

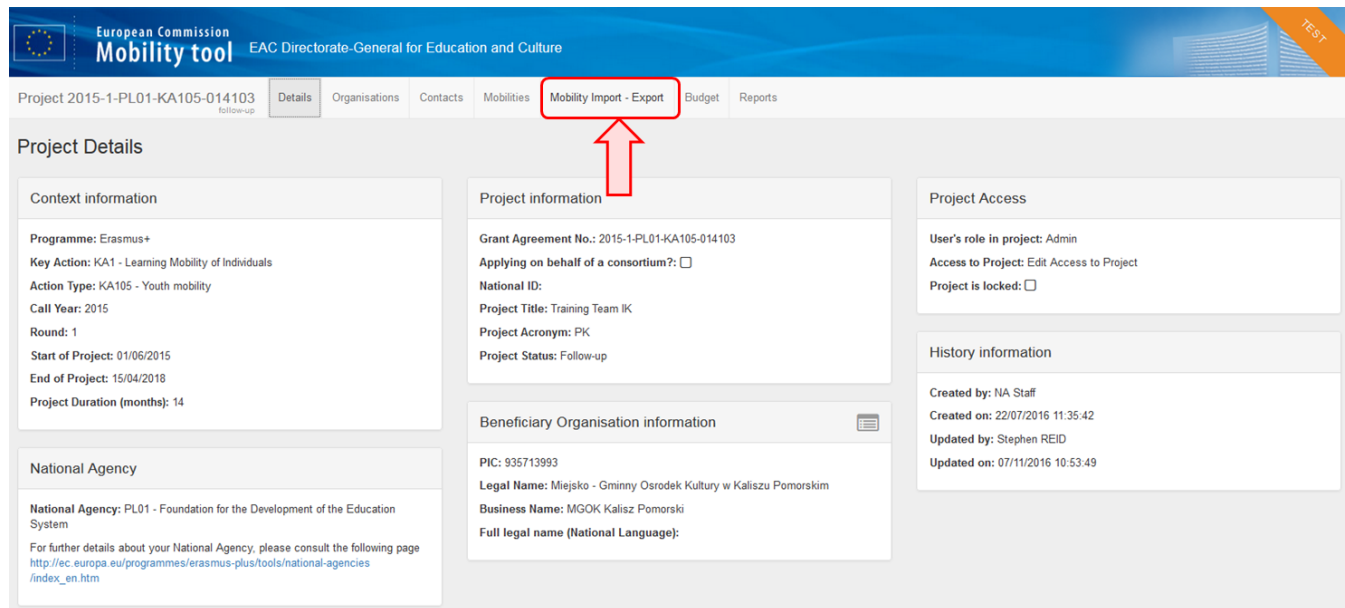
# MT+ How to view the error log

- Steps
  - 1. Click the "Mobility Import - Export" tab
  - 2. Click the "view log" button
  - 3. Click the error lines
  - 4. Click the "download error log" button
  - 5. Click "OK" to view the downloaded error log
- Related articles

## Steps

### 1. Click the "Mobility Import - Export" tab

Click the **Mobility Import - Export** tab.



The screenshot displays the 'European Commission Mobility tool' interface. The top navigation bar includes tabs for 'Details', 'Organisations', 'Contacts', 'Mobilities', 'Mobility Import - Export' (highlighted with a red box and a red arrow), 'Budget', and 'Reports'. The main content area is titled 'Project Details' and contains several sections:

- Context information:** Programme: Erasmus+, Key Action: KA1 - Learning Mobility of Individuals, Action Type: KA105 - Youth mobility, Call Year: 2015, Round: 1, Start of Project: 01/06/2015, End of Project: 15/04/2018, Project Duration (months): 14.
- National Agency:** National Agency: PL01 - Foundation for the Development of the Education System. For further details about your National Agency, please consult the following page: [http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm)
- Project information:** Grant Agreement No.: 2015-1-PL01-KA105-014103, Applying on behalf of a consortium?: ☐, National ID: Project Title: Training Team IK, Project Acronym: PK, Project Status: Follow-up.
- Beneficiary Organisation information:** PIC: 935713993, Legal Name: Miejsko - Gminny Ośrodek Kultury w Kaliszu Pomorskim, Business Name: MGOK Kalisz Pomorski, Full legal name (National Language):
- Project Access:** User's role in project: Admin, Access to Project: Edit Access to Project, Project is locked: ☐.
- History information:** Created by: NA Staff, Created on: 22/07/2016 11:35:42, Updated by: Stephen REID, Updated on: 07/11/2016 10:53:49.

2. Click the "view log" button

In the **Import Status** field, click the **view log** button.

Project 2015-1-PL01-KA105-014103  
followup

DetailsOrganisationsContactsMobilitiesMobility Import - ExportBudgetReports

Mobility Import - Export [Mobility Tools+ Data Dictionary](#)

Version  
Reported (Open)

Complete (2)

Export Complete

Export CSVExport XLS

Import Complete

Select File – OR – Drop Here Your File(s)

Import Status

Import Date	Import Type	File	User	Status	Validation Progress		Import Context
20 minutes ago	Complete	2015-1-PL01-KA105-014103_Mobilities_Export.xls	Corine CLAERHOUT (lfpcoordinator)	✗ File could not be imported		download error log <b>view log</b>	Reported
2 days ago	Complete	2015-1-PL01-KA105-014103_Mobilities_Export.xls	Stephen REID (lfpcoordinator)	✓ Successfully imported 2 mobilities	100%		Reported
4 months ago	Complete	2015-1-PL01-KA105-014103_Mobilities_Export-1.xls	ECAS EAC_TRAINING (beneficiary)	✓ Successfully imported 1 mobilities	100%		Reported
4 months ago	Complete	Copy of 2015-1-PL01-KA105-014103_Mobilities_Export-1.xls	ECAS EAC_TRAINING (beneficiary)	✓ Successfully imported 1 mobilities	100%		Reported

A pop-up window will appear showing:

- 1. The reference number of the project in the header and the total number of errors.
- 2. The error details lines with the number of the error found.

2015-1-PL01-KA105-013816\_Mobilities\_Export.xls

2016-11-10 10:38:26.0 | Complete

1

Total Mobilities:

Mandatory field not provided 7


Mandatory conditional field not provided 3

2

Close

3. Click the error lines

- 1. Click on the error line to see the error details and the custom messages, if any. To close the details, click again on the first error line or click the second error line.
- 2. Click the **Close** button to close the window.

 **Information**

When the first error line is clicked, it is not possible to click the next error line at the same time. You are only allowed to open one at a time.

In the example below, two errors have been detected. Mandatory information is missing.

2015-1-PL01-KA105-013816\_Mobilities\_Export.xls

2016-11-10 10:38:26 0 | Complete

Total Mobilities:

Mandatory field not provided 7 1

Error Details	Custom Message
Cell Number: C3 - Column Name: Activity Type - Mobility ID: 13816-MOB-00001 - Participant First Name: John - Participant Last Name: Babinicz	
Cell Number: CP3 - Column Name: Organisational Support - Grant Not Required - Mobility ID: 13816-MOB-00001 - Participant First Name: John - Participant Last Name: Babinicz	
Cell Number: D4 - Column Name: Long-term activity - Mobility ID: 13816-MOB-00002 - Participant First Name: yves - Participant Last Name: souvenir	
Cell Number: J4 - Column Name: Participant Email - Mobility ID: 13816-MOB-00002 - Participant First Name: yves - Participant Last Name: souvenir	
Cell Number: M3 - Column Name: Group Leader / Trainer / Facilitator - Mobility ID: 13816-MOB-00001 - Participant First Name: John - Participant Last Name: Babinicz	
Cell Number: P3 - Column Name: Participant Group - Mobility ID: 13816-MOB-00001 - Participant First Name: John - Participant Last Name: Babinicz	
Cell Number: R3 - Column Name: Sending Organisation ID - Mobility ID: 13816-MOB-00001 - Participant First Name: John - Participant Last Name: Babinicz	

Mandatory conditional field not provided 3

2

➡

Close

4. Click the "download error log" button

In the **Import Status** field, click the **download error log** button.

Project 2015-1-PL01-KA105-014103  
follow-up

DetailsOrganisationsContactsMobilitiesMobility Import - ExportBudgetReports

Mobility Import - Export [Mobility Tools Data Dictionary](#)

Version  
Reported (Open)

Complete (2)

Export Complete

Export CSVExport XLS

Import Complete

Select File – OR – Drop Here Your File(s)

Import Status

Import Date	Import Type	File	User	Status	Validation Progress	download error log	Import Context
32 minutes ago	Complete	2015-1-PL01-KA105-014103_Mobilities_Export.xls	Corine CLAERHOUT (lfpcoordinator)	✖ File could not be imported		download error logview log	Reported
2 days ago	Complete	2015-1-PL01-KA105-014103_Mobilities_Export.xls	Stephen REID (lfpcoordinator)	✔ Successfully imported 2 mobilities	100%		Reported
4 months ago	Complete	2015-1-PL01-KA105-014103_Mobilities_Export-1.xls	ECAS EAC_TRAINING (beneficiary)	✔ Successfully imported 1 mobilities	100%		Reported
4 months ago	Complete	Copy of 2015-1-PL01-KA105-014103_Mobilities_Export-1.xls	ECAS EAC_TRAINING (beneficiary)	✔ Successfully imported 1 mobilities	100%		Reported



A pop-up window appears. Select the option **Open with** or **Save File** and click **OK** in order to view the downloaded error log.

The screenshot shows a Firefox dialog box titled "Opening errors.csv". The text inside says: "You have chosen to open: errors.csv which is: Microsoft Excel Comma Separated Values File from: https://webgate.test.ec.europa.eu". Below this, it asks "What should Firefox do with this file?". There are two radio button options: "Open with Microsoft Excel (default)" and "Save File". The "Save File" option is selected. There is also a checkbox labeled "Do this automatically for files like this from now on." which is unchecked. At the bottom right, there are "OK" and "Cancel" buttons. Red arrows are drawn on the image: two on the left pointing to the radio buttons, and one at the bottom pointing to the "OK" button.

The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A1	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1		Mobility ID	Participant First Name	Participant Last Name	Gran Act	Activity T	Long-term	Participant	Participant	Part	Par	Participant	Nationalit	Accompar	Group Leader /	Trainer / Facilitator	Parti	F	Participant Group	
2																				
3		13816-MOB-00001	John yves	Babincz souvenir																
4		13816-MOB-00002																		
5																				
6																				

Error messages (Mandatory field not provided) are highlighted in red boxes in the following cells:

- G3
- H3
- I3
- J3
- K3
- L3
- M3
- N3
- O3
- P3
- Q3
- R3
- S3
- T3

## Related articles

- [MT+ How to export and import mobilities using xls](#)
- [MT+ Manage export and import of mobilities](#)
- [MT+ How to work with CSV](#)
- [MT+ How to read the error log](#)
- [MT+ How to export the inbound participant reports](#)