MT+ ESC How to resend a participant report request

Steps

This page describes the steps to resend an individual participant report for ESC11, ESC13 and ESC21 from the participation screen in Mobility Tool+. The participation screen can be accessed from the activity tab or from the participant tab. The resend option only works if the participant report status of **Requested** or **Undelivered**. For ESC31 - Solidarity Projects project, resending an individual participant report is done from the participant tab in Mobility Tool+.

Note there may be slight differences in the illustrations used on this page and in your project.

Relevant for...

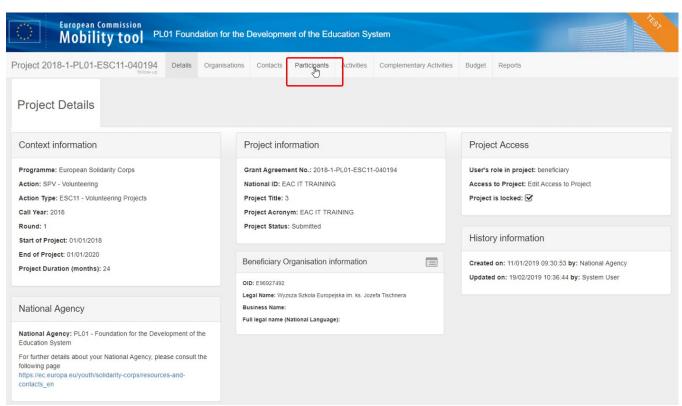
Call Year	Programme	Action
2018 onward	European Solidarity Corps	ESC11 - Volunteering Projects
		ESC13 - Volunteering Partnerships Annual
		ESC21 - Traineeships and Jobs
		ESC31 - Solidarity Projects

Steps

1. Resending the participant report request

1.1. Click on the "Participants" tab

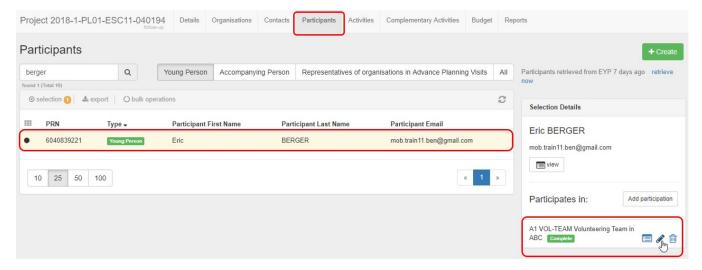
In your project, access the Participants tab.



1.2. Select the participant from the list and click to edit the participation

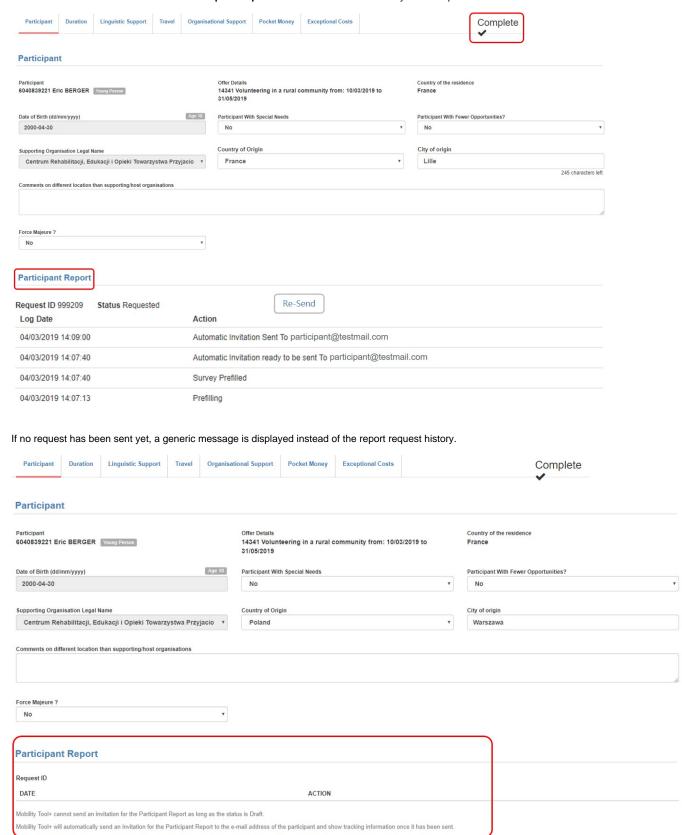
In the list of participants, select the participant.

In the Selection Details section choose the participation for which you wish to send a new report request and click the Edit icon to access the participation details screen.



1.3. Access Participant Report section and check history

In the details screen scroll down to the Participant Report section. You will see a history of the requests.



1.4. Click the "Re-Send" button

Click the button Re-Send to send a new request for the participant report.



Resending the report request is only possible for participations having the report status **Requested** or **Undelivered** and can be done only once every 24 hours

If the status is **Undelivered**, it is advised to refresh the participant data from the European Youth Portal before trying to resend the request. This ensures the latest participant data is updated in the project (specifically the email address).

Participant Report

Request ID 999209 Status Requested Log Date	Action Re-Send
04/03/2019 14:09:00	Automatic Invitation Sent To TRAINING-36@ec.europa.eu
04/03/2019 14:07:40	Automatic Invitation ready to be sent To EAC-TRAINING-36@ec.europa.eu
04/03/2019 14:07:40	Survey Prefilled
04/03/2019 14:07:13	Prefilling

1.5. Confirmation message

At the top of the screen a confirmation message indicates that the participant report request was successfully re-sent. The **Participant Report** history is updated, now displaying the time and date when the manual reminder was sent.

Participant Report

Request ID 2869521

DATE	ACTION	
14/02/2019 11:59:04	Manual Reminder Sent By User Name (beneficiary) To participant1@testmail.com	
14/02/2019 11:58:05	Manual Reminder ready to be sent By User Name (beneficiary) To participant1@testmail.com	
26/01/2019 07:23:22	Automatic Invitation Sent To participant1@testmail.com	
26/01/2019 06:56:43	Automatic Invitation ready to be sent To participant1@testmail.com	
26/01/2019 06:56:43	Survey Prefilled	
26/01/2019 00:38:48	Prefilling	

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