MT+ How to update an interim report

- 1. Click "Edit Draft" of the report
- 2. Update the report

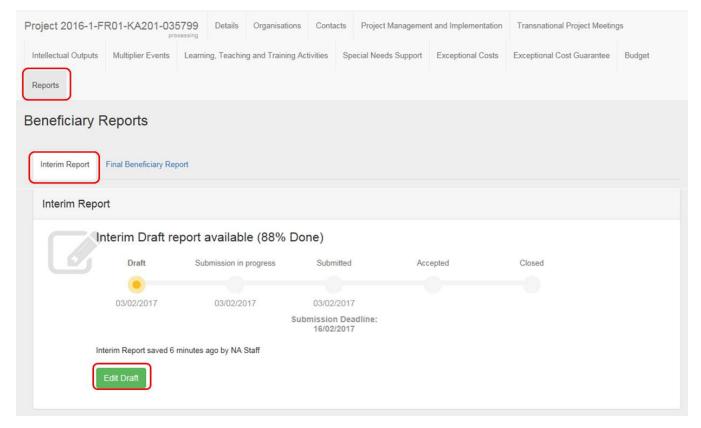
In the case where the report gets rejected by the NA and is requested to be updated, you will see the **Interim Draft report** is returned to the draft status, in the **Interim Report** field of the **Reports** tab in Mobility Tool+.

1. Click "Edit Draft" of the report

Explanation and illustration

If the report is rejected, the beneficiary will receive an e-mail notification and will be required to contact the NA for more details on the reasons behind the rejection of the report.

Once clarified, click the Edit Draft button to start updating the report.

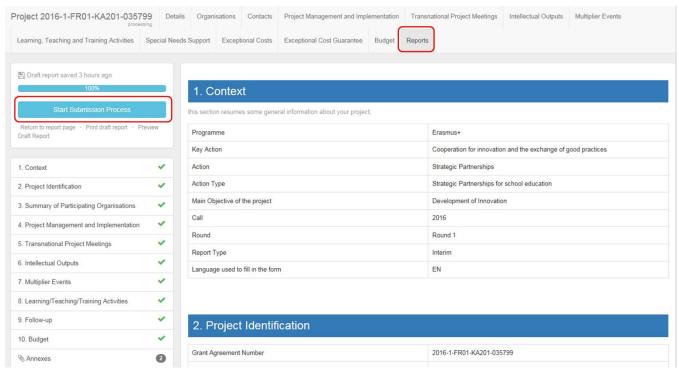


2. Update the report

Explanation and illustration

Now the report becomes editable. Note that the **Start Submission Process** is already active when you start editing, which is not the case when you first complete the report.

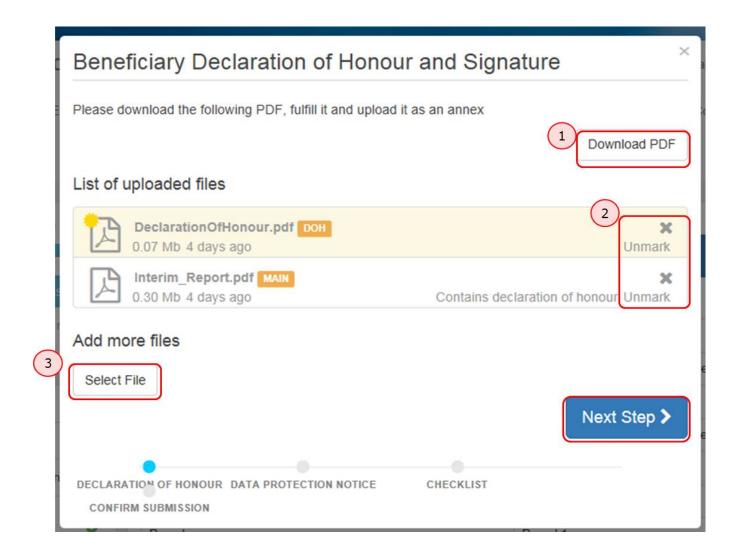
Once the report is updated, click on the ${\bf Start\ Submission\ Process}$ in order to proceed.



Once you start the submission process, a pop up screen will appear, allowing you to:

- 1. Download the PDF of the Declaration of Honour to be attached or changed.
- Remove the uploaded files by clicking the X icon.Clicking Unmark or mark indicates that the file is either unlinked or linked to the report.
- ${\bf 3.}\,$ To add more files to the report, click the ${\bf Select}\,{\bf File}$ button.

In order to proceed click the Next Step button.



The next steps to finalise the submission are the same as described in How to submit an interim report, asking you to:

- Accept the Data Protection Notice and to
- Complete the Checklist.

Once the checklist is completed, you will be able to Submit Beneficiary Report and you will see the status screen.

Related Articles

- How to complete and submit a KA171 Interim or Periodic Report
 Interim, Periodic and Progress Reports in Beneficiary module
 Interim, Periodic or Progress Reports
 MT+ How to submit an interim report
 MT+ How to update an interim report
 MT+ Manage Interim and Final reports for KA109 projects
 MT+ Manage Interim Report