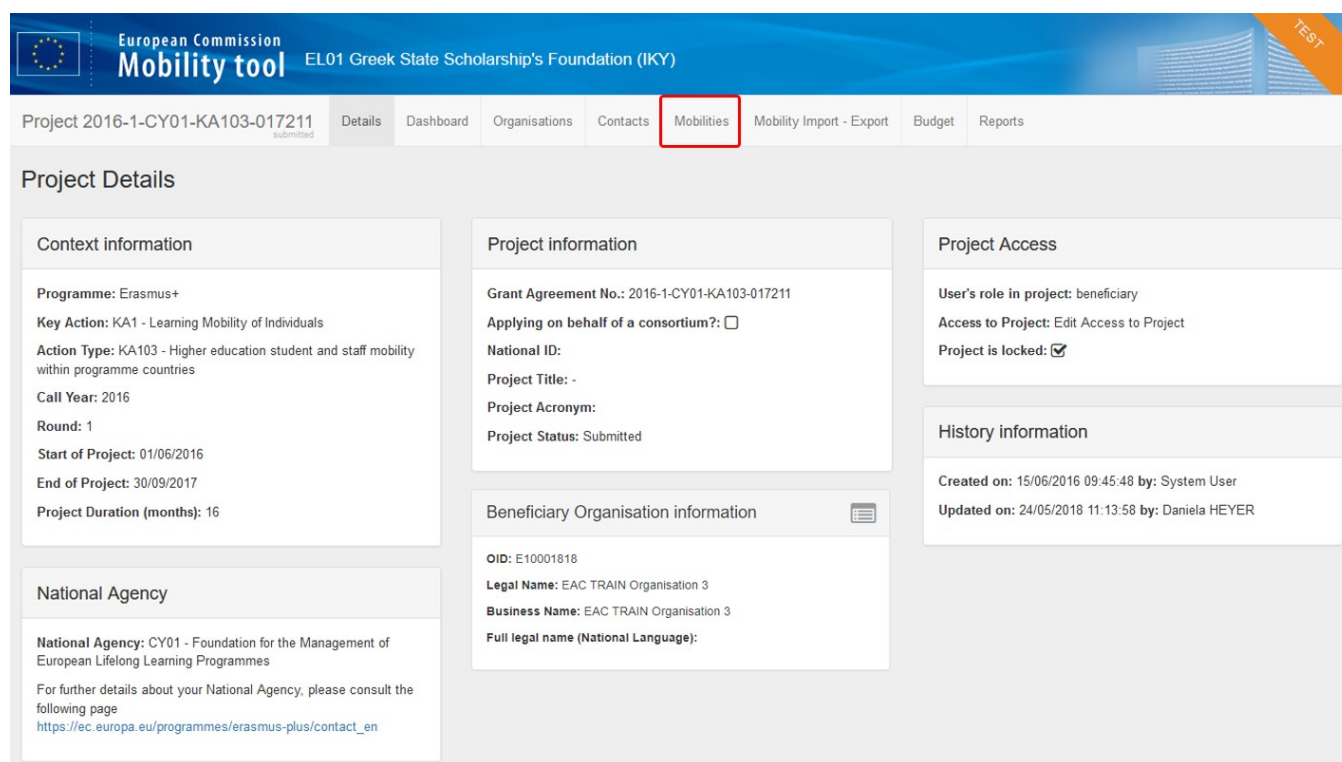# MT+ How to export the inbound participant reports

-

This functionality allows organisations to **export participant reports of inbound participants** to their organisations. These inbound participant reports are not part of projects that the organisation is a coordinator of, but rather the organisation is indicated as a host or partner organisation of other projects, which it cannot view.

Steps

1. Click the "Mobilities" tab

Organisations have the functionality to export participant reports involved in mobilities of projects for which they are only a host organisation.

In the project, click the **Mobilities** tab.

2. Click the "More Actions" button and select "Export Inbound Participant Report(s)"

On top of the mobilities list, click the **More Actions** button.

Select the **Export Inbound Participant Report(s)** option.

Click **Yes** in the pop-up dialogue to start the download.

3. Save the file

Follow the download instructions on screen. These may vary depending on the browser you are using.

Save the file on your computer.

The downloaded ***.zip file** will contain several separate ***.csv files**, one for each activity type.

Open the file using Microsoft Excel or a similar software. In the file each row represents one participant report.

	A	B	C
1	Project ID	Mobility ID	Mobility Type
2	2015-1-FR01-KA107-000775	00775-MOB-00003	Staff mobility for Teaching To/From Partner Countries
3	2015-1-FR01-KA107-000775	00775-MOB-00005	Staff mobility for Teaching To/From Partner Countries
4			
5			

If no inbound report was received, the file(s) will contain the following message:

A	B	C	D	E	F	G	H	I	J	K
The CSV file does not contain any data because there are no mobilities with status submitted to be exported										

Related articles

- Erasmus+ Participant Report Examples
- ESC MT+ Manage participant reports
- ESC Participant Reports Examples
- EU Survey - Introduction
- Hosting locations in Volunteering teams activities in ESC51
- Manage participant reports in projects
- Manage Report On Recognition
- MT+ Certifications for mobilities (2017)
- MT+ ESC How to resend a participant report request
- 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
- Participant Report
- Request NA Exclusion for Participant Reports in cases of Force majeure