



View Milestones

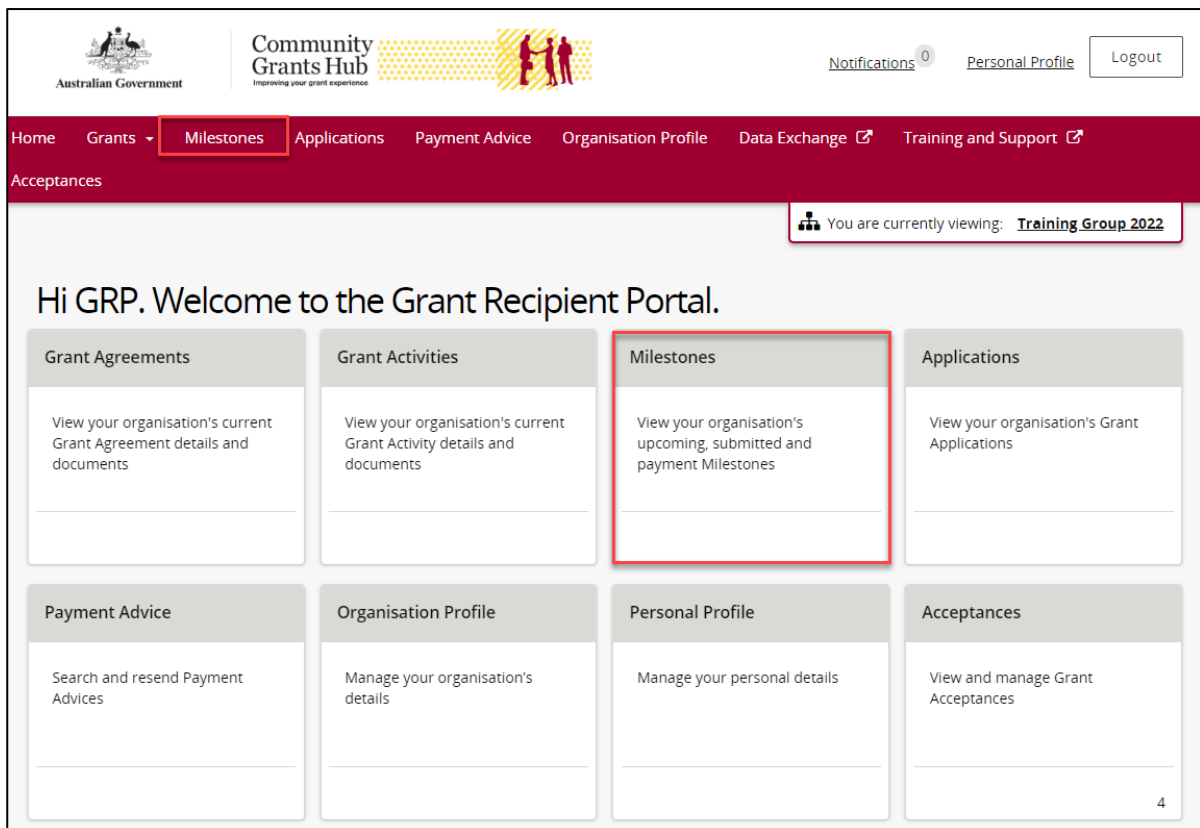
Task Card

This guide explains how to view and search for milestones in the Grant Recipient Portal (Portal). Milestones are the actions, deliverables and payments linked to your organisation's Grant Agreement.

Portal access required: Administrator, Editor or View Only.

View Milestones

From the Portal home page, select the **Milestones** tile, or the link from the navigation menu.



The screenshot shows the Community Grants Hub Grant Recipient Portal. At the top, there's a header with the Australian Government logo, Community Grants Hub logo, and navigation links: Notifications (0), Personal Profile, and Logout. Below the header is a navigation menu with links: Home, Grants, Milestones (highlighted with a red box), Applications, Payment Advice, Organisation Profile, Data Exchange, and Training and Support. The main content area has a welcome message: "Hi GRP. Welcome to the Grant Recipient Portal." Below this is a grid of eight tiles. The 'Milestones' tile is highlighted with a red border. The tiles are: Grant Agreements, Grant Activities, Milestones, Applications, Payment Advice, Organisation Profile, Personal Profile, and Acceptances. The 'Milestones' tile description is: "View your organisation's upcoming, submitted and payment Milestones".

Notifications 0 Personal Profile Logout

Home Grants Milestones Applications Payment Advice Organisation Profile Data Exchange Training and Support

Acceptances

You are currently viewing: Training Group 2022

Hi GRP. Welcome to the Grant Recipient Portal.

Grant Agreements	Grant Activities	Milestones	Applications
View your organisation's current Grant Agreement details and documents	View your organisation's current Grant Activity details and documents	View your organisation's upcoming, submitted and payment Milestones	View your organisation's Grant Applications

Payment Advice	Organisation Profile	Personal Profile	Acceptances
Search and resend Payment Advices	Manage your organisation's details	Manage your personal details	View and manage Grant Acceptances

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The **Milestones** page opens and displays your organisation's upcoming milestones by default.

You can use the filter to view:

- Upcoming Milestones
- Submitted Milestones
- Payment Milestones
- 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	
▶ 4-49A\F4C	Family Fun Activity	Department of Social Services	Payment	31/07/2018		
▶ 4-49A\935	Family Fun Training	Department of Social Services	Payment	31/07/2018		
▶ 4-49A\935	Family Fun Training	Department of Social Services	Activity Work Plan	30/11/2018		Actions▶
▶ 4-49A\935	Family Fun Training	Department of Social Services	Financial Acquittal Report	30/11/2018		Actions▶
▶ 4-49A\F4C	Family Fun Activity	Department of Social Services	Activity Work Plan	30/11/2018		Actions▶
▶ 4-49A\F4C	Family Fun Activity	Department of Social Services	Financial Acquittal Report	30/11/2018		Actions▶
▶ 4-49A\F4C	Family Fun Activity	Department of Social Services	Payment	3/03/2019		
▶ 4-49A\935	Family Fun Training	Department of Social Services	Payment	3/03/2019		
▶ 4-49A\935	Family Fun Training	Department of Social Services	Activity Work Plan	30/11/2019		Actions▶
▶ 4-49A\935	Family Fun Training	Department of Social Services	Financial Acquittal Report	30/11/2019		Actions▶

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Select the filter drop-down list.

Choose the type of milestones you want to view.

Select **Apply Filter**.



After applying the filter, the matching milestones will be displayed.

To see more information about a milestone, select the **arrow** next to the Activity ID.

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-E4IA\G5	Client Agency Support	Department of Social Services	Payment	9/07/2019		

Details

Description: First half yearly payment of 2019-20 funds
Schedule ID: 4-E4IA\IV4
Milestone ID: 4-E4IA\LO

To view the related activity, select the **Activity ID** link.

You are here: Home / Milestones

Milestones

Filter: 1. Upcoming 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	

If you need to find a specific milestone, select **Search all Milestones**.

You are here: Home / Milestones

Milestones

Filter: 1. Upcoming 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	
4-DOXUL81	Activity Training Title	Department of Social Services	Payment	25/03/2020	
4-DOXUL81	Activity Training Title	Department of Social Services	Payment	25/03/2020	

On the **Search all Milestones** page:

1. Enter at least one search criterion.
2. Select **Run search**.

You can search using information such as:

- Milestone type
- Department
- Activity ID
- Activity name
- Schedule ID
- Date range

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:

The search results will appear below the search fields.

To export the results:

1. Select an export format from the **Format** drop-down list.
2. Select **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-DQXJL81	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 with the Grant Recipient Portal, please contact the Community Grants Hub at GRP.Helpdesk@communitygrants.gov.au.