



# Viewing milestones

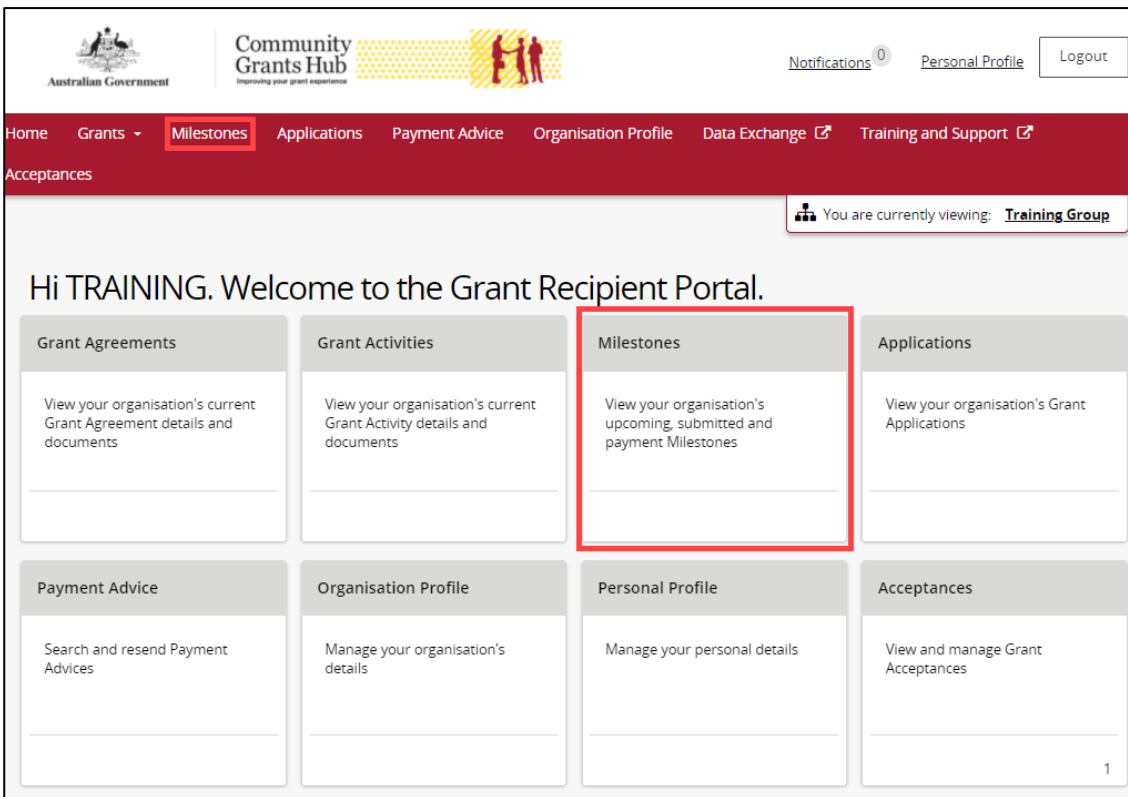
## Process to view milestones in the Grant Recipient Portal

**Portal access required:** Administrator, Editor.

The portal enables grant recipients to view their Grant Agreement milestones. 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

From the Home screen, select the **Milestones** tile or **Milestones** link in the navigation menu.



The Milestones screen will display and the Filter: Upcoming Milestones will be applied by default. This will show all milestones which are yet to be completed.

You are here: Home / Milestones

Milestones

Filter: 1. Upcoming Milestones

Activity ID	Activity name	Department	Milestone type	Due date	Submitted date	Actions
▶ 4-49A1F4C	Family Fun Training	Department of Social Services	Activity Work Plan	30/01/2023		<input type="button" value="Actions"/>
▶ 4-49A1Q3S	Family Fun Training	Department of Social Services	Payment	30/06/2023		
▶ 4-49A1Q3S	Family Fun Training	Department of Social Services	Activity Work Plan	31/10/2023		<input type="button" value="Actions"/>

Choose the appropriate option from the drop down and select **Apply Filter**.

Filter: 1. Upcoming Milestones  
2. Submitted Milestones  
3. Payment Milestones  
4. All Milestones

Once the filter is applied, the applicable Milestones view will display. To view information about the milestone, select the **expand arrow** next to the Activity ID.

You are here: Home / Milestones

Milestones

Filter: 1. Upcoming Milestones

Activity ID	Activity name	Department	Milestone type	Due date	Submitted date	Actions
▼ 4-E4IAJG5	Family Fun Training	Department of Social Services	Activity Work Plan	30/01/2023		<input type="button" value="Actions"/>

Details

Description: Activity Work Plan Report  
Schedule ID: 4-E4IAIV4  
Milestone ID: 4-E4IAJL0

To navigate to the Activity details, select the **Activity ID** hyperlink.

You are here: Home / Milestones

Milestones

Filter: 1. Upcoming Milestones


Activity ID	Activity name	Department	Milestone type	Due date	Submitted date	Actions
▼ 4-E4IAJG5	Family Fun Training	Department of Social Services	Activity Work Plan	30/01/2023		<input type="button" value="Actions"/>

Details

Description: Activity Work Plan Report  
Schedule ID: 4-E4IAIV4  
Milestone ID: 4-E4IAJL0

## Searching for a milestone

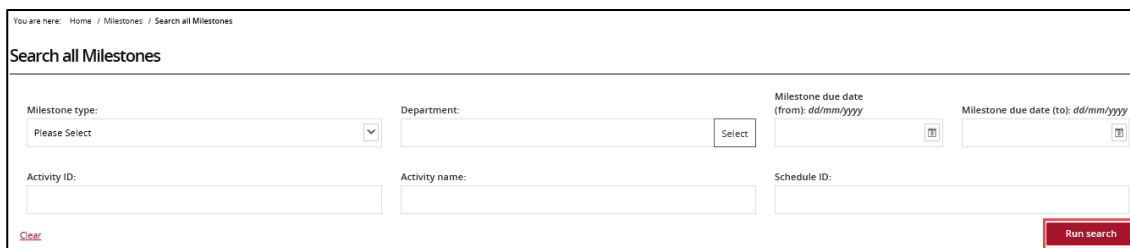
To locate a specific milestone select **Search all Milestones**.



The screenshot shows the 'Milestones' page. At the top, there is a breadcrumb trail: 'You are here: Home / Milestones'. Below this, the page title is 'Milestones'. A filter dropdown is set to '1. Upcoming Milestones' with an 'Apply Filter' button. A red box highlights a 'Search all Milestones' button in the top right corner. Below the button is a table with the following data:

Activity ID	Activity name	Department	Milestone type	Due date	Submitted date	
4-4944FC	Family Fun Training	Department of Social Services	Activity Work Plan	30/01/2023		Actions-
4-494935	Family Fun Training	Department of Social Services	Payment	30/06/2023		
4-494935	Family Fun Training	Department of Social Services	Activity Work Plan	31/10/2023		Actions-

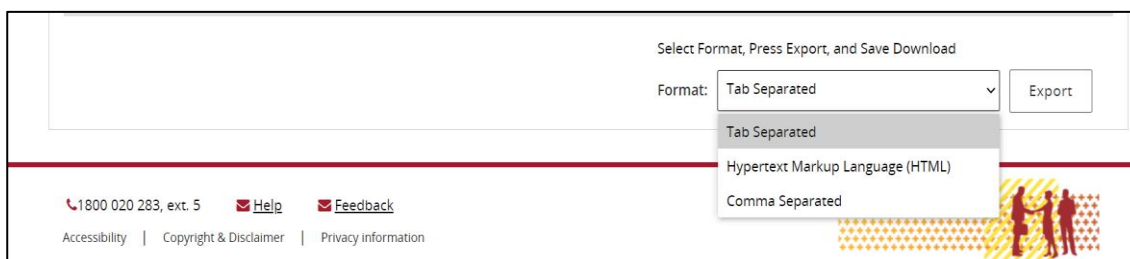
The Search all Milestones screen will display. Enter at least one search criteria and select **Run search**.



The screenshot shows the 'Search all Milestones' page. At the top, there is a breadcrumb trail: 'You are here: Home / Milestones / Search all Milestones'. Below this, the page title is 'Search all Milestones'. The search criteria section includes: 'Milestone type:' with a dropdown menu (currently 'Please Select'), 'Department:' with a text input field and a 'Select' button, 'Milestone due date (from: dd/mm/yyyy)' with a date picker, and 'Milestone due date (to: dd/mm/yyyy)' with a date picker. Below these are 'Activity ID:', 'Activity name:', and 'Schedule ID:' text input fields. A 'Clear' link is on the left and a 'Run search' button is on the right.

The results will display underneath the search fields. To export the results, choose the **Format** from the drop down followed by **Export**.

The default Format option is 'Tab Separated'. This allows you to export the data in a table structure which can be viewed in Microsoft Excel.



The screenshot shows the export options section. It includes the text 'Select Format, Press Export, and Save Download'. Below this is a 'Format:' dropdown menu with 'Tab Separated' selected. A red box highlights the 'Export' button. The dropdown menu is open, showing the following options: 'Tab Separated', 'Hypertext Markup Language (HTML)', and 'Comma Separated'. At the bottom of the page, there is a footer with contact information: '1800 020 283, ext. 5', 'Help', and 'Feedback'. There are also links for 'Accessibility', 'Copyright & Disclaimer', and 'Privacy information'. A decorative graphic of two people is in the bottom right corner.



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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:** 8:30 am and 5:30 pm (AEST/AEDT) Monday to Friday, excluding public holidays.