

## Milestone Status Reporting

**Implementation > Reporting > Milestone** enables the *Coordinator* to report the achievement status of a Milestone, to postpone the forecast of an achievement date, and to comment on the the current status for each reporting period. Users *Contractor Rights* are able view, but not change the Milestone status information.

The screenshot shows the 'Milestone Management' interface. On the left, under 'Work Packages', 'WP 1 (M01 - M30)' is selected, and 'M 1.1' is highlighted. The main panel shows 'WP 1 - Definition and Specification' with a table of milestones. The milestones are:

Date	Status	Actual/Forecast achievement date
13.04.2011	not achieved	18.08.2011 (M00)
05.06.2012	not achieved	31.08.2011 (M00)
16.06.2012	achieved	01.09.2011 (M00)
24.01.2013	not achieved	31.10.2011 (M00)

At the bottom, there is a form to add or edit a milestone entry with the following fields:

Date	Status	Actual/Forecast achievement date
Th 28.02.13	not achieved	Mo 31.10.11

There is also a 'Comment' field below the form.

To report the status of a Milestone, open a specific Work Package by clicking the **+** button. This will display the sub-level Milestones. Select the desired Milestone by clicking on the **+** button to display the report appears in the main area panel. To add a new Milest **+** **Add entry** )rt click and fill in the date, status, actual/forecast date and comment information. If you wish to edit an already existing report, simply click the **✎** icon next to the report and revise the desired information. To delete a report click the **-** button.

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