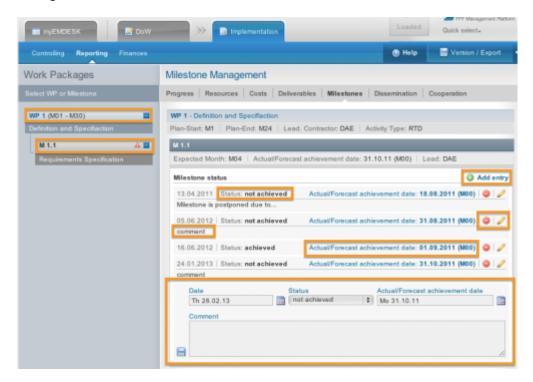Support and Help Site – EMDESK

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.

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 ort 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.

This entry was posted on Sunday, August 26th, 2012 at 11:53 am and is filed under Reporting You can follow any responses to this entry through the Comments (RSS) feed. Both comments and pings are currently closed.