

# MT+ How to bulk send reminders for participant reports

- Steps
  - 1. Open the project
  - 2. Click on the "Mobilities" tab
  - 3. Select the mobilities and click on "bulk operations"
  - 4. Click on "Re-Send Participant Report Requests"
  - 5. A confirmation message will be displayed
- Related articles

This section explains the steps to send reminders to one or more participants to submit the participant report. It is also possible to resend the request for participant report [from the mobility screen](#).

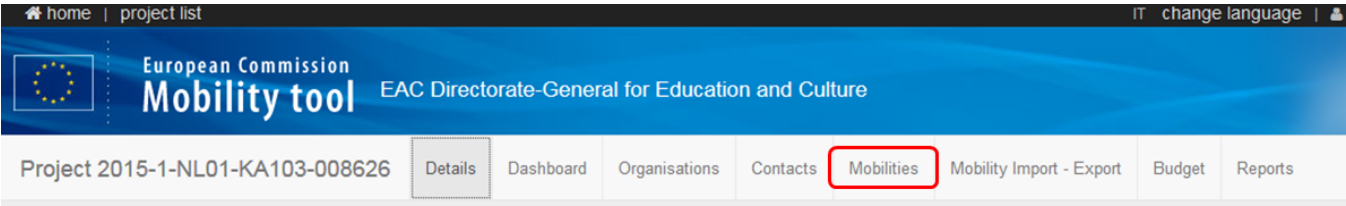
---

# Steps

## 1. Open the project

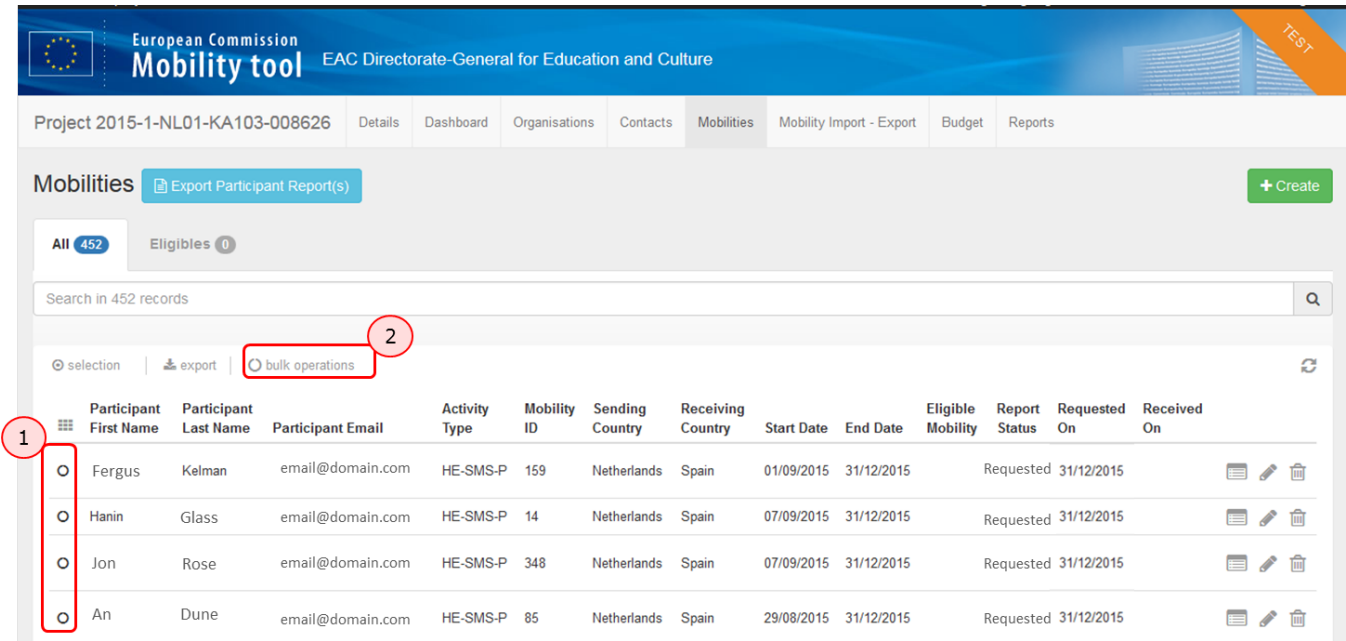
## 2. Click on the "Mobilities" tab

This will open the list of mobilities.



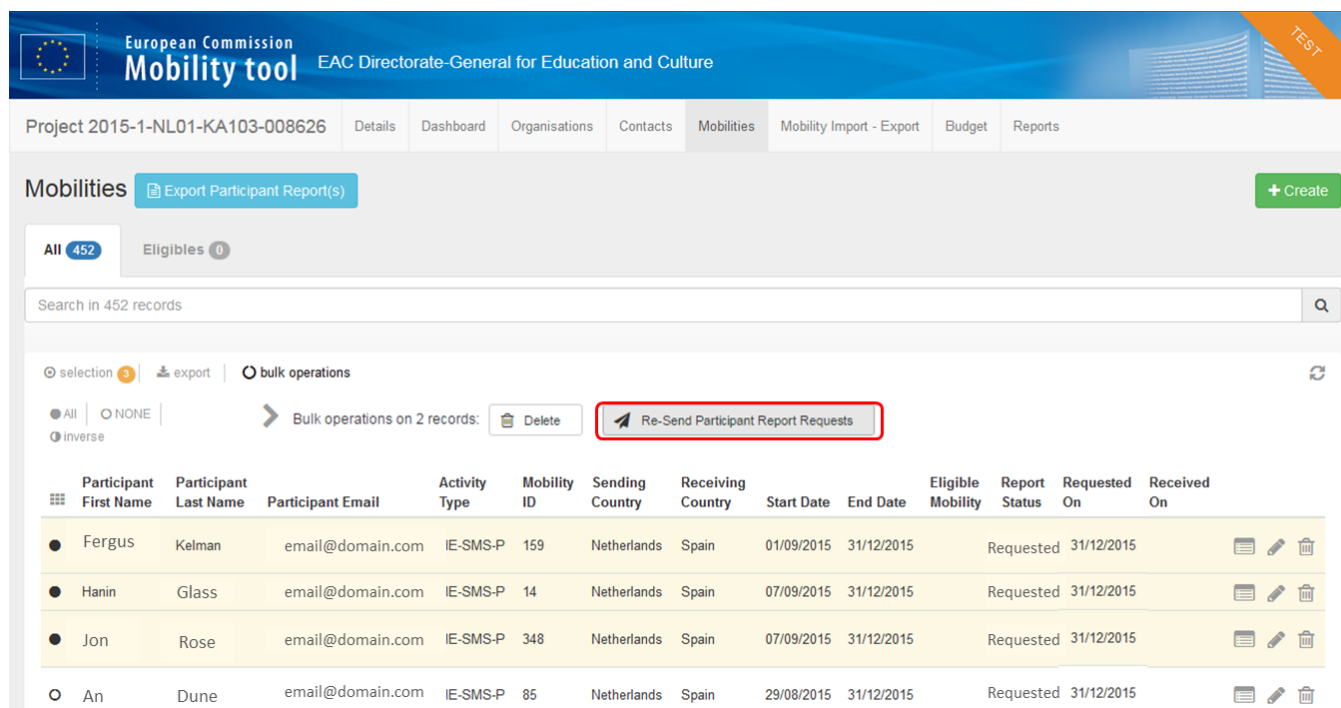
## 3. Select the mobilities and click on "bulk operations"

This can only be performed if the end date of the mobility has passed.



#### 4. Click on "Re-Send Participant Report Requests"

An email reminder will be sent to each of the participants requesting them to submit their participant report. The **Requested On** dates will be updated as a result of this action.

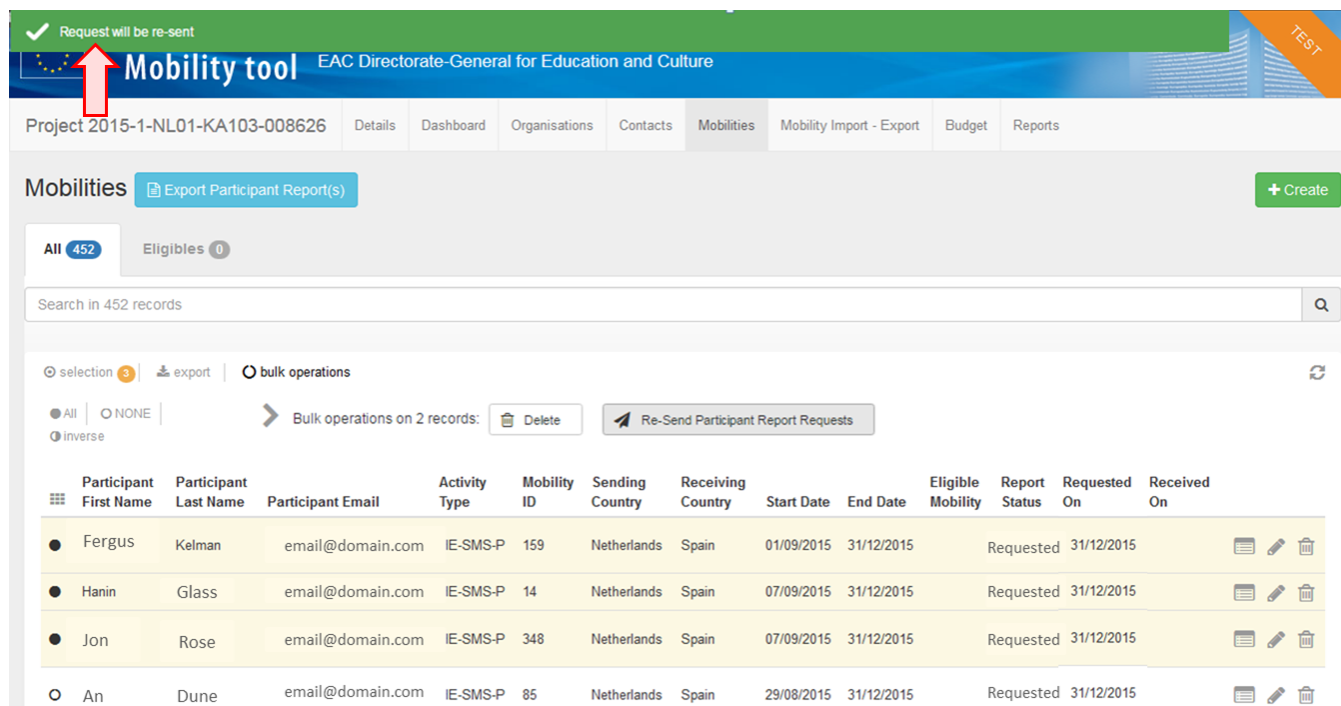


The screenshot shows the 'Mobility tool' interface for the European Commission. The top navigation bar includes 'Project 2015-1-NL01-KA103-008626' and various tabs like 'Details', 'Dashboard', 'Organisations', 'Contacts', 'Mobilities', 'Mobility Import - Export', 'Budget', and 'Reports'. The 'Mobilities' tab is active, showing a list of participants. A red box highlights the 'Re-Send Participant Report Requests' button in the bulk operations section.

Participant First Name	Participant Last Name	Participant Email	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Eligible Mobility	Report Status	Requested On	Received On
Fergus	Kelman	email@domain.com	IE-SMS-P	159	Netherlands	Spain	01/09/2015	31/12/2015		Requested	31/12/2015	
Hanin	Glass	email@domain.com	IE-SMS-P	14	Netherlands	Spain	07/09/2015	31/12/2015		Requested	31/12/2015	
Jon	Rose	email@domain.com	IE-SMS-P	348	Netherlands	Spain	07/09/2015	31/12/2015		Requested	31/12/2015	
An	Dune	email@domain.com	IE-SMS-P	85	Netherlands	Spain	29/08/2015	31/12/2015		Requested	31/12/2015	

#### 5. A confirmation message will be displayed

A confirmation message will be displayed to confirm that the request of resending has been performed. After the resending is performed the dates of **Requested On** will be updated. The resending of the email cannot be repeated within 24 hours of the last request. If the email address is incorrect or the email sending is failed, the report status will be updated to **Undelivered**.



The screenshot shows the 'Mobility tool' interface after the 'Re-Send Participant Report Requests' action. A green confirmation message at the top states 'Request will be re-sent'. The interface below is identical to the previous screenshot, showing the list of participants and the bulk operations section.

Participant First Name	Participant Last Name	Participant Email	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Eligible Mobility	Report Status	Requested On	Received On
Fergus	Kelman	email@domain.com	IE-SMS-P	159	Netherlands	Spain	01/09/2015	31/12/2015		Requested	31/12/2015	
Hanin	Glass	email@domain.com	IE-SMS-P	14	Netherlands	Spain	07/09/2015	31/12/2015		Requested	31/12/2015	
Jon	Rose	email@domain.com	IE-SMS-P	348	Netherlands	Spain	07/09/2015	31/12/2015		Requested	31/12/2015	
An	Dune	email@domain.com	IE-SMS-P	85	Netherlands	Spain	29/08/2015	31/12/2015		Requested	31/12/2015	

#### Related articles

- [Erasmus+ Participant Report Examples](#)
- [MT+ Certifications for mobilities \(2017\)](#)

- [MT+ How to bulk send reminders for participant reports](#)
- [MT+ How to export the inbound participant reports](#)
- [MT+ How to resend a participant report request from the mobility view page](#)
- [MT+ Manage KA1 participant report](#)