# 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** |
| --- | --- |
|  | From the Home screen, select on the **Milestones** tile or select the **Milestones** link in the navigation menu.  The portal home screen with the Milestones tile and link highlighted. |
|  | 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   The milestones screen with the filter section highlighted. |
|  | Choose the appropriate option from the drop down and select **Apply Filter**.  The filter dropdown menu box |
|  | 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.  Screenshot of milestone view |
|  | To navigate to the Activity details, select the **Activity ID** hyperlink.  Screenshot of activity details and selecting Activity ID |

# Searching for a Milestone

| **Step** | **Action** |
| --- | --- |
|  | To locate a specific milestone select **Search all Milestones**.  Screenshot of search for a milestone |
|  | The Search all Milestones screen will display. Enter in at least one search criteria and select **Run search**.  A screenshot of the milestones search screen. The run search button is highlighted. |
|  | The results will display underneath the search fields. To export the results, choose the **Format** from the drop down followed by **Export**.  Screenshot of the results of the milestone search and how to export results |

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)