

MT+ How to export the inbound participant reports

- Steps
 - 1. Click the "Mobilities" tab
 - 2. Click the "More Actions" button and select "Export Inbound Participant Report(s)"
 - 3. Save the file
- Related articles

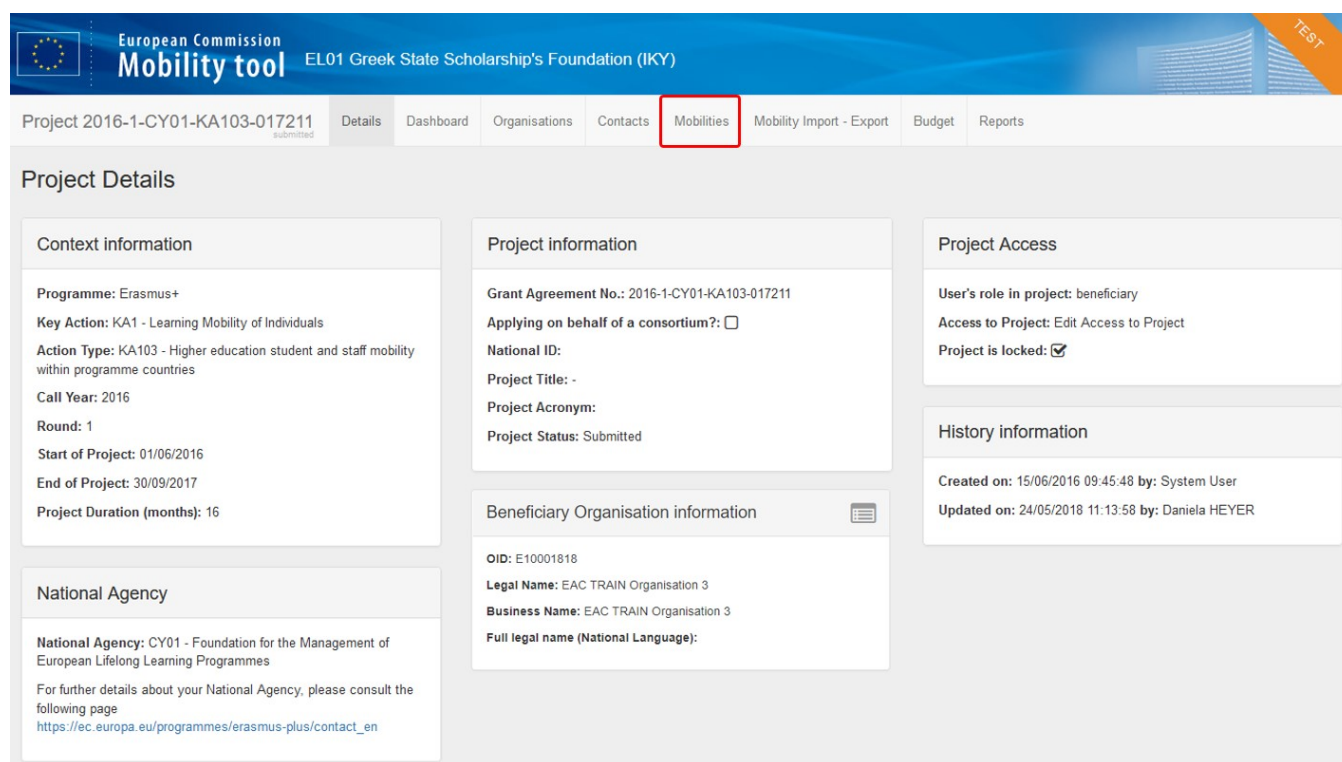
This functionality allows organisations to **export participant reports of inbound participants** to their organisations. These inbound participant reports are not part of projects that the organisation is a coordinator of, but rather the organisation is indicated as a host or partner organisation of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



The screenshot displays the 'European Commission Mobility tool' interface for the project 'EL01 Greek State Scholarship's Foundation (IKY)'. The 'Mobilities' tab is highlighted with a red box in the top navigation bar. The main content area is divided into three columns: 'Context information', 'Project information', and 'Project Access'. The 'Context information' column includes details about the programme (Erasmus+), key action (KA1 - Learning Mobility of Individuals), action type (KA103 - Higher education student and staff mobility within programme countries), call year (2016), round (1), start and end dates of the project, and project duration (16 months). The 'Project information' column shows the grant agreement number (2016-1-CY01-KA103-017211), a checkbox for 'Applying on behalf of a consortium?', national ID, project title, acronym, and status (Submitted). The 'Project Access' column shows the user's role (beneficiary), access to the project (Edit Access to Project), and whether the project is locked (checked). Below these columns, there is a 'National Agency' section with the agency name (CY01 - Foundation for the Management of European Lifelong Learning Programmes) and a link to the contact page. A 'Beneficiary Organisation information' section is also present, showing the OID, legal name, business name, and full legal name (National Language).

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.

Project 2016-1-CY01-KA103-017211 submitted

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

Mobilities

All 2

Search in 2 records

selection export

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
John	Smith	Jsmith@test.com	HE-SMS-P	17211-MOB-00002	France	Portugal	01/06/2016	31/12/2016	✓	Ready		
Mary	White	MWhite@test.com	HE-STT-P	17211-MOB-00001	Cyprus	Poland	16/06/2016	28/07/2016	✓	Ready		

10 25 50 100

« 1 »

More actions

- Export Participant Report(s)
- Export Inbound Participant Report(s)

This action might take some time. Do you want to proceed ?

YES NO

✓ Your data has been exported. Start downloading.

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.

Enter name of file to save to...

File name: 2016-1-CY01-KA103-017211-ParticipantReports-24052018135959.zip

Save as type: zip Archive (*.zip)

Browse Folders Save Cancel

2016-1-CY01-KA103-017211-ParticipantReports-24052018135959.zip\

Name	Size	Packed Size	Modified
HE_SMP.csv	114	101	2018-05-24 13:59
HE_SMS.csv	114	101	2018-05-24 13:59
HE_SMS_REC.csv	114	101	2018-05-24 13:59
HE_STA_STT.csv	114	101	2018-05-24 13:59

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

I21		fx	
	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](#)
- [How to download Participant reports](#)
- [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](#)