

# MT+ Re-validation of mobilities

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After every release or hotfix in Mobility Tool+, the mobilities (draft or completed) of a project which were last saved before the said release are **considered outdated and must be revalidated before the beneficiary report can be submitted**. In such mobilities you might not find any invalid fields, but revalidation is required because it is possible that due to an update of the rules, a mobility could be classified as outdated or specific fields marked as invalid.

This implies that mobilities previously completed may not comply to the updated rule(s) enforced or changed after a release. Revalidation is therefore needed, at the latest before submitting the final report.

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1. How to identify mobilities that are not compliant with the new rule?

Mobilities that do not comply with a new/changed rule will be marked as Draft and must be updated. To identify such mobilities more easily, the column **Invalid fields** can be added to the mobility list view.

This column will indicate the number of invalid fields for each mobility.

To add the column **Invalid** to the mobility list view:

- 1. Select the **Add/Remove Columns**.
- 2. Select **Invalid fields** and click on **Done**. The **Invalid fields** column is displayed.

Project 2016-1-FR01-KA103-037268

DetailsDashboardOrganisationsContactsMobilitiesMobility Import - ExportBudgetReports

Mobilities

More actions + Create

All 12Complete 0Draft 0

Search in 12 records

1

selectionexportbulk operations

	Participant First Name	Participant Last Name	Participant Email	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Complete	Report Status	Requested On	Received On	EU Mobility Total Grant (calculated)	
	Ann	Winter	AWinter@test.com	HE-SMS-P	37268-MOB-00005	France	Germany	30/07/2017	28/09/2017	✓	NONE			393	
	Margot	Clemency	MClemency@test.com	HE-SMS-P	37268-MOB-00012	France	Germany	30/01/2017	28/09/2017	✗	NONE			1992	
	Charlotte	Gervais	CGervais@test.com	HE-SMS-P	37268-MOB-00011	France	Germany	30/07/2017	28/09/2017	✗	NONE			393	
	Helen	McGrath	HMcGrath@test.com	HE-SMS-P	37268-MOB-00004	France	Germany	30/07/2017	28/09/2017	✓	NONE			393	
	Astrid	Thiemen	AThiemen@test.com	HE-SMS-P	37268-MOB-00006	France	Germany	30/07/2017	28/09/2017	✓	NONE			393	
	Marie	Capron	MCapron@test.com	HE-SMS-P	37268-MOB-00010	France	Germany	30/07/2017	28/09/2017	✗	NONE			393	
	James	Smith	JSmith@test.com	HE-SMS-P	37268-MOB-00003	France	Germany	30/07/2017	28/09/2017	✓	NONE			393	

Mobilities

More actions + Create

All 11Complete 0Draft 2

Search in 11 records

selectionexportbulk operations

Add/Remove Columns: participant first name participant last name participant email activity type mobility id sending country receiving country receiving organisation legal name start date end date 2 complete report status updated on requested on received on recognition report sending organisation erasmus code receiving organisation erasmus code duration calculated (days) eu mobility total grant (calculated) invalid fields

Done

Participant First Name	Participant Last Name	Participant Email	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Complete	Report Status	Requested On	Received On	EU Mobility Total Grant (calculated)	Invalid Fields
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Mobilities

More actions + Create

All 12Complete 0Draft 0

Search in 12 records

selectionexportbulk operations

Participant First Name	Participant Last Name	Participant Email	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Complete	Report Status	Requested On	Received On	EU Mobility Total Grant (calculated)	Invalid Fields	
Margot	Clemency	MClemency@test.com	HE-SMS-P	37268-MOB-00012	France	Germany	30/01/2017	28/09/2017	✗	NONE			1992	3	
Charlotte	Gervais	CGervais@test.com	HE-SMS-P	37268-MOB-00011	France	Germany	30/07/2017	28/09/2017	✗	NONE			393	3	
Marie	Capron	MCapron@test.com	HE-SMS-P	37268-MOB-00010	France	Germany	30/07/2017	28/09/2017	✗	NONE			393	1	
Ann	Winter	AWinter@test.com	HE-SMS-P	37268-MOB-00005	France	Germany	30/07/2017	28/09/2017	✓	NONE			393	0	
Astrid	Thiemen	AThiemen@test.com	HE-SMS-P	37268-MOB-00006	France	Germany	30/07/2017	28/09/2017	✓	NONE			393	0	
Vincent	Martin	VMartin@test.com	HE-SMP-P	37268-MOB-00008	France	Germany	30/07/2017	28/09/2017	✓	NONE			688	0	
Pierre	Emery	PEmery@test.com	HE-SMP-P	37268-MOB-00009	France	Germany	30/07/2017	28/09/2017	✓	NONE			688	0	
Mary	Smith	M.Smith@test.com	HE-SMP-P	37268-MOB-00001	France	Germany	30/07/2017	28/09/2017	✓	NONE			688	0	

2. Edit mobility to update invalid fields and revalidate

From the mobility list view, click on the **Edit** icon next to the mobility with invalid fields.

Mobilities

More actions + Create

All 12 Complete 0 Draft 3

Search in 12 records

selection export bulk operations

Participant First Name	Participant Last Name	Participant Email	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Complete	Report Status	Requested On	Received On	EU Mobility Total Grant (calculated)	Invalid Fields
Margot	Clemency	MClemency@test.com	HE-SMS-P	37268-MOB-00012	France	Germany	30/01/2017	28/09/2017	✗	NONE			1992	3

Edit

The mobility screen opens. On the right hand side the **Invalid Fields** section will display details on missing or incorrect entries.

Clicking on any item in this section brings you to the related field in the mobility screen.

back to list Mobilities Export PDF

Mobility for Clemency Margot

Mobility Participant From / To Duration Budget

1,992.00 € Draft

MOBILITY

Activity TypeHE-SMS-P : Student mobility for studies between ProgrammeLong-term Activity

Mobility ID37268-MOB-00012

Force Majeure ?Studies Combined with Traineeship

INVALID FIELDS 3

Field of Education value required

Nationality value required

Level of Study / Teaching value required

End Date Date is outside project date range

Start Date Date is outside project date range

Revalidate and Save

After the updates are done, the **Save** button becomes available. Click it to save the changes.

Project 2016-1-FR01-KA103-037268

Details Dashboard Organisations Contacts Mobilities Mobility Import - Export Budget Reports

back to list Mobilities Export PDF

Mobility for Clemency Margot

Mobility Participant From / To Duration Budget

2,242.00 € Draft

MOBILITY

Activity TypeHE-SMS-P : Student mobility for studies between ProgrammeLong-term Activity

Mobility ID37268-MOB-00012

Force Majeure ?Studies Combined with Traineeship

Mobility saved an hour ago You have pending changes

Save

HISTORY INFORMATION

Created on 05/04/2018 11:49:47 by Daniela HEYER

Updated on 05/04/2018 11:50:38 by Daniela HEYER

The mobility status changes to **Complete** and the **Revalidate and Save** button becomes available. You can revalidate your mobility at this point or alternatively you can revalidate multiple mobilities at a time via the **More Actions** button (see below).

After completion, use the **back to list** button to go back to the list of mobilities.

Project 2016-1-FR01-KA103-037268

Details

Dashboard

Organisations

Contacts

Mobilities

Mobility Import - Export

Budget

Reports

back to list

Mobilities

Export PDF

Mobility for Clemency Margot

Mobility

Participant

From / To

Duration

Budget

2,242.00 €

Complete

MOBILITY

Mobility saved a few seconds ago

Revalidate and Save

Activity Type

HE-SMS-P : Student mobility for studies between Programme

Long-term Activity

Mobility ID

37268-MOB-00012

Force Majeure ?

Studies Combined with Traineeship

HISTORY INFORMATION

Created on 05/04/2018 11:49:47 by Daniela HEYER

Updated on 05/04/2018 13:12:44 by ECAS EAC\_TRAINING

3. Revalidation of mobilities in bulk via "More Actions"

From the [Mobility List view](#) you can revalidate all mobilities of a project in bulk. To do so, click the **More actions** button, then select the option **Revalidate Mobilities**.

Project 2016-2-PL01-KA105-026913  
submitted

DetailsOrganisationsContactsMobilitiesMobility Import - ExportBudgetReports

Mobilities

All 6

More actions

Export Participant Report(s)

Revalidate Mobilities

Search in 6 records

selectionexport

	Participant First Name	Participant Last Name	Participant Email	Activity No.	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Complete	Report Status	Requested On	Received On
<input type="radio"/>	Sofia	Libana	S.L@emailaddress.com	A1	YOUTH-EXCH-P	26913-MOB-00001	Poland	Spain	22/09/2016	30/09/2016	✓			
<input type="radio"/>	Hilde	Newman	Hilde@domain.com	A3	YOUTH-VOL-T	26913-MOB-00006	Poland	Spain	01/09/2016	09/12/2016	✓			

The Revalidate Mobilities window opens. The tab **Required to revalidate before submission** indicates the number of mobilities that need to be validated.

To start the process, click the green **Revalidate X Mobilities** button. In the **Revalidation History** section of the screen, the progress is displayed. Via the **see impacted mobilities** button you can view more details on the revalidation process for the affected mobilities.

Take note

At least one revalidation of mobilities is mandatory before the final report submission. If you only want to revalidate mobilities in Draft or Complete status, select the appropriate tab.

The number of mobilities displayed in the **Revalidate X Mobilities** button is updated accordingly.

Revalidate Mobilities

Revalidating a mobility consists in applying the most updated business rules and recalculating totals. At the end of the process you will be able to know if relevant changes occurred in each mobility like the status and/or budget.

Required to revalidate before submission 1

Drafts 0

Complete 0

All 0

Revalidate 1 Mobilities

Revalidation History

Request Date	User	Status	Validation Progress	Number of Mobilities
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Revalidation process created

Revalidate Mobilities

Revalidating a mobility consists in applying the most updated business rules and recalculating totals. At the end of the process you will be able to know if relevant changes occurred in each mobility like the status and/or budget.

Required to revalidate before submission 1

Drafts 0

Complete 0

All 0

Revalidate 1 Mobilities

Revalidation History

Request Date	User	Status	Validation Progress	Number of Mobilities
a few seconds ago	ECAS EAC_TRAINING (beneficiary)	Pending Validation of Mobilities	<div></div>	4

see impacted mobilities

Ongoing process

Impacted mobilities

All 6

Status Changed 6

Budget Changed 6

Mobility	Revalidation	Status Before/After	Budget Before/After	Invalid fields	
26913-MOB-00001 (Sofia Libana)	pending to process	Complete / unknown	610,00 € / unknown	0	view Mobility
26913-MOB-00002 (John Vegas)	pending to process	Complete / unknown	476,00 € / unknown	0	view Mobility
26913-MOB-00003 (fsfsf sfsfd)	pending to process	Complete / unknown	879,00 € / unknown	0	view Mobility
26913-MOB-00004 (ooo ooo)	pending to process	Complete / unknown	16.820,00 € / unknown	0	view Mobility
26913-MOB-00006 (Hilde Newman)	pending to process	Complete / unknown	5,00 € / unknown	0	view Mobility
26913-MOB-00008 (S R)	pending to process	Complete / unknown	0,00 € / unknown	0	view Mobility

Upon completion of the revalidation process the **Revalidation History** is updated and the **Validation Progress** bar is set to 100%. Click **see impacted mobilities** to view the details.

In the newly opened **Impacted Mobilities** window you can see if the revalidation was done and whether a Status and/or Budget change occurred.

This is indicated in the columns **Status Before/After** and **Budget Before/After**, respectively. Via the specific buttons you have the possibility to view mobilities that contain changes only in Status or only in Budget.

If during the revalidation process any completed mobilities were set back to Draft, a warning message is displayed.

The blue **view Mobility** button will open the mobility details screen for the specific mobility in view mode. If any mobilities were set back to Draft, you must update / correct the invalid fields and complete the said mobilities.

Revalidate Mobilities

Revalidating a mobility consists in applying the most updated business rules and recalculating totals. At the end of the process you will be able to know if relevant changes occurred in each mobility like the status and/or budget.

Required to revalidate before submission

Drafts

Complete

All

Nothing to revalidate

Revalidation History

Request Date	User	Status	Validation Progress	Number of Mobilities
6 minutes ago	ECAS EAC_TRAINING (beneficiary)	✔ Done (took 4 minutes)	<div>100%</div>	6

see impacted mobilities

Revalidation of 6 mobilities requested by ECAS EAC\_TRAINING the 10/04/2018, finished on 4 minutes.

Impacted mobilities

All 6

Status Changed 0

Budget Changed 0

Mobility	Revalidation	Status Before/After	Budget Before/After	Invalid fields
26913-MOB-00001 (Sofia Libana)	done	Complete / Complete	610,00 € / 610,00 €	0
26913-MOB-00002 (John Vegas)	done	Complete / Complete	476,00 € / 476,00 €	0
26913-MOB-00003 (fsfsf sfsfd)	done	Complete / Complete	879,00 € / 879,00 €	0
26913-MOB-00004 (ooo ooo)	done	Complete / Complete	16.820,00 € / 16.820,00 €	0
26913-MOB-00006 (Hilde Newman)	done	Complete / Complete	5,00 € / 5,00 €	0
26913-MOB-00008 (S R)	done	Complete / Complete	0,00 € / unknown	0

Revalidation of 6 mobilities requested by ECAS EAC\_TRAINING the 10/04/2018, finished on 4 minutes.

Impacted mobilities

All 6

Status Changed 0

Budget Changed 0


Mobility	Revalidation	Status Before/After	Budget Before/After	Invalid fields
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4. Revalidation of mobilities via the "Reports" tab / Outdated mobilities

If mobilities in your project require revalidation you will be unable to submit the **Final Beneficiary Report**. The draft version of the **Final Beneficiary Report** will display a warning and the Start Submission Process button is inactive.

Click the link **Revalidate Mobilities now**. The Revalidate Mobilities screen open. Revalidate the mobilities as explained under [Revalidation of mobilities in bulk](#).

**Take note**

At least one revalidation of mobilities is mandatory before final report submission.

Project 2016-1-FR01-KA116-038294

DetailsDashboardOrganisationsContactsMobilitiesMobility Import - ExportBudgetReports

Draft report saved 2 months ago

100%

Start Submission Process

Some mobilities are outdated, please revalidate them in order to be able to continue the submission. [Revalidate Mobilities now](#) [retry](#)

return to report page · print draft report · preview draft report

1. Context

2. Project Summary

1. Context

this section resumes some general information about your project:

Programme	Erasmus+
Key Action	Learning Mobility of Individuals
Action	Mobility of learners and staff
Action Type	VET learner and staff mobility with VET mobility charter
Call	2016

Revalidate Mobilities

Revalidating a mobility consists in applying the most updated business rules and recalculating totals. At the end of the process you will be able to know if relevant changes occurred in each mobility like the status and/or budget.

Required to revalidate before submission 1 Drafts 0 Complete 0 All 0 [Revalidate 0 Mobilities](#)

Revalidation History

Request Date	User	Status	Validation Progress	Number of Mobilities
--------------	------	--------	---------------------	----------------------

Once **Revalidation** is completed the warning message in the **Final Beneficiary Draft Report** disappears and (if the report is completed) the **Start Submission Process** button becomes available.

Project 2016-1-FR01-KA116-038294

DetailsDashboardOrganisationsContactsMobilitiesMobility Import - ExportBudgetReports

Draft report saved 2 months ago

100%

Start Submission Process

return to report page · print draft report · preview draft report

1. Context

2. Project Summary

3. Description of the Project

1. Context

this section resumes some general information about your project:

Programme	Erasmus+
Key Action	Learning Mobility of Individuals
Action	Mobility of learners and staff
Action Type	VET learner and staff mobility with VET mobility charter
Call	2016

Revalidate Mobilities

Revalidating a mobility consists in applying the most updated business rules and recalculating totals. At the end of the process you will be able to know if relevant changes occurred in each mobility like the status and/or budget.

Required to revalidate before submission 1 Drafts 0 Complete 0 All 0 [Nothing to revalidate](#)

Revalidation History

Request Date	User	Status	Validation Progress	Number of Mobilities
4 minutes ago	ECAS EAC_TRAINING (beneficiary)	Done (took 3 minutes)	100%	1

[see impacted mobilities](#)



5. Revalidation of mobilities via the "Mobility Import - Export" tab

The total number of mobilities within a project can be checked for compliance with the new/changed rule using the [Mobilities Import - Export](#) functionality.

If there are no missing or invalid fields but the mobilities are marked as draft, these mobilities only require revalidation of the content on the affected field (save the mobility again).


The exported mobilities file does not have to be updated or changed. Importing the file is sufficient to revalidate the mobilities and mark them all as completed.

The column **Validation** indicates whether the validation of all mobilities has been done. The column **Number of Mobilities** indicates the total number of completed and draft mobilities before import and after import.

If there are mobilities that remain in draft it could be due to the fact that these mobilities were had the status Draft before the release or there are missing/invalid fields. These fields should be updated in the exported file and imported back.

To ensure you have the latest version of the mobilities, export the the mobilities as before.

The draft mobilities will be indicated in the last column in the file. See [Manage export and import of mobilities](#) for more details concerning how to update the mobilities list view.

 **Take note**

The Final beneficiary report can not be submitted if mobilities remain in **Draft** status or necessary revalidation of mobilities is not done.

Project 2016-1-ES01-KA102-022908  
follow-up

DetailsDashboardOrganisationsContactsMobilitiesMobility Import - ExportBudgetReports

Mobility Import - Export [Mobility Tool • Data Dictionary](#)

Version  
Reported (Open)

Draft + Complete (19)Complete (3)

Export Complete

Export CSVExport XLS

Import Complete

Select File – OR – Drop Here Your File(s)

Import Status

Import Date	Import Type	Import Context	File	User	Status	Validation Progress	Number of Mobilities
15 days ago	Unified	Reported	Post-Release 3.0 System Import.csv	NA Staff (system)	Pending Validation of Mobilities		Before import, Completes: 13, Drafts: 6
17 days ago	Unified	Reported	Post-Release 3.0 System Import.csv	NA Staff (system)	✓ Successfully imported 19 mobilities, out of which 13 complete and 6 draft	100%	19 / 19 <a href="#">view log</a>
21 days ago	Unified	Reported	Initial System Import.csv	NA Staff (system)	✓ Successfully imported 19 mobilities, out of which 13 complete and 6 draft	100%	0 / 19 <a href="#">view log</a>

Status

Validation Progress

Number of Mobilities

✓  
Successfully imported 17 mobilities, out of which 14 complete and 3 draft

100%

After import. Completes: 15, Drafts: 4

19 / 19

view log

## Related Articles

- [Add mobility activities to projects](#)
- [Mobility activities in KA1 youth mobility projects](#)
- [Mobility activities in KA121 and KA122 projects](#)
- [Mobility activities in KA131 Higher Education projects](#)
- [MT+ Add mobility for KA1 and KA3 projects](#)
- [MT+ Basics and variations of the mobility screen for KA1](#)
- [MT+ Certifications for mobilities \(2017\)](#)
- [MT+ Combined Teaching and Training](#)
- [MT+ Copy mobility details](#)
- [MT+ Data Dictionary](#)
- [MT+ Disadvantaged Background KA107 \(2019\)](#)
- [MT+ Expensive Domestic Travels](#)
- [MT+ How to edit the mobility import file](#)
- [MT+ How to export and import mobilities using xls](#)
- [MT+ How to manage Survey on Recognition](#)
- [MT+ How to read the error log](#)
- [MT+ How to view the error log](#)
- [MT+ How to work with CSV](#)
- [MT+ KA1 and KA3 Budget screen](#)
- [MT+ KA1 and KA3 Force Majeure](#)