</td><td>30/11/2018</td><td></td><td>Actions▶</td></tr><tr><td>▶ 4-49A1935</td><td>Family Fun Training</td><td>Department of Social Services</td><td>Financial Acquittal Report</td><td>30/11/2018</td><td></td><td>Actions▶</td></tr><tr><td>▶ 4-49A1F4C</td><td>Family Fun Activity</td><td>Department of Social Services</td><td>Activity Work Plan</td><td>30/11/2018</td><td></td><td>Actions▶</td></tr><tr><td>▶ 4-49A1F4C</td><td>Family Fun Activity</td><td>Department of Social Services</td><td>Financial Acquittal Report</td><td>30/11/2018</td><td></td><td>Actions▶</td></tr><tr><td>▶ 4-49A1F4C</td><td>Family Fun Activity</td><td>Department of Social Services</td><td>Payment</td><td>3/03/2019</td><td></td><td></td></tr><tr><td>▶ 4-49A1935</td><td>Family Fun Training</td><td>Department of Social Services</td><td>Payment</td><td>3/03/2019</td><td></td><td></td></tr><tr><td>▶ 4-49A1935</td><td>Family Fun Training</td><td>Department of Social Services</td><td>Activity Work Plan</td><td>30/11/2019</td><td></td><td>Actions▶</td></tr><tr><td>▶ 4-49A1935</td><td>Family Fun Training</td><td>Department of Social Services</td><td>Financial Acquittal Report</td><td>30/11/2019</td><td></td><td>Actions▶</td></tr></table><div>&lt; 1 - 10 of 12 &gt;</div></div></div></div>	Activity ID	Activity name	Department	Milestone type	Due date	Submitted date		▶ 4-49A1F4C	Family Fun Activity	Department of Social Services	Payment	31/07/2018			▶ 4-49A1935	Family Fun Training	Department of Social Services	Payment	31/07/2018			▶ 4-49A1935	Family Fun Training	Department of Social Services	Activity Work Plan	30/11/2018		Actions▶	▶ 4-49A1935	Family Fun Training	Department of Social Services	Financial Acquittal Report	30/11/2018		Actions▶	▶ 4-49A1F4C	Family Fun Activity	Department of Social Services	Activity Work Plan	30/11/2018		Actions▶	▶ 4-49A1F4C	Family Fun Activity	Department of Social Services	Financial Acquittal Report	30/11/2018		Actions▶	▶ 4-49A1F4C	Family Fun Activity	Department of Social Services	Payment	3/03/2019			▶ 4-49A1935	Family Fun Training	Department of Social Services	Payment	3/03/2019			▶ 4-49A1935	Family Fun Training	Department of Social Services	Activity Work Plan	30/11/2019		Actions▶	▶ 4-49A1935	Family Fun Training	Department of Social Services	Financial Acquittal Report	30/11/2019		Actions▶
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3	<p>Choose the appropriate option from the drop down and select <b>Apply Filter</b>.</p> <div><div><div>Filter:</div><div><div>1. Upcoming Milestones</div><div>2. Submitted Milestones</div><div>3. Payment Milestones</div><div>4. All Milestones</div></div><div>Apply Filter</div></div></div>																																																																													



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4	<p>Once the filter has been applied, the applicable Milestones view will display. To view information about the Milestone, select the <b>expand arrow</b> next to the Activity ID.</p> <div><div><div>You are here: <a href="#">Home</a> / <a href="#">Milestones</a></div><div>Milestones</div><div><div>Filter: 1. Upcoming Milestones <div>Apply Filter</div></div><div><div>Search all Milestones</div></div><table><tr><th>Activity ID</th><th>Activity name</th><th>Department</th><th>Milestone type</th><th>Due date</th><th>Submitted date</th></tr><tr><td><div>▼</div>4-E4IAJG5</td><td>Client Agency Support</td><td>Department of Social Services</td><td>Payment</td><td>9/07/2019</td><td></td></tr><tr><td colspan="6"><div>Details</div><div>Description: First half yearly payment of 2019-20 funds</div><div>Schedule ID: 4-E4IAIV4</div><div>Milestone ID: 4-E4IAJL0</div></td></tr></table></div></div></div>	Activity ID	Activity name	Department	Milestone type	Due date	Submitted date	<div>▼</div> 4-E4IAJG5	Client Agency Support	Department of Social Services	Payment	9/07/2019		<div>Details</div> <div>Description: First half yearly payment of 2019-20 funds</div> <div>Schedule ID: 4-E4IAIV4</div> <div>Milestone ID: 4-E4IAJL0</div>											
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## Searching for a Milestone

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6	<p>To locate a specific milestone select <b>Search all Milestones</b>.</p> <div><div><div>You are here: Home / Milestones</div><div>Milestones</div><div><div>Filter: 1. Upcoming Milestones</div><div>Apply Filter</div></div><div><div>Search all Milestones</div><table><thead><tr><th>Activity ID</th><th>Activity name</th><th>Department</th><th>Milestone type</th><th>Due date</th><th>Submitted date</th></tr></thead><tbody><tr><td>▶ 4-E4IAG5</td><td>Client Agency Support</td><td>Department of Social Services</td><td>Payment</td><td>9/07/2019</td><td></td></tr><tr><td>▶ 4-E4IAG5</td><td>Client Agency Support</td><td>Department of Social Services</td><td>Payment</td><td>2/12/2019</td><td></td></tr><tr><td>▶ 4-E4IAG5</td><td>Client Agency Support</td><td>Department of Social Services</td><td>Performance Report</td><td>30/01/2020</td><td></td></tr><tr><td>▶ 4-DOXUL81</td><td>Activity Training Title</td><td>Department of Social Services</td><td>Payment</td><td>25/03/2020</td><td></td></tr><tr><td>▶ 4-DOXUL81</td><td>Activity Training Title</td><td>Department of Social Services</td><td>Payment</td><td>25/03/2020</td><td></td></tr></tbody></table></div></div></div>	Activity ID	Activity name	Department	Milestone type	Due date	Submitted date	▶ 4-E4IAG5	Client Agency Support	Department of Social Services	Payment	9/07/2019		▶ 4-E4IAG5	Client Agency Support	Department of Social Services	Payment	2/12/2019		▶ 4-E4IAG5	Client Agency Support	Department of Social Services	Performance Report	30/01/2020		▶ 4-DOXUL81	Activity Training Title	Department of Social Services	Payment	25/03/2020		▶ 4-DOXUL81	Activity Training Title	Department of Social Services	Payment	25/03/2020	
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7	<p>The Search all Milestones screen will display. Enter in at least one search criteria and select <b>Run search</b>.</p> <div><div><div>You are here: Home / Milestones / Search all Milestones</div><div>Search all Milestones</div><div><div>Milestone type: Please Select</div><div>Department: Select</div><div>Milestone due date (from): dd/mm/yyyy</div><div>Milestone due date (to): dd/mm/yyyy</div><div>Activity ID:</div><div>Activity name:</div><div>Schedule ID:</div><div>Clear</div><div>Run search</div></div></div></div>																																				
8	<p>The results will display underneath the search fields. To export the results, choose the <b>Format</b> from the drop down followed by <b>Export</b>.</p> <div><div><div>You are here: Home / Milestones / Search all Milestones</div><div>Search all Milestones</div><div><div>Milestone type: Final Report</div><div>Department: Select</div><div>Milestone due date (from): dd/mm/yyyy</div><div>Milestone due date (to): dd/mm/yyyy</div><div>Activity ID:</div><div>Activity name:</div><div>Schedule ID:</div><div>Clear</div><div>Run search</div></div><div><div>Results (1)</div><table><thead><tr><th>Activity ID</th><th>Activity name</th><th>Department</th><th>Milestone type</th><th>Due date</th><th>Submitted date</th></tr></thead><tbody><tr><td>▶ 4-DOXUL81</td><td>Activity Training Title</td><td>Department of Social Services</td><td>Final Report</td><td>15/08/2022</td><td></td></tr></tbody></table><div><div>Select Format, Press Export, and Save Download</div><div>Format: Comma Separated Values (CSV)</div><div>Export</div></div></div></div></div>	Activity ID	Activity name	Department	Milestone type	Due date	Submitted date	▶ 4-DOXUL81	Activity Training Title	Department of Social Services	Final Report	15/08/2022																									
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## Need Help?

For further assistance, contact the Grant Recipient Portal Helpdesk:

**Email:** [GRP.Helpdesk@communitygrants.gov.au](mailto:GRP.Helpdesk@communitygrants.gov.au)

**Phone:** 1800 020 283 (Option 5)

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