

View Milestones

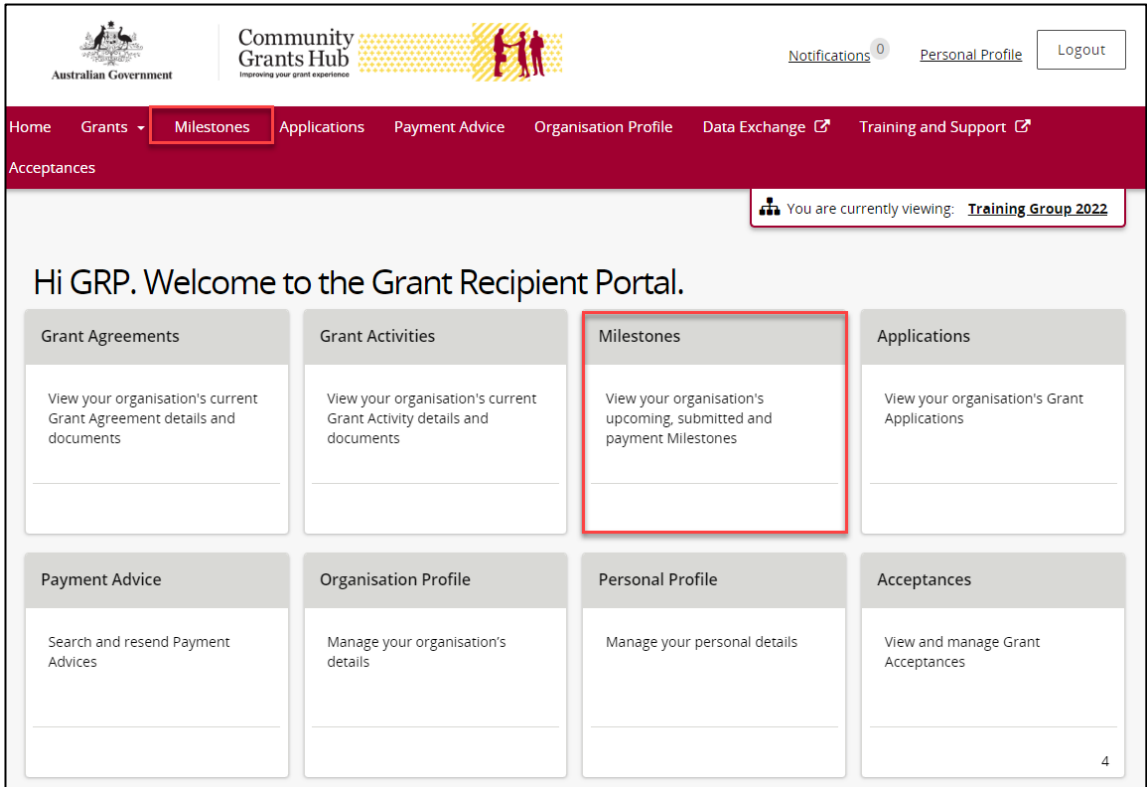
Grant Recipient Portal Task Card

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
1	<p>From the Home screen, select the Milestones tile. Alternatively, select the Milestones link in the Navigation menu.</p>  <p>The screenshot shows the portal interface. At the top, there is a navigation bar with 'Home', 'Grants', 'Milestones', 'Applications', 'Payment Advice', 'Organisation Profile', 'Data Exchange', and 'Training and Support'. The 'Milestones' link is highlighted with a red box. Below the navigation bar, there is a header area with 'Hi GRP. Welcome to the Grant Recipient Portal.' and a notification 'You are currently viewing: Training Group 2022'. The main content area contains a grid of tiles: 'Grant Agreements', 'Grant Activities', 'Milestones', 'Applications', 'Payment Advice', 'Organisation Profile', 'Personal Profile', and 'Acceptances'. The 'Milestones' tile is highlighted with a red box. The 'Milestones' tile description is: 'View your organisation's upcoming, submitted and payment Milestones'.</p>

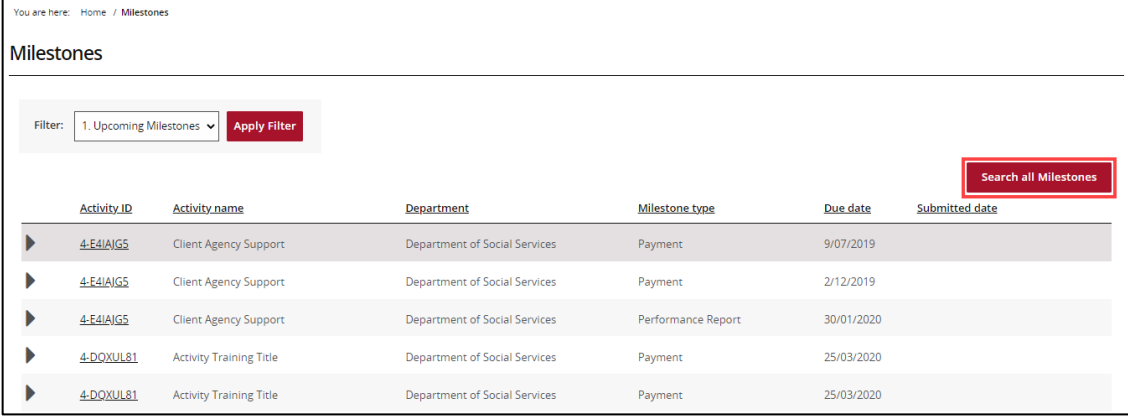

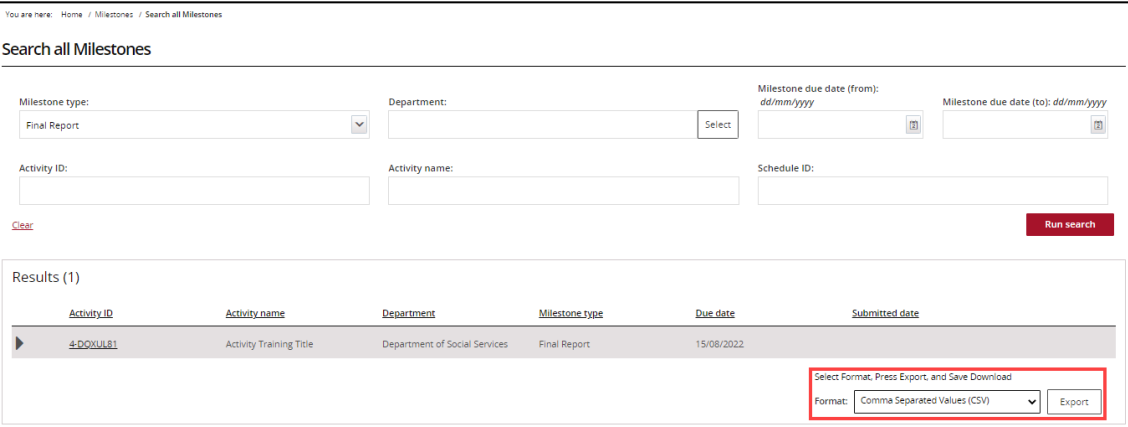


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2	<p>The Milestones screen displays upcoming milestones for the organisation by default. The Milestones list can be filtered using the drop down menu to choose one of the following:</p> <ol style="list-style-type: none">1. Upcoming Milestones2. Submitted Milestones3. Payment Milestones4. All Milestones <div data-bbox="272 837 1414 1413"><p>You are here: Home / Milestones</p><h3>Milestones</h3><p>Filter: 1. Upcoming Milestones <input type="button" value="Apply Filter"/></p><p style="text-align: right;"><input type="button" value="Search all Milestones"/></p><table border="1"><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><th></th></tr></thead><tbody><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><input type="button" value="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><input type="button" value="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><input type="button" value="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><input type="button" value="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><input type="button" value="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><input type="button" value="Actions"/></td></tr></tbody></table><p style="text-align: center;">< 1 - 10 of 12 ></p></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		<input type="button" value="Actions"/>	▶ 4-49A1935	Family Fun Training	Department of Social Services	Financial Acquittal Report	30/11/2018		<input type="button" value="Actions"/>	▶ 4-49A1F4C	Family Fun Activity	Department of Social Services	Activity Work Plan	30/11/2018		<input type="button" value="Actions"/>	▶ 4-49A1F4C	Family Fun Activity	Department of Social Services	Financial Acquittal Report	30/11/2018		<input type="button" value="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		<input type="button" value="Actions"/>	▶ 4-49A1935	Family Fun Training	Department of Social Services	Financial Acquittal Report	30/11/2019		<input type="button" value="Actions"/>
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3	<p>Choose the appropriate option from the drop down menu and select Apply Filter.</p> <div data-bbox="272 1529 842 1720"><p>Filter:</p><ul style="list-style-type: none">1. Upcoming Milestones2. Submitted Milestones3. Payment Milestones4. All Milestones<p><input type="button" value="Apply Filter"/></p></div>																																																																													



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4	<p>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.</p> <div data-bbox="272 598 1414 1016"><p>You are here: Home / Milestones</p><h3>Milestones</h3><p>Filter: 1. Upcoming Milestones Apply Filter Search all Milestones</p><table border="1"><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-E4IAIG5</td><td>Client Agency Support</td><td>Department of Social Services</td><td>Payment</td><td>9/07/2019</td><td></td></tr></tbody></table><p>Details</p><p>Description: First half yearly payment of 2019-20 funds Schedule ID: 4-E4IAIV4 Milestone ID: 4-E4IAJL0</p></div>	Activity ID	Activity name	Department	Milestone type	Due date	Submitted date	4-E4IAIG5	Client Agency Support	Department of Social Services	Payment	9/07/2019													
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5	<p>To navigate to the Activity details, select the Activity ID hyperlink.</p> <div data-bbox="272 1120 1414 1509"><p>You are here: Home / Milestones</p><h3>Milestones</h3><p>Filter: 1. Upcoming Milestones Apply Filter Search all Milestones</p><table border="1"><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-E4IAIG5</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-E4IAIG5</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-E4IAIG5</td><td>Client Agency Support</td><td>Department of Social Services</td><td>Performance Report</td><td>30/01/2020</td><td></td></tr></tbody></table></div>	Activity ID	Activity name	Department	Milestone type	Due date	Submitted date	4-E4IAIG5	Client Agency Support	Department of Social Services	Payment	9/07/2019		4-E4IAIG5	Client Agency Support	Department of Social Services	Payment	2/12/2019		4-E4IAIG5	Client Agency Support	Department of Social Services	Performance Report	30/01/2020	
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Searching for a Milestone

Step	Action																																				
6	<p>To locate a specific milestone select Search all Milestones.</p>  <p>The screenshot shows the 'Milestones' page with a breadcrumb 'Home / Milestones'. Below the title is a filter dropdown set to '1. Upcoming Milestones' and an 'Apply Filter' button. A table lists milestones with columns: Activity ID, Activity name, Department, Milestone type, Due date, and Submitted date. A red box highlights the 'Search all Milestones' button in the top right corner.</p> <table border="1"> <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-DQXUL81</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-DQXUL81</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>	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-DQXUL81	Activity Training Title	Department of Social Services	Payment	25/03/2020		4-DQXUL81	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 at least one search criteria and select Run search.</p>  <p>The screenshot shows the 'Search all Milestones' page with search criteria: Milestone type: 'Please Select', Department: (empty), Milestone due date (from): (empty), Milestone due date (to): (empty), Activity ID: (empty), Activity name: (empty), and Schedule ID: (empty). A red box highlights the 'Run search' button.</p>																																				
8	<p>The results will display underneath the search fields. To export the results, choose the Format from the drop down menu followed by Export.</p>  <p>The screenshot shows the 'Search all Milestones' page with search criteria: Milestone type: 'Final Report', Department: (empty), Milestone due date (from): (empty), Milestone due date (to): (empty), Activity ID: (empty), Activity name: (empty), and Schedule ID: (empty). Below the search fields, there is a 'Results (1)' section with a table. A red box highlights the 'Export' button and the 'Format' dropdown menu.</p> <table border="1"> <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-DQXUL81</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>	Activity ID	Activity name	Department	Milestone type	Due date	Submitted date	4-DQXUL81	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

Phone: 1800 020 283 (Option 5)

Operating Hours: Monday to Friday 9:00am – 5:00pm (AEST/AEDT)