

MT+ List functionality

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This page explains the common **list functionalities** available in Mobility Tool+, for example in the Organisations or Contacts tabs. Icons used to sort or export lists remain the same for each screen as well as the icons to edit, delete and view the various list items.

Search

In order to find information quickly in the various project tabs, type, for example; the surname of a contact in the **Search** field under the contacts tab in Mobility Tool+ and click the magnifying glass. The result(s) will appear in the list.

List Contacts

+ Create

Organisation

All

Search in 9 records

selection

export

bulk operations

| | Organisation OID | Organisation Legal Name | Contact First Name | Contact Last Name | Email | Beneficiary | Preferred Contact | OLS | |
|-----------------------|------------------|--------------------------|--------------------|-------------------|------------------------------|-------------------------------------|-------------------------------------|--------------------------|--|
| <input type="radio"/> | E10001818 | EAC TRAIN Organisation 3 | Thomas | NAME | wgXGCsYakk@ArSxU.com | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <div><div></div><div></div><div></div></div> |
| <input type="radio"/> | E10001818 | EAC TRAIN Organisation 3 | Jan | SURNAME | mail@mail.pl | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <div><div></div><div></div><div></div></div> |
| <input type="radio"/> | E10001818 | EAC TRAIN Organisation 3 | Jan | SURNAME | EAC-TRAINING-14@ec.europa.eu | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <div><div></div><div></div><div></div></div> |
| <input type="radio"/> | E10001813 | EAC TRAIN Organisation 2 | Tania | Family Name | VONHbTovni@lthvth.com | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <div><div></div><div></div><div></div></div> |

List Contacts

+ Create

Organisation

All

thomas

Found 1 (1) record(s)

selection

export

bulk operations

| | Organisation OID | Organisation Legal Name | Contact First Name | Contact Last Name | Email | Beneficiary | Preferred Contact | OLS | |
|-----------------------|------------------|--------------------------|--------------------|-------------------|----------------------|-------------------------------------|-------------------------------------|--------------------------|--|
| <input type="radio"/> | E10001818 | EAC TRAIN Organisation 3 | Thomas | NAME | wgXGCsYakk@ArSxU.com | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <div><div></div><div></div><div></div></div> |

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Selection

The **Selection** option allows you to select or deselect all available items in a list view. By clicking on the radio button, you can select: **all in this page**, **all existing records**, **none** or **inverse**.

In the example below the option **All existing records** is selected.

Mobilities

More actions + Create

All 3Complete 2Draft 1Overview 2 + 1

Search in 3 records

selection

all in this page

all existing records

none

inverse

export

bulk operations

| | Complete | Participant First Name | Participant Last Name | Activity No. | Activity Type | Sending Country | Receiving Country | Start Date | End Date | Report Status | Requested On | Received On | |
|----------------------------------|----------|------------------------|-----------------------|--------------|---------------|-----------------|-------------------|------------|------------|---------------|--------------|-------------|-------------|
| <input checked="" type="radio"/> | ✓ | Thomas | SURNAME | A1 | YOUTH-EXCH-P | Poland | France | 13/11/2019 | 02/12/2019 | | | | <div></div> |
| <input checked="" type="radio"/> | ✓ | Anne | NAME | A1 | YOUTH-EXCH-P | Poland | France | 13/11/2019 | 02/12/2019 | | | | <div></div> |
| <input checked="" type="radio"/> | ✗ | Mary | FAMILYNAME | A1 | YOUTH-EXCH-P | Poland | France | 13/11/2019 | 27/12/2019 | | | | <div></div> |

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Export

The **Export** button allows to export your selection as either a **PDF File**, **XLS file** or **CSV file**.

Once an export option has been selected, follow the on screen information to either save or open the file, depending on your settings and the browser used.

Mobilities

More actions + Create

All 3Complete 2Draft 1Overview 2 x 1

Search in 3 records

selection export bulk operations

all in this pageall existing recordsnoneinverse

Export 3 records: PDF FileXLS fileCSV file

| | Complete | Participant First Name | Participant Last Name | Activity No. | Activity Type | Sending Country | Receiving Country | Start Date | End Date | Report Status | Requested On | Received On | |
|--|----------|------------------------|-----------------------|--------------|---------------|-----------------|-------------------|------------|------------|---------------|--------------|-------------|-------------|
| | ✓ | Thomas | SURNAME | A1 | YOUTH-EXCH-P | Poland | France | 13/11/2019 | 02/12/2019 | | | | <div></div> |
| | ✓ | Anne | NAME | A1 | YOUTH-EXCH-P | Poland | France | 13/11/2019 | 02/12/2019 | | | | <div></div> |
| | ✗ | Mary | FAMILYNAME | A1 | YOUTH-EXCH-P | Poland | France | 13/11/2019 | 27/12/2019 | | | | <div></div> |

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Bulk operations

The **bulk operations** functionality allows to apply a specific operation to multiple list items at once. Depending on the project, the list and your user access, different bulk operations are possible.

Our example shows the possibility to **Delete** all selected items from the list.

List Contacts

+ Create

Organisation

All

Search in 9 records

selection 0

export

bulk operations

all in this page

all existing records

none

inverse

Bulk Operations on 9 records:

Delete

| | Organisation OID | Organisation Legal Name | Contact First Name | Contact Last Name | Email | Beneficiary | Preferred Contact | OLS | |
|--|------------------|--------------------------|--------------------|-------------------|------------------------------|-------------|-------------------|-----|--|
| | E10001818 | EAC TRAIN Organisation 3 | Thomas | NAME | wgXGCsYakk@ArSxU.com | ✓ | ✓ | × | |
| | E10001818 | EAC TRAIN Organisation 3 | Jan | SURNAME | mail@mail.pl | ✓ | × | × | |
| | E10001818 | EAC TRAIN Organisation 3 | Jan | SURNAME | EAC-TRAINING-14@ec.europa.eu | ✓ | × | × | |
| | E10001813 | EAC TRAIN Organisation 2 | Tanja | Family Name | VONHbTgygi@Jthvb.com | × | ✓ | × | |

Mobilities

More actions

+ Create

All 16

Complete 13

Draft 3

Overview 1+1

Search in 16 records

selection 16

export

bulk operations

all in this page

all existing records

none

inverse

Bulk Operations on 16 records:

Delete

Re-Send Participant Report Requests

| Complete | Participant First Name | Participant Last Name | Activity No. | Activity Type | Sending Country | Receiving Country | Start Date | End Date | Report Status | Requested On | Received On |
|----------|------------------------|-----------------------|--------------|---------------|-----------------|-------------------|------------|----------|---------------|--------------|-------------|
|----------|------------------------|-----------------------|--------------|---------------|-----------------|-------------------|------------|----------|---------------|--------------|-------------|

View

To view the details of a specific list item, click the **view** icon. The item opens in read-only mode, all fields are greyed out.

Project 2019-2-PL01-KA105-051680

DetailsOrganisationsContactsMobilitiesMobility Import - ExportInclusionBudgetReports

Organisations

Search in 3 records

selection

export

bulk operations

| | OID | Organisation ID | Role ^ | Legal Name | Public Body | Non-profit | Country | City | |
|-----------------------|-----------|------------------|---------------|------------------------------|-------------|------------|---------|--------|-----------------|
| <input type="radio"/> | E10001818 | 051680-ORG-00001 | Beneficiary | EAC TRAIN Organisation 3 | ✓ | ✗ | Poland | Poznan | <div>view</div> |
| <input type="radio"/> | E10001813 | 051680-ORG-00003 | Cobeneficiary | EAC TRAIN Organisation 2 | ✗ | ✗ | Poland | Warsaw | <div>view</div> |
| <input type="radio"/> | E10001808 | 051680-ORG-00002 | Cobeneficiary | Training Team Organisation 1 | ✗ | ✗ | France | Paris | <div>view</div> |

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Organisation Details

OID

E10001818

Organisation ID

051680-ORG-00001

Number of employees below 250?

No

Legal Name

EAC TRAIN Organisation 3

Business Name

EAC TRAIN Organisation 3

Full legal name (National Language)

National ID (if applicable)

Acronym

Department

Edit
To edit the details of a specific list item, click the **pencil** icon. The item opens in edit mode and modifications can be made and saved.

Organisations

Search in 3 records

selection

export

bulk operations

| | OID | Organisation ID | Role ^ | Legal Name | Public Body | Non-profit | Country | City |
|---|-----------|------------------|---------------|------------------------------|-------------|------------|---------|--------|
| O | E10001818 | 051680-ORG-00001 | Beneficiary | EAC TRAIN Organisation 3 | ✓ | ✗ | Poland | Poznan |
| O | E10001813 | 051680-ORG-00003 | Cobeneficiary | EAC TRAIN Organisation 2 | ✗ | ✗ | Poland | Warsaw |
| O | E10001808 | 051680-ORG-00002 | Cobeneficiary | Training Team Organisation 1 | ✗ | ✗ | France | Paris |

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Organisation Details

Nothing to save

OID Organisation

Non-OID Organisation

Cobeneficiary

OID

E10001813

Check OID

Organisation ID

051680-ORG-00003

Number of employees below 250?

No

Legal Name

EAC TRAIN Organisation 2

Business Name

EAC TRAIN Organisation 2

Full legal name (National Language)

EAC TRAIN Organisation 2

Delete

To delete a specific list item, click the **delete** / bin icon. Confirm the deletion in the pop-up.

Organisations

Search in 3 records

selection

export

bulk operations

| | OID | Organisation ID | Role ^ | Legal Name | Public Body | Non-profit | Country | City |
|-----------------------|-----------|------------------|---------------|------------------------------|-------------|------------|---------|--------|
| <input type="radio"/> | E10001818 | 051680-ORG-00001 | Beneficiary | EAC TRAIN Organisation 3 | ✓ | ✗ | Poland | Poznan |
| <input type="radio"/> | E10001813 | 051680-ORG-00003 | Cobeneficiary | EAC TRAIN Organisation 2 | ✗ | ✗ | Poland | Warsaw |
| <input type="radio"/> | E10001808 | 051680-ORG-00002 | Cobeneficiary | Training Team Organisation 1 | ✗ | ✗ | France | Paris |

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Are you sure you want to delete the selected Item(s) ?


CANCEL

DELETE

Delete



Delete





Back to list

In order to get back to the list view, click the **back to list** button. You will be redirected to the list view of the specific item.

Project 2019-2-PL01-KA105-051680
follow-up

DetailsOrganisationsContactsMobilitiesMobility Import - ExportInclusionBudgetReports

back to list

Mobilities

Export PDF

Project 2018-1-PL01-KA205-038800
processing

DetailsOrganisationsContactsProject Management and ImplementationTransnational Project Meetings

Learning, Teaching and Training ActivitiesSpecial CostsBudgetReports

back to list

Learning, Teaching and Training Activities

Activity

Add/Remove columns

Most lists have the option to modify the view to your specific requirements. Specific columns which are available but not visible can be added. Columns visible that are not needed can be removed from display.

The **Add/Remove Columns** option allows you to select or to deselect columns as well as arrange the order of the columns in the list.

1. Click the **Add/Remove Columns** option.
2. The options appear at the top of the window. Black columns are already selected and displayed in the list view.
3. Click on the black column to remove it from the list view and click the white column to add it tot the list view. Your changes are reflected immediately.
4. You can also **drag and release** a column button to rearrange its position in the list.
5. Click the green **Done** button to close the Add/Remove Columns option. The list columns are updated accordingly.

My ongoing projects

1

Add/Remove Columns

Grant Agreement No. ^

Project Title

Start Date

Project End Date

Project Status

User's role in project

Awarded Budget

Declared Budget

My ongoing projects

2

Add/Remove Columns:

grant agreement no.

project title

changed organisation details

national id

start date

project end date

project duration (months)

project status

user's role in project

organisation id

awarded budget

declared budget

updated on

Done

My ongoing projects

3

Add/Remove Columns:

grant agreement no.

project title

changed organisation details

national id

start date

project end date

project duration (months)

project status

user's role in project

organisation id

awarded budget

declared budget

updated on

Done

My ongoing projects

4

Add/Remove Columns:

project title

grant agreement no.

changed organisation details

national id

start date

project end date

project duration (months)

project status

user's role in project

organisation id

awarded budget

declared budget

updated on

Done

My ongoing projects

5

Add/Remove Columns:

project title

grant agreement no.

changed organisation details

national id

start date

project end date

project duration (months)

project status

user's role in project

organisation id

awarded budget

declared budget

updated on

Done

Related articles

- [MT+ Basics and variations of the mobility screen for KA1](#)
- [MT+ EU Login for user](#)
- [MT+ How to get access](#)
- [MT+ KA1 and KA3 Budget screen](#)
- [MT+ List functionality](#)
- [MT+ Menu and Navigation](#)
- [MT+ Notifications](#)
- [MT+ Project Details](#)
- [MT+ Update OID or confirm changed organisation details](#)