

MT+ Update OID or confirm changed organisation details

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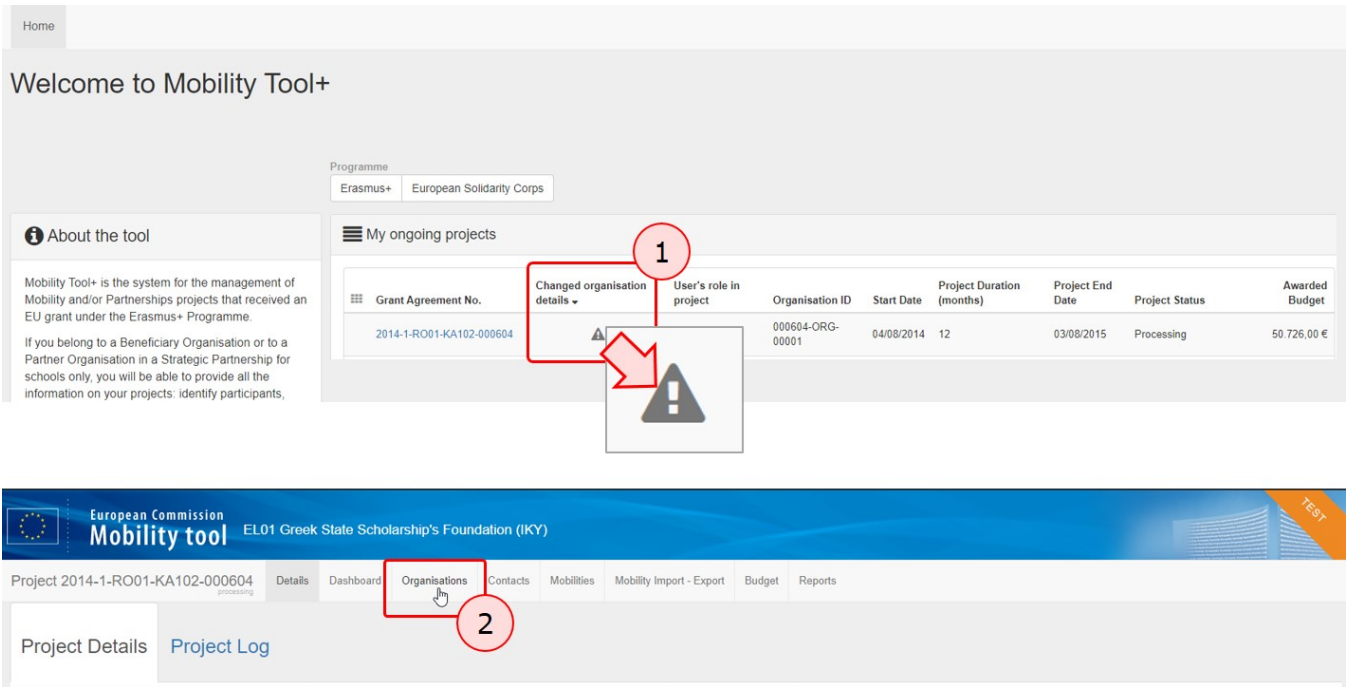
This page explains how to update the Organisation ID (OID) or confirm an update on organisation details in Mobility Tool+ which has been updated in the National Agencies project management system and/or in the Organisation Registration system.

Access your project and click the "Organisations" tab

Explanation and illustration

If a project contains an organisation that requires an update, on the Mobility Tool+ home screen a warning icon is displayed in the **Changed organisation details** (1) column, if you have added this column to your [list view](#).

Open the project and click the **Organisations** tab (2).



The "Changed organisation details" column

Explanation and illustration

The **Changed organisation details** column indicates that data of an organisation has changed and needs to be updated. This is indicated by a grey warning icon.

Take note

Note that some information is updated automatically without requiring any confirmation, for example the organisation's telephone number.

Changed organisation details can either contain:

- **Changed data** - The organisation details such as legal name or address have been updated in the National Agency's project management system.
- **Changed OID** - In the case where one organisation is absorbed by or merged into another one. For example, an organisation with OID1 is merged with another organisation with OID2 so OID1 is marked as deprecated and replaced by OID2.
- **Changed Erasmus code** - As a result of an expired and/or renewed Erasmus code, the organisation details also require to be updated.

Project 2014-1-RO01-KA102-000604

processing

Details

Dashboard

Organisations

Contacts

Mobilities

Mobility Import - Export

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Organisations

+ Create

Search in 6 records

selection

export

bulk operations

Changed organisation details

000604-ORG-00005

Associação Intercultural Amigos da Mobilidade e

000604-ORG-

M.E.P. Europrojects Granada

Red Global Asesores Informáticos

DSI SPAIN

000004-ORG-00001

Liceul de Arte "Sigismund Toduta"

000604-ORG-00003

CHAPA5, GRAVURAS E PUBLICIDADE, LD A

Department

Public Body

Non-profit

Country

City

Contacts

	Beneficiary	Co-Beneficiary	Role		Organisation ID	Legal Name	Department	Public Body	Non-profit	Country	City	Contacts	
<input type="radio"/>	E10207576	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Partner		000604-ORG-00005	Associação Intercultural Amigos da Mobilidade e		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Portugal	Barcelos	<div><div>1</div><div></div><div></div><div></div></div>
<input type="radio"/>	E10096479	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Partner		000604-ORG-	M.E.P. Europrojects Granada		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Spain	Granada	<div><div>1</div><div></div><div></div><div></div></div>
<input type="radio"/>	E10152814	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Partner			Red Global Asesores Informáticos		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Spain	Granada	<div><div>1</div><div></div><div></div><div></div></div>
<input type="radio"/>	E10146910	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Partner		DSI SPAIN		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Spain	Granada	<div><div>1</div><div></div><div></div><div></div></div>	
<input type="radio"/>	E10160425	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Beneficiary		000004-ORG-00001	Liceul de Arte "Sigismund Toduta"		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Romania	Deva	<div><div>2</div><div></div><div></div></div>
<input type="radio"/>	E10170378	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Partner		000604-ORG-00003	CHAPA5, GRAVURAS E PUBLICIDADE, LD A		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Portugal	BARCELOS	<div><div>1</div><div></div><div></div><div></div></div>

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25

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«

1

»

Editing the specific organisation

Explanation and illustration

To update the specific organisation details, click the **Pencil** or **Edit** icon.

Organisations

Search in 6 records

☐ selection
 ☐ export
 ☐ bulk operations


	Beneficiary	Co-Beneficiary	Role	Changed organisation details	Organisation ID	Legal Name	Department	Public Body	Non-profit	Country	
O E10207576	✖	✖	Partner	⚠	000604-ORG-00005	Associação Intercultural Amigos da Mobilidade		✖	✓	Portugal	Barcelos
O E10096479	✖	✖	Partner	⚠	000604-ORG-00002	M.E.P. Europrojects Granada		✖	✖	Spain	Granada

[Icons: List, Edit, Delete]

Updating the Organisation Details

Explanation and illustration

On top of the **Organisation Details** screen an orange **update** button displays. To confirm the changes and replace the old information with the new details, click on the **update** button.

 **Take note**
Note that some information is updated automatically without requiring any confirmation, for example the organisation's telephone number.

Organisation Details

update

Nothing to save

OID Organisation

Non-OID Organisation

Partner

OID

E10207576

Check OID

Organisation ID

000604-ORG-00005

Number of employees below 250?

No

Legal Name

Associação Intercultural Amigos da Mobilidade

Business Name

A.I.A.M.

Full legal name (National Language)

National ID (if applicable)

510253210

Acronym

Department

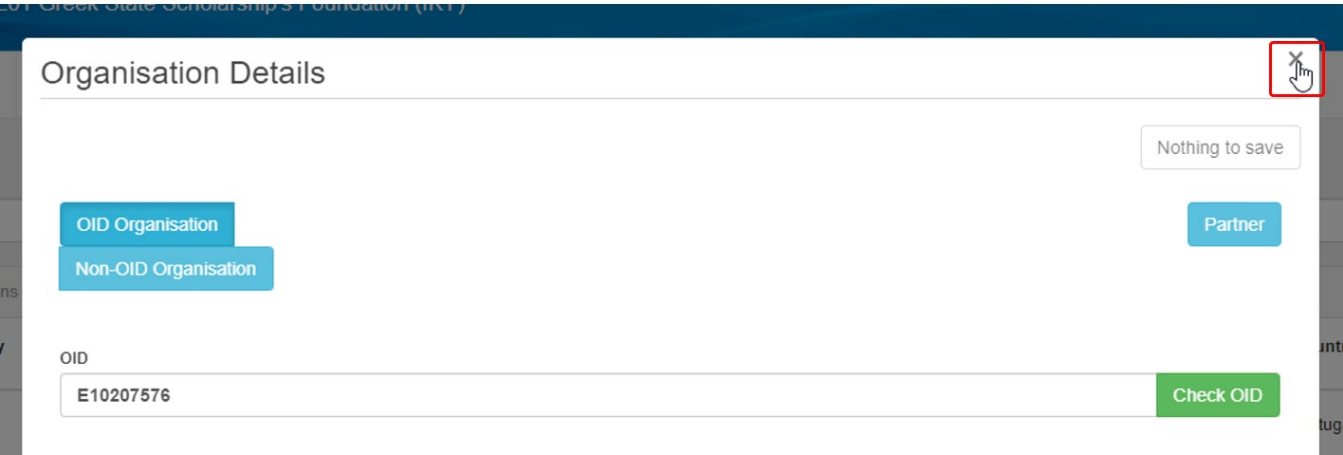
The organisation details are updated

Explanation and illustration

A confirmation message displays. The relevant fields have now been updated with the new details. Click the **X** to close the window and to return to the **Organisations** tab.

Take note

Since there has been no direct editing in the **Organisation Details** screen, the button to save any changes is greyed out and displays **Nothing to save**.
If you make additional manual updates in the Organisation Details, the **Save** button becomes active and has to be used to confirm those changes.



In the **Changed organisation details** column, the warning symbol disappeared as the data is now up-to-date.

Organisations

Search in 6 records

selection export bulk operations

	OID	Beneficiary	Co-Beneficiary	Role	Changed organisation details	Organisation ID	Legal Name ^	Department	Public Body	Non-profit	Country	City	Contacts
■	E10207576	✖	✖	Partner		000604-ORG-00005	Associação Intercultural Amigos da Mobilidade		✖	✓	Portugal	Barcelos	1
○	E10170378	✖	✖	Partner		000604-ORG-00003	CHAPAS, GRAVURAS E PUBLICIDADE, LDA		✖	✖	Portugal	BARCELOS	1
○	E10146910	✖	✖	Partner		000604-ORG-00006	DSI SPAIN		✖	✖	Spain	Granada	1
○	E10160425	✓	✖	Beneficiary		000604-ORG-00001	Liceu de Arte "Sigismund Toduta"		✓	✖	Romania	Deva	2
○	E10095479	✖	✖	Partner		000604-ORG-00002	M.E.P. Europrojects Granada		✖	✖	Spain	Granada	1
○	E10152814	✖	✖	Partner		000604-ORG-00004	Red Global Asesores Informáticos		✓	✖	Spain	Granada	1

10 25 50 100

The "Bulk Operations" option

Explanation and illustration

It is possible to confirm changed organisation data for multiple organisations at once:

- 1. Click the **bulk operations** link at the top of the organisation list.
- 2. Select the organisations to be updated manually, using the radio buttons before each record. If applicable, click on the relevant option to select **all** existing records or **all** records on the current page.
- 3. Click the button **Update organisation data**.

Important

Please note that if an error message occurs during the bulk update of organisations, this may be due to the fact that one of the organisations is deprecated or invalidated, yet is still used in the project mobilities and the new OID (i.e the OID it should be replaced by) is also created in the project.

In such a situation, please remove/replace the organisation from the mobilities or project sections. Then the deprecated organisation can be deleted or removed from the project.

Project 2014-1-FR01-KA102-000875

DetailsDashboardOrganisationsContactsMobilitiesMobility Import - ExportBudgetReports

Organisations

Search in 17 records

+ Create

selection 16exportbulk operations

bulk operations

	OID	Beneficiary	Co-Beneficiary	Role	Changed organisation details	Organisation ID	Legal Name	Department	Public Body	Non-profit	Country	City	Contacts
	E10145877	x	x	Partner	⚠	000875-ORG-00002	AS HOTEL ALEXANDRA		x	x	Norway	Loen	1
	E10077384	x	x	Partner	⚠	000875-ORG-00016	MOUNT FALCON HOTEL COMPANY LIMITED		x	x	Ireland	Ballina , County Mayo	1
	E10146287	x	x	Partner	⚠	000875-ORG-00017	Rica Seilet Hotel		x	x	Norway	Molde	1
	E10008337	x	x	Partner	⚠	000875-ORG-00003	Hotel Fjordstuer Molde		x	x	Norway	Molde	1
	E10112647	x	x	Partner	⚠	000875-ORG-00004	QUALITY HOTEL ALEXANDRAAS		x	x	Norway	Molde	1
	E10097982	x	x	Partner	⚠	000875-ORG-00005	ACADEMIE NATIONALE DE CUISINE		x	✓	France	Draguignan	1
	E10077578	x	x	Partner	⚠	000875-ORG-00006	The Lodge At Ashford Castle Limited		x	x	Ireland	Cong. Co. Mayo	1
	E10146062	x	x	Partner	⚠	000875-ORG-00007	Radisson Blu Hotel Alesund		x	x	Norway	Aalesund	1
	E10028138	x	x	Partner	⚠	000875-ORG-00008	Région Ile de France		✓	x	France	PARIS	1
	E10148245	x	x	Partner	⚠	000875-ORG-00009	QUALITY HOTEL GRAND KRISTIANSUND AS		x	x	Norway	Kristiansund	1

selection 16exportbulk operations

all in this pageall existing recordsnone

inverse

Bulk Operations on 10 records:DeleteUpdate organisation data

all in this pageall existing recordsnone

inverse

	OID	Beneficiary	Co-Beneficiary	Role	Changed organisation details	Organisation ID	Legal Name	Department	Public Body	Non-profit	Country	City	Contacts
	E10145877	x	x	Partner	⚠	000875-ORG-00002	AS HOTEL ALEXANDRA		x	x	Norway	Loen	1
	E10077384	x	x	Partner	⚠	000875-ORG-00016	MOUNT FALCON HOTEL COMPANY LIMITED		x	x	Ireland	Ballina , County Mayo	1

The "Changed organisation details" column is updated

Explanation and illustration

In the **Changed organisation details** column the warning icons have disappeared, meaning that all updates were successful.

Organisations

+ Create

Search in 17 records

selection

export

bulk operations

all in this page

all existing records

none

Bulk Operations on 0 records:

Delete

Update organisation data

	OID	Beneficiary	Co-Beneficiary	Role	Changed organisation details	Organisation ID	Legal Name	Department	Public Body	Non-profit	Country	City	Contacts
	E10009218	✓	✗	Beneficiary		000875-ORG-00001	Lycée des Métiers de Bouche et d'Hôtellerie Les Coudraies		✓	✓	France	ETIOLLES	2
	E10146287	✗	✗	Partner		000875-ORG-00017	Rica Seilet Hotel		✗	✗	Norway	Molde	1
	E10008337	✗	✗	Partner		000875-ORG-00003	Hotel Fjordstuer Molde		✗	✗	Norway	Molde	1
	E10112647	✗	✗	Partner		000875-ORG-00004	QUALITY HOTEL ALEXANDRA AS		✗	✗	Norway	Molde	1
	E10097982	✗	✗	Partner		000875-ORG-00005	ACADEMIE NATIONALE DE CUISINE		✗	✓	France	Draguignan	1
	E10077578	✗	✗	Partner		000875-ORG-00006	The Lodge At Ashford Castle Limited		✗	✗	Ireland	Cong. Co. Mayo	1
	E10146062	✗	✗	Partner		000875-ORG-00007	Radisson Blu Hotel Ålesund		✗	✗	Norway	Aalesund	1
	E10028138	✗	✗	Partner		000875-ORG-00008	Région Île de France		✓	✗	France	PARIS	1

Related Articles

- [ESC MT+ Manage organisations](#)
- [MT+ How to manage organisations for KA1 & KA3 projects](#)
- [MT+ KA203 Invited organisation from enterprise](#)
- [MT+ Update OID or confirm changed organisation details](#)
- [MT+ "Co-Beneficiary" organisation for KA101/KA104](#)
- [MT+ Use of Organisations in Mobilities and Complementary Activities \(KA135/KA125\)](#)
- [MT+ How to add organisations for KA1 and KA3 projects](#)
- [MT+ How to manage organisations for KA2 projects](#)
- [MT+ Manage Organisation ID](#)