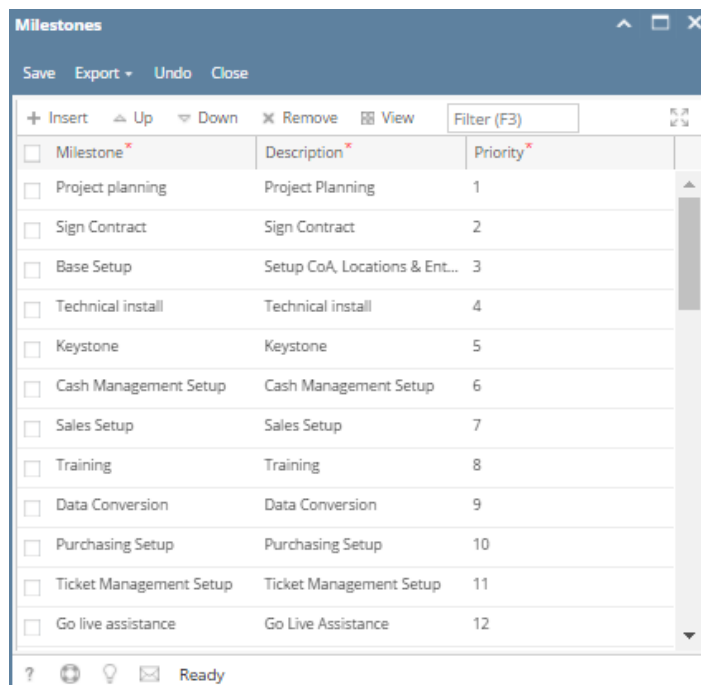


How to Add Milestone

To add new **Milestone**:

1. On the Menu Panel, click on **Help Desk**.
2. Click **Milestones** menu to open the **Milestones** screen.



The screenshot shows a window titled "Milestones" with a menu bar containing "Save", "Export", "Undo", and "Close". Below the menu bar is a toolbar with icons for "Insert", "Up", "Down", "Remove", "View", and a "Filter (F3)" input field. The main area is a table with three columns: "Milestone", "Description", and "Priority". Each row has a checkbox in the first column. The table contains 12 rows of data, with the last row being "Go live assistance".

<input type="checkbox"/> Milestone	Description	Priority
<input type="checkbox"/> Project planning	Project Planning	1
<input type="checkbox"/> Sign Contract	Sign Contract	2
<input type="checkbox"/> Base Setup	Setup CoA, Locations & Ent...	3
<input type="checkbox"/> Technical install	Technical install	4
<input type="checkbox"/> Keystone	Keystone	5
<input type="checkbox"/> Cash Management Setup	Cash Management Setup	6
<input type="checkbox"/> Sales Setup	Sales Setup	7
<input type="checkbox"/> Training	Training	8
<input type="checkbox"/> Data Conversion	Data Conversion	9
<input type="checkbox"/> Purchasing Setup	Purchasing Setup	10
<input type="checkbox"/> Ticket Management Setup	Ticket Management Setup	11
<input type="checkbox"/> Go live assistance	Go Live Assistance	12

At the bottom of the window, there is a status bar with icons for help, search, and a "Ready" status.

3. Go to available row in the grid and enter unique **Milestone** and its **Description**. (Priority is auto generated)
4. Click **Save** button.