

# MT+ How to edit the mobility import file

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- 3. Add mobilities
- 4. Select the entire row of the mobility and copy
- 5. Select the additional lines and paste
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This process describes the steps to be performed by a beneficiary user in order to prepare the excel file of mobilities for import to Mobility Tool+.

The scenario used is based on the addition of mobility for a higher education project KA103 for call year 2018. Some fields are only relevant for KA103. Fields which are required for other action types or activity types, will be missing from this scenario. However: The principle remains the same.



## Take note

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.

## Steps

### 1. Open the excel file

Within the excel file you find two prefilled in rows.

If you exported the file from your existing project, you might already have some rows filled in with mobility information added for the project at an earlier stage.

1. The first row details the names of the fields.
2. The second row indicates if the field is mandatory, with an asterisk. It also indicates if a dictionary value (DICT) is required or whether special formatting, such as the format for dates (DD-MM-YYYY) or decimal places, is required.

Grant Agreement No.	Activity Type	Long-term activity	Participant ID	Participant First Name	Participant Last Name	Participant Date of Birth	Participant Gender	Participant Email	Nationality	Participant With Special Needs	Disadvantage
*	* DICT	DICT (YES/NO)	*	*	*	DD-MM-YYYY	* DICT	*	DICT	DICT (YES/NO)	DICT (YES/NO)
2018-1-PL01-KA103-038883	HE-GMS-P	YES		Thomas	NAME	01-05-2000	M	mail1@mail.com	NL	NO	NO
2018-1-PL01-KA103-038883	HE-SMP-P	YES		Mary	NAME	30-04-2000	M	mail4@mail.com	FI	NO	NO

The detailed field explanations and the dictionary values needed for your specific KA can be found in the Mobility Tool+ Data Dictionary, available for download from within Mobility Tool+.

Project 2018-1-PL01-KA103-038883 follow-up Details Dashboard Organisations Contacts Mobilities **Mobility Import - Export** Budget Reports

Mobility Import - Export [Mobility Tool+ Data Dictionary](#)

Data collected in Mobility Tool+ should not contain any sensitive information, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and information concerning health or sex life.

## 2. Column description

1. Column A shown is the **Project ID**. You can see that this is a mandatory field by the presence of an asterisk in the 2nd row.
2. The second column, **Activity Type**, is also mandatory and must contain a valid dictionary value.
3. The **Long-term activity column** uses the dictionary value (YES/NO). Only YES or NO can be used in this cell to indicate if the mobility is a long term activity or not.
4. The **Participant ID column** is neither mandatory and no dictionary value or special formatting is required.
5. The next columns deal with the participant details, **First Name**, **Last Name**, **Date of Birth**, **Nationality**, **Special Needs** and so forth. The Date of Birth field indicates that the value must be entered in the format DD-MM-YYYY.
6. The **Mobility ID** is mandatory and must be unique for each mobility entered in the Excel file and for the project.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Grant Agreement No.	Activity Type	Long-term activity	Participant ID	Participant First Name	Participant Last Name	Participant Date of Birth	Participant Gender	Participant Email	Nationality	Participant With Special Needs	Disadvantaged background	Previous participation in Erasmus+ at the same level of study (months)	Mobility ID
1	2	3	4	5									6
2018-1-PL01-KA103-038883	* DICT HE-SMS-P	DICT (YES/NO) YES		Thomas	NAME	DD-MM-YYYY 01-05-2000	* DICT M	mail1@gmail.com	NL	DICT (YES/NO) NO	DICT (YES/NO) NO	"99 99"	38883-MOB-00001
2018-1-PL01-KA103-038883	HE-SMP-P	YES		Mary	NAME	30-04-2000	F	mail4@gmail.com	FI	NO	NO	0	38883-MOB-00002

7. The **Field of Education** has to be entered in column M. This is also a mandatory field, requiring a dictionary value.
8. The next columns deal with the **Organisation ID** details. All organisations that have been created in MT+ will have such ID. The Organisation ID is mandatory and it is used to identify the Organisation with the ones existing in the Project. The Organisation ID must be unique for each organisation in the project.
9. The Organisation ID is linked with both the **Erasmus Code** and the **OID/PIC**. When the Organisation ID, and either the OID/PIC or Erasmus Code are entered, the organisation's remaining details are not required to be completed. This is true for both the sending and receiving organisations details. The PIC can still be used when importing mobilities.



### Information

The exported mobilities file will only display the **OID** in place of the PIC. The column headers of the file will however still refer to the PIC, for example: "Sending organisation PIC" or "Receiving organisation PIC". Both PIC or OID can be entered under these columns and the system will detect automatically which one is provided. See [MT Manage Organisation ID](#) for additional information.

Q	R	S	T	U	V	W	X	Y	Z	AA
Zero Grant	Field of Education	Level of Study / Teaching	Recent Graduate	Sending Organisation ID	Sending Organisation PIC	Sending Organisation Erasmus Code	Sending Organisation Legal Name	Sending Organisation Business Name	Sending Organisation Full Legal Name (National Language)	Sending Organisation Acronym
	7			8	9					
DICT (YES/NO)	DICT	DICT	DICT (YES/NO), Students for Traineeships	*			* if no PIC	* if no PIC		
NO	0223	ISCED-7	NO	038883-ORG-00001	E10025870	PL CIECHAN02	Panstwowa Uczelnia Zawodowa im. Ignacego Moscickiego w Ciechanowie			CYOU
NO	0221	ISCED-7	NO	038883-ORG-00001	E10025870	PL CIECHAN02	Panstwowa Uczelnia Zawodowa im. Ignacego Moscickiego w Ciechanowie			CYOU

Possible to enter PIC or OID. Our example shows OID.

11. Let's move to column **The Start Date of the mobility**. Here you must use the format DD-MM-YYYY, using a dash as separator. The following columns require **The End Date of the mobility**, **Interruption** and **Effective Duration**.

CL	CM	CN	CO	CP	CQ	CR
Start Date	End Date	Duration Calculated (days)	Interruption Duration (days)	Duration of Mobility Period (days)	Non-Funded Duration (days)	Funded Duration (days)
10						
* DD-MM-YYYY	* DD-MM-YYYY	"999"	"999"	"999"	"999"	"999"
06-05-2019	30-09-2019	145	0	145	0	145
06-05-2019	30-09-2019	145	0	145	0	145

12. Finally let's look at how the **mobility grant amounts**. The full stop must be used as the decimal separator.

CS	CT	CU	CV	CW	CX	CY	CZ	DA
Monthly Grant	Traineeship monthly top-up	Disadvantaged participants monthly top-up	EU Individual Support	EU Special Needs Support	EU Special Needs Support Comments	Force Majeure ?	Force Majeure Explanations	EU Mobility Total Grant
11								
"999999999.99"	999999999.99	999999999.99	999999999.99	"999999999.99"	"999999999.99"	DICT (YES/NO)		"999999999.99"
400	0	0	1933	0		NO		1933
400	100	0	2417	0		NO		2417

3. Add mobilities

Provide all mandatory fields in your excel sheet for your first mobility. Keep the information explained above in mind to avoid errors when importing the file to Mobility Tool+.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Grant Agreement No.	Activity Type	Long-term activity	Participant ID	Participant First Name	Participant Last Name	Participant Date of Birth	Participant Gender	Participant Email	Nationality	Participant With Special Needs	Disadvantaged background	Previous participation in Erasmus or Erasmus+ at the same level of study (months)	Mobility ID	Studies Combined with Traineeship
*	*, DICT	DICT (YES/NO)		*	*	DD-MM-YYYY	*, DICT	*	DICT	DICT (YES/NO)	DICT (YES/NO)	"99.99"	*	DICT (YES/NO), Students for
2018-1-PL01-KA103-038883	HE-SMS-P	YES		Thomas	NAME	01-05-2000	M	mail1@mail.com	NL	NO	NO	0	38883-MOB-00001	NO
2018-1-PL01-KA103-038883	HE-SMP-P	YES		Mary	NAME	30-04-2000	F	mail4@mail.com	FI	NO	NO	0	38883-MOB-00002	NO
2018-1-PL01-KA103-038883	HE-SMP-P	YES		Mike	NAME	10-05-1999	M	mail5@mail.com	BE	NO	NO	0	38883-MOB-00003	NO

4. Select the entire row of the mobility and copy

In order to explain how to add new mobilities, we will look at a simple scenario where 2 new mobilities are added.

Each mobility will have a different participant but coming from the same organisation and going to the same location for the same time for the same activity. The mobility budget is also the same for each mobility.

Select the row of an existing mobility and copy.

A	B	C	D	E	F
Grant Agreement No.	Activity Type	Long-term activity	Participant ID	Participant First Name	Participant Last Name
*	*, DICT	DICT (YES/NO)		*	*
2018-1-PL01-KA103-038883	HE-SMS-P	YES		Thomas	NAME
2018-1-PL01-KA103-038883	HE-SMP-P	YES		Mary	NAME
2018-1-PL01-KA103-038883	HE-SMP-P	YES		Mike	NAME

5. Select the additional lines and paste

Once you selected the additional lines, hit ENTER or use CTRL+V to paste the information. All earlier selected rows will now have the same information available.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Grant Agreement No.	Activity Type	Long-term activity	Participant ID	Participant First Name	Participant Last Name	Participant Date of Birth	Participant Gender	Participant Email	Nationality	Participant With Special Needs	Disadvantaged background	Previous participation in Erasmus+ at the same level of study (months)	Mobility ID	Studies Combined with Traineeship
*	*, DICT	DICT (YES/NO)	*	*	*	DD-MM-YYYY	*, DICT	*	DICT	DICT (YES/NO)	DICT (YES/NO)	"99.99"	*	DICT (YES/NO), Students for
2018-1-PL01-KA103-038883	HE-SMS-P	YES		Thomas	NAME	01-05-2000	M	mail1@mail.com	NL	NO	NO	0	38883-MOB-00001	NO
2018-1-PL01-KA103-038883	HE-SMP-P	YES		Mary	NAME	30-04-2000	F	mail4@mail.com	FI	NO	NO	0	38883-MOB-00002	NO
2018-1-PL01-KA103-038883	HE-SMP-P	YES		Mike	NAME	10-05-1999	M	mail5@mail.com	BE	NO	NO	0	38883-MOB-00003	NO
2018-1-PL01-KA103-038883	HE-SMP-P	YES		Mike	NAME	10-05-1999	M	mail5@mail.com	BE	NO	NO	0	38883-MOB-00003	NO
2018-1-PL01-KA103-038883	HE-SMP-P	YES		Mike	NAME	10-05-1999	M	mail5@mail.com	BE	NO	NO	0	38883-MOB-00003	NO

6. Update the mobility information

Complete the specific details for each participant.

Some things to remember:

- The **Project ID** must be the same for all rows in the CSV file.
- Do not forget to update the **Participant ID** with a unique ID or leave blank.
- Also update the **Mobility ID**. This must be unique for the project. You can not have two the same in the excel file or it will error on upload. If the Mobility ID is the same as an existing Mobility ID, it will overwrite the existing mobility. Any new Mobility ID added to the excel file will result in a new mobility added to the project.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Grant Agreement No.	Activity Type	Long-term activity	Participant ID	Participant First Name	Participant Last Name	Participant Date of Birth	Participant Gender	Participant Email	Nationality	Participant With Special Needs	Disadvantaged background	Previous participation in Erasmus+ at the same level of study (months)	Mobility ID	Studies Combined with Traineeship
*	*, DICT	DICT (YES/NO)	*	*	*	DD-MM-YYYY	*, DICT	*	DICT	DICT (YES/NO)	DICT (YES/NO)	"99.99"	*	DICT (YES/NO), Students for
2018-1-PL01-KA103-038883	HE-SMS-P	YES		Thomas	NAME	01-05-2000	M	mail1@mail.com	NL	NO	NO	0	38883-MOB-00001	NO
2018-1-PL01-KA103-038883	HE-SMP-P	YES		Mary	NAME	30-04-2000	F	mail4@mail.com	FI	NO	NO	0	38883-MOB-00002	NO
2018-1-PL01-KA103-038883	HE-SMP-P	YES		Mike	NAME	10-05-1999	M	mail5@mail.com	BE	NO	NO	0	38883-MOB-00003	NO
2018-1-PL01-KA103-038883	HE-SMP-P	YES		Nancy	SURNAME	01-07-1999	F	mail6@mail.com	BE	NO	NO	0	38883-MOB-00004	NO
2018-1-PL01-KA103-038883	HE-SMP-P	YES		Jane	FAMILYNAME	04-04-2000	F	mail7@mail.com	BE	NO	NO	0	38883-MOB-00005	NO

7. Save the file

Once all information is entered, save your file as \*.xls (**Excel 97-2003 workbook**).

2018-1-PL01-KA103-038883\_Mobilities\_Export\_students [Compatibility Mode] - Excel

	A	B	C	D	E	F	G	H	I	J
	Grant Agreement No.	Activity Type	Long-term activity	Participant ID	Participant First Name	Participant Last Name	Participant Date of Birth	Participant Gender	Participant Email	Nationality
1	*	*, DICT	DICT (YES/NO)		*	*	DD-MM-YYYY	*, DICT	*	DICT
2										
3	2018-1-PL01-KA103-038883	HE-SMS-P	YES		Thomas	NAME	01-05-2000	M	<a href="mailto:mail1@mail.com">mail1@mail.com</a>	NL
4	2018-1-PL01-KA103-038883	HE-SMP-P	YES		Mary	NAME	30-04-2000	F	<a href="mailto:mail4@mail.com">mail4@mail.com</a>	FI
5	2018-1-PL01-KA103-038883	HE-SMP-P	YES		Mike	NAME	10-05-1999	M	<a href="mailto:mail5@mail.com">mail5@mail.com</a>	BE
6	2018-1-PL01-KA103-038883	HE-SMP-P	YES		Nancy	SURNAME	01-07-1999	F	<a href="mailto:mail6@mail.com">mail6@mail.com</a>	BE
7	2018-1-PL01-KA103-038883	HE-SMP-P	YES		Jane	FAMILYNAME	04-04-2000	F	<a href="mailto:mail7@mail.com">mail7@mail.com</a>	BE

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