

MT+ How to resend a participant report request from the mobility view page

- 1. Open the project
- 2. Click on the "Mobilities" tab
- 3. In the Mobilities list, click the "View" icon
- 4. Click on the "Participant Report" tab
- 5. Click the "Re-Send" button
- 6. A confirmation message is displayed
- 7. Check the date of request has changed


This page describes the steps to re-send an individual participant report request from within the mobility list view. This resend option only works for mobilities that have a participant report status of **Requested** or **Undelivered**.

Relevant for...

| Call Year | Key Action | Action |
|-----------|---------------------------------|--------|
| All | KA1 - Mobility of individuals | All |
| | KA3 - Support for policy reform | |

Steps

1. Open the project



European Commission

Mobility tool

FR01 Agence Erasmus+ France / Education Formation

Test

Project 2016-2-PL01-KA107-027533

DetailsDashboardOrganisationsContactsMobilitiesMobility Import - ExportBudgetReports

Project Details

Project Log

Context information

Programme: Erasmus+

Key Action: KA1 - Learning Mobility of Individuals

Action Type: KA107 - Higher education student and staff mobility between Programme and Partner Countries

Call Year: 2016

Round: 2

Start of Project: 09/03/2015

End of Project: 08/07/2016

Project Duration (months): 16

National Agency

National Agency: PL01 - Foundation for the Development of the Education System

For further details about your National Agency, please consult the following page
https://ec.europa.eu/programmes/erasmus-plus/contact_en

Project information

Grant Agreement No.: 2016-2-PL01-KA107-027533

Applying on behalf of a consortium?: ☒

National ID: NATIONAL_ID_THEO_06092016

Project Title: -

Project Acronym:

Project Status: Submitted

Final Report Submission Deadline: 15/09/2016

Beneficiary Organisation information

OID: E10208074

Legal Name: yljcAMixDo

Business Name: nBqqefKJmnC

Full legal name (National Language): sLIWAJseMk

Erasmus Code: RO BUCURES09

Consortium Accreditation No.: RO BUCURES01

Project Access

User's role in project: beneficiary

Access to Project: Edit Access to Project

Project is locked: ☒

History information

Created on: 06/09/2016 11:25:39 **by:** System User

Updated on: 26/05/2020 15:00:55 **by:** Daniela HEYER

2. Click on the "Mobilities" tab

You will notice the columns related to the participant report. You find information on the **Report Status**, **Requested On**, **Received On** and **Extension**.

See [MT+ Menu and Navigation > Add/Remove Columns option](#) for instructions on how to add the columns to the list view if they are not displayed.

Project 2016-2-PL01-KA107-027533submitted

DetailsDashboardOrganisationsContactsMobilitiesMobility Import - ExportBudgetReports

Mobilities

More actions

All 24

Search in 24 records

selection

export

bulk operations

| | Participant First Name | Participant Last Name | Participant Email | Activity Type | Mobility ID | Sending Country | Receiving Country | Start Date | End Date | Eligible Mobility | Complete | Report Status | Requested On | Received On | Extension? | Extension End Date | |
|-----------------------|------------------------|-----------------------|-------------------|---------------|-----------------|-----------------|-------------------|------------|------------|-------------------|----------|---------------|--------------|-------------|------------|--------------------|-------------|
| <input type="radio"/> | Maciej | NAME | mail1@test.pl | HE-SMS-T | 27533-MOB-00001 | Poland | Philippines | 08/05/2016 | 08/07/2016 | ✓ | ✓ | Submitted | 06/09/2016 | 06/09/2016 | ✓ | 08/09/2016 | <div></div> |
| <input type="radio"/> | Theresa | SURNAME | mail2@test.pl | HE-STA-T | 27533-MOB-00002 | Poland | Morocco | 02/05/2016 | 05/07/2016 | ✓ | ✓ | Submitted | 06/09/2016 | 06/09/2016 | ✗ | | <div></div> |
| <input type="radio"/> | Magdalena | NAME | mail3@test.pl | HE-STT-T | 27533-MOB-00003 | Morocco | Poland | 08/05/2016 | 08/07/2016 | ✓ | ✓ | Submitted | 07/09/2016 | 07/09/2016 | ✗ | | <div></div> |
| <input type="radio"/> | Iwona | NAME | mail4@test.pl | HE-SMS-T | 27533-MOB-00004 | Poland | South Africa | 01/05/2016 | 08/07/2016 | ✓ | ✓ | Submitted | 07/09/2016 | 07/09/2016 | ✗ | | <div></div> |
| <input type="radio"/> | Joanna | FAMILYNAME | mail5@test.pl | HE-STT-T | 27533-MOB-00006 | Poland | Costa Rica | 01/07/2016 | 08/07/2016 | ✓ | ✓ | Requested | 08/09/2016 | | ✗ | | <div></div> |
| <input type="radio"/> | Kacper | NAME | mail6@test.pl | HE-STT-T | 27533-MOB-00005 | Costa Rica | Poland | 02/05/2016 | 15/06/2016 | ✓ | ✓ | UNDELIVERED | 13/09/2016 | | ✗ | | <div></div> |
| <input type="radio"/> | Anna | SURNAME | mail7@test.pl | HE-STT-T | 27533-MOB-00009 | Poland | Thailand | 01/06/2016 | 08/07/2016 | ✓ | ✓ | Requested | 09/09/2016 | | ✗ | | <div></div> |

3. In the Mobilities list, click the "View" icon

In the mobilities list, click the **View** icon to open details of the specific mobility for which you want to resend the participant report request. Alternatively you can also use the **Edit** icon.



Information

Resending the report request is only possible for mobilities with Report Status **Requested** or **Undelivered**.

Project 2016-2-PL01-KA107-027533

DetailsDashboardOrganisationsContactsMobilitiesMobility Import - ExportBudgetReports

Mobilities

More actions

All 24

Search in 24 records

selection

export

bulk operations

| | Participant First Name | Participant Last Name | Participant Email | Activity Type | Mobility ID | Sending Country | Receiving Country | Start Date | End Date | Eligible Mobility | Complete | Report Status | Requested On | Received On | Extension? | Extension End Date | |
|-----------------------|------------------------|-----------------------|-------------------|---------------|-------------------|-----------------|-------------------|------------|------------|-------------------------------------|-------------------------------------|---------------|--------------|-------------|-------------------------------------|--------------------|--|
| <input type="radio"/> | Maciej | NAME | mail1@test.pl | HE-SMS-T | 27533-MOB-00001 | Poland | Philippines | 08/05/2016 | 08/07/2016 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Submitted | 06/09/2016 | 06/09/2016 | <input checked="" type="checkbox"/> | 08/09/2016 | <div><div>view</div><div></div><div></div></div> |
| <input type="radio"/> | Theresa | SURNAME | mail2@test.pl | HE-STA-T | ==27533-MOB-00002 | Poland | Morocco | 02/05/2016 | 05/07/2016 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Submitted | 06/09/2016 | 06/09/2016 | <input checked="" type="checkbox"/> | | <div><div></div><div></div><div></div></div> |
| <input type="radio"/> | Magdalena | NAME | mail3@test.pl | HE-STT-T | 27533-MOB-00003 | Morocco | Poland | 08/05/2016 | 08/07/2016 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Submitted | 07/09/2016 | 07/09/2016 | <input checked="" type="checkbox"/> | | <div><div></div><div></div><div></div></div> |
| <input type="radio"/> | Iwona | NAME | mail4@test.pl | HE-SMS-T | 27533-MOB-00004 | Poland | South Africa | 01/05/2016 | 08/07/2016 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Submitted | 07/09/2016 | 07/09/2016 | <input checked="" type="checkbox"/> | | <div><div></div><div></div><div></div></div> |
| <input type="radio"/> | Joanna | FAMILYNAME | mail5@test.pl | HE-STT-T | 27533-MOB-00006 | Poland | Costa Rica | 01/07/2016 | 08/07/2016 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Requested | 08/09/2016 | | <input checked="" type="checkbox"/> | | <div><div></div><div></div><div></div></div> |
| <input type="radio"/> | Kacper | NAME | mail6@test.pl | HE-STT-T | 27533-MOB-00005 | Costa Rica | Poland | 02/05/2016 | 15/06/2016 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | UNDELIVERED | 13/09/2016 | | <input checked="" type="checkbox"/> | | <div><div></div><div></div><div></div></div> |
| <input type="radio"/> | Anna | SURNAME | mail7@test.pl | HE-STT-T | 27533-MOB-00009 | Poland | Thailand | 01/06/2016 | 08/07/2016 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Requested | 09/09/2016 | | <input checked="" type="checkbox"/> | | <div><div></div><div></div><div></div></div> |

4. Click on the "Participant Report" tab

The mobility details screen opens. In the **Participant** section of the mobility screen, click on the **Participant Report** tab to access details of the report.

back to list

Mobilities

Export PDF

Edit

Mobility for Joanna FAMILYNAME

Mobility

Participant

From / To

Duration

Budget

8,100.00 €

Complete

MOBILITY

Activity Type

HE-STA-T : Staff mobility for Teaching To/From Partner Countries

Long-term activity

Mobility ID

27533-MOB-00023

Force Majeure ?

Combined Teaching and Training

ELIGIBILITY

Eligible Mobility

Yes

No

Undefined

HISTORY INFORMATION

Created on 08/12/2016 13:00:10 by Yakout MOKHFI

Updated on 08/12/2016 13:00:10 by Yakout MOKHFI

PARTICIPANT

Participant Data

Participant Report

Participant ID

Participant First Name

Joanna

Participant Last Name

FAMILYNAME

Participant Email

mail5@mail.com

Participant Gender

Female

Male

Undefined

Nationality

Poland

Field of Education

0533 : Physics

Level of Study / Teaching

ISCED-8 : Third cycle / Doctoral or equivalent leve

Seniority

Senior (approx. > 20 years of experience)

5. Click the "Re-Send" button

In the **Participant Report** tab you will find detailed information on the report history, like the date the report was requested on.

Click the button **Re-Send** to re-send the participant report request.

PARTICIPANT

Participant Data

Participant Report ✓

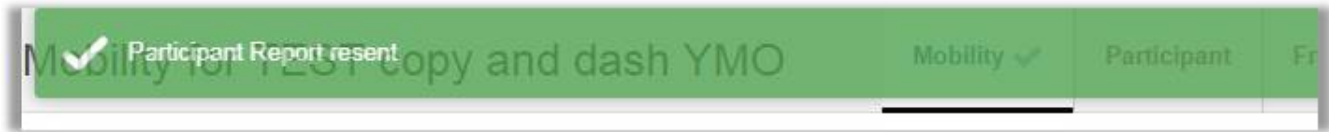
REQUEST ID 832892

| DATE | ACTION |
|------------|---|
| 08/12/2016 | Automatic Invitation Sent To mail5@mail.com |
| 08/12/2016 | Automatic Invitation ready to be sent To mail5@mail.com |
| 08/12/2016 | Survey Prefilled |
| 08/12/2016 | Prefilling |

Re-Send

6. A confirmation message is displayed

At the top of the screen, a confirmation message indicates that the participant report has been re-sent.



7. Check the date of request has changed

Back in the **Participant Report** tab the **Request Date** details are updated.

PARTICIPANT

Participant Data

Participant Report ✓

REQUEST ID 832892

| DATE | ACTION |
|------------|--|
| 01/08/2017 | Manual Reminder ready to be sent By Username To mail5@mail.com |
| 08/12/2016 | Automatic Invitation Sent To mail5@mail.com |
| 08/12/2016 | Automatic Invitation ready to be sent To mail5@mail.com |
| 08/12/2016 | Survey Prefilled |
| 08/12/2016 | Prefilling |

Re-Send

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](#)