MT+ Alerts and Notifications

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The alerts icon in Mobility Tool+ is a new feature that will notify you about any issues that might impact the good implementation of your project. Alerts will be gathered in an easily accessible and centralised place, which will help you to quickly identify issues and, if necessary, fix them. Some of these alerts might be for information only and therefore will not need any follow-up.

Alerts are currently available for:

- KA107 Missing Partner Country contacts details
- KA107 Budget transfers between incoming and outgoing mobility flows reach 40% limit
- KA107 First transfer between incoming and outgoing mobility flows

The alerts are auto-created by the system and updated once a day. The page here explains the basic functionality of this feature.

Relevant for...

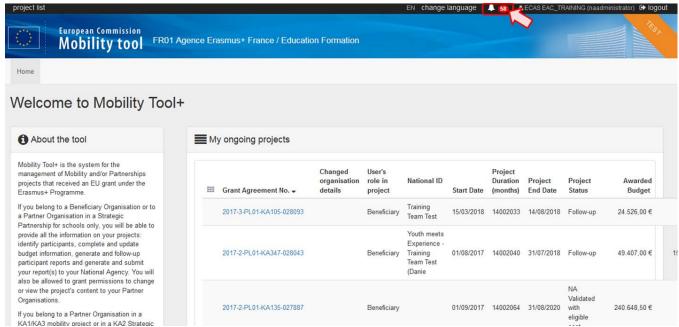
Call Year	Key Action	Action
2016 onward	KA1 - Learning Mobility of Individuals	KA107 - Higher education student and staff mobility between Programme and Partner Countries

1. The Alert icon

Explanation and illustration

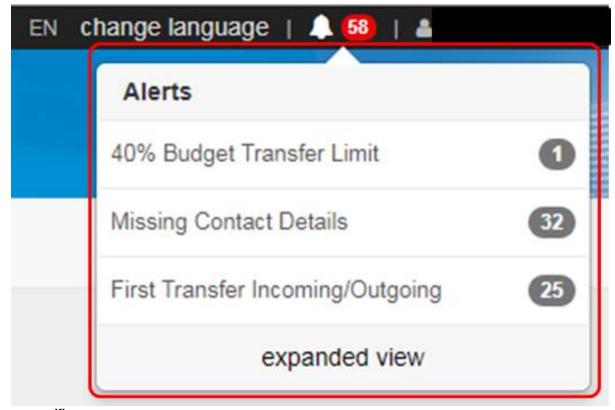
In Mobility Tool+ the alert icon is displayed in the right top corner of the screen. If there are any open issues in your projects, a number indicating the total number of issues will be displayed next to the icon.

In our example you see a total of 58 alerts.



Clicking on the icon will open a small information window with an overview of the alerts, displaying the total number of issues per alert type.

The number of occurrences is sorted by projects where the issues appear. The number of occurrences depends on the user rights (beneficiary, co-beneficiary, NA, LLP Coordinator) for the project(s) concerned.



1.1. Alert types specifics

Three types of alerts are available.

- KA107 beneficiaries are allowed to change incoming mobility flows to outgoing, and vice versa, provided the sum total of the changes incurred does
 not exceed 40% of the total project budget allocated in Annex II, and provided that the type and direction of the mobility is eligible.
- The 40% threshold is set to ensure that the core of the mobility project is respected.
- Once the 40% threshold is reached, the beneficiary will have to request an amendment from his/her National Agency.
- This alert will be displayed when the sum of transfers between incoming and outgoing mobility flows is equal or above 40% of the total
- o It should be considered critical and beneficiaries and National Agencies will be required to fix this issue.

First Transfer Incoming/Outgoing

- KA107 beneficiaries can transfer funds between incoming and outgoing mobility flows without amendment (up to 40% of the total project budget).
- This alert is displayed when the total transferred (I->O / O->I) is less than or greater than zero.
- This alert is for **information only**, so that beneficiaries are aware that they are doing something that was not originally granted and might require an amendment at a later stage.

Missing Contact Details

- This alert is a reminder that beneficiaries should always encode the contact details of the Partner Country organisation.
- Contact details are necessary for the good implementation of the project, as they might be useful for monitoring visits by National Agencies, National Erasmus+ Offices, European Commission representatives etc.
- The alert is displayed if for a Partner Country organisation in a particular project no contact person is provided.
- It should be considered as a warning.



Information

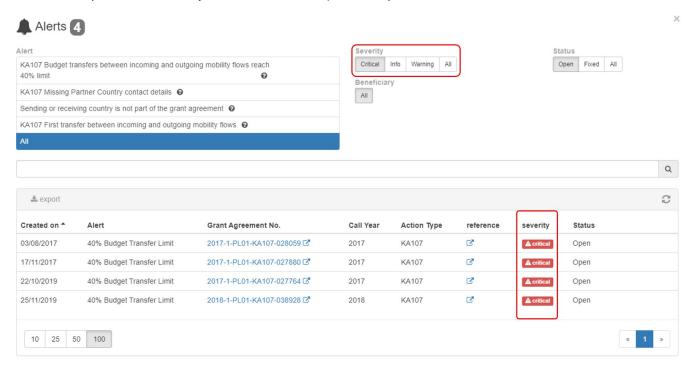
If the project is in the Checks or NA Validation phase, then only the Reported (submitted) version will be considered for the project.

1.2. Alert type severities

Alerts can have one of three severities:

- info
- warning
- critical

In the list of alerts you can use the Severity filter to filter for alerts of a specific severity level.



2. List of alerts

≛ export

19/04/2019

19/04/2019

19/04/2019

04/12/2019

18/10/2019

04/12/2019

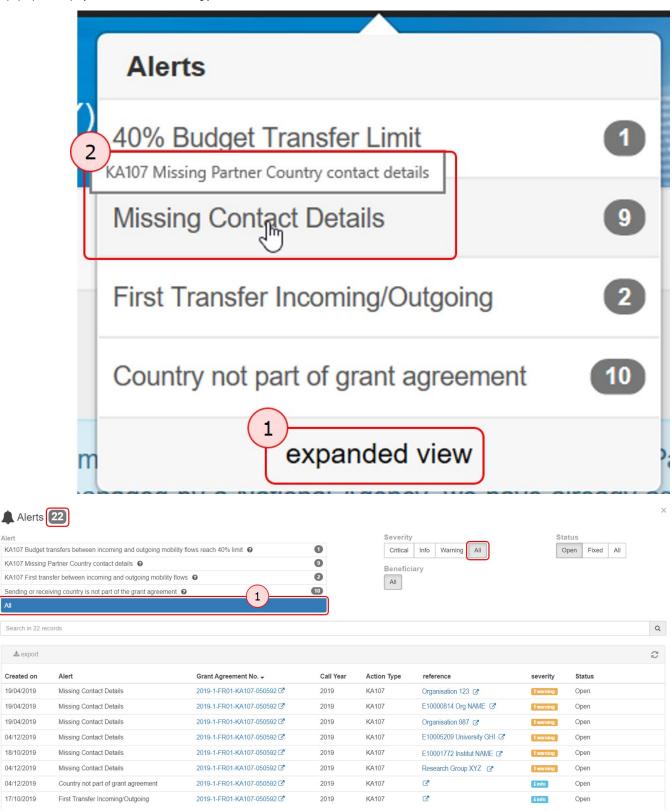
17/10/2019

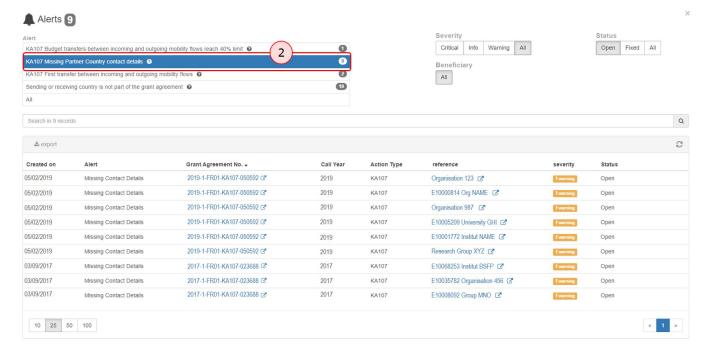
Explanation and illustration

To open the list of all alerts for your projects, you have different options available:

- 1. Click on expanded view to open the list with all issues OR
- 2. Click on the alert type to open the list with all alerts of this specific type.

A pop-up will display the list of alerts accordingly.





2.1. Features in the list of alerts

Filter and search functionalities available at the top of the window listing the alerts:

- · Alert displays all alert types available. Clicking on one specific type will only display the alerts of that specific type. Selecting All will display all alert types.
- Severity will display only alerts with the selected severity (Info, Warning, Critical). Selecting All will display all alerts, regardless of severity.
- Status will display only alerts with the selected status (Open, Fixed). Selecting All will display all alerts regardless of status.
- The Search bar allows you to search for specific keywords, a project, a company etc. by using the complete or parts of the name.



2.2. Columns in the list of alerts

The export button on top of the list allows you to export the alerts as either pdf, xls or csv file. You have the possibility to export all records or select specific ones.



The list has following columns available: Created on, Alert, Grant Agreement No., Call Year, Action Type, reference, severity and Status. You can sort the list by clicking on a column title.

All information displayed in blue within the list is clickable and the links in column **reference** will bring you to the related screen in Mobility Tool+. The screen will be opened in a new window or new tab.

Note: Clicking on the Grant Agreement No. will open the Project Details screen and not, for example, the contacts page for a missing contact of an organisation.

≛ export								
Created on	Alert →	Grant Agreement No.	Call Year	Action Type	reference		severity	Status
24/10/2017	Missing Contact Details	2017-1-PL01-KA107-028058 ☑	2017	KA107	E10001772 NACIONALNIN ERSITET UKRAINI KIIVSK Y INSTITUT [2]	TEHNICHNIY UNIV	! warning	Open
14/11/2017	Missing Contact Details	2017-1-PL01-KA107-038785 ☑	2017	KA107	E10000814 Org NAME	C*	! warning	Open
24/10/2017	Missing Contact Details	2017-1-PL01-KA107-028116 🗗	2017	KA107	E10005209 University GHI	(C)	! warning	Open

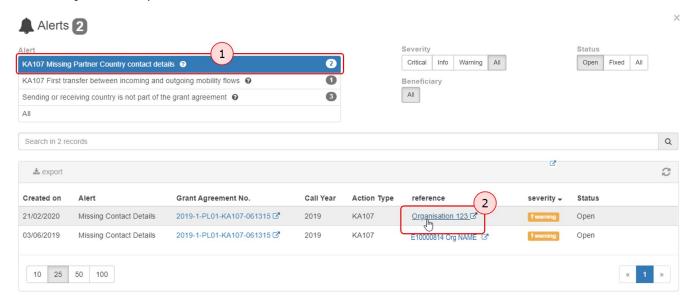
3. KA107 Missing Partner Country contact details

Explanation and illustration

To fix missing contact alerts, open the list of alerts.

- 1. Use the KA107 Missing Partner Country contact details filter on top of the list to narrow down the list of displayed results.
- 2. Click the hyperlink for the first alert you want to view / fix in column reference to open the Contacts screen for the specific project.

In our example we have a total of 32 alerts for this type. You might also notice that some alerts may refer to the same project, as Mobility Tool+ will create one alert per KA107 Missing Partner Country contact details.



The contact screen for the specific organisation opens. Here you can add the missing contact. Detailed instructions are available under MT+ How to manage contacts.



Once the contact is created, the related alerts item will disappear from the list, if the status filter was set to display only **Open** issues, as the issue was fixed. In our example we now only have 31 alerts for missing contacts left. You can easily review the fixed item by changing the status filter to **Fixed**. All fixed items for the selected alert type will be displayed.

4. KA107 Budget transfers between incoming and outgoing mobility flows reach 40% limit

Explanation and illustration

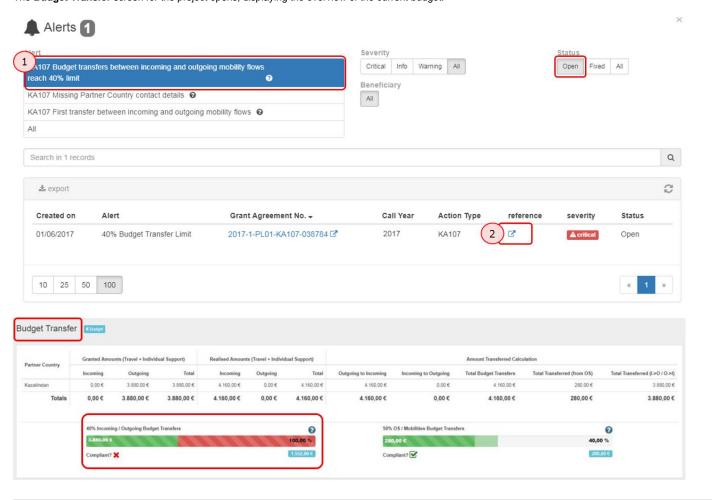
For the alert KA107 Budget transfers between incoming and outgoing mobility flows reach 40% limit there is no specific action required to solve the issue, if you have only encoded some mobilities and are not close to the reporting phase. However, if the majority of mobilities have taken place and the project is close to the end date, beneficiaries need to contact their National Agencies to create an amendment.

Either an amendment to the grant agreement or a mobility update/creation/deletion could influence the appearance/disappearance of this alert.

To view the details of and eventually fix the budget transfer alert, open the list of alerts.

- 1. Use the KA107 Budget transfers between incoming and outgoing mobility flows reach 40% limit filter on top of the list to narrow down the list of displayed results.
- 2. Click the hyperlink for the first alert you want to view in column reference.

The **Budget Transfer** screen for the project opens, displaying the overview of the current budget.



5. KA107 First transfer between incoming and outgoing mobility flows

Explanation and illustration

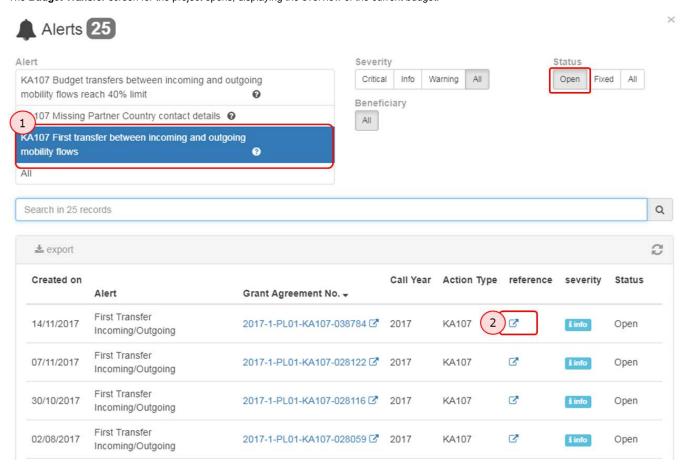
For the alert KA107 First transfer between incoming and outgoing mobility flows no specific action is required, as those alerts are for informational purpose only.

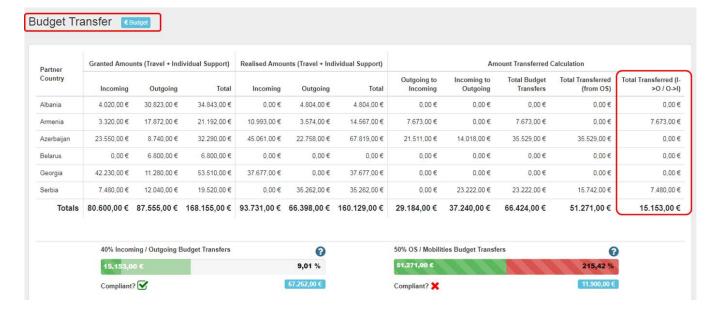
Beneficiaries are doing nothing wrong, but should be aware that an amendment is needed once they reach the 40% limit. A mobility creation/deletion could influence the appearance/disappearance of this alert.

To view the details of and eventually fix this alert, open the list of alerts.

- 1. Use the KA107 First transfer between incoming and outgoing mobility flows filter on top of the list to narrow down the list of displayed results.
- 2. Click the hyperlink for the first alert you want to view in column reference.

The Budget Transfer screen for the project opens, displaying the overview of the current budget.



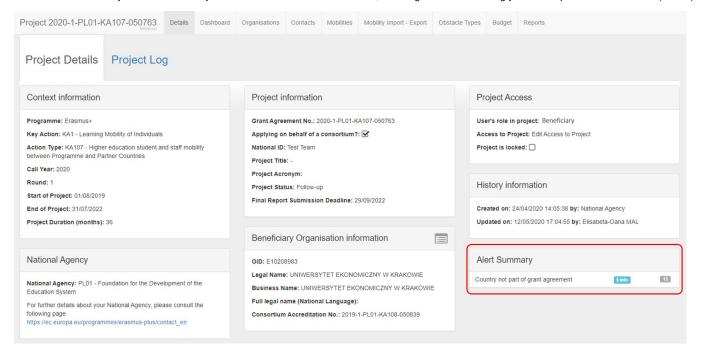


6. Alert Summary display inside Project Details

Explanation and illustration

You will also see a new box entitled **Alert Summary** displayed in the Project Details screen of your KA107 project, if applicable. It displays the **Alert type**, **severity** and the **amount** of this alert type for the project.

This list of issues is for your information only and the details here are not clickable; meaning those will not bring you to the specific screen to view (and fix) those.



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- MT+ Update OID or confirm changed organisation details
- MT+ EU Login for userMT+ Project Details