

# MT+ Basics and variations of the mobility screen for KA1

- [How to "Create" a Mobility](#)
- [How to "Save" a Mobility](#)
- [How to "Copy", "View", "Edit" and "Delete" a Mobility](#)

This page explains the common functionality for creating a mobility. The screen layout and functions vary between call years.

See the page [MT+ Add mobility for KA1 and KA3 projects](#) for more details.

## Relevant for...

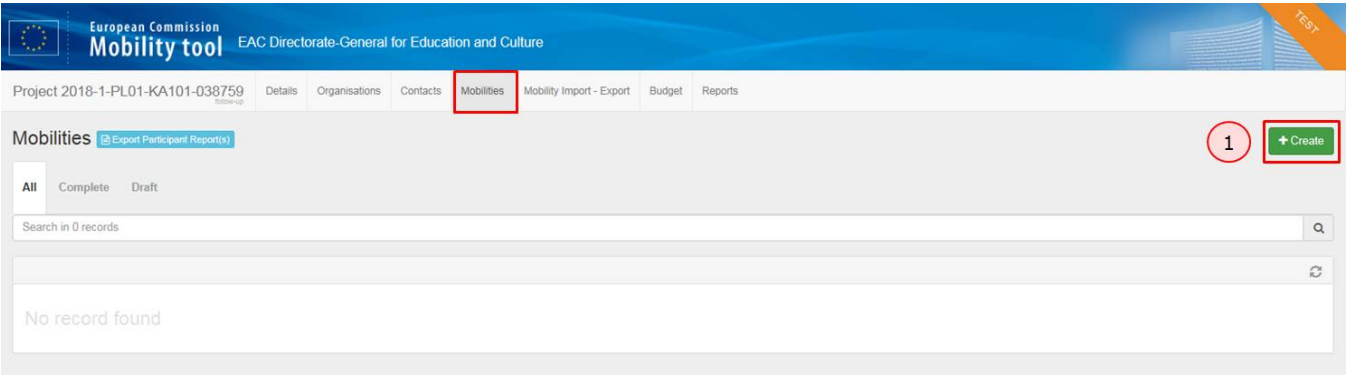
Call Year	Key Action	Action
All	KA1 - Learning Mobility of Individuals	KA101 - School education staff mobility KA102 - VET learner and staff mobility KA103 - Higher education student and staff mobility within programme countries KA104 - Adult education staff mobility KA105 - Youth mobility KA107 - Higher education student and staff mobility between Programme and Partner Countries KA116 - VET learner and staff mobility with VET mobility charter KA135 - Strategic EVS KA125 - Volunteering Projects

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# How to "Create" a Mobility

To create a mobility from the **Mobilities** tab:

- 1. Click the **+ Create** button



## How to "Save" a Mobility

In order to save a mobility:

1. Fill in the **Create Mobility** screen
2. Click **Save**
3. Fill in all the tabs
4. Click **Save**
5. Click **back to list**
6. The mobility detail line is created and appears in the **Mobilities** tab.

European Commission  
**Mobility tool** EAC Directorate-General for Education and Culture

Project 2018-1-PL01-KA101-038759  
Details Organisations Contacts **Mobilities** Mobility Import - Export Budget Reports

back to list **Mobilities**

Create Mobility for Dupont Aline

1

Mobility ID: 38759-MOB-00001 Activity Type: SE-TAA : Teaching assignments abroad

Participant First Name: Aline Participant Last Name: Dupont

Participant Email: a.d@mail.com Participant Gender: Female Male Undefined

Project Duration: 01/06/2018 to 31/05/2020

Start Date: 01/06/2018 End Date: 18/08/2018

Receiving Country: BG : Bulgaria Main Work Language: EN : English

after save create new continue updating back to the list

2 Save

European Commission  
**Mobility tool** EAC Directorate-General for Education and Culture

Project 2018-1-PL01-KA101-038759  
Details Organisations Contacts **Mobilities** Mobility Import - Export Budget Reports

back to list **Mobilities** Export PDF

5

Mobility for Dupont Aline

Mobility ✓ Participant ✓ From / To ✓ Duration ✓ Budget ✓

3

4,386.00 € Draft

Mobility saved 2 minutes ago

4 Save

HISTORY INFORMATION

Created on 14/02/2018 09:42:40 by Corine CLAERHOUT  
Updated on 14/02/2018 09:42:40 by Corine CLAERHOUT

MOBILITY

Activity Type: SE-TAA : Teaching assignments abroad Long-term Activity

Mobility ID: 38759-MOB-00001


Force Majeure ?

PARTICIPANT

Participant Data

Participant ID: 01 Participant First Name: Aline Participant Last Name: Dupont

Participant Email: a.d@mail.com Date of Birth (dd/mm/yyyy): 27/02/1989 Participant Gender: Female Male Undefined



European Commission  
**Mobility tool**  
EAC Directorate-General for Education and Culture

TEST

Project 2018-1-PL01-KA101-038759  
Erasmus

DetailsOrganisationsContactsMobilitiesMobility Import - ExportBudgetReports

Mobilities

Export Participant Report(s)

+ Create

All

Complete

Draft

Search in 1 records

selection

export

bulk operations

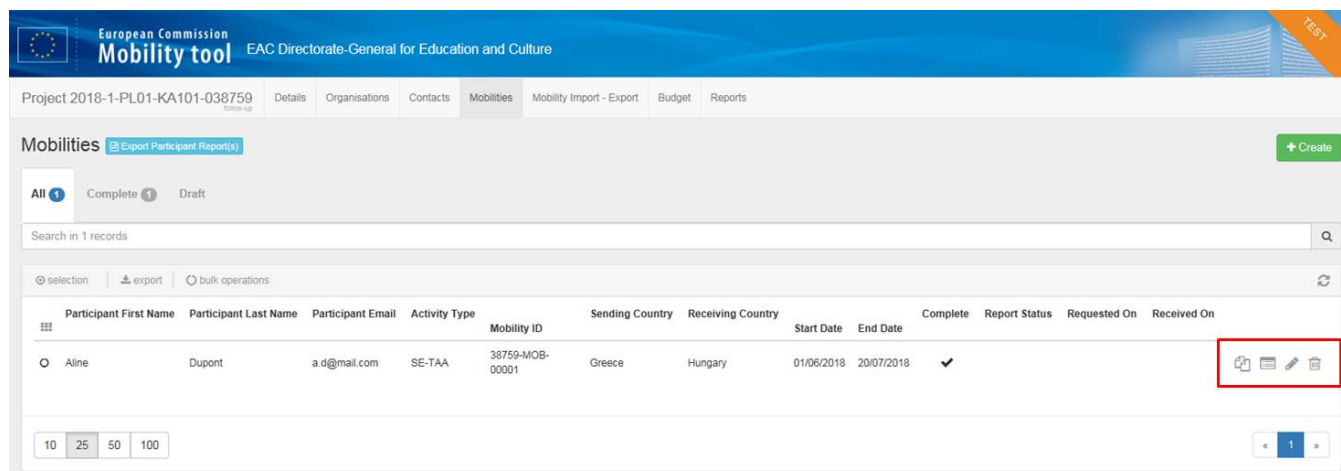
	Participant First Name	Participant Last Name	Participant Email	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Complete	Report Status	Requested On	Received On
<input type="radio"/>	Aline	Dupont	a.d@mail.com	SE-TAA	38759-MOB-00001	Greece	Hungary	01/06/2018	20/07/2018	✓			

102550100

<1>

## How to "Copy", "View", "Edit" and "Delete" a Mobility

To do so, you can use the **Copy**, **View**, **Edit** or **Delete** icons that are available in the detail line of each mobility. Please note that the copy functionality is available for 2016 projects and further.



The screenshot shows the 'European Commission Mobility tool' interface. At the top, there's a header with the European Commission logo and the text 'EAC Directorate-General for Education and Culture'. Below this is a navigation bar with tabs: 'Project 2018-1-PL01-KA101-038759', 'Details', 'Organisations', 'Contacts', 'Mobilities', 'Mobility Import - Export', 'Budget', and 'Reports'. The 'Mobilities' tab is selected. Below the navigation bar, there's a 'Mobilities' section with a '+ Create' button and a search bar. A table lists mobilities with columns: 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, and Received On. The first row shows a mobility for 'Aline Dupont' with ID '38759-MOB-00001'. To the right of this row, there are four icons: a document with a plus sign (Copy), a document (View), a pencil (Edit), and a trash can (Delete). These icons are highlighted with a red box. At the bottom, there are pagination controls showing '10', '25', '50', and '100' records per page, and a page number '1'.

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
Aline	Dupont	a.d@mail.com	SE-TAA	38759-MOB-00001	Greece	Hungary	01/06/2018	20/07/2018	✓			



## Related Articles

- [MT+ Add mobility for KA1 and KA3 projects](#)
- [MT+ Alerts and Notifications](#)
- [MT+ Basics and variations of the mobility screen for KA1](#)
- [MT+ Copy mobility details](#)
- [MT+ Force majeure guidance due to Coronavirus](#)
- [MT+ How to add organisations for KA1 and KA3 projects](#)
- [MT+ How to complete and submit the final beneficiary report](#)
- [MT+ How to manage organisations for KA1 & KA3 projects](#)
- [MT+ KA1 and KA2 Project Log](#)
- [MT+ KA1 and KA3 Budget screen](#)
- [MT+ KA1 and KA3 Force Majeure](#)
- [MT+ KA1 and KA3 Overview of virtual and blended mobilities](#)
- [MT+ KA1 and KA3 Validated and checked versions](#)
- [MT+ Manage KA1 participant report](#)
- [MT+ Mobility list view](#)