MT+ How to edit the mobility import file

- 1. Open the excel file
- 2. Column description
- 3. Add mobilities
- 4. Select the entire row of the mobility and copy
- 5. Select the additional lines and paste
- 6. Update the mobility information
- 7. Save the file

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.

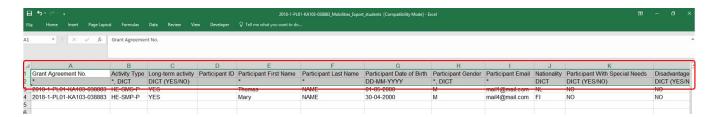
Steps

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.



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+.



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.



- 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.

4 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 Organisat ion Acronym
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	CHAN02	Panstwowa Uczelnia Zawodowa im. po w Ciechanowie			CYOU
						ossible to er ID. Our exar OID	mple shows			

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 colums require **The End Date of the mobility, Interruption** and **Effective Duration**.

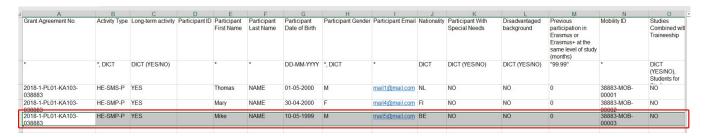
CL	CM	CN	CO	CP	CQ	CR
Start Date	End Date	Duration Calculated (days)	Interruption Duration (days)	Duration of Mobility Period (days)	Non-Funded Duration (days)	Funded Duration (days)
(10)						
		J		J		
*, DD-MM-YYYY	*, DD-MM-YYYY	"999"	"999"	"999"	"999"	"999"
06-05-2019	30-09-2019	145	0	145	0	145
06-05-2019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

CT	CU	CV	CW	CX	CY	CZ	DA
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 Gra
99999999999, Students for Traineeships	999999999, Students and Disadvantaged	"9999999999"	"9999999999"		DICT (YES/NO)		"999999999.99"
0	0	1933	0		NO		1933
100	0	2417	0		NO		2417
	Traineeship monthly top-up 99999999 99, Students for Traineeships 0	Traineeship morthly top-up Disadvartaged participarts morthly top-up 999999999 99, Students for Traineeships 999999999 99, Students and Disadvartaged 0 0	Traineeship morthly top-up Disadvantaged participarts morthly top-up EU Individual Support 999999999 99, Students for Traineeships 99999999 99, Students and Disadvantaged "999999999 99" 0 0 1933	Traineeship monthly top-up Disadvartaged participants monthly top-up EU Individual Support EU Special Needs Support 999999999 99, Students for Traineeships 999999999 99, Students and Disadvartaged "999999999 99" 0 0 1933 0	Traineeship morthly top-up Disadvartaged participarts morthly top-up EU Individual Support EU Special Needs Support Comments 999999999 99, Students for Traineeships 999999999 99, Students and Disadvartaged "99999999 99" 0 1933 0	Traineeship monthly top-up Disadvantaged participants monthly top-up EU Individual Support EU Special Needs Support EU	Traineeship morthly top-up Disadvartaged participarts morthly top-up El Undividual Support EU Special Needs Support Comments Force Majeure 2 Force Majeure Explanations 999999999 99, Students for Traineeships 999999999 99, Students and Disadvartaged 999999999 99 1017 (YESNO) 1133

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

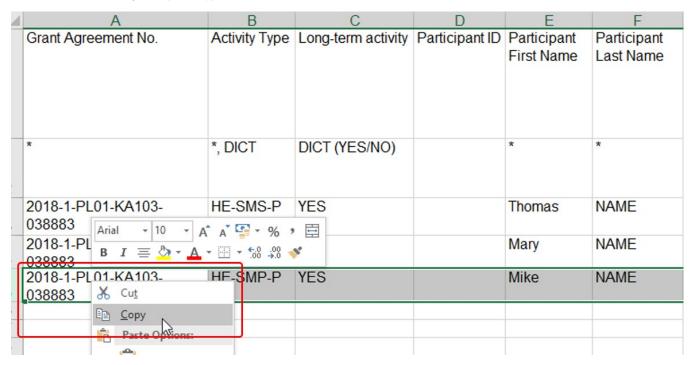


4. Select the entire row of the mobility and copy

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.



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	В	C	D	E	F	G	H		J	K	L	M	N	0
Grant Agreement No.		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 wit 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	М	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	М	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	М	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.

Α	В	С	D	E	F	G	Н	1	J	K	L	M	N	0
Grant Agreement No.	Activity Type	Long-term activity	Participant ID		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 v Traineeship
*	*, DICT	DICT (YES/NO)		*	*	DD-MM-YYYY	*, DICT	*	DICT	DICT (YES/NO)	DICT (YES/NO)	"99.99"	*	DICT (YES/NO), Students fo
2018-1-PL01-KA103- 038883	HE-SMS-P	YES		Thomas	NAME	01-05-2000	М	mail1@mail.com	NL	NO	NO	0	38883-MOB- 00001	ÑO "
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	М	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).

5	5					2018-1-P	L01-KA103-038883_N	lobilities_Export_students	Compatibility Mode] - E	xcel
Fil	le Home Insert Page	Layout Formula	s Data Review	View Deve	loper 🏻 🗘 Tell	me what you want to d				
K15	5 + 1 × - 1	Ę _x								
4	Α	В	C	D	E	F	G	Н	1	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	Nationa
1	*	*, DICT	DICT (YES/NO)		*	*	DD-MM-YYYY	* DICT	*	DICT
2		, DICT	DICT (TES/NO)				DD-IVIIVI-1111	, DICT		DICT
3	2018-1-PL01-KA103- 038883	HE-SMS-P	YES		Thomas	NAME	01-05-2000	М	mail1@mail.com	NL
4	2018-1-PL01-KA103- 038883	HE-SMP-P	YES		Mary	NAME	30-04-2000	F	mail4@mail.com	FI
5	2018-1-PL01-KA103- 038883	HE-SMP-P	YES		Mike	NAME	10-05-1999	M	mail5@mail.com	
6	2018-1-PL01-KA103- 038883	HE-SMP-P	YES		Nancy	SURNAME	01-07-1999	F	mail6@mail.com	BE
7	2018-1-PL01-KA103- 038883	HE-SMP-P	YES		Jane	FAMILYNAME	04-04-2000	F	mail7@mail.com	BE

Related articles

- MT+ Add mobility for KA1 and KA3 projects
- MT+ Add mobility for KA1 and KA3 projects
 MT+ Basics and variations of the mobility screen for KA1
 MT+ Certifications for mobilities (2017)
 MT+ Combined Teaching and Training
 MT+ Copy mobility details
 MT+ Data Dictionary
 MT+ Disadvantaged Background KA107 (2019)
 MT+ Expensive Domestic Travels
 MT+ How to edit the mobility import file
 MT+ How to export and import mobilities using xls
 MT+ How to read the error log
 MT+ How to read the error log

- MT+ How to read the error log
- MT+ How to view the error log
 MT+ How to work with CSV
- MT+ KA1 and KA3 Budget screen