

Milestone Notification

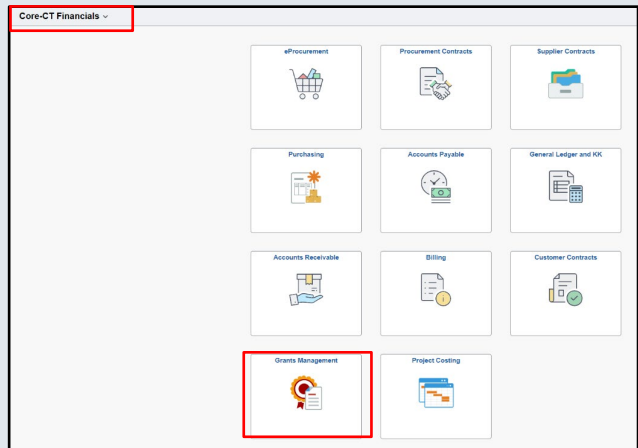
Purpose:

This job aid will help you enable Milestone Notifications in Core-CT.

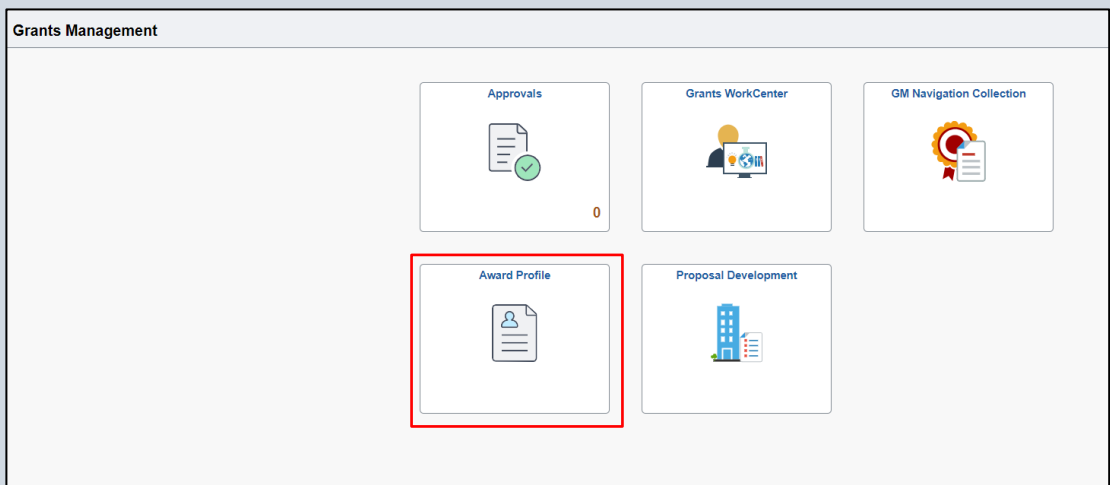
Steps	Screenshots
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1. Navigate to the **Award Profile** page: **Nav Bar > Menu > Core-CT Financials > Grants > Awards > Award Profile OR Core-CT Financials > Grants Management > Award Profile**

2. Select **Core-CT Financials** then select the **Grants Management Tile**



3. Select **Awards Profile Tile**



Milestone Notification

Steps

4. Use the lookup icon to select a valid **Business Unit**.
5. Enter a valid **Award ID** or enter in any other search criteria.
6. Click the **Search** button.

Screenshots

Award Profile

Find an Existing Value Add a New Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches | Saved Searches: Choose from saved searches

Business Unit: [dropdown] [input] [lookup icon]

Award ID: begins with [input]

Project: begins with [input] [lookup icon]

Description: begins with [input]

PI ID: begins with [input] [input]

Proposal ID: begins with [input]

Reference Award Number: begins with [input]

[Show fewer options](#)

Case Sensitive

Search Clear

7. Click on the **Milestones** tab.
8. Use the lookup icon to select the **Milestone Type**.
9. Use the lookup icon to select the **Milestone Code**.
10. Select the **Milestone Priority** from the dropdown menu.
11. Use the Calendar icon to select a **Due Date**.

Award ID: CON000001 | Award Title: Jobs for Veterans State Grant (JVSG)

Reference Award Number: DV31407NCS

Award PI: Ladas,Linda | Primary Project PI: Ladas,Linda

Milestones 1-1 of 1 | View All

	*Milestone Type	Milestone Type Description	*Milestone Code	Milestone Code Description	Milestone Priority	Due Date	Milestone Status	Milestone Status Description
<input type="checkbox"/>	1 [input] [lookup icon]		[input] [lookup icon]		Medium [dropdown]	[input] [calendar icon]	[input] [lookup icon]	

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12. Select the **Detail** tab and
13. Enter an amount of **Days Prior to Notify**.
14. Click the **Contact ID** hyperlink to select employees to notify of the milestone.

Milestones

General **Detail** ID

	Completion Date	Completed By	Name	Projects/Activities	Attachments	Days Prior To Notify	Contact ID	Notification Due Date	Notification	Notify	Comments
<input type="checkbox"/>	1			Projects/Activities	Attachments (0)	<input type="text"/>	Contact ID		Notification	<input type="button" value="Notify"/>	

15. Click the **Contact ID** lookup icon to select an employee.
16. Select a **Transmission Code** from the dropdown menu.
17. Enter **Comments** about the milestone.
18. Click the **OK** button.

Milestone Contacts

Milestone Type
Milestone Code

Contacts

Contact ID:

Contact Name:

Transmission Code:

Notification:

Comment:

Milestone Notification

Steps

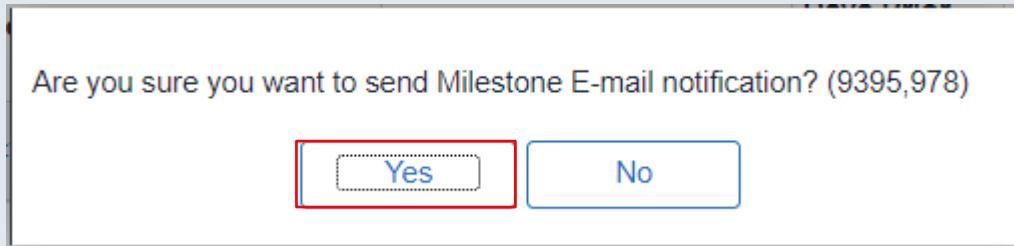
Screenshots

19. Click the “+” button to add additional employees to notify.

20. Click the **Notify** button.

Completion Date	Completed By	Name	Projects/Activities	Attachments	Days Prior To Notify	Contact ID	Notification Due Date	Notification	Notify	Comments
1			Projects/Activities	Attachments (0)		Contact ID		Notification	Notify	

21. Click the **Yes** button in the popup message.



22. The employee will receive an email notification that a milestone is due. Click on the hyperlink to view the notification.

Award CON00000001 Milestone RPT due on 2024-09-09

From: 1@ct.gov on behalf of DOIT.CORE.Test@po.state.ct.us
To: [redacted]
Cc: [redacted]
Subject: Award CON00000001 Milestone RPT due on 2024-09-09

Sent: Mon 2/26/2018 1:44 PM

Award CON00000001 Milestone RPT due on 2024-09-09. Please take an appropriate action to complete this task.

Upcoming Report Due

http://web033.crct.ct.gov:13300/psp/FN92TPR/EMPLOYEE/ERP/c/ESTABLISH_AWARDS.GM_AWARD.GBL?Page=GM_AWD_MILE&Action=U&BUSINESS_UNIT=DPHM1&CONTRACT_NUM=CON0000018

Milestone Notification

Steps

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23. Click the lookup icon to select a **Milestone Status** of **In Progress** or **Completed**.

24. Click the **Save** button.

General		Detail	ID
<input type="checkbox"/>	1	BILL <input type="text" value="BILL"/> <input type="button" value="Q"/>	Billing
<input type="checkbox"/>		INVOICE FNL <input type="text" value="INVOICE FNL"/> <input type="button" value="Q"/>	INVOICE FNL
		Medium <input type="button" value="v"/>	
		03/20/2024 <input type="button" value="C"/>	
		<input type="text" value=""/> <input type="button" value="Q"/>	
<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Clear All		Select Action <input type="button" value="v"/>	
Go To: Sponsor Protocols Attributes Department Credit Notepad Award Modifications Supplemental Data			
<input type="button" value="Save"/>	<input type="button" value="Return to Search"/>	<input type="button" value="Previous in List"/>	<input type="button" value="Next in List"/>
	<input type="button" value="Notify"/>	<input type="button" value="Refresh"/>	<input type="button" value="Add"/>
Update/Display			
Award Funding Resources Certifications Terms Milestones Key Words Funding Inquiry			

25. Once the milestone has been marked **Completed**, the **Detail** tab will display the **Completion Date**, **Completed By** and **Name**.

General		Detail	ID
<input type="checkbox"/>		03/18/2024 <input type="button" value="C"/>	130840 <input type="button" value="Q"/>
		Projects/Activities	Attachments (0)
		30	Contact ID
		02/19/2024	Notification
		<input type="button" value="Notify"/>	<input type="text" value=""/> <input type="button" value="C"/>
<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Clear All		Select Action <input type="button" value="v"/>	