ESC MT+ Menu and Navigation

This page provides an overview of the **Menu and Navigation** in Mobility Tool+ for European Solidarity Corps projects.

1. The Home page

Explanation and illustration

Once you are logged in to Mobility Tool+ the following elements are available:

1. The **Home** page, which is also accessible from all the other pages and includes all the following elements:
2. Quick access to **Language** selector, **Alert** notifications for Erasmus+ KA107 projects, logged in **User information** and **logout** button.
3. In **About the tool** a brief description of Mobility Tool+ is displayed.
4. The **Documentation** window allows you to quickly consult the Mobility Tool - Guide for Beneficiaries and Mobility Tool+ Data Dictionary.
5. **Programme selector**: Select to display either Erasmus+ or European Solidarity Corps projects. If no selection is made, all projects of both programmes are displayed.
6. **Project lists**: Different sections provide an overview of all projects that your organisation is involved in:
    - **My ongoing projects**,
    - **Other projects for consultation only** (you only have **view** access to these projects) and
    - **My finished projects** relating to Erasmus+, European Solidarity Corps and Lifelong Learning programmes.
7. The **Add/Remove Columns** option is available for all lists in Mobility Tool+. It allows you to customise the columns to display in a list.
    Some available columns are on the home screen are:
    - The project references are listed by the **Grant Agreement No.** Click on the hyperlinked reference to open a project in the Project Details screen.
    - One column that can be displayed is **Changed Organisation Details**. If an exclamation mark is displayed in this column, action is required. See MT+ Confirm changed organisation details.
    - The **Project Title** also appears in the list of projects.
    - The **Project Status** column displays the current status of your project(s).
    - The **Awarded Budget** and **Declared Budget** columns display the allocated amount(s). Details are available under ESC MT+ Budget.

Note: The information displayed in column **User's role in project** varies. Details on the different roles are available under MT+ How to get access.

2. "Add/Remove Columns" option

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.

☰ My ongoing projects

Add/Remove Columns

	Grant Agreement No. ▾	Project Title	Start Date	Project Duration (months)	Project End Date	Awarded Budget	Project Status
	2019-1-PL01-ESC11-050803	Volunteering - EAC IT TRAINING	01/05/2019	24	30/04/2021	54.591,00 €	Follow-up

☰ My ongoing projects

Add/Remove Columns: grant agreement no. | changed organisation details | user's role in project | project title | organisation id | national id

start date | project duration (months) | project end date | awarded budget | declared budget | updated on | project status | Done

☰ My ongoing projects

Add/Remove Columns: grant agreement no. | changed organisation details | user's role in project | project title | organisation id | national id

start date | project duration (months) | project end date | awarded budget | declared budget | updated on | project status | Done

☰ My ongoing projects

organisation id

Add/Remove Columns: grant agreement no. | changed organisation details | user's role in project | project title | national id

start date | project duration (months) | project end date | awarded budget | declared budget | updated on | project status | Done

☰ My ongoing projects

Add/Remove Columns: organisation id | grant agreement no. | changed organisation details | user's role in project | project title | national id

start date | project duration (months) | project end date | awarded budget | declared budget | updated on | project status | Done

|	Organisation ID	Grant Agreement No. ▾	Project Title	Start Date	Project Duration (months)	Project End Date	Awarded Budget	Project Status
	050803-ORG-00001	2019-1-PL01-ESC11-050803	Volunteering - EAC IT TRAINING	01/05/2019	24	30/04/2021	54.591,00 €	Follow-up

3. Change the interface language

The current language is displayed at the top of the window.

1. In our example it is set to **EN** (for **English)**. To change it, click on **change language**.
2. A pop-up window displays the languages catalogue to select from. Click on the desired language.
3. The Mobility Tool+ user interface is now displayed in the selected language, in our example **DE** for German.
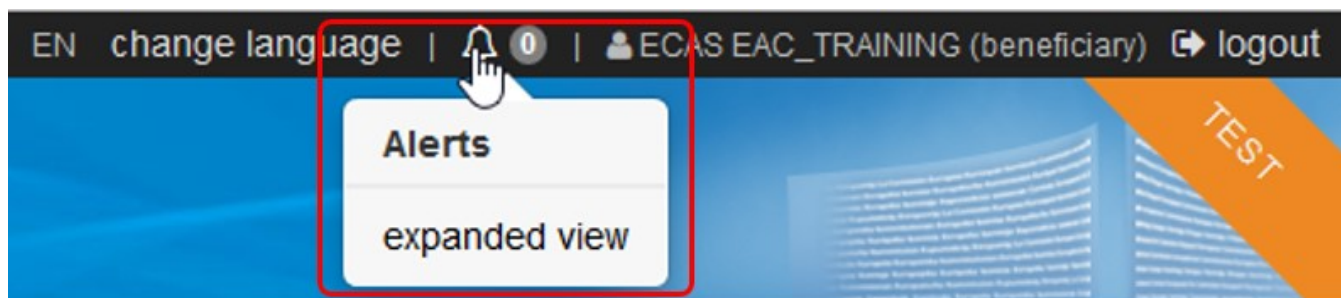
When you change the language, the selected option is **preserved** for future sessions.
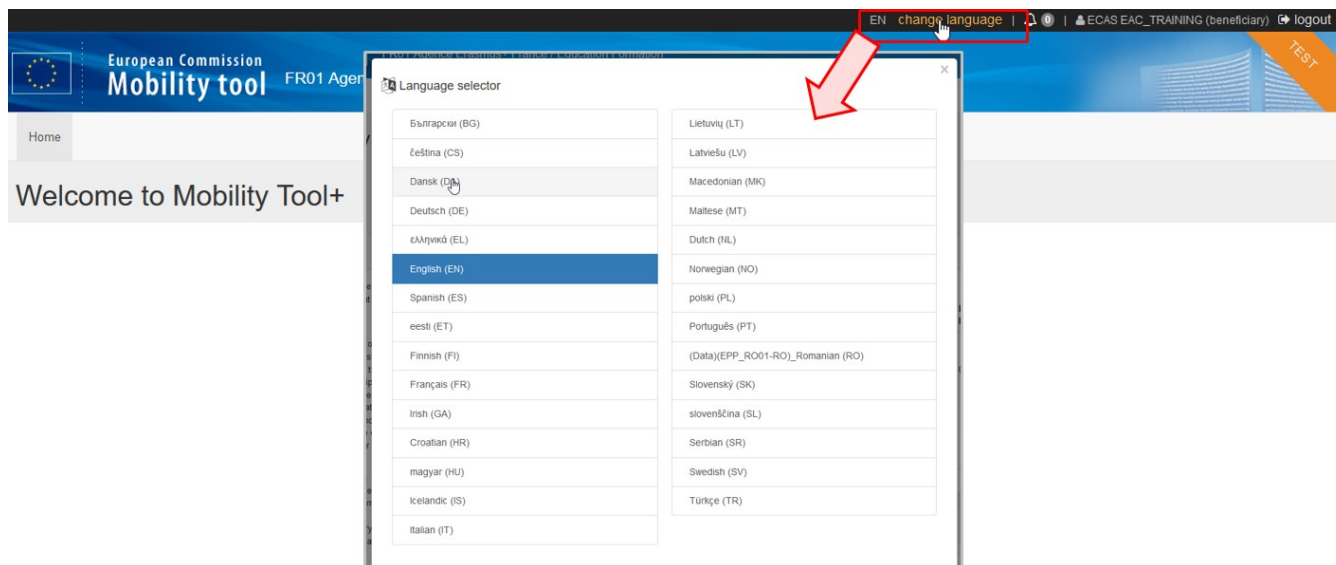
4. Alerts

The **Alerts** icon in Mobility Tool+ will notify you about any issues that might impact the implementation of your Erasmus+ projects.

The icon is always displayed, but not relevant for European Solidarity Corps projects.

5. Project Menu

European Solidarity Corps projects include tabs such as **Details**, **Organisations**, **Contacts**, **Participants**, **Activities**, **Complementary Activities**, **Exceptional Costs**, **Budget**, and **Report**. The availability of these tabs depends on the **Action Type**.

Each tab allow users with appropriate permissions to carry out various operations, as described below:

- **(Project) Details:** view high level information about the project. This is the landing page of every project.
- **Organisations:** manage the organisations involved in the project.
- **Contacts:** manage the contact details for the various organisations.
- **Participants**: manage the details of participants involved in the project activities.
- **Activities**: add and manage the project activities.
- **Complementary Activities**: add and manage complementary activities.
- **Exceptional Costs**: specify the exceptional costs incurred during the implementation of the project.
- **Budget**: view the totals of the budget awarded and the amounts used for the project.
- **Reports**: draft and submit the project report to the National Agency.

6. Return to the home screen

Return to the home screen by clicking on the **home** icon.
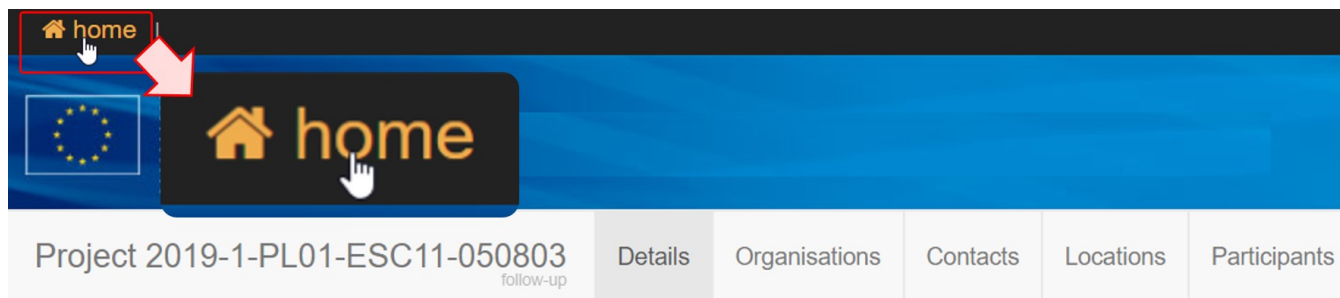
7. The Messages area

Messages appear on the Home screen. They contain information on matters such as tool unavailability, maintenance or information of general interest.

There are four different types of messages:

- **Red** means there has been an unexpected technical failure.
- **Yellow** announces a planned technical maintenance.
- **Green** informs you about a partial technical intervention.
- **Blue** provides new information of general interest.

8. The Project Status

Project Status indicates the current status of the project. The different statuses are the following:

- **Follow-up**: The project has been created in Mobility Tool+ and can now be updated with relevant project information, such as contacts, organisations and activities.
- **Processing**: The beneficiary report has been generated and is saved as a draft.
- **Submit in progress**: The **Submit beneficiary report** button has been clicked but submission is still in progress.
- **Submitted**: The beneficiary report has been successfully submitted.
- **Finalised**: The project has been finalised.
- **Terminated with eligible costs**: The project has been processed as terminated with eligible costs.
- **Terminated no costs**: The project has been processed as terminated with no costs.

Related Articles

- ESC MT+ How to manage contacts
- ESC MT+ Manage organisations
- ESC MT+ Manage participant reports
- ESC MT+ Menu and Navigation
- ESC MT+ Notifications
- ESC MT+ Submit final report
- MT+ ESC How to resend a participant report request
- MT+ ESC31 - Solidarity Projects Specifics
- MT+ EU Login for user
- MT+ How to get access
- MT+ List functionality
- MT+ Project Details
- MT+ Update OID or confirm changed organisation details