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 **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.
2. 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.
3. To add more files to the report, click the **Select 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