# View Milestones

Grant Recipient Portal Task Card

**Portal Access required**: Administrator, Editor or View Only

The Grant Recipient Portal (Portal) enables grant recipients to view their Grant Agreement milestones. The milestones represent actions, deliverables or payments applicable to the Organisation, as detailed in the Grant Agreement.

This task card describes the process of viewing Grant Agreement milestones.

# Navigating to Milestones

| **Step** | **Action** |
| --- | --- |
|  | From the Home screen, select the **Milestones** tile. Alternatively, select the **Milestones** link in the Navigation menu.  Screenshot of the portal home screen with the milestones tile and link highlighted. |
|  | The Milestones screen displays upcoming milestones for the organisation by default.  The Milestones list can be filtered using the **drop down** menutochoose one of the following:   1. Upcoming Milestones 2. Submitted Milestones 3. Payment Milestones 4. All Milestones   Screenshot of the milestones screen with the filter section highlighted. |
|  | Choose the appropriate option from the **drop down** menu and select **Apply Filter**.  Screenshot of the filter dropdown menu box |
|  | Once the filter has been applied, the applicable Milestones view will display. Select the **expansion arrow** next to an Activity ID to show additional information about the Milestone.  Screenshot of the milestones screen showing the arrow which displays milestone details highlighted. |
|  | To navigate to the Activity details, select the **Activity ID** hyperlink.  Screenshot of the Milestones screen with the activity ID hyperlink highlighted. |

# Searching for a Milestone

| **Step** | **Action** |
| --- | --- |
|  | To locate a specific milestone select **Search all Milestones**.  Screenshot of milestones screen with the search all milestones button highlighted.. |
|  | The Search all Milestones screen will display. Enter 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** menu followed by **Export**.  Screenshot of the results of the milestone search and the select format and export function highlighted. |

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 9:00am – 5:00pm (AEST/AEDT)