

MT+ How to export and import mobilities using xls

- 1. Click the "Mobilities Import - Export" tab
- 2. Click the "Export CSV" or the "Export XLS" button
- 3. Click the "Save File" radio button
- 4. Click on "OK"
- 5. Enter a name in the "File name" field
- 6. Click "Save"
- 7. Double-click to open the file
- 8. Update the list of Mobilities
- 9. Click on "Select File"
- 10. Select your document
- 11. Click on "Open"
- 12. Click the blue hyperlink

Important

For purposes of compliance with the **EU General Data Protection Regulation**, the files to import into Mobility Tool+ **should not include any sensitive information on mobilities**, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, health or sexuality.



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. Click the "Mobilities Import - Export" tab

Click on the **Mobilities Import - Export** tab of the project.

The screenshot shows the 'Mobility tool' interface for the 'EL01 Greek State Scholarship's Foundation (IKY)' project. The top navigation bar includes tabs for 'Details', 'Organisations', 'Contacts', 'Mobilities', 'Mobility Import - Export' (which is highlighted with a red box and a red arrow), 'Budget', and 'Reports'. The main content area is divided into several sections:

- Context information:** Programme: Erasmus+, Key Action: KA1 - Learning Mobility of Individuals, Action Type: KA105 - Youth mobility, Call Year: 2016, Round: 2, Start of Project: 01/09/2016, End of Project: 28/02/2018, Project Duration (months): 18.
- National Agency:** National Agency: PL01 - Foundation for the Development of the Education System. For further details about your National Agency, please consult the following page: http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm
- Project information:** Grant Agreement No.: 2016-2-PL01-KA105-026913, Applying on behalf of a consortium?: ☐, National ID: [blank], Project Title: EAC IT TRAINING - CC, Project Acronym: EAC IT TRAINING - CC, Project Status: Processing.
- Beneficiary Organisation information:** PIC: 941669114, Legal Name: Gimnazjum nr 21 we Wroclawiu, Business Name: Gimnazjum21 Wroclaw, Full legal name (National Language): [blank].
- Project Access:** User's role in project: beneficiary, Access to Project: Edit Access to Project, Project is locked: ☐.
- History information:** Created by: NA Staff, Created on: 16/06/2016 14:40:29, Updated by: Dario DOMININ, Updated on: 20/07/2016 16:24:12.

2. Click the "Export CSV" or the "Export XLS" button

Depending on the Excel file format, click the **Export CSV** or the **Export XLS** button. In this case, we will click the **Export XLS** button.

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 of data concerning health or sex life.

Draft + Complete (0) Complete (0)

Export Complete

☒ All ☐ Inbound

Import Complete

— OR — Drop Your File(s) Here

Import Status

Import Date	Import Type	Import Context	File	User	Status	Validation Progress	Number of Mobilities
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Please note, due to technical constraints for KA103 projects it is not possible to export to XLS format from the Mobilities Import – Export tab. Most popular spreadsheet applications allow the conversion from CSV to XLS if required.

As soon as the user clicks on the Export CSV button the Export Status sub-tab becomes active and the newly created export request is displayed at the top of its list.

3. Click the "Save File" radio button

A pop-up window appears. Click the **Save File** radio button.

Opening 2016-2-PL01-KA105-026913_Mobilities_Export.xls

You have chosen to open:

2016-2-PL01-KA105-026913_Mobilities_Export.xls

which is: Microsoft Excel 97-2003 Worksheet (41.0 kB)

from: <http://cf9eact1.cc.cec.eu.int:6086>

What should Firefox do with this file?

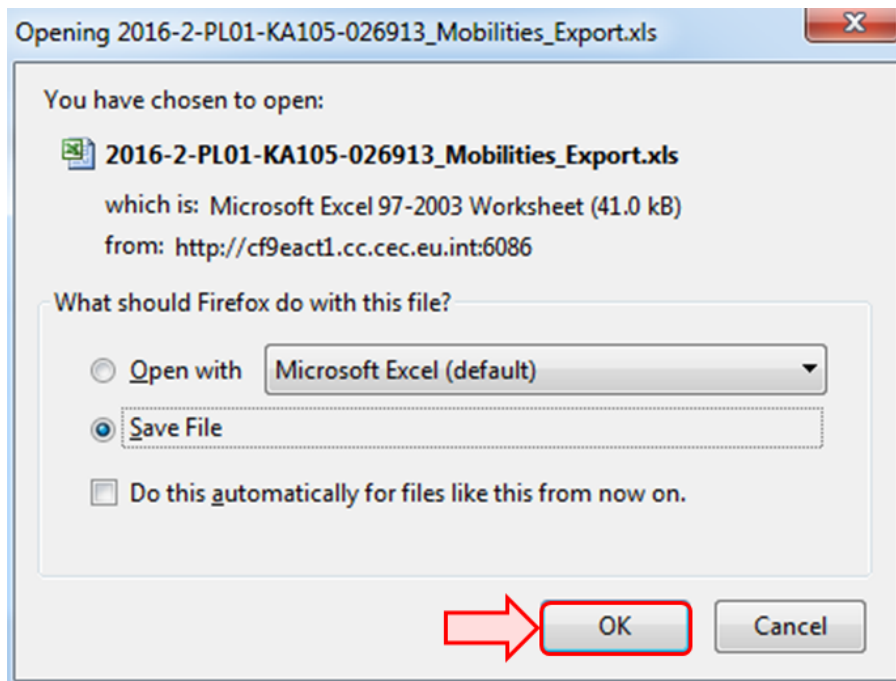
☐ Open with Microsoft Excel (default)

☒ **Save File**

☐ Do this automatically for files like this from now on.

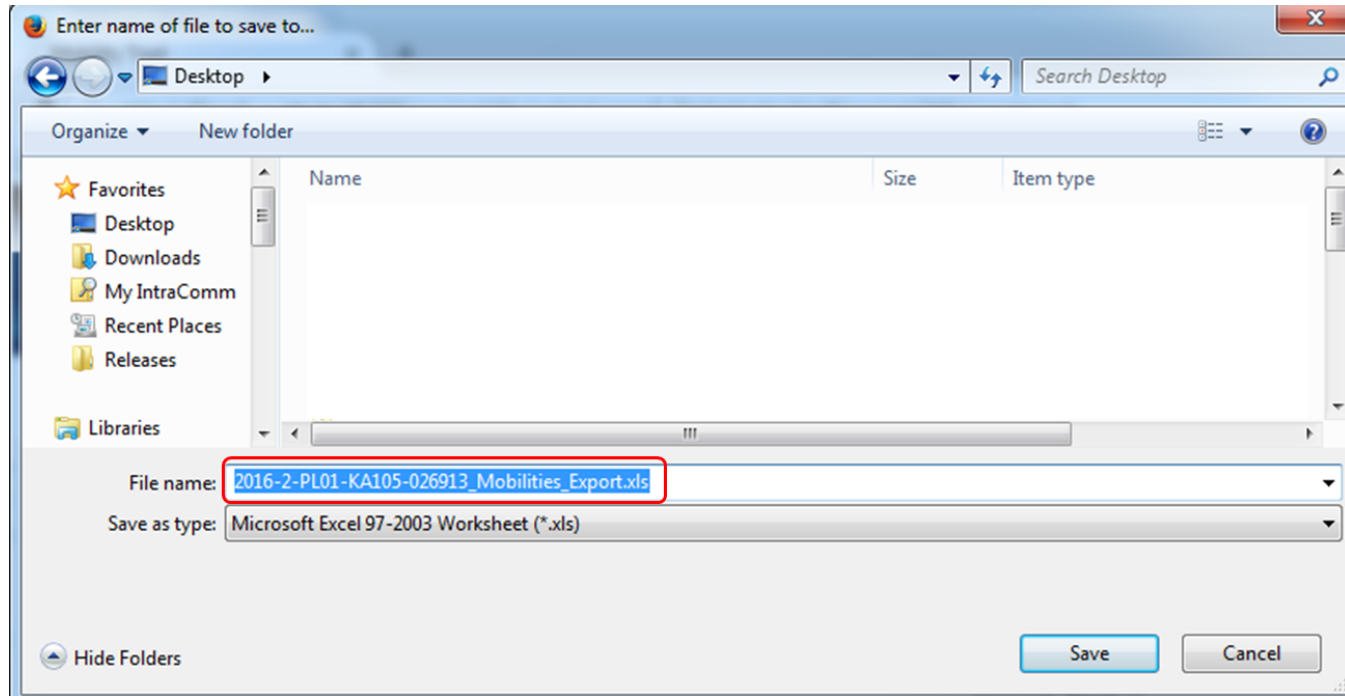
4. Click on "OK"

Once you have clicked the Save File radio button, click on the **OK** button.



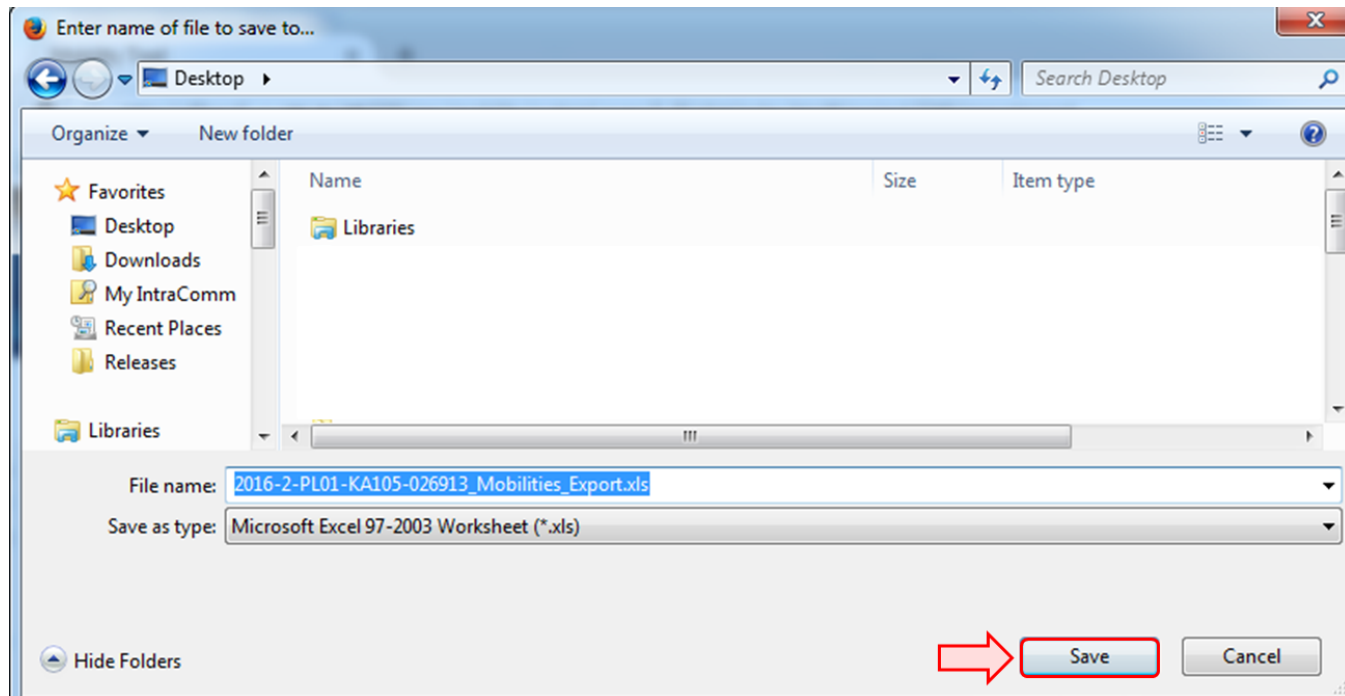
5. Enter a name in the "File name" field

Enter the name of the report in the **File name** field.



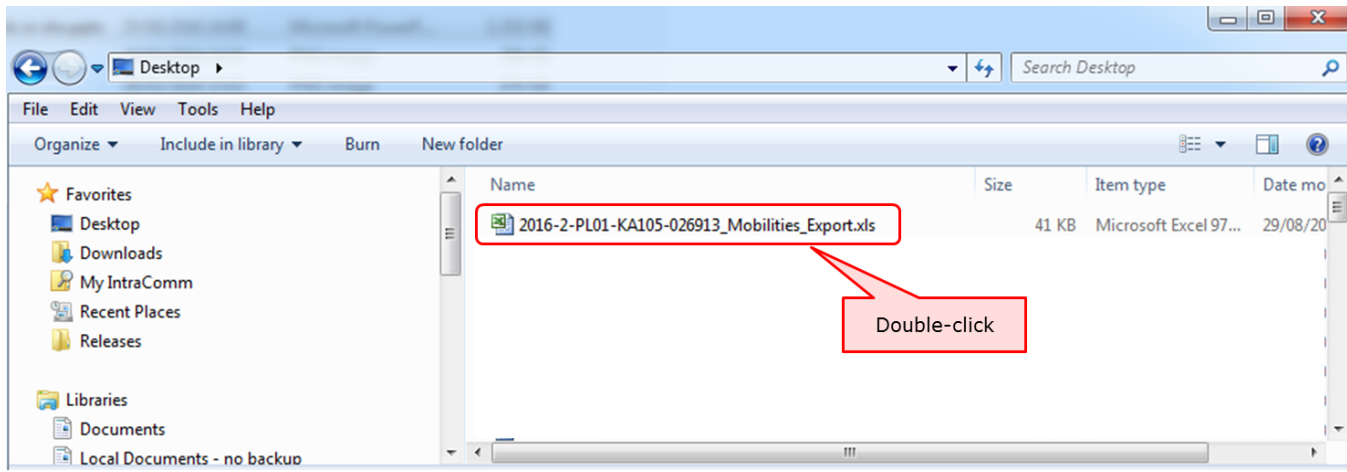
6. Click "Save"

Click the **Save** button.



7. Double-click to open the file

To open, **double-click** on the file.



8. Update the list of Mobilities

In the Excel spreadsheet, you can update the list of Mobilities if necessary. To understand how to complete the list of mobilities see the [How to export and import mobilities with CSV](#).

Specific instructions for CSV, such importing the file using the **From text** wizard is not applicable for xls/xlsx nor saving as CSV. If you export as xls the file can be saved as xls.



Take note

For 2016 projects: Both Draft and complete mobilities can be updated with the one import file. Once all necessary criteria are completed in the excel, the mobility will be indicated as completed.

For all projects: **Do not include any sensitive information for mobilities** in the available comment fields.

Grant Agreement No.	Activity No.	Activity Type	Long-term activity	Participant ID	Participant First Name	Participant Last Name	Participant Date of Birth	Participant Gender	Participant Email
2016-2-PL01-KA105-026913	A1	YOUTH-EXCH-P	NO	12	Sofia	Libana	21-05-1993	F	S.L@emailaddress.com
2016-2-PL01-KA105-026913	A1	YOUTH-EXCH-P	NO	12	John	Vegas	06-09-1988	M	J.V@mail.com
2016-2-PL01-KA105-026913	A14	YOUTH-TNYW-P	NO	dfsdfsdf	fsfsf	fsfsf	19-05-1982	M	fsfsf@ff.com
2016-2-PL01-KA105-026913	A3	YOUTH-VOL-T	YES	123	Hilde	Newman	22-06-1980	F	Hilde@domain.com
2016-2-PL01-KA105-026913	A16	YOUTH-APV-EVS	NO	5	S	R	12-06-1999	M	s.r@g.com

European Commission
Mobility tool EAC Directorate-General for Education and Culture

Project 2016-2-PL01-KA107-027544 processing

Details Dashboard Organisations Contacts Mobilities Mobility Import - Export Budget Reports

Mobility Import - Export **Mobility Tool+ Data Dictionary**

Students

Draft + Complete (2)
Complete (0)

Export Student Mobilities and the associated Organisations information Complete

Export CSV
Export XLS

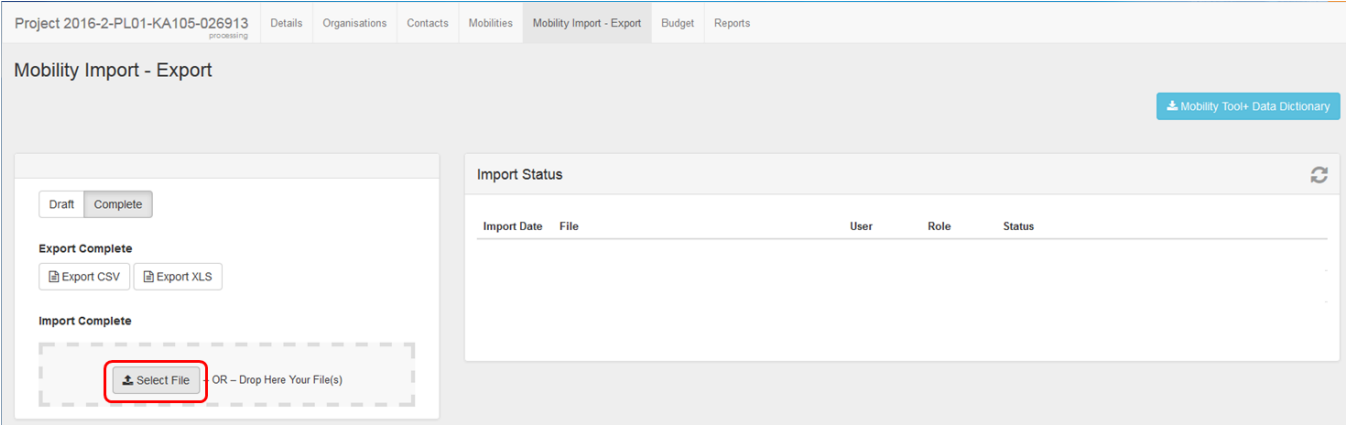
Import Status

Import Date	Import Type	Import Context	File	User	Status	Validation Progress	Number of Mobilities
6 months ago	Student Unified	Reported	Post-Release 3.0 System Import.csv	NA Staff (system)	✓ Successfully imported 2 mobilities, out of which 0 complete and 2 draft	100%	0 0
6			Post-Release	NA Staff	✓ Successfully imported 3 mobilities, out		

For some actions, i.e. KA103 and KA107 data dictionaries are provided for a better understanding of the content and the fields displayed in the exported XLS or CSV files.

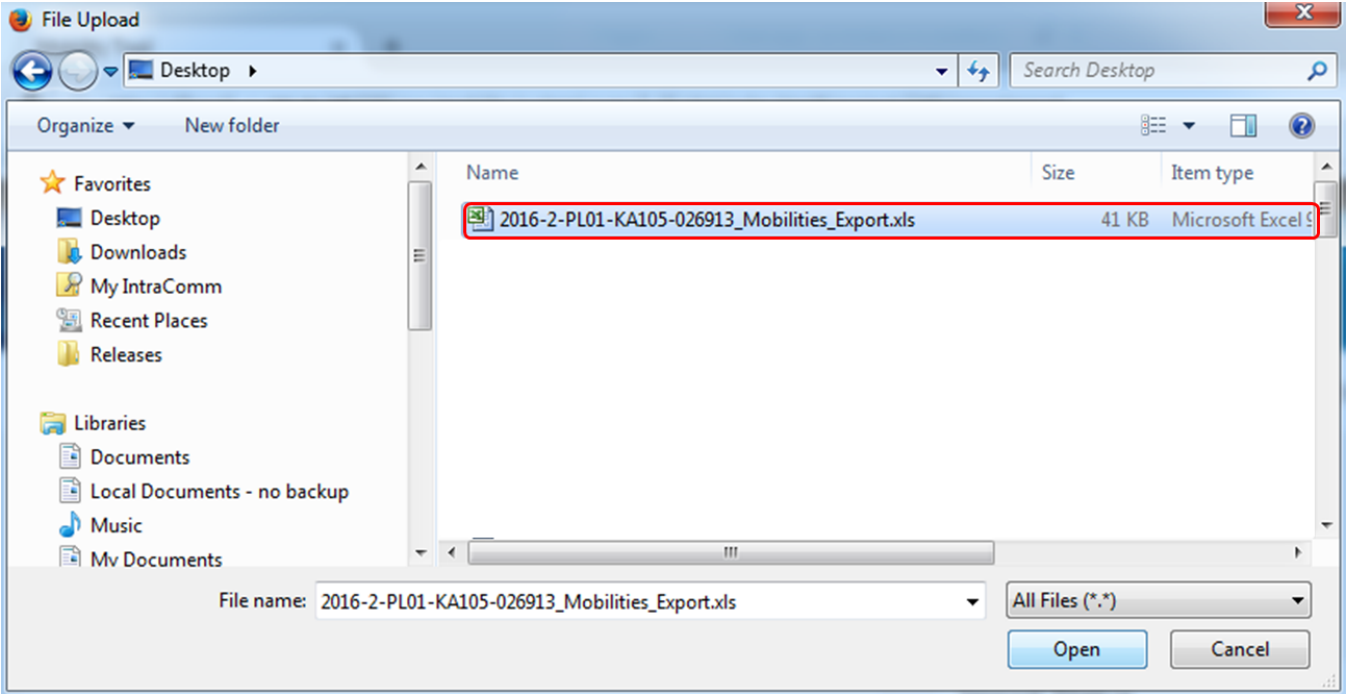
9. Click on "Select File"

To import your file in MT+, click the **Select File** button.



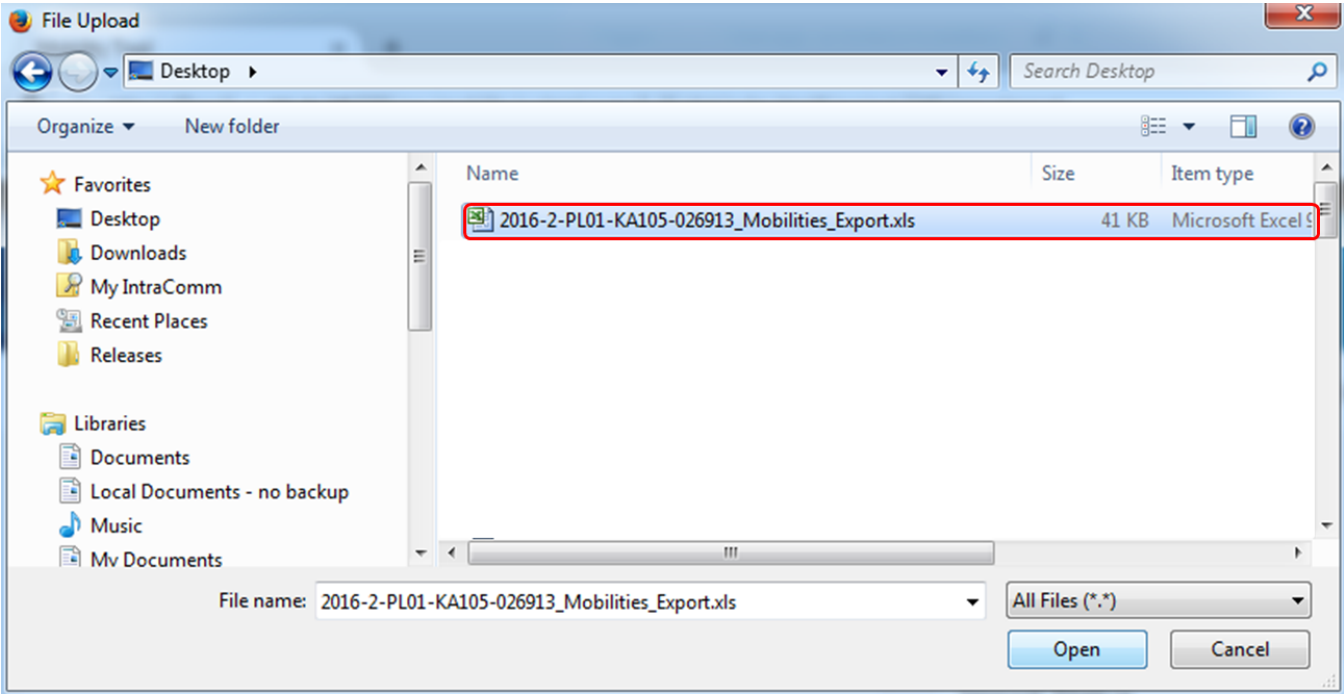
10. Select your document

Locate and **select** the Excel file to import.



11. Click on "Open"

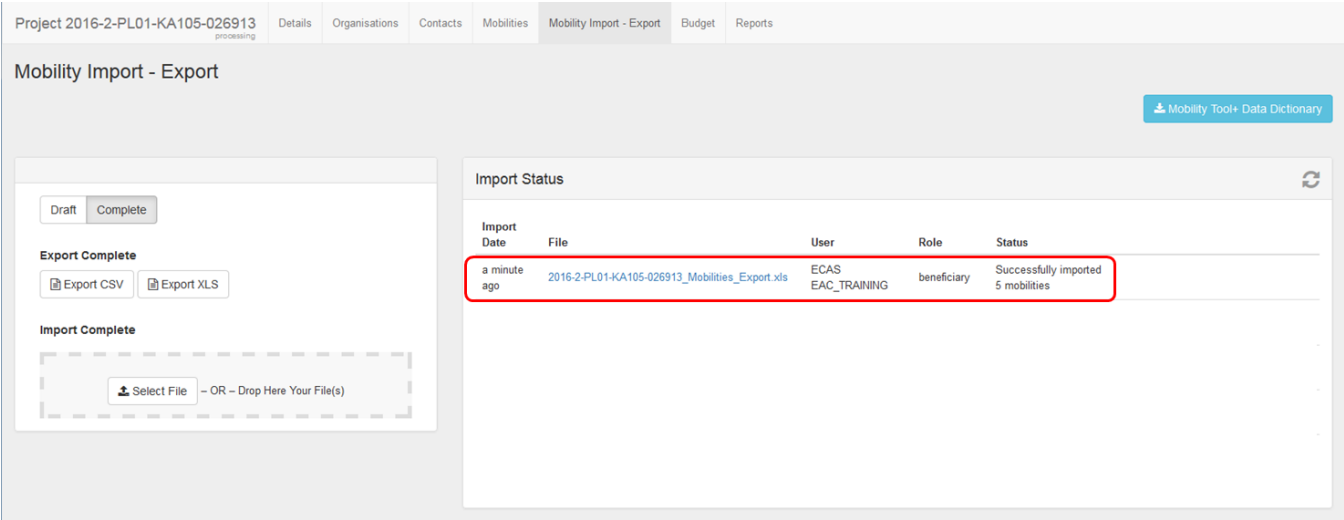
Click on the **Open** button.



12. Click the blue hyperlink

The Excel file will be automatically imported. The status details of the import is shown in the **Import Status** section.

When the file is imported, the status is 'Successfully imported X mobilities'. If required, click the blue hyperlink to open the file just imported.



Related articles

- [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 manage Survey on Recognition](#)
- [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](#)