

# MT+ How to manage organisations for KA1 & KA3 projects

- 1. Open the list of "Organisations"
- 2. View organisation details
- 3. Changed organisation details
- 4. Adding a participating organisation
- 5. Edit organisation details
  - 5.1. Editable "Organisation Details" window
  - 5.2. Editable "OID" field
  - 5.3. Editable "Erasmus Code" field
  - 5.4. Editable "Organisation ID" field
  - 5.5. Click the "Save" button
- 6. Deleting a participating organisation

For most Key Actions, the organisation details cannot be changed in Mobility Tool+ but should follow the process of an **amendment**.

Organisation details that are entered in the [Organisation Registration system \(Organisation Registration system guide\)](#) should be updated there first before the National Agency will be able to adjust any other details in the NA project and financial management system.

Once changes have been applied, the updated data will be sent to Mobility Tool+.

The contact person of the beneficiary (or coordinating organisation) for a particular project will receive a notification once the updated information is sent to Mobility Tool+.

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# 1. Open the list of "Organisations"

From the list of tabs, click on the **Organisations** menu item.



The list of **Organisations** will appear.

	Legal Name	OID	Organisation ID ^	Role	Changed organisation details	Erasmus Code	Country	City	
<input type="radio"/>	Niepaństwowa Wyższa Szkoła Pedagogiczna w Białymstoku	E49338322	050756-ORG-00001	Beneficiary		PL BIALYST09	Poland	Białystok	
<input type="radio"/>	Moflata Nærmiljøseneter	E45658627	050756-ORG-00002	Partner			Norway	SKIEN	
<input type="radio"/>	Modern Youth Public Union	E40564284	050756-ORG-00003	Partner			Azerbaijan	Baku	
<input type="radio"/>	TECHNICAL UNIVERSITY OF CRETE	E24773848	050756-ORG-00004	Partner		G KRITIS09	Greece	CHANIA	
<input type="radio"/>	Powiatowy Zespol nr 6 Szkol Zawodowych i Ogolnokształcacych w Brzeszczach	E23612467	050756-ORG-00005	Partner			Poland	Brzeszcze	
<input type="radio"/>	FAJNA Spoldzielnia Socjalna	E23870002	050756-ORG-00006	Partner			Poland	Katowice	

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## 2. View organisation details

Click on the view icon to open **Organisation Details** window.

	Legal Name	OID	Organisation ID <sup>▲</sup>	Role	Changed organisation details	Erasmus Code	Country	City	
<input type="radio"/>	Niepanstwowa Wyzsza Szkola Pedagogiczna w Bialymstoku	E49338322	050756-ORG-00001	Beneficiary		PL BIALYST09	Poland	Bialystok	
<input type="radio"/>	Moflata Nærmiljøsenster	E45658627	050756-ORG-00002	Partner			Norway	SKIEN	
<input type="radio"/>	Modern Youth Public Union	E40564284	050756-ORG-00003	Partner			Azerbaijan	Baku	
<input type="radio"/>	TECHNICAL UNIVERSITY OF CRETE	E24773848	050756-ORG-00004	Partner		G KRITIS09	Greece	CHANIA	
<input type="radio"/>	Powiatowy Zespol nr 6 Szkol Zawodowych i Ogolnoksztalcacych w Brzesczczach	E23612467	050756-ORG-00005	Partner			Poland	Brzesczczach	
<input type="radio"/>	FAJNA Spoldzielnia Socjalna	E23870002	050756-ORG-00006	Partner			Poland	Katowice	

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The **Organisation Details** window appears. All information in this view is read only and cannot be changed.

### Organisation Details

OID: E24773848

Erasmus Code: G KRITIS09

Organisation ID: 050756-ORG-00004

Number of employees below 250?: No

Legal Name: TECHNICAL UNIVERSITY OF CRETE

Business Name: TUC-Erasmus

Full legal name (National Language): TECHNICAL UNIVERSITY OF CRETE

National ID (if applicable):

Acronym:

Department:



### 3. Changed organisation details

The organisation details are updated as a result of the organisation itself updating the specific core information in the **Organisation Registration system**. Once the change is done in the **Organisation Registration system**, notify your National Agency and then they will update the information in the **NA project and financial management system**.

In **Mobility Tool+**, this is indicated in the **Changed organisation details** column in the organisations list with an exclamation mark. It announces that a change was made in the Organisation Registration system which is not yet applied in Mobility Tool+.

In order to update the change in the project copy, the organisation details have to be updated manually. Detailed instructions on how to do this can be found under [MT+ Update OID or confirm changed organisation details](#).

Project 2019-1-PL01-KA103-050756 processing | Details | Dashboard | Organisations | Contacts | Mobilities | Mobility Import - Export | Budget | Reports

## Organisations

[Erasmus Charter for Higher Education - Accreditation List](#) + Create

Search in 6 records

selection | export | bulk operations

	Legal Name	OID	Organisation ID	Role	Changed organisation details	Erasmus Code	Country	City	
<input type="radio"/>	Niepaństwowa Wyższa Szkoła Pedagogiczna w Białymstoku	E49338322	050756-ORG-00001	Beneficiary		PL BIALYST09	Poland	Białystok	
<input type="radio"/>	Moflata Nærmiljøsester	E45658627	050756-ORG-00002	Partner			Norway	SKIEN	
<input type="radio"/>	Modern Youth Public Union	E40564284	050756-ORG-00003	Partner			Azerbaijan	Baku	
<input type="radio"/>	TECHNICAL UNIVERSITY OF CRETE	E24773848	050756-ORG-00004	Partner		G KRITIS09	Greece	CHANIA	
<input type="radio"/>	Powiatowy Zespól nr 6 Szkól Zawodowych i Ogólnokształcących w Brzeszczach	E23612467	050756-ORG-00005	Partner			Poland	Brzeszcze	
<input type="radio"/>	FAJNA Spółdzielnia Socjalna	E23870002	050756-ORG-00006	Partner			Poland	Katowice	

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### 4. Adding a participating organisation

Participating organisations not mentioned in the initial electronic application forms will have to be created in Mobility Tool+.

This can be done via the green **+Create** button. Detailed instructions on how this is done are available under [MT+ How to add organisations for KA1 and KA3 projects](#).

## 5. Edit organisation details

In KA1 and KA3, it is possible to edit organisation details. These organisations can be managed by the beneficiary organisation.

Updates for organisations can be made by clicking the **Edit** icon.

Project 2019-1-PL01-KA103-050756 processing | Details | Dashboard | Organisations | Contacts | Mobilities | Mobility Import - Export | Budget | Reports

### Organisations

[Erasmus Charter for Higher Education - Accreditation List](#) + Create

Search in 6 records

selection | export | bulk operations

	Legal Name	OID	Organisation ID ^	Role	Changed organisation details	Erasmus Code	Country	City	
<input type="radio"/>	Niepaństwowa Wyższa Szkoła Pedagogiczna w Białymstoku	E49338322	050756-ORG-00001	Beneficiary		PL BIALYST09	Poland	Białystok	
<input type="radio"/>	Moflata Nærmiljøsenler	E45658627	050756-ORG-00002	Partner			Norway	SKIEN	
<input type="radio"/>	Modern Youth Public Union	E40564284	050756-ORG-00003	Partner			Azerbaijan	Baku	
<input type="radio"/>	TECHNICAL UNIVERSITY OF CRETE	E24773848	050756-ORG-00004	Partner		G KRITIS09	Greece	CHANIA	<b>Edit</b>
<input type="radio"/>	Powiatowy Zespół nr 6 Szkół Zawodowych i Ogólnokształcących w Brzeszczach	E23612467	050756-ORG-00005	Partner			Poland	Brzeszcze	
<input type="radio"/>	FAJNA Spółdzielnia Socjalna	E23870002	050756-ORG-00006	Partner			Poland	Katowice	

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### 5.1. Editable "Organisation Details" window

When you click on the **Edit** icon, the **Organisation Details** window appears.

Certain fields are not editable (greyed out), as the relevant information must be updated in the Organisation Registration system.

For the other fields, update with information as required. The **OID**, **Erasmus Code** and **Organisation ID** fields have certain specifics, as described in the following paragraphs. For more information on the use of **OID** or **PIC** or **Organisation ID** see [MT+ Manage Organisation ID](#).

## Organisation Details ✕

Nothing to save

OID Organisation

Non-OID Organisation

Partner

OID

Check OID

Erasmus Code

☰

Organisation ID

Number of employees below 250?

No
▼

Legal Name

Business Name

Full legal name (National Language)

National ID (if applicable)

Acronym

Department

VAT

### 5.2. Editable "OID" field

The OID field is editable when the project status is **Follow-up** or **Processing**.

If your OID has changed, type it in this field and click **Check OID**. The latest organisation information is retrieved from the Organisation Registration system and displayed in the window. For more information on the use of OID or PIC see [MT+ Manage Organisation ID](#).

## Organisation Details

×

Nothing to save

OID Organisation

Non-OID Organisation

Partner

OID

E24773848

Check OID

Erasmus Code

G KRITIS09

Organisation ID

050756-ORG-00004

Number of employees below 250?

No

### 5.3. Editable "Erasmus Code" field

The **Erasmus Code** field is only editable for **KA103** and **KA107** projects.

It allows the beneficiary to search for the specific Erasmus code related to the organisation. To do this:

1. Click the menu button to open the search window.

## Organisation Details

×

Nothing to save

OID Organisation

Non-OID Organisation

Partner

OID

E24773848

Check OID

Erasmus Code

G KRITIS09

Organisation ID

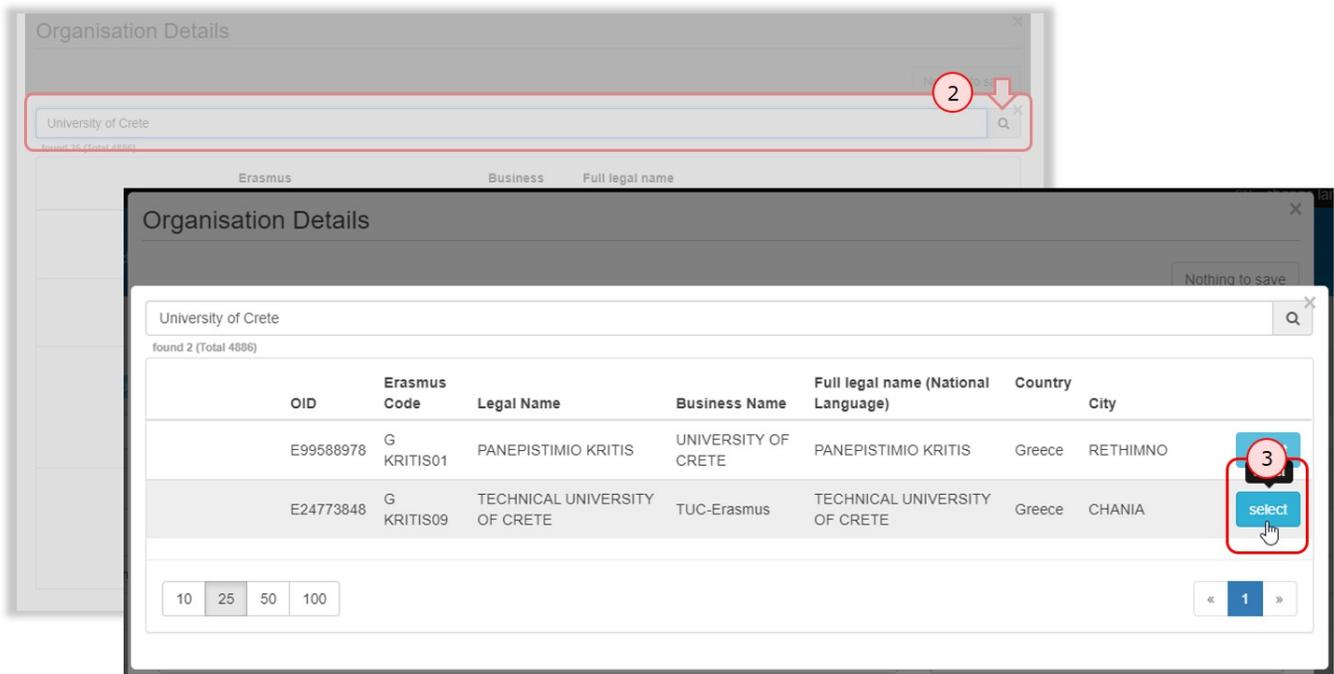
050756-ORG-00004

Number of employees below 250?

No

2. In the search bar, type any part of the **OID**, **Legal Name**, **Business name**, **Full name (National Language)**, **Country** or **City**, then click the **search icon** to retrieve the matching results.

3. Locate the desired record and click **Select**. The **Erasmus Code** and all associated information will be retrieved into the Organisation Details screen.

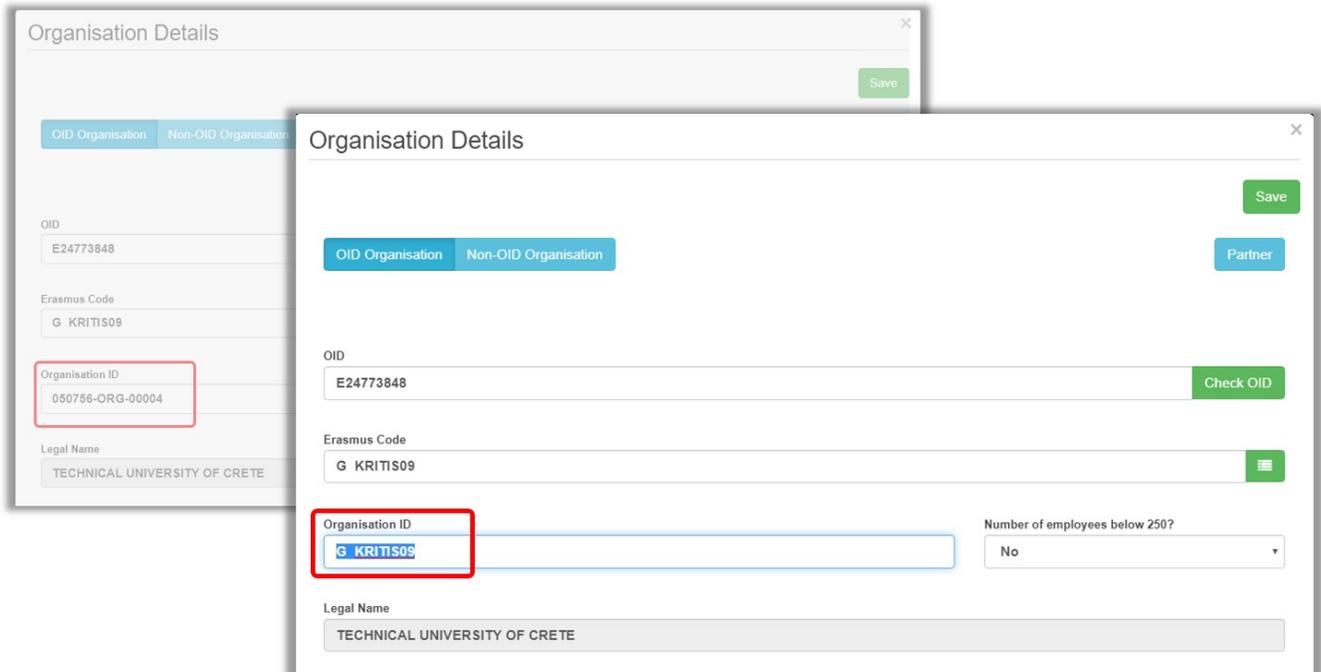


#### 5.4. Editable "Organisation ID" field

The **Organisation ID** can be changed but must be unique among all organisations within the project. For more information on the use of OID or PIC see [MT+ Manage Organisation ID](#).

#### Important

The **Organisation ID** is a unique identifier found only in Mobility Tool+ and it can differ from one project to another for the same organisation. The **OID is the acronym used in Mobility Tool+** for the Organisation ID that is retrieved from the **Organisation Registration system**. The OID is unique and will always stay the same in all projects of the same organisation.



#### 5.5. Click the "Save" button

Click the **Save** button to save changes and close the **Organisation details** window.

European Commission  
**Mobility tool** EAC Directorate

Project 2019-1-PL01-KA103-050756 Details Dashboard

**Organisations** [Erasmus Charter for Higher Education - Acc...](#)

Search in 6 records

selection export bulk operations

**Legal Name**

- Niepaństwowa Wyższa Szkoła Pedagogiczna w Białymstoku
- Mołata Narmijasenter
- Modern Youth Public Union
- TECHNICAL UNIVERSITY OF CRETE
- Powiatowy Zespół nr 6 Szkół Zawodowych i Ogólnokształcących
- FAJANA Spółdzielnia Społeczna

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Mobility Tool+ 5.4.0 • 27/09/2019 14:57:22 • 158 168 31 222 50

### Address and contact information

**Legal Address**  
University Campus, Akrotiri

**Country**  
Greece

**Region**  
Kriti (Kriti)

**City**  
CHANIA

**P.O. Box** **Post Code** **CEDEX**

**Email**

**Website**  
www.tuc.gr

**Telephone 1** **Telephone 2** **Fax**  
+302821037003 +302821037081

**Organisation Comments**  
Changed Organisation ID to be the same as the Erasmus Code.  
491 characters left

**Contacts**  
This organisation has 0 contacts. [Go to Contacts tab.](#)

Cancel Save

Country City

Poland	Białystok
Norway	SKIEN
Azerbaijan	Baku
Greece	CHANIA
Poland	Bzeszcze
Poland	Katowice

Legal notice

## 6. Deleting a participating organisation

To delete an organisation, click the **delete** icon.

### Information

You cannot delete an organisation if it is associated to a mobility or activity.

Project 2019-1-PL01-KA103-050756 processing   Details   Dashboard   **Organisations**   Contacts   Mobilities   Mobility Import - Export   Budget   Reports

### Organisations [Erasmus Charter for Higher Education - Accreditation List](#) + Create

Search in 6 records

selection       bulk operations ↻

	Legal Name	OID	Organisation ID ^	Role	Changed organisation details	Erasmus Code	Country	City	
<input type="radio"/>	Niepaństwowa Wyższa Szkoła Pedagogiczna w Białymstoku	E49338322	050756-ORG-00001	Beneficiary		PL BIALYST09	Poland	Białystok	
<input type="radio"/>	Moflata Nærmiļjøsenter	E45658627	050756-ORG-00002	Partner			Norway	SKIEN	
<input type="radio"/>	Modern Youth Public Union	E40564284	050756-ORG-00003	Partner			Azerbaijan	Baku	
<input type="radio"/>	Powiatowy Zespół nr 6 Szkół Zawodowych i Ogólnokształcących w Brzeszczach	E23612467	050756-ORG-00005	Partner			Poland	Brzeszcze	
<input type="radio"/>	FAJNA Spółdzielnia Socjalna	E23870002	050756-ORG-00006	Partner			Poland	Katowice	
<input type="radio"/>	TECHNICAL UNIVERSITY OF CRETE	E24773848	G KRITIS09	Partner		G KRITIS09	Greece	CHANIA	

**Delete**

## Related articles

- [MT+ Add mobility for KA1 and KA3 projects](#)
- [MT+ Alerts and Notifications](#)
- [MT+ Basics and variations of the mobility screen for KA1](#)
- [MT+ Copy mobility details](#)
- [MT+ Force majeure guidance due to Coronavirus](#)
- [MT+ How to add organisations for KA1 and KA3 projects](#)
- [MT+ How to complete and submit the final beneficiary report](#)
- [MT+ How to manage organisations for KA1 & KA3 projects](#)
- [MT+ KA1 and KA2 Project Log](#)
- [MT+ KA1 and KA3 Budget screen](#)
- [MT+ KA1 and KA3 Force Majeure](#)
- [MT+ KA1 and KA3 Overview of virtual and blended mobilities](#)
- [MT+ KA1 and KA3 Validated and checked versions](#)
- [MT+ Manage KA1 participant report](#)
- [MT+ Mobility list view](#)