

MT+ Manage export and import of mobilities

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Managing the Import and Export of Mobilities

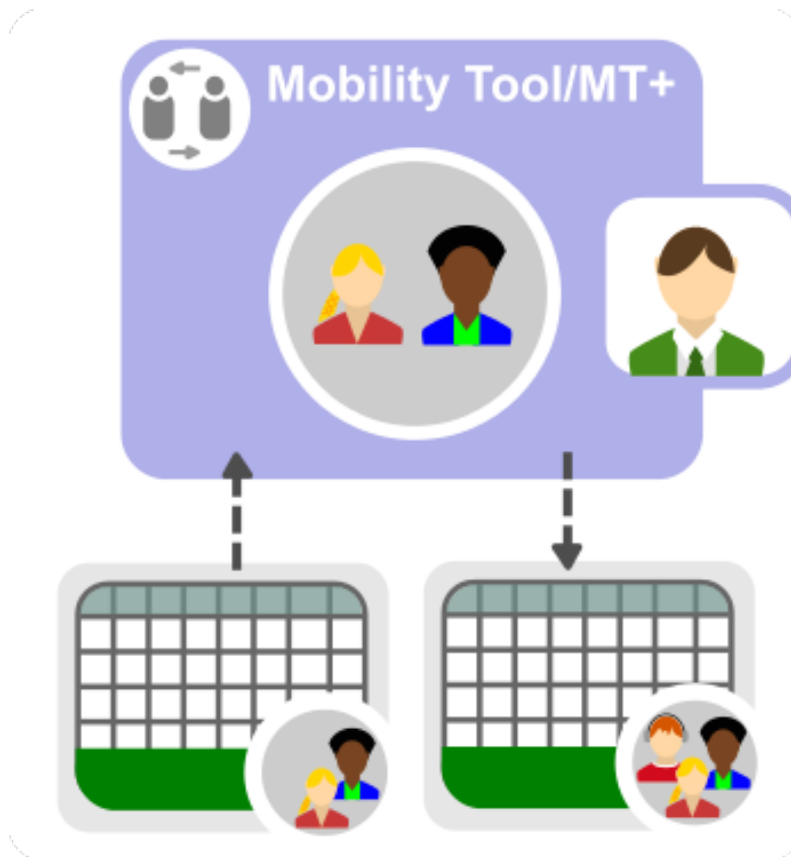
When managing the import and export of mobilities it is important to be aware of the following;

Importing and Exporting of mobilities

Mobility Tool+ enables users to import and export mobility data in bulk. This can be done in the **Mobility Import-Export** tab within a given mobility project. When importing or exporting the bulk list of mobilities for a project, the file extension options available for download are CSV and XLS. Both draft and/or complete mobility details can be used when importing or exporting.

Information

It is advisable to **export the latest file template after each release** to ensure that any changes (e.g. added or removed fields) are also reflected in the file you intend to import.




Exporting the template from Mobility Tool

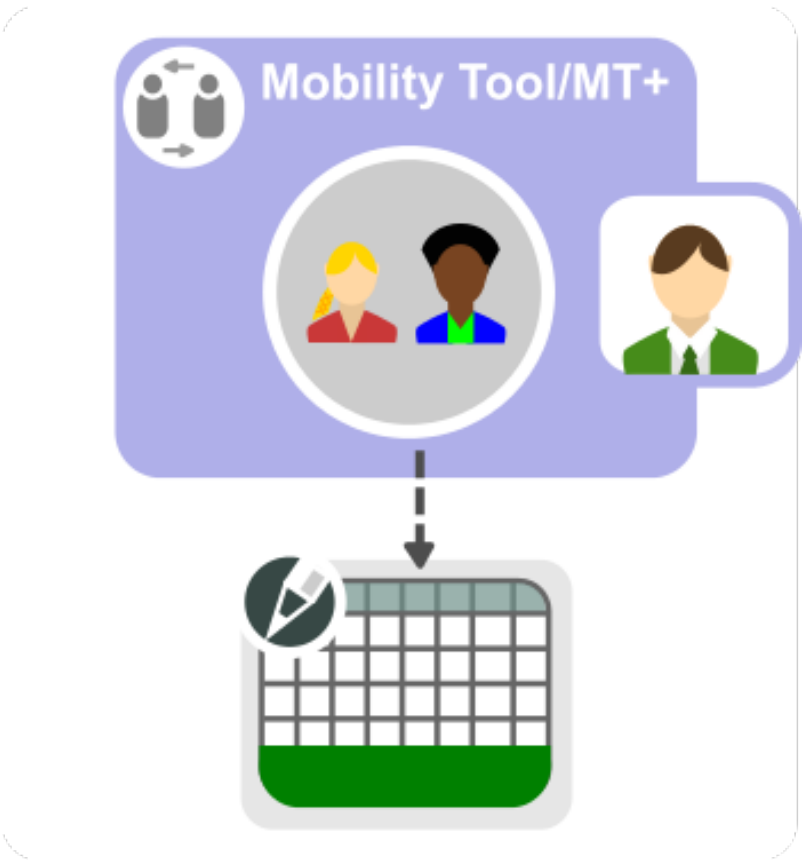
The template to be used for the mobility import can be exported from Mobility Tool+. After the export it is possible to add new data in the specific fields and columns.

To avoid errors when importing, please adhere to the layout of the CSV or XLS templates. If the import does not succeed, a failure status is displayed and an error log is available to view and for download.

The error log allows the beneficiary user to locate the lines or cells with incorrect values. These need to be corrected before the file can be re-imported successfully.

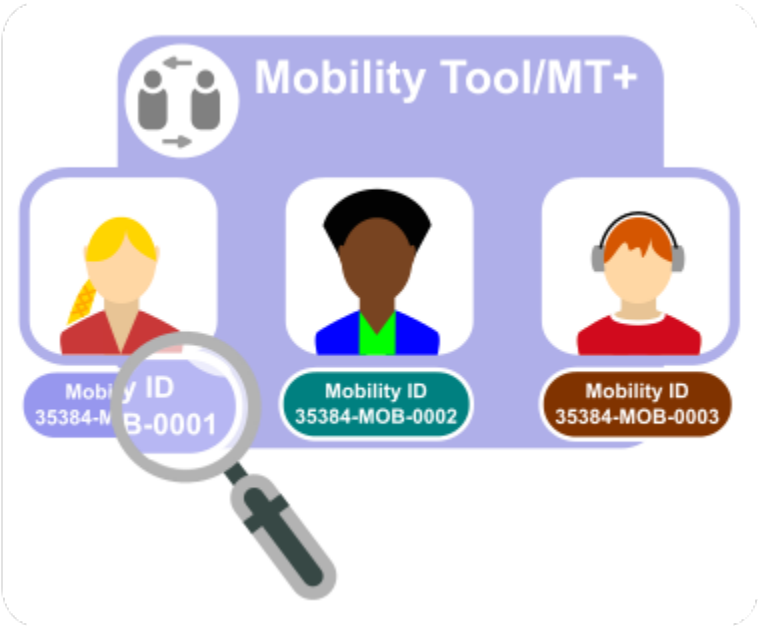


The import and export of mobilities is allowed only before the final beneficiary report is submitted. After submission, it will not be possible to use the import or export functionality, unless a new report is requested by the National Agency.



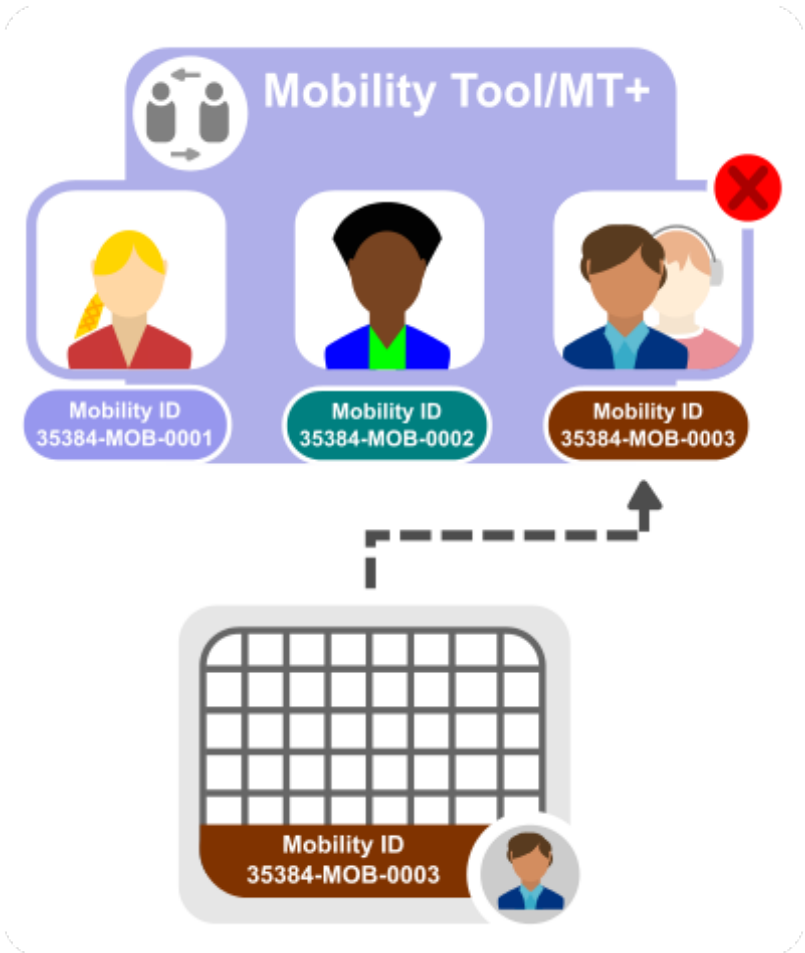
The Unique Mobility ID

In Mobility Tool+ each mobility has a unique identification code, the **Mobility ID**. The Mobility ID is automatically generated when details are saved.



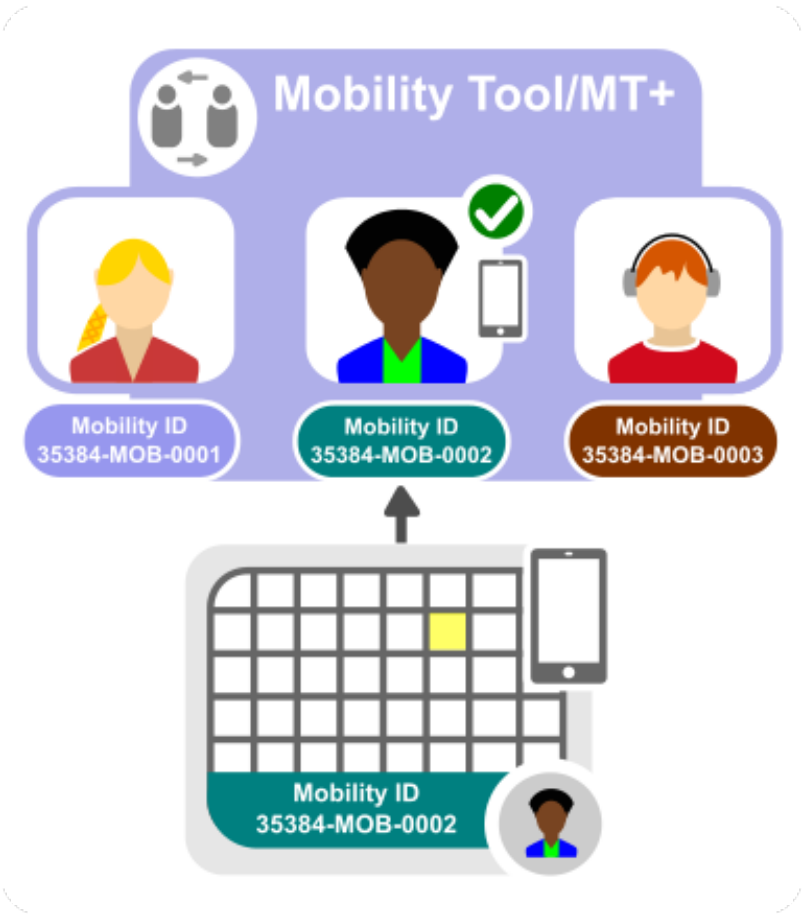
Overwriting a Mobility ID

Since the Mobility ID field is alpha-numeric and can be overwritten, be careful when importing mobilities: using the same Mobility ID for a different mobility will result in overwriting the original mobility data in Mobility Tool+.



Updating Mobility details

If there is a need to update mobility details, for example the contact details, this can be done using the import facility. First update the details in the spreadsheet and then import it into Mobility Tool+.



The mobility and its associated Organisation ID, OID and ECHE code

Each mobility in Mobility Tool+ has an assigned **Organisation ID**, an associated **OID** and an **Erasmus ECHE** code for Higher education. The Organisation ID is alphanumeric, if auto-generated (for example 123456-ORG-0001), but can be overwritten.

Organisation ID and OID

Do not confuse the **Organisation ID** in the import-export file with the Organisation ID retrieved from the Organisation Registration system. In Mobility Tool+ only, the Organisation ID refers to the organisation identifier auto-generated in Mobility Tool+ and can differ from a project to another for the same organisation. The Organisation ID retrieved from the Organisation Registration system (i.e. the unique organisation identifier) is referred to as **OID** and is unique for the same organisation across all Mobility Tool+ projects.

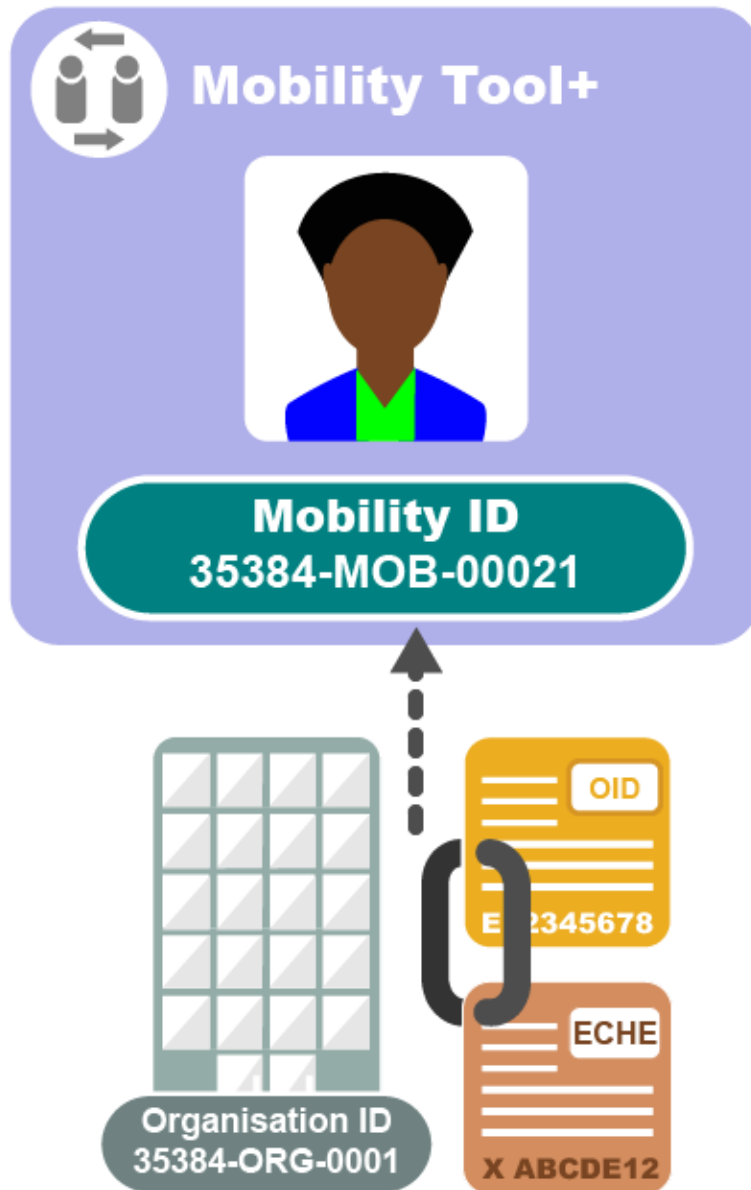
It is not allowed to have multiple organisations with different Organisation IDs associated to the same OID. It is also not allowed to have in the import file the same Organisation ID associated with different OIDs.

OID and PIC

To facilitate the interoperability between Mobility Tool+ and third party systems, the **Sending Organisation PIC** and **Receiving organisation PIC** fields in the export spreadsheet will always contain the OID of the organisation. When importing the file, you can provide either the OID or the PIC in these fields. As of Call 2020, these fields will only accept the OID.

Each of these identifiers must be associated correctly, can be updated in the spreadsheet, and imported back to Mobility Tool+.

When adding a new mobility, the Organisation ID and Mobility ID are checked. A new Mobility ID creates a new mobility and similarly a new Organisation ID creates a new organisation in the project as long as the associated OID is also unique for that project.



How to do this in the tools

- [MT+ Data Dictionary](#)
- [MT+ How to work with CSV](#)
- [MT+ How to view the error log](#)
- [MT+ How to read the error log](#)
- [MT+ How to export and import mobilities using xls](#)
- [MT+ How to edit the mobility import file](#)