

# MT+ List functionality

- [Search](#)
- [Selection](#)
- [Export](#)
- [Bulk operations](#)
- [View](#)
- [Edit](#)
- [Delete](#)
- [Back to list](#)
- [Add/Remove columns](#)

This page explains the common **list functionalities** available in Mobility Tool+, for example in the Organisations or Contacts tabs. Icons used to sort or export lists remain the same for each screen as well as the icons to edit, delete and view the various list items.

---

Search

In order to find information quickly in the various project tabs, type, for example; the surname of a contact in the **Search** field under the contacts tab in Mobility Tool+ and click the magnifying glass. The result(s) will appear in the list.

List Contacts

+ Create

Organisation

All

Search in 9 records

selection

export

bulk operations

	Organisation OID	Organisation Legal Name	Contact First Name	Contact Last Name	Email	Beneficiary	Preferred Contact	OLS	
<input type="radio"/>	E10001818	EAC TRAIN Organisation 3	Thomas	NAME	wgXGCsYakk@ArSxU.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<div><div></div><div></div><div></div></div>
<input type="radio"/>	E10001818	EAC TRAIN Organisation 3	Jan	SURNAME	mail@mail.pl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div><div></div><div></div><div></div></div>
<input type="radio"/>	E10001818	EAC TRAIN Organisation 3	Jan	SURNAME	EAC-TRAINING-14@ec.europa.eu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div><div></div><div></div><div></div></div>
<input type="radio"/>	E10001813	EAC TRAIN Organisation 2	Tania	Family Name	VONHbTovni@lthvth.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<div><div></div><div></div><div></div></div>

List Contacts

+ Create

Organisation

All

thomas

Found 1 (1) record(s)

selection

export

bulk operations

	Organisation OID	Organisation Legal Name	Contact First Name	Contact Last Name	Email	Beneficiary	Preferred Contact	OLS	
<input type="radio"/>	E10001818	EAC TRAIN Organisation 3	Thomas	NAME	wgXGCsYakk@ArSxU.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<div><div></div><div></div><div></div></div>

10

25

50

100

<

1

>

Selection

The **Selection** option allows you to select or deselect all available items in a list view. By clicking on the radio button, you can select: **all in this page**, **all existing records**, **none** or **inverse**.

In the example below the option **All existing records** is selected.

Mobilities

More actions + Create

All 3Complete 2Draft 1Overview 2 + 1

Search in 3 records

selection

export

bulk operations

all in this page

all existing records

none

inverse

	Complete	Participant First Name	Participant Last Name	Activity No.	Activity Type	Sending Country	Receiving Country	Start Date	End Date	Report Status	Requested On	Received On	
<div></div>	✓	Thomas	SURNAME	A1	YOUTH-EXCH-P	Poland	France	13/11/2019	02/12/2019				<div></div> <div></div> <div></div> <div></div>
<div></div>	✓	Anne	NAME	A1	YOUTH-EXCH-P	Poland	France	13/11/2019	02/12/2019				<div></div> <div></div> <div></div> <div></div>
<div></div>	✗	Mary	FAMILYNAME	A1	YOUTH-EXCH-P	Poland	France	13/11/2019	27/12/2019				<div></div> <div></div> <div></div> <div></div>

102550100

<

1

>

# Export

The **Export** button allows to export your selection as either a **PDF File**, **XLS file** or **CSV file**.

Once an export option has been selected, follow the on screen information to either save or open the file, depending on your settings and the browser used.

Mobilities

More actions + Create

All 3Complete 2Draft 1Overview 2 x 1

Search in 3 records

selection export bulk operations

all in this pageall existing recordsnoneinverse

Export 3 records: PDF FileXLS fileCSV file

	Complete	Participant First Name	Participant Last Name	Activity No.	Activity Type	Sending Country	Receiving Country	Start Date	End Date	Report Status	Requested On	Received On	
	✓	Thomas	SURNAME	A1	YOUTH-EXCH-P	Poland	France	13/11/2019	02/12/2019				<div></div>
	✓	Anne	NAME	A1	YOUTH-EXCH-P	Poland	France	13/11/2019	02/12/2019				<div></div>
	✗	Mary	FAMILYNAME	A1	YOUTH-EXCH-P	Poland	France	13/11/2019	27/12/2019				<div></div>

102550100

<1>

Bulk operations

The **bulk operations** functionality allows to apply a specific operation to multiple list items at once. Depending on the project, the list and your user access, different bulk operations are possible.

Our example shows the possibility to **Delete** all selected items from the list.

List Contacts

+ Create

Organisation

All

Search in 9 records

Q

selection 0

export

bulk operations

all in this page

all existing records

none

inverse

Bulk Operations on 9 records:

Delete

	Organisation OID	Organisation Legal Name	Contact First Name	Contact Last Name	Email	Beneficiary	Preferred Contact	OLS	
	E10001818	EAC TRAIN Organisation 3	Thomas	NAME	wgXGCsYakk@ArSxU.com	✓	✓	×	
	E10001818	EAC TRAIN Organisation 3	Jan	SURNAME	mail@mail.pl	✓	×	×	
	E10001818	EAC TRAIN Organisation 3	Jan	SURNAME	EAC-TRAINING-14@ec.europa.eu	✓	×	×	
	E10001813	EAC TRAIN Organisation 2	Tanja	Family Name	VONHbTgygi@Jthvb.com	×	✓	×	

Mobilities

More actions

+ Create

All 16

Complete 13

Draft 3

Overview 1+1

Search in 16 records

Q

selection 16

export

bulk operations

all in this page

all existing records

none

inverse

Bulk Operations on 16 records:

Delete

Re-Send Participant Report Requests

	Complete	Participant First Name	Participant Last Name	Activity No.	Activity Type	Sending Country	Receiving Country	Start Date	End Date	Report Status	Requested On	Received On
--	----------	------------------------	-----------------------	--------------	---------------	-----------------	-------------------	------------	----------	---------------	--------------	-------------

View

To view the details of a specific list item, click the **view** icon. The item opens in read-only mode, all fields are greyed out.

Project 2019-2-PL01-KA105-051680

DetailsOrganisationsContactsMobilitiesMobility Import - ExportInclusionBudgetReports

Organisations

Search in 3 records

selection

export

bulk operations

	OID	Organisation ID	Role	Legal Name	Public Body	Non-profit	Country	City	
	E10001818	051680-ORG-00001	Beneficiary	EAC TRAIN Organisation 3	✓	✗	Poland	Poznan	<div>view</div>
	E10001813	051680-ORG-00003	Cobeneficiary	EAC TRAIN Organisation 2	✗	✗	Poland	Warsaw	<div>view</div>
	E10001808	051680-ORG-00002	Cobeneficiary	Training Team Organisation 1	✗	✗	France	Paris	<div>view</div>

102550100

<1>

Organisation Details

OID

E10001818

Organisation ID

051680-ORG-00001

Number of employees below 250?

No

Legal Name

EAC TRAIN Organisation 3

Business Name

EAC TRAIN Organisation 3

Full legal name (National Language)

National ID (if applicable)

Acronym

Department

**Edit**  
To edit the details of a specific list item, click the **pencil** icon. The item opens in edit mode and modifications can be made and saved.

Organisations

Search in 3 records

selection

export

bulk operations

	OID	Organisation ID	Role ^	Legal Name	Public Body	Non-profit	Country	City
O	E10001818	051680-ORG-00001	Beneficiary	EAC TRAIN Organisation 3	✓	✗	Poland	Poznan
O	E10001813	051680-ORG-00003	Cobeneficiary	EAC TRAIN Organisation 2	✗	✗	Poland	Warsaw
O	E10001808	051680-ORG-00002	Cobeneficiary	Training Team Organisation 1	✗	✗	France	Paris

102550100

<1>

Organisation Details

Nothing to save

OID Organisation

Non-OID Organisation

Cobeneficiary

OID

E10001813

Check OID

Organisation ID

051680-ORG-00003

Number of employees below 250?

No

Legal Name

EAC TRAIN Organisation 2

Business Name

EAC TRAIN Organisation 2

Full legal name (National Language)

EAC TRAIN Organisation 2

Delete

To delete a specific list item, click the **delete** / bin icon. Confirm the deletion in the pop-up.

Organisations

Search in 3 records

selection

export

bulk operations

	OID	Organisation ID	Role ^	Legal Name	Public Body	Non-profit	Country	City
<input type="radio"/>	E10001818	051680-ORG-00001	Beneficiary	EAC TRAIN Organisation 3	✓	✗	Poland	Poznan
<input type="radio"/>	E10001813	051680-ORG-00003	Cobeneficiary	EAC TRAIN Organisation 2	✗	✗	Poland	Warsaw
<input type="radio"/>	E10001808	051680-ORG-00002	Cobeneficiary	Training Team Organisation 1	✗	✗	France	Paris

102550100

<1>

Are you sure you want to delete the selected Item(s) ?

CANCEL

DELETE

Delete

Delete





Back to list

In order to get back to the list view, click the **back to list** button. You will be redirected to the list view of the specific item.

Project 2019-2-PL01-KA105-051680  
follow-up

DetailsOrganisationsContactsMobilitiesMobility Import - ExportInclusionBudgetReports

back to list

Mobilities

Export PDF

Project 2018-1-PL01-KA205-038800  
processing

DetailsOrganisationsContactsProject Management and ImplementationTransnational Project Meetings

Learning, Teaching and Training ActivitiesSpecial CostsBudgetReports

back to list

Learning, Teaching and Training Activities

Activity

---

## Add/Remove columns

Most lists have the option to modify the view to your specific requirements. Specific columns which are available but not visible can be added. Columns visible that are not needed can be removed from display.

The **Add/Remove Columns** option allows you to select or to deselect columns as well as arrange the order of the columns in the list.

1. Click the **Add/Remove Columns** option.
2. The options appear at the top of the window. Black columns are already selected and displayed in the list view.
3. Click on the black column to remove it from the list view and click the white column to add it tot the list view. Your changes are reflected immediately.
4. You can also **drag and release** a column button to rearrange its position in the list.
5. Click the green **Done** button to close the Add/Remove Columns option. The list columns are updated accordingly.

The screenshots illustrate the 'Add/Remove Columns' process for the 'My ongoing projects' list. The columns available are: Grant Agreement No., Project Title, Start Date, Project End Date, Project Status, User's role in project, Awarded Budget, and Declared Budget.

- Screenshot 1:** The 'Add/Remove Columns' button is highlighted with a red circle and box, labeled '1'.
- Screenshot 2:** The 'Add/Remove Columns' menu is open, showing a list of columns. Black buttons indicate columns currently in the list, while white buttons indicate columns not in the list. A red circle labeled '2' highlights the menu.
- Screenshot 3:** A column button (e.g., 'project title') is being clicked to toggle its selection. A red circle labeled '3' highlights the button.
- Screenshot 4:** A column button is being dragged to a new position in the list. A red circle labeled '4' highlights the button.
- Screenshot 5:** The 'Done' button is clicked to save the changes. A red circle labeled '5' highlights the button.

## Related articles

- [MT+ Basics and variations of the mobility screen for KA1](#)
- [MT+ EU Login for user](#)
- [MT+ How to get access](#)
- [MT+ KA1 and KA3 Budget screen](#)
- [MT+ List functionality](#)
- [MT+ Menu and Navigation](#)
- [MT+ Notifications](#)
- [MT+ Project Details](#)
- [MT+ Update OID or confirm changed organisation details](#)