UPDATE A MILESTONE

OVERVIEW
This guide explains how to edit / update a milestone in the Pure Research Management System (Pure RMS).

PROCESS

1. Login to Pure
2. Access the Award management tab
3. Select an award
4. Update the milestone(s)
5. Set the milestone(s) status to "Complete"

STEPS
1. Go to https://goto.mq.edu.au/myresearch and log in with your OneID and password.

Macquarie University OneID Federated Access
You are here: Macquarie Home > Rights

Welcome to the Authentication Service where your OneID provides access across the university and research sectors via the Australian Access Federation. Authentication is provided securely while preserving privacy. Federated access accommodates active collaboration and resource sharing amongst Federation members.

To learn more about OneID, check or change your password, and find out which systems use OneID authentication, visit https://oned.mq.edu.au.

OneID: xx20196308
Password: **********

Log Me In Now!
2. Click on the **Award management** tab.

![Award management tab](image)

3. Follow the steps below to access the awards with milestones.

   A. Click on the triangle to open the side menu.
   
   B. Click the plus sign + next to the **Milestones**.

![Side menu and Milestones](image)

4. Select an award from the middle pane. A pop-up will appear.

![Award pop-up](image)
5. Follow the steps below to attach the received milestone documents from the Researcher.

A. Click **Add document**. A pop-up will appear.

B. Click **browse** to attach a milestone document. The **Name** field will be populated once a document is selected.

C. Click **Create**.

6. Mark the milestone status to **Complete**.

7. Click **Update**.

**NOTE**
The Researcher will be notified via email upon the completion of a milestone.

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For additional help:

+61 2 9850-HELP (4357)  
 rms.support@mq.edu.au  
 Log a OneHelp ticket