

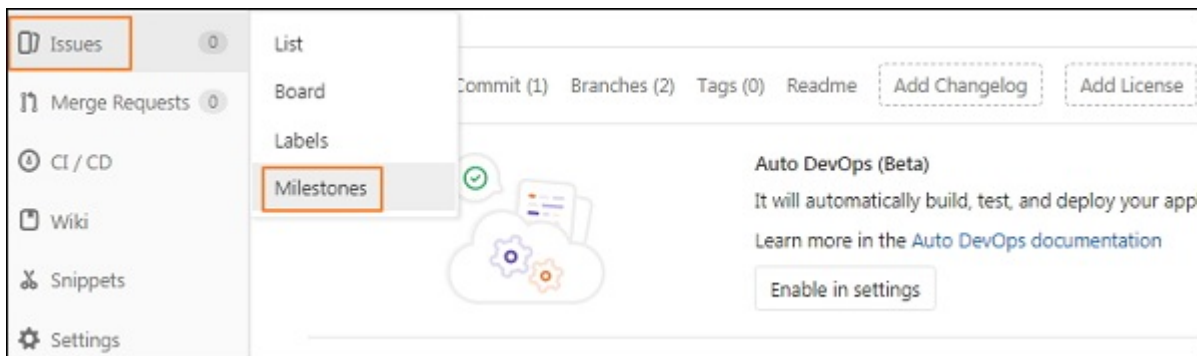
# GitLab - Milestones

## Description

Milestones are used for arranging issues and merge requests into a determined group which can be achieved within a specified amount of time by setting a start and due date.

## Steps for Creating Milestones

**Step 1** – Login to your GitLab account, go to your project and click on the *Milestones* option under *Issues* tab –



**Step 2** – Click on the *New milestone* button –



**Step 3** – Now enter the title, description, start and due date and click on *Create milestone* button as shown in the below image –

The screenshot shows the 'New Milestone' form. On the left is a sidebar with navigation links: Overview, Repository, Registry, Issues (selected), List, Board, Labels, Milestones, Merge Requests, and CI / CD. The main form area has a title field with 'Milestone Demo', start and due date fields with dates from 2018, and a description field with the text 'Welcome to Tutorialspoint...'. A green 'Create milestone' button is at the bottom left, and a 'Cancel' button is at the bottom right.

**Step 4** – After creating a milestone, it will display a message saying 'Assign some issues to this milestone' as shown below –

The screenshot shows the 'Milestone Demo' page. At the top is a green message bar with the text 'Assign some issues to this milestone.' Below this are statistics for 'Issues', 'Merge Requests', 'Participants', and 'Labels', each with a count of 0. At the bottom, there are three boxes showing 'Unstarted Issues (open and unassigned)', 'Ongoing Issues (open and assigned)', and 'Completed Issues (closed)', all with counts of 0.

**Step 5** – Now go to *Issues* tab and click on the *New issue* button to create an issue for the milestone –

The screenshot shows the 'Issues' tab. The sidebar on the left has 'Issues' selected. The main area shows filters for 'Open', 'Closed', and 'All' issues, a search bar, and a 'New issue' button highlighted with a red box. Below the search bar, there are some faint, partially visible issue cards.

**Step 6** – Now, fill the information such as title, description and if you want, you can select a user to assign an issue, milestone, labels upon operation or could be choose by developers themselves later. Click on the *Submit issue* button.

**New Issue**

Title: Milestone Demo Issue

Add description templates to help your contributors communicate effectively!

Description: **Write** Preview  
hello world...

Markdown and quick actions are supported

☐ This Issue is confidential and should only be visible to team members with at least Reporter access.

Assignee: Unassigned [Assign to me](#) Due date: Select due date

Milestone: No Milestone

Labels: Labels

**Submit issue**

**Step 7** – After creating a issue, you will get overview of an issue along with title and description. At right side, click on *Edit* option and assign milestone for the issue under *Milestone* section –

**Milestone Demo Issue**

Hello world...

mahantesh v nagathan @mantu1904 changed milestone to Milestone Demo less than a minute ago

**Milestone** Edit

Milestone

Assign milestone

Search milestones

☒ No Milestone

**Milestone Demo**

Weight: None Edit

Confidentiality: ☒ Not confidential Edit

Lock issue: Unlocked Edit

1 participant

**Step 8** – Now go back to Milestones section and you will see the added milestone along with created issue –

**Milestones**

**Milestone Demo - Project Milestone**

1 Issue - 0 Merge Requests

(Upcoming) Feb 16, 2018-Feb 18, 2018

Edit Promote **Close Milestone** Delete