



View Milestones

Grant Recipient Portal Task Card

Portal Access required: Administrator, Editor or View Only

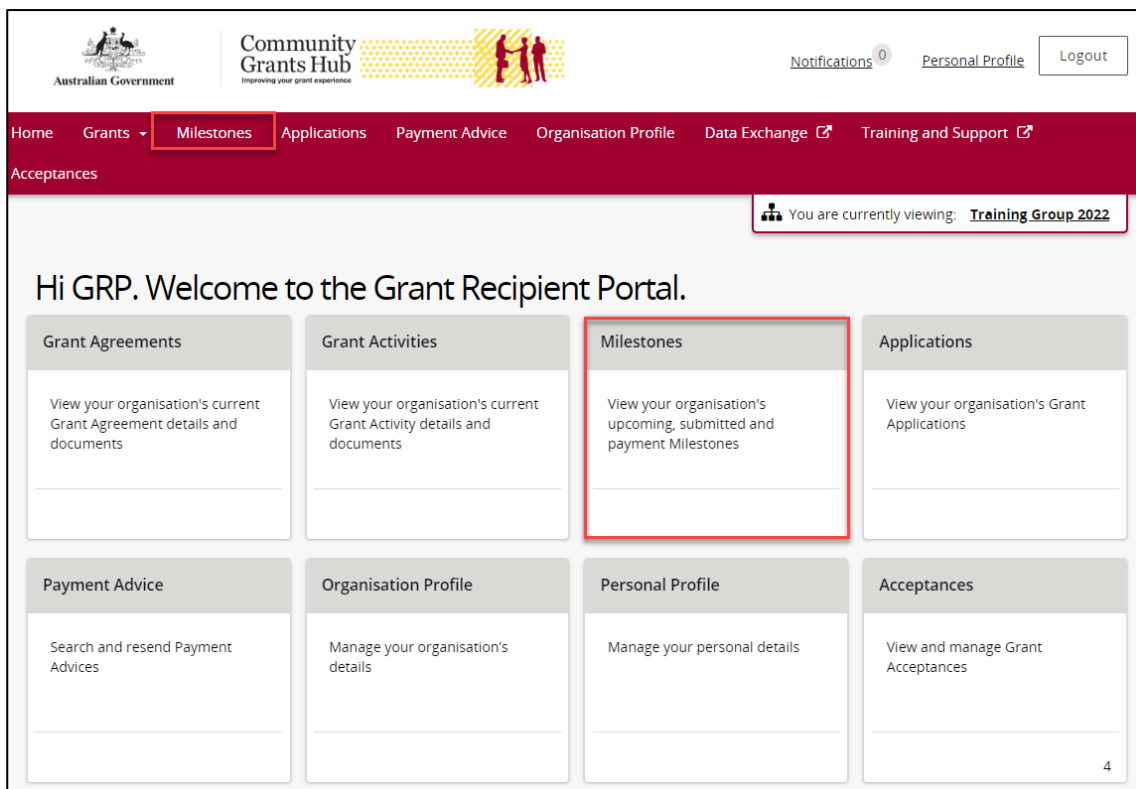
The Grant Recipient Portal (Portal) enables grant recipients to view their Grant Agreement milestones. The milestones represent actions, deliverables or payments applicable to the Organisation, as detailed in the Grant Agreement.

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

Navigating to Milestones

Step 1

From the Home screen, select the **Milestones** tile. Alternatively, select the **Milestones** link in the Navigation menu.



Step 2

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:

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

You are here: Home / Milestones

Milestones

Filter: 1. Upcoming Milestones Apply Filter

Search all Milestones

Activity ID	Activity name	Department	Milestone type	Due date	Submitted date
▶ 4-49ALE4C	Family Fun Activity	Department of Social Services	Payment	31/07/2018	
▶ 4-49AIB35	Family Fun Training	Department of Social Services	Payment	31/07/2018	
▶ 4-49AIB35	Family Fun Training	Department of Social Services	Activity Work Plan	30/11/2018	Actions+
▶ 4-49AIB35	Family Fun Training	Department of Social Services	Financial Acquittal Report	30/11/2018	Actions+
▶ 4-49ALE4C	Family Fun Activity	Department of Social Services	Activity Work Plan	30/11/2018	Actions+
▶ 4-49ALE4C	Family Fun Activity	Department of Social Services	Financial Acquittal Report	30/11/2018	Actions+
▶ 4-49ALE4C	Family Fun Activity	Department of Social Services	Payment	3/03/2019	
▶ 4-49AIB35	Family Fun Training	Department of Social Services	Payment	3/03/2019	
▶ 4-49AIB35	Family Fun Training	Department of Social Services	Activity Work Plan	30/11/2019	Actions+
▶ 4-49AIB35	Family Fun Training	Department of Social Services	Financial Acquittal Report	30/11/2019	Actions+

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Step 3

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

Filter:

1. Upcoming Milestones

2. Submitted Milestones

3. Payment Milestones

4. All Milestones

Apply Filter

Step 4


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.

You are here: [Home](#) / [Milestones](#)

Milestones

Filter: 1. Upcoming Milestones [Apply Filter](#)

[Search all Milestones](#)

Activity ID	Activity name	Department	Milestone type	Due date	Submitted date
 4-E4IAJG5	Client Agency Support	Department of Social Services	Payment	9/07/2019	

Details

Description: First half yearly payment of 2019-20 funds

Schedule ID: 4-E4IAIV4

Milestone ID: 4-E4IAJL0

Step 5




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

You are here: [Home](#) / [Milestones](#)

Milestones

Filter: 1. Upcoming Milestones [Apply Filter](#)

[Search all Milestones](#)

Activity ID	Activity name	Department	Milestone type	Due date	Submitted date
 4-E4IAJG5	Client Agency Support	Department of Social Services	Payment	9/07/2019	
 4-E4IAJG5	Client Agency Support	Department of Social Services	Payment	2/12/2019	
 4-E4IAJG5	Client Agency Support	Department of Social Services	Performance Report	30/01/2020	

Searching for a Milestone

Step 6

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

You are here: [Home](#) / [Milestones](#)

Milestones

Filter: 1. Upcoming Milestones [Apply Filter](#)

[Search all Milestones](#)

Activity ID	Activity name	Department	Milestone type	Due date	Submitted date
4-E4JAG5	Client Agency Support	Department of Social Services	Payment	9/07/2019	
4-E4JAG5	Client Agency Support	Department of Social Services	Payment	2/12/2019	
4-E4JAG5	Client Agency Support	Department of Social Services	Performance Report	30/01/2020	
4-DOXJL81	Activity Training Title	Department of Social Services	Payment	25/03/2020	
4-DOXJL81	Activity Training Title	Department of Social Services	Payment	25/03/2020	

Step 7

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

You are here: [Home](#) / [Milestones](#) / [Search all Milestones](#)

Search all Milestones

Milestone type: Department: Milestone due date (from): dd/mm/yyyy Milestone due date (to): dd/mm/yyyy

Activity ID: Activity name: Schedule ID:

[Clear](#) [Run search](#)

Step 8

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

You are here: [Home](#) / [Milestones](#) / [Search all Milestones](#)

Search all Milestones

Milestone type: Department: Milestone due date (from): Milestone due date (to):

Activity ID: Activity name: Schedule ID:

[Clear](#) [Run search](#)

Results (1)

Activity ID	Activity name	Department	Milestone type	Due date	Submitted date
4-DGXUL81	Activity Training Title	Department of Social Services	Final Report	15/08/2022	

Select Format, Press Export, and Save Download

Format: [Export](#)

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)