Export and import mobility activities using xlsx files

Information

The "**Import-export mobility activities**" section in projects was renamed to "**Import-export**" and is now displayed at the bottom of the Content menu. The relevant wiki pages will be updated shortly. Click **here** to view an example.

Close this message

ⓘ The illustrations in the provided Wiki pages are for consultation purpose only and may not always reflect the latest implementation.

Beneficiaries can import mobility activities into their project as long as the Final Beneficiary Report has not yet been submitted. The functionality to export and import mobility activities allows to add multiple mobility activities at once as well as to update multiple existing mobility activities. While importing mobility activities, organisation(s) can also be added to the project at the same time.

It is possible to export the mobility activity list as **XLSX** or **CSV files** and to import as XLSX or CSV. The instructions on this page are based on the processing of an XLSX file. All the latest templates and data dictionary files can be found on Data dictionary and Mobility Import-Export templates.

For an overview of the process see Manage mobility activity export and import. For information regarding the import log, see the page View mobility activity import error logs.

For a quick overview of import and export of mobility activities in Beneficiary module, please view the **eLearning video.**

The examples used below are based on a KA131-HED - Mobility of higher education students and staff, call 2022, project.

⊘ For compliance with the **EU General Data Protection Regulation**, please do not include any sensitive information about the participant's personal situation related to special needs, racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, health or sexuality.

⚠ **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.

This page is relevant for:

- **Erasmus+, Call year 2021 onwards**
  - KA121 - Accredited projects for mobility of learners and staff in school education, vocational education and training, and adult education
  - KA122 - Mobility for learners and staff in school education, vocational education and training, and adult education
  - KA131-HED - Mobility of higher education students and staff supported by internal policy funds
  - KA151-YOU - Mobility of young people for accredited organisations
  - KA152-YOU - Mobility of young people
  - KA153-YOU - Mobility of youth workers
  - KA154-YOU - Youth participation activities
- **Erasmus+, Call year 2022 onwards**
  - KA171-HED - Mobility of higher education students and staff supported by external policy funds

⚠ **Information**

Fields may vary depending on the action type of you project. Please read the onscreen information carefully to complete the relevant fields.

Steps

1. Click on "Import-export mobility activity"

Click on **Import-export mobility activity** in the **Content menu** of

1. An information message with a **link to the Data dictiona**
   Clicking on it opens additional guidelines with links to the
2. The **Actions** section, where you can download the list of
   the now and/or updated mobility activities.
3. The **Import/Export status section,** where you can view
   details regarding the successful or failed imports.

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2. Export the mobility activities

2.1. Select the type of mobility activities to export (HED only)

In the **Export mobility activities** section of the screen, use the radio buttons to choose whether to export:

- both draft and complete mobility activities or only the complete ones.

- For KA131-HED and KA171-HED projects only: the list of either student or staff mobility activities.

  ⚠ **Take note**

  If there are no mobility activities in your project, the empty template file is downloaded.

In our example, the project does contain one mobility activity in status Complete, therefore the exported file will contain the relevant information.

Here is an example for the Export mobility activities section in a KA121 project. There are no radio buttons to select Student or Staff.

2.2. Click on "Export XLSX" and download the file

Click on the **Export XLSX** button.

A notification message displays, informing you on the export process. In the list, the status of the export displayed is, initially, **Processing**. Click on **reload** to refresh the list to check the progress.

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When the export file is ready, its status will be **Exported**. Click on the file name and follow the instructions on the screen to download it on your local device.

The file extension is ***.xlsx** and the file name is generally composed of: the project number, followed by the date and time of the export, e.g. 2021-1-EL01-KA131-HED-000015426-KA131-HED-12-11-2021-09-23-23-.xlsx.

3. Update and save the mobility activity file

Open the file and update the mobility activity list as described on the page Edit the mobility activity import file.

Data dictionaries are provided for a better understanding of the content and the fields displayed in the exported files.

> ⓘ **Information**
>
> When saving the file, please ensure to keep the original file extension, otherwise the import will fail.

4. Import the mobility activity file

4.1. Select the type of mobility activities to import (HED only)

Use the radio buttons to choose whether you will upload student or staff mobility activities into your project. Your selection must match the mobility activity type in the XLSX file. In our example we have selected **Students,** which is also the default selection.

Here is an example for the **Import mobility activities** section in a KA121 project. There are no radio buttons to select Student or Staff.

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Information

It is possible to run multiple imports in parallel, even if they affect the same mobility activities. In such cases, the latest successful import will overwrite previous information for the same mobility activity.

4.2. "Select file" to upload

Click on **Select** file, then follow the onscreen instructions to locate the file and upload it. Alternatively, you can drag and drop the file from its location to the designated area on the screen.

The import will start shortly after the file is added, and a message is displayed. The mobility activities will be imported as either complete or draft, depending on how much information you provided in the file.

You can monitor the import progress in the **Import/Export status** list (see next section). Initially, the status of the import will be **Requested**. When importing a file, the system first checks if the file type is right, then it checks if the field format and content are correct and finally it checks against the rules described in the Erasmus+ Programme Guide.

Click on **reload** to refresh the list to check the progress.

Information

If your import file contains a very large number of mobility activities, importing may take longer.

Import/Export status (2)								
Import/Export	Date	Context	Students/Staff	File	Status	Complete	Draft	[reload]
IMPORT	31-10-2023 07:46:01	REPORTED	STUDENT					
EXPORT	31-10-2023 07:38:19	REPORTED	STUDENT					

If the import is successful, the status will be **Imported** and the number of imported **Complete** and **Draft** mobility activities is displayed in the list. The imported mobility activities are listed in the **Mobility Activities** section of your project. To view more details on the import, such as specific information on the imported draft mobility activities, click on the **View** icon to open the Import Log.

If the import status is indicated with Error, the import has failed and the relevant details are provided in the import log.

⚠ **Take note**

When completed mobility activities were exported and reimported, they are checked automatically against all rules, including business rules that may have been introduced or updated after the mobility activity was completed previously. In such cases, the reimported mobility activity becomes a **draft mobility** if it no longer complies with such rules.

In this example, the import was successful. Five completed and three draft mobility activities have been imported.

Import/Export status (2)								
Import/Export	Date	Context	Students/Staff	File	Status	Complete	Draft	[reload]
IMPORT	31-10-2023 07:46:01	REPORTED	STUDENT	2022-1-BG01-KA131-HED-000017381-KA131-HED-31-10-2023-08-38-18-.xlsx	IMPORTED	5	3	👁
EXPORT	31-10-2023 07:38:19	REPORTED	STUDENT	2022-1-BG01-KA131-HED-000017381-KA131-HED-31-10-2023-08-38-18-.xlsx	EXPORTED	1	0	👁

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5. Import/export status list

After an export or import of a file, a line item displays in the **Import/Export status list**. For each import or export you will see the following elements:

1. **Import/Export** - the type of operation
2. **Date** - date and time of the operation
3. **Context** - always displays **Reported**
4. **Student/Staff** - available in HED projects only and shows if student or staff mobilities were imported or exported
5. **File** - allows you to download a copy of the file, by clicking on the hyperlinked file name
6. **Status** - displays the status of the export or import
7. Number of imported or exported mobility activities in status **Complete**
8. Number of imported or exported mobility activities in status **Draft**
9. **View** - allows you to open and view the **import log**, which provides details of the import
10. **Browsing options** at the bottom of the list to view additional records

✓ **Tip**

Use the **reload** option at the top right corner of the list to view the latest status of the export/import. If your project or file to import contains a very large number of mobility activities, exporting or importing may take longer.

Import/Export status (2)								
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	[reload]
Import/Export	Date	Context	Students/Staff	File	Status	Complete	Draft	
IMPORT	31-10-2023 07:46:01	REPORTED	STUDENT					
EXPORT	31-10-2023 07:38:19	REPORTED	STUDENT					

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C lo s e t hi s m e s s a ge

5.1. Import and Export statuses

The export process has the following statuses, clearly indicated in the **Status** column:

- **Requested** - the user has requested the export by clicking on the **Export** button
- **Exporting** - the export is in progress
- **Exported** - the export is completed and the file is ready to be downloaded

The import process has the following statuses:

- **Requested** - the user has triggered the file import by uploading the file
- **Processing** - the file has been validated against business rules and the import is in progress
- **Imported** - all records were successfully imported
- **Error** - the import file was rejected due to errors

ⓘ **Information**

A log is created when you export and import mobility activities.

Import/Export status (53)							
Import/Export	Date	Context	File	Status	Complete	Draft	[reload]
IMPORT	06-11-2023 08:51:15	REPORTED	2022-1-ES02-KA152-YOU-000016999-KA152-YOU-06-11-2023-09-43-37-.xlsx	PROCESSING	0	0	👁
EXPORT	06-11-2023 08:43:47	REPORTED	2022-1-ES02-KA152-YOU-000016999-KA152-YOU-06-11-2023-09-43-37-.xlsx	EXPORTED	102	0	👁
IMPORT	31-10-2023 14:58:00	REPORTED	2022-1-ES02-KA152-YOU-000016999-KA152-YOU-31-10-2023-15-51-14-.xlsx	IMPORTED	1	4	👁
IMPORT	31-10-2023 14:57:25	REPORTED	2022-1-ES02-KA152-YOU-000016999-KA152-YOU-31-10-2023-15-51-14-.xlsx	ERROR	0	0	👁

See the page **View mobility activity import error logs** for details.

Expected Outcome

- The file including draft/complete mobility activities has been imported into the project, and is displayed in the **Import/Export** list.
- The list of imported mobility activities can be viewed in the **Mobility activity** section of the project.

Related Articles

- Add mobility activities to projects
- Can a Participant with fewer opportunities be flagged as
- Data Dictionary and Mobility Import-Export templates
- Edit the mobility activity import file
- Export and import mobility activities using xlsx files
- Hosting locations in Volunteering teams activities in ESC
- Import-Export mobility activities renamed to Import-Export
- Latest data dictionary updates
- Limitations for Mobility Activity Import/Export for KA151,
- Manage mobility activity export and import
- Mobility activities in KA1 youth mobility projects
- Mobility activities in KA121 and KA122 projects
- Mobility activities in KA131 Higher Education projects
- Mobility activities in KA155 projects
- Mobility activities in KA171-HED projects
- Mobility activities in KA182 Mobility of sport staff projects
- Mobility Activities in projects
- Mobility activity changes from Completed to Draft
- Participant is from the receiving organisation flag
- Prefill Start date and End date from the linked activity or event flag
- Preparatory visits
- Project handling specifics related to the Russian aggression on Ukraine
- Request fewer days for individual support flag
- Request NA Exclusion for Participant Reports in cases of Force majeure
- Request second travel grant for obligatory pre-departure training flag
- Revalidate Mobilities in Beneficiary module
- View mobility activity import error logs

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