

MT+ KA1 and KA2 Project Log

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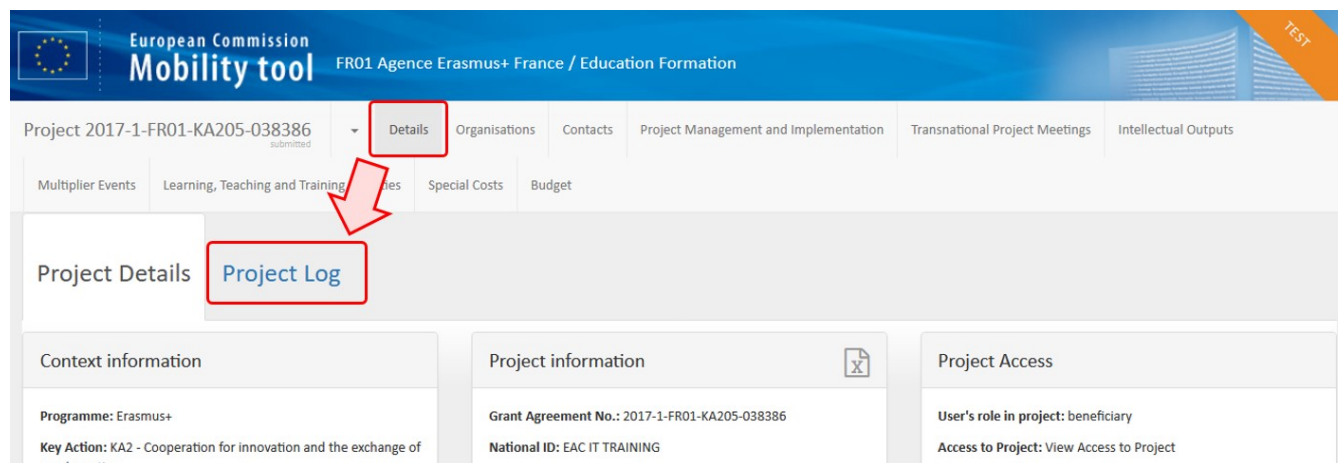
The **Project Log** screen displays certain project-related events that occur during a project's life cycle. It consists of a single view of the history of all transactions, notifications, and status changes at project level.

This functionality is available for both KA1 and KA2 and shows a variety of project-related events which were created, updated, or deleted either by the National Agency, the system or the beneficiary.

Information

The project log only displays such project-related events that have occurred after the implementation of this feature in Mobility Tool+ on 20/06/2018. Information on claims is only displayed as of 02/10/2018 onward, the release date of Mobility Tool+ version 4.2.

The project log is accessible via the main project page of Mobility Tool+ (**Details** tab).



Relevant for...

Call Year	Key Action	Action
All	KA1 - Learning Mobility of Individuals KA2 - Cooperation for innovation and the exchange of good practices	All; except KA109 - Vocational Education and Training Mobility Charter

1. The Project Log screen

1.1. Explanation and illustration

The **Project log** screen is divided into three sections:

1. The different event groups, displayed as tabs:
- **Organisation**: Contact Person and Contact details creation, update and/or deletion information.
 - **Budget**: Approved Budget coming from the National Agency project management system.
 - **Claim**: Displays information related to claims.
 - **Email**: All standard email notifications (Project creation, Project update, Final Report reminders,...).
 - **All**: Shows the details of all the above items and appears by default on the screen.

2. The **Search** functionality

3. The **list of events**

By default the **Project Log** opens on the **All** tab. In this view all events recorded in the project are visible.

Project 2018-1-PL01-KA102-038838

DetailsDashboardOrganisationsContactsMobilitiesMobility Import - ExportBudgetReports

Project DetailsProject Log

1

OrganisationBudgetClaimEmailAll

2

Search in 11 records

3

selectionexport

	Log Date	Action Desc	Entity Code	Group	User
O	11 days ago 03/09/2018 11:37:48	Project Activity Flow "2018-1-PL01-KA102-038838" has been Deleted	2018-1-PL01-KA102-038838	Budget	
O	11 days ago 03/09/2018 11:37:48	Project Activity "2018-1-PL01-KA102-038838" has been Deleted	2018-1-PL01-KA102-038838	Budget	
O	8 days ago 06/09/2018 15:59:24	EP Project Updated has been Sent to eac-training-16@ec.europa.eu		Email	System User (system)
O	11 days ago 03/09/2018 11:37:48	Project Budget "2018-1-PL01-KA102-038838"(Total Grant given by the NA to the Beneficiary) has been Inserted	2018-1-PL01-KA102-038838	Budget	National Agency (system)
O	11 days ago 03/09/2018 11:37:48	Project Budget "2018-1-PL01-KA102-038838"(Prefinancing transferred amount) has been Inserted	2018-1-PL01-KA102-038838	Budget	National Agency (system)
O	11 days ago 03/09/2018 11:37:48	Project Budget "2018-1-PL01-KA102-038838"(Linguistic Support) has been Inserted	2018-1-PL01-KA102-038838	Budget	National Agency (system)
O	11 days ago 03/09/2018 11:37:48	Project Budget "2018-1-PL01-KA102-038838"(Individual Support) has been Inserted	2018-1-PL01-KA102-038838	Budget	National Agency (system)
O	11 days ago 03/09/2018 11:37:48	Project Budget "2018-1-PL01-KA102-038838"(Exceptional Costs Guarantee) has been Inserted	2018-1-PL01-KA102-038838	Budget	National Agency (system)
O	11 days ago 03/09/2018 11:37:48	Project Activity "2018-1-PL01-KA102-038838" has been Inserted	2018-1-PL01-KA102-038838	Budget	National Agency (system)
O	11 days ago 03/09/2018 11:37:48	Project Activity Flow "2018-1-PL01-KA102-038838" has been Inserted	2018-1-PL01-KA102-038838	Budget	National Agency (system)
O	11 days ago 03/09/2018 11:37:48	Project Budget "2018-1-PL01-KA102-038838"(Travel Grant) has been Inserted	2018-1-PL01-KA102-038838	Budget	National Agency (system)

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2. Project log functionalities

The following functionalities are available on all the tabs (Organisation, Budget, Claim, Email, All) available on the project log.

2.1. The columns in the list of events

The details line contains the following information:

- 1. **Log Date:** The date and the hour of the update.
- 2. **Action Description:** Describes the action that was taken in the project. This action can be viewed in details by clicking the hyperlink.
- 3. **Entity Code:** The reference number of the contact or the organisation. Clicking the link will open the details window.
- 4. **Group:** The event group the update belongs to. Options available are Budget, Organisation, Claim and Email.
- 5. **User:** The user that made the changes.

Displayed columns can be adjusted. See the next paragraph.

Project DetailsProject Log

OrganisationBudgetClaimEmailAll

Search in 1130 records

selectionexport

	1Log Date ^	2Action Desc	3Entity Code	4Group	5User
an hour ago	14/09/2018 13:40:48	KA2 Multi Event Budget "2016-1-FR01-KA201-035799" has been Deleted	2016-1-FR01-KA201-035799	Budget	
an hour ago	14/09/2018 13:40:48	KA2 Multi Event Budget "2016-1-FR01-KA201-035799" has been Deleted	2016-1-FR01-KA201-035799	Budget	
an hour ago	14/09/2018 13:40:48	KA2 Multi Event Budget "2016-1-FR01-KA201-035799" has been Deleted	2016-1-FR01-KA201-035799	Budget	
an hour ago	14/09/2018 13:40:48	KA2 Multi Event Budget "2016-1-FR01-KA201-035799" has been Deleted	2016-1-FR01-KA201-035799	Budget	

2.2. "Search" functionality

The **Search** bar allows you to search for specific items. Type a combination of letters and press the **Enter** button to display matching events.

Project DetailsProject Log

OrganisationBudgetClaimEmailAll

hanks

Found 1 (total 10)

selectionexport

	Log Date	Action Desc	Entity Code	Group	User
11 days ago	03/09/2018 14:18:56	Contact Person "Tom Hanks" has been Updated	035799-ORG-00001	Organisation	National Agency (system)

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1

2.3. Add/Remove Columns

As in other lists in Mobility Tool+, it is also possible to add/remove columns in the Project Log. Click the **Add/Remove Columns** icon and make your selection. Click **Done** to save any changes.

By default all options are selected for display.

Project DetailsProject Log

OrganisationBudgetClaimEmailAll

Search in 1130 records

Add/Remove Columns

selectionexport

Add/Remove Columns: log dateaction descentity codegroupuserDone

GroupUser

OrganisationECAS EAC_TRAINING (beneficiary)

OrganisationECAS EAC_TRAINING (beneficiary)

2.4. Sort option

You can sort the list by clicking on the column names - a small arrow is displayed, which allows you to sort items in ascending or descending order. The example below shows the list sorted by **Group** type.

Project DetailsProject Log

OrganisationBudgetClaimEmailAll

Search in 1130 records

selectionexport

Log DateAction DescEntity CodeGroup ^User

18 days ago27/08/2018 10:30:45KA2 PMI Budget "2016-1-FR01-KA201-035799" has been Deleted2016-1-FR01-KA201-035799Budget

18 days ago27/08/2018 10:30:45KA2 PMI Budget "2016-1-FR01-KA201-035799" has been Deleted2016-1-FR01-KA201-035799Budget

18 days ago27/08/2018 10:30:45KA2 PMI Budget "2016-1-FR01-KA201-035799" has been Deleted2016-1-FR01-KA201-035799Budget

18 days ago27/08/2018 10:30:45KA2 PMI Budget "2016-1-FR01-KA201-035799" has been Deleted2016-1-FR01-KA201-035799Budget

2.5. View option

Clicking the **View** icon next to every event in the list enables users to see the details of the event. The same happens when clicking on the hyperlink in the **Action Description** column. Clicking the hyperlink in the **Entity** column will display the **Log Details** window, with the details of the change.

The example below shows the change of a contact telephone number, made by the beneficiary user.

Project Details

Project Log

Organisation

Budget

Claim

Email

All

Search in 1130 records

Q

selection

export

refresh

	Log Date	Action Desc ^	Entity Code	Group	User	
☐	4 hours ago 14/09/2018 10:37:49	Contact Detail "Emilia Pachucka" has been Updated	035799-ORG-00001	Organisation	ECAS EAC_TRAINING (beneficiary)	view
☐	4 hours ago 14/09/2018 10:39:07	Contact Detail "Hannah Smith" has been Updated	035799-ORG-00006	Organisation	ECAS EAC_TRAINING (beneficiary)	
☐	18 days ago 27/08/2018 10:30:44	Contact Person "Eva Green" has been Updated	Eva Green	Organisation	National Agency (system)	

Log Details

Contact Detail "Emilia Pachucka" has been Updated by ECAS EAC_TRAINING (beneficiary)

Field	Old Value	New Value
Telephone 1	+48 987654321	+48 987654323

Clicking on the hyperlink in column **Entity** will open, if available, the respective window that event belongs to. In this example the **Contact Details** window opens in view mode when clicking the entity link for a changed organisation event.

Project Details

Project Log

Organisation

Budget

Claim

Email

All

Search in 10 records

Q

selection

export

refresh

	Log Date	Action Desc ^	Entity Code	Group	User	
☐	11 days ago 27/08/2018 10:30:44	Contact Person "Eva Green" has been Updated	035799-ORG-00001	Organisation	National Agency (system)	
☐	18 days ago 27/08/2018 10:30:44	Contact Person "Eva Green" has been Updated	Eva Green	Organisation	National Agency (system)	

Contact Details

Organisation

Gmina Miasto Elku (Beneficiary)

Contact First Name

Tom

Contact Last Name

Hanks

Title

Mr

Contact Gender

Male

Department

Urząd Miasta Elku

Position

Prezydent Miasta Elku

Email

tom@test.pl

Legal Representative

☒

Preferred Contact

☐

Access to Project

☐ Call Access to Project
☒ View Access to Project
☐ No Access to Project

2.6. Export and selection option

The **export** options allows the export of selected records to a PDF, XLS or CSV file. Click the export icon, select the events to be exported (all in this page, all existing records) and the file type to export to.

Then follow the screen instructions to either download and save the file or open it immediately.

[Organisation](#) [Budget](#) [Claim](#) [Email](#) [All](#)

Search in 1130 records



selection 25 export

☐ all in this page ☒ all existing records
☐ none ☒ Inverse

Export 25 records:

PDF File

XLS file

CSV file



	Log Date	Action Desc	Entity Code	Group	User ^	
● 4 hours ago	14/09/2018 10:37:49	Contact Detail "Emilia Pachucka" has been Updated	035799-ORG-00001 ↗	Organisation	ECAS EAC_TRAINING (beneficiary)	
● 4 hours ago	14/09/2018 10:39:07	Contact Detail "Hannah Smith" has been Updated	035799-ORG-00006 ↗	Organisation	ECAS EAC_TRAINING (beneficiary)	
● 4 hours ago	14/09/2018 10:39:07	Contact Person "Hannah Smith" has been Updated	035799-ORG-00006 ↗	Organisation	ECAS EAC_TRAINING (beneficiary)	

3. Organisation tab

3.1. Explanation and illustration

The **Organisation** tab contains the information about the creation, update and deletion of organisation and contact details.

The following example shows a change in the user's surname.

Project DetailsProject Log

Organisation

Budget

Claim

Email

All

Search in 10 records

selectionexport

		Log Date	Action Desc	Entity Code	Group	User	
☐	a few seconds ago	14/09/2018 10:39:07	Contact Person "Tom Hanks" has been Updated	035799-ORG-00006	Organisation	ECAS EAC_TRAINING (beneficiary)	
☐	a few seconds ago	14/09/2018 10:39:07	Contact Person "Hannah Smith" has been Updated	035799-ORG-00006	Organisation	ECAS EAC_TRAINING (beneficiary)	
☐	2 minutes ago	14/09/2018 10:37:49	Contact Detail "Emilia Pachucka" has been Updated	035799-ORG-00001	Organisation	ECAS EAC_TRAINING (beneficiary)	

Log Details

Contact Person "Tom Hanks" has been Updated by National Agency (system)

Field	Old Value	New Value
Last Name	Hank	Hanks

4. Budget tab

4.1. Explanation and illustration

The **Budget** tab shows the list of all items that have been inserted and deleted with regards to the budget. Such events include updates or the deletion of budget items such as Exceptional Cost or Special Needs.

Project DetailsProject Log

OrganisationBudgetClaimEmailAll

Search in 954 records

selectionexport

	Log Date	Action Desc	Entity Code	Group	User
☐	11 days ago03/09/2018 14:19:48	KA2 Multi Event Budget "2016-1-FR01-KA201-035799" has been Deleted	2016-1-FR01-KA201-035799	Budget	
☐	11 days ago03/09/2018 14:19:48	KA2 Multi Event Budget "2016-1-FR01-KA201-035799" has been Deleted	2016-1-FR01-KA201-035799	Budget	
☐	11 days ago03/09/2018 14:19:48	KA2 Multi Event Budget "2016-1-FR01-KA201-035799" has been Deleted	2016-1-FR01-KA201-035799	Budget	
☐	11 days ago03/09/2018 14:19:48	KA2 Multi Event Budget "2016-1-FR01-KA201-035799" has been Deleted	2016-1-FR01-KA201-035799	Budget	
☐	11 days ago03/09/2018 14:19:48	KA2 Multi Event Budget "2016-1-FR01-KA201-035799" has been Deleted	2016-1-FR01-KA201-035799	Budget	
☐	11 days ago03/09/2018 14:19:48	KA2 Multi Event Budget "2016-1-FR01-KA201-035799" has been Deleted	2016-1-FR01-KA201-035799	Budget	
☐	11 days ago03/09/2018 14:19:48	KA2 Intellectual Output Budget "2016-1-FR01-KA201-035799" has been Deleted	2016-1-FR01-KA201-035799	Budget	
☐	11 days ago03/09/2018 14:19:48	KA2 Intellectual Output Budget "2016-1-FR01-KA201-035799" has been Deleted	2016-1-FR01-KA201-035799	Budget	

Log Details

KA2 Multi Event Budget "2016-1-FR01-KA201-035799" has been Deleted by

Field	Old Value
Grant per Foreign Participant	200
Grant per Local Participant	100
Identification	E11
Local Participants	5
Organisation PIC	944271624
Total Grant Amount	500

Clicking on the respective **Entity Code** link will open the specific details window. If the entity was deleted, an orange message at the top of the screen is displayed after clicking on the hyperlink.

home

This entity has been deleted and thus cannot be displayed

Project DetailsProject Log

OrganisationBudgetClaimEmailAll

deleted

found 25 (Total 1113)

selectionexport

	Log Date	Action Desc	Entity Code	Group	User
☐	18 days ago27/08/2018 10:30:45	KA2 PMI Budget "2016-1-FR01-KA201-035799" has been Deleted	2016-1-FR01-KA201-035799	Budget	

5. Claim tab

5.1. Explanation and illustration

The **Claim** tab displays all recorded claims for the project. Clicking on the hyperlink under **Action Description** opens the details window.

In our example one claim was cancelled and another one added by the National Agency.

Project DetailsProject Log

OrganisationBudgetClaimEmailAll

Search in 2 records

selectionexport

	Log Date	Action Desc	Entity Code	Group	User
2 minutes ago	17/09/2018 09:43:52	Claim "2018-FR01-CLAIM-APP-000001" has been Open		Claim	National Agency (system)
3 days ago	14/09/2018 17:09:56	Claim "2017-FR01-CLAIM-APP-000006" has been Cancelled		Claim	National Agency (system)

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Log Details

Claim "2018-FR01-CLAIM-APP-000001" has been Open by National Agency (system)

Field	New Value
Claim reference	2018-FR01-CLAIM-APP-000001
Claim type	APP Appeal
Claim Description	Claim due to ...
Claim Phase	NAVAL NA validation report

6. Email tab

6.1. Explanation and illustration

The **Email** tab lists all standard email notification sent to beneficiaries, partners or participants from Mobility Tool+. Such emails include notifications sent upon project creation, updates on project details, access-granted emails to beneficiaries or partners, final report reminders and more.

Clicking on the hyperlink under **Action Description** opens a copy of the email.

Project DetailsProject Log

OrganisationBudgetClaimEmailAll

Search in 7 records

selectionexport

	Log Date	Action Desc	Entity Code	Group	User
8 days ago	06/09/2018 15:59:27	EP Project Updated has been Sent to eac-training-14@ec.europa.eu		Email	System User (system)
8 days ago	06/09/2018 15:59:27	EP Project Updated has been Sent to eac-training-14@ec.europa.eu		Email	System User (system)
8 days ago	06/09/2018 15:59:27	EP Project Updated has been Sent to eac-training-14@ec.europa.eu		Email	System User (system)
18 days ago	27/08/2018 10:31:00	EP Project Updated has been Sent to eac-training-14@ec.europa.eu		Email	System User (system)
8 days ago	06/09/2018 15:59:29	EP Project Updated has been Sent to eac-training-14@ec.europa.eu		Email	System User (system)
3 hours ago	14/09/2018 13:41:00	EP Project Updated has been Sent to eac-training-14@ec.europa.eu		Email	System User (system)
8 days ago	06/09/2018 15:59:29	EP Project Updated has been Sent to eac-training-14@ec.europa.eu		Email	System User (system)

Log Details

EP Project Updated has been Sent to eac-training-14@ec.europa.eu by System User (system)

Field	New Value
Mobility Tool+ - Projet mis à jour / Mobility Tool - Project update Agence Erasmus+ France / Education Formation ----- ChenChère ECAS EAC_TRAINING.	
Votre projet a été mis à jour dans Mobility Tool le 03-SEP-18	
Détails du projet	
Numéro de projet européen: 2016-1-FR01-KA201-035799	
Numéro de projet national: EAC IT TRAINING	
Nom légal de l'organisme: Gmina Miasto Elk	
Titre du projet : Development of Innovation - EAC IT TRAINING (DI)	
Veuillez noter que les modifications apparaissent sur Mobility Tool uniquement à titre d'information. Il est de votre responsabilité d'adapter les informations du projet en cohérence avec ces changements, si nécessaire.	
To view all the available updates on the project's changes, use the link below:	
Click here	
Veuillez contacter votre agence nationale si vous avez besoin de plus d'information et d'assistance.	
Agence Erasmus+ France / Education Formation	
https://ec.europa.eu/programmes/erasmus-plus/contact_en	
Ceci est un message automatique généré par Mobility Tool. Merci de ne pas y répondre.	

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