# MT+ Menu and Navigation

## The Home page

### Explanation and illustration

Once you are logged in to Mobility Tool+ the following elements are available:

1. The **Home** page, which is also accessible from all the other pages and includes all the following elements:
2. Quick access to **Language** selector, **Alert** notifications, logged in **User information** and **logout** button.
3. In **About the tool** a brief description of Mobility Tool+ is displayed.
4. The **Documentation** window allows you to quickly consult the Mobility Tool - Guide for Beneficiaries and Mobility Tool+ Data Dictionary.
5. **Programme selector**: Select to display either Erasmus+ or European Solidarity Corps projects. If no selection is made, all projects of both programmes are displayed.
6. **Project lists**: Different sections provide an overview of all projects that your organisation is involved in:

    - **My ongoing projects**,
    - **Other projects for consultation only** (you only have **view** access to these projects) and
    - **My finished projects** relating to Erasmus+, European Solidarity Corps and Lifelong Learning programmes.
7. The **Add/Remove Columns** option is available for all lists in Mobility Tool+. It allows you to customise the columns to display in a list.

    Some available columns are on the home screen are:

    - The project references are listed by the **Grant Agreement No.** Click on the hyperlinked reference to open a project in the Project Details screen.
    - One column that can be displayed is **Changed Organisation Details**. If an exclamation mark is displayed in this column, action is required. See MT+ Confirm changed organisation details.
    - The **Project Title** also appears in the list of projects.
    - The **Project Status** column displays the current status of your project(s).
    - The **Awarded Budget** and **Declared Budget** columns display the allocated amount(s). Details are available under MT+ KA1 and KA3 Budget screen and MT+ KA2 Budget.

Note: The information displayed in column **User's role in project** varies. Details on the different roles are available under MT+ How to get access.

## "Add/Remove Columns" option

### Explanation and illustration

The Add/Remove Columns option allows you to select or to deselect columns as well as arrange the order of the columns in the list.

1. Click the **Add/Remove Columns** option.
2. The options appear at the top of the window. Black columns are already selected and displayed in the list view.
3. Click on the black column to remove it from the list view and click the white column to add it tot the list view. Your changes are reflected immediately.
4. You can also **drag and release** a column button to rearrange its position in the list.
5. Click the green Done button to close the **Add/Remove Columns** option. The list columns are updated accordingly.

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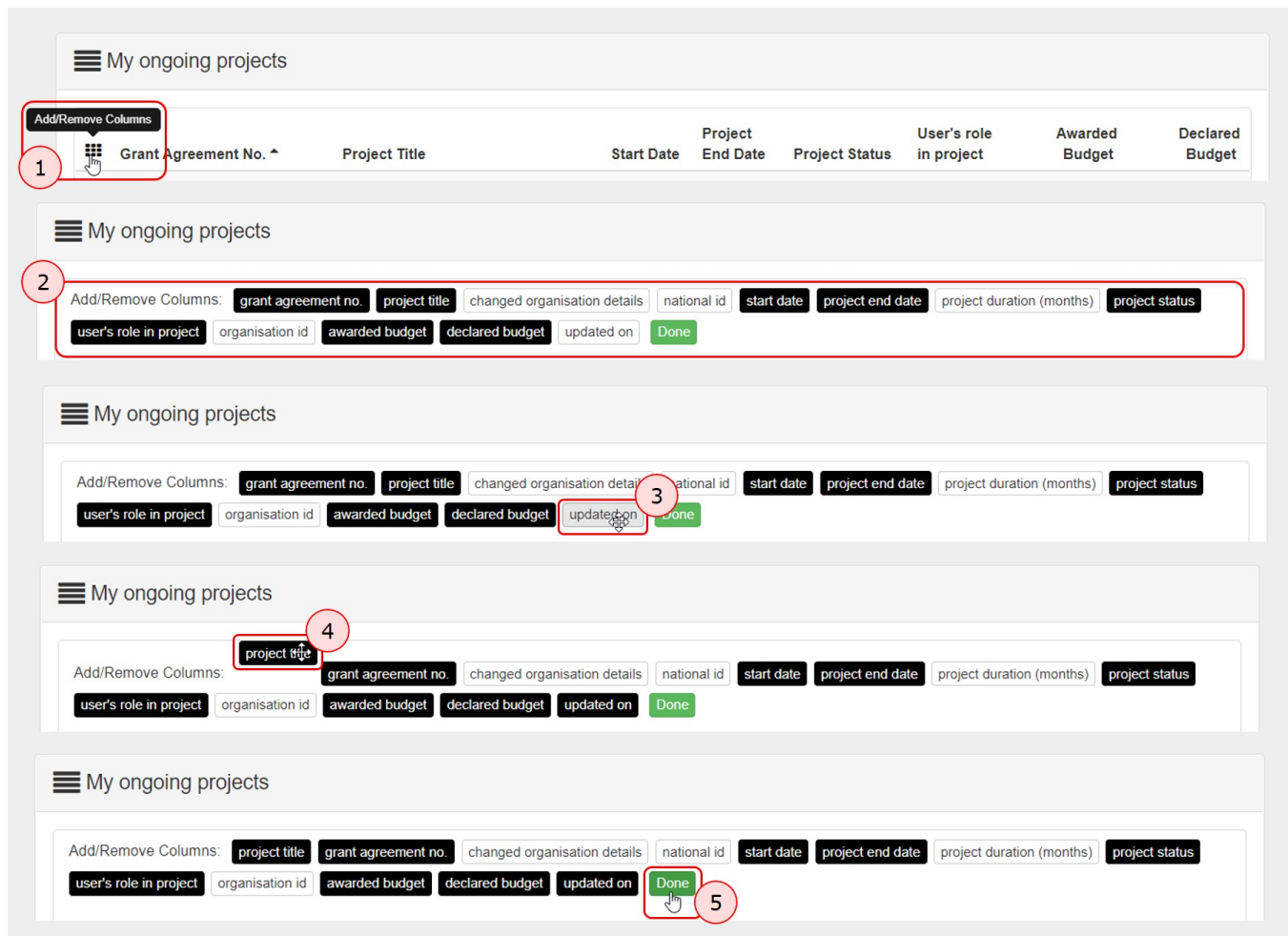
## Change the interface language

### Explanation and illustration

The current language is displayed at the top of the window.

1. In our example it is set to **EN** (for **English)**. To change it, click on **change language**.
2. A pop-up window displays the languages catalogue to select from. Click on the desired language.
3. The Mobility Tool+ user interface is now displayed in the selected language, in our example **DE** for German.

When you change the language, the selected option is **preserved** for future sessions.
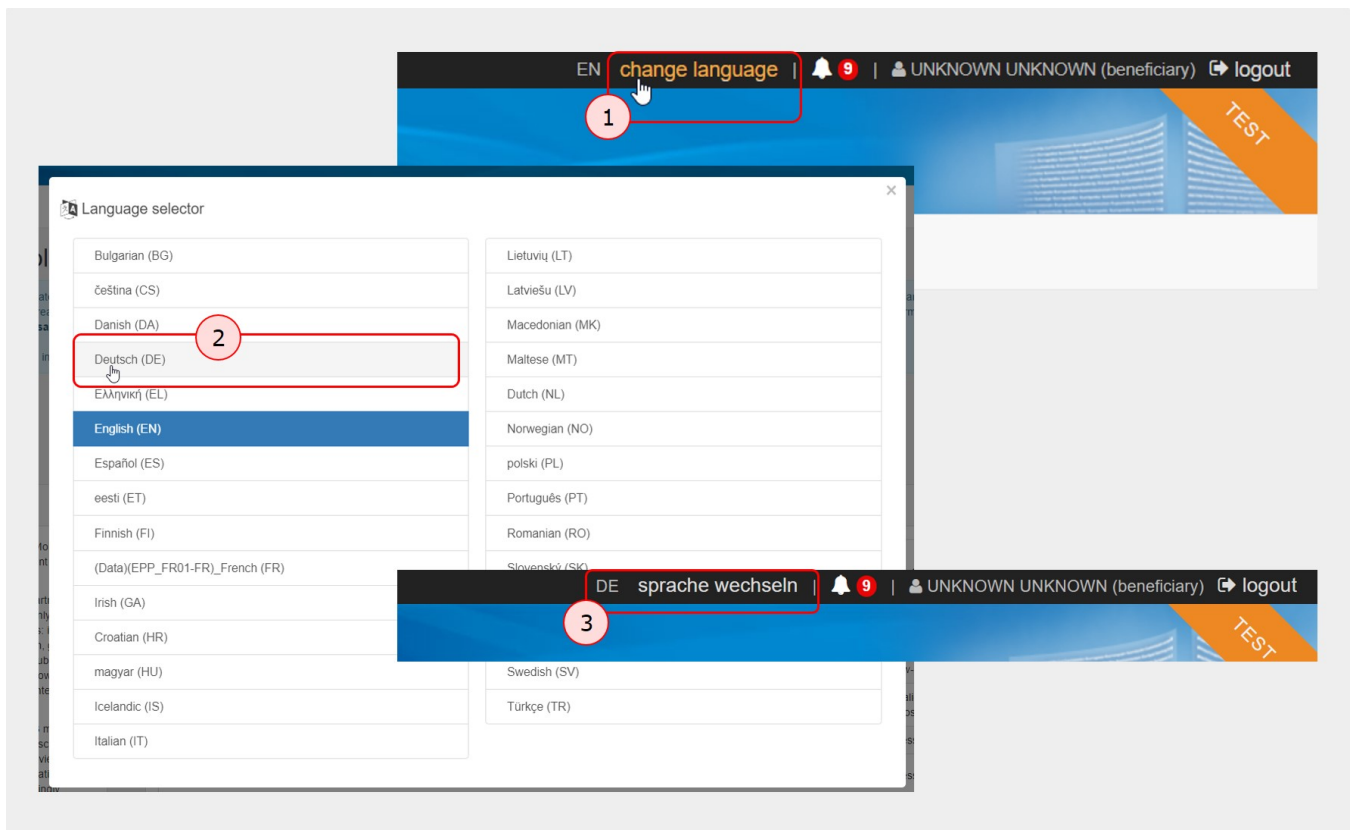
## Alerts

### Explanation and illustration

The **Alerts** icon in Mobility Tool+ will notify you about any issues that might impact the implementation of KA107 projects you are involved in.

Details on this feature are available under **MT+ Alerts and Notifications**.



## Menu variations for KA1, KA3, KA2 and European Solidarity Corps projects

### Explanation and illustration

The project tabs are different for KA1/KA3 and KA2 projects.

**KA1/KA3 projects** include specific tabs for managing **Mobilities**. The pages under MT+ Manage KA1 and KA3 mobilities provides details on those features.



Mobility projects under KA1 and KA3 display the tabs **Organisations**, **Contacts**, **Mobilities**, **Mobility Import-Export**, **Budget** and **Reports**.
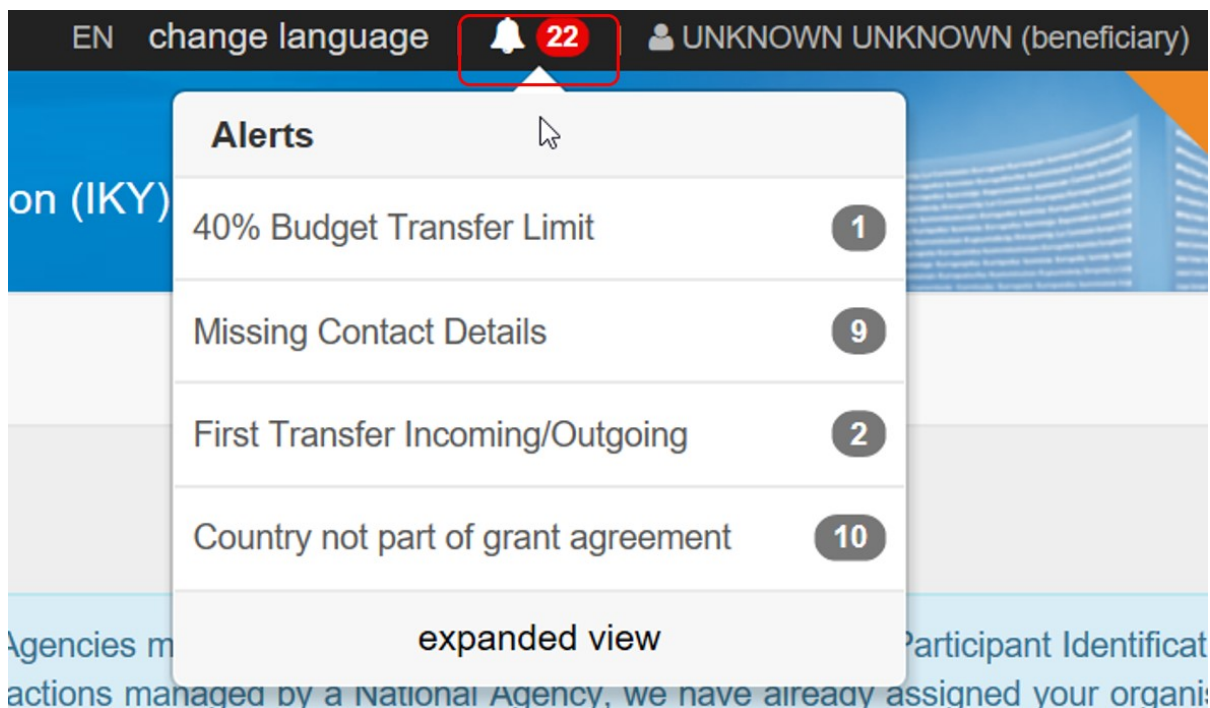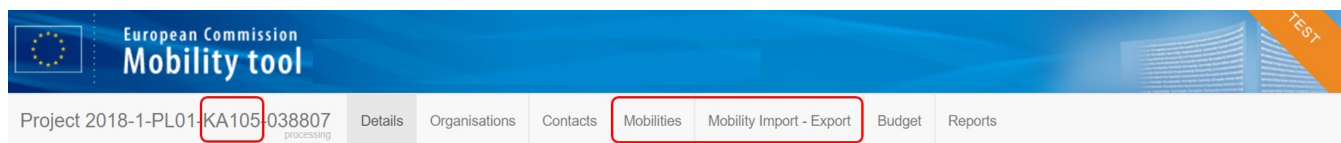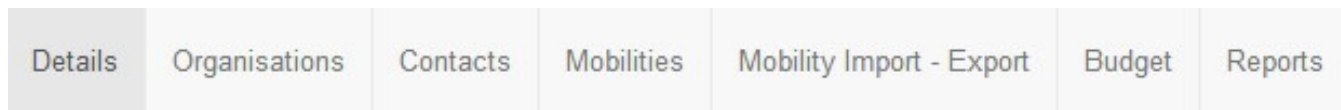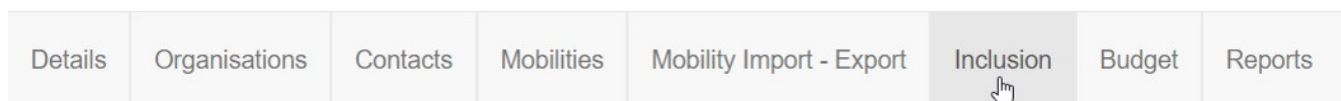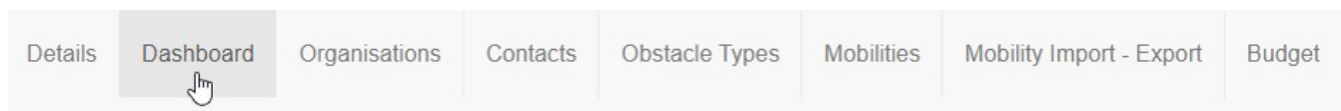


The **Inclusion** tab will be visible for KA1 and KA3 projects from 2019 onwards.



KA103, KA107, KA102 and KA116 projects will additionally display the **Dashboard** tab.



KA109 projects only display the **Details**. **Organisations**, **Contacts** and **Reports** tabs.



**KA2 projects** display separate tabs for **activities** and **management** options. The pages under MT+ Project Outline for KA2 projects provide details on those features.
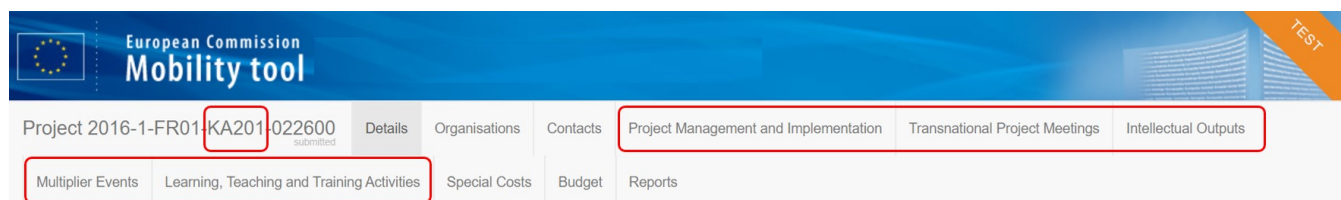


The information under **Project Main Objective** in the project details screen for KA2 Strategic Partnerships projects (Call year 2016 onward) indicates the main project objective: **Exchanges of Practices** or **Innovation.**

Projects with the main objective **Exchange of Practices** will not display the tabs **Intellectual Outputs** and **Multiplier Events**. These tabs are only available for projects with the main objective **Innovation.**

From the Project **Details** screen you have easy access to the project tabs, such as **Organisations**, **Contacts**, **Project Management and Implementation**, **Transnational Project Meetings**, **Intellectual Outputs**, **Multiplier Events**, **Learning Teaching and Training Activities, Special Costs**, **Budget** and **Reports**.

Example: **Project with main objective "Innovation"**
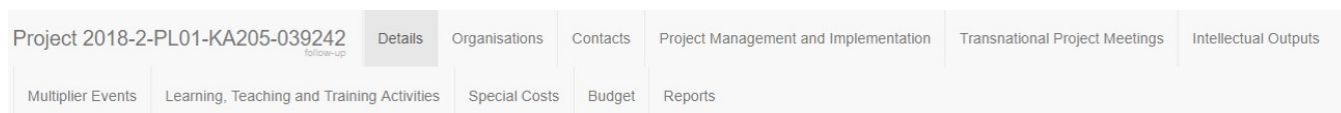
Example: **Project with main objective "Exchanges of Practices"**

Project 2018-1-PL01-KA202-038936 | Details | Organisations | Contacts | Project Management and Implementation | Transnational Project Meetings
Learning, Teaching and Training Activities | Special Costs | Budget | Reports

Additionally, in **KA229 - School Exchange Partnerships** projects from call year 2018 onward the **Partnership Dashboard** tab is available.

Project 2019-1-PL01-KA229-064997_2 | Details | Organisations | Contacts | Project Management and Implementation | Learning, Teaching and Training Activities
Special Costs | Other Project Events | Budget | Reports | Partnership Dashboard

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It is possible to export the KA2 projects from the **Project Details** screen. Click on the **Excel** icon for the full export and follow the onscreen instructions to save or immediately open the file.

Project 2016-1-FR01-KA201-022600 | Details | Organisations | Contacts | Project Management and Implementation | Transnational Project Meetings | Intellectual Outputs | Multiplier Events
Learning, Teaching and Training Activities | Special Costs | Budget | Reports

**Project Details**    **Project Log**

**Context information**

**Programme:** Erasmus+

**Key Action:** KA2 - Cooperation for innovation and the exchange of good practices

**Action Type:** KA201 - Strategic Partnerships for school education

**Call Year:** 2016

**Round:** 1

**Start of Project:** 01/09/2016

**End of Project:** 31/08/2019

**Project Duration (months):** 36

**National Agency**

**National Agency:** FR01 - Agence Erasmus+ France / Education Formation

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.:** 2016-1-FR01-KA201-022600

**National ID:** EAC IT TRAINING

**Project Title:** Test Project - EAC IT TRAINING

**Project Acronym:** Test Project - EAC IT TRAINING

**Project Status:** Submitted

**Final Report Submission Deadline:** 30/10/2019

**Project Main Objective:** Innovation

**Beneficiary Organisation information**

**OID:** E10001514

**Legal Name:** Organisation ABC

**Business Name:** Organisation ABC

**Full legal name (National Language):** Organisation ABC

Full Export

**Project Access**

**User's role in project:** beneficiary

**Access to Project:** Edit Access to Project

**Project is locked:** ☑

**History information**

**Created on:** 19/07/2016 12:10:29 **by:** System User

**Updated on:** 04/12/2019 16:25:38 **by:** National Agency

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**European Solidarity Corps** projects include tabs such as **Details**, **Organisations**, **Contacts**, **Participants**, **Activities**, **Complementary Activities**, **Exceptional Costs**, **Budget**, and **Report**. The availability of these tabs depends on the **Action Type**.

Example: **ESC21 - Traineeship and Job project**

Project 2018-1-PL01-ESC21-040221 | Details | Organisations | Contacts | Participants | Activities | Complementary Activities | Budget | Reports

Example: **ESC31 - Solidarity Projects**

Project 2018-1-PL01-ESC31-051361 | Details | Organisations | Contacts | Participants | Exceptional Costs | Budget | Reports

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# Return to the home page

## Explanation and illustration

Return to the home screen by clicking on the **home** icon.
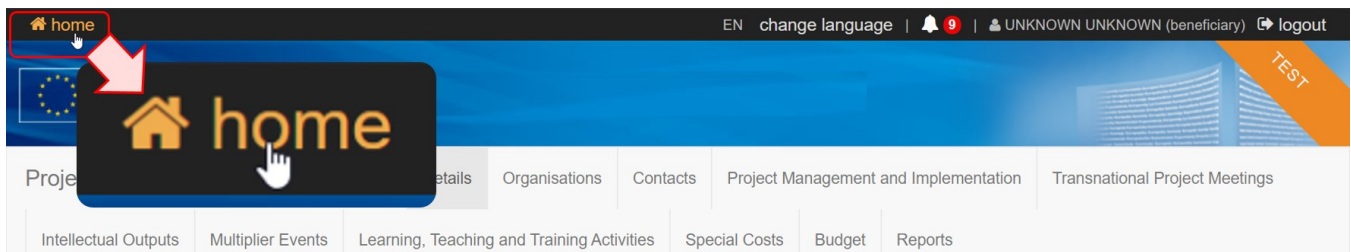
## The Messages area

### Explanation and illustration

**Messages** appear on the Home screen. They contain information on matters such as tool unavailability, maintenance or information of general interest.

There are four different types of messages:

- **Red** means there has been an unexpected technical failure.
- **Yellow** announces a planned technical maintenance.
- **Green** informs you about a partial technical intervention.
- **Blue** provides new information of general interest.



## The Project Status

### Explanation and illustration

The **Project Status** indicates the current status of the project. The different possible statuses are:

- **Follow-up**: The project has been created in Mobility Tool+ and can have mobilities or project sections added.
- **Processing**: The beneficiary report has been generated and is saved as a draft.
- **Submit in progress**: The button **Submit beneficiary report** has been clicked but submission is still in progress.
- **Submitted**: The beneficiary report has been successfully submitted.
- **Finalised**: The project has been finalised.
- **Terminated with eligible costs**: The project has been processed as terminated with eligible costs.
- **Terminated no costs**: The project has been processed as terminated with no costs.
- **Ready to submit**: Only available for KA229 - School Exchange Partnerships projects from 2018 onward. The partner has completed the report and the project is locked. It awaits submission by the coordinator.

## ☰ My ongoing projects

| ⠿ Grant Agreement No. | User's role in project | Project End Date | Project Duration (months) | Declared Budget | Project Status |
|---|---|---|---|---|---|
| 2016-1-PL01-KA105-004517 | Beneficiary | 30/10/2020 | 36 | 13.866,00 € | Processing |
| 2018-1-PL01-KA105-008755 | Beneficiary | 30/10/2020 | 12 | 11.905,00 € | Processing |
| 2020-1-PL01-KA105-006210 | Beneficiary | 02/02/2022 | 24 | 0,00 € | Processing |
| 2015-1-PL01-KA105-004967 | Beneficiary | 31/08/2019 | 36 | 107.943,83 € | Submitted |
| 2019-1-PL01-KA109-008303 | Beneficiary | 02/02/2022 | | 0,00 € | Follow-up |

| 10 | 25 | 50 | 100 |

« **1** »

# Related Articles

- ESC MT+ Manage organisations
- ESC MT+ Submit final report
- MT+ Add mobility for KA1 and KA3 projects
- MT+ Alerts and Notifications
- MT+ Certifications for mobilities (2017)
- MT+ Copy mobility details
- MT+ EU Login for user
- MT+ Exceptional costs for expensive travel
- MT+ Expensive Domestic Travels
- MT+ How to add organisations for KA1 and KA3 projects
- MT+ How to bulk send reminders for participant reports
- MT+ How to complete and submit the final beneficiary report
- MT+ How to edit the mobility import file
- MT+ How to export and import mobilities using xls
- MT+ How to export the inbound participant reports