

EUROPEAN COMMISSION Directorate-General for Education and Culture

Lifelong Learning: policies and programme Coordination of the "Lifelong learning" programme

Mobility Tool Guide for Beneficiaries

Version: 02 February 2012

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Acknowledgements

For security and privacy reasons most names and email addresses used in application screenshots presented in this document have been greyed out. All names and email addresses are fictional. BE3 agency is used for information and demonstration purposes only. All screenshots have been taken using a special, non-production version of the Mobility Tool, called Acceptance. Data presented in the screenshots is not a production data.

Document history

Date	Change description
21 June 2011	First version of the document
10 October 2011	Added numbered chapters
	Fixed: MTBHD-84 – page numbering
	• Fixed: MTBHD-82 - clarification on "Changes to project details"
	section
	• Added: MTBHD-80 - values for participant/beneficiary status
	report in paragraph 7.2.
	Fixed: MTBHD-79 – note text field cut
	Changed page numbering style
	• All paragraphs reviewed and changed accordingly to changes in
	the Mobility Tool application layout and functionality.
28 November 2011	Improved wording
	Changed font size
	Added screenshots
	Changed document version accordingly to Mobility Tool version
	(2011/11/28)
	Added more information about ECAS logging process
	• Added section "7.2. How to request many participant reports at
	once?"
	Modified partner registration process
	Added "Acknowledgements" section
02 February 2012	MTBHD-542 – change in ECAS domain description details
	• MTBHD-539 - added information about beneficiary and
	participant form expiration
	MTBHD-537 – added extra information on budget updates
	• MTBHD-527 – added information on Adobe Acrobat Reader
	troubleshooting of the "NotAllowedError" during form submission
	MTBHD-477 – added information on form printing

1. General Introduction

1.1 Description

The Mobility Tool is a web platform tool for collaboration, management and reporting for mobility projects under the Lifelong Learning Programme (LLP) of the European Commission. It is developed by the European Commission to be mainly used by the beneficiaries of mobility projects.

The users of the Mobility Tool will be able to provide all the information of the projects they manage. They will be able to identify participants and mobilities, to complete and update budget information, to generate participant reports and to generate their own reports to be sent to their National Agency.

1.2 Mobility Tool users

The users of Mobility Tool are:

- Beneficiary organisations main users of the tool, responsible for entering mobility project details, participants and budget information, creating reports.
- National Agencies generating, controlling and monitoring project information
- DG EAC, system owner and central administrator of the tool
- Participants of the LLP mobility projects participants don't use Mobility Tool directly, only the PDF reports generated by the tool

2. How to login to the Mobility Tool?

Mobility Tool can be accessed using the following URL address:

https://webgate.ec.europa.eu/eac/mobility

In order to login to the Mobility Tool you need to have 1) an ECAS account and 2) be registered in Mobility Tool. For 1) please read the **ECAS User Manual** document for more information on registration and how to obtain a login name and password. For 2) if your email address was provided in project information, you will gain access automatically. Otherwise, please contact your National Agency for support.

The ECAS login page is shown below.

		Contact Search Legal notice	e Privacy Statement English (en) 🗖
External			A ON authentication
European Commission Authentication Se	ervice (E	CAS)	
EUROPA > Authentication Service > Login			AS-
	Login	Now password	
	Login	New password	Sign Up Help
		_	
ECAS •	Log	n <u>Not registered yet</u>	
I authenticates your identity on χ			
(European Commission websites)		e selected domain correc e rnal <u>Change it</u>	ct?
Mobility Tool	Useri	name or e-mail address	*
requires you to authenticate			
	Pass	word */ <u>Lost your passwi</u>	ord?
	More op	tions	
		animal.	
		gin!	
	* Require	ed fields	
		l act i	Indate: 14/11/2011 Ten
		Last l	update: 14/11/2011 Top 🔺

The most important fields are (selected in red):

- "Is the selected domain correct?" should be always set to External. If it is set otherwise, please use "Change it" link and select " Neither an institution nor a European body".
- "Username or e-mail address" both can be used for login. Since usernames are generated automatically by ECAS during the registration, we suggest using email address as an easier way to remember.
- "Password" as defined during the registration process

3. Project

3.1. How to view a project's details?

 Login to the Mobility Tool with your ECAS username (or email address) and password. You will see a screen similar to the one presented below.

User Status: L	.ogged in:BE3 - beneficiary [Log out] Legal noticeBE3 - Dutch (NL) 🖵
	nma's voor Onderwijs, Opleiding en Samenwerking Agentschap
My Home	
Welcome	
List of the Projects	About the tool
	Mobility Tool is the system for the management of mobility
2011-1-BE3-LEO01-00001	projects that receive an EU grant under the Lifelong Learning Programme. The tool is developed by the European Commission for you, as beneficiary of these projects.
Total Pages: 1 [1]	In the Mobility Tool you will be able to provide all the information
Your National Agency	on your projects, identify participants and mobilities, complete and update budget information, generate and follow-up
Name: BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap Helpdesk – Contact: +32 2 mobilitytool@be	participant reports and also generate and submit your own report(s) to your National Agency.
Mobility Tool (ACCEPTANCE - v.	1.2.0#111128) 2011-12-13 09:18:41

2. Click the project's grant agreement number to see the project details.

User Status: Logg	ged in: beneficiary [Log out] Legal notice BE3 - Dutch (NL) 🖵
European Commission Mobility tool BE3 Europese Programm	na's voor Onderwijs, Opleiding en Samenwerking - Agentschap
y Home	
Welcome List of the Projects 2011-1-BE3-LECO1-00001	About the tool Mobility Tool is the system for the management of mobility projects that receive an EU grant under the Lifelong Learning Programme. The tool is developed by the European Commission for you, as beneficiary of these projects.
Total Pages: 1 [1]	In the Mobility Tool you will be able to provide all the information
Your National Agency Name: BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking - Agentschap Helpdesk - Contact: +32 2 mobilitytool@be	on your projects, identify participants and mobilities, complete and update budget information, generate and follow-up participant reports and also generate and submit your own report(s) to your National Agency.

3.2. Changes to project details

Note:

In Mobility Tool you can change partner, mobility, participant or budget information – see further sections for details. All other project information, i.e. project title, National Agency project ID cannot be changed in the tool.

To request changes to these project details, please contact the National Agency helpdesk.

National Agency's amendments to the projects are displayed in the "Updates and Reports" section of the tool but the updated information will not change directly in the project. It is beneficiary organisation's duty to look at the list of the changes displayed in the "Updates and Reports" section and change the project data accordingly.

Any National Agency's amendments to projects are communicated by automated email sent by the Mobility Tool to the beneficiary organisation contact persons.

To display National Agency changes to the projects, follow the steps below.

- 1. Login to the Mobility Tool.
- 2. Click the project grant agreement number to see the project details.
- 3. Click the "Updates and Reports" button in the menu, as presented below.

ome > Project Details	
Home Pro	ject Details Partners Participants Mobility Experiences Budget Updates and Rep
oject Details for 2011-1-BE3-LEO01-00	0001
Context & Period	Project Identifiers & Summary
Sub-programme: LEONARDO DA VINCI	Grant Agreement No: 2011-1-BE3-LEO01-00001
Action: LEONARDO DA VINCI IVT (Initial Vocational Training	g) National ID: 1234
Call year: 2011	Project Title (national language): Project Title
]
Start of activity:	Beneficiary Latin Name: Beneficiary Organisation
End of activity:	

4. A list of project updates will be displayed. This list always displays at least one position – the original data import to the tool when the project was created by a National Agency.

			User Status: Lo	gged in: Bene	ficiary Test USE	R - beneficiary [Log o	ut] Legal i	notice BE3 - English (El
European Com Mobility		ese Pro	ogramma's voc	or Onderw	ijs, Opleidir	ng en Samenwerki	ng – Age	entschap
Home > Project Updates								
		Home	Project Details	Partners	Participants	Mobility Experiences	Budget	Updates and Reports
Ipdates and Repo				0001	4.000	aved Darticipant D	oporte t	Data
l otal Numb	er of Participant Mol	DIIITY EX	operiences		Appr	oved Participant R	eports to	o Date
Project Update ID	Update Time	:	Reporting	Actions	Bene	ficiary Report File	Re	quest Status
125	Apr 26, 2011 16:36:00		Prepare New Rep	oort	N/A		N/A ()	
						Total Pa	iges: 1	[1]

5. Click the date and time in "Update time" column of the update details you would like to display.

European Con Mobility		user Status: Log ese Programma's voo			R - beneficiary [Log o ng en Samenwerki		
Home > Project Updates							
		Home Project Details	Partners	Participants	Mobility Experiences	Budget	Updates and Repor
pdates and Repo	rts for 2011-1-	-BE3-LEO01-00	0001				
Total Numb	per of Participant Mo	bility Experiences		Appr	oved Participant R	eports t	o Date
Project Update ID	Update Time	e Reporting	Actions	Bene	ficiary Report File	Re	equest Status
125	Apr 26, 2011 16:36:00	Prepare New Rep	port	N/A		N/A ()	
					Total Pa	aaes: 1	[1]
						- · · ·	

6. Compare the project information shown in this window with the information stored in the other sections of the Mobility Tool. Make appropriate changes in project details if necessary. Check further sections of this document for details on how to add, change or remove partners, contact persons or budgets.

European Commissio Mobility toc		Logged in: Beneficiary Test USER - ben oor Onderwijs, Opleiding en S	
lome > Project Updates > Projec	t Update Details		
	Home Project Details	s Partners Participants Mobili	ty Experiences Budget Updates and Repo
aiact Undata ID: 105	Apr 26 2011 16:26:00	0 for 2011 1 DE2 LE	001 00001
oject opuate ID. 125	- Apr 26, 2011 16:36:00	01012011-1-BE3-LE	001-00001
			Bac
General Information			
Submission Data			
Sub-programme:	Leonardo da Vinci	National Agency:	Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap
	LEONARDO DA VINCLIVT		Sumerwerking Agentsenap
Action:	(Initial Vocational Training)	Call year:	2011
Action: Grant Agreement No:		Call year: Report start date:	5 5 1
	(Initial Vocational Training)		2011
Grant Agreement No: Project Title (national	(Initial Vocational Training) 2011-1-BE3-LEO01-00001 Project Title	Report start date:	2011 2011-03-08
Grant Agreement No: Project Title (national language):	(Initial Vocational Training) 2011-1-BE3-LEO01-00001 Project Title	Report start date:	2011 2011-03-08

7. Click "Back" to display a list of updates.

Please note, that "Approved Budget" details displayed in "Budget" section of the Mobility Tool are updated automatically with the latest updates from project amendments.

lome > Budget			
Budget Summary for 2011-1-BE3-	FO01-00001 Home Project Details	Partners Participants Mobility Exper	riences Budget Updates and Re
suger summary for zorr i bes			
Budget Summary	Number of Participants	Total Budget	Approved Budge
Mobility Organisation and Management	3	12000.00	3000.0
Pedagogical Linguistic and Cultural Preparation	3	450.00	2000.0
Mobility Budget	3	605.00	19060.0
Travel			
Participants Without Special Needs	3	227.00	600.0
Participants With Special Needs	0	0.00	300.0
Accompanying Persons	0	0.00	100.0
Total	3		1000.0
Subsistence			
Participants Without Special Needs	3	378.00	10836.0
Participants With Special Needs	0	0.00	5418.0
Accompanying Persons	0	0.00	1806.0
Total	3	378.00	18060.0
Total Budget		13055.00	24360.0

lobility Tool (ACCEPTANCE - v. 1.2.0#111212) 2012-02-02 12:12:43

4. Participants

4.1. How to display a list of participants?

- 1. Login to the Mobility Tool.
- 2. Click the project grant agreement number to see the project details.
- 3. Click the "Participants" button in the menu, as shown on the screen shot.

ome > Project Details Home Project Detai	Is Partners Participants Mobility Experiences Budget Updates and Rep
pject Details for 2011-1-BE3-LEO01-00001	
Context & Period Sub-programme: LEONARDO DA VINCI Action: LEONARDO DA VINCI IVT (Initial Vocational Training) Call year: 2011	Project Identifiers & Summary Grant Agreement No: 2011-1-BE3-LEO01-00001 National ID: 1234 Project Title (national language): Project Title
Start of activity: End of activity:	Beneficiary Latin Name: Beneficiary Organisation

4. A list of all participants will appear. The list will display a title, first and last name, gender, yes/no for special needs, yes/no for participant type (accompanying person or not) and

participant's email address. You may need to click the green loupe (

				Н	ome Proj	ect Details Partners Part	ticipants Mobility Experi	ences Budget Updates and Rep
tici	nants	ε. Δ	ccomnany	ing Perso	ns for	2011-1-BE3-LEC	0.01 - 0.0001	
uCI	pants	αA	ccompany	ing Perso	115 101	ZUTI-I-BE3-LEC	00001	
Add New Remove Selected								
		Title	First Name	Last Name	Gender	With Special Needs	Accomp. Person	Email
		_		Last Name	Gender Male	With Special Needs	Accomp. Person	Email firstname.lastname@emai.com
	· ·	Title	First Name					

Mobility Tool (ACCEPTANCE - v. 1.2.0#111128) 2011-12-13 10:28:05

4.2. How to add a new participant?

- 1. Repeat the steps listed in "<u>4.1. How to display a list of participants?</u>" paragraph.
- 2. Click the "Add New" button.

						Use	er Status: Logged in: Beneficiary	Test USER - beneficiary	[Log out] Legal notice BE3 - English (E
1				Commission	RE2 Europos	Drogran	nma's voor Onderwijs, C	Onloiding on Samon	working Agentechan
**		141	0011	119 1001	bes europes	errogran	inia s voor onderwijs, c	opieiding en samen	werking - Agentschap
łom	e >	Partici	ipants						
					H	ome Proj	ect Details Partners Part	icipants Mobility Experi	ences Budget Updates and Reports
irti	ciţ	pant	s & A	ccompany	/ing Perso	ns for	2011-1-BE3-LEO	01-00001	
F	Add	New	Re	move Selected	1				
			Title	First Name	Last Name	Gender	With Special Needs	Accomp. Person	Email
Г]	٥	Mr	FirstName	LastName	Male	NO	NO	firstname.lastname@emai.com
Г		٥	Mrs	Jane	Jones	Female	NO	NO	jane.jones@email.com
Г	1	<u> </u>		Johnny	Bravo	Male	NO	NO	johnny.bravo@email.com
-									
								Т	otal Pages: 1 [1]
				Mobility	y Tool (ACC	EPTANC	E - v. 1.2.0#111128) 2011-12-13 10:	28:05

3. A new participant form will appear, as shown on the screen shot below.

European Commission Mobility tool BE3 Europese Programma			8 - beneficiary [_Log o g en Samenwerki		
My Home > Participants > Participant					
Home Project I	Details Partners	Participants	Mobility Experiences	Budget	Updates and Reports
Participant for 2011-1-BE3-LEO01-00001					
Title	Address*				
First Name*	Postal Code*				
Last Name*	City*				
Date of Birth*	Country*	Select country		•	
Gender*	Region*			T	
Telephone	Email*				
Is Accompanying Person* NO 💌 Type of Participant* choo	se participant type -	-			•
With Special Needs* NO 💌 IVT Participant Type *				·	
				Cancel	Save
Mobility Tool (ACCEPTANCE -	v. 1.2.0#11	1128) 2011	-12-13 10:29:1	5	

- 4. Fill in all required fields marked with the red asterisk.
- 5. Click the "Save" button. A new participant will be created and a message "Record created successfully" will appear.

4.3. How to edit participant's details?

- 1. Repeat the steps from "4.1. How to display a list of participants?" paragraph.
- 2. Click the green loupe icon (
- 3. Make the required changes and click the "Save" button.

	User Status	: Logged in: Ben	eficiary Test USER	- beneficiary [Log o	ut] Legal n	otice BE3 - English (i
European Commission Mobility tool BE3 Eu	roposo Programma's a	voor Ondoru	viic Oploidin	a on Samonworki		ntechtin
	ropese rrogramma s	voor onderw	njs, opielum	g en samenwerki	ng – Age	Hischap
Home > Participants > Participant						
	Home Project Detai	ils Partners	Participants	Mobility Experiences	Budget	Updates and Report
Participant for 2011-1-BE3-L	_EO01-00001					
Title Mr		Address* Str	eet 1			
First Name* FirstName	Po	ostal Code* 100)0			
Last Name* LastName		City* Bru	issels			
Date of Birth* 01 - 01 - 1980 (dd-r	nm-yyyy)	Country* BE	- BELGIUM		_	
Gender* M - Male		Region* BE	10 - Région de B	ruxelles-Capitale / Bruss	sels Hoof 💌	
Telephone		Email* firs	tname.lastname@)emai.com		
Is Accompanying Person* NO Type	of Participant* STD-ADL -	Adult learners				-
With Special Needs* NO 💌 IVT Pa	rticipant Type * MobIVT-Scl	h - Trainees in so	chool based initial	vocational training	•	
					Cancel	Save
					Cancer	

4. A confirmation "The record has been updated successfully" will be displayed.

5. Partners

5.1. How to display a list of partners?

- 1. Login to the Mobility Tool.
- 2. Click the project grant agreement number to see the project details.

	User Status: Logged in:	- beneficiary [Log out] Legal notice	BE3 - Dutch (NL) 👤
European Commission Mobility tool BE3 European	ropese Programma's voor Onc	lerwijs, Opleiding en Samenwerking	Agentschap
My Home			
Welcome List of the Projects 2011-1-BE3-LEO01-00001	projects tl Programn	e tool ool is the system for the management of mo hat receive an EU grant under the Lifelong L ne. The tool is developed by the European C s beneficiary of these projects.	earning
Total Pages: 1	[1] In the Mol	bility Tool you will be able to provide all the	information
Your National Agency Name: BE3 Europese Programma's voor Onde en Samenwerking – Agentschap Helpdesk – Contact: +32 2 mobilitytool@be	on your p and upda participan	rojects, identify participants and mobilities, te budget information, generate and follow- it reports and also generate and submit you to your National Agency.	complete -up

3. Click the "Partners" button in the menu as shown on the screen shot below.

Home Project De	etails Partners Participants Mobility Experiences Budget Updates and R
ject Details for 2011-1-BE3-LEO01-0000	1
Contract & Donied	Designative and the stiffing of Community
Context & Period	Project Identifiers & Summary
Sub-programme: LEONARDO DA VINCI	Grant Agreement No: 2011-1-BE3-LEO01-00001
Action: LEONARDO DA VINCI IVT (Initial Vocational Training)	National ID: 1234
Call year: 2011	Project Title (national language): Project Title
Start of activity:	Beneficiary Latin Name: Beneficiary Organisation

4. A list of partners will appear. Partners are: beneficiary organisation, host and intermediary organisation or organisations.

	Mobility tool	BE3 Europese Programma's voor (Onderwijs, Opleiding	g en Samenwe	erking – Age	ntschap	
iome	< Partilers	Home Project Details E	Participants	Mobility Experience	es Budget	Updates ar	id Repo
Proj	ect Partners for 20	1-1-BE3-LEO01-00001					
Benefi	ciary Organisation – Legal Name	Type of Organisation	Preferred Contact Name	Mobile	Country	Partn Conta	
🔍 Bei	neficiary Organisation	Vocational training institute tertiary level	Beneficiary Test User	000000000	BELGIUM	[view]	
Add Ne	w Remove Selected						
#	Partner Organisation – Le Name	gal Type of Organisation	Preferred Contact Name	Mobile	Countr	v	rtner itacts
٩	Intermediary Partner	Vocational training institute tertiary level				0	
		Vocational training institute tertiary level				0	

5.2. How to add a new partner?

- 1. Repeat the steps from "5.1. How to display a list of partners?" paragraph.
- 2. Click the "Add New" button in the lower part of the list.

		User Status: Logged	in: Beneficiary Test USER	 beneficiary [] 	og out] Legal no	tice BE3 -	English
	European Commission	BE3 Europese Programma's voor C	nderwijs Onleidind	i en Samenwe	rking - Agen	tschan	
	wobinty tool	bes Europese Programma's voor o	nuerwijs, opielang	j en samenwe	TKING AGEN		
Home >	Partners						
		Home Project Details <u>Pa</u>	artners Participants	Mobility Experience	es Budget	Updates and	Repor
Proje	ct Partners for 20	11-1-BE3-LEO01-00001					
Benefic	iary Organisation – Legal Name	Type of Organisation	Preferred Contact Name	Mobile	Country	Partner Contacts	5
🔍 Bene	eficiary Organisation	Vocational training institute tertiary level	Beneficiary Test User	000000000	BELGIUM	[view]	
							_
Add New	Remove Selected						
#	Partner Organisation – Le Name	gal Type of Organisation	Preferred Contact Name	Mobile	Country	Parti	
	Intermediary Partner	Vocational training institute tertiary level				0	

- 3. A partner details form will appear. Fill in all required fields marked with the red asterisk. The form contains partner details, address and contact information and contact person information.
- 4. In "Contact Person Information" section you can tick "Same address as Partner Organisation" to copy partner's address into contact person address.

Contact Per	rson Information		
Title		Same address as Partner Organisation	
First Name*		Legal Address*	
Last Name*		Postal Code*	
Department*		City*	
Position*		Country*	Select country
Mobile*		Region*	
Email*		Fax	
		Preferred contact	

5. You can also tick "Preferred contact" in the same section to show this person contact information on the list of partners. If this field is left unselected, preferred contact name, mobile and country will be displayed blank on the list of partners.

Contact Per	son Information		
Title		Same address as Partner Organisation	
First Name*		Legal Address*	
Last Name*		Postal Code*	
Department*		City*	
Position*		Country*	Select country
Mobile*		Region*	
Email*		Fax	
		Preferred contact	

- 6. Click the "Save" button.
- A confirmation message "Record created successfully" will be displayed. The new partner is now listed on the Partners page. Please note the "Preferred Contact Name" details.

A	dd New	Remove Selected						
	#	Partner Organisation – Legal Name	Type of Organisation	Preferred Contact Name	Mobile	Country		rtner itacts
	٩	Partner no 1	Other types of Association	FirstName LastName	00000	BELGIUM	1	
	٩	Intermediary Partner	Vocational training institute tertiary level				0	
	٩	Host Organisation	Vocational training institute tertiary level				0	

Note:

Partner details can be changed at any time during project lifetime.

5.3. How to edit partner's details?

- 1. Repeat the steps from "5.1. How to display a list of partners?" paragraph.
- 2. Click the green loupe icon (^{S)}) next to the partner you want to edit.

Mobility tool BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking - Agentschap My Home Partners Home Project Details Partners Participants Mobility Experiences Budget Updates and Repo Project Partners for 2011-1-BE3-LEO01-00001 Memeficiary Organisation - Legal Type of Organisation Preferred Contact Name Mobility Experiences Budget Updates and Repo Add New Perfered Contact Name Mobility Country Partner Contacts Add New Remove Selected # artner no 1 Other types of Association FirstName LastName 00000 BELGIUM 1 Other types of Association FirstName LastName 00000 BELGIUM 1 Other types of Association FirstName LastName 00000 BELGIUM 1 0 0 Project Details Perferred Contact Mobile Country	European Commission		ged in: Beneficiary Test US			
Home Project Details Partners Participants Mobility Experiences Budget Updates and Report Project Partners for 2011–1–BE3–LEO01–00001 Beneficiary Organisation – Legal Name Type of Organisation Preferred Contact Name Mobile Country Partner Contacts Seneficiary Organisation Vocational training institute tertiary level Beneficiary Test User 000000000 BELGIUM [view] Add New Remove Selected Partner Organisation – Legal Name Type of Organisation Preferred Contact Name Mobile Country Partner Contacts Image: Partner or organisation – Legal Name Type of Organisation Preferred Contact Name Mobile Country Partner Contacts Image: Partner no 1 Other types of Association FirstName LastName 00000 BELGIUM 1 Image: Country Image: Intermediary Partner Vocational training institute tertiary level 00000 BELGIUM 0 Image: Country	Mobility tool	BE3 Europese Programma's voor On	derwijs, Opleiding o	en Samenwerki	ng – Agentsc	hap
Project Partners for 2011–1–BE3–LEOO1–00001 Beneficiary Organisation – Legal Name Type of Organisation Preferred Contact Name Mobile Country Partner Contacts Semeficiary Organisation Vocational training institute tertiary level Beneficiary Test User 000000000 BELCIUM [view] Add New Remove Selected Partner Organisation – Legal Name Type of Organisation Preferred Contact Name Mobile Country Partner Contacts Image: Selected	My Home > Partners					
Beneficiary Organisation - Legal Name Type of Organisation Preferred Contact Mobile Country Partner Contacts		Home Project Details	Partners Participants	Mobility Experien	ices Budget	Updates and Reports
Name Mobile Country Contacts Seneficiary Organisation Vocational training institute tertiary level Beneficiary Test User 000000000 BELCIUM [view] Add New Remove Selected	Project Partners for 201	1-1-BE3-LEO01-00001				
Add New Remove Selected # Partner Organisation - Legal Name Type of Organisation Preferred Contact Name Mobile Country Partner Contacts Image: Image		Type of Organisation		t Mobile	Country	
# Partner Organisation - Legal Name Type of Organisation Preferred Contact Name Mobile Country Partner Contact S Image:	Seneficiary Organisation	Vocational training institute tertiary level	Beneficiary Test User	000000000	BELGIUM	[view]
************************************	Add New Remove Selected					
Image: Partner no i Other types of Association FirstName LastName 00000 BELCIUM Image: Comparison of the compa		gal Type of Organisation		Mobile	Country	
Intermediary Partner Vocational training institute tertiary level	Partner no 1	Other types of Association	FirstName LastName	00000	BELGIUM	1
Image: Most Organisation Vocational training institute tertiary level Image: Organisation Image: Organisation	Intermediary Partner	Vocational training institute tertiary level				0
	Host Organisation	Vocational training institute tertiary level				0
Mobility Tool (ACCEPTANCE - v. 1.2.0#111128) 2011-12-13 10:44:37	Mala	the Table (ACCEPTANCE 11.1.2)		10.10.14.	27	

3. Change the details and click the "Save" button. A confirmation message "The record has been updated successfully" will be displayed.

Note:

The Beneficiary Organisation partner details **should not** be changed by Beneficiary Organisations, only by the National Agency. If for any reason the Beneficiary Organisation details needs to be changed, please inform your National Agency. Once the data is changed by the National Agency, please follow section 3.2 in order to reflect these changes in Mobility Tool.

5.4. How to remove a partner?

1. Repeat the steps from "5.1. How to display a list of partners?" paragraph.

2. Mark the selection box next to the partner you want to remove. Please note that it is not possible to remove your own beneficiary organisation from the list.

Add Nev	Remove Selected						
#	Partner Organisation – Legal Name	Type of Organisation	Preferred Contact Name	Mobile	Country		rtner ntacts
R	Partner no 1	Other types of Association	FirstName LastName	00000	BELGIUM	1	
☑ 🔍	Intermediary Partner	Vocational training institute tertiary level				0	
□ 🔍	Host Organisation	Vocational training institute tertiary level				0	

- Click the "Remove Selected" button. A confirmation box will appear with question "Do you really want to delete selected partner(s)?"
 - a. If the partner has not been used in any mobility, a confirmation will be displayed that the partner has been deleted.
 - b. If the partner has been used in any mobility, a warning message will appear: "At least one Partner has a role in at least one mobility. You must remove the partner from the Mobility first." In this case, selected partner will not be removed until a corresponding mobility experience is not deleted. Check section "<u>6.8. How to delete a mobility experience?</u>" for more details.

5.5. How to add a beneficiary organisation contact person?

- 1. Repeat the steps from "<u>5.1. How to display a list of partners?</u>" paragraph.
- 2. Click the "[view]" link on the right next to the partner you want to edit.

Updates ar Partn	und Repor
	und Repor
Partn	
Partn	
Partner Contacts	
[view]	
	artner Intacts
1	
0	
0	

3. A list of contacts for this partner will be displayed.

European Commiss Mobility to	ion				[cog out] cegur notice	BE3 - English (EN
/ Home > Partners > Partner Cont	tacts				T Contract Contract Contract Contract Contract Contract Contract	
	Home P	Project Details Part	ners Participant	Mobility Exper	iences Budget Updates	and Reports
Seneficiary Partner Co	ntacts for 2011-1-BE	3-LEO01-0	0001			
Add New Remove Selected	n – Beneficiary Partner Co					
Contact Name	Department	Position		Email	Access to Pro	oject
Mr Beneficiary Test USER	N/A Vocational Education		m	.be		
Mr Louis		Assistant	m	.com	Yes [Disable]	
Beneficiary Organisation	n – Authorised to sign Gra	int				
Contact Name	Departme	ent	Position	1	Email	
Contact Name Mrs Clara	Departme Vocational Education	ent	Position Director	a	Email .com	
		ent			.com	ners List
		ent			.com	ners List
		ent			.com	ners List

4. Click the "Add New" button.

	Use	r Status: Logged in	n: Beneficiary Test USE	R - beneficiary [Log out] Legal r	notice BE3 - English (EN)
European Commission Mobility tool	BE3 Europese Programma'	s voor Onden	wiis Onleiding e	n Samenwerki	na - Agentsa	han
	bes Europese rrogramma	s voor onder	Mj3, Opiciality c	n Samenwerki	ng Agenta	
lome > Partners > Partner Contacts						
	Home Proje	ect Details Part	ners Participants	Mobility Experier	ces Budget	Updates and Reports
	Home Hoj		incro rancipanto	Mobility Experier	budget	opulates and hepoits
eneficiary Partner Conta	acts for 2011-1-BE3-	-I FO01-0	0001			
including i antinoli conta		2200.0				
Beneficiary Organisation –	Beneficiary Partner Conta	acts				
Add New Remove Selected						
	-		-			
Contact Name	Department	Position		mail	Acce	ess to Project
Mr Beneficiary Test USER	N/A	N/A	m	.be		_
					Acce Yes [Disable	_
Mr Beneficiary Test USER	N/A Vocational Education	N/A Assistant	m	.be		
Mr Beneficiary Test USER Mr Louis Beneficiary Organisation –	N/A Vocational Education Authorised to sign Grant	N/A Assistant	m	.be	Yes [Disable	
Mr Beneficiary Test USER Mr Louis Beneficiary Organisation – Contact Name	N/A Vocational Education Authorised to sign Grant Department	N/A Assistant	m m Position	.be .com	Yes [Disable Email	_
Mr Beneficiary Test USER Mr Louis Beneficiary Organisation –	N/A Vocational Education Authorised to sign Grant	N/A Assistant	m	.be	Yes [Disable	
Mr Beneficiary Test USER Mr Louis Beneficiary Organisation – Contact Name	N/A Vocational Education Authorised to sign Grant Department	N/A Assistant	m m Position	.be .com	Yes [Disable Email	_
Mr Beneficiary Test USER Mr Louis Beneficiary Organisation – Contact Name	N/A Vocational Education Authorised to sign Grant Department	N/A Assistant	m m Position	.be .com	Yes [Disable Email	e]
Mr Beneficiary Test USER Mr Louis Beneficiary Organisation – Contact Name	N/A Vocational Education Authorised to sign Grant Department	N/A Assistant	m m Position	.be .com	Yes [Disable Email	e]

- 5. A contact person information form will be displayed.
- 6. Fill in all required fields marked with the red asterisk.

	Same address	as Partner Organi	sation
Title		Legal Address*	
First Name*		Postal Code*	
Last Name*		City*	
Department*		Country*	Select country
Position*		Region*	
Mobile*		Fax	
Email*		Preferred contact	
Beneficia	ary contacts list		Cancel Save

7. You may use "Same address as Partner Organisation" option to fill in the contact person address using the beneficiary organisation address.

	□ Same address	as Partner Organi	sation
Title		Legal Address*	
First Name*		Postal Code*	
Last Name*		City*	
Department*		Country*	Select country
Position*		Region*	T
Mobile*		Fax	
Email*		Preferred contact	
Beneficia	ary contacts list		Cancel Save

 If you want this person to be a preferred contact person in this organisation, select "Preferred contact" option. If you select this option, the contact person details will be displayed on the Partners page.

	□ Same address	as Partner Organi	sation
Title		Legal Address*	
First Name*		Postal Code*	
Last Name*		City*	
Department*		Country*	Select country
Position*		Region*	v
Mobile*		Fax	
Email*		Preferred contact	
Beneficia	ary contacts list		Cancel Save

9. Click the "Save" button. A confirmation that the new partner contact has been created will be displayed: "Record created successfully".

5.6 How to add a partner organisation contact person?

1. Repeat the steps from "<u>5.1. How to display a list of partners?</u>" paragraph.

2. Click the green list icon () on the right hand side of the screen next to a partner for which you want to add a contact person. The number on the left from the arrow shows number of contacts in the organisation.

A	dd Nev	Remove Selected						
	#	Partner Organisation – Legal Name	Type of Organisation	Preferred Contact Name	Mobile	Country		irtner ntacts
	٩	Partner no 1	Other types of Association	FirstName LastName	00000	BELGIUM	1	
	8	Intermediary Partner	Vocational training institute tertiary level				0	
	۹	Host Organisation	Vocational training institute tertiary level				0	

3. A list of already existing contacts will appear.

Ac	dd New	Remove Selected									
	#	Partner Organisati Name	on – Legal	Тур	e of Organisatio	n	Preferred Contact Name	Mobile	Country		rtner ntacts
	٩	Partner no 1		Other types of	Association		FirstName LastName	00000	BELGIUM	1	
	List	of Contacts for this	Partner					Α	dd New Remove	Selec	ted
		First Name	Last	Name	Mobile			Email			
		FirstName	Last	lame	00000		contact.par	rtner@email.com			<mark>0</mark> 🗆
	۹	Intermediary Partner		Vocational tra	ining institute tertiary l	vel				0	
	٩	Host Organisation		Vocational tra	ining institute tertiary l	evel				0	

4. Click "Add New" button in the yellow section as presented below.

-	#	Partner Organisati Name	on – Legal	Тур	e of Organisatio	n	Preferred Contact Name	Mobile	Country		irtner ntacts
	٩	Partner no 1		Other types of	Association		FirstName LastName	00000	BELGIUM	1	
	List	of Contacts for this	Partner						Add New Remov	e Selec	ted
		First Name	Last	Name	Mobile			Email			
		First Name FirstName		Name Name	Mobile 00000		contact.pa	Email tner@email.com			© r
				Name		evel	contact.par			0	© r

5. Fill in all fields, especially those marked with a red asterisk. You may use "Same address as Partner Organisation" option to fill in the contact person address using the beneficiary organisation address. If you want this person to be a preferred contact in this partner organisation, select "Preferred contact" option. Once selected, the contact will be displayed on top of the list in bold (see the screen shot above). His/her details will be also displayed on the list of all partner organisations.

	□ Same address	as Partner Organi	sation
Title		Legal Address*	
First Name*		Postal Code*	
Last Name*		City*	
Department*		Country*	Select country
Position*		Region*	▼
Mobile*		Fax	
Email*		Preferred contact	
Beneficia	ary contacts list	a	Cancel Save

6. Click the "Save" button. A confirmation "Record created successfully" will be displayed. Notice the number of contact persons in the organisation has increased.

5.7. How to remove a beneficiary organisation contact person?

- 1. Repeat the steps from "<u>5.1. How to display a list of partners?</u>" paragraph.
- 2. Click the "[view]" link next to the partner. A list of contacts for the beneficiary organisation will be displayed.

			User Status: Log BE3 Europese Programma's voor On	gged in: Beneficiary Test I nderwijs, Opleiding				E3 - English (
Но	ome >	Partners						
			Home Project Details	Partners Participant	ts Mobility Experier	ices Budget l	Jpdates ar	nd Report
Pı	roje	ct Partners for 201	1-1-BE3-LEO01-00001					
B	enefi	ciary Organisation – Legal Name	Type of Organisation	Preferred Conta Name	act Mobile	Partner Contacts		
0	Ben	eficiary Organisation	Vocational training institute tertiary level	Beneficiary Test User	000000000	BELGIUM	[view]	
	dd New #	Remove Selected Partner Organisation - Le	nal	Preferred	Mobile		Pa	rtner
		Name	Type of Organisation	Contact Name	Mobile	Country		ntacts
	٩		Other types of Association		00000	BELGIUM		
		Name	Ype of Organisation	Contact Name				ntacts
		Name Partner no 1	Other types of Association	Contact Name			Co.	

3. Check the selection box next to the partner contact name you want to remove. Please note that you cannot remove yourself from this list – the selection box will be greyed out.

	neficiary Organisation – Be	eneficiary Partner Conta	acts ———			
	Contact Name	Department	Position	Ema	ail	Access to Project
	Mr Beneficiary Test USER	N/A	N/A	m	.be	
•	Mr Louis	Vocational Education	Assistant	m .c	om	Yes [Disable]
Ben	neficiary Organisation – An Contact Name	uthorised to sign Grant Department		Position		Email
Mrs (Clara	Vocational Education		Director	a	.com
						Partners List

- 4. Click the "Remove Selected" button. A confirmation dialog box will appear. Click OK.
- 5. A confirmation message "The record has been deleted successfully" will be displayed.

5.8. How to remove a partner organisation contact person?

- 1. Repeat the steps from "5.1. How to display a list of partners?" paragraph.
- 2. Click the green list icon () on the right hand side of the screen next to a partner for which you want to remove a contact person.

Add New Remove Selected								
	#	Partner Organisation – Legal Name	Type of Organisation	Preferred Contact Name	Mobile	Country		rtner ntacts
	٩	Partner no 1	Other types of Association	FirstName LastName	00000	BELGIUM	2	
	0	Intermediary Partner	Vocational training institute tertiary level				0	
	0	Host Organisation	Vocational training institute tertiary level				0	

- 3. A list of contact persons will appear. Please note the number next to the green icon represents number of existing contact persons for the partner.
- 4. Using the tick boxes on the right hand side select one or many contact persons you want to remove for the partner. Please note you can select all partner contacts to be deleted. Therefore partner organisation can have no contact persons listed.

÷	⊭ Pa	Partner Organisation – Legal Name		Type of Organisation		Preferred Contact Name	Mobile	Country		rtnei itact	
	🔍 Pai	rtner no 1		Other types of	fAssociation		FirstName LastName	00000	BELGIUM	2	<u>^</u>
List of Contacts for this Partner Add New Remove Selected											
	1	First Name	Last	Name	Mobile			Email			
	F	irstName	Last	lame	00000		contact.pa	rtner@email.com			<u> </u>
		Person	No	2	000000		otherper	son@email.com		l	
										0	
		ermediary Partner		Vocational trai	ining institute tertiary l	evei					

- 5. Click the "Remove Selected" button right above the list of contacts. A confirmation dialog box will appear. Click OK.
- 6. A confirmation message "The record has been deleted successfully" will be displayed.

5.9. How to enable or disable a beneficiary organisation contact person access to Mobility Tool?

- 1. Repeat the steps from "5.1. How to display a list of partners?" paragraph.
- 2. Click the "[view]" link next to the Beneficiary Organisation in the top section of the partners list.

	European Commission	User Status: Log	ged in: Beneficiary Test (JSER - beneficiary [Log out] Legal n	otice BE3 - English (
		BE3 Europese Programma's voor Or	nderwijs, Opleiding	en Samenwerk	ing – Agentsc	hap
/ Home	> Partners					
Proj	act Partners for 201	Home Project Details	Partners Participant	Mobility Experie	nces Budget	Updates and Report
	ficiary Organisation - Legal Name	Type of Organisation	Preferred Conta Name	ct Mobile	Country	Partner Contacts
🔍 Be	neficiary Organisation	Vocational training institute tertiary level	Beneficiary Test User 000000000		BELGIUM	[view]
Add Ne	W Remove Selected Partner Organisation - Le Name	gal Type of Organisation	Preferred Contact Name	Mobile	Countr	Y Partner Contacts
- 🔍	Partner no 1	Other types of Association	FirstName LastName	00000	BELGIUM	1 🖸
	Intermediary Partner	Vocational training institute tertiary level				0
		ost Organisation Vocational training institute tertiary level				0
□ 🔍	Host Organisation	Vocational training institute tertiary level				
		Vocational training institute tertiary level				

 You will see a list of beneficiary organisation contact persons with their status of access. The status can have two values: "Yes" or "No" with options to [Disable] or [Enable] access to Mobility Tool respectively.

dd New	Remove Selected					
	Contact Name	Department	Position	Emai	I	Access to Project
Mr B	Beneficiary Test USER	N/A	N/A	m	.be	
Jam	es	N/A	N/A	james		No [Enable]
Mr L	Louis	Vocational Education	Assistant	m		Yes [Disable]
eneficiary Organisation - Authorised to sign Grant Contact Name Department Position Email						Email

- If you want to enable access to the tool, click the "[Enable]" link in the rightmost column next to the name of the person you want to enable access to project details.
- If you want to disable access to the tool, click the "[Disable]" link in the rightmost column next to the name of the person you want to disable access to project details.
- 4. A confirmation message "The user access to the Active Project has been enabled" will be displayed. The person now has gained access to the tool.
 - Mobility Tool will send an automated email informing beneficiary contact person that he/she has been granted access to the tool. The email will contain project number, project title, link for ECAS registration, link to Mobility Tool and contact details of National Agency.
- 5. In case of disabling access no confirmation message will be displayed.
- Under the "Access to project" label the page will now display either "Yes [Disable]" or "No [Enable]" values.
- 7. Please see the "2. How to login to the Mobility Tool?" paragraph for more information on how the new user can access the project.

6. Mobilities

6.1. How to create a new mobility experience?

Definition:

A "Mobility Experience" is a set of one or more mobilities planned/realised by a single participant. In most cases a "Mobility Experience" consists of a single mobility. However for a "Mobility Experience" to consist of multiple mobilities, these mobilities must share the same criteria (same economic sector, field of education and level of education).

Note:

Before a new mobility experience can be created, at least one participant and two partner organisations (the first for sending and the second for receiving) must already be listed in the Mobility Tool. Please check the "**4.2. How to add a new participant?**" and "**5.2. How to add a new partner?**" chapters for more information.

- 1. Login to the Mobility Tool.
- 2. Click the project grant agreement number to see the project details.
- 3. Click the "Mobility Experiences" button in the menu.

	:: Logged in: Beneficiary Test USER - beneficiary [Log out] Legal notice BE3 - English (EN)					
European Commission						
Mobility tool BE3 Europese Programma's voor	r Onderwijs, Opleiding en Samenwerking – Agentschap					
My Home > Project Details						
Home Project Deta	ils Partners Participants Mobility Experiences Budget Updates and Reports					
Project Details for 2011-1-BE3-LEO01-00001						
Context & Period	Project Identifiers & Summary					
Context a renou	rioject dentificio d outinary					
Sub-programme: LEONARDO DA VINCI	Grant Agreement No: 2011-1-BE3-LEO01-00001 National ID: 1234					
Action: LEONARDO DA VINCI IVT (Initial Vocational Training)						
Call year: 2011	Project Title (national language): Project Title					
Start of activity:	Beneficiary Latin Name: Beneficiary Organisation					
End of activity:	, , , , , , , , , , , , , , , , , , , ,					
Mobility Tool (ACCEPTANCE - v. 1	.2.0#111128) 2011-12-13 13:24:25					
HOBITLY FOOT (ACCEPTANCE V. I	.2.01111120/2011 12 13 13.27.23					

4. A list of existing mobility experiences will be displayed.

				Home	Project Details Partners	Participants Mobility	Experiences Budget	Updates and Repo
t of	f Mobility	y Experie	ences	for 2011-1-B	E3-LEO01-0000)]		
Ne	ew Mobility Exp	erience	Delete	Advanced Search	Clear Filters	Reque	st report Export	All Mobilities
		Last Na	ame	First Name	First start date	Last end date	Report status	Mobilities
								1 🔼
	S 14	ASTNAME		FirstName	01/01/2011	01/02/2011	NONE	1
List	of Mobilities				01/01/2011	01/02/2011	NONE Add New Mo	
List		s for this Mo	lobility Ex		01/01/2011 Receiving Partner	01/02/2011 Start date		obility Delete
List	of Mobilities	s for this M o	lobility Ex	xperience			Add New Mo	
List	of Mobilities	s for this M o	lobility Ex	xperience reiving Country	Receiving Partner	Start date	Add New Mo End date	obility Delete
List	of Mobilities Sending Cou BELGIUM	s for this Mc untry 1	Rec ame	eiving Country	Receiving Partner Partner no 1	Start date 01/01/2011	Add New Mo End date 01/02/2011	obility Delete
	of Mobilities Sending Cou BELGIUM	s for this Mo untry 1 Last Nat	Rec ame	eiving Country PORTUGAL First Name Jane	Receiving Partner Partner no 1 First start date	Start date 01/01/2011 Last end date	Add New Mo End date 01/02/2011 Report status NONE	ability Delete Object Mobilities 1
	of Mobilities Sending Cou BELGIUM	s for this Mo untry Last Nar DNES s for this Mo	ame Iobility Ex	eiving Country PORTUGAL First Name Jane Kperience	Receiving Partner Partner no 1 First start date 14/12/2011	Start date 01/01/2011 Last end date 08/01/2012	Add New Mo End date 01/02/2011 Report status NONE Add New Mo	ability Delete Object Mobilities 1
	of Mobilities Sending Cou BELGIUM	s for this Mo untry Last Nar DNES s for this Mo untry	ame Iobility Ex	eiving Country PORTUGAL First Name Jane	Receiving Partner Partner no 1 First start date	Start date 01/01/2011 Last end date	Add New Mo End date 01/02/2011 Report status NONE	ability Delete Object Mobilities 1

5. Click the "New Mobility Experience" button.

		Experiences						
				Home	Project Details Partners	Participants Mobility	Experiences Budget	Updates and Rep
st of	Mobil	ity Exper	iences	for 2011-1-BE	E3-LEO01-0000)1		
Nev	w Mobility I	Experience	Delete	Advanced Search	Clear Filters	Reque	st report Export	All Mobilities
		Last N	lame	First Name	First start date	Last end date	Report status	Mobilities
		LASTNAME		FirstName	01/01/2011	01/02/2011	NONE	1 🔼
List o	of Mobili	ties for this I	Mobility E	xperience			Add New M	obility Delete
	Sending	Country	Re	ceiving Country	Receiving Partner	Start date	End date	
	BELG	IUM		PORTUGAL	Partner no 1	01/01/2011	01/02/2011	S 🖸
		Last N	lame	First Name	First start date	Last end date	Report status	Mobilities
		JONES		Jane	14/12/2011	08/01/2012	NONE	1 🔼
List o	of Mobili	ties for this I	Mobility E	xperience			Add New M	obility Delete
	Sending	Country	Re	ceiving Country	Receiving Partner	Start date	End date	
				IRELAND	Host Organisation	14/12/2011	08/01/2012	🔍 n

6. A new "Mobility Experience" form will appear.

European Commission Mobility tool BE3 Europese Proc Hy Home > Mobility Experiences > Mobility Experience	User Status: Logged in: Beneficiary Test USER - beneficiary gramma's voor Onderwijs, Opleiding en Samenwer	
New Mobility Experience for 2011–1–B		riences Budget Updates and Reports
Education	Participants & Accompanying Per	sons
Economic Sector: Select a Sector	Select Participant name: Select	ected:
Field of Education: Select a Field	Start typing the name of the participant you wish to add to this mobility experience. Then click on the arrow to add it to the selected list.	
Mobility Partners	Mobility Details Sending Country* Select country	Budget
Sending Partner*: Beneficiary Organisation (Benefici	Receiving Country*: Select country	Subsistence: 0
Receiving Partner*: Host Organisation	Departure Date*:	Travel Costs: 0
Intermediary Partner:	Return Date*: 33. Duration in weeks: 0 and days: 0	Total: 0.00
Certification Select Certifying Partner Selected Certification	the of the second	ges Used ges Selected Languages

7. Choose "Economic Sector", "Field of Education" and "Level of Education".

Education		
Economic Sector:	Select a Sector	•
Field of Education:	Select a Field	•
Level of Education:	Select a Level	•

8. Select participants by typing last name of the participant in the "Select Participant name" field.

Participants & Accompany	ring Persons
Select Participant name: Bravo Johnny s Bravo Johnny wish to add to this mobility experience. Then	Selected:
click on the arrow to add it to the selected list.	

9. Once the participant is found, click the green arrow to add him/her to the list of selected participant. Repeat the selection process until all participants are selected.



10. You can also remove already selected participants by selecting the participant and clicking on the other green arrow pointing left.

Participants & Accompany	ing	Persons
Select Participant name: Jones Jane Start typing the name of the participant you wish to add to this mobility experience. Then click on the arrow to add it to the selected list.	•	Selected: Bravo Johnny Jones Jane

11. Select sending, receiving and if applicable, intermediary partners in the "Mobility Partners" section.

Mobility Par	tners
Sending Partner*:	Beneficiary Organisation (Benefici
Receiving Partner*:	Host Organisation
Intermediary Partner:	Intermediary Partner

12. In the "Mobility Details" section change sending and receiving country if they are selected incorrectly. The values in sending and receiving country are deducted from selection of sending and receiving partners.

Mobility Details	
Sending Country* BE - BELGIUM	•
Receiving Country*: LT - LITHUANIA	•
Departure Date*:	31
Return Date*:	31
Duration in weeks: 0 and days:	0

13. Choose departure and return date. "Duration in weeks" and "and days" fields will be populated automatically once the departure and return dates are selected.

Mobility Details
Sending Country* BE - BELGIUM
Receiving Country*: LT - LITHUANIA
Departure Date*: 14/12/2011
Return Date*: 06/01/2012
Duration in weeks: 3 and days: 3

14. In the "Budget" section enter "Subsistence" and "Travel Costs" budget. The total budget value will be calculated automatically.

Budget	
Subsistence: Travel Costs:	0
Total:	0.00

15. If applicable, select the certifying partner and the certification type that the partner will award to participants and click the green arrow to add the selection to the list. The "Selected Certificates" list will display values in pairs in a format of "certifying partner" – "certification type".

Certification		
Select Certifying Partner Beneficiary Organisation (Beneficia Select Certification Type Certifications associated to an educ	∂	Selected Certificates Beneficiary Organisation (Beneficiary) - Certifications associ

16. Finally, select the languages that will be used during this Mobility Experience. Once selected press the green arrow to add the languages to "Selected Languages" list. Repeat the process until all languages used in this Mobility Experience are selected.



- 17. Click the "Save" button.
- 18. After saving a new Mobility Experience (or Experiences) for selected participant (or participants) a confirmation message will be displayed. The Mobility Tool will create a mobility experience for each selected participant. All the mobility experiences created in this process will share the same values for economic sector, field of education, level of education, mobility partners (sending, receiving and intermediary, if selected), sending and receiving country, dates of mobility, budget, certifying partner and certification type as well as languages.
- 19. Click the "Mobility Experiences List" button to return to the main Mobility Experience page.

Note:

It is possible that in the same mobility experience the same partner organisation can be both a sending and a receiving partner. This situation is **not** possible in a single mobility, however.

6.2. How to display mobility experience details?

- 1. Login to the Mobility Tool.
- 2. Click the project grant agreement number to see the project details.
- 3. Click the "Mobility Experiences" button in the top menu.

European Commission Mobility tool BE3 Europese Programma's voor	: Logged in: Beneficiary Test USER - beneficiary [Log out] Legal notice BE3 - Englah (EN) Onderwijs, Opleiding en Samenwerking – Agentschap									
y Home > Project Details										
Home Project Details for 2011–1–BE3–LEO01–00001	Is Partners Participants Mobility Experiences Budget Updates and Reports									
Context & Period Sub-programme: LEONARDO DA VINCI Action: LEONARDO DA VINCI IVT (Initial Vocational Training) Call year: 2011	Project Identifiers & Summary Grant Agreement No: 2011-1-BE3-LEO01-00001 National ID: 1234 Project Title (national language): Project Title									
Start of activity: End of activity:	Beneficiary Latin Name: Beneficiary Organisation									
Mobility Tool (ACCEDTANCE - y 1	2 0#111128) 2011-12-13 13:24:25									

4. A list of existing mobility experiences will be displayed. This list will display some basic information about mobility experiences. This list will contain: last and first name of the participant, starting date of first mobility, returning date from the last mobility, status of participant report request and number of mobilities. If you wish to see more details, please follow the steps below.

t of Mobility Experience Delete Advanced Search Clear Filters Request report Export All Mobilities Last Name First Name First start date Last end date Report status Mobilities LASTNAME First Name 01/01/2011 01/02/2011 NONE 1 I List of Mobilities for this Mobility Experience Add New Mobility Period Add New Mobility Period Sending Country Receiving Country Receiving Partner Start date End date I Last Name First Name 01/01/2011 01/02/2011 NONE 1 I Sending Country Receiving Country Receiving Partner Start date End date I I Last Name First Name First start date Last end date Report status Mobilities Ist of Mobilities for this Mobility Experience JoNES Jane 14/12/2011 08/01/2012 NONE 1 List of Mobilities for this Mobility Experience Add New Mobility Period Add New Mobility Period Sending Country Receiving Country Receiving Partner Start date </th <th></th> <th></th> <th>bility to</th> <th>DOI BE</th> <th>3 Europese Prograr</th> <th>nma's voor Onderwijs,</th> <th>Opleiding en Same</th> <th>nwerking – Agente</th> <th>schap</th>			bility to	DOI BE	3 Europese Prograr	nma's voor Onderwijs,	Opleiding en Same	nwerking – Agente	schap
t of Mobility Experiences for 2011–1–BE3–LEO01–00001 New Mobility Experience Delete Advanced Search Clear Filters Request report Export All Mobilities Last Name First Name First start date Last end date Report status Mobilities Last NAME First Name 01/01/2011 01/02/2011 NONE 1 List of Mobilities for this Mobility Experience Add New Mobility Delete Add New Mobility Delete Sending Country Receiving Country Receiving Partner Start date End date C Last Name First Name First start date Last end date Report status Mobilities Sending Country Receiving Country Receiving Partner no 1 01/01/2011 01/02/2011 C Last Name First Name First start date Last end date Report status Mobilities Image: Country Image: Country Image: Country Receiving Country NONE 1 Image: Country Sending Country Receiving Country Receiving Partner Start date End date Image: Country Sending Country Receiving Country Recelv	ome 21	Mobility I	Experiences						
New Mobility Experience Delete Advanced Search Clear Filters Request report Export All Mobilities Image: Comparison of the state of the s					Home	Project Details Partners	Participants Mobility	Experiences Budget	Updates and Rep
New Mobility Experience Delete Advanced Search Clear Filters Request report Export All Mobilities Image: Comparison of the state of the s							·	I	
Last Name First Name First start date Last end date Report status Mobilitie Image: Control of Mobility Experience Image: Control of	t of l	Mobil	ity Exper	iences	for 2011–1–B	E3-LEO01-0000	1		
Last Name First Name First start date Last end date Report status Mobilitie Image: Control of Contro of Control of Control of Control of Control o									
Image: Constraint of Mobility Experience Add New Mobility Image: Constraint of Mobility Sending Country Receiving Country Receiving Partner Start date End date BELGIUM PORTUGAL Partner no 1 01/01/2011 01/02/2011 Image: Constraint of Mobility Image: Constraint of Mobility PORTUGAL Partner no 1 01/01/2011 01/02/2011 Image: Constraint of Mobility Image: Constraint of Mobility <td>New</td> <td>Mobility E</td> <td>Experience</td> <td>Delete</td> <td>Advanced Search</td> <td>Clear Filters</td> <td>Reque</td> <td>st report Export</td> <td>All Mobilities</td>	New	Mobility E	Experience	Delete	Advanced Search	Clear Filters	Reque	st report Export	All Mobilities
Image: Constraint of Mobility Experience Add New Mobility Image: Constraint of Mobility Sending Country Receiving Country Receiving Partner Start date End date BELGIUM PORTUGAL Partner no 1 01/01/2011 01/02/2011 Image: Constraint of Mobility Image: Constraint of Mobility PORTUGAL Partner no 1 01/01/2011 01/02/2011 Image: Constraint of Mobility Image: Constraint of Mobility <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>									
List of Mobilities for this Mobility Experience List of Mobilities for this Mobility Experience Add New Mobility Del Sending Country Receiving Country Receiving Partner no 1 01/01/2011 01/02/2011 Image: Country List Name First Name First start date Last end date Report status Mobilitie Image: Country Image		_	Last N	ame	First Name	First start date	Last end date	Report status	Mobilities
Add New Mobility Del Sending Country Receiving Country Receiving Partner Start date End date End date End date Image: Country Country Receiving Country Receiving Partner Start date End date End date Image: Country Country Receiving Country Partner no 1 O1/01/2011 O1/02/2011 Image: Country Mobilities Image: Country Im		<u> </u>	LASTNAME		FirstName	01/01/2011	01/02/2011	NONE	1 🔼
Sending Country Receiving Country Receiving Partner Start date End date BELGIUM PORTUGAL Partner no 1 01/01/2011 01/02/2011 Image: Country of the second se	List of	f Mobilit	ties for this N	Aobility E	xperience				
BELGIUM PORTUGAL Partner no 1 01/01/2011 01/02/2011 Last Name First Name First start date Last end date Report status Mobilitie Image: Control of Contr									obility Delete
Last Name First Name First start date Last end date Report status Mobilitie Image: Start	1	Sending (Country	Re	ceiving Country	Receiving Partner	Start date	End date	
Image: Sending Country Jane 14/12/2011 08/01/2012 NONE 1		BELG	IUM		PORTUGAL	Partner no 1	01/01/2011	01/02/2011	S 🖸
List of Mobilities for this Mobility Experience Sending Country Receiving Country Receiving Partner Start date End date			Last N	ame	First Name	First start date	Last end date	Report status	Mobilities
Add New Mobility Del Sending Country Receiving Partner Start date End date		 Image: A second s	JONES		Jane	14/12/2011	08/01/2012	NONE	т 🔼
Sending Country Receiving Country Receiving Partner Start date End date	List of	f Mobilit	ties for this M	Aobility E	xperience				
								Add New M	obility Delete
LIECHTENSTEIN IRELAND Host Organisation 14/12/2011 08/01/2012 🤇	Sending Country Receiving Country					Receiving Partner	Start date	End date	
		LIECHTE	NSTEIN		IRELAND	Host Organisation	14/12/2011	08/01/2012	🔍 🗖

		Last N	lame	First Name	First start date	Last end date	Report status	Mob	ilities
		LASTNAME		FirstName	01/01/2011	01/02/2011	NONE	1	
.ist	of Mobili	ties for this I	Mobility E	xperience					
							Add New Mo	obility	Delete
	Sending	Country	Re	ceiving Country	Receiving Partner	Start date	End date		
	BELG	IUM		PORTUGAL	Partner no 1	01/01/2011	01/02/2011		S 🛛
		Last N	lame	First Name	First start date	Last end date	Report status	Mob	ilities
	 Image: A second s	JONES		Jane	14/12/2011	08/01/2012	NONE	1	
.ist	of Mobili	ties for this I	Mobility E	xperience					_
.ist	of Mobili	ties for this I	Mobility E	xperience			Add New Mo		Delete
.ist	of Mobili Sending			xperience ceiving Country	Receiving Partner	Start date	Add New Mo		Delete
.ist		Country							_
.ist	Sending	Country	Re	ceiving Country	Receiving Partner	Start date	End date	obility	Delete
.ist	Sending	Country NSTEIN	Re	ceiving Country IRELAND	Receiving Partner Host Organisation	Start date 14/12/2011	End date 08/01/2012	obility	<u></u>
	Sending LIECHTE	Country NSTEIN Last N	Ree	RELAND First Name	Receiving Partner Host Organisation First start date	Start date 14/12/2011 Last end date	End date 08/01/2012 Report status	obility Mob	<u></u>
	Sending LIECHTE	Country NSTEIN Last N BRAVO	Ree	RELAND First Name	Receiving Partner Host Organisation First start date	Start date 14/12/2011 Last end date	End date 08/01/2012 Report status	obility Mob 1	ilities
	Sending LIECHTE	Country NSTEIN BRAVO ties for this I	Ree lame Mobility E	RELAND First Name	Receiving Partner Host Organisation First start date	Start date 14/12/2011 Last end date	End date 08/01/2012 Report status NONE	obility Mob 1	<u></u>

5. Click the green loupe icon (^(C)) next to the mobility experience you're interested in.

The "Mobility Experience Details" page will appear. Please note that this page also includes a list of mobilities within the displayed mobility experience. Please check section "6.4. How to display mobility details?" for more information.

Participant Title Mr First Name FirstNar Last Name LastNar Date of Birth 01 Gender M - Male With Special Needs NO Is Accompanying NO Type of Participant STD-AD IVT Participant Type MobIVT	ne 01 1980 (dd-mm-yyyy) e	il vocational training F	Country Region Telephone	Street 1 1000 Brussels BE - BELGIUM BE10 - Région d firstname.lastnar ttion ttion 7 - Heal	e Bruxelles-Capitale / Br ne@emai.com RCULTURE, FORESTRY th and Welfare) - Programmes at level (AND FISHI V
List of Mobilities for this	Mobility Experience				Add New Mobili	ty Delete
Sending Country	Receiving Country	Receiving Partner	2	Start date	End date	
BELGIUM	PORTUGAL	Partner no 1	01	1/01/2011	01/02/2011	🔍 🗖
6.3. How to change a mobility experience?

Only the following mobility experience information can be changed:

- economic sector
- field of education
- level of education

In order to change the values listed above, follow these steps:

- 1. Follow the steps from "6.2. How to display mobility experience details?"
- 2. Click the green loupe (next to the Mobility Experience you want to change.

		Last N	lame	First Name	First start date	Last end date	Report status	Mob	ilities
		LASTNAME		FirstName	01/01/2011	01/02/2011	NONE	1	
ist o	f Mobil	ities for this I	Mobility E	xperience			Add New M	obility	Delete
	Sending Country		Re	ceiving Country	Receiving Partner	Start date	End date		
	BELO	GIUM		PORTUGAL	Partner no 1	01/01/2011	01/02/2011		🔍 г
		Last N	amo	First Name	First start date	Last end date	Report status	14-L	ilities
		Lastin	ame	FIISUNAILLE	FIISt Start uate	Last enu uate	Report Status	MOD	inties
□ ist of	S.	JONES		Jane	14/12/2011	08/01/2012	NONE	1 1	
ist o		JONES ities for this I	Mobility E	Jane xperience	14/12/2011	08/01/2012	NONE Add New M	1	
ist o	Sending	JONES	Mobility E	Jane			NONE	1	Delete
ist o	Sending	JONES ities for this I	Mobility E Re	Jane xperience ceiving Country	14/12/2011 Receiving Partner	08/01/2012 Start date	NONE Add New M End date	1 obility	Delete
ist o	Sending	JONES ities for this I Country ENSTEIN	Mobility E Re	Jane xperience ceiving Country IRELAND	14/12/2011 Receiving Partner Host Organisation	08/01/2012 Start date 14/12/2011	Add New M End date 08/01/2012	1 obility	
ist o	Sending LIECHTI	JONES ities for this I Country ENSTEIN Last N	Mobility E Re	Jane xperience ceiving Country IRELAND First Name Johnny	14/12/2011 Receiving Partner Host Organisation First start date	08/01/2012 Start date 14/12/2011 Last end date	NONE Add New M End date 08/01/2012 Report status	1 obility Mob 1	Delete
_ist of	Sending LIECHTI	JONES ities for this P Country ENSTEIN Last N BRAVO	Mobility E Re lame Mobility E	Jane xperience ceiving Country IRELAND First Name Johnny	14/12/2011 Receiving Partner Host Organisation First start date	08/01/2012 Start date 14/12/2011 Last end date	NONE Add New M End date 08/01/2012 Report status NONE	1 obility Mob 1	Delete

 Change the values in the form. Please note that participant data cannot be modified in this form. Please refer to "<u>4.3. How to edit participant's details?</u>" section for more information on changing participant's data.

Participant Title Mr First Name FirstNa Last Name LastNa Last Name LastNa Date of Birth 01 Gender M-Ma With Special Needs NO Is Accompanying NO Type of Participant STD-AC IVT Participant Type MobIVT	me 01 1980 (dd-mm-yyyy) le 01 02 00 00 00 00 00 00 00 00 00 00 00 00	al vocational training Fi Ec	Email firstname la Email firstname la Education conomic Sector*: A- ield of 7- ducation*:	ion de Bruxelles-Capitale / Brussels Hoofdste stname@emai.com AGRICULTURE, FORESTRY AND FISHI V Health and Welfare V ED 0 - Programmes at level 0, (pre-prima V
Sending Country	Receiving Country	Receiving Partner	Start date	Add New Mobility Delete
BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011

4. Click the "Save" button.

If you wish to change more values than economic sector, field of education and level of education, a new mobility experience must be created and the other one removed. Please refer to other sections of this document for more information.

6.4. How to display mobility details?

- 1. Login to the Mobility Tool.
- 2. Click the project grant agreement number to see the project details.
- 3. Click the "Mobility Experiences" button in the top menu. A list of existing mobility experiences will be displayed.
- 4. The list of mobility experiences will also contain some basic information about each mobility. The page will include: sending country, receiving country, receiving partner, start date and end date. If you wish to see more information, please follow the steps below.
- 5. Click the green loupe icon () on the right in the yellow "List of Mobilities for this Mobility Experience" section, underneath the mobility experience details.

	_	Last N	lame	First Name	First start date	Last end date	Report status	Mob	ilities
		LASTNAME		FirstName	01/01/2011	01/02/2011	NONE	1	
ist	of Mobili	ties for this M	Mobility E	xperience					
							Add New M	obility	Delete
	Sending	Country	Rec	eiving Country	Receiving Partner	Start date	End date		
	BELG	IUM		PORTUGAL	Partner no 1	01/01/2011	01/02/2011		
		Last N	lame	First Name	First start date	Last end date	Report status	Mob	ilities
Г		IONES		lane	14/12/2011	08/01/2012	NONE	1	
		JOINES		June	, ,		110112		_
List	of Mobili	ties for this N	Mobility E						
List	of Mobili		Mobility E				Add New M		Delete
ist	of Mobili Sending	ties for this I			Receiving Partner	Start date			Delete
List		ties for this I		xperience			Add New M		_
.ist	Sending	ties for this I	Rec	xperience reiving Country	Receiving Partner	Start date	Add New M End date	obility	
List	Sending	ties for this I Country NSTEIN	Rec	eiving Country	Receiving Partner Host Organisation	Start date 14/12/2011	Add New M End date 08/01/2012	obility	
	Sending LIECHTE	ties for this P Country NSTEIN Last N	Rec	eiving Country IRELAND First Name Johnny	Receiving Partner Host Organisation First start date	Start date 14/12/2011 Last end date	Add New M End date 08/01/2012 Report status	obility Mob	Ilities
	Sending LIECHTE	ties for this M Country NSTEIN Last N BRAVO	Rec	eiving Country IRELAND First Name Johnny	Receiving Partner Host Organisation First start date	Start date 14/12/2011 Last end date	Add New M End date 08/01/2012 Report status	obility Mob 1	ilities
	Sending LIECHTE	ties for this P Country NSTEIN Last N BRAVO ties for this N	Rec lame Mobility E	eiving Country IRELAND First Name Johnny	Receiving Partner Host Organisation First start date	Start date 14/12/2011 Last end date	Add New M End date 08/01/2012 Report status NONE	obility Mob 1	Ilities

6. A mobility details form will appear.

Mobility Details for 2011-1-BE3-LEO01-00001, FirstName LastName

Mobility Partners Sending Partner*: Beneficiary Organisation (Benefici Receiving Partner*: Partner no 1 Intermediary Partner: - Intermediary Partner:	Mobility Details Sending Country* BE - BELGIUM Receiving Country*: PT - PORTUGAL Departure Date*: 01/01/2011 Return Date*: 01/02/2011 Duration in weeks: 4 and days:	x x 3 4	Budget Subsistence: 100.00 Travel Costs: 100.00 Total: 200.00
Certification Select Certifying Partner Beneficiary Organisation (Beneficia Select Certification Type Certifications associated to an educ Certifications associated to	ificates anisation - Certifications associated to an ed	Languag List of Languay BG - Bulgarian CS - Czech DA - Danish NL - Dutch EN - English ET - Estonian FI - Frinnish FR - French DE - German EL - Greek	

6.5. How to change a mobility?

If you want to change mobility details, including:

- sending country
- receiving country
- departure date
- return date

- sending partner
- receiving partner
- intermediary partner
- subsistence and travel costs
- certification and certifying partners
- languages used

Follow the steps below.

- 1. Repeat the steps from "6.4 How to display mobility details?" paragraph.
- 2. Change the values and click the "Update Mobility" button to save.

Note:

If you want to change participant's name, you need to go to "**How to edit a participant's details?**" section for more information.

6.6. How to add a new mobility to an already existing mobility experience?

- 1. Login to the Mobility Tool.
- 2. Click the project grant agreement number to see the project details.
- 3. Click the "Mobility Experiences" button in the top menu.

	Home	Project Details	Partners	Participants	Mobility Experiences	Budget	Updates and F
 ject Details for 2011-1-BE3-LEO0	1-00	0001					
,							
Context & Period			Project I	dentifiers &	Summary		
Sub-programme: LEONARDO DA VINCI		Grant Ac	reement No	: 2011-1-BE3-LEO0	1-00001		
Action: LEONARDO DA VINCI IVT (Initial Vocational T	raining	J)	National				
Call year: 2011			Project T	itle (nation	al language) : Proje	ct Title	
Start of activity:			Beneficia	ary Latin Nai	ne: Beneficiary Orga	inisation	
End of activity:							

				Users	Project Details Partners	De estate entre Markeller	Experiences Budget	Updates and Repo
				Home	Project Details Partners	Participants Mobility	Experiences Budget	Updates and Repo
st of	f Mobi	lity Exper	riences	for 2011-1-BI	E3-LEO01-0000)1		
N	ew Mobility	Experience	Delete	Advanced Search	Clear Filters	Reque	st report Export	All Mobilities
	ew wiobility	Experience	Delete	/ lavaneed ocalen		Teque	Export Export	
	_	Last N	Name	First Name	First start date	Last end date	Report status	Mobilities
		LASTNAME		FirstName	01/01/2011	01/02/2011	NONE	1 🔼
List	of Mobili	ties for this	Mobility E	xperience				
							Add New M	Inhility Delete
	Sendina				Receiving Partner	Start date	Add New M End date	lobility Delete
	Sending BELC	Country		ceiving Country PORTUGAL	Receiving Partner Partner no 1	Start date 01/01/2011		lobility Delete
		Country	Re	ceiving Country	2		End date	
		Country	Re	ceiving Country PORTUGAL	Partner no 1	01/01/2011	End date 01/02/2011	
	BELC	Country IUM Last M	Re Name	ceiving Country PORTUGAL First Name Jane	Partner no 1 First start date	01/01/2011 Last end date	End date 01/02/2011 Report status	Mobilities
	BELC	Country IUM Last M JONES	Re Name	ceiving Country PORTUGAL First Name Jane	Partner no 1 First start date	01/01/2011 Last end date	End date 01/02/2011 Report status	C Mobilities
	BELC	Country IUM JONES ties for this	Re Name Mobility E	ceiving Country PORTUGAL First Name Jane	Partner no 1 First start date	01/01/2011 Last end date	End date 01/02/2011 Report status NONE	C Mobilities

4. A list of existing mobility experiences will be displayed.

- 5. Find the mobility experience you want to add a new mobility for on the list.
- 6. Click the "Add New Mobility" button underneath mobility experience details.

	Last	Name	First Name	First start da	te	Last end date	Rep	port status M		ilities
		F	irstName	01/01/2011		01/02/2011		NONE	1	
ist o	ist of Mobilities for this Mobility Experience								bility	Delete
	Sending Country	Rece	iving Country	Receiving Part	ner	Start date		End date		
	BELGIUM	1	PORTUGAL	Partner no 1		01/01/2011		01/02/2011		S 🗆

7. A new mobility form will appear.

Mobility Details for 2011-1-BE3-LEO01	-	ame	
Mobility Partners Sending Partner*: Beneficiary Organisation (Benefici Receiving Partner*: Host Organisation Intermediary Partner:	Mobility Details Sending Country* Select country Receiving Country*: Select country Departure Date*: Return Date*:	• • •	Budget Subsistence: 0 Travel Costs: 0 Total: 0.00
Certification Select Certifying Partner Beneficiary Organisation (Beneficia Select Certification Type Certifications associated to an educ	ficates	Languag List of Langua BG - Bulgarian CS - Czech DA - Danish NL - Dutch EN - English ET - Estonian FL - French DE - German EL - Greek	·
			Cancel Add New Mobility

8. Select "Sending Partner", "Receiving Partner", "Intermediary Partner" (if applicable), change "Sending Country" and "Receiving Country" if they are different than the countries of the partners, "Departure Date", "Return Date". "Duration in weeks" and "and days" fields will be populated automatically.

Mobility Partners	Mobility Details	Budget
	Sending Country* Select country	
Sending Partner*: Beneficiary Organisation (Benefici 💌	Receiving Country*: Select country	Subsistence: 0
	Departure Date*:	Travel Costs: 0
Receiving Partner*: Host Organisation	Return Date*:	
Intermediary Partner:	Duration in weeks: 0 and days: 0	Total: 0.00

- 9. Add budget values for subsistence and travel costs. The "Total" budget value will be calculated automatically.
- 10. If applicable, select "Certifying Partner" and the certification type that the partner will award to participants in this mobility and click the green arrow to add selection to the list. The "Selected Certificates" list will display values in pairs in a format of "certifying partner" – "certification type".

Certification		
Select Certifying Partner		Selected Certificates
Beneficiary Organisation (Beneficia 💌		Beneficiary Organisation (Beneficiary) - Certifications associ
Select Certification Type		
		J

11. Finally, select languages that will be used during this mobility. Once selected press the green arrow to add the languages to "Selected Languages" list. Repeat the process until all languages used in this mobility are selected.



12. Click the "Add New Mobility" button to save. A confirmation "Record created successful" will be displayed. Please note that the new mobility will appear on the list of mobilities and the number of mobilities will increase.

	Last Name	First Name	First start date	Last end date	Report status	Mobilities					
	LASTNAME	FirstName	01/01/2011	05/02/2012	NONE	2					
List of Mobilit	st of Mobilities for this Mobility Experience										
						bility Delete					
Sending (Country Re	ceiving Country	Receiving Partner	Start date	End date						
BELG	им	PORTUGAL	Partner no 1	01/01/2011	01/02/2011	🔍 🗖					
GERM	ANY	FINLAND	Host Organisation	13/01/2012	05/02/2012	S 🗖					

13. It is possible to add a maximum of 6 mobilities per mobility experience.

6.7. How to delete a mobility?

- 1. Login to the Mobility Tool.
- 2. Click the project grant agreement number to see the project details.
- 3. Click the "Mobility Experiences" button in the top menu. A list of existing mobility experiences will be displayed.
- 4. Using the tick-box on the right select the Mobility you wish to delete.

		Last Name	First Name	First start date	Last end date	Report status	Mobi	ilities			
	<u> (</u>	LASTNAME	FirstName	01/01/2011	05/02/2012	NONE	2				
List o	st of Mobilities for this Mobility Experience										
						Add New Mo	bility	Delete			
	Sending (Country Re	ceiving Country	Receiving Partner	Start date	End date					
	BELGIUM		PORTUGAL	Partner no 1	01/01/2011	01/02/2011		S 🗆			
	GERM	ANY	FINLAND	Host Organisation	13/01/2012	05/02/2012		\[\begin{aligned} \] \[\begin{aligned} \begin{aligned} \[\begin{aligned} \] \[\begin{aligned} \begin{aligned} \] \[\begin{aligned} aligned& b & & & & & & & & & & & & &			

5. Click the "Delete" button above the list of mobilities.

		Last Name	First Name	First start date	Last end date	Report status	Mob	ilities
	Q	LASTNAME	FirstName	01/01/2011	05/02/2012	NONE	2	
List o	of Mobilit	ies for this Mobility E	xperience					
						Add New Mo	bility	Delete
	Sending (Country Re	ceiving Country	Receiving Partner	Start date	End date		
	BELG	UM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011		🔍 🗖
	GERM	ANY	FINLAND	Host Organisation	13/01/2012	05/02/2012		

- 6. A confirmation dialog will be displayed: "Are you sure you want to delete this Mobility?". Click OK.
- 7. A confirmation message will be displayed: "The record has been deleted successfully".

6.8. How to delete a mobility experience?

- 1. Login to the Mobility Tool.
- 2. Click the project grant agreement number to see the project details.
- 3. Click the "Mobility Experiences" button in the top menu. A list of existing mobility experiences will be displayed.
- 4. Using the tick-box on the left select mobility experience you wish to delete.

E S			First Name	First start date	Last end date	Report status	Mob	ilities
ist of Mobi	LASTNAME		FirstName	01/01/2011	01/02/2011	NONE	1	
ISC OF MODE	lities for this M	obility Ex	cperience					_
						Add New Mo	obility	Delete
Sendin	g Country	Rec	eiving Country	Receiving Partner	Start date	End date		
BEI	LGIUM		PORTUGAL	Partner no 1	01/01/2011	01/02/2011		S 🖸
	Last Na	ime	First Name	First start date	Last end date	Report status	Mob	ilities
	JONES		Jane	14/12/2011	08/01/2012	NONE	1	
	lities for this M		eiving Country	Receiving Partner	Start date	Add New Mo	bility	Delete
				2		08/01/2012		
	TENSTEIN		IRELAND	Host Organisation	14/12/2011	08/01/2012		🔍 г
	TENSTEIN Last Na	ıme	IRELAND First Name	Host Organisation First start date	14/12/2011 Last end date	Report status	Mobi	ilities
				-			Mobi 1	
	Last Na		First Name Johnny	First start date	Last end date	Report status NONE	1	ilities
	Last Na BRAVO	obility Ex	First Name Johnny	First start date	Last end date	Report status	1	
	TENSTEIN		IRELAND	Host Organisation	14/12/2011	08/01/2012		

5. Click the "Delete" button on top of the page.

		Last N	lame	First Name	First start date	Last end date	Report status	Mob	ilities
		LASTNAME		FirstName	01/01/2011	01/02/2011	NONE	1	
List o	of Mobili	ties for this I	Mobility E	xperience					
							Add New M	obility	Delete
	Sending	Country	Re	ceiving Country	Receiving Partner	Start date	End date		
	BELG	IUM		PORTUGAL	Partner no 1	01/01/2011	01/02/2011		S 🛯
		Last N	lame	First Name	First start date	Last end date	Report status	Mob	ilities
List o	of Mobili	JONES	Mobility E	Jane xperience	14/12/2011	08/01/2012	NONE	1	
	of Mobili	ties for this I		xperience			Add New M		Delete
	of Mobilia	ties for this I		xperience	Receiving Partner	Start date	Add New Me End date		_
	of Mobili	ties for this I Country NSTEIN	Rei	xperience ceiving Country IRELAND	Receiving Partner Host Organisation	Start date 14/12/2011	Add New M End date 08/01/2012	obility	<u> </u>
List o	of Mobilia Sending LIECHTE	ties for this I	Rei	xperience	Receiving Partner	Start date	Add New Me End date	obility	_
	of Mobilia	ties for this I Country NSTEIN	Rei	xperience ceiving Country IRELAND	Receiving Partner Host Organisation	Start date 14/12/2011	Add New M End date 08/01/2012	obility	<u> </u>
List (of Mobilit Sending LIECHTE	ties for this I Country NSTEIN Last N	Ree	xperience ceiving Country IRELAND First Name Johnny	Receiving Partner Host Organisation First start date	Start date 14/12/2011 Last end date	Add New M End date 08/01/2012 Report status NONE	obility Mob 1	ilities
List (of Mobilit Sending LIECHTE	Country NSTEIN Last N BRAVO	Ree	xperience ceiving Country IRELAND First Name Johnny	Receiving Partner Host Organisation First start date	Start date 14/12/2011 Last end date	Add New M End date 08/01/2012 Report status	obility Mob 1	<u> </u>
List (of Mobilit Sending LIECHTE	ties for this P Country NSTEIN Last N BRAVO ties for this P	Ree lame Mobility E	xperience ceiving Country IRELAND First Name Johnny	Receiving Partner Host Organisation First start date	Start date 14/12/2011 Last end date	Add New M End date 08/01/2012 Report status NONE	obility Mob 1	ilities

6. A confirmation "The record has been deleted successfully!" will be displayed.

7. Participant reports

7.1. How to request a participant report?

Note:

Participant reports are generated per Mobility Experience. Reports include questions for all Mobilities within the Mobility Experience.

- 1. Follow the steps from "6.2. How to display mobility experience details?" paragraph.
- 2. Click the left hand side green loupe icon (next to Mobility Experience for which you want to send a participant report.

			Home	Project Details Partners	Participants Mobility	Experiences Budget	Updates and Re
of M	lobilit <mark>y</mark> Exper	iences	for 2011-1-B	E3-LEO01-0000	1		
New Mo	lobility Experience	Delete	Advanced Search	Clear Filters	Reque	st report Export	All Mobilities
	Last N	lame	First Name	First start date	Last end date	Report status	Mobilities
			FirstName	01/01/2011	01/02/2011	NONE	- 1 - 🔼
List of M	Mobilities for this I	Mobility E	xperience			Add New Mo	bility Delete
	Mobilities for this I		xperience	Receiving Partner	Start date	Add New Mo End date	
				Receiving Partner Partner no 1	Start date 01/01/2011		bility Delete
	nding Country	Rec	ceiving Country	2		End date	
	nding Country BELGIUM	Rec Name	eiving Country PORTUGAL	Partner no 1	01/01/2011	End date 01/02/2011	
Ser	nding Country BELGIUM Last N	Rec Name	ceiving Country PORTUGAL First Name Jane	Partner no 1 First start date	01/01/2011 Last end date	End date 01/02/2011 Report status	C Mobilities
Ser List of M	nding Country BELGIUM Last N JONES	Rec Name Mobility Ex	ceiving Country PORTUGAL First Name Jane	Partner no 1 First start date	01/01/2011 Last end date	End date 01/02/2011 Report status NONE	Mobilities

3. Click the "Report Requests" tab on top of the page.

Mobility Experiences Reports Reques	sss • Experience for 2011-1-BE3-LEO01	-00001		
Participant		Partic	ipant	
Title Mr		Address	Street 1	
First Name FirstNa	Vame	Postal Code	1000	
Last Name LastNa	lame	City	Brussels	
Date of Birth 01	1 01 1980 (dd-mm-yyyy)		BE - BELGIUM	
Gender M - Ma	fale	-	BE10 - Région de Bruxelles-Capitale / Brussels Hoofdste	
With Special Needs NO		Telephone Email	l firstname.lastname@emai.com	
Is Accompanying Person			-	
Type of Participant STD-A	ADL - Adult learners	Education		
IVT Participant Type MobIV	VT-Sch - Trainees in school based initial vocational training	Economic Se	ector*: A - AGRICULTURE, FORESTRY AND FISHI	
		Field of Education*:	7 - Health and Welfare	
		Level of Education*:	ISCED 0 - Programmes at level 0, (pre-prima	

4. A list of participant report requests will appear.

Mobility Experier	nces Reports Red	quests				
Repor	ts Request	s FirstName LastName	e for 2011–1–BE3–L	EO01-00001		
Re	quest New Report					
ID	Status	Request Date	Receive Date	PDF File	Report Language	
					Total Pages: 0	

5. Click the "Request New Report" button.

Mobility Experien	ces Reports Req	uests				
Report	s Requests	FirstName LastNam	e for 2011-1-BE3-L	EO01-00001	I	
Rec	uest New Report					
ID	Status	Request Date	Receive Date	PDF File	Report Language	
					Total Pages: 0	

6. Select report language. You can only use languages that were assigned to national agency that approved the project. If required, type in a comment that will be sent along with an email message to the participant.

Here you can request a Participant Report PDF file.
Choose the language in which you wish the Report to be genearated in and fill in your message to the participant. Upon submission of the form, the PDF Report file will be generated and the participant will be notified via email that his report is ready for downloading.
Report Language BE3 - English (EN)
Request Comment (Your message will be inserted into the notification email message to the Participant)
Characters typed: (limit: 250)
Back Request New Report

 Click the "Request New Report" button to send the request. You will be redirected to the list of participant report request. Please note the newly created report request is listed with its current status (most likely REQUESTED).

inty experience	es Reports Reques					
Development	- D	Succession and the set of the set				
керонз	s Requests F	irstName LastName for	2011-1-BE3-LEC	00001		
Deer						
Requ	uest New Report					
Requ	uest New Report					
ID	Status	Request Date	Receive Date	PDF File	Report Language	
		Request Date 13-12-2011 14:04:20	Receive Date	PDF File Not available	Report Language BE3 - English(EN)	
ID	Status		Receive Date		BE3 - English(EN)	
ID	Status		Receive Date			[1]

8. Once the system generates a PDF file, the status will change to EMAIL NOTIFIED. That means an email with a link to PDF file has been sent to the participant. Please check "7.4. How to check the status of the participant report?" paragraph for more details on participant report status.

lity Experient	ces Reports Requests					
Papart	c Doquosts Fire	stNamo LastNamo for '	2011 1 PE2 LE	001 00001		
кероп	s Requests rits	stName LastName for 2	ZUII-I-DES-LE	001-00001		
Req	uest New Report					
ID	Status	Request Date	Receive Date	PDF File	Report Langu	lage
1328	EMAIL NOTIFIED	13-12-2011 14:04:20		Download PDF	BE3 - English(EN)	9-
					Total Pages: 1	[]]

9. Please note that as a beneficiary you can download participants report using the "Download PDF" link on the Report Requests page. You can use this link in case participant didn't receive or deleted the automated notification about report request. This link will always provide a copy of an empty PDF file.

Experien	ces Reports Requests					
	D					
eport	s Requests Fire	stName LastName for 3	2011-1-BE3-LE	001-00001		
Dee	weat New Deces					
Req	quest New Report					
Rey	uest New Report					
ID	Status	Request Date	Receive Date	PDF File	Report Language	
		Request Date 13-12-2011 14:04:20	Receive Date	PDF File	Report Language BE3 - English(EN)	
ID	Status		Receive Date	Download PDF	BE3 – English(EN)	
ID	Status		Receive Date	Download PDF	BE3 – English(EN)	1]

7.2. How to request many participant reports at once?

- 1. Follow the steps from "6.2. How to display mobility experience details?" paragraph.
- 2. Using the left hand side check boxes select all mobility experiences for which you want to create participant report requests.

	-	Last N	lame	First Name	First start date	Last end date	Report status	Mob	ilities
◄		LASTNAME		FirstName	01/01/2011	01/02/2011	EMAIL NOTIFIED	1	
List o	of Mobil	ities for this I	Mobility E	xperience			Add New M	obility	Delete
	Sending	Country	Rec	eiving Country	Receiving Partner	Start date	End date		
	BEL	GIUM		PORTUGAL	Partner no 1	01/01/2011	01/02/2011		S 🛛
		Last N	lame	First Name	First start date	Last end date	Report status	Mob	ilities
◄		JONES		Jane	14/12/2011	08/01/2012	NONE	1	<u> </u>
List o	of Mobil	ities for this I	Mobility E	xperience			Add New M	obility	Delete
	Sending	Country	Rec	eiving Country	Receiving Partner	Start date	End date		
	UFCUT	ENSTEIN		IRELAND	Host Organisation	14/12/2011	08/01/2012		🔍 г

3. Once selected, click on "Request report" on the top of the table.

							d		
		Last N	lame	First Name	First start date	Last end date	Report status	Mob	ilities
◄	 No. 	LASTNAME		FirstName	01/01/2011	01/02/2011	EMAIL NOTIFIED	1	
List c		ties for this I	, i				Add New Mo	obility	Delete
	Sending	Country	Re	ceiving Country	Receiving Partner	Start date	End date		_
	BELC	IUM		PORTUGAL	Partner no 1	01/01/2011	01/02/2011		S .
		Last N	lame	First Name	First start date	Last end date	Report status	Mob	ilities
◄	Q	JONES		Jane	14/12/2011	08/01/2012	NONE	1	
List o	of Mobili	ties for this N	Mobility E	xperience			Add New Mo	- hilling a	Delete
								Jointy	Delete
	Sending	Country	Re	ceiving Country	Receiving Partner	Start date	End date		_
	LIECHTE			IRELAND	Host Organisation	14/12/2011	08/01/2012		🔍 г

4. A confirmation form will appear where a report language selection and additional comments can be made. Please note that the list of mobility experiences for which the reports have been requested is presented on top of the form.

Last Name	First Name	First start date	Last end date	Report status	Report Language
LastName	FirstName	01/01/2011	01/02/2011	EMAIL NOTIFIED	BE3 – English (EN)
Jones	Jane	14/12/2011	08/01/2012	NONE	N/A
)E3 - English (E equest Cor our message	nment	to the notification em	ail message to the Pa	articipant)	*

 Click "Request New Report". A confirmation message will be displayed: "2 Participant Report Requests are created successfully". Please note the change of report status on the list of mobility experiences.

	Experience	Delete	Advanced Search	Clear Filters	Reque	est report Export	All Mobilities
	Last N	lame	First Name	First start date	Last end date	Report status	Mobilities
 Image: A second s	LASTNAME		FirstName	01/01/2011	01/02/2011	REQUESTED	1 🕻
Sending BELC		Red	Ceiving Country	Receiving Partner Partner no 1	Start date 01/01/2011	End date 01/02/2011	
DELC	юм		TORTOGAE				-
DEEC	Last N	lame	First Name	First start date	Last end date	Report status	Mobilities
		lame		First start date	Last end date 08/01/2012		
	Last N		First Name Jane			Report status	Mobilities
	Last N JONES ties for this N	Mobility E	First Name Jane			Report status	Mobilities

7.3. How to approve, reject or re-request participant reports?

- 1. Follow the steps from "6.2. How to display mobility experience details?" paragraph.
- 2. Click the "Report Requests" tab. A list of report requests will be displayed. A report that is in status "Pending" is ready to be approved, rejected or re-requested.

				001-00001	
Reg	est New Report				
rioqe					
ID	Status	Request Date	Receive Date	PDF File	Report Language
		13-12-2011 14:13:43	13-12-2011 14:27:25	Download PDF	BE3 - English(EN)
1329	PENDING				
1329 1328	INVALIDATED	13-12-2011 14:04:20		Download PDF	BE3 - English(EN)

- a. The latest status can also be checked on the list of all mobility experiences page. It is advised, however, to check each mobility experience individually in case multiple reports were requested.
- 3. Click the report ID or the report status (PENDING).

Reports Requests FirstName LastName for 2011-1-BE3-LEO01-00001

ID	Status	Request Date	Receive Date	PDF File	Report Language
1329	PENDING	13-12-2011 14:13:43	13-12-2011 14:27:25	Download PDF	BE3 – English(EN)
1328	INVALIDATED	13-12-2011 14:04:20		Download PDF	BE3 - English(EN)

4. Report data will appear as it was filled in by the participant.

European Commission Mobility tool BE3 Eur		gged in: Beneficiary Test USER -		
Home > Mobility Experiences > Mobility Experiences				
	Home Project Details	Partners Participants M	obility Experiences Budget	Updates and Reports
eport Details FirstName LastNa	ame for 2011-1-BE3	B-LEO01-00001		
			Accept Reject	Re-Request Back
Report Details				
Report Language: BE3 - English(EN)	Request Date: 13-12-201			
Status: PENDING	Receive Date: 13-12-201			
Status. FERDING	Hash code: 1DED629B3	BAE7DD15		
Languages Used				CS – Czech
Have yo	ou done any preparatory activities?	Yes		
Explain how you have prepared yourself linguistic courses attended, choice of ho country c		text		
Language preparation received enabled me	e to cope with everyday situations	To a very small extent		
Language preparation received helped m	e to work in my occupational area	To a very small extent		
I received the necessary informat	tion to get integrated into my new environment	To a very small extent		
Overall	satisfaction regarding preparation	To a very small extent		
Please describe the type of preparation p host country cultural in	rovided to you: linguistic courses, formation, work organisation, etc.	text		
Content				
I was given proper help to	o find a suitable host organisation	To a very small extent		
The organization where I train	ad unarlead mat my training paade			

- 5. Read the report. There are three options you can take:
 - a. If you want to accept the report, click the "Accept" link in the top of the window. An automated email will be sent to the participant informing him/her that the report has been accepted. Once accepted report can be reversed to a "Pending" status. In order to do so, click the "Revert to Pending" link on top of the page displaying the report data.

			Revert to Pending Back
Report Details			
Report Language	: BE3 – English(EN)	Request Date: 13-12-2011 14:13:43	
	2	Receive Date: 13-12-2011 14:27:25	
Status:	ACCEPTED	Hash code: 1DED629B3AE7DD15	

b. If you want to **reject** the report, click the "Reject" link. A dialog form will appear with the option to provide an explanation on why the report was rejected. An automated email will be sent to the participant with information that his/her report was rejected stating the reason for rejection. The rejection email will also contain a link to a new report PDF file that needs to be reviewed and submitted again. Once rejected, the status of the report changes to "REJECTED". In this case a new report request will be made.

Status	Request Date	Receive Date	PDF File	Report Language
REQUESTED	13-12-2011 14:59:19		Not avaliable	BE3 – English(EN)
REJECTED	13-12-2011 14:13:43	13-12-2011 14:58:24	Download PDF	BE3 – English(EN)
INVALIDATED	13-12-2011 14:04:20		Download PDF	BE3 - English(EN)
			Tot	al Pages: 1
	REQUESTED REJECTED	REQUESTED 13-12-2011 14:59:19 REJECTED 13-12-2011 14:13:43	REQUESTED 13-12-2011 14:59:19 REJECTED 13-12-2011 14:13:43 13-12-2011 14:58:24	REQUESTED 13-12-2011 14:59:19 Not available REJECTED 13-12-2011 14:13:43 13-12-2011 14:58:24 Download PDF INVALIDATED 13-12-2011 14:04:20 Download PDF

c. If you want to re-request, click the "Re-Request" link on top of the page. A dialog form will appear to write a reason for the new request. The form is not mandatory to be filled in. Click the "Submit" button to send a new request. The participant will receive new email with a link to already filled PDF file. This action does not invalidate or reject the previous participant submission. This action can be used to send participant already filled-in report for his/her copy in case the report is missing.

7.4. How to check the status of the participant report?

- 1. Login to the Mobility Tool.
- 2. Click the grant agreement number of the project you want to open. A page of project details will be displayed.
- 3. Click the "Mobility Experiences" button in the top menu. You will see the list of existing mobility experiences.
- 4. The current status of the participant report is displayed in the second column from the right called "Report Status" is displayed.

		Last N	lame	First Name	First start date	Last end date	Report status	Mobi	ilities
	Q	LASTNAME		FirstName	01/01/2011	01/02/2011	EMAIL NOTIFIED	1	
List o	of Mobili	ties for this I	Mobility E	xperience			Add New Mo	obility	Delete
	Sending	Country	Re	ceiving Country	Receiving Partner	Start date	End date		
	BELG	им		PORTUGAL	Partner no 1	01/01/2011	01/02/2011		S 1
		Last N	lame	First Name	First start date	Last end date	Report status	Mobi	ilities
	Q	JONES		Jane	14/12/2011	08/01/2012	EMAIL NOTIFIED	1	
List a	of Mobili	ties for this I	Mobility E	xperience			Add New Mo	bility	Delete
	Sending	Country	Re	ceiving Country	Receiving Partner	Start date	End date		
	LIECHTE	NSTEIN		IRELAND	Host Organisation	14/12/2011	08/01/2012		🔍 r

a. Report request can also be checked for each individual mobility experience. In order to verify the report request status, click on the green loupe next to the mobility experience and then click on Reports Requests tab.

10.01.0	, tredates to the	stName LastName fo			
Reg	lest New Report				
ID	Status	Request Date	Receive Date	PDF File	Report Language
1331	EMAIL NOTIFIED	13-12-2011 14:59:19		Download PDF	BE3 - English(EN)
1331			13-12-2011 14:58:24	Download PDF	BE3 - English(EN)
1329	REJECTED	13-12-2011 14:13:43	13-12-2011 14.38.24		
	REJECTED INVALIDATED	13-12-2011 14:13:43	13-12-2011 14:38:24	Download PDF	BE3 - English(EN)

Several values of the participant report status are possible. The complete list of participant report status is as follows:

- REQUESTED beneficiary has requested a report on the website. The Mobility Tool is
 processing the request and creates a participant form.
- EMAIL NOTIFIED email has been sent to participant with a link to report PDF file
- SUBMITTED participant has submitted his/her report data electronically via the PDF form
- PARSING the Mobility Tool is reading data received from participant
- PENDING report is pending beneficiary decision whether to accept, reject or re-request the report
- ACCEPTED report has been accepted by beneficiary
- REJECTED report has been rejected by beneficiary, a new report request was created
- INCONSISTENT DATA mobility, mobility experience or participant data has changed since the report was requested. A new request will be necessary. Reports created before the "inconsistent data" message will be invalidated.
- INVALIDATED a new report request has been made while other report request was in "EMAIL NOTIFIED" state
- ERROR error in processing. Please contact your National Agency and let them know about the problem.

7.5. Participant forms submission deadline

All reports have a maximum submission date – the latest date when the reports are accepted by the system. The maximum submission date is calculated based on project activity dates in the following method: *the latest submission date = Project End Activity date + 60 days* In case a project doesn't have activity end date specified, the following formula is used to determine the submission deadline: the latest submission date = National Agency contract signature date + 2 years + 60 days

The details on the project activity dates can be found in the Project Details page in Mobility Tool. The example start and end activity dates may look similar to the image below.

```
Start of activity: 01-Sep-2011
End of activity: 30-Sep-2012
```

The reporting start and end date can be found in Updates and Reports section of the tool. In order to find the details, please follow the steps:

- 1) Login to the Mobility Tool
- 2) Click your project agreement number
- 3) Click "Updates and Reports" in the top menu bar

4) Click update time of the latest project update (the highest position on the list)

	Iropean Commission	3 Europese Programma's v		: Logged in: Beneficiary Test USER - ben g en Samenwerking – Agentso		otice BE3 - English (EN)
My Home > Proje						
Updates a 00001	nd Reports for 20	11-1-BE3-LEO01-	Home Project Det	ails Partners Participants Mobi	lity Experiences Budget	Updates and Reports
	Total Numbe	er of Participant Mobility Ex	xperiences	Approved Participant Re	ports to Date	
				0		
	Project Update ID	Update Time	Reporting Actions	Beneficiary Report File	Request Status	
	125	Apr 26, 2011 16:36:00	Prepare New Report	Download PDF	REQUESTED (1041)	
				Total Page	25:] [1]	

5) Report start date and Report end date values are displayed in "Submission Data" section on top of the screen.

		User Status: Logged in: Beneficia	ary Test USER - be	eneficiary [Log ou	ut] Legal notice	BE3 - English (El
European Commission Mobility tool BE3 E	uropese Programma's voor Onderw	ijs, Opleiding en Samenw	verking – Ager	ntschap		
me > Project Updates > Project Update De	etails				Contraction in the second in t	
ject Update ID: 125 – Apr 2 2011–1–BE3–LEO01–0000		Project Details Partners F	Participants Mob	bility Experiences	Budget Upda	tes and Report
						Back
General Information						Back
General Information ─────						Back
	Leonardo da Vinci	National Agency:	Or	iropese Progra nderwijs, Ople amenwerking -	iding en	Back
Submission Data	Leonardo da Vinci LEONARDO DA VINCI IVT (Initial Vocational Training)	National Agency: Call year:	Or Sa	nderwijs, Ople	iding en	Back
Sub-programme:	LEONARDO DA VINCI IVT (Initial		Or Sa 20	nderwijs, Ople menwerking -	iding en	Back

7.6. How to print a participant report form?

Participant forms can be printed by either participant himself or the beneficiary organisation.

Participant:

- 1) Open the form
- 2) Scroll to the very end of the report to "Standard Submission Procedure" section

Lifelo	Education and Culture DG ng Learning Programme		Participant Report Call: 2011 Leonardo da Vinci Mob Form version: 1.3 / Adobe Reade	ility
G. SUBMIS	SSION			
submitted el	ectronically.	ly, please validate it. Please note t	hat only the final version	of your form should be
G.1. DATA	VALIDATION			
Validation of	compulsory fields and rule	25	Γ	Validate
G.2. SUBMI	SSION SUMMARY			
This table pr	SSION SUMMARY ovides additional informati ultiple form submissions.	on (log) of all form submission att	empts, particularly useful	for the National Agencies
This table pr	ovides additional informati	on (log) of all form submission att Event	empts, particularly useful Form hash code	for the National Agencies Status
This table pr in case of mu	ovides additional informati ultiple form submissions.			
This table proin case of mu Number 1	ovides additional informati ultiple form submissions. Time 2012-02-02 12:19:58 *	Event	Form hash code C8243205BD4F1B0D	Status Unknown
This table priin case of mu Number 1 * means loca	ovides additional informati ultiple form submissions. Time 2012-02-02 12:19:58 *	Event Form has not been submitted yet sted and cannot be used for claim	Form hash code C8243205BD4F1B0D	Status Unknown
This table priin case of mu Number 1 * means loca G.3. STAND	ovides additional informati ultiple form submissions. Time 2012-02-02 12:19:58 * al PC time, which is not tru	Event Form has not been submitted yet sted and cannot be used for claim	Form hash code C8243205BD4F1B0D	Status Unknown

3) Click "Print form" button. The same can be achieved by using File -> Print... in Adobe Acrobat Reader Application.

Beneficiary:

Please note you can only print reports that are in either PENDING, APPROVED or REJECTED status.

- 1) Login to the Mobility Tool
- 2) Click project agreement number
- 3) Click "Mobility Experiences" menu item on the top menu bar

4) Select participant you wish to print report for by clicking on the green loupe icon (

5) Click "Reports Requests" tab on top of the mobility experience details section

			or 2011–1–BE3–LEC		
	•				
Requ	lest New Report				
ID	Status	Request Date	Receive Date	PDF File	Report Language
1331	EMAIL NOTIFIED	13-12-2011 14:59:19		Download PDF	BE3 – English(EN)
1329	REJECTED	13-12-2011 14:13:43	13-12-2011 14:58:24	Download PDF	BE3 – English(EN)
1329				Download PDF	BE3 - English(EN)
1329	INVALIDATED	13-12-2011 14:04:20			

6) Click PENDING, APPROVED, REJECTED status or the ID of the report

	User Status: Lo	ogged in: Benefic	iary Test USE	R - beneficiary	[Log out]	Legal notice	BE3 - Er
European Commission Mobility tool BE3 Europese			pleiding e	n Samenwer	king – Ag	entschap	
ne > Mobility Experiences > Mobility Experience D	etails > Participant Repo	rt					
	Home Project Details	Partners F	Participants	Mobility Exper	iences Bu	idget Updat	es and Re
ort Details FirstName LastName	for 2011-1-BE3	8-LEO01-	-00001				
				Ace	ept Rej	ect Re-Re	quest Ba
Report Details							
Report Language: BE3 – English(EN)	est Date: 13-12-201						
Status: PENDING Rece	ive Date: 13-12-201						
Hash	code: 1DED629B3	BAE7DD15					
_Languages Used ∩Preparation						(CS – Cze
	any preparatory activities?	Yes					
Explain how you have prepared yourself for this							
	nd work organisation, etc.						
Language preparation received enabled me to cope	with everyday situations	To a very sma	ll extent				
Language preparation received helped me to wor	k in my occupational area	To a very sma	ll extent				
I received the necessary information to g	et integrated into my new environment	To a very sma	ll extent				
Overall satisfact	ion regarding preparation	To a very sma	ll extent				
Please describe the type of preparation provided t host country cultural informatio		text					
Content							
I was given proper help to find a s	uitable host organisation	To a very sma	ll extent				
The organization where I trained (work							

7) Print the page using your Internet browser functionality.

8. Budget

8.1. How to manage mobility budgets?

In the mobility budget section you are able to provide subsistence and travel cost for mobility participants. Budget values can be entered during creation of mobility experience or additional mobilities. However, if these values were not provided and need to be added later, follow the steps below.

- 1. Login to the Mobility Tool.
- 2. Click the grant agreement number of the project you want to open. A page of project details will be displayed.
- 3. Click the "Mobility Experiences" button in the top menu.

European Commission Mobility tool BE3 Europe	se Programma's voor	Onderwijs,	Opleiding e	n Samenwerking	– Agents	hap
me > Project Details						
	Home Project Deta	ils Partners	Participants	Mobility Experiences	Budget	Updates and Re
ject Details for 2011-1-BE3-LE	001-00001				_	
Context & Period		Project I	dentifiers &	Summary		
Sub-programme: LEONARDO DA VINCI		Grant Ad	greement No	: 2011-1-BE3-LEO0	1-00001	
Action: LEONARDO DA VINCI IVT (Initial Vocatio	nal Training)		ID: 1234			
Call year: 2011		Project	Fitle (nation	al language) : Proje	ct Title	
Start of activity:		Renefici	arv Latin Na	ne: Beneficiary Orga	nisation	
End of activity:		benefici	ary Latin Na	ne. benenetary orga	insation	

- 4. A list of existing mobility experiences along with corresponding mobilities will be displayed.
- 5. Click the green loupe icon (^(C)) at the right bottom side of the mobility for which you want to change the budget.

		Last N	lame	First Name	First start date	Last end date	Report status	Mob	ilities
		LASTNAME		FirstName	01/01/2011	01/02/2011	NONE	1	
List o	of Mobil	ities for this I	Mobility E	xperience			Add New M	obility	Delete
	Sending	Country	Red	eiving Country	Receiving Partner	Start date	End date		
	BEL	GIUM		PORTUGAL	Partner no 1	01/01/2011	01/02/2011		S -
		Last N	lame	First Name	First start date	Last end date	Report status	Mob	ilities
		JONES	a taba a	Jane	14/12/2011	08/01/2012	NONE	1	
	of Mobil	ities for this I		xperience		08/01/2012 Start date	Add New Mi		Delete
	of Mobil Sending	P			14/12/2011 Receiving Partner Host Organisation		Add New M		_
	of Mobil Sending	ities for this I	Red	xperience	Receiving Partner	Start date	Add New Me End date	obility	_
	of Mobil Sending	Country ENSTEIN	Red	eiving Country	Receiving Partner Host Organisation	Start date 14/12/2011	Add New Me End date 08/01/2012	obility	<u></u>
List (of Mobil Sending LIECHT	ities for this I Country ENSTEIN Last N	Red	RELAND First Name	Receiving Partner Host Organisation First start date	Start date 14/12/2011 Last end date	Add New Mo End date 08/01/2012 Report status	obility Mob 1	ilities
List (of Mobil Sending LIECHT	Country ENSTEIN Last N BRAVO	Red lame Mobility E	RELAND First Name	Receiving Partner Host Organisation First start date	Start date 14/12/2011 Last end date	Add New M End date 08/01/2012 Report status NONE	obility Mob 1	Ilities

- 6. You will see the mobility details form displaying the following information:
 - a. "Mobility Partners" sending, receiving and intermediary partners
 - "Mobility Details" sending, receiving country, departure and return date, duration in weeks and days
 - c. "Budget" "Subsistence" and "Travel Costs" with automatically calculated "Total" value

Mobility Details for 2011-1-BE3-LEO01-00001, FirstName LastNar	Mobility	Details f	for 2011	-1-BE3-LEO01	-00001,	FirstName	LastName
--	----------	-----------	----------	--------------	---------	-----------	----------

Mobility Partners Sending Partner*: Beneficiary Organisation (Benefici 💌 Receiving Partner*: Partner no 1 💌 Intermediary Partner:	Mobility Details Sending Country* BE - BELGIUM Receiving Country*: PT - PORTUGAL Departure Date*: 01/01/2011 Return Date*: 01/02/2011 Duration in weeks: 4 and days:	v v 3	Budget Subsistence: 100.00 Travel Costs: 100.00 Total: 200.00
Certification Select Certifying Partner Beneficiary Organisation (Beneficia Select Certification Type Certifications associated to an edut	ificates anisation - Certifications associated to an ed	Languag List of Languag BG - Bulgarian CS - Czech DA - Danish NL - Dutch EN - English ET - Estonian FI - Finnish FR - French DE - German EL - Greek	

7. Provide subsistence and travel cost for the mobility. All budget entries are displayed in Euros.

Budget	
Subsistence:	250.00 100.00
Total:	350.00

- 8. Click the "Update Mobility" button. A confirmation message "The record has been updated successfully" will be displayed.
- 9. Click the "Mobility Experiences" button in the top menu to return to the list of mobility experiences.
- 10. Repeat the process for each mobility, if necessary.

8.2. How to manage project budget?

In the project budget section you are able to review project budget and compare it with approved contractual budget values.

On the same page you're also able to enter amounts for "Mobility Organisation and Management" and for "Pedagogical, Linguistic and Cultural Preparation". The budget values are calculated based on values entered on this page as well as based on all mobilities budget values.

In order to see the budget page or make changes to the budget values, please follow the steps listed below.

- 1. Login to the Mobility Tool.
- 2. Click the project grant agreement number. A project details page will be displayed.
- 3. Click the "Budget" button in the menu.

User Status European Commission Mobility tool BE3 Europese Programma's voor	: Logged in: Beneficiary Test USER - beneficiary [Log out] Legal notice BE3-English (EN) Onderwijs, Opleiding en Samenwerking – Agentschap
My Home > Project Details	
Home Project Detai	ils Partners Participants Mobility Experiences Budget Updates and Reports
Project Details for 2011-1-BE3-LEO01-00001	
Context & Period	Project Identifiers & Summary
Sub-programme: LEONARDO DA VINCI	Grant Agreement No: 2011-1-BE3-LEO01-00001
Action: LEONARDO DA VINCI IVT (Initial Vocational Training)	National ID: 1234
Call year: 2011	Project Title (national language): Project Title
Start of activity:	Beneficiary Latin Name: Beneficiary Organisation
End of activity:	
Mobility Tool (ACCEPTANCE - v. 1	.2.0#111128) 2011-12-13 15:28:36

- 4. A project budget page will be displayed. Values in the three columns represent:
- Number of participants or number of mobilities for each budget category that have budget greater than zero
- Total project budget
- Contractual approved budget.

Total Budget	Approved Budge
0.00	300
450.00	200
600.00	1906
225.00	60
0.00	30
0.00	10
	100
375.00	1083
0.00	541
0.00	180
	1806
1050.00	2436
	375.00

Items in the last column, "Approved Budget" reflect the amounts approved by the National Agency as expressed in the Grant Agreement or in the last signed amendment. They cannot be changed in the Mobility Tool by the beneficiary organisation. If there is any discrepancy between these amounts and the contents of the project Grant Agreement or the last Amendment, please contact your National Agency helpdesk.

The budget values are displayed in three distinctive groups:

- a. Mobility Organisation and Management
- b. Pedagogical Linguistic and Cultural Preparation
- c. Mobility Budget, which is further split into:
 - i. Travel
 - ii. Subsistence
- 5. To enter or change the value in "Mobility Organisation and Management" please enter the amount directly in the field.
 - a. Click the "Recalculate" button to see the "Total Budget" value recalculated.

Total Budget	Approved Budget
125	3000
450.00	2000
600.00	19060
225.00	600
0.00	300
0.00	100
225.00	1000
375.00	10836
0.00	5418
0.00	1806
375.00	18060
1050.00	24360
	Recalculate Save

- b. Click the "Save" button to save changes.
- 6. To enter or change the value of the next budget item, click the "Pedagogical Linguistic and Cultural Preparation" link.

Pedagogical Linguistic and Cultural Preparation for 2011-1-BE3-LEO01-00001

	Last Name	Total
irstName	LASTNAME	25.00
ine	JONES	125.00
ohnny	BRAVO	300.00

- 7. A list of participants and their budgets will be displayed.
 - a. To change these values, please click the participant's first or last name or the value itself.

Participant	FirstName LASTNAME	
Total*	25.00	
		Back Save

- b. Change the "Total" value for the participant.
- c. Click the "Save" button to save and return to previous page.
- d. If necessary repeat this process for each participant.
- e. Click the "Back" button to return to the main "Budget Summary" page.
- 8. Click the "Mobility Budget" link to see the summarized budget values for all mobility experiences.

Mobility Budget for 2011-1-BE3-LEO01-00001

Se						Search Adva	nced Sear	ch Clear	Filters
Prt/Acc	Person	With Special Needs	Departure Date	Return Date	Sending Country	Receiving Country	Travel	Subsistence	Total
Prt	FirstName LastName	NO	2011-01-01	2011-02-01	BELGIUM	PORTUGAL	100.00	250.00	350.00
Prt	Jane Jones	NO	2011-12-14	2012-01-08	LIECHTENSTEIN	IRELAND	125.00	125.00	250.00
	Total Pages: 1 [1]								
									Back

- a. You can use the search field to quickly find a participant by their first or last name or click the "Advanced Search" button for more detailed search.
- b. To clear search results click the "Clear Filters" button.
- 9. If you click any participant name you will be redirected to the mobility details page for this participant/mobility. Check the previous chapter for more details on using this form.
- 10. On the "Mobility Budget" page click "Back" to return to the project budget section.
- 11. If you click any of the "Travel" or "Subsistence" budget items you will see mobility budget data based on the selected position. For example, clicking the "Accompanying Persons" budget item under "Travel" will display values for accompanying persons only. Please note that both travel and subsistence values will be displayed on the same page.

If the project total budget exceeds the contractual approved budget, "Total Budget" value on the "Budget Summary" page is displayed in red.

Budget Summary for 2011-1-BE3-LEO01-00001

Budget Summary		Number of Participants	Total Budget	Approved Budge
Mobility Organisation and Management		3	36000.00	300
Pedagogical Ling	uistic and Cultural Preparation	al Preparation 3 450.00		200
Mobility Budget		2	2 600.00	
	Travel			
	Participants Without Special Needs	2	225.00	60
	Participants With Special Needs	0	0.00	30
	Accompanying Persons	0	0.00	10
	Total	2		100
	Subsistence			
	Participants Without Special Needs	2	375.00	1083
	Participants With Special Needs	0	0.00	541
	Accompanying Persons	0	0.00	180
	Total	2		1806
Total Budget			37050.00	2436

9. Beneficiary Report

Note:

Beneficiary report created in the Mobility Tool will be pre-filled with the information entered during the project lifecycle. This information cannot be changed in the report and must be verified and, if necessary, amended in the tool before creating the report.

9.1. How to create and submit a beneficiary report?

- 1. Login to the Mobility Tool.
- 2. Click the project grant agreement number. A project details page will be displayed.
- 3. Click the "Updates and Reports" button in the top menu.

	tus: Logged in: Beneficiary Test USER - beneficiary [Log out] Legal notice BE3 - English (El				
European Commission	or Onderwijs, Opleiding en Samenwerking – Agentschap				
WIDDIILY LOOF BES Europese Programma's vo	for Onderwijs, Opfelding en samenwerking – Agentschap				
ome 🗧 Project Details					
Home Project De	etails Partners Participants Mobility Experiences Budget Updates and Reports				
pject Details for 2011–1–BE3–LEO01–00001					
Context & Period	Project Identifiers & Summary				
context a renou	Trojece lacitatiers a summary				
Sub-programme: LEONARDO DA VINCI	Grant Agreement No: 2011-1-BE3-LEO01-00001				
Action: LEONARDO DA VINCI IVT (Initial Vocational Training)	National ID: 1234				
Call year: 2011	Project Title (national language): Project Title				
Start of activity:	Beneficiary Latin Name: Beneficiary Organisation				
End of activity:	beneficiary carin name, beneficiary organisation				
Mobility Tool (ACCEPTANCE - v.	1.2.0#111128) 2011-12-13 15:28:36				

4. Information on number of Participant Mobility Experiences and on number of approved Participant Reports will be displayed on top of the page for reference, so you can see at any moment if all Participant Reports have already been submitted and approved or not. Below, there is a table with as many lines as project updates. Beneficiary report can only be prepared from the last update. The status of the report is shown.

			User Status: Log	ged in: Ber	eficiary Test USE	R - beneficiary [Log o	ut] Legal notice	BE3 - English (EN)
Mobility		Progran	nma's voor On	derwijs,	Opleiding ei	n Samenwerking –	Agentschap	
Home > Project Updates								
	_							
		Home	Project Details	Partners	Participants	Mobility Experiences	Budget Update	s and Reports
Total Numb	er of Participant Mobili	ity Expe	eriences		Approv	ed Participant Rep	orts to Date	
Project Update ID	Update Time		Reporting Ac	tions	Benefic	iary Report File	Request Stat	us
125	Apr 26, 2011 16:36:00	Pr	epare New Report		N/A		N/A ()	
						Total Page	25: 1	[1]

- 5. Click the "Prepare New Report" link.
 - a. If there is no budget defined for mobilities a message "This project has Mobilities with 0 (zero) budgets. A link to go to "Total Budget" will be displayed.
 - b. If a project budget goes over the contractual budget amount a warning will be displayed. Also a link to "Total Budget" will be provided to align the budget values with the budget agreed in the contract.

If for any reason the contractual budget values are incorrect, please contact you National Agency.

6. Choose the language of the report. You can only select among the languages approved by your National Agency.

				og out] Legal notice BE3 - Englis
Mobility		ogramma's voor Onderwijs	, Opleiding en Samenwerkin	g – Agentschap
Home > Project Updates				
		ome Project Details Partners	Participants Mobility Experience	es Budget Updates and Repo
pdates and Repor	ts for 2011–1–BE3-	-LEO01-00001		
	and the second second second second	- ·		
Total Num	ber of Participant Mobility	Experiences	Approved Participant F	Reports to Date
Total Num	ber of Participant Mobility 2	Experiences	Approved Participant F 0	Reports to Date
Total Numl Project Update ID	ber of Participant Mobility 2 Update Time	Experiences Reporting Actions	Approved Participant F 0 Beneficiary Report File	Request Status
	2		0	
Project Update ID	2 Update Time	Reporting Actions	0 Beneficiary Report File	Request Status

7. If more than one beneficiary organisation contact person has been created in the tool, the person who will be displayed in the report needs to be selected.

	Project Update ID	Update	e Time	Reporting Action	s E	eneficiary Report File	Request Status
25		Apr 26, 2011 16:	:36:00 P	repare New Report	N/A		N/A ()
Cho	oose the report lan	guage: BE3 - Er	·	o continue with the r	eport genera	tion?	
Aut	th. to sign agree	ment: Clara					
	oose the Beneficiar	y Contact Pers				En	nail
		y Contact Perso ne		artment	rt: Position	En En	nail .be
Cho	oose the Benefician	y Contact Perso ne	Dep	artment	Position		.be
Chc ©	bose the Benefician Nam Beneficiary Test L	y Contact Perso ne	Dep N/A	artment	Position I/A	m james.jason@email.o	.be
Cho ©	bose the Benefician Nam Beneficiary Test U James JASON	y Contact Perso ne	Dep N/A N/A	artment	Position I/A I/A	m james.jason@email.o	.be com

- 8. Click the "Yes" button. Confirmation "Request for a new report was sent" will be displayed.
- 9. In a few minutes status of the report will change to "Requested".

Updates and Reports for 2011-1-BE3-LEO01-00001

Total Numb	er of Participant Mobility	Approved Participant Reports to Date		
Project Update ID	Update Time	Reporting Actions	Beneficiary Report F	ile Request Status
25	Apr 26, 2011 16:36:00	Prepare New Report	Download PDF	REQUESTED (1041)
25	Apr 20, 2011 10:30:00	riepare New Report	Download PDP	REQUESTED (1041)

- 10. Click the "Download PDF" link to download and save the report. To open the report Adobe Acrobat Reader software is required. It is advisable to save the report on a computer local hard drive.
- 11. Review the report and provide answers to all required questions in the form.
- 12. Scroll to the bottom of the report and click the "Validate" button. This action will check if all required fields have been filled in.
- 13. Once completed, click the "Submit online" to send the report to your National Agency. This action requires Internet connection.
- 14. If needed, print the report by clicking the "Print form" button on the bottom of the form.

9.2. Beneficiary form submission deadline

Beneficiary forms follow the same rules for submission deadlines as participant reports. Please refer to <u>7.5 Participant forms submission deadline</u> for more information.

10. Support and troubleshooting

10.1. National Agency Helpdesk contact

All questions or issues with the Mobility Tool should be reported to your National Agency helpdesk. The contact details are published on the Mobility Tool "Home" page, as shown on the screen shot below.

European Commission	s: Logged in: Beneficiary Test USER - beneficiary [Log out] Legal notice BE3 - Engleh (EN) - r Onderwijs, Opleiding en Samenwerking – Agentschap
Welcome Beneficiary Test User	About the tool
List of the Projects 2011-1-BE3-LE001-00001 Total Pages: 1 [1]	Mobility Tool is the system for the management of mobility projects that receive an EU grant under the Lifelong Learning Programme. The tool is developed by the European Commission for you, as beneficiary of these projects.
Your National Agency Name: BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap Helpdesk – Contact: +32 2 mobilitytool@be	projects, identify participants and mobilities, complete and update budget information, generate and follow-up participant reports and also generate and submit your own report(s) to your National Agency.
Mobility Tool (ACCEPTANCE - v. 1	1.2.0#111128) 2011-12-13 10:49:17

10.2. Troubleshooting of the most common issues

10.2.1. Issues when submitting beneficiary or participant forms using Adobe Acrobat Reader – "NotAllowedError"

During the form submission, it may happen that a following error is displayed in the form: "NotAllowedError: Security settings prevent access to this property or method".

If this happens, please follow these steps:

- 1. Make sure the computer is connected to Internet
- If the computer has a proxy connection (indirect access to Internet), make sure proxy configuration is properly saved in system settings (for Windows, it's Internet Options in Control Panel)
- 3. When the error appears, there will be an additional message bar on top of the Adobe Acrobat Reader window with the following message: "Some features

have been disabled to avoid potential security risks. Only enable these features if you trust this document"

- 4. Select "Options" button on the message bar (on the right) and choose option "Always trust this document"
- 5. A window will be shown asking to save the document and the form will re-open.
- 6. After re-opening submission should be successful and error-free.
- 7. If the problem persist, please contact National Agency Helpdesk.