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.

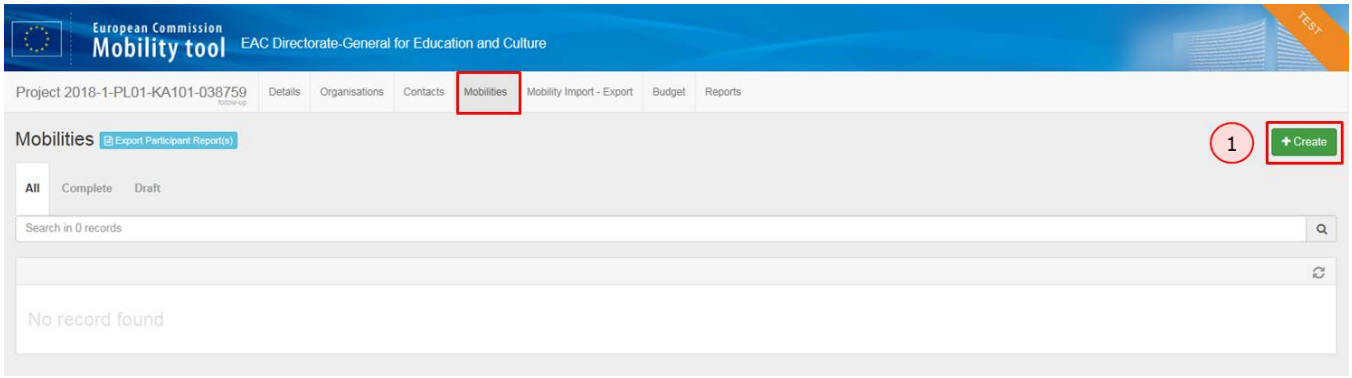
Relevant for...

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

How to "Create" a Mobility

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

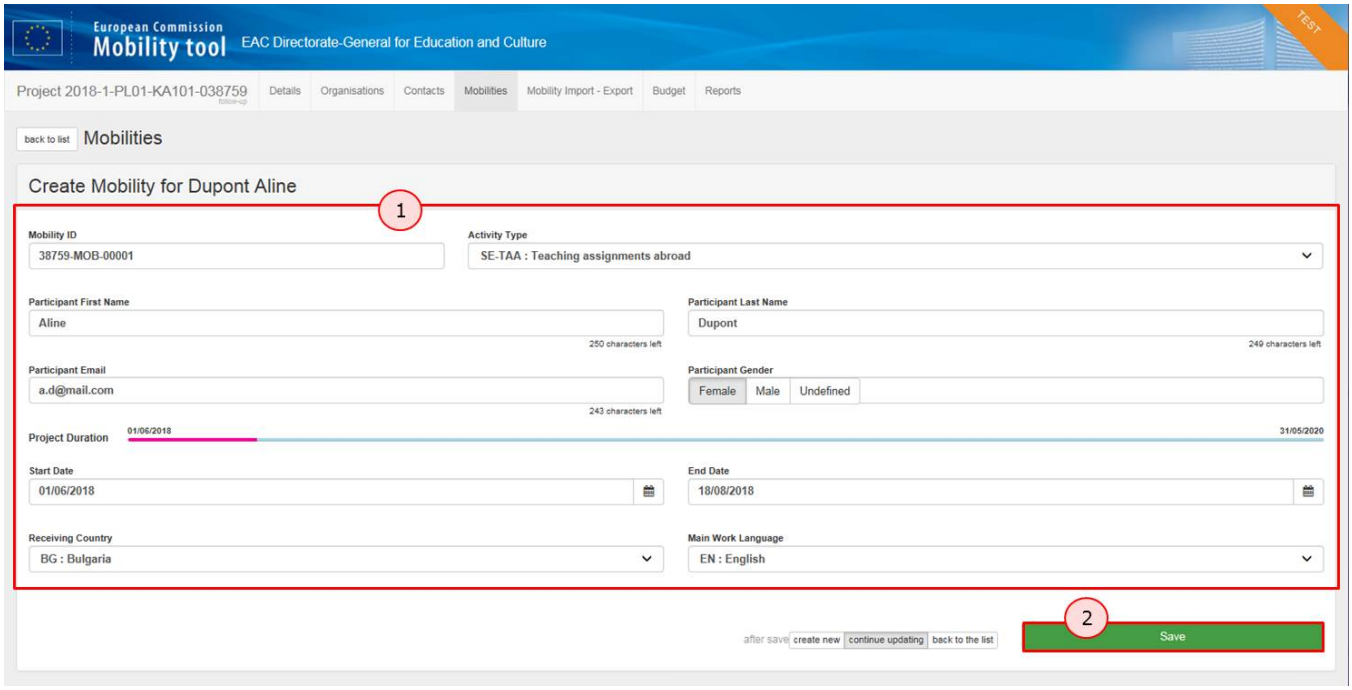
1. Click the **+ Create** button

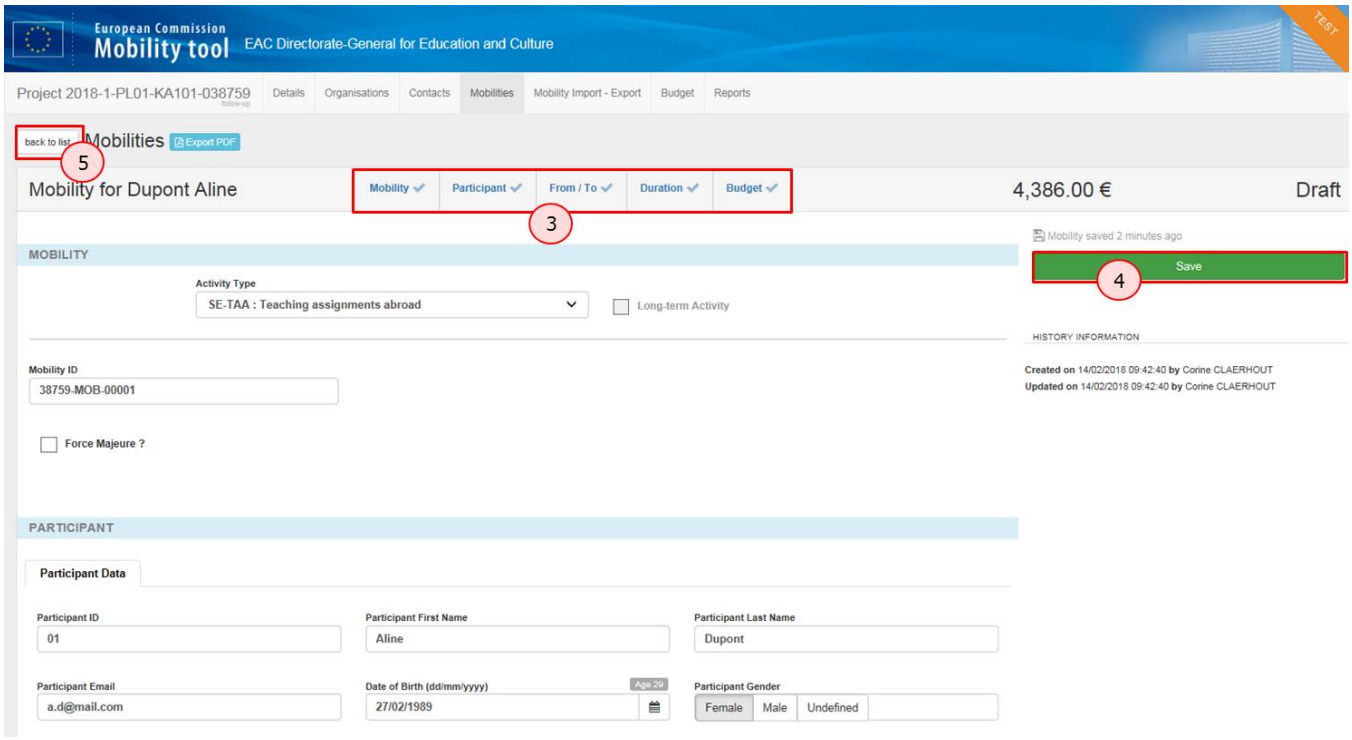


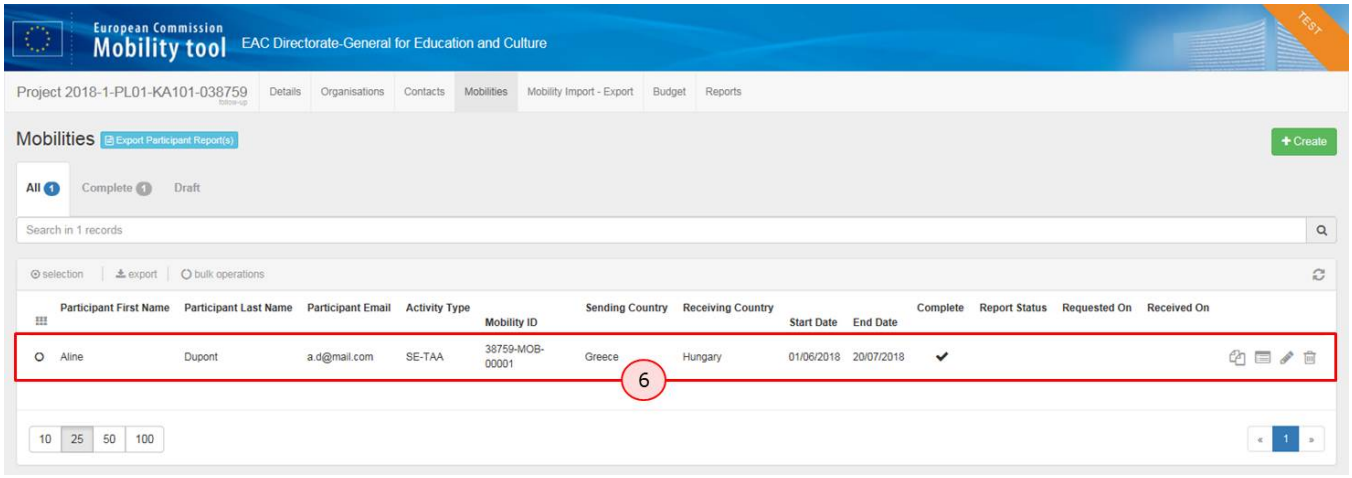
How to "Save" a Mobility

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.

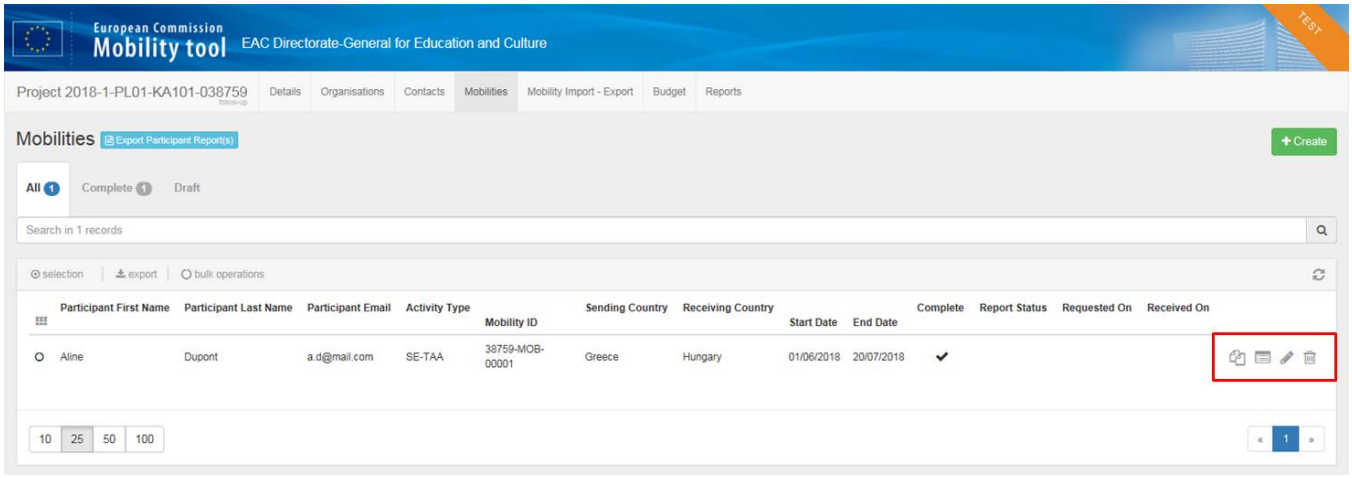





European Commission
Mobility tool
EAC Directorate-General for Education and Culture
TEST
Project 2018-1-PL01-KA101-038759
Details
Organisations
Contacts
Mobilities
Mobility Import - Export
Budget
Reports
Mobilities
Export Participant Report(s)
+ Create
All 1
Complete 1
Draft
Search in 1 records
selection
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
Aline
Dupont
a.d@mail.com
SE-TAA
38759-MOB-00001
Greece
Hungary
01/06/2018
20/07/2018
6
10
25
50
100
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.



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