

# MT+ Mobility list view

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This page explains the list functionality for the Mobilities screen in KA1 and KA3 projects. The [list functionality](#) is similar to that of **Organisations** or **Contacts**. The specific functionalities and options for mobilities are explained here.

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The "+Create" button

The +Create button allows you to create a new mobility.

It is possible to fill in the minimum amount of information for a mobility and save it as draft. The mobility is indicated as fully completed by having a tick mark in the **Complete** column. If an **X** is shown in this column, the mobility was saved as a draft and has missing information. After clicking the +Create button, the Create Mobility screen opens. See [MT+ Add mobility for KA1 and KA3 projects](#) for step-by-step instructions to add mobilities to a project.

Project 2019-2-PL01-KA105-051680

DetailsOrganisationsContactsMobilitiesMobility Import - ExportObstacle TypesBudgetReports

Mobilities

More actions + Create

All3Complete2Draft1Overview2+1

Search in 3 records

selectionexportbulk operations

	Participant First Name	Participant Last Name	Activity No.	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Complete	Report Status	Requested On	Received On	Invalid Fields	EU Mobility Total Grant (calculated)	
	Thomas	SURNAME	A1	YOUTH-EXCH-P	51680-MOB-00002	Poland	France	13/11/2019	02/12/2019	✓				3	1111	<div></div>
	Anne	NAME	A1	YOUTH-EXCH-P	51680-MOB-00001	Poland	France	13/11/2019	02/12/2019	✓				3	1111	<div></div>
	Mary	FAMILYNAME	A1	YOUTH-EXCH-P	51680-MOB-00003	Poland	France	13/11/2019	27/12/2019	✗				2	275	<div></div>

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Mobilities in different Project Versions

The different project versions only appear for projects that are finalised. Changing the version of the project via the version drop-down displays the list of mobilities for the different stages of reports, NA validation or checks.

A version is displayed with status **Submitted** - the mobilities can no longer be edited, as they are submitted to the National Agency.

Checks are displayed with a unique code, and display the status **Closed**.

Upon opening a project, the **Version** displayed is by default the latest version. The page [MT+ KA1 and KA3 Validated and checked versions](#) provides more details on this functionality.

**Information**

The version drop-down will only be visible once the project is finalised. Then you will also notice a new tab: **NA Validation**, which can be used to check any changes made during the NA Validation.

Here is one example. The first screen shows the mobilities after the last closed check. The second one shows the mobilities reported initially.

Project 2016-1-PL01-KA102-027505

PL01-SYS-002324

Details

Dashboard

Organisations

Contacts

Mobilities

Mobility Import - Export

Budget

Reports

NA Validation

Mobilities

All 2 Overview 4+2

More actions

Search in 2 records

selection export

Participant First Name	Participant Last Name	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Complete	Report Status	Requested On	Received On	Invalid Fields	EU Mobility Total Grant (calculated)
nvBeOwCuUy	xPinVoVyLp	VET-COMP	27505-MOB-00002	Belgium	France	15/11/2016	29/11/2016	✓	Ready			9	1176
PeUrSyncW	PBgJwsWyXw	VET-SCHOOL	27505-MOB-00001	France	Belgium	11/11/2016	30/11/2016	✓	Ready			9	1400

10 25 50 100

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Project 2016-1-PL01-KA102-027505

Reported

Details

Dashboard

Organisations

Contacts

Mobilities

Mobility Import - Export

Budget

Reports

NA Validation

Mobilities

All 1 Overview 4+1

More actions

Search in 1 records

selection export

Participant First Name	Participant Last Name	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Complete	Report Status	Requested On	Received On	Invalid Fields	EU Mobility Total Grant (calculated)
DcOhNxYdf	vpKPCiDdp	VET-SCHOOL	27505-MOB-00001	France	Belgium	11/11/2016	30/11/2016	✓	Ready			9	1400

10 25 50 100

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Projects subject to a claim/appeal will also show those in the version drop-down, even if the project is not finalised. A claim can be in status **Reported**, meaning it is open, or **Submitted** and might also display differences in the mobility list, if applicable.

Reported

Details

Dashboard

Reported Submitted

Claim #1 -Reported () ✓

"More Actions" button

The **More Actions** button provides two additional options to [export of participant report\(s\)](#) and [revalidate Mobilities](#) (where applicable).

Project 2015-1-PL01-KA105-013916  
na validated with eligible cost

DetailsOrganisationsContactsMobilitiesMobility Import - ExportBudgetReports

Mobilities

All 32

Search in 32 records

More actions ▾  
Export Participant Report(s)

Project 2017-2-PL01-KA135-027828  
submitted

▼DetailsOrganisationsContactsMobilitiesMobility Import - ExportComplementary ActivitiesBudgetReports

Mobilities

All 14Complete 13Draft 1

Search in 14 records

More actions ▾  
Export Participant Report(s)  
Revalidate Mobilities

"Export Participant Report(s)" functionality

This feature is available via the **More Actions** button. To export Participant Reports:

1. From the **More actions** button, select **Export Participant Report(s)**.
2. In the **Export Participant Report(s)** screen select the report data to download: **Inbound**, **Outbound** or **All**.
3. Click on the **Export** button.
4. The export table updates. The status of the request is displayed as **Export in Progress**.
5. Once the export is completed the **Download file** icon is now available. Click on it to download the requested participant reports as a \*.zip file and follow the onscreen instructions to save or open the file.  
The status of the request is updated to **Complete**.



Project 2019-1-PL01-KA105-050671 processing Details Organisations Contacts **Mobilities** Mobility Import - Export Inclusion Budget Reports

## Mobilities

All **16** Complete **13** Draft **3**

Search in 16 records

1 **More actions** **+ Create**

- Export Participant Report(s)
- Revalidate Mobilities

### Export Participant Report(s)

Export Participant Report Data

☒ Inbound ☐ Outbound ☐ All

Export

2

### Export Participant Report Data

☒ Inbound ☐ Outbound ☐ All

Export

3

Search in 1 records

4

Export Date	Direction	Participants	Status	User	Role
18/05/2020 11:37:39	Inbound	13	Export in progress	UNKNOWN UNKNOWN	beneficiary

10 25 50 100

1

### Export Participant Report Data

☐ Inbound ☐ Outbound ☒ All

Export

Search in 1 records

Download File

5

Export Date	Direction	Participants	Status	User	Role
18/05/2020 11:38:56	All	13	Complete	UNKNOWN UNKNOWN	beneficiary

10 25 50 100

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## "Revalidate Mobilities" functionality

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.

The **Revalidate Mobilities** feature is also available via the **More Actions** button. The page [MT+ Re-validation of mobilities](#) provides further details on this functionality.

Project 2016-1-FR01-KA103-037268

DetailsDashboardOrganisationsContactsMobilitiesMobility Import - ExportBudgetReports

Mobilities

All 13Complete 13Draft

Search in 13 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	
O	Marie	Capron	MCapron@test.com	HE-SMS-P	37268-MOB-00010	France	Germany	30/07/2017	28/09/2017	✓	Ready			393	1	
O	Margot	Clemency	MClemency@test.com	HE-SMS-P	37268-MOB-00012	France	Germany	30/07/2016	28/04/2017	✓	Ready			2242	0	
O	Marie	Dubois	MDubois@test.com	HE-SMS-P	37268-MOB-00013	France	Germany	30/07/2017	28/09/2017	✓	Ready			393	1	
O	Pierre	Emery	PEmery@test.com	HE-SMP-P	37268-MOB-00009	France	Germany	30/07/2017	28/09/2017	✓	Ready			688	0	
O	Charlotte	Genaus	CGenaus@test.com	HE-SMS-P	37268-MOB-00011	France	Germany	30/07/2017	28/09/2017	✓	Ready			393	1	
O	Vincent	Martin	VMartin@test.com	HE-SMP-P	37268-MOB-00008	France	Germany	30/07/2017	28/09/2017	✓	Ready			688	1	

More actions

Export Participant Report(s)

Export Inbound Participant Report(s)

Revalidate 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 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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# Mobility List Tabs

## "All" tab

The **All** tab in the mobility list view displays all mobilities, completed and draft as currently available in the project.

For 2014 and 2015 projects only the **All** tab is available. following The screenshot shows the list of mobilities for a 2019 KA105 - Youth mobility project.

Project 2019-2-PL01-KA105-051680 2019-2020 Details Organisations Contacts **Mobilities** Mobility Import - Export Obstacle Types Budget Reports

Mobilities More actions + Create

**All** 3 Complete 2 Draft 1 Overview 4+2

Search in 3 records

selection

export

bulk operations

	Complete	Invalid Fields	Participant First Name	Participant Last Name	Activity No.	Activity Type	Sending Country	Receiving Country	Start Date	End Date	EU Mobility Total Grant (calculated)	Report Status
<input type="radio"/>	<input checked="" type="checkbox"/>	0	Thomas	SURNAME	A1	YOUTH-EXCH-P	Poland	France	13/11/2019	02/12/2019	1111	
<input type="radio"/>	<input checked="" type="checkbox"/>	0	Anne	NAME	A1	YOUTH-EXCH-P	Poland	France	13/11/2019	02/12/2019	1111	
<input type="radio"/>	<input checked="" type="checkbox"/>	2	Mary	FAMILYNAME	A1	YOUTH-EXCH-P	Poland	France	13/11/2019	27/12/2019	275	

10 25 50 100

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## "Complete" tab

The **Complete** tab (available for projects from 2016 onward) shows the entire list of mobilities that are completed, meaning all mandatory mobility details are provided.

Mobilities More actions + Create

**All** 3 **Complete** 2 Draft 1 Overview 4+2

Search in 2 records

selection

export

bulk operations

	Complete	Invalid Fields	Participant First Name	Participant Last Name	Activity No.	Activity Type	Sending Country	Receiving Country	Start Date	End Date	EU Mobility Total Grant (calculated)	Report Status
<input type="radio"/>	<input checked="" type="checkbox"/>	0	Anne	NAME	A1	YOUTH-EXCH-P	Poland	France	13/11/2019	02/12/2019	1111	
<input type="radio"/>	<input checked="" type="checkbox"/>	0	Thomas	SURNAME	A1	YOUTH-EXCH-P	Poland	France	13/11/2019	02/12/2019	1111	

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## "Draft" tab

The **Draft** tab (available for projects from 2016 onward) shows the list of mobilities in draft. Mobilities displayed here missing mandatory information. These mobilities are not considered part of the current budget in the **Budget** tab.

Mobilities More actions + Create

**All** 3 Complete 2 **Draft** 1 Overview 4+2

Search in 1 records

selection

export

bulk operations

	Complete	Invalid Fields	Participant First Name	Participant Last Name	Activity No.	Activity Type	Sending Country	Receiving Country	Start Date	End Date	EU Mobility Total Grant (calculated)	Report Status
<input type="radio"/>	<input checked="" type="checkbox"/>	2	Mary	FAMILYNAME	A1	YOUTH-EXCH-P	Poland	France	13/11/2019	27/12/2019	275	

10 25 50 100

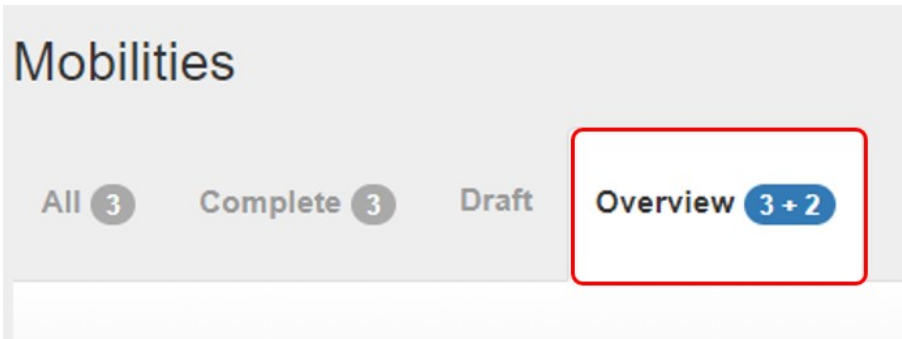
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## "Overview" tab (KA101, KA102, KA104, KA105 and KA116 only)

For KA101 - School education staff mobility, KA102 - VET learner and staff mobility, KA104 - Adult education staff mobility, KA105 - Youth mobility and KA116 - VET learner and staff mobility with VET mobility charter projects an additional tab is visible in the mobility list view: the **Overview** tab.

The blue label shows two numbers:

- The number on the left indicates the amount of granted (i.e. planned) activity types for this project. This number reflects the **Granted Mobilities** list below.
- The number on the right indicates how many of the granted activity types include completed mobilities recorded in the project. This number reflects the **Completed Mobilities** list below. If no mobilities are recorded, the displayed number is "0"; it updates automatically as you add mobilities for each action type.



Two tables are displayed under the Overview tab: **Granted Mobilities** and **Completed Mobilities**.

- The **Granted Mobilities** table provides an overview of mobility targets per activity type set for your project in your application. The information displayed is received from the National Agencies project management system and cannot be modified.
- The **Completed Mobilities** table provides a summary of the mobilities completed per activity type so far in your project.

The tables are empty if no mobilities are available in the project.

Project 2020-1-PL01-KA104-065110

DetailsOrganisationsContactsMobilitiesMobility Import - ExportBudgetReports

Mobilities

More actions + Create

All 1Complete 1DraftOverview 3 + 2

Granted mobilities

The following table presents the mobility targets set for your project as part of your grant agreement.

Activity Type	Number of participants requiring a grant	Number of participants not requiring a grant	Total number of participants	Average duration per participant (days)*	Number of Accompanying Persons
Job Shadowing	10	0	10	62	0
Structured Courses/Training Events	6	0	6	45	0
Teaching/training assignments abroad	8	0	8	50	0
Total	24	0	24	157	0

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Note: At application stage, average duration per participant has been calculated only for participants requiring an Individual Support grant. Calculation for completed mobilities may differ.

Completed Mobilities

The following table presents the summary of the mobilities you have completed so far. Please note that you do not have the obligation to achieve the exact target numbers as estimated at application stage. Your priority should be to achieve the project objectives as described in your European Development Plan. The target numbers should serve as your orientation, but during implementation you may modify your plans within the budget you have been awarded. Smaller changes in targets can be explained as part of your project's final report and they will be taken into account during the project evaluation. If you would like to make more significant changes to the project targets, please consider contacting your National Agency to receive their advice on the matter.

Activity Type	Number of participants requiring a grant	Number of participants not requiring a grant	Total number of participants	Average duration per participant (days)*	Number of Accompanying Persons	Average duration per participant (including non-funded days)
Structured Courses/Training Events	1	0	1	28	0	28
Teaching/training assignments abroad	2	0	2	28	0	28
Total	3	0	3	56	0	56

The **Completed mobilities** table updates automatically as **completed** mobilities are recorded in the project.

Information

Please note that it is not required to achieve the exact number of mobilities as estimated at application stage and displayed in the **Granted Mobilities** table. Priority should be given to achieving the project objectives as described in the European Development Plan or Internationalisation Strategy. The values presented in the target numbers can serve as orientation.

Smaller changes in targets can be explained as part of your project's final report and will be taken into account during project evaluation. If you would like to make more significant changes to the project targets, please consider contacting your National Agency to receive their advice on the matter.

The calculations for the values per row in the Granted Mobilities table are as follows:

- **Number of participants requiring a grant** = All mobilities where Travel + Individual Support + Linguistic Support + Exceptional costs for expensive travel + Special Needs Support + Exceptional Costs + Course Fees Grant\* is **higher than 0**, excluding accompanying persons and regardless of the zero-grant flag value.
- **Number of participants not requiring a grant** = All mobilities where Travel + Individual Support + Linguistic Support + Exceptional costs for expensive travel + Special Needs Support + Exceptional Costs + Course Fees Grant\* **equals 0**, excluding accompanying persons and regardless of the zero-grant flag value
- **Total number of participants** = Number of participants requiring a grant + Number of participants not requiring a grant

- **Average duration per participant (days)** = Average of Duration of Mobility Period (days) for all mobilities where Travel + Individual Support + Linguistic Support + Exceptional costs for expensive travel + Special Needs Support + Exceptional Costs + Course Fees Grant\* is **higher than 0**, excluding accompanying persons
- **Number of accompanying persons** = Number of mobilities flagged as Accompanying person.

\*Course Fees Grant: Only in activities of type AE (Adult education) in KA104 projects and SE (School education) in KA101 projects.

Mobilities

All 4

Complete 3

Draft 1

Overview 3 + 2

Search in 3 records

Mobilities

All 4

Complete 3

Draft 1

Overview 3 + 2

Completed Mobilities

The following table presents the summary of the mobilities you have completed so far.

Please note that you do not have the obligation to achieve the exact target numbers as estimated at application stage. Your priority should be to achieve the project objectives as described in your European Development Plan. The target numbers should serve as your orientation, but during implementation you may modify your plans within the budget you have been awarded. Smaller changes in targets can be explained as part of your project's final report and they will be taken into account during the project evaluation. If you would like to make more significant changes to the project targets, please consider contacting your National Agency to receive their advice on the matter.

Activity Type	Number of participants requiring a grant	Number of participants not requiring a grant	Total number of participants	Average duration per participant (days)*	Number of Accompanying Persons	Average duration per participant (including non-funded days)
Structured Courses/Training Events	1	0	1	28	0	28
Teaching/training assignments abroad	2	0	2	28	0	28
Total	3	0	3	56	0	56

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Note: Average duration is calculated for all participants requiring a grant.

## Specific Mobility list columns

In the mobility list certain specific columns are available for display and may be particularly relevant.

1. **Report Status** and the related options **Requested On**, **Received On** and **Reminded on** - allows to consult the status of a participant report from the moment the initial invitation email is sent until the participant report is submitted.
2. **Invalid fields** - displays a numeric value in a red box if there any missing mandatory details for a mobility. This occurs either because the mobility is still in draft status or because mobilities previously marked complete **do not comply with a new/changed rule after a Mobility Tool+ release and are therefore missing mandatory fields**.
3. **Accompanying person** - Mobilities marked with a check in this column are flagged as Accompanying Persons and must not fill in participant reports.
4. **Draft** and **Complete** - a check in this column indicates the mobility as complete, an X indicates it is as draft that requires updates. Draft mobilities are not used in budget calculations.
5. **EU Mobility Total Grant (calculated)** - displays the calculated grant for the mobility by summing up the amounts for EU Travel Grant, Exceptional Cost for Expensive Travel EU Grant, EU Individual Support, Course Fees Grant, Linguistic Preparation Grant, Organisational Support, EU Special Needs Support and Exceptional Costs, where relevant.
6. **COVID-19** - Mobilities having an end date within 2020, the Force Majeure flag checked, and for which Force Majeure Explanations contain keywords such as "corona" or "covid" will automatically have the flag checked in this column. This flag cannot be changed manually.

General information on the list functionalities in Mobility Tool+ is available under [MT+ List functionality](#).

Project 2019-2-PL01-KA105-051680 View up

Details Organisations Contacts **Mobilities** Mobility Import - Export Inclusion Budget Reports

### Mobilities

More actions + Create

All **4** Complete **3** Draft **1**

Search in 4 records

selection export bulk operations

	Invalid Fields	COVID-19	Participant First Name	Participant Last Name	Activity No.	Activity Type	Accompanying Person	Sending Country	Receiving Country	Start Date	End Date	Complete	EU Mobility Total Grant (calculated)	Report Status	Received On	
<input type="radio"/>	3	✓	Thomas	NAME	A2	YOUTH-TNYW-P	✗	Austria	Poland	28/08/2019	14/11/2019	✗	500	N/A		
<input type="radio"/>	3		Mary	FAMILY NAME	A2	YOUTH-TNYW-P	✓	Austria	Poland	28/08/2019	25/10/2019	✓	1375			
<input type="radio"/>	3	✓	Anne	SURNAME	A2	YOUTH-TNYW-P	✗	Austria	Poland	01/01/2020	31/01/2020	✓	0	N/A		
<input type="radio"/>	3	✓	Peter	FAMILYNAME	A2	YOUTH-TNYW-P	✗	Austria	Poland	01/01/2020	31/01/2020	✓	225	N/A		

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## "Add/Remove Columns" functionality

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.

More actions 

All 4 Complete 3 Draft 1

Search in 4 records

☒ selection
 ☐ export
 ☐ bulk operations

1

Remove Columns														
Participant First Name	Participant Last Name	Activity No.	Activity Type	Accompanying Person	Sending Country	Receiving Country	Start Date	End Date	Complete	EU Mobility (calculated)	Total Grant	Report Status	Received On	
<div>1</div> <div>○</div> Thomas	NAME	A2	YOUTH-TNYW-P	✖	Austria	Poland	28/08/2019	14/11/2019	✖	500		N/A		<div><div></div><div></div><div></div><div></div></div>
<div>○</div> Mary	FAMILY NAME	A2	YOUTH-TNYW-P	✔	Austria	Poland	28/08/2019	25/10/2019	✔	1375				<div><div></div><div></div><div></div><div></div></div>
<div>○</div> Anne	SURNAME	A2	YOUTH-TNYW-P	✖	Austria	Poland	01/01/2020	31/01/2020	✔	0		N/A		<div><div></div><div></div><div></div><div></div></div>
<div>○</div> Peter	FAMILYNAME	A2	YOUTH-TNYW-P	✖	Austria	Poland	01/01/2020	31/01/2020	✔	225		N/A		<div><div></div><div></div><div></div><div></div></div>
<div><div>10</div><div>25</div><div>50</div><div>100</div></div> <div><div>&lt;</div><div>1</div><div>&gt;</div></div>														

☐ selection |   | ☐ bulk operations

Add/Remove Columns **2**
 participant first name
 participant last name
 participant email
 activity no.
 activity type
 accompanying person
 mobility id
 sending country
 receiving country
 receiving organisation legal name
 start date
 end date
 draft

	Participant First Name	Participant Last Name	Activity No.	Activity Type	Accompanying Person	Sending Country	Receiving Country	Start Date	End Date	Complete	EU Mobility Tool Grant (calculated)	Report Status	Received On
O	Thomas	NAME	A2	YOUTH-TNYW-P	X	Austria	Poland	28/08/2019	14/11/2019	X	500	N/A	   

☒ selection
 ☐ export
 ☐ bulk operations

Add/Remove Columns: participant first name participant last name participant email activity no. activity type accompanying person mobility id sending country receiving country receiving organisation legal name start date end date draft

complete eu mobility total grant (calculated) report status updated on requested on received on covid-19 invalid fields 3 on calculated (days) reminded on Done

Participant ID	Participant Last Name	Activity No.	Activity Type	Accompanying Person	Sending Country	Receiving Country		Complete	EU Mobility Total Grant (calculated)	Report Status	Received On	COVID-19
						Country	Start Date					
0	NAME	A2	YOUTH-TNW.P	✖	Austria	Poland	28/08/2019	14/11/2019	✖	500	N/A	

selection | export | 4 iterations

Add/Remove Columns    invalid input    participant first name    participant last name    participant email    activity no.    activity type    accompanying person    mobility id    sending country    5    receiving organisation legal name    start date

Participant ID	Participant Last Name	Activity	Accompanying	Sending Country	Receiving Country	Start Date	End Date	Complete	EU Mobility	Total Grant	Report Status	Received On	COVID-19
		Activity Type	Person						(calculated)				



"Search" field

The **Search** field allows you to search for mobilities quickly. If you type the name of the participant in the **Search** field, the result will appear in the list.

Mobilities

More actions + Create

All 1Complete 13Draft 1

margot

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
<input type="radio"/>	Margot	Clemency	MClemency@test.com	HE-SMS-P	37268- MOB-00012	France	Germany	30/07/2016	28/04/2017	✓	Ready			2242	0 <div></div> <div></div> <div></div> <div></div>

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## "Selection" option

The **Selection** option allows you to select or de-select mobilities. Click on the radio button to select from the following options: **All in this page**, **All existing records**, **None** or **inverse**.

In the example below, the option **All existing records** is selected. All mobilities in the list are highlighted in yellow.

# Mobilities


All 16


Complete 13

Draft 3

Search in 16 records

☒ selection

 export

 bulk operations

☐ all in this page

☒ all existing records

☐ none

☒ inverse

## Mobilities

[More actions ▾](#) [+ Create](#)

All **16** Complete **13** Draft **3** Overview **1 + 1**

Search in 16 records


☒ selection **16**
 export
 ☐ bulk
 

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

	Complete	Invalid Fields	Participant First Name ^	Participant Last Name	Activity No.	Activity Type	Sending Country	Receiving Country	Start Date	End Date	EU Mobility Total Grant (calculated)	Report Status	
● ✕ <b>1</b>	Anna	NAME	A2	YOUTH-EXCH-T	Poland	Poland	30/09/2019	01/10/2019	248				
● ✕ <b>1</b>	Bert	FAMILYNAME	A1	YOUTH-EXCH-P	Poland	France	02/08/2019	21/08/2019	1111				
● ✓ <b>0</b>	Charlie	SURNAME	A1	YOUTH-EXCH-P	Poland	France	02/08/2019	21/08/2019	1111				
● ✓ <b>0</b>	Diana	NAMES	A1	YOUTH-EXCH-P	Poland	France	02/08/2019	21/08/2019	1111				
● ✓ <b>0</b>	Eric	LAST-NAME	A1	YOUTH-EXCH-P	Poland	France	02/08/2019	21/08/2019	1111				

"Export" option

The **Export** button allows you to export your selection. It is possible to export as **PDF file**, **XLS file** or **CSV file**. Select the export option you require and follow the screen instructions to save or open the file.



Information

This export of mobilities is not the same as exporting the list of mobilities for bulk import. That can only be done in the **Mobility Import - Export** tab. The page [MT+ Manage export and import of mobilities](#) provides details on this functionality.

Mobilities

More actions + Create

All 16Complete 13Draft 3Overview 1+1

Search in 16 records

export

selection 16

all in this pageall existing recordsnoneinverse

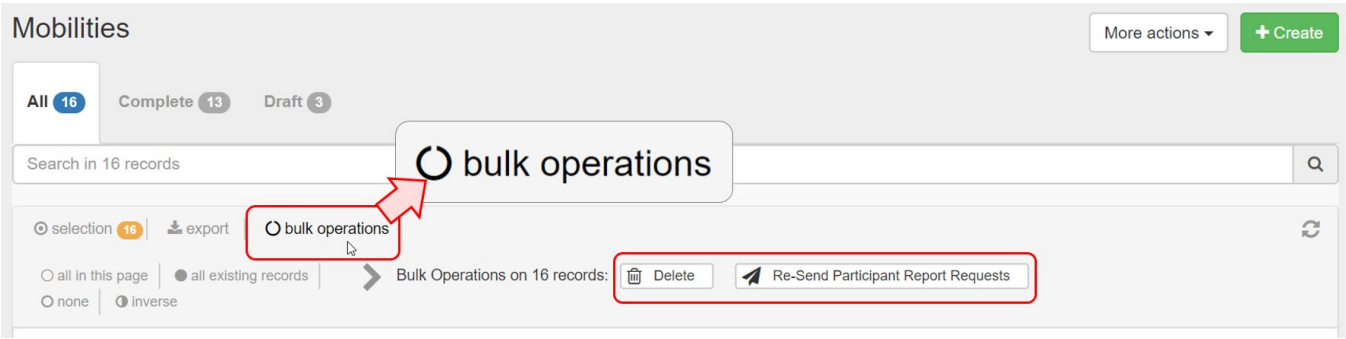
Export 16 records:

PDF FileXLS fileCSV file

	Complete	Invalid Fields	Participant First Name ^	Participant Last Name	Activity No.	Activity Type	Sending Country	Receiving Country	Start Date	End Date	EU Mobility Total Grant (calculated)	Report Status
	✖	1	Anna	NAME	A2	YOUTH-EXCH-T	Poland	Poland	30/09/2019	01/10/2019	248	
	✖	1	Bert	FAMILYNAME	A1	YOUTH-EXCH-P	Poland	France	02/08/2019	21/08/2019	1111	
	✔	0	Charlie	SURNAME	A1	YOUTH-EXCH-P	Poland	France	02/08/2019	21/08/2019	1111	
	✔	0	Diana	NAMES	A1	YOUTH-EXCH-P	Poland	France	02/08/2019	21/08/2019	1111	
	✔	0	Eric	LAST-NAME	A1	YOUTH-EXCH-P	Poland	France	02/08/2019	21/08/2019	1111	

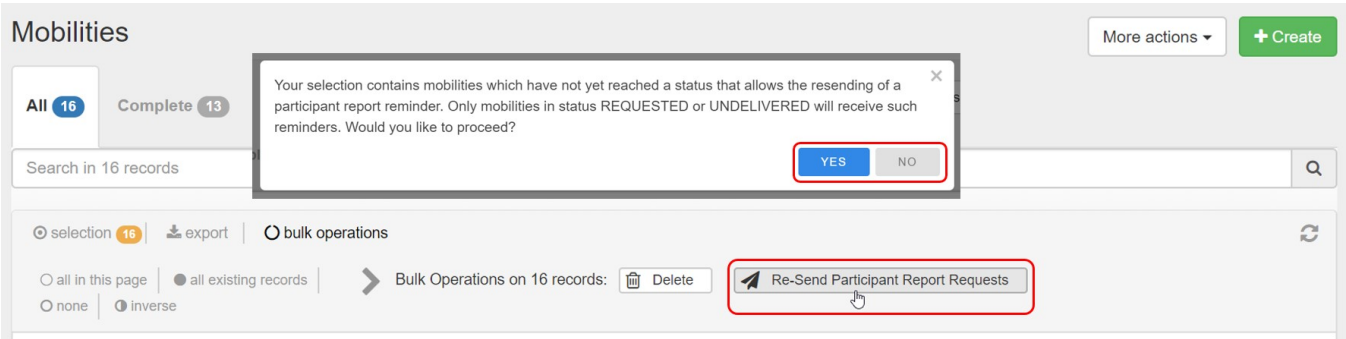
"Bulk operations" option

The **bulk operations** button allows you to **delete** (multiple) records or to **Re-Send Participant Report Requests**.



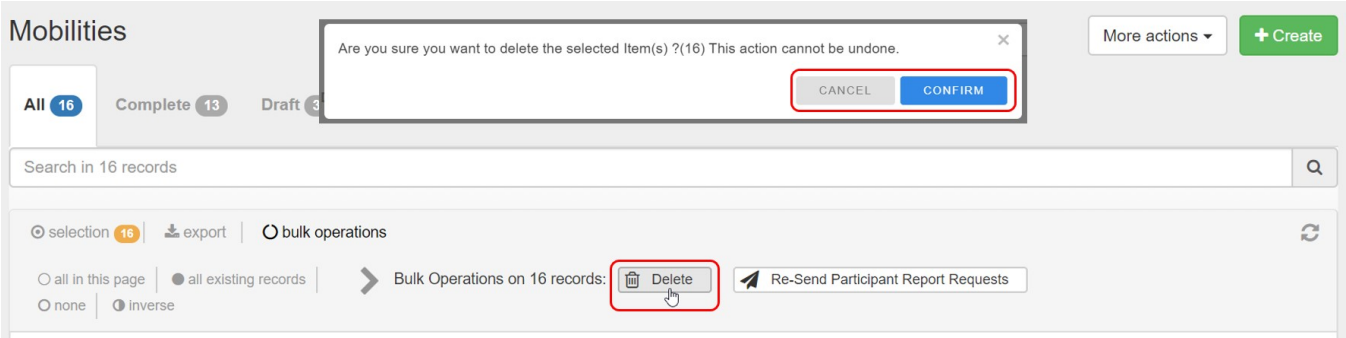
Bulk option "Re-Send Participant Report Requests"

The **Re-send Participant Report** Requests option allows to send reminders to participants to fill in their Participant Report. It is only possible to resend the participant report if the end date of the mobility is reached.  
You can check in column **Requested On** the date the automatic email notification was originally sent.  
Click Re-send Participant Report Requests. Confirm that you want to send a reminder message to the participants. The notification(s) will be sent and the Requested On date updated.



Bulk option "Delete"

Click the **Delete** button to remove your selection of mobilities. **Confirm** this action in the pop-up. Select cancel to stop this action.



"View" mobility

To view the details of a mobility, click the **view** icon. The details screen opens, but no information can be edited.

If you would need to edit the opened mobility from this view, click the **Edit icon** in the right hand top corner of the screen.

The **back to list** button in the left hand top corner brings you back to the list of mobilities.

**Note:** The view screen appears differently for projects from 2016 onward than for 2014/2015 projects.

Mobilities

More actions + Create

All 14Complete 13Draft 1

Search in 14 records

selectionexportbulk operations

	Participant First Name	Participant Last Name ^	Participant Email	Activity Type	Sending Country	Receiving Country	Start Date	End Date	Complete	Report Status	EU Mobility Total (calculated)	
<input type="radio"/>	Adele	Bernard	ABernard@test.com	HE-SMS-P	France	Germany	30/07/2017	28/09/2017	<input checked="" type="checkbox"/>	NONE	393	<div><div>view</div><div>4</div></div>
<input type="radio"/>	Marie	Capron	MCapron@test.com	HE-SMS-P	France	Germany	30/07/2017	28/09/2017	<input checked="" type="checkbox"/>	Ready	393	<div><div>view</div><div>0</div></div>
<input type="radio"/>	Margot	Clemency	MClemecy@test.com	HE-SMS-P	France	Germany	30/07/2016	28/04/2017	<input checked="" type="checkbox"/>	Ready	2242	<div><div>view</div><div>0</div></div>

back to list

Mobilities

Export PDF

Mobility for Capron Marie

Mobility Participant From / To Duration Budget

393.00 €

Complete

MOBILITY

Activity Type

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

Long-term Activity

Mobility saved 3 hours ago

Nothing to save

HISTORY INFORMATION

"Edit" mobility

To edit details for a mobility, click the **Edit (pencil) icon**. The mobility detail screen opens and you can make adjustments.

**Note:** The edit screen appears differently for projects from 2016 onward than for 2014/2015 projects.

Mobilities

More actions + Create

All 14 Complete 13 Draft 1

Search in 14 records

selection export bulk operations

	Participant First Name	Participant Last Name ^	Participant Email	Activity Type	Sending Country	Receiving Country	Start Date	End Date	Complete	Report Status	EU Mobility Total Grant (calculated)	
	Adele	Bernard	ABernard@test.com	HE-SMS-P	France	Germany	30/07/2017	28/09/2017	✖	NONE	393	
	Marie	Capron	MCapron@test.com	HE-SMS-P	France	Germany	30/07/2017	28/09/2017	✓	Ready	393	
	Margot	Clemency	MClemecy@test.com	HE-SMS-P	France	Germany	30/07/2016	28/04/2017	✓	Ready	2242	
	Marie	Dubois	MDubois@test.com	HE-SMS-P	France	Germany	30/07/2017	28/09/2017	✓	Ready	393	

Edit

Edit

back to list Mobilities Export PDF

Mobility for Dubois Marie

Mobility Participant From / To Duration Budget

393.00 € Complete

MOBILITY

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

Mobility ID37268-MOB-00013

Force Majeure ?Studies Combined with Traineeship

COVID-19 affected

Revalidate and Save

HISTORY INFORMATIONCreated on 05/04/2018 14:10:05 by ECAS EAC\_TRAININGUpdated on 05/04/2018 14:11:52 by ECAS EAC\_TRAINING

PARTICIPANT

Participant DataParticipant Report Recognition of Learning Outcomes (0 max. 1) Recognition Report

Participant IDParticipant First NameMarieParticipant Last NameDubois

## "Copy" mobility

The **Copy function** allows you to copy most details from an already existing mobility to create a new mobility. In the newly opened mobility draft screen you will only have to provide the missing information as indicated in the **Invalid Fields** section and save.

See [MT+ Copy mobility details](#) for more details.

Mobilities [Export Participant Reports](#)

All 7 Complete 3 Draft 1

Search in 7 records

selection export bulk operations

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	(calculated)
Aline	Gaspard	a.g@d.com	A10	YOUTH-VOL-P	11331-MOB-00013	France	Denmark	27/09/2016	17/11/2016	✓	Ready			1532
Celine	Dupont	C.dupont@emailaddress.com	A1	YOUTH-EXCH-P	11331-MOB-00006	France	France	23/07/2016	09/08/2016	✓				1036
Geoffrey	Barrenz	st@ht.vom	A15	YOUTH-EXCH-T	11331-MOB-00010	France	Denmark	04/08/2016	16/08/2016	✓				790
Henry	King	tes@domain.com	A18	YOUTH-VOL-T	11331-MOB-00007	France	Denmark	16/05/2016	22/06/2016	✓	Ready			1348

back to list Mobilities [Export PDF](#)

Mobility Participant From / To Duration Budget 1,532.00 € Draft

Mobility saved a year ago You have pending changes

Nothing to save

All bound one Draft mandatory field is not valid highlight draft fields

INVALID FIELDS

- Participant Last Name value required
- Participant Email value required
- Date of Birth (dd/mm/yyyy) value required
- Participant Gender value required
- Nationality value required
- Participant First Name value required

MOBILITY

Activity No. A10 Activity Type YOUTH-VOL-P : European Voluntary Service - Programme Countries Long-term Activity

Mobility ID 11331-MOB-00001 240 characters left

Force Majeure ?

This tag is not automatically for Force Majeure deadlines ending in 2020 and where Force Majeure comment contains the keyword "coronavirus" or "COVID-19"

COVID-19 affected

PARTICIPANT

You are creating a new mobility from 11331-MOB-00013. All information has been copied except for the data of the participant. Please complete and adapt all relevant fields.

## "Delete" mobility

To delete a mobility, click the **Delete (bin)** icon. Confirm the deletion in the pop up.

Mobilities

All 14 Complete 13 Draft 1

Search in 14 records

selection export bulk operations

Participant First Name	Participant Last Name	Participant Email	Activity Type	Sending Country	Receiving Country	Start Date	End Date	Complete	Report Status	EU Mobility Total Grant (calculated)
Adele	Bernard	ABernard@test.com	HE-SMS-P	France	Germany	30/07/2017	28/09/2017	✗	NONE	393
Marie	Capron	MCapron@test.com	HE-SMS-P	France	Germany	30/07/2017	28/09/2017	✓	Ready	393
Margot	Clemency	MClemency@test.com	HE-SMS-P	France	Germany	30/07/2017	28/09/2017	✗	NONE	393
Marie	Dubois	MDubois@test.com	HE-SMS-P	France	Germany	30/07/2017	28/09/2017	✗	NONE	393
Pierre	Emery	PEmery@test.com	HE-SMP-P	France	Germany	30/07/2017	28/09/2017	✗	NONE	393
Charlotte	Gervais	CGervais@test.com	HE-SMS-P	France	Germany	30/07/2017	28/09/2017	✓	Ready	393
Vincent	Martin	VMartin@test.com	HE-SMP-P	France	Germany	30/07/2017	28/09/2017	✗	NONE	393

## Related Articles

- [MT+ Basics and variations of the mobility screen for KA1](#)
- [MT+ EU Login for user](#)
- [MT+ How to get access](#)
- [MT+ KA1 and KA3 Budget screen](#)
- [MT+ List functionality](#)
- [MT+ Menu and Navigation](#)
- [MT+ Notifications](#)
- [MT+ Project Details](#)
- [MT+ Update OID or confirm changed organisation details](#)