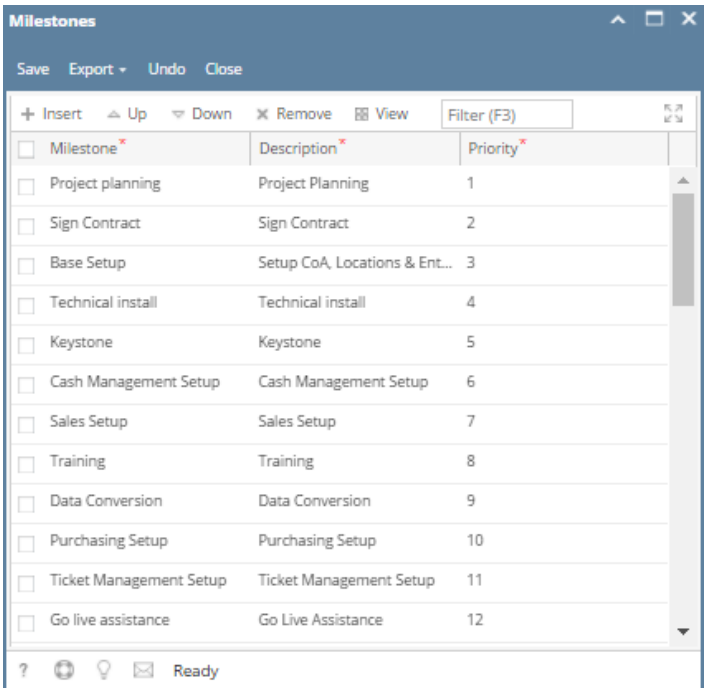
How to Add Milestone

To add new **Milestone**:

1. On the Menu Panel, click on **Help Desk.**

2. Click **Milestones** menu to open the **Milestones** screen.



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

4. Click **Save** button.