

ESC MT+ Menu and Navigation

- [1. The Home page](#)
- [2. "Add/Remove Columns" option](#)
- [3. Change the interface language](#)
- [4. Alerts](#)
- [5. Project Menu](#)
- [6. Return to the home screen](#)
- [7. The Messages area](#)
- [8. The Project Status](#)

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](#).

The screenshot shows the Mobility Tool+ interface. At the top, there is a navigation bar with 'EN change language', a notification bell with '9', and user information 'UNKNOWN UNKNOWN (beneficiary)' with a 'logout' button. Below this is a header with the European Commission logo, 'Mobility tool', and 'EL01 Greek State Scholarship's Foundation (IKY)'. The main content area is divided into sections. On the left, there is a sidebar with 'Home', 'About the tool', and 'Documentation'. The main area has a 'Programme' selector with 'Erasmus+' and 'European Solidarity Corps' options. Below this, there are three sections: 'My ongoing projects', 'Other projects for consultation only', and 'My finished projects'. The 'My ongoing projects' section contains a table with columns: Grant Agreement No., Changed organisation details, User's role in project, Organisation ID, Project Title, Start Date, Project End Date, and Project Status. The 'My finished projects' section contains a table with columns: Agreement No., User's role in project, Project Title, Project Duration (months), Project End Date, and Updated on. A 'Add/Remove Columns' dialog is open over the 'My finished projects' table, showing 'Grant Agreement No.' as a selectable column. Numbered annotations (1-7) point to various elements: 1 points to the 'Home' link in the sidebar; 2 points to the 'logout' button in the top navigation bar; 3 points to the 'About the tool' link in the sidebar; 4 points to the 'Documentation' link in the sidebar; 5 points to the 'Programme' selector; 6 points to the 'My ongoing projects' and 'My finished projects' sections; 7 points to the 'Add/Remove Columns' dialog.

EN change language | 9 | UNKNOWN UNKNOWN (beneficiary) logout

1 Home

Welcome to Mobility Tool+

As of October 2019, organisations wishing to participate in Erasmus+ actions managed by National Agencies must have an Organisation ID. To find your Organisation ID or the Organisation ID of your partners in the Erasmus+ an For a detailed documentation of the adaptations done in Mobility Tool, please click here: <https://webgate.ec.europa.eu/mt/>

2 EN change language | 9 | UNKNOWN UNKNOWN (beneficiary) logout

3 About the tool

Mobility Tool+ is the system for the management of Mobility and/or Partnerships projects that received an EU grant under the Erasmus+ Programme.

If you belong to a Beneficiary Organisation or to a Partner Organisation in a Strategic Partnership for schools only, you will be able to provide all the information on your projects: identify participants, complete and update budget information, generate and follow-up participant reports and generate and submit your reports to your National Agency. You will also be allowed to grant permissions to change or view the project's content to your Partner Organisations.

If you belong to a Partner Organisation in a KA1KA3 mobility project or in a KA2 Strategic Partnership (other than school-only), you may be granted permissions to change or view the project's content by the project's Beneficiary Organisation. Please contact your Beneficiary Organisation accordingly.

4 Documentation

Mobility Tool+ - Guide for Beneficiaries

Mobility Tool+ Data Dictionary

5 Programme

Erasmus+ European Solidarity Corps

6 My ongoing projects

Grant Agreement No.	Changed organisation details	User's role in project	Organisation ID	Project Title	Start Date	Project End Date	Project Status
2019-1-PL01-ESC11-050803		Beneficiary	050803-ORG-00001	Volunteering - EAC IT TRAINING	01/05/2019	30/04/2021	Follow-up
2018-1-PL01-ESC31-050834		Beneficiary	050834-ORG-00001	Solidarity Project XYZ - EAC IT TRAINING	01/01/2019	31/05/2019	Processing
2018-1-PL01-ESC31-050765		Beneficiary	050765-ORG-00001	Solidarity Project ABC - EAC IT TRAINING	01/01/2019	31/08/2019	Submitted
2018-1-PL01-ESC13-050811		Beneficiary	050811-ORG-00001	Volunteering Partnership - EAC IT TRAINING	01/01/2019	30/06/2020	NA Validated with eligible cost
2018-1-PL01-ESC11-040239		Beneficiary	040239-ORG-00001	Volunteering in XYZ - EAC IT TRAINING	01/01/2018	01/01/2020	Processing

6 Other projects for consultation only

No record found

6 My finished projects

Agreement No.	User's role in project	Project Title	Project Duration (months)	Project End Date	Updated on
M			8	31/08/2019	21/03/2019 10:30:18

7 Add/Remove Columns

Grant Agreement No.

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

1

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

2

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

3

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

4

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

My ongoing projects

5

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 €

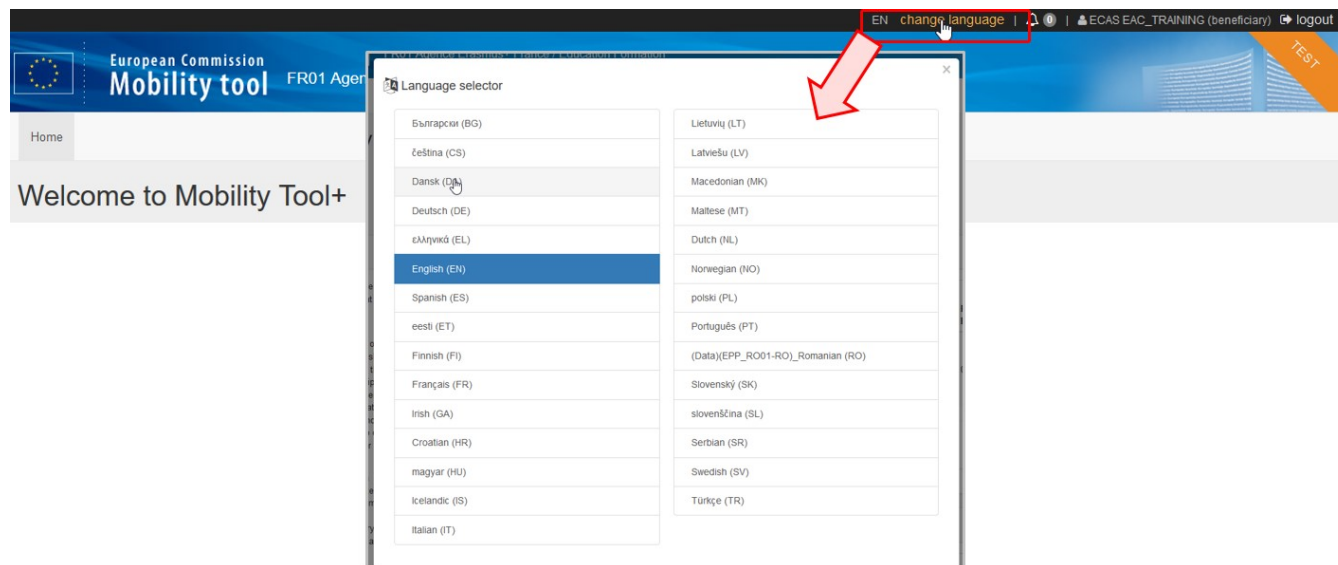
Follow-up

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.

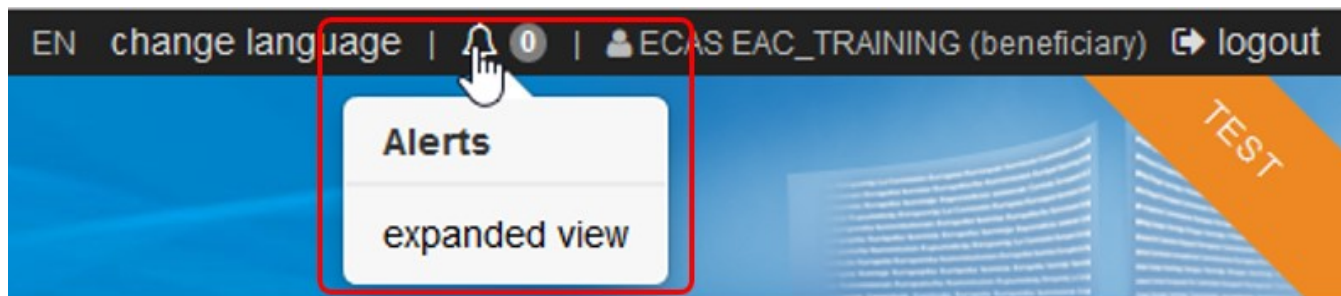
When you change the language, the selected option is **preserved** for future sessions.



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

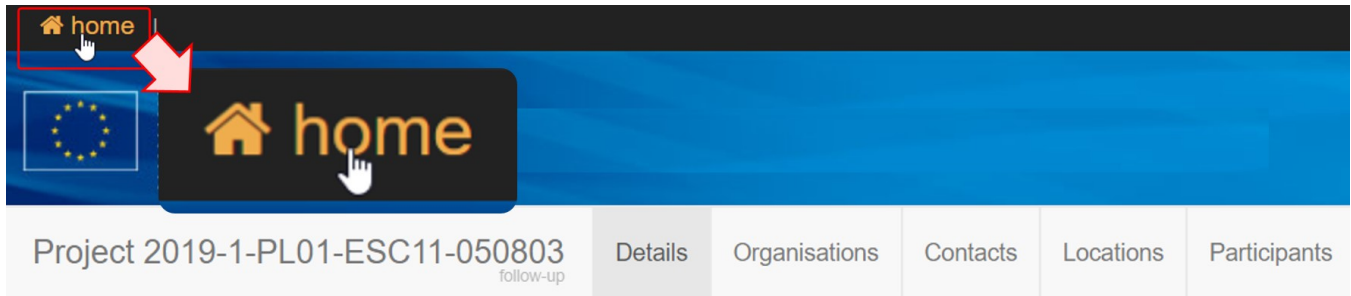
European Solidarity Corps projects include tabs such as **Details**, **Organisations**, **Contacts**, **Participants**, **Activities**, **Complementary Activities**, **Exceptional Costs**, **Budget**, and **Report**. The availability of these tabs depends on the **Action Type**.

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.

My ongoing projects						
	Grant Agreement No.	User's role in project	Project Title	Project Status ^	Awarded Budget	Updated on
	2018-1-PL01-ESC13-050562	Beneficiary	Volunteering ABC - EAC IT TRAINING	Follow-up	0,00 €	09/08/2019 11:58:54
	2018-1-PL01-ESC13-050811	Beneficiary	Volunteering Partnership - EAC IT TRAINING	NA Validated with eligible cost	4.076,00 €	03/05/2019 15:30:43
	2018-1-PL01-ESC21-050819	Beneficiary	Traineeships and Jobs - EAC IT TRAINING	Processing	318.396,80 €	21/03/2019 10:40:17
	2018-1-PL01-ESC21-040208	Beneficiary	Traineeship & Job XYZ - EAC IT TRAINING	Processing	4.352,00 €	18/03/2019 11:02:31

102550100

«1»

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](#)