RECEIVE MILESTONE REMINDERS AND VIEW MILESTONE DATES

OVERVIEW
This guide explains how to receive email reminders for upcoming milestones and view milestones dates as a Researcher within the Pure Research Management System (Pure RMS).

PROCESS

1. Log in to Pure
2. Configure email settings
3. View dates of upcoming, overdue, completed, milestones

STEPS
1. Log in to Pure with your OneID and Password.
2. To configure email settings to receive milestone reminders for upcoming milestones:

A. Click on **staff ID** in the top right corner.

B. A pop-up will appear. Select **Email settings** on the left side of the window to open the menu.

C. Click on the **arrow** next to **Award** to expand the menu.

D. Click on the existing mail frequency for **Upcoming milestones**. A drop-down menu will be enabled.

E. Select the option, **Mails are sent daily** from the drop-down menu.

F. Click **Save**.
3. To view milestones and related dates:
   A. Click on Award management in the top left side corner.
   
   ![Award management in Pure platform]

   B. View overdue milestones and elapsed due dates in the OVERDUE section.
   
   ![Overdue milestones in Pure platform]
C. View upcoming milestones and due dates in the **UPCOMING** section.
D. View completed milestones and submission dates in the **COMPLETED** section.