

# MT+ How to manage organisations for KA1 & KA3 projects

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- 2. View organisation details
- 3. Changed organisation details
- 4. Adding a participating organisation
- 5. Edit organisation details
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  - 5.2. Editable "OID" field
  - 5.3. Editable "Erasmus Code" field
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  - 5.5. Click the "Save" button
- 6. Deleting a participating organisation

For most Key Actions, the organisation details cannot be changed in Mobility Tool+ but should follow the process of an **amendment**.

Organisation details that are entered in the [Organisation Registration system](#) ([Organisation Registration system guide](#)) should be updated there first before the National Agency will be able to adjust any other details in the NA project and financial management system.

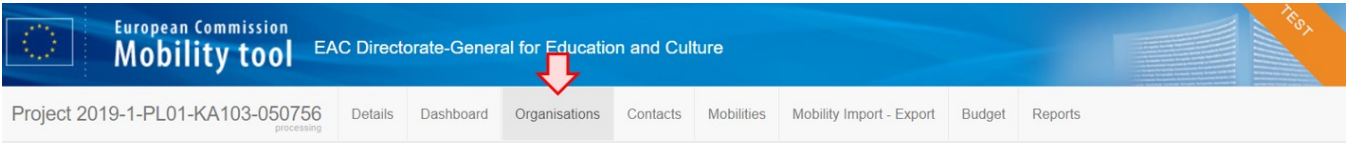
Once changes have been applied, the updated data will be sent to Mobility Tool+.

The contact person of the beneficiary (or coordinating organisation) for a particular project will receive a notification once the updated information is sent to Mobility Tool+.

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1. Open the list of "Organisations"

From the list of tabs, click on the **Organisations** menu item.



The list of **Organisations** will appear.

Project 2019-1-PL01-KA103-050756processing

DetailsDashboardOrganisationsContactsMobilitiesMobility Import - ExportBudgetReports

Organisations

Erasmus Charter for Higher Education - Accreditation List

+ Create

Search in 6 records

selectionexportbulk operations

	Legal Name	OID	Organisation ID ^	Role	Changed organisation details	Erasmus Code	Country	City	
<input type="radio"/>	Niepanstwowa Wyzsza Szkola Pedagogiczna w Bialymstoku	E49338322	050756-ORG-00001	Beneficiary		PL BIALYST09	Poland	Bialystok	
<input type="radio"/>	Moflata Nærmiljøsenster	E45658627	050756-ORG-00002	Partner			Norway	SKIEN	
<input type="radio"/>	Modern Youth Public Union	E40564284	050756-ORG-00003	Partner			Azerbaijan	Baku	
<input type="radio"/>	TECHNICAL UNIVERSITY OF CRETE	E24773848	050756-ORG-00004	Partner		G KRITIS09	Greece	CHANIA	
<input type="radio"/>	Powiatowy Zespól nr 6 Szkól Zawodowych i Ogólnokształcących w Brzeszczach	E23612467	050756-ORG-00005	Partner			Poland	Brzeszcze	
<input type="radio"/>	FAJNA Spółdzielnia Socjalna	E23870002	050756-ORG-00006	Partner			Poland	Katowice	

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## 2. View organisation details

Click on the view icon to open **Organisation Details** window.

selection   export   bulk operations								
	Legal Name	OID	Organisation ID ^	Role	Changed organisation details	Erasmus Code	Country	City
<input type="radio"/>	Niepanstwowa Wyzsza Szkola Pedagogiczna w Bialymstoku	E49338322	050756-ORG-00001	Beneficiary		PL BIALYST09	Poland	Bialystok
<input type="radio"/>	Moflata Nærmiljøsentor	E45658627	050756-ORG-00002	Partner			Norway	SKIEN
<input type="radio"/>	Modern Youth Public Union	E40564284	050756-ORG-00003	Partner			Azerbaijan	Baku
<input type="radio"/>	TECHNICAL UNIVERSITY OF CRETE	E24773848	050756-ORG-00004	Partner		G KRITIS09	Greece	CHANIA
<input type="radio"/>	Powiatowy Zespol nr 6 Szkol Zawodowych i Ogolnoksztalcacych w Brzeszczach	E23612467	050756-ORG-00005	Partner			Poland	Brzeszcze
<input type="radio"/>	FAJNA Spoldzielnia Socjalna	E23870002	050756-ORG-00006	Partner			Poland	Katowice

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« 1 »

The **Organisation Details** window appears. All information in this view is read only and cannot be changed.

Organisation Details

OID

E24773848

Erasmus Code

G KRITIS09

Organisation ID

050756-ORG-00004

Number of employees below 250?

No

Legal Name

TECHNICAL UNIVERSITY OF CRETE

Business Name

TUC-Erasmus

Full legal name (National Language)

TECHNICAL UNIVERSITY OF CRETE

National ID (if applicable)

Acronym

Department



### 3. Changed organisation details

The organisation details are updated as a result of the organisation itself updating the specific core information in the **Organisation Registration system**. Once the change is done in the **Organisation Registration system**, notify your National Agency and then they will update the information in the **NA project and financial management system**.

In **Mobility Tool+**, this is indicated in the **Changed organisation details** column in the organisations list with an exclamation mark. It announces that a change was made in the Organisation Registration system which is not yet applied in Mobility Tool+.

In order to update the change in the project copy, the organisation details have to be updated manually. Detailed instructions on how to do this can be found under [MT+ Update OID or confirm changed organisation details](#).

Project 2019-1-PL01-KA103-050756  
processing

Details

Dashboard

Organisations

Contacts

Mobilities

Mobility Import - Export

Budget

Reports

Organisations

Erasmus Charter for Higher Education - Accreditation List

+ Create

Search in 6 records

Q

selection

export

bulk operations

↺

	Legal Name	OID	Organisation ID ^	Role	Changed organisation details	Erasmus Code	Country	City	
<input type="radio"/>	Niepaństwowa Wyższa Szkoła Pedagogiczna w Białymstoku	E49338322	050756-ORG-00001	Beneficiary		PL BIALYST09	Poland	Białystok	
<input type="radio"/>	Moflata Nærmiljøsester	E45658627	050756-ORG-00002	Partner			Norway	SKIEN	
<input type="radio"/>	Modern Youth Public Union	E40564284	050756-ORG-00003	Partner			Azerbaijan	Baku	
<input type="radio"/>	TECHNICAL UNIVERSITY OF CRETE	E24773848	050756-ORG-00004	Partner		G KRITIS09	Greece	CHANIA	
<input type="radio"/>	Powiatowy Zespół nr 6 Szkół Zawodowych i Ogólnokształcących w Brzeszczach	E23612467	050756-ORG-00005	Partner			Poland	Brzeszcze	
<input type="radio"/>	FAJNA Spółdzielnia Socjalna	E23870002	050756-ORG-00006	Partner			Poland	Katowice	

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### 4. Adding a participating organisation

Participating organisations not mentioned in the initial electronic application forms will have to be created in Mobility Tool+.

This can be done via the green **+Create** button. Detailed instructions on how this is done are available under [MT+ How to add organisations for KA1 and KA3 projects](#).

## 5. Edit organisation details

In KA1 and KA3, it is possible to edit organisation details. These organisations can be managed by the beneficiary organisation.

Updates for organisations can be made by clicking the **Edit** icon.

Project 2019-1-PL01-KA103-050756 <small>processing</small>								
Details		Dashboard	Organisations	Contacts	Mobilities	Mobility Import - Export	Budget	Reports
Organisations <a href="#">Erasmus Charter for Higher Education - Accreditation List</a> <span>+ Create</span>								
Search in 6 records <span>Q</span>								
<span>selection</span> <span>export</span> <span>bulk operations</span> <span>↺</span>								
	Legal Name	OID	Organisation ID <sup>▲</sup>	Role	Changed organisation details	Erasmus Code	Country	City
<input type="radio"/>	Niepanstwowa Wyzsza Szkola Pedagogiczna w Bialymstoku	E49338322	050756-ORG-00001	Beneficiary		PL BIALYST09	Poland	Bialystok
<input type="radio"/>	Moflata Nærmiljøsenter	E45658627	050756-ORG-00002	Partner	⚠		Norway	SKIEN
<input type="radio"/>	Modern Youth Public Union	E40564284	050756-ORG-00003	Partner	⚠		Azerbaijan	Baku
<input type="radio"/>	TECHNICAL UNIVERSITY OF CRETE	E24773848	050756-ORG-00004	Partner		G KRITIS09	Greece	CHANIA
<input type="radio"/>	Powiatowy Zespol nr 6 Szkol Zawodowych i Ogolnoksztalcacych w Brzeszczach	E23612467	050756-ORG-00005	Partner			Poland	Brzeszcze
<input type="radio"/>	FAJNA Spoldzielnia Socjalna	E23870002	050756-ORG-00006	Partner			Poland	Katowice
<div>10 25 50 100</div> <div>« 1 »</div>								

### 5.1. Editable "Organisation Details" window

When you click on the **Edit** icon, the **Organisation Details** window appears.

Certain fields are not editable (greyed out), as the relevant information must be updated in the Organisation Registration system.

For the other fields, update with information as required. The **OID**, **Erasmus Code** and **Organisation ID** fields have certain specifics, as described in the following paragraphs. For more information on the use of OID or PIC or Organisation ID see [MT+ Manage Organisation ID](#).

Organisation Details

Nothing to save

OID Organisation

Non-OID Organisation

Partner

OID

E24773848

Check OID

Erasmus Code

G KRITIS09

Organisation ID

050756-ORG-00004

Number of employees below 250?

No

Legal Name

TECHNICAL UNIVERSITY OF CRETE

Business Name

TUC-Erasmus

Full legal name (National Language)

TECHNICAL UNIVERSITY OF CRETE

National ID (if applicable)

Acronym

Department

VAT

## 5.2. Editable "OID" field

The OID field is editable when the project status is **Follow-up** or **Processing**.

If your OID has changed, type it in this field and click **Check OID**. The latest organisation information is retrieved from the Organisation Registration system and displayed in the window. For more information on the use of OID or PIC see [MT+ Manage Organisation ID](#).

## Organisation Details



Nothing to save

OID Organisation

Non-OID Organisation

Partner

OID

E24773848

Check OID

Erasmus Code

G KRITIS09

Organisation ID

050756-ORG-00004

Number of employees below 250?

No

### 5.3. Editable "Erasmus Code" field

The **Erasmus Code** field is only editable for **KA103** and **KA107** projects.

It allows the beneficiary to search for the specific Erasmus code related to the organisation. To do this:

1. Click the menu button to open the search window.

## Organisation Details



Nothing to save

OID Organisation

Non-OID Organisation

Partner

OID

E24773848

Check OID

Erasmus Code

G KRITIS09

1



Organisation ID

050756-ORG-00004

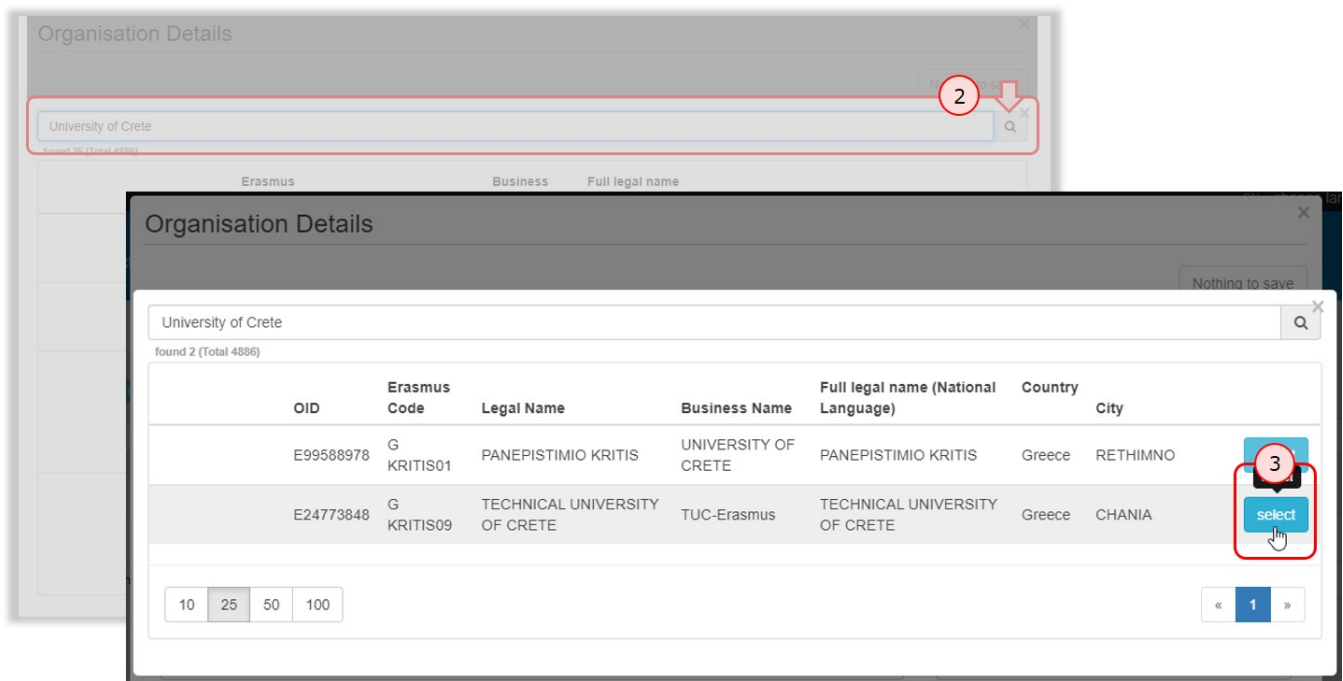
Number of employees below 250?

No

2. In the search bar, type any part of the **OID**, **Legal Name**, **Business name**, **Full name (National Language)**, **Country** or **City**, then click the **search icon** to retrieve the matching results.

3. Locate the desired record and click **Select**. The **Erasmus Code** and all associated information will be retrieved into the Organisation Details screen.





#### 5.4. Editable "Organisation ID" field

The **Organisation ID** can be changed but must be unique among all organisations within the project. For more information on the use of OID or PIC see [MT+ Manage Organisation ID](#).



#### Important

The **Organisation ID** is a unique identifier found only in Mobility Tool+ and it can differ from one project to another for the same organisation. The **OID is the acronym used in Mobility Tool+** for the Organisation ID that is retrieved from the **Organisation Registration system**. The OID is unique and will always stay the same in all projects of the same organisation.

The left screenshot shows the 'Organisation Details' form with the 'Organisation ID' field highlighted by a red box. The right screenshot shows the same form with the 'Organisation ID' field highlighted by a red box and a 'Check OID' button next to it.

#### 5.5. Click the "Save" button

Click the **Save** button to save changes and close the **Organisation details** window.

European Commission  
Mobility tool EAC Directorate

Project 2019-1-PL01-KA103-050756 Details Dashboard

Organisations [Erasmus Charter for Higher Education - Access](#)

Search in 6 records

selection export bulk operations

Legal Name

Niepaństwowo Wyższa Szkoła Pedagogiczna w Białymstoku

Mofata Naermijasenter

Modern Youth Public Union

TECHNICAL UNIVERSITY OF CRETE

Powiatowy Zespół nr 6 Szkół Zawodowych i Ogólnokształcących

FAJNA Spółdzielnia Społeczna

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Mobility Tool+ 5.4.0 • 27/09/2019 14:57:22 • 158 168 31 222 80

## Address and contact information

Legal Address

University Campus, Akrotiri

Country

Greece

Region

Kρίτη (Kriti)

City

CHANIA

P.O. Box

Post Code

CEDEX

Email

Website

www.tuc.gr

Telephone 1

Telephone 2

Fax

+302821037003

+302821037081

Organisation Comments

Changed Organisation ID to be the same as the Erasmus Code.

4941 characters left

Contacts

This organisation has 0 contacts. [Go to Contacts tab.](#)

Cancel

Save

Country

City

Poland

Białystok

Norway

SKJEN

Azerbaijan

Baku

Greece

CHANIA

Poland

Białystok


Poland

Katowice

Legal notice

6. Deleting a participating organisation

To delete an organisation, click the **delete** icon.

 **Information**

You cannot delete an organisation if it is associated to a mobility or activity.

Project 2019-1-PL01-KA103-050756  
processing

DetailsDashboardOrganisationsContactsMobilitiesMobility Import - ExportBudgetReports

Organisations

Erasmus Charter for Higher Education - Accreditation List

+ Create



















Search in 6 records

Q

selection

export

bulk operations

	Legal Name	OID	Organisation ID ^	Role	Changed organisation details	Erasmus Code	Country	City	
<input type="radio"/>	Niepanstwowa Wyzsza Szkola Pedagogiczna w Bialymstoku	E49338322	050756-ORG-00001	Beneficiary		PL BIALYST09	Poland	Bialystok	
<input type="radio"/>	Moflata Nærmiljøsenter	E45658627	050756-ORG-00002	Partner			Norway	SKIEN	  
<input type="radio"/>	Modern Youth Public Union	E40564284	050756-ORG-00003	Partner			Azerbaijan	Baku	  
<input type="radio"/>	Powiatowy Zespol nr 6 Szkol Zawodowych i Ogolnoksztalcacych w Brzeszczach	E23612467	050756-ORG-00005	Partner			Poland	Brzeszcze	  
<input type="radio"/>	FAJNA Spoldzielnia Socjalna	E23870002	050756-ORG-00006	Partner			Poland	Katowice	  
<input type="radio"/>	TECHNICAL UNIVERSITY OF CRETE	E24773848	G KRITIS09	Partner		G KRITIS09	Greece	CHANIA	  

Delete



## Related articles

- [MT+ Add mobility for KA1 and KA3 projects](#)
- [MT+ Alerts and Notifications](#)
- [MT+ Basics and variations of the mobility screen for KA1](#)
- [MT+ Copy mobility details](#)
- [MT+ Force majeure guidance due to Coronavirus](#)
- [MT+ How to add organisations for KA1 and KA3 projects](#)
- [MT+ How to complete and submit the final beneficiary report](#)
- [MT+ How to manage organisations for KA1 & KA3 projects](#)
- [MT+ KA1 and KA2 Project Log](#)
- [MT+ KA1 and KA3 Budget screen](#)
- [MT+ KA1 and KA3 Force Majeure](#)
- [MT+ KA1 and KA3 Overview of virtual and blended mobilities](#)
- [MT+ KA1 and KA3 Validated and checked versions](#)
- [MT+ Manage KA1 participant report](#)
- [MT+ Mobility list view](#)