



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR EDUCATION AND CULTURE

Education and vocational training; Coordination of Erasmus+
Coordination of National Agencies Erasmus+

Mobility Tool+ Guide for Beneficiaries of the Erasmus+ programme

Mobility Tool+ v. 2.0.0

Document version: 2.0 (modified by CY01 NA)

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Acknowledgements

For security and privacy reasons some names and email addresses used in application screenshots presented in this document have been greyed out or blurred. The agency acronyms visible in the screenshots are used for information and demonstration purposes only. All screenshots have been taken from a test version of Mobility Tool+. Data presented in the screenshots is not a real data. Project numbers are only for demonstration purposes only. Organisation contact information that can be found on some screenshots in this document represents publicly available data of organisations.

This document describes functionality of Mobility Tool+ version specified on the title page of the manual.

Document history

Version	Date	Description	Mobility Tool+ version	Modified pages
1.0	28/11/2014	Initial version	1.3	all
1.1	19/10/2015	updated screenshots and removed import/export process	2.0.0	

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1. GENERAL INTRODUCTION

1.1. Description

Mobility Tool+ is a web platform tool for collaboration, management and reporting for mobility projects under the Lifelong Learning Programme (LLP) and under the Erasmus+ Programme of the European Commission. It is developed by the European Commission to be used by the beneficiaries of Erasmus+ Projects managed by Erasmus+ National Agencies.

The users of Mobility Tool+ will find in the tool some of the information of the projects they manage (included in the Delegation Agreement signed with their National Agency) and are able to encode the remaining information. They can identify participants; mobilities, outputs, etc. and complete and update budget information. The tool can also generate participant reports and beneficiary reports, both based on the mobility data introduced by the Mobility Tool+ users.

The elements of the projects managed in Mobility Tool+ presents the diagram below.



Mobility Tool+ supports the following Erasmus+ actions and action types:

- (1) Key Action 1 (KA1):
 - KA101 - School education staff mobility

- KA102 – Vocational Education and Training (VET) learner and staff mobility
- KA103 – Higher education student and staff mobility
- KA104 - Adult education staff mobility
- KA105 – Youth mobility

(2) Key Action 2:

- KA200 - Strategic partnerships addressing more than one field
- KA201 – Strategic partnerships for school education
- KA202 – Strategic partnerships for vocational education and training
- KA203 – Strategic partnerships for higher education
- KA204 – Strategic partnerships for adult education
- KA205 - Strategic partnerships for youth

(3) Key Action 3:

- KA347 – Dialogue between young people and policy makers

1.2. Mobility Tool+ users

The users of Mobility Tool+ are:

- Beneficiary organisations – the main users of the tool, responsible for entering mobility and participant details via the graphical user interface or via the import process and for entering budget information. They can also consult the participant report data.
- National Agencies – the users of the National Agencies monitor the project information and validate the information entered by the Beneficiaries
- The European Commission Directorate for Education and Culture (DG EAC) – the system owner and the central administrator of the tool
- Participants – indirect Mobility Tool+ users interacting with the tool via participant reports

2. ACCESS TO THE APPLICATION

2.1. What is the URL address of Mobility Tool+ website?

Mobility Tool can be accessed using the following URL address:

<https://webgate.ec.europa.eu/eac/mobility>

2.2. How do I login to Mobility Tool+?


In order to login to Mobility Tool+ you need to have

- 1) an ECAS (European Commission Authentication Service) account and
- 2) be registered in Mobility Tool+.

For the first point please refer to the **ECAS User Manual** document for more information on registration and how to obtain a login name and password. For the second point, if you are the contact person of the beneficiary organisation of an awarded project, your email address was provided within your project application and you will be registered automatically. If you are not sure whether or not your email address was provided in the project details or you are not sure which of your email addresses were provided please consult your submitted application PDF form or contact your National Agency for support.

You are always redirected to ECAS login page for authentication when you enter Mobility Tool+. If you have never used ECAS system before, the authentication system will welcome you with a screen similar to the one presented below. On this page, please select “External – Partners, Researchers, Citizens”, unless you work for any organisation or agency listed on that page, i.e. European Central Bank, European Institute for Gender Equality, Eurojust, etc.

Contact | Privacy Statement | English (en)



EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

IntraComm > Authentication Service > Where Are You From?


Authenticates your identity on European Commission websites

What is ECAS?


ECAS is the European Commission Authentication Service. It allows users to access a wide range of Commission information systems, using a single username and password. Once you log in, ECAS will remember you as long as you keep your browser open. During that time, you won't have to identify yourself again, no matter how many online services of the Commission you access.

Where are you from?

Welcome to the European Commission Authentication Service (ECAS).
 Choose the institution or body for which you want to log in. Choose "External" if you don't work for a European institution or body. Choose "W+7" if you have a special external account composed of w and 7 digits.
 If you aren't sure, select the "I don't know?" option for help.



European Commission
European Commission, Executive Agencies.



External
Partners, Researchers, Citizens.


W+7

I have an account w + 7 digits.
Special external accounts.


?

I don't know?
More information about this screen.


filter by [show all](#) [Institutions](#) [Regulatory Agencies](#) [Joint Undertakings](#) [Other](#)




Agency for the Cooperation of Energy



Artemis Joint Undertaking




BBT Joint Undertaking



Clean Sky Joint Undertaking

ECAS will remember the choice of your organisation in your browser and will use the selection in future logins. The ECAS login page that you will normally see is shown below.



EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

EUROPA > Authentication Service > Login

ECAS authenticates your identity on European Commission websites


Username or e-mail address

Password

Remember my username
 Warn me each time an application asks for my identity
 View my ECAS account details after logging me in

LOGIN!

[Lost your password?](#)
[Create an account](#) | [Help](#)




External


Is the selected domain correct?

CHANGE IT


Log in with your




Password




Mobile phone




Token



Software token



eID



ECAS mobile app

Last update: 05/05/2015 (4.2.6-hum) | 11 ms | [Contact](#) | [Privacy Statement](#) | [Top](#)

The most important fields are:

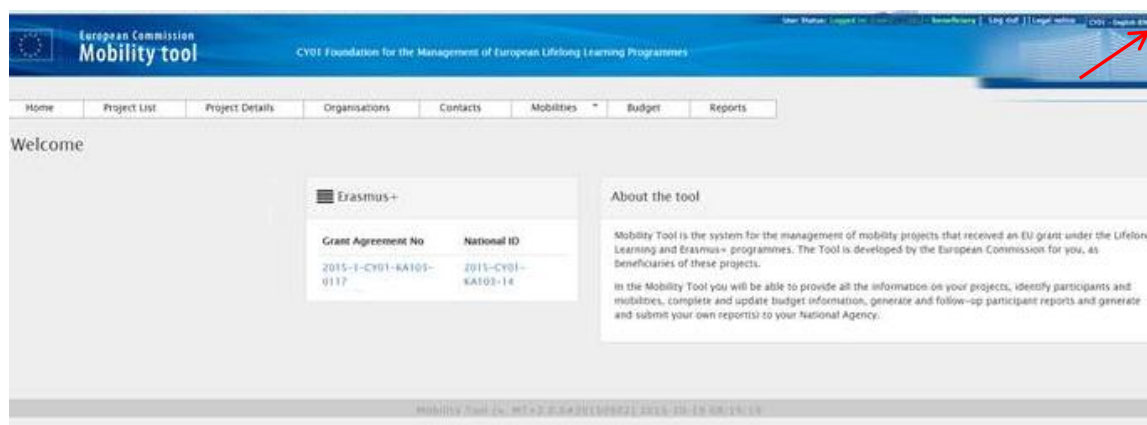
- "Is the selected domain correct?" – should be always set to "External". If it is set otherwise, please use "Change it" link and select "Neither an institution nor a European body".
- "Username or e-mail address" – both username and email address can be used for login. Since usernames are generated automatically by ECAS during the registration, we suggest using email address as an easier alternative.
- "Password" – as defined during the registration process

2.3. How to change language of user interface?

The Mobility Tool website can be translated to many languages. Languages available to you can be seen on the upper right corner drop-down list.

The list of available languages is using the following naming convention: "FR1 – English (EN)", where "FR1" is the National Agency code, in this case French agency "Agence Europe Education Formation France", and "English (EN)" is the language available for that agency. English is by default available to all Agencies. Some Agencies offer more than one language beside English, i.e. French for French speaking countries, Spanish for Spain, Polish for Poland, etc.

There are default languages for Agencies. For example, French agency will only have French language listed while other Agencies may have more languages available.

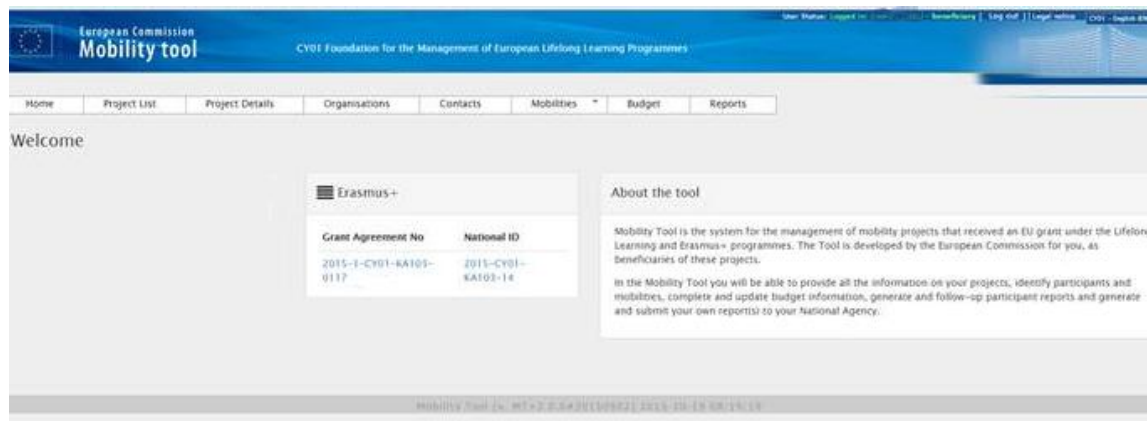


If your language is not present on the list, please contact your National Agency.

3. PROJECT

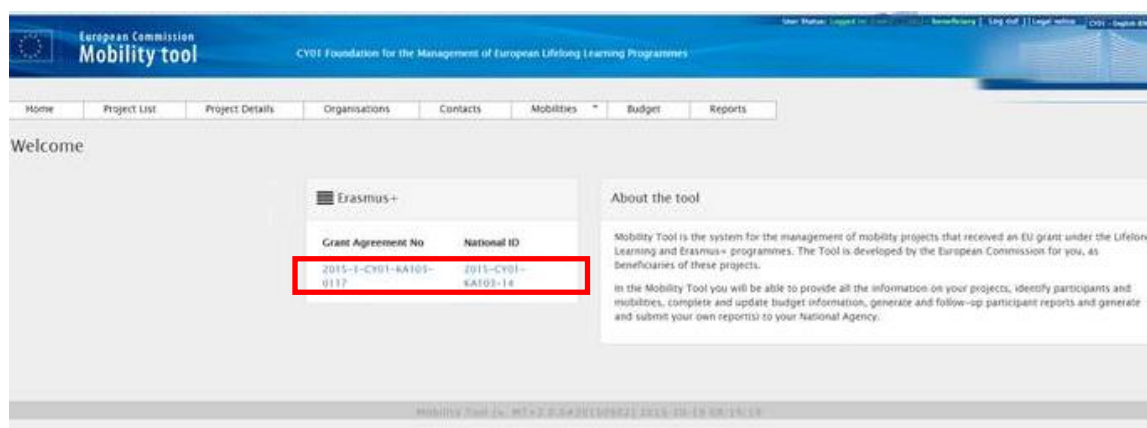
3.1. How to view project details?

Login to Mobility Tool+ using your ECAS username (or email address) and password. After login you will see Mobility Tool+ page similar to the one presented below. This is your Mobility Tool+ homepage.



Click the project's grant agreement number or national ID to see your project details.

Please note you may have projects from Lifelong Learning Programme as well as from Erasmus+ Programme. Make sure you select the right project to manage.



After selecting the project, your screen will present some information about the project.

The screenshot displays the 'Project Details' page for the project 2014-1-CY01-KA101-000040. The page is structured as follows:

- Header:** European Commission Mobility tool, CY01 Foundation for the Management of European Lifelong Learning Programmes. User Status: Logged in: user. [Log out.] | Legal notice | CY01 - English (EN)
- Navigation Menu:** Home, Project List, Project Details (selected), Organisations, Contacts, Mobilities, Budget, Reports
- Project Title:** Project Details for 2014-1-CY01-KA101-000040
- Context information:**
 - Programme: Erasmus+
 - Key Action: KA1 - Learning Mobility of Individuals
 - Action Type: KA101 - School education staff mobility
 - Call Year: 2014
 - Round: 1
 - Start of Project: 01/07/2014
 - End of Project: 30/06/2015
 - Project Duration (months): 12
- Project information:**
 - Grant Agreement No.: 2014-1-CY01-KA101-000040
 - National ID: 2014-CY01-KA101-04
 - Project Title: Multiculturalism
 - Project Acronym:
- History information:**
 - Created by: NA Staff
 - Created on: 22/10/2014 10:16:15
 - Updated by: NA Staff
 - Updated on: 06/10/2015 13:00:22
- National Agency:**
 - National Agency: CY01 - Foundation for the Management of European Lifelong Learning Programmes
 - For further details about your National Agency, please consult the following page: http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm
- Beneficiary Organisation information:**
 - PIC: 9465161
 - Legal Name: The
 - Business Name: The
 - Full legal name (National Language):

3.2. User interface overview

The graphical user interface of Mobility Tool+ project view contains a few elements that are important to recognize and remember. The three most important elements of the page are selected on the following screenshot.

The screenshot shows the 'European Commission Mobility tool' interface. At the top, there is a header with the European Commission logo and the text 'CY01 Foundation for the Management of European Lifelong Learning Programmes'. Below the header is a navigation menu (1) with items: Home, Project List, Project Details, Organisations, Contacts, Mobilities, Budget, and Reports. The main content area displays 'Project Details for 2014-1-CY01-KA101-000040'. This area is divided into three main sections: 'Context information' (2), 'Project information' (2), and 'History information' (3). The 'Context information' section includes details like Programme (Erasmus+), Key Action (KA1 - Learning Mobility of Individuals), Action Type (KA101 - School education staff mobility), Call Year (2014), Round (1), Start of Project (01/07/2014), End of Project (30/06/2015), and Project Duration (12 months). The 'Project information' section includes Grant Agreement No., National ID, Project Title (Multiculturalism), and Project Acronym. The 'History information' section includes Created by (NA Staff), Created on (22/10/2014 10:16:15), Updated by (NA Staff), and Updated on (06/10/2015 13:00:22). Below these sections is the 'Beneficiary Organisation information' section, which includes PIC (9465161), Legal Name (The), Business Name (The), and Full legal name (National Language).

Area indicated with number 1 contains a menu with 7 elements:

- Home and Project List– redirects to the main page of the tool that shows the list of projects
- Organisations – shows a list of organisations taking part in the project, including the beneficiary, sending, receiving or other type of organisations
- Contacts – shows a list of contacts for organisations
- Mobilities – shows a list of mobilities with participant details
- Budget – shows a project’s budget summary
- Reports – provides facility for final report to National Agency

This manual will describe each section of the tool in greater details in the following chapters.

The second area of the page indicated with number 2 provides information about the Programme, Call, Round and some key data of the project itself, about the National Agency granting the project and about the beneficiary organisation.

The third area selected on the screenshot presents information about the creation of the project in Mobility Tool+, last update and person (or system) that updated the project last.

3.3. Changes to project details

3.3.1. Manual changes

In Mobility Tool+ you can change organisations, organisation contact persons, mobilities, participants or budget information. All other project information, i.e. the project title, the National Agency project ID, the project activity periods cannot be changed in the tool. To request changes to these project details, please contact the National Agency.

3.3.2. Automatic changes

"Approved Budget (by National Agency)" details displayed in "Budget" section of Mobility Tool+ are updated automatically by the National Agency. This can be a result of an amendment or other changes to the project.

The approved section of the budget is presented on the screenshot below.

				Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current / Approved budget
Total Project				2,550.00	0.00	0.00%
Organisational Support						
No. of Participants (excluding acc. persons): <input type="text" value="0"/>				0.00	<input type="text" value="0"/>	0.00%
Exceptional costs - Guarantee					<input type="text" value="0"/>	
Linguistic Support						
Language Group		No. Of Participants for online linguistic assessment	No. Of Participants for Linguistic Preparation	Grant per Participant		
Group 1 (DE, EN, ES, FR, IT, NL)	Online Licenses	0	0	0		
	Training Courses	Not Applicable	0	150		
Group 2 (Other EU official languages not included in group 1)				0.00	<input type="text" value="0"/>	
				0.00	0.00	0.00%
Activity Type						
HE-SMP-P: Student mobility for traineeships between Programme Countries				0.00	0.00	0.00%
Travel Grant				0.00	0.00	0.00%
Individual Support				0.00	0.00	0.00%
Special Needs				0.00	0.00	0.00%
HE-SMS-P: Student mobility for studies between Programme Countries				2,550.00	0.00	0.00%
Travel Grant				2,550.00	0.00	0.00%
Individual Support				0.00	0.00	0.00%
Special Needs				0.00	0.00	0.00%
HE-STA-P: Staff mobility for teaching between Programme Countries				0.00	0.00	0.00%
Travel Grant				0.00	0.00	0.00%
Individual Support				0.00	0.00	0.00%
Special Needs				0.00	0.00	0.00%

European Commission
Mobility tool
 CY01 Foundation for the Management of European Lifelong Learning Programmes

User Status: Logged in: Antonio GOGAKI - aaadministrator | Log out | Legal notice | CY01 - English (EN)

Home | Project List | Project Details | Dashboard | Organisations | Contacts | Mobilities | **Budget** | Reports

Budget for 2015-1-CY01-KA103-01178

Nothing to save

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current / Approved budget
Total Project	53,730.00	4,900.00	9.12%
Organisational Support		350.00	
No. of Participants (excluding acc. persons) : 1	7,700.00	0	0.00%
Exceptional costs - Guarantee	0.00	0	
Activity Type			
HE-SMP-P : Student mobility for traineeships between Programme Countries	25,280.00	4,900.00	19.38%
EU Travel Grant	2,880.00	0.00	0.00%
EU Individual Support	22,400.00	4,900.00	21.88%
EU Special Needs Support	0.00	0.00	0.00%
HE-SMS-P : Student mobility for studies between Programme Countries	7,720.00	0.00	0.00%
EU Travel Grant	720.00	0.00	0.00%
EU Individual Support	7,000.00	0.00	0.00%
EU Special Needs Support	0.00	0.00	0.00%
HE-STA-P : Staff mobility for teaching between Programme Countries	7,980.00	0.00	0.00%
EU Travel Grant	2,520.00	0.00	0.00%
EU Individual Support	5,460.00	0.00	0.00%

More information about the budget and budget management can be found in the following chapters.

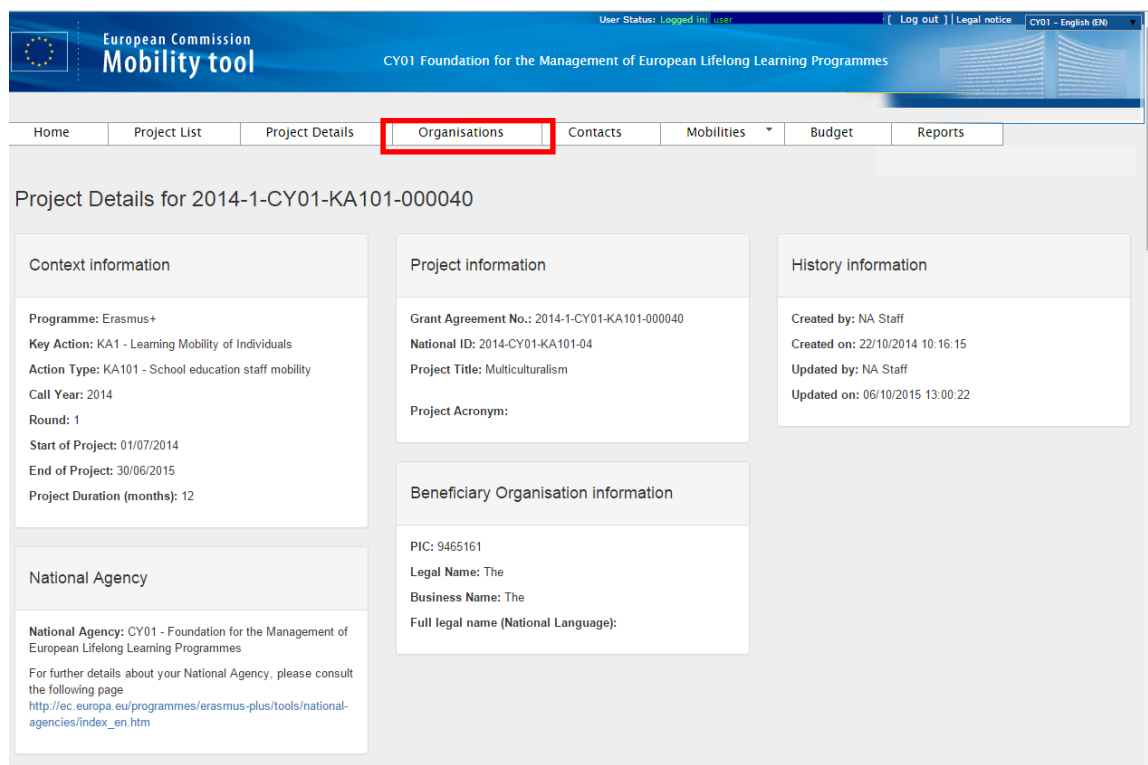
4. ORGANISATIONS

The "Organisations" page displays a list of organisations that were in the initial grant application form. Depending on the action, the list may contain just one organisation – the beneficiary; in other cases, the list of organisations can contain several entries.

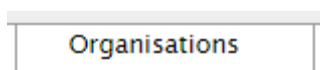
All other participating organisations that were not part of the initial application form need to be created manually in the Mobility Tool+ for projects under KA1.

4.1. How to display list of organisations?

Login to Mobility Tool+ and open your project details. Click the "Organisations" button in the menu as shown on the screen shot below.



From the contextual menu, select "List Organisations".



A list of organisations will appear in a table, as shown below.

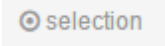
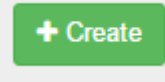



Beneficiary	PIC	Organisation ID	Legal Name	Department	Public Body	Non-profit	Country	City
<input checked="" type="checkbox"/>	94790815	011727-ORG-00001	A' TECHNICAL SCHOOL		✓	✓	Cyprus	Limassol
<input type="checkbox"/>	94658478	011727-ORG-00002	West		✓	✓	United Kingdom	Glasgow

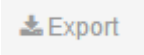



Organisations can be beneficiary organisation, sending and receiving or other type of organisations. Please note the beneficiary organisation will be marked with a tick in "Beneficiary" column of the table (marked in red in the screenshot below).

Beneficiary	PIC	Organisation ID	Legal Name	Department	Public Body	Non-profit	Country	City
<input checked="" type="checkbox"/>	94790815	011727-ORG-00001	A' TECHNICAL SCHOOL		✓	✓	Cyprus	Limassol
<input type="checkbox"/>	94658478	011727-ORG-00002	West		✓	✓	United Kingdom	Glasgow

The list of organisations allows quick filtering and searching within the list. Organisations can be filtered by PIC, organisation ID, legal name, department, country or city.

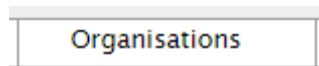
The organisation list page offers additional functionality. You can find the actions oriented with the partner list in the list top menu on the website. Below is an explanation of each button and associated action.

Icon/button	Description
	"Selection" – provides options for selecting all or deselecting all elements in the list
	"Create" – adds new element to the list
	"Edit" – edits element
	"Delete" – removes selected element from the list
	"View" – displays details

Icon/button	Description
	"Export Excel/CSV" – exports list to a CSV/Excel file. Please note that only elements that are visible in the list will be exported to CSV file. That means if the list is filtered, only the result of the filtering will be seen in CSV file.
	"Add/Remove Columns" – adds/removes displayed columns of the list. These changes will not be saved when browsing to another section of the tool.
	General search field – can be used for searching for any value from the list. The list will dynamically adjust to results of the search.
	“Refresh” – Refreshes the list

4.2. How to add new organisation?

Login to Mobility Tool+ and open your project details. Select Organisations from the top menu, a choose " Organisations".



A partner details form will appear. Depending on the action type of the project, you may be required to put a PIC number of the organisation you wish to add. In special cases you may override the PIC requirement by selecting "Non-PIC Organisation".

In either way, organisation ID will be prefilled with a unique identifier of an organisation in the project in Mobility Tool+. You may change the value to other, more suitable if you like (for higher education institutions having an Erasmus Code, it is recommended to enter the Erasmus Code as Organisation ID). The only requirement is that the organisation ID must be unique in the project.

A comment field is also available for any additional notes or remarks concerning the organisation.

Note:

Partner details can be changed at any time during the project lifetime.

Organisation Details ×

PIC Organisation

Non-PIC Organisation

PIC *

Check PIC

value required

Erasmus Code

☰

Organisation ID *

Number of employees below 250?

Legal Name

Business Name

Full legal name (National Language)

National ID (if applicable)

Acronym

Department

Type of Organisation

VAT

Beneficiary

Public Body

Non-profit

Organisations with PIC number

If organisation has a PIC, enter the PIC number in the designated field and click "Check PIC" button. Data of the organisation will be imported from the Beneficiary Register database, including organisation name, type, address or Erasmus Code (if applicable). You may add acronym, department or specify if organisation has less than 250 employees by entering the data manually.

In case the organisation is already in the project, error message "This PIC is not unique in this project" will appear.

PIC *

Check PIC

PIC must be unique within a Project

In case an organisation cannot be found by the PIC number, please contact your National Agency for support.

Organisations without a PIC number

In case the organisation you wish to add does not have a PIC code, you need to tick "Non-PIC Organisation" in the form. In this case all fields marked with the red asterisk need to be filled in or selected.

Organisation Details ×

Save

PIC Organisation Non-PIC Organisation ←

Organisation ID *
011788-ORG-00002

Number of employees below 250?
▼

Legal Name *
value required

Business Name *
value required

Full legal name (National Language) *
value required

National ID (if applicable)

Acronym

Department

Type of Organisation *
value required

VAT

Beneficiary Public Body * Non-profit *

4.3. How to edit organisation details?

Login to Mobility Tool+ and open your project details. Click "Organisations" in the top menu.

Click the pencil icon next to the partner you want to edit, as shown on the screenshot.

Beneficiary PIC	Organisation ID	Erasmus Code	Legal Name	Department	Public Body	Non-profit	Country	City	
<input type="radio"/> ✓	989697985	000030-ORG-00001	CY LEFKOSI01 ANOIKTO PANEPISTIMIO KYPROU (OPEN UNIVERSITY OF CYPRUS)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Cyprus	LEFKOSIA	
<input type="radio"/>	999836813	000030-ORG-00013	A KLAGENF01 UNIVERSITAET KLAGENFURT		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Austria	KLAGENFURT	
<input type="radio"/>		000030-ORG-00017	Hak 1 International Klagenfurt		<input checked="" type="checkbox"/>		Austria	Klagenfurt	
<input type="radio"/>	999991334	000030-ORG-00010	B LEUVEN01 KATHOLIEKE UNIVERSITEIT LEUVEN		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Belgium	LEUVEN	

An organisation details will be displayed. Click "Edit" on top of the screen to edit the organisation.

Organisation Details ×

PIC *

Erasmus Code

Organisation ID * **Number of employees below 250?**

Legal Name **Business Name**

Full legal name (National Language) **National ID (if applicable)**

Acronym **Department**

Type of Organisation

VAT

Beneficiary **Public Body** **Non-profit**


Change the details and click the "Save" button.


Only a few fields of the organisation profile are effectively editable. Most of them are taken from the data entered by the organisation in Participant Portal when obtaining the PIC number. If there is a need to change any of these, it has to be done in the Participant

Portal first and once done there you can force the update of the information in Mobility Tool+ by clicking in "Check PIC" button.

Depending of the type of the organisation and/or the Action Type, the field "Erasmus Code" will appear in the organisation form. This field is linked to the ECHE (Erasmus Charter for Higher Education) and can be used to search an organisation in the ECHE database among those Higher Education institutions who have received a Charter for Erasmus+ Programme.

Erasmus Code

SF OULU01 

SF OULU01 

found 1 (total 4812)

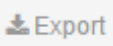
Country	Business Name	PIC	Erasmus Code	City	Legal Name	Full legal name (National Language)
Finland	UNIVERSITY OF OULU	999844670	SF OULU01	OULU	OULUN YLIOPISTO	

10 25 50 100

The **beneficiary organisation** details **should not be changed** by the beneficiary organisation, only by the National Agency. If for any reason the Beneficiary Organisation details need to be changed, please contact your National Agency. Once the data is changed by the National Agency, please reflect these changes in the project in Mobility Tool.

4.4. How to export list of organisations?





The list of organisations can be exported to a CSV file. The exported list will contain exactly the same fields shown on the Organisations page.


Login to Mobility Tool+, open your project and click "Organisations" button in the top menu. Click the Excel  icon in the partner list menu. Save the exported file on your local computer.

4.5. How to remove organisation?

Login to Mobility Tool+ and open your project details. Click "Organisations" in the top menu.

Mark the selection box next to the partner you want to remove. Please note that it is not possible to remove your own beneficiary organisation from the list. Sending and receiving organisations that are already part of entered mobilities in the project cannot be deleted either.

selection		Export								
<input type="checkbox"/>	Beneficiary PIC	Organisation ID	Erasmus Code	Legal Name	Department	Public Body	Non-profit	Country	City	
<input checked="" type="checkbox"/>	989697985	000030-ORG-00001	CY LEFKOSI01	ANOIKTO PANEPISTIMIO KYPROU (OPEN UNIVERSITY OF CYPRUS)		✓	✓	Cyprus	LEFKOSIA	
<input type="checkbox"/>	999836813	000030-ORG-00013	A KLAGENF01	UNIVERSITAET KLAGENFURT		✓	✓	Austria	KLAGENFURT	
<input type="checkbox"/>		000030-ORG-00017		Hak 1 International Klagenfurt		✓		Austria	Klagenfurt	
<input type="checkbox"/>	999991334	000030-ORG-00010	B LEUVEN01	KATHOLIEKE UNIVERSITEIT LEUVEN		✓	✓	Belgium	LEUVEN	

Click the "Delete" icon . The selected organisation will be deleted.

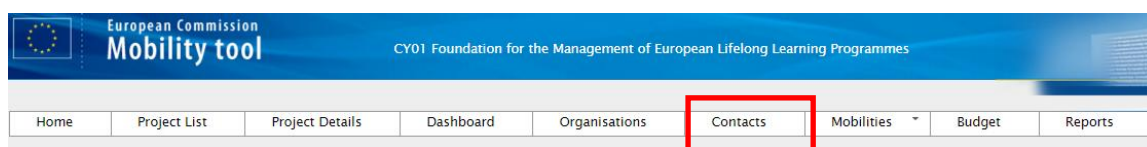
5. CONTACTS

5.1. Who are organisation contact persons?

The organisations taking part in the project may have one or more contact persons for the project. By default only the contact person of the beneficiary organisation and legal representative are granted access to Mobility Tool+. However, these users can grant access to the project information in Mobility Tool+ to additional contact persons of her/his own organisation only, being aware that they will be able to edit and change the information of the project.

5.2. How to display contact persons?

Login to Mobility Tool+ and open your project details. Click "Contacts" from the top menu.



A table with contacts of all organisations will be displayed.

PIC	Legal Name	Contact		Department	Position	Email	Telephone 1	Legal		Access		
		First Name	Last Name					Beneficiary	Representative	Preferred	Contact	Project
<input type="radio"/>	98969798	KYPROU	Costas	Ch	Governing Board	Chairman of the Governing Board / Rector	christou@uc.ac.cy	+35722	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="radio"/>	98969798	KYPROU	Ioanna	arri	International Relations, Development and Communications Service	Coordinator	erasmus@uc.ac.cy	+35722	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="radio"/>	98969798	KYPROU	Ioanna	arri	International Relations, Development and Communications Service	Coordinator	arri@uc.ac.cy	+35722	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

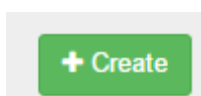
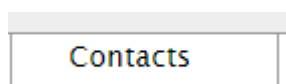
The table shows contact persons' last names, first names, department, position, telephone number, email, PIC of the organisation, legal name of the organisation, flag whether the organisation is a beneficiary or not, flag if the contact is organisation's legal representative, flag if the contact is organisation's preferred contact and flag if the contact has access to the project.

The list can be sorted and filtered. The description of the sorting and filtering options is described in chapter 4.1.

5.3. How to add organisation contact person?

The contact persons can be added on page "Contact" in Mobility Tool+ page.

Login to Mobility Tool+ and open your project details. Click "Contacts" from the top menu. Then select "Create" button



A new contact person form will be displayed. All fields marked with red asterisk must be filled in.

There must be a minimum one preferred contact person within each organisation. First contact person is automatically elected as a preferred one. In case of the beneficiary organisation, the preferred contact or contacts will receive notifications from the Mobility Tool+ for project updates, for example.

In case of address details, selecting "Same as Organisation" will prefill the fields with data from organisation details. The address details can be modified after being prefilled with organisation address details.

Contact Details



Organisation *

ANY UNIVERSITY [Beneficiary]

Title *

value required

Contact Gender *

Female

Contact First Name *

value required

Contact Last Name *

value required

Department

Position *

value required

Email *

value required

Legal Representative

Preferred Contact

Access to Project

Select this option to invite the user to use the website Mobility Tool. An invitation will be sent by Email to the address provided above.

Same as Organisation

Legal Address *

value required

Country *

value required

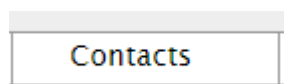
Region

D.O.B

When the organisation chosen from "Organisation" drop-down list is the **beneficiary organisation** (marked with [(Beneficiary)] in the drop-down list), an additional option is displayed on the bottom of the screen – "Access to Project". This option allows beneficiary contacts to access the Mobility Tool+ project page and manage the project details. The beneficiary contact persons must have ECAS account – as detailed in chapter "How do I login to Mobility Tool+?" of this guide.

5.4. How to edit contact person details?

Login to Mobility Tool+ and open your project details. Click "Contacts" from the top menu. Select "List Contacts" from the contextual menu.



Click the pencil icon next to the details of the person you wish to edit.

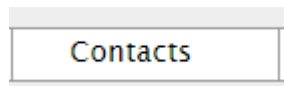
	PIC	Legal Name	Contact First Name	Contact Last Name	Department	Position	Email	Telephone 1	Legal Beneficiary	Legal Representative	Preferred Contact	Access to Project
<input type="radio"/>	98969798	KYPROU	Costas	Ch	Governing Board	Chairman of the Governing Board / Rector	christou@ uc.ac.cy	+35722	✓	✓		
<input type="radio"/>	98969798	KYPROU	Ioanna	arri	International Relations, Development and Communications Service	Coordinator	erasmus@ uc.ac.cy	+35722	✓		✓	
<input type="radio"/>	98969798	KYPROU	Ioanna	arri	International Relations, Development and Communications Service	Coordinator	arri@ uc.ac.cy	+35722	✓		✓	

Page with the contact details will be displayed. Click "Edit".

Edit form page will be displayed. Change the data and click "Save" button on the bottom of the page to save the details.

5.5. How to remove organisation contact person?

Login to Mobility Tool+ and open your project details. Click "Contacts" from the top menu. Select "List Contacts" from the contextual menu.



Tick a box next to a contact person you wish to remove. Click the "Delete" icon . The contact person will be removed.

	PIC	Legal Name	Contact First Name	Contact Last Name	Department	Position	Email	Telephone 1	Legal Beneficiary	Legal Representative	Preferred Contact	Access to Project
<input type="radio"/>	98969798	KYPROU	Costas	Ch	Governing Board	Chairman of the Governing Board / Rector	christou@ uc.ac.cy	+35722	✓	✓		
<input type="radio"/>	98969798	KYPROU	Ioanna	arri	International Relations, Development and Communications Service	Coordinator	erasmus@ uc.ac.cy	+35722	✓		✓	
<input type="radio"/>	98969798	KYPROU	Ioanna	arri	International Relations, Development and Communications Service	Coordinator	arri@ uc.ac.cy	+35722	✓		✓	

Please note you cannot remove yourself.

5.6. How to enable or disable access to Mobility Tool+ website for other users?

Please note that only the contact person(s) from the beneficiary organisations can have access to projects in Mobility Tool+.

In order to enable or disable access to the page, please login to Mobility Tool+ and open your project details. Click "Contacts" from the top menu. Click the pencil icon next to the details of the person you wish to grant or to revoke access for. The location of the icon is indicated on the following screenshot.

	PIC	Legal Name	Contact First Name	Contact Last Name	Department	Position	Email	Telephone 1	Legal Beneficiary Representative	Access Preferred to Contact Project			
<input type="radio"/>	98969798	KYPROU	Costas	Ch	Governing Board	Chairman of the Governing Board / Rector	christou@uc.ac.cy	+35722	✓	✓			
<input type="radio"/>	98969798	KYPROU	Ioanna	arri	International Relations, Development and Communications Service	Coordinator	erasmus@uc.ac.cy	+35722	✓		✓	✓	
<input type="radio"/>	98969798	KYPROU	Ioanna	arri	International Relations, Development and Communications Service	Coordinator	arri@uc.ac.cy	+35722	✓		✓		

Page with the contact details will be displayed.

Edit form page will be displayed. Check the bottom of the screen for "Access to Project" option.

Contact Details

Organisation *

ANY UNIVERSITY [Beneficiary]

Title *

value required

Contact Gender *

Female

Contact First Name *

value required

Contact Last Name *

value required

Department

Position *

value required

Email *

value required

Legal Representative

Preferred Contact

Access to Project

Select this option to invite the user to use the website Mobility Tool. An invitation will be sent by Email to the address provided above.

Same as Organisation

Legal Address *

value required

Country *

value required

Region

P.O. Box

By ticking the box for "Access to Project" you give the contact person access to the project in Mobility Tool+. Similarly, by de-selecting this option you revoke the contact person access to the tool.

In order to access the Mobility Tool+ page, the beneficiary contact persons must have ECAS account – as detailed in chapter "How do I login to Mobility Tool+?" of this guide.

An automated message will be sent to the contact person email address. There, a short instruction is provided on how to access the tool. Also, links to ECAS registration page are provided.

An example of the message can be found below. The values between < and > are automatically filled in by the Mobility Tool+.

Please note this message may be sent in English and any other language supported by the Mobility Tool+. In case translations are available, the email will contain all translations, starting with English version.

From: replies-will-be-discarded@ec.europa.eu

Subject: Mobility Tool - Access granted

Dear <first name of the contact person>,

You have been granted access to the Mobility Tool by <first name and last name of the person granting access>

You have access to the following project:

EC Project Number: <European Commission grant agreement number>

National Project Number: <national grant agreement number>

Project Title: <project title>

Mobility Tool is the system for the management of mobility projects that received an EU grant under the Lifelong Learning and Erasmus+ programmes. The Tool is developed by the European Commission for you, as beneficiaries of these projects.

In the Mobility Tool you will be able to provide all the information on your projects, identify participants and mobilities, complete and update budget information, generate and follow-up participant reports and generate and submit your own report(s) to your National Agency.

To access the project, please follow the steps below.

- Go to Mobility Tool website at

<https://webgate.ec.europa.eu/eac/mobility>

- If you haven't register yet, please click "Not registered yet" and set up your account. During the registration process please use the email address that this message was sent to.

- If you already have an ECAS account associated with this email address, please use it to log in

Please contact your National Agency if you need further information or support.

<name of the National Agency>

<support email of the National Agency>

This is a system generated message. Please do not reply.

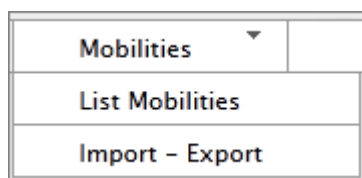
6. MOBILITIES

Mobility can be defined as a set of elementary data identifying a participant of Erasmus+ project, his or her details, source and destination countries, durations and corresponding financial information and other additional information.

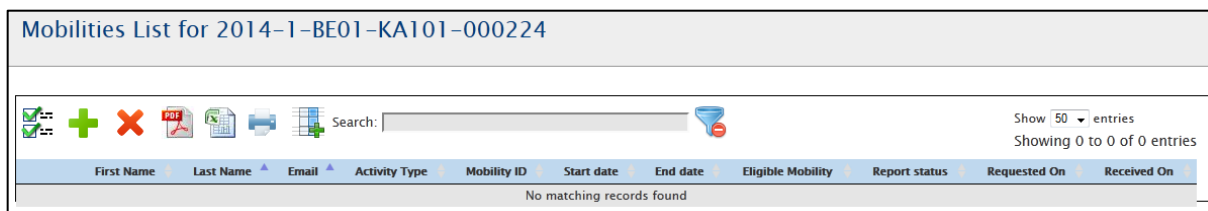
"Mobilities" is the most important part of the tool. There you will be able to record all mobilities being funded by your project in a single place. You will be able to do it on the Mobility Tool+ web interface, entering one mobility after another, or via import. More details will be explained in the following chapters.

6.1. How to display list of mobilities?

Login to Mobility Tool+ and open your project details. Click "Mobilities" from the top menu.












If you only opened the Mobility Tool+ and your project for the first time, most likely you will see an empty page informing you that there are "no matching records found".



If there are mobilities in the project, you will see their details, such as first and last name of the participants, their email addresses, activity types of the mobilities, mobility IDs, start and end dates, flag for eligible mobility, status of the participant report, when the participant report was requested and when it was received. These columns are displayed by default.

The mobilities list page offers additional functionality. You can find the actions oriented with the mobilities list in the list top menu on the website. Below is an explanation of each button and associated action.

Icon/button	Description
	"Select all" – selects all or deselects all element in the list
	"Add New" – adds new element to the list
	"Delete" – removes selected element from the list
	"Export Excel/CSV" – exports list to a CSV/Excel file. Please note that only elements that are visible in the list will be exported to CSV file. That means if the list is filtered, only the result of the filtering will be seen in CSV file.
	"Print" – print the list. Please note that only elements that are visible in the list will be printed. That means if the list is filtered, only the result of the filtering will be seen on the printout.
	"Add/Remove Columns" – adds/removes displayed columns of the list. These changes will not be saved when browsing to another section of the tool.
Search: <input data-bbox="304 1263 568 1308" type="text"/>	General search field – can be used for searching for any value from the list. The list will dynamically adjust to results of the search.
	"Reset Filters" – clears the search results (similar to deleting the content of the previously described search field).
	"Export to pdf" – exports the list to pdf format

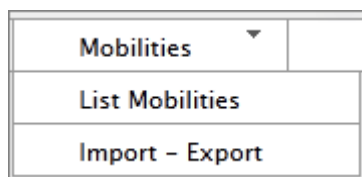
You can modify what columns should be displayed by using the  "Add/Remove Columns" button. More details on how to use the options in the table can be found in chapter 4.1 – "How to display list of organisations?".


An example of list of mobilities with 2 entries is shown in the screenshot below.

First Name	Last Name	Email	Activity Type	Mobility ID	Start date	End date	Eligible Mobility	Report status	Requested On	Received On
FirstName	LastName	email@email.com	SE-STA	00220-MOB-00001	01/11/2014	09/11/2014		NONE		
FirstName1	LastName1	email1@email.com	SE-TAA	00220-MOB-00002	01/11/2014	09/11/2014		NONE		

6.2. How to add new mobility?

Login to Mobility Tool+ and open your project details. Click "Mobilities" from the top menu. Select "List Mobilities" from the contextual menu.



Click the  button to add new entry. A new page with new mobility form will appear – similar to one presented in the screenshot below.

Depending on the type of activity and on the action type of your project you may see different fields in this screen and you may observe different behaviour in the calculation and in the validation of the information. However, the main fields, marked with the red asterisk must be provided.

The mobility page can be split into 3 sections. Screenshots and description for each of these 3 sections can be found below.

1. general information about the mobility

This section contains details of the participant's mobility, the mobility action type, participant's sending and receiving countries and locations. There you will also find fields for participants email, gender, date of birth, nationality, field of education, and flag for special needs. The section includes a comment field useful for providing any extra information concerning location of the sending or receiving organisations.

Create Mobility

Grant Agreement No. 2015-1-CY01-KA103-011740

Activity Type* **Long-term Activity**

Participant ID

Participant First Name*

Participant Last Name* **Participant With Special Needs**

Participant Email*

Participant Gender*

Nationality*

Mobility ID* **Zero Grant**

Sending Organisation* **Sending Organisation Erasmus Code**

Receiving Organisation* **Receiving Organisation Erasmus Code**

Sending Country*

Receiving Country*

Sending City*

Receiving City*

Comments on different location than Sending / Receiving organisations

2. budget

This section includes some important financial information about the mobility. There you define a distance band between the two locations indicated in the first section of the screen and start and end date of the mobility. Together with sending, receiving countries and activity type the calculation of a grant for the participant will be possible.

Distance Band	BAND_09 - 0 - 9 km ▼	EU Travel Grant	<input type="text" value="0"/>
	Link to distance calculator		
Main Instruction/Work/Volunteering Language*	-- Select a Language -- ▼		
Other Used Languages	-- Select a Language -- ▼		
Other Used Languages	-- Select a Language -- ▼		
Other Used Languages	-- Select a Language -- ▼		
Force Majeure ?	Force Majeure Explanations		
	<input type="text"/>		
Dates of the activity excluding travel	Start Date* <input type="text" value="/ /"/>	Duration Calculated (days)	<input type="text"/>
	End Date* <input type="text" value="/ /"/>	Interruption Duration (days)	<input type="text" value="0"/>
		Duration of Mobility Period (days)	<input type="text" value="0"/>
		Non-Funded Duration (days)	<input type="text" value="0"/>
		Funded Duration (days)	<input type="text" value="0"/>
EU Individual Support	<input type="text" value="0"/>		
EU Special Needs Support	<input type="text" value="0"/>		
EU Special Needs Support Comments	<input type="text"/>		
EU Mobility Total Grant (calculated)	<input type="text" value="0"/>	Additional Non-EU Grant	<input type="text" value="0"/>
	<input type="button" value="Calculate"/>		

3. certification and language section

In this section, which may differ according to the action and activity type, you can specify any certifications that the participant might have received or will receive from organisations involved in the mobility. Please note that the list of organisations is taken from the "Organisations" page of the Mobility Tool+. Also in this section, the main instruction or working language of the mobility can be selected. On top of that up to 3 other languages of the mobility can be entered.

Certifying Organisation	-- Select a Certifying Organisation ▾
Certification Type	-- Select a Certification Type -- ▾
Certifying Organisation	-- Select a Certifying Organisation ▾
Certification Type	-- Select a Certification Type -- ▾
Certifying Organisation	-- Select a Certifying Organisation ▾
Certification Type	-- Select a Certification Type -- ▾
Instruction/Work Language*	-- Select a Language -- ▾
Other Used Languages	-- Select a Language -- ▾
Other Used Languages	-- Select a Language -- ▾
Other Used Languages	-- Select a Language -- ▾

You can save new mobility details using the "Save" button on the bottom of the screen.

Mandatory fields

The minimum set of fields consist of activity type, participant first name, participant last name, participant email, participant gender, participant date of birth, nationality, mobility ID, sending organisation, receiving organisation, sending country, receiving country, sending city, receiving city, start date, end date and main instruction/work language. For specific activity types, additional fields are mandatory (e.g., the total number of teaching hours for teaching periods in higher education institutions abroad).

Sending and receiving organisations

The sending and receiving organisation drop-down list are pre-filled with the list of organisations in the "Organisations" tab. If you are missing some organisations from either of these two drop-down lists, please enter them first on the "Organisations" page.

Sending and receiving cities

The sending and receiving cities are pre-filled based on the cities of the sending and receiving organisations. These fields can be changed.

Distance band

Based on the locations indicated in sending and receiving city, correct distance band should be used. European Commission has provided a sample distance calculator that should be used for measuring distance between two places. The distance calculator is available at the location provided below.

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Calculating mobility budget

For correct budget calculation, fields such as activity type, sending and destination country, mobility start and end date must be filled in and correct distance band must be selected.

With this data provided, please click "Calculate" button indicated in the screenshot below.

Distance Band	BAND_09 - 0 - 9 km ▼	EU Travel Grant	<input type="text" value="0"/>
	Link to distance calculator		
Main Instruction/Work/Volunteering Language*	-- Select a Language -- ▼		
Other Used Languages	-- Select a Language -- ▼		
Other Used Languages	-- Select a Language -- ▼		
Other Used Languages	-- Select a Language -- ▼		
Force Majeure ?	Force Majeure Explanations		
	<input type="text"/>		
Dates of the activity excluding travel	Start Date* <input type="text" value="/ /"/>	Duration Calculated (days)	<input type="text"/>
	End Date* <input type="text" value="/ /"/>	Interruption Duration (days)	<input type="text" value="0"/>
		Duration of Mobility Period (days)	<input type="text" value="0"/>
		Non-Funded Duration (days)	<input type="text" value="0"/>
		Funded Duration (days)	<input type="text" value="0"/>
EU Individual Support	<input type="text" value="0"/>		
EU Special Needs Support	<input type="text" value="0"/>		
EU Special Needs Support Comments	<input type="text"/>		
EU Mobility Total Grant (calculated)	<input type="text" value="0"/>	Additional Non-EU Grant	<input type="text" value="0"/>
	<input type="button" value="Calculate"/>		

The "Calculate" function will fill in the duration fields and all fields related to grants that have been defined on European or national level. After the calculation, almost all fields in this budget section of the mobility form become locked.

If you wish to edit the values or add additional travel days or days for courses, you may tick the "Edit" field located nearby the "Calculate" button.(it is displayed after clicking on the "Calculate" button)

EU Special Needs Support	<input type="text" value="0"/>	
EU Special Needs Support Comments	<input type="text"/>	
EU Mobility Total Grant (calculated)	<input type="text" value="7663.00"/>	Additional Non-EU Grant <input type="text" value="0.00"/>
<input type="button" value="Edit"/>	<input type="button" value="Calculate"/>	

The "Edit" option will re-enable previously locked fields for your corrections.

Errors in budget calculations

In specific cases, you may see an error message after pressing the "Calculate" button. For example, the system may inform you that:

Given the parameters you have entered it is not possible to perform a rate calculation for Individual Support. Please contact your National Agency for further information on the correct set of parameters

The request is invalid. The specified duration is 61 days but it must be at most 60 days.

In this case, the user has chosen wrong duration of the mobility for the specified activity type. Correcting the duration and pressing the "Calculate" button again fixes the issue. For specific activity types, the exact monthly grant rate or other rates have to be entered if the beneficiary has been given a range for setting itself the rate. If the rate is outside the authorised range, an error message will be displayed indicating the allowed range.

6.3. How to change mobility details?

Login to Mobility Tool+ and open your project details. Click "Mobilities" from the top menu. Select "List Mobilities" from the contextual menu.

Click on the pencil icon next to the mobility you need to edit.

Mobilities List for 2014-1-BE01-KA101-000224						
First Name	Last Name	Email	Activity Type	Mobility ID	Start date	End date
<input type="checkbox"/>	TEST	TEST	TEST@TEST.COM	SE-TAA	00224-MOB-00001	01/11/2014 09/11/2014

A page with the details of the mobility will open. There you will see the details in read-only mode. To edit, click the pencil icon again.

Grant Agreement No. 2014-1-BE01-KA101-000224	
[Create]	[Edit]
Participants Report Mobility Tool has not yet requested the Participant Report	
Mobility Activity Type: SE-TAA - Training/teaching assignments abroad Long-term Activity? <input type="checkbox"/> No	

A mobility edit form will open. This is the form that is used to create a new mobility and already described in the previous chapter. Edit the data and click "Save" on the bottom of the form to save your changes.

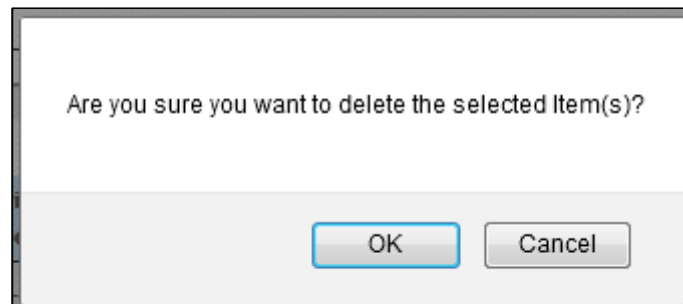
6.4. How to delete mobility or mobilities?

Login to Mobility Tool+ and open your project details. Click "Mobilities" from the top menu. Select "List Mobilities" from the contextual menu.

To delete, you can select one or many mobilities by ticking the box in the first column and choose the red button.

	First Name	Last Name	Email	Activity Type	Mobility ID	Start date	End date
<input type="checkbox"/>	TEST	TEST	TEST@TEST.COM	SE-TAA	00224-MOB-00001	01/11/2014	09/11/2014
<input type="checkbox"/>	TEST2	TEST2	TEST2@EMAIL.COM	SE-STA	00224-MOB-00002	01/11/2014	09/11/2014

A confirmation of the desired action will be displayed.



By choosing OK, the selected mobilities will be deleted.

Please note that deleting mobilities also deletes any participant reports that the participants might have already submitted.

If the participant has already taken an online linguistic assessment test, the mobility should not be deleted.

6.5. Online Linguistic Support

In specific actions, such as

- Higher Education (KA103) for student action types (SMS and SMP) or
- long-term activities in Youth projects (KA105) for European Voluntary Service – Programme and Partner Countries

when the main instruction or working language of the mobility is German (DE), English (EN), Spanish (ES), French (FR), Italian (IT) or Dutch (NL), additional two options become available:

- Online Linguistic Assessment
- Online Language Course

These two are used to indicate participants that should take the language assessment and may also take the language course using the online tool. More information on how to use Online Linguistic Support can be found at the location below:

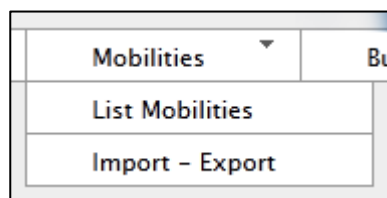
http://ec.europa.eu/programmes/erasmus-plus/tools/online-linguistic-support_en.htm

6.6. Import and export of mobility data

In this chapter you will find details regarding import and export of the mobility data. The mobility data contains the details of all mobilities, the participants, the sending and receiving partner organisations and the corresponding grants. Organisational support grants related to the project are not included in the import/export of the data and should be managed in the way presented in the chapter describing the budget details in this manual.

The main purpose of data import is to enable beneficiaries of big projects to enter large amount of data into the Mobility Tool+ in a more efficient manner than manually through the interface.

The data import/export feature is available from the "Mobilities" menu, as presented on the screenshot.



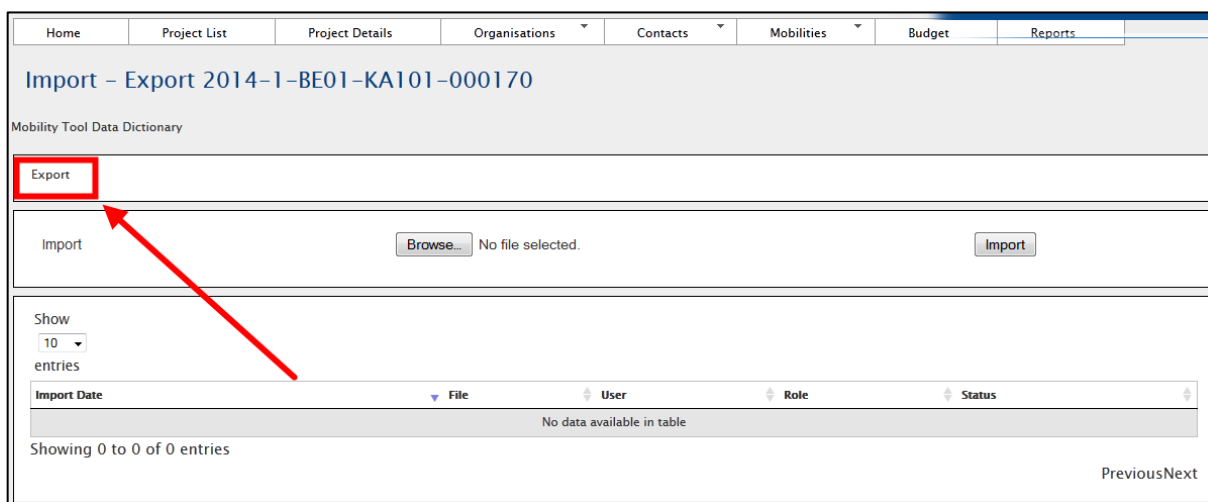
Next paragraphs will cover the data export and import in detail.

A document containing "Mobility Tool+ Data Dictionary" can be downloaded from the "Import – Export" page. This document contains all codes that need to be used in the import/export process. Please make yourself familiar the "Mobility Tool+ Data Dictionary" before importing data into the tool.

6.6.1. Data export

The export function can be found under the "Mobilities" menu by clicking the "Import – Export" option. The data export part of the "Import – Export" page is highlighted on the screenshot below.

Please notice that depending on the action type of the projects, names of the links may be different.



Please note that organisation contact details are not exported in the export data. Only the basic organisational information is used in the import/export process.

When exported, data from Mobility Tool+ projects is saved in CSV (Comma-Separated Values) file format. Semicolon (;) is used as a default field separator. The file is exported in UTF-8 character encoding standard. The exported file may be used for data import under the condition that all mandatory fields are provided. More information on this topic can be found in the chapter describing the import process.

If there are partners in the mobility projects that do not have any mobilities associated, these partner details will not be used in the import/export process.

Please notice that exporting data from Mobility Tool+ may take some time and it may result in a large file.

If the export data is displayed incorrectly after opening the file in Microsoft Excel, please refer to the troubleshooting section of this document for more information.

7. PARTICIPANT REPORTS

Participant reports provide information about the Erasmus+ projects participants' experience. Each participant receives an invite to fill in the participant report at the end of their mobility period. The message sent to the email address indicated in the details of the participant's mobility includes a link to a website. The link starts with the following web address:

<http://ec.europa.eu/eusurvey/>

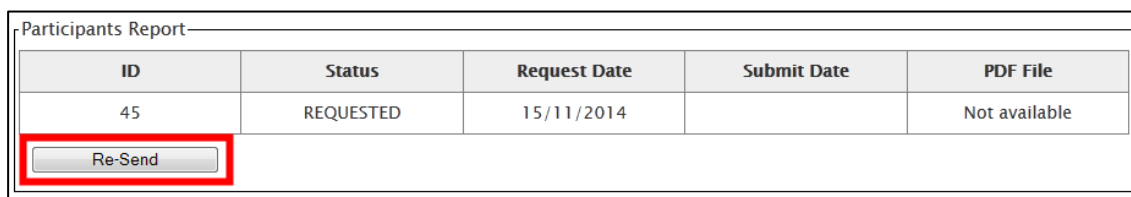
The participant report has a form of a web-based questionnaire with different types of questions – single choice, multiple choices, and matrix-type of questions.

The reporting is handled by EUSurvey tool, developed and managed by the European Commission.

7.1. How to request participant reports?

Mobility Tool+ sends out requests for participant reporting automatically after the end of the mobility period, as indicated in the "End date" field of the mobility details.

When the report is in status "REQUESTED", the report can be re-requested. To re-send the report request, login to Mobility Tool+ and open your project details. Click "Mobilities" from the top menu. Select "List Mobilities" from the contextual menu. Edit the mobility details and click button "Re-Send" in the "Participant Report" section, as presented in the screenshot below.



ID	Status	Request Date	Submit Date	PDF File
45	REQUESTED	15/11/2014		Not available

Re-Send

When the mobility period is not over or when the participant report is already in status "SUBMITTED" re-sending participant report is not available.

7.2. How to check participant report status?

The status of the report is displayed on the page "Mobilities". There are 3 types of status in the system:

- NONE – no invite for a report has been sent yet

- REQUESTED – invitation to fill in the report has been sent out to the participant
- SUBMITTED – the participant has submitted his/her report

The statuses of mobilities are changed automatically, depending on the system and participant actions.

To see status of the participant reports in your project, login to Mobility Tool+ and open your project details. Click "Mobilities" from the top menu. Select "List Mobilities" from the contextual menu. The status of the participant reports will be displayed in the "Report status" column.

7.3. How to see results of participant report?

Login to Mobility Tool+ and open your project details. Click "Mobilities" from the top menu. Select "List Mobilities" from the contextual menu. Edit the mobility for which you'd like to see the participant report. Click "Download PDF" link in the "Participants Reports" section to download a PDF version of the participant report results.

ID	Status	Request Date	Submit Date	PDF File
9	SUBMITTED	14/10/2014	14/11/2014	Download PDF

This method can be used for checking individual participant reports. Alternatively, you can export all participant reports in CSV file. Go to the "Mobilities" page and click "Export Participant Report".

Mobilities List for 2014-1-FR01-KA102-000044

✓
+
×
PDF
📄
🖨
🔍

Search: _____

Export Participant Report

First Name
Last Name
Email
Activity Type
Mobility ID
Start date
End date
Eligible Mobility

This way, a ZIP file with all participant reports grouped by activity type will be generated. The CSV files can be opened with programs such as Microsoft Excel.

8. BUDGET

Budget section of Mobility Tool+ provides a summary of the financial details of mobilities and other financial elements of the project. This section should be regularly checked for overview of the project finances.

8.1. What are the elements of project budget on the "Budget" page?

The "Budget" displays two sources of information – project budget as granted by the National Agency and project budget as a summary of project activities. This distinction is clearly visible on the "Budget" page – the columns of budget approved and current budget are clearly marked on the page. For easier budget management, a third column – "% Current / Approved budget" provides the current level of budget consumption.

If there are changes in the project budget following an amendment of the initial agreement between the beneficiary organisation and the National Agency, those changes should be reflected in the first column.

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current / Approved budget
Total Project	454,801.98	28,290.00	6.22%
Organisational Support			
No. of Participants (excluding acc. persons): <input type="text" value="19"/>		<input type="text" value="6,650.00"/>	
	0.00	5000	0.00%
Exceptional costs - Guarantee		100	

8.2. How to check project budget?

Login to Mobility Tool+. Click "Budget" in the top menu. A budget page will be displayed.

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current / Approved budget
Total Project	1,096,261.00	934,261.00	85.22%
Organisational Support		69,800.00	
No. of Participants (excluding acc. persons) : 263	69,800.00	0	0.00%
Exceptional costs - Guarantee	0.00	0	
Activity Type			
HE-SMP-P : Student mobility for traineeships between Programme Countries	208,400.00	159,641.00	76.60%
EU Travel Grant	24,120.00	18,695.00	77.51%
EU Individual Support	184,280.00	140,946.00	76.48%
EU Special Needs Support	0.00	0.00	0.00%
HE-SMS-P : Student mobility for studies between Programme Countries	780,491.00	750,194.00	96.12%
EU Travel Grant	66,600.00	62,920.00	94.47%
EU Individual Support	713,891.00	687,274.00	96.27%
EU Special Needs Support	0.00	0.00	0.00%
HE-STA-P : Staff mobility for teaching between Programme Countries	12,320.00	8,571.00	69.57%
EU Travel Grant	5,040.00	4,045.00	80.26%
EU Individual Support	7,280.00	4,526.00	62.17%

Depending on action type of your projects you may see different fields.

Fields which are marked in grey contain summary details taken from all mobilities in the project. Fields which are not greyed out are available for editing. An example of such field may be "Organisational Support", for example.

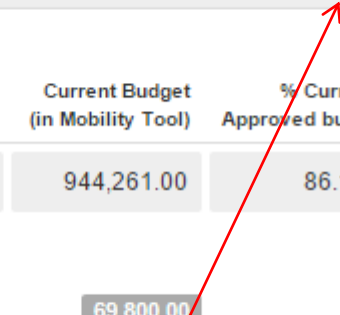
8.3. How to change project budget?

Login to Mobility Tool+. Click "Budget" in the top menu. A budget page will be displayed.

Edit fields which are editable – they are normally not greyed out on the page. Once you make a change, a button that was previously called "Nothing to change" on the top of the page changes into "Save".

Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current / Approved budget
1,096,261.00	944,261.00	86.13%
69,800.00	<input type="text" value="10000"/>	14.33%
0.00	<input type="text" value="0"/>	

Save



Click the "Save" button to preserve your changes.

9. REPORTS

The last section of the Mobility Tool+ provides you a reporting functionality as beneficiary. This section can be used to submit interim and final beneficiary reports to your National Agency.

Please note that the participant reports are covered in section "Mobilities" of this guide.

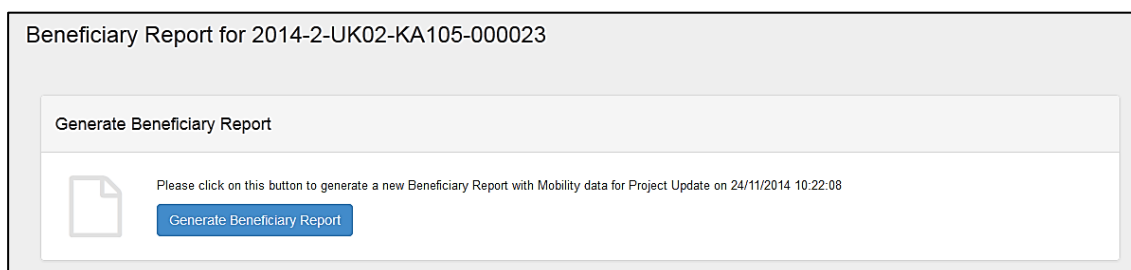
The final report will contain a summary of all the activities of your project, the project budget and some additional information. Most of the content of the report will be prefilled with the data you have entered in Mobility Tool+. Additionally, you will be asked series of questions concerning the implementation of your project.

Depending on the action type of your project, the form of the final report can be a PDF form or a website form.

9.1. How can I submit my final report to National Agency?

Login to Mobility Tool+. Click "Reports" in the top menu.

In case your project was realised in the area of Youth (action code KA105), you will see a page similar to the one below.



To generate your report, click "Generate Beneficiary Report". If you project have some issues, a message may be displayed to inform you about detected problems.

You will be asked to choose a language of the report.

Total Number of Mobilities 1 **Total Number of Submitted Participant Report** 0

Current Budget (in Mobility Tool) 1135 is greater than Approved Budget (by National Agency) 0

Please choose Beneficiary Report Language


UK01 - English (EN)

Do you want to continue with the report generation?

No Yes

Click "Yes" to continue.

The processing of your request will go through 3 stages of generating the file and submitting the report. Please wait until a report PDF file is generated.

 Please download the Beneficiary Report. by clicking the link below

[Download Beneficiary Report](#)

Final Report for project updated on 24/11/2014 15:38:36 Generated

Request ID 46 (language UK01 - EN)

a few seconds ago	Generated (by system MT System User)
2 minutes ago	Received by Eform (by system MT System User)
4 minutes ago	Process Started (by)


Click "Download Beneficiary Report" to download the final report PDF file. The PDF file will have relevant sections pre-filled with project and mobility data. The report must be completed and submitted using the "Submit" button in the PDF file.

During this time a warning message "Beneficiary Report in progress - please do not update data unless agreed with your National Agency" will be displayed on all pages of your project.

9.2. What happens after I submit my final report?

After submission of the final report your access to your project in Mobility Tool+ will be restricted. You will be able to read data, but not to change it. You will be able to download participant reports, for example.

A warning similar to the one below will be displayed on all pages of your project.



Beneficiary Report Submitted – Project locked

9.3. How can I edit my project after final report submission?

National Agency may restore your access to the project if the final report is found to be unsatisfactory or your project requires further changes. In either way you will receive a notification from the National Agency.

10. SUPPORT AND TROUBLESHOOTING

10.1. National Agency Helpdesk contact

All questions or issues with Mobility Tool+ should be reported to your National Agency helpdesk. The contact details are published on the Mobility Tool+ "Home" page of your project.

10.2. Troubleshooting of the most common issues

10.2.1. National characters are replaced with question marks during the import process

Some national characters may not be correctly displayed after a CSV file is saved in Microsoft Excel and imported into the tool. The problem lays in the way all versions of Microsoft Excel on Microsoft Windows and Apple OS X encode the national characters in UTF-8 format. In particular, the national characters encoding is not preserved when a CSV file is saved. The problem has been officially confirmed by Microsoft support. It's important to highlight this is not a problem of data, process or algorithms used by Mobility Tool+.

The problem is affecting 13 of the 27 different alphabets used by National Agencies and participant of the Erasmus+ programme. The affected alphabets are Greek, Bulgarian, Croatian, Czech, Hungarian, Latvian, Lithuanian, Maltese, Polish, Romanian, Slovak, Slovene, and Turkish. For some of these alphabets none of the national characters are saved properly, for some others only partially.

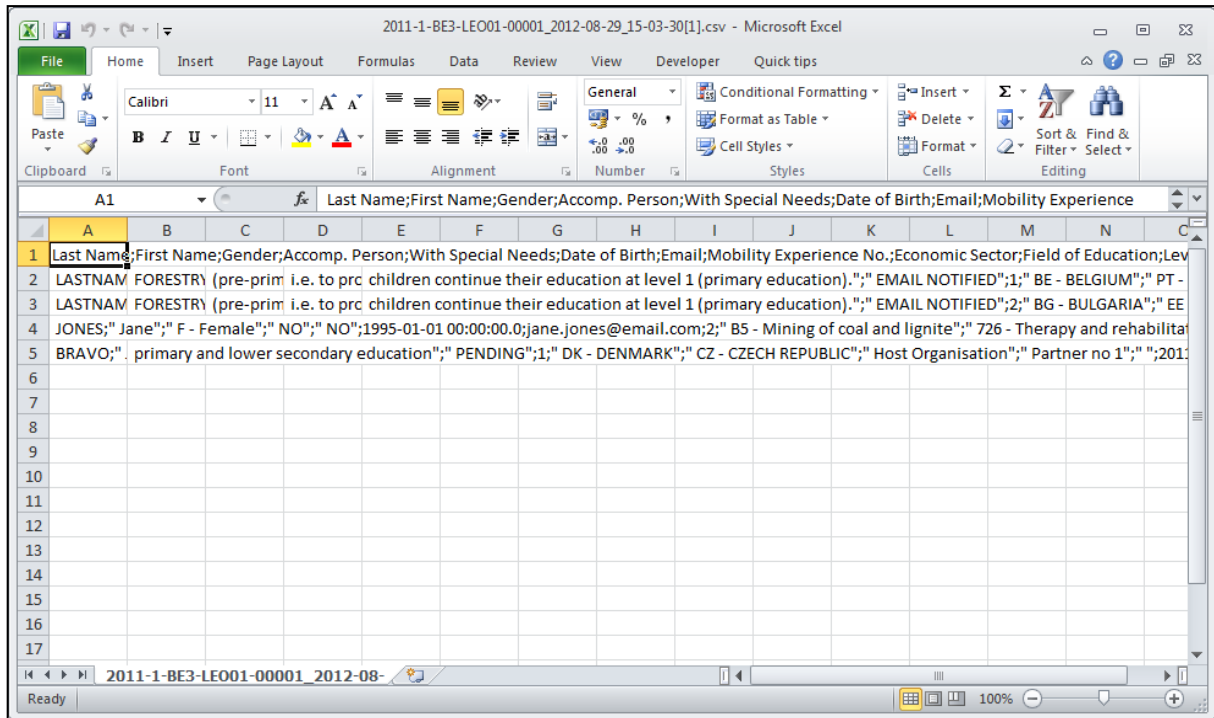
Many solutions have been tested to prevent this issue from happening. 3 office suits have been confirmed not exhibiting this problem. Two of the suits are open source and freely available on the Internet, the 3rd is a proprietary software package:

- Microsoft Windows: LibreOffice (Calc), Apache OpenOffice (Calc)
- Linux: LibreOffice (Calc), Apache OpenOffice (Calc)
- Apple OS X: LibreOffice (Calc), Apache OpenOffice (Calc) and iWorks (Numbers)

The list is not exhaustive and if you already have a solution in place that works for you, you may ignore this message. There are also other solutions in place, such as Notepad++ or custom-made applications that may work with the national characters correctly but may not be as straightforward in use as the spreadsheet editors.

10.2.2. CSV files exported by Mobility Tool+ are not opened correctly by Microsoft Excel

Mobility Tool+ offers two options for data export – Excel and CSV. It may happen that when you choose to download and open CSV, Excel might not recognize the field separator and will display a whole length of each line in just one cell, as shown on the screenshot below.



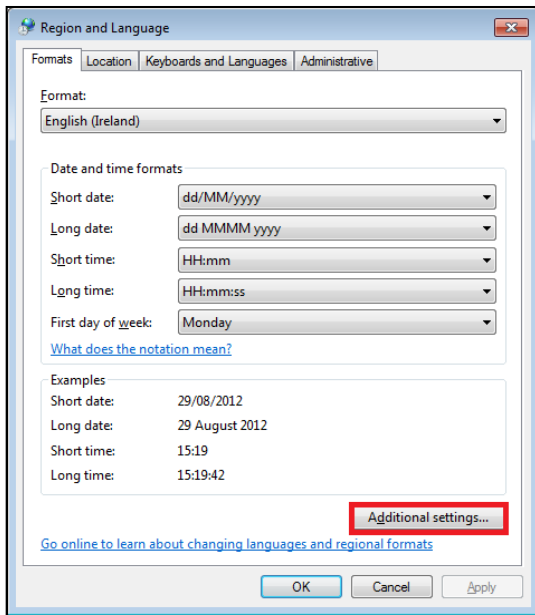
This may happen due to regional settings of your computer.

There are two solutions of this problem. The first describes a change of system settings of your operating system. The other uses the text import functionality within Microsoft Excel.

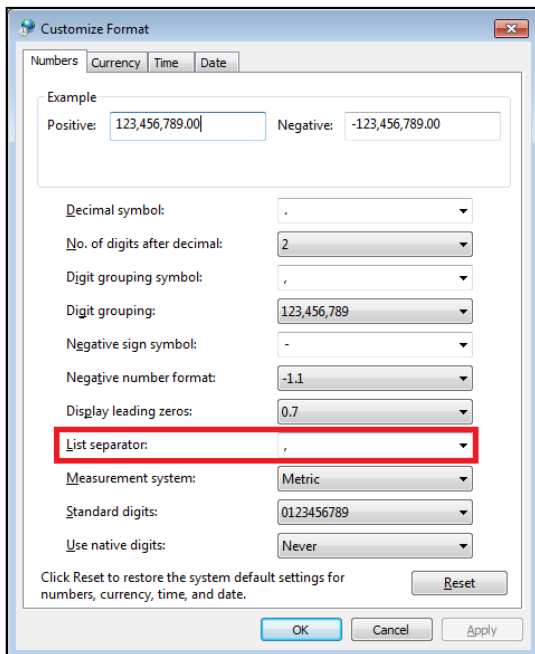
Regional settings

The solution presented below applies to Microsoft Windows 7, however previous versions of the Windows operating system may have similar steps. Please be aware that such change may affect all applications installed on your computer.

In order to fix the problem, please go to Control Panel, then Region and Language and click "Additional Settings" button on the bottom of the window.



There you'll find "List separator" option, which most likely will be set to comma (,).



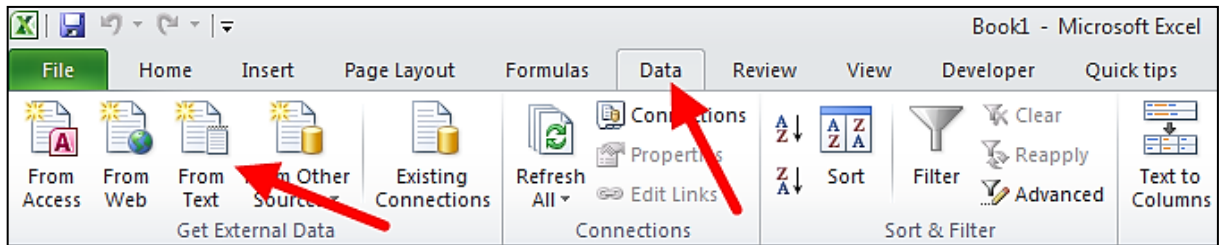
Please change this option to semi-colon (;), save the settings, close Excel and open the data again. The issue should be resolved.

Use of Excel data import functionality

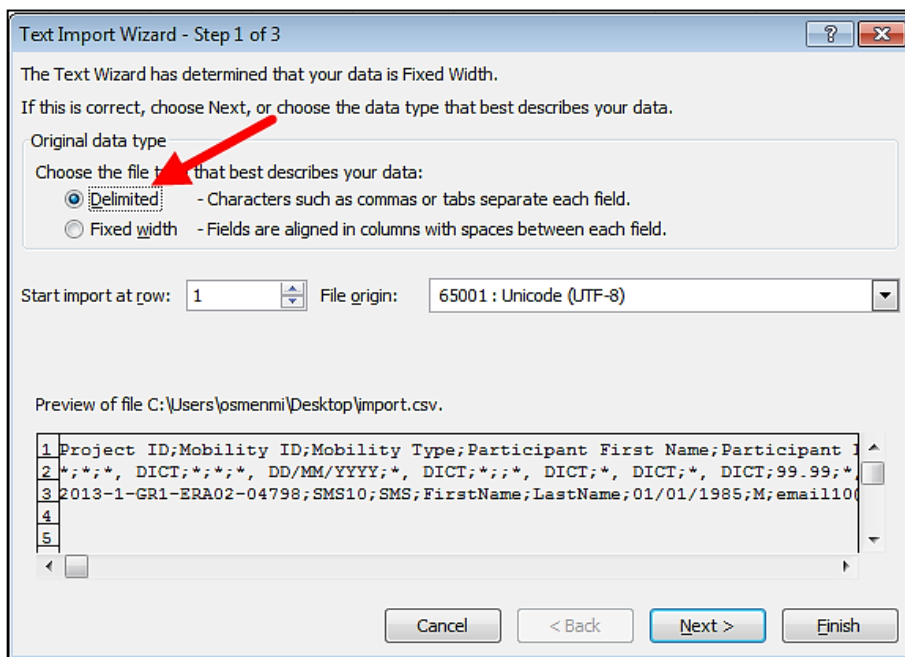
The CSV data can be imported into Microsoft Excel without changing the regional settings. For this purpose text import function can be used in the application. Please note that the steps presented below may differ between different versions of Microsoft Excel

and Office suits running on different operating systems (Microsoft Windows or Apple OS X).

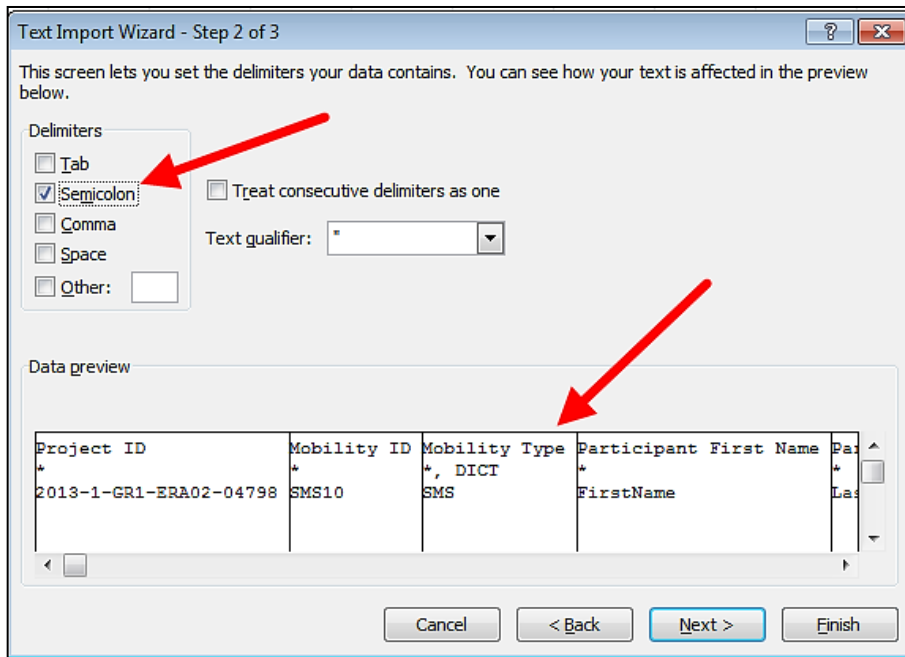
- (1) Open Microsoft Excel with a blank spreadsheet.
- (2) Go to Data tab and click "From Text". Window "Import Text File" will appear.



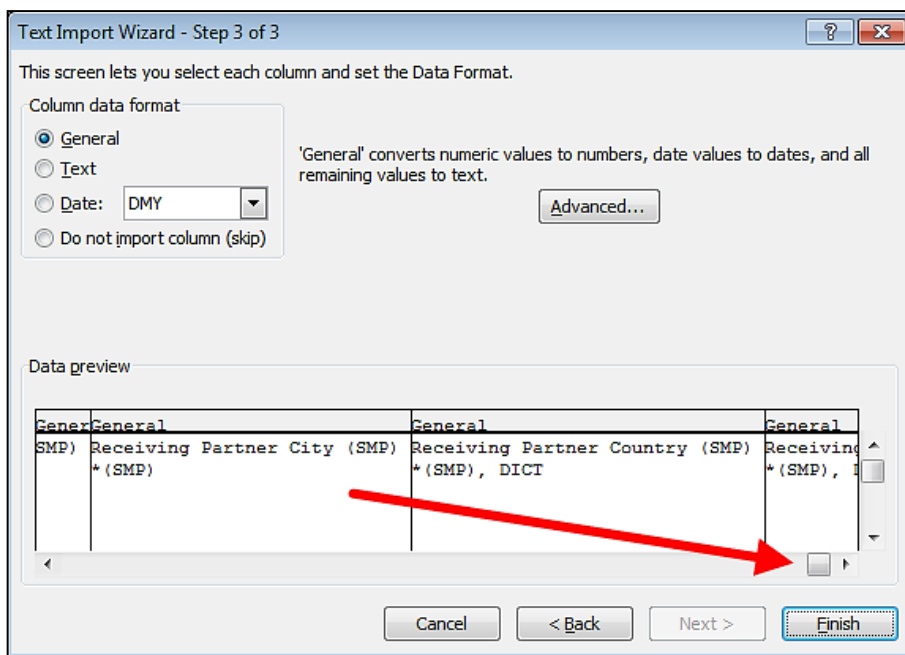
- (3) Select the CSV file you wish to edit in Excel. The import process will continue with "Text Import Wizard".
- (4) Select "Delimited", as presented on the screenshot. Leave all other options as they are (start import at row 1, file origin: "65001: Unicode (UTF-8)"). Click "Next" button.



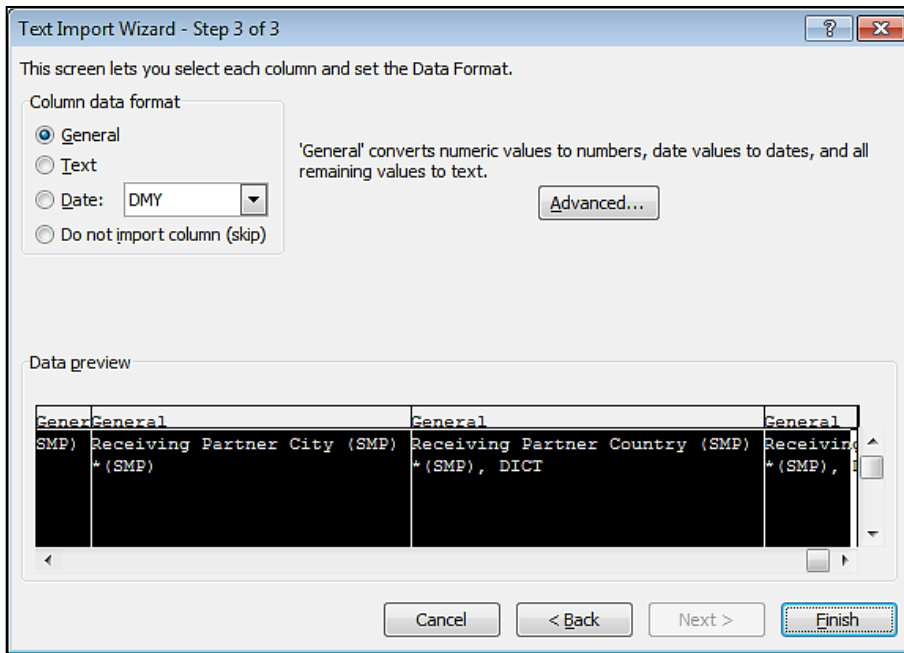
- (5) Un-tick the default "Tab" and tick "Semicolon". You will notice that data preview will change accordingly. Click "Next" button.



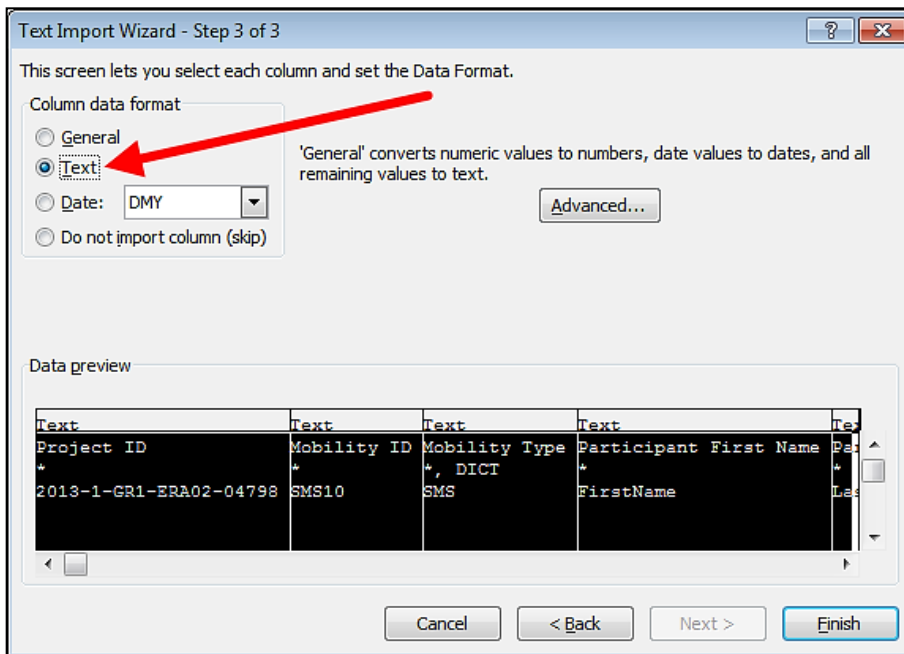
- (6) In the next window, move the horizontal scrolling to the end of the right side of the data preview.



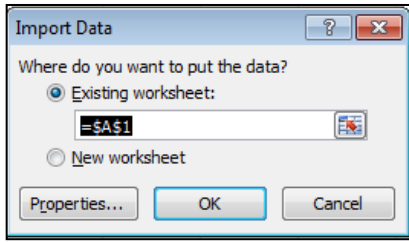
- (7) While holding Shift key on your keyboard, click on the last column of the data preview. You will notice the data preview table will turn black.



- (8) Select "Text" option in the column data format pane, as presented on the screenshot below. You will notice the headings of the columns in data preview will change from "General" to "Text".



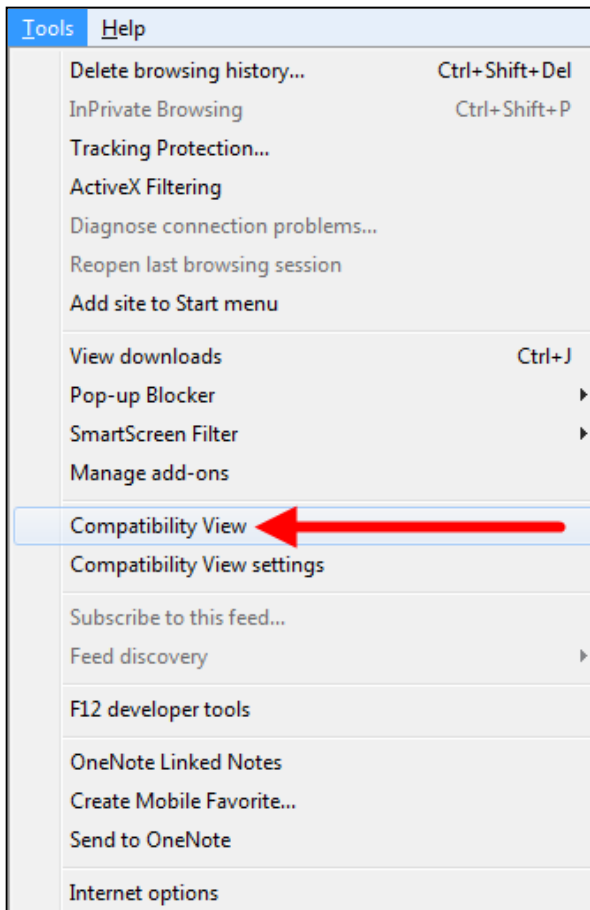
- (9) Click "Finish". The wizard will ask you where the imported data should be placed. Click button "OK".



Your data from the CSV file exported from Mobility Tool+ will be presented in columns.

10.2.3. Mobility Tool+ website is not displayed correctly in Microsoft Internet Explorer

It has been reported that the Compatibility View function of Microsoft Internet Explorer may cause some display issues on the Mobility Tool+ website. If you experience any issues displaying the websites on Microsoft Internet Explorer, please turn off the Compatibility View by going to Tools, and then click on Compatibility View to deselect it.



More information on compatibility view can be found at the page below.

<http://windows.microsoft.com/is-is/internet-explorer/products/ie-9/features/compatibility-view>

All other problems should be reported to the helpdesk of your National Agency.

End of the document