

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 Dis sufferenzation
European Commission Authentication Se	ervice (E	CAS)	-Ecol
EUROPA > Authentication Service > Login			VAS-
	Login	Now password	
	LOUIII	New password	Sigil Op Help
F040 -		_	
ECAS ·	Log	Not registered yet	
/ authenticates your identity on			
(European Commission websites)	Is the	e selected domain corre e rnal Change it	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.	
		igin!	
	* Require	ed fields	
		l act i	Indate: 14/11/2011 Ton
		Last l	apdate: 14/11/2011 100

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: Logged in:	- beneficiary [Log out] Legal notice BE	3 - Dutch (NL) 📃
European Commission Mobility tool BE3 Euro	opese Programma's v	voor Onderwijs, Opleiding en Samenwerking - Ag	gentschap
My Home			
Welcome			
List of the Projects 2011-1-BE3-LEO01-00001		About the tool Mobility Tool is the system for the management of mobil projects that receive an EU grant under the Lifelong Lear Programme. The tool is developed by the European Com for you, as beneficiary of these projects	lity ning nmission
Total Pages: 1	[1]	n the Mobility Tool you will be able to provide all the info	ormation
Your National Agency Name: BE3 Europese Programma's voor Onde en Samenwerking – Agentschap	rwijs, Opleiding	on your projects, identify participants and mobilities, con and update budget information, generate and follow-up participant reports and also generate and submit your ov report(s) to your National Agency.	mplete) wn
Helpdesk - Contact: +32 2 mobilitytool@be			
Mobility Tool (ACCE	PTANCE - 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: Logo	ged in:BE3 - beneficiary [Log out] Legal noticeBE3 - Dutch (NL) 🖵
European Commission Mobility tool BE3 Europese Programm	na's voor Onderwijs, Opleiding en Samenwerking - Agentschap
1y Home	
Welcome List of the Projects 2011-1-BE3-LE001-00001	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.

me > 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	3) 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	ogged in: Ben	eficiary Test USE	R - beneficiary [Log o	ut] Legal	notice BE3 - English (El
Mobility	nmission Y tool BE3 Europe	ese Programma's vo	or Onderv	vijs, Opleidii	ng en Samenwerki	ng – Age	entschap
Home > Project Updates							
		Home Project Details	Partners	Participants	Mobility Experiences	Budget	Updates and Reports
pdates and Repo	orts for 2011-1-	BE3-LEO01-0	0001	4.000	aved Darticipant D	oporte t	- Data
Total Numb	per of Participant Mob	anty Experiences		Аррі	oved Participant R	eports t	o Date
Project Update ID	Update Time	Reportin	g Actions	Bene	ficiary Report File	Re	equest Status
125	Apr 26, 2011 16:36:00	Prepare New Re	port	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.

Mobility	y tool BE3 Europe	ese Programma's voor Onderw	vijs, Opleidi	ng en Samenwerki	ng – Age	entschap
		Home Project Details Partners	Participants	Mobility Experiences	Budget	Updates and Repo
odates and Repo	orts for 2011-1-	BE3-LEO01-00001				
Total Numb	per of Participant Mob	ility Experiences	Арр	roved Participant R	eports t	o Date
Total Numb	per of Participant Mob 0	ility Experiences	Арр	roved Participant R 0	eports t	o Date
Total Numb	per of Participant Mob 0 Update Time	ility Experiences Reporting Actions	App	roved Participant R O ficiary Report File	eports t	o Date equest Status
Total Numb Project Update ID 125	oer of Participant Mob O Update Time Apr 26, 2011 16:36:00	ility Experiences Reporting Actions Prepare New Report	App Bene	roved Participant R O ficiary Report File	eports to Re N/A 0	o Date equest Status
Total Numb Project Update ID 125	oer of Participant Mob O Update Time Apr 26, 2011 16:36:00	ility Experiences Reporting Actions Prepare New Report	App Bene N/A	roved Participant R O ficiary Report File Total Pa	Reports to N/A 0 ages: 1	o Date equest Status
Total Numł Project Update ID 125	Der of Participant Mob O Update Time Apr 26, 2011 16:36:00	ility Experiences Reporting Actions Prepare New Report	App Bene N/A	roved Participant R O ficiary Report File Total Pa	Reports to N/A 0 ages: 1	o Date equest Status

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	User Status: N	Logged in: Beneficiary Test USER - be i	neficiary [Log out] Legal notice BE3 - Englis
🔬 Mobility too	BE3 Europese Programma's v	oor Onderwijs, Opleiding en	Samenwerking - Agentschap
lome > Project Updates > Project	t Update Details		
	Home Project Details	Partners Participants Mobi	ility Experiences Budget Updates and Repo
oject Undate ID: 125	- Apr 26, 2011 16:36:00) for 2011_1_RE3_LE	-0.01 - 0.0001
oject opuate id. 125	- Api 20, 2011 10.50.00		001-00001
			Ba
General Information			
Submission Data			
Sub-programme:	Leonardo da Vinci	National Agency:	Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap
Action:	LEONARDO DA VINCI IVT (Initial Vocational Training)	Call year:	2011
Grant Agreement No:	2011-1-BE3-LEO01-00001	Report start date:	2011-03-08
Project Title (national language):	Project Title	Report end date:	2013-05-07
Beneficiary Organisation	/ Partner 1		
Full Legal Name (national language):	Beneficiary Organisation	Role:	APP-Applicant Organisation
Full Legal Name (Latin characters):	Beneficiary Organisation	Type of Organisation:	EDU-HEIVoc-Vocational training institute tertiary leve

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.

Budget Summary for 2011-1-BE3-LEO01-00001 Home Project Details Partners Partnicipants Mobility Experiences Budget Budget Summary Number of Participants Total Budget Approximation and Management 3 12000.00 <th>Updates and Rep roved Budget 3000.00</th>	Updates and Rep roved Budget 3000.00
Budget Summary Number of Participants Total Budget App Mobility Organisation and Management 3 12000.00 1 Pedagogical Linguistic and Cultural Preparation 3 450.00 1 Mobility Budget 3 605.00 1	roved Budget
Mobility Organisation and Management 3 12000.00 Pedagogical Linguistic and Cultural Preparation 3 450.00 Mobility Budget 3 605.00	3000.00
Pedagogical Linguistic and Cultural Preparation 3 450.00 Mobility Budget 3 605.00	
Mobility Budget 3 605.00	2000.00
Travel	19060.00
Participants Without Special Needs 3 227.00	600.00
Participants With Special Needs 0 0.00	300.00
Accompanying Persons 0 0.00	100.00
Total 3 227.00	1000.00
Subsistence	
Participants Without Special Needs 3 378.00	10836.00
Participants With Special Needs 0 0.00	5418.00
Accompanying Persons 0 0.00	1806.00
Total 3 378.00	18060.00

Mobility 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.

me > Project Details	ils Partners Participants Mobility Experiences Budget Updates and Re
ject 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

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 (

European Commission Mobility tool BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking - Agentschap Home Project Details Partners Participants Mobility Experiences Budget Updates and Reports Articipants & Accompanying Persons for 2011–1–BE3–LEO01–00001 Add New Remove Selected Title First Name Last Name Gender With Special Needs Accomp. Person Email Image: Mrs Jane Jones Female NO Interse@email.com Image: Johnny Bravo Male NO NO Johnny.bravo@email.com Total Pages: 1 [1] [1] [1] [1]						Use	er Status: Logged in: Beneficiary	Test USER - beneficiary	[Log out] Legal notice BE3 - English (E
Modified of the second programma's voor Onderwijs, Optending en Samenwerking - Agentschap Nome Project Details Partners Participants Mobility Experiences Budget Updates and Report utricipants & Accompanying Persons for 2011-1-BE3-LEO01-00001 Add New Remove Selected Title First Name Last Name Gender With Special Needs Accomp. Person Email Image: Selected No No firstname.lastname@email.com Image: Selected		Eur	opean	Commission					
Home Project Details Partners Participants Mobility Experiences Budget Updates and Reports Add New Remove Selected Title First Name Last Name Gender With Special Needs Accomp. Person Email Image: Selected Image: Selected Image: No No firstname.lastname@email.com Image: Selected Image: Selected Image: Selected Image: Selected Image: Selected Image: Selected Image: Selected Image: Selected No Image: Selected Image: Selected Image: Selected Image: Selected Image: Selected Image: Selected Image: Selected Image: Selected Image: Selected Image: Selected Image: Selected Image: Selected Image: Selected Image: Selected Image: Selected Image: Selected Image: Selected Image: Selected Image: Selected Image: Selected Image: Selected Image: Selected Image: Selected Image: Selected Image: Selected Image: Selected Image: Selected Image: Selected Image: Selected Image: Selected Image: S		INI	obli	119 1001	BE3 Europese	e Progran	nma's voor Onderwijs, (pleiding en Samen	werking – Agentschap
Home Project Details Partners Participants Mobility Experiences Budget Updates and Reports articipants & Accompanying Persons for 2011–1–BE3–LEO01–00001 Add New Remove Selected	lome >	Partici	pants						
Home Project Uetails Partners Partners Partners Mobility Experiences Budget Updates and Reports articipants & Accompanying Persons for 2011–1–BE3–LEO01–00001 Add New Remove Selected									
Add New Remove Selected Title First Name Last Name Gender With Special Needs Accomp. Person Email Mr FirstName LastName Male NO NO firstname.lastname@email.com NO jane.jones@email.com Same Jones Female NO NO johnny.bravo@email.com Total Pages: 1 [1]					Но	ome Proj	ect Details Partners Part	Mobility Experi	ences Budget Updates and Reports
Add New Remove Selected Title First Name Last Name Gender With Special Needs Accomp. Person Email Image: Selected Image: Selected NO NO firstname.lastname@emai.com Image: Selected Image: Selected NO NO gane.jones@email.com Image: Selected Image: Selected NO NO gane.jones@email.com Image: Selected Image: Selected NO NO gane.jones@email.com Image: Selected Image: Selected Image: Selected Image: Selected	artici	nant	ς & Δ	ccompany	vina Perso	ns for	2011-1-RE3-LEO	01-00001	
Add New Remove Selected Title First Name Last Name Gender With Special Needs Accomp. Person Email Image: Selected Mr First Name Last Name Male NO NO firstname.lastname@emai.com Image: Selected Mrs Jane Jones Female NO NO jane.jones@email.com Image: Selected Mrs Jones Female NO NO jones@email.com Image: Selected Joney Bravo Male NO NO jones@email.com	uuuq	pant	5 Q A	ccompany	ing rerso	113 101		01 00001	
Add New Remove Selected Title First Name Last Name Gender With Special Needs Accomp. Person Email 									
Title First Name Last Name Gender With Special Needs Accomp. Person Email N Nr FirstName LastName Na No No No pane. pones Female NO NO ponny.bravo@email.com Image: No No No jane.jones@email.com Image: No No No jonny.bravo@email.com Image: No No No jonny.bravo@email.com Imagee: 1 [1]	Ado	d New	Re	move Selected	1				
Image: Second			Title	First Name	Last Name	Gender	With Special Needs	Accomp. Person	Email
Image: Second system Mrs Jane Jones Female NO NO jane.jones@email.com Image: Second system Johnny Bravo Male NO NO johnny.bravo@email.com Image: Second system		<u>(</u>	Mr	FirstName	LastName	Mala	10		
Image: Solution Joint Solution Joint Solution Image: Solution Solution Joint Solution NO Image: Solution Solution Male NO Image: Solution Solution Male NO Image: Solution Solution Image: Solution Solution Image: Solution Solution Solution Image: Solution Solution Image: Solution Solution Solution Solution Image: Solution Solution Image: Solution Solution Solution Solution Solution Solution Solution Solution Image: Solution						Male	NO	NO	firstname.lastname@emai.com
Image: Strate of the strate			Mara			Family	NO		firstname.lastname@emai.com
Total Pages: 1 [1]		8	Mrs	Jane	Jones	Female	NO	NO	firstname.lastname@emai.com jane.jones@email.com
Total Pages: 1 [1]			Mrs	Jane Johnny	Jones Bravo	Female Male	NO NO	NO	firstname.lastname@email.com jane.jones@email.com johnny.bravo@email.com
			Mrs	Jane Johnny	Jones Bravo	Female Male	NO NO	NO NO	firstname.lastname@email.com jane.jones@email.com johnny.bravo@email.com
			Mrs	Jane Johnny	Jones Bravo	Female	NO	NO NO NO	firstname.lastname@email.com jane.jones@email.com johnny.bravo@email.com otal Pages: 1 [1]

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		
		Eur	opean	Commission	RE3 Europes	o Progran	ama's voor Onderwijs (Inlaiding an Saman	working Acontechan		
		IVI	UDII	119 1001	bes curopes	eriografi	inna s voor onderwijs, c	opieiung en samen	werking - Agentschap		
/ Hon	ne >	^o Partic	ipants								
					H	ome Proj	ect Details Partners Part	icipants Mobility Experi	ences Budget Updates and Reports		
art	icij	pant	s & A	ccompany	ing Perso	ns for	2011-1-BE3-LEO	01-00001			
	Add	d New	Re	move Selected	1						
			Title	First Name	Last Name	Gender	With Special Needs	Accomp. Person	Email		
		٩	Mr	FirstName	LastName	Male	NO	NO	firstname.lastname@emai.com		
		0	Mrs	Jane	Jones	Female	male NO NO jane.jones@email.com				
		0		Johnny	Bravo	Male	NO	NO	johnny.bravo@email.com		
-											
								Т	otal Pages: 1 [1]		
				Mobility	y Tool (ACC	EPTANCI	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.

User St European Commission Mobility tool BE3 Europese Programma	atus: Logged in: Ber a's voor Onder	neficiary Test USEI wijs, Opleidin	8 - beneficiary [_Log o g en Samenwerki	ng – Agen	tice BE3 - English (EN) -
My Home > Participants > Participant					
Home Project [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		•	
Cender*	Region*			Ŧ	
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 Stat	us: Logged in: Ber	eficiary Test USE	R - beneficiary [Log o	ut]Legal no	otice BE3 - English (E
European Commission	roposo Programma'	s voor Ondon	viic Oploidin	a on Samonworki	ng Agor	
	ropese rrogramma :	s voor onderv	vijs, opielulii	g en samenwerki	ny – Ayei	inschap
Home > Participants > Participant						
	Home Project De	tails Partners	Participants	Mobility Experiences	Budget	Updates and Report
Participant for 2011-1-BE3-L	EO01-00001					
Title Mr		Address* St	reet 1			
First Name* FirstName		Postal Code* 10	00			
Last Name* LastName		City* Br	ussels			
Date of Birth* 01 - 01 - 1980 - (dd-n	пт-уууу)	Country* B	E - BELGIUM		-	
Gender* M - Male		Region* BE	E10 - Région de B	ruxelles-Capitale / Bruss	sels Hoof 💌	
Telephone		Email* firs	stname.lastname@)emai.com		
Is Accompanying Person* NO 🔽 Type	of Participant* STD-ADL	- Adult learners			ŀ	-
With Special Needs* NO 💌 IVT Par	ticipant Type * MobIVT-S	Sch - Trainees in s	chool based initia	vocational training	·	
					Cancel	Save

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 Eur	opese Programma's voor Ond	lerwijs, Opleiding en Samenwerking -	Agentschap
My Home			
Welcome List of the Projects 2011-1-BE3-LEO01-00001	About th Mobility T projects tl Programm for you, as	e tool 'ool is the system for the management of mo hat receive an EU grant under the Lifelong Le ne. The tool is developed by the European Co s beneficiary of these projects.	obility earning ommission
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	erwijs, Opleiding erwijs, Opleiding	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 r own

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

Home Project Deta	ails Partners Participants Mobility Experiences Budget Updates and R
ject Details for 2011-1-BE3-LEO01-00001	
Context & Period	Project Identifiers & Summary
	reject actioners 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:	Reneficiary Latin Name: Reneficiary Organisation

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

े	European Commission Mobility tool	User Status: Logged BE3 Europese Programma's voor O	in: Beneficiary Test USER nderwijs, Opleiding	- beneficiary [Lo J en Samenwei	og out] Legal n rking – Age	otice BE3 - English
y Home >	° Partners					
		Home Project Details Pa	artners Participants	Mobility Experience	s Budget	Updates and Repor
Proje	ect Partners for 201	1-1-BE3-LEO01-00001				
Benefic	iary Organisation – Legal Name	Type of Organisation	Preferred Contact Name	Mobile	Country	Partner Contacts
Sene	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	Countr	y Partner Contacts
- 🔍	Intermediary Partner	Vocational training institute tertiary level				0
- 🔍	Host Organisation	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.

European Commission MObility tool BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking - Agentschap My Home > Partners Home Project Details Partners Mobility Experiences Budget Updates and Repor Project Details Partners Participants Mobility Experiences Budget Updates and Repor Project Partners for 2011-1-BE3-LEO01-00001 Beneficiary Organisation - Legal Name Type of Organisation Preferred Contact Mobile Country Partner Contacts Seneficiary Organisation Vocational training institute tertiary level Beneficiary Test User 000000000 BELGIUM [view] Add New Pertner Organisation - Legal Name Type of Organisation Preferred Contact Name Mobile Country Partner Contacts Image: Contact Name Intermediary Partner Vocational training institute tertiary level Intermediary Partner 0			User Status: Logge	d in: Beneficiary Test US	ER - beneficiary []	.og out] Legal n	otice E	E3 - English (EN)
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Add New Remove Selected # Partner Organisation - Legal Name Type of Organisation Preferred Contact Name Mobile Country Partner Contacts Image: Comparise the selected Intermediary Partner Vocational training institute tertiary level Image: Comparise tertiary level Image: Compari	L							
* Partner Organisation - Legal Name Type of Organisation Preferred Contact Name Mobile Country Partner Contacts • • • • • • • • •	Add New Remove Selected							
Intermediary Partner Vocational training institute tertiary level 0 0	# Partner Organisation Name	- Legal	Type of Organisation	Preferred Contact Name	Mobile	Countr	y Pa	artner ntacts
	Intermediary Partner		Vocational training institute tertiary level				0	
La Sector And Antiparticipation and Antipart	🗆 🔍 Host Organisation		Vocational training institute tertiary level				0	
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- 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 P	rson Information		
Titl		Same address as Partner Organisation	
First Name		Legal Address*	
Last Name		Postal Code*	
Department		City*	
Position		Country*	Select country
Mobile		Region*	V
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 Pe	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	

- 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	Pa Cor	rtner itacts
	٩	Partner no 1	Other types of Association	FirstName LastName	00000	BELGIUM	1	
	<u></u>	Intermediary Partner	Vocational training institute tertiary level				0	
	<u></u>	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 Hone Partners Home Project Details Partners Participants Mobility Experiences Budget Updates and Repo Project Partners Home Project Details Partners Partners Mobility Experiences Budget Updates and Repo Project Partners for 2011-1-BE3-LEO01-00001 Beneficiary Organisation - Legal Type of Organisation Preferred Contact: Mobile Country Partner Contacts Seneficiary Organisation Vocational training institute tertiary level Beneficiary Test User 000000000 BELCIUM [view] Add New Remove Selected Partner Organisation - Legal Type of Organisation Preferred Contact Name Mobile Country Partner Contacts Mobile Outper types of Association FirstName LastName 00000 BELCIUM 1 Image: Country 0 Image: Country 0 Image: Country Ima	European Commission	User Status: Log	ged in: Beneficiary Test US	ER - beneficiary [Log out] Legal n	otice BE3 - English (E
My Home > Partners Home Project Details Partners Participants Mobility Experiences Budget Updates and Repo Project Partners for 2011-1-BE3-LEO01-00001 Beneficiary Organisation - Legal Name Type of Organisation Preferred Contact Name Mobile Country Partner Contacts Add New Remove Selected Partner organisation - Legal Name Type of Organisation Preferred Contacts Mobile Country Partner Contacts Add New Remove Selected Partner organisation - Legal Name Type of Organisation Preferred Contact Name Mobile Country Partner Contacts Image: Contact Selected Partner organisation - Legal Name Type of Organisation Preferred Contact Name Mobile Country Partner Contacts Image: Contact Name Image: Contact Name 00000 BELCIUM 1 Image: Contact Name 00000 Image: Contact Name Image: Contact Name Image: Contact Name Image: Contact Name Contact Name Image: Contact Name Image: Contact Name Image: Contact Name Image: Contact Name Image: Contact Name Image: Contact Name Image: Contact Name Image: Con	Mobility tool	BE3 Europese Programma's voor On	derwijs, Opleiding o	en Samenwerki	ng – Agentsc	hap
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 © Beneficiary Organisation Vocational training institute tertiary level Beneficiary Test User 000000000 BELGIUM [view] Add New Remove Selected	My Home > Partners					
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Beneficiary Organisation - Legal Name Type of Organisation Preferred Contact Name Mobile Country Partner Contacts Seneficiary Organisation Vocational training institute tertiary level Beneficiary Test User 00000000 BELCIUM [view]	Project Partners for 201	1-1-BE3-LEO01-00001				
Seneficiary Organisation Vocational training institute tertiary level Beneficiary Test User 00000000 BELCIUM [view] Add New Remove Selected Partner Organisation - Legal Type of Organisation Preferred Contact Name Mobile Country Partner Contacts Partner no 1 Other types of Association FirstName LastName 00000 BELCIUM 1 I Image: Selected Vocational training institute tertiary level Image: Selected Vocational training institute tertiary level Vocational training institute tertiary level Image: Selected Vocational training institute tertiary level Vocational traini	Beneficiary Organisation – Legal Name	Type of Organisation	Preferred Contac Name	t Mobile	Country	Partner Contacts
Add New Remove Selected * Partner Organisation - Legal Name Type of Organisation Preferred Contact Name Mobile Country Partner Contact Name Partner no 1 Other types of Association FirstName LastName 00000 BELGIUM I Image: Selected Intermediary Partner Vocational training institute tertiary level Image: Selected Image: Vocational training institute tertiary level Image: Selected Vocational training institute tertiary level Image: Selected Image: Vocational training institute tertiary level Image: Selected Image: Vocational training institute tertiary level Image: Selected Image: Selec	Seneficiary Organisation	Vocational training institute tertiary level	Beneficiary Test User	000000000	BELGIUM	[view]
Image: Preference Name Preference Contact Name Mobile Country Perference Contact Name Image: Partner no 1 Other types of Association FirstName LastName 00000 EELCIUM 1 Image: Preference Contact Name Image: Partner no 1 Other types of Association FirstName LastName 00000 EELCIUM 1 Image: Preference Contact Name Image: Partner no 1 Other types of Association FirstName LastName 00000 EELCIUM 1 Image: Preference Contact Name Image: Partner no 1 Other types of Association Vocational training institute tertiary level Image: Partner Contact Name Image: Partner Contact Name <t< th=""><th>Add New Remove Selected</th><th></th><th></th><th></th><th></th><th></th></t<>	Add New Remove Selected					
Partner no 1 Other types of Association FirstName LastName 00000 BELGIUM 1 Image: Second seco	# Partner Organisation - Le Name	gal Type of Organisation	Preferred Contact Name	Mobile	Country	Partner Contacts
Intermediary Partner Vocational training institute tertiary level 0 Image: Application Vocational training institute tertiary level 0	Partner no 1	Other types of Association	FirstName LastName	00000	BELGIUM	1
Image: Most Organisation Vocational training institute tertiary level Image: Object of the second s	Intermediary Partner	Vocational training institute tertiary level				0
	Host Organisation	Vocational training institute tertiary level				0
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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 New	Remove Selected						
#	Partner Organisation – Legal Name	Type of Organisation	Preferred Contact Name	Mobile	Country	Par Con	tner tacts
▼	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.

		User Status: Log	ged in: Beneficiary Test (JSER - beneficiary	Log out j Legal n	blice bee engine
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Home >	Partners					
		Home Project Details	Partners Participant	Mobility Experie	ences Budget	Updates and Repo
Proje	ct Partners for 201	1-1-BE3-LEO01-00001				
Benefic	ciary Organisation – Legal Name	Type of Organisation	Preferred Conta Name	oct Mobile	Country	Partner Contacts
🔍 Bene	eficiary Organisation	Vocational training institute tertiary level	Beneficiary Test User	000000000	BELGIUM	[view]
Add New	Remove Selected Partner Organisation - Leg Name	al Type of Organisation	Preferred Contact Name	Mobile	Country	Partner Contacts
Add New #	Remove Selected Partner Organisation - Leg Name Partner no 1	Type of Organisation Other types of Association	Preferred Contact Name FirstName LastName	Mobile	Country	Partner Contacts
Add New #	Partner Organisation - Leg Name Partner no 1 Intermediary Partner	Type of Organisation Other types of Association Vocational training institute tertiary level	Preferred Contact Name FirstName LastName	Mobile	BELGIUM	 Partner Contacts 1 0

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

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Home >Partners >Partner G	Contacts					
	1	Home Project Details Pa	rtners Participants	Mobility Experie	ences Budget Updat	es and Reports
Seneficiary Partner (Contacts for 2011	-1-BE3-LEO01-	00001			
Add New Remove Selec	tion – Beneficiary Part	iner Contacts				
Contact Nam	ne Departr	nent Position		Email	Access to F	roject
Mr Beneficiary Test USER	N/A	N/A	m	.be		
Mr Louis	Vocational Educat	ion Assistant	m	.com	Yes [Disable]	
Mr Louis Beneficiary Organisat	Vocational Educat	ion Assistant	m	.com	Yes [Disable]	
Mr Louis Beneficiary Organisat Contact Name	Vocational Educat	ion Assistant ign Grant Department	Position	.com	Yes [Disable] Email	
Mr Louis Beneficiary Organisat Contact Name Mrs Clara	Vocational Educat tion – Authorised to s Vocational Educat	ion Assistant ign Grant Department ion	m Position Director	.com	Yes [Disable] Email .com	
Mr Louis Mr Louis Contact Name Mrs Clara	Vocational Educat tion – Authorised to s Vocational Educat	ion Assistant ign Grant Department ion	m Position Director	ai	Yes [Disable]	artners List
Mr Louis Beneficiary Organisat Contact Name Mrs Clara	Vocational Educat tion – Authorised to s Vocational Educat	ion Assistant ign Grant Department ion	m Position Director	.com ai	Yes [Disable] Email .com P	artners List
Mr Louis Beneficiary Organisat Contact Name Mrs Clara	Vocational Educat tion – Authorised to s Vocational Educat	ion Assistant ign Grant Department ion	m Position Director	.com a	Yes [Disable] Email .com	artners List

4. Click the "Add New" button.

	Use	r Status: Logged II	1: Beneficiary Test USE	R - beneficiary [Log	out] Legal r	notice BE3 - English (EN)
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	bes europese rrogramma.	s toor onder	ings, opiciality c	in Sumerice Ring		
Home > Partners > Partner Contacts						
	Home Proje	ect Details Part	ners Participants	Mobility Experiences	Budget	Undates and Reports
	- Home - Hoje		Taracipano	Mobility Experiences	budget	opuates and reports
neficiary Partner Conta	octs for 2011-1-BE3-	-I FO01-0	0001			
, a cher conta		2200.0				
Beneficiary Organisation –	Beneficiary Partner Conta	acts				
Add New Remove Selected						
	-		-			
Contact Name	Department	Position	E	mail	Acce	ess to Project
Contact Name Mr Beneficiary Test USER	Department N/A	Position	m	.be	Acce	ess to Project
Contact Name Mr Beneficiary Test USER Mr Louis	Department N/A Vocational Education	Position N/A Assistant	Er m m	mail .be .com	Acce Yes [Disable	ess to Project
Contact Name Contact Name Mr Beneficiary Test USER Beneficiary Organisation - A	Department N/A Vocational Education Authorised to sign Grant	Position N/A Assistant	m m	nail be .com	Acce Yes [Disable	ess to Project
Contact Name Contact Name Mr Beneficiary Test USER Mr Louis Beneficiary Organisation - A	Department N/A Vocational Education Authorised to sign Grant	Position N/A Assistant	m m	mail .be .com	Acce Yes [Disable	ess to Project
Contact Name Mr Beneficiary Test USER Mr Louis Beneficiary Organisation – A Contact Name	Department N/A Vocational Education Authorised to sign Grant Department	Position N/A Assistant	Ei m Position	nail .be .com	Acce Yes [Disable Email	ess to Project
Contact Name Mr Beneficiary Test USER Mr Louis Beneficiary Organisation – A Contact Name Mrs Clara	Department N/A Vocational Education Authorised to sign Grant Department Vocational Education	Position N/A Assistant	Ei m m Position Director	nail .be .com ai	Acce Yes [Disable Email .com	ess to Project
Contact Name Mr Beneficiary Test USER Mr Louis Beneficiary Organisation – A Contact Name Mrs Clara	Department N/A Vocational Education Authorised to sign Grant Department Vocational Education	Position N/A Assistant	Position Director	mail .be .com at	Yes [Disable Yes [Disable Email .com	ess to Project
Contact Name Mr Beneficiary Test USER Mr Louis Beneficiary Organisation – A Contact Name Mrs Clara	Department N/A Vocational Education Authorised to sign Grant Department Vocational Education	Position N/A Assistant	Position Director	mail .be .com at	Yes [Disable Email .com	Partners List
Contact Name Mr Beneficiary Test USER Mr Louis Beneficiary Organisation – A Contact Name Mrs Clara	Department N/A Vocational Education Authorised to sign Grant Uocational Education	Position N/A Assistant	Position Director	mail .be .com at	Acce Yes [Disable Email .com	Partners List

- 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	iny 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*	
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 New	Remove Selected						
	#	Partner Organisation – Legal Name	Type of Organisation	Preferred Contact Name	Mobile	Country	Par Cont	tner tacts
	٩	Partner no 1	Other types of Association	FirstName LastName	00000	BELGIUM	1	
	٥	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.

A	dd New	Remove Selected									
	#	Partner Organisatio Name	on – Legal	Тур	e of Organisatio	n	Preferred Contact Name	Mobile	Country	Pa Cor	rtner ntacts
	٩	Partner no 1		Other types of	Association		FirstName LastName	00000	BELGIUM	1	
	List	of Contacts for this	Partner					-	dd New Remove	Selec	ted
		First Name	Last	Name	Mobile			Email			
		FirstName	Last	lame	00000		contact.par	tner@email.com			
	٩	Intermediary Partner		Vocational trai	ning institute tertiary l	evel				0	
	0	Host Organisation		Vocational trai	ning institute tertiary I	evel				0	

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

A	ld New	Remove Selected									
	#	Partner Organisati Name	on – Legal	Тур	e of Organisatio	n	Preferred Contact Name	Mobile	Country	Pa Cor	rtner itacts
	۹	Partner no 1		Other types of	Association		FirstName LastName	00000	BELGIUM	1	
	List	of Contacts for this	Partner					A	dd New Remove	Selec	ted
		First Name	Last	Name	Mobile			Email			
		FirstName	Last	lame	00000		contact.pa	rtner@email.com			<u> </u>
	٩	Intermediary Partner		Vocational trai	ining institute tertiary l	level				0	
	۹	Host Organisation		Vocational trai	ining institute tertiary l	level				0	

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.

an Commission ility tool ners for 201 isation - Legal ie	BE3 Europese Programma's voor O Home Project Details 1–1–BE3–LEO01–00001 Type of Organisation	nderwijs, Opleiding Partners Participan Preferred Conta Name	y en Samenwer ts Mobility Experi act Mobile	king – Agentscha ences Budget U Country	pdates an Partne	id Repo
iers for 201 lisation - Legal le	Home Project Details	Partners Participan Preferred Conta Name	ts Mobility Experi	ences Budget U	pdates an Partne	d Repo
iers for 201 lisation - Legal le	Home Project Details	Partners Participan Preferred Conta Name	Act Mobility Experi	ences Budget U	pdates an Partne	nd Repo
iers for 201 lisation – Legal le	1-1-BE3-LEO01-00001	Preferred Conta Name	act Mobile	Country	Partn Contac	
ners for 201 Nisation – Legal	1-1-BE3-LEO01-00001	Preferred Conta Name	act Mobile	Country	Partn	٩r
iisation – Legal าe	Type of Organisation	Preferred Conta Name	act Mobile	Country	Partn	Pr
nisation – Legal 1e	Type of Organisation	Preferred Conta Name	ACT Mobile	Country	Partn	er
					contac	ts
isation	vocational training institute tertiary level	Beneficiary Test User	0000000000	BELGIUM	view]	
ve Selected						
rganisation – Le Name	gal Type of Organisation	Preferred Contact Name	Mobile	Country	Pa Cor	rtner itacts
	Other types of Association	FirstName LastName	00000	BELGIUM	1	
y Partner	Vocational training institute tertiary level				0	
	Vocational training institute tertiany level				0	
y	Partner	Partner Vocational training institute tertiary level ation Vocational training institute tertiary level	Partner Vocational training institute tertiary level to cational training institute tertiary level	Partner Vocational training institute tertiary level tion Vocational training institute tertiary level	Partner Vocational training institute tertiary level Vocational training institute tertiary level	Partner Vocational training institute tertiary level Image: Column and training institute tertiary level Image: Column and training institute tertiary level Image: Column and training institute tertiary level

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.

Add	Beneficiary Organisation - Beneficiary Partner Contacts Add New Remove Selected						
	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	Beneficiary Organisation – Authorised to sign Grant						
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.

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

Ac	Add New Remove Selected										
:	#	Partner Organisati Name	on – Legal	Type of Organisation			Preferred Contact Name	Mobile	Country	Pa Co	artner ntacts
	٩	Partner no 1		Other types of	ther types of Association		FirstName LastName	00000	BELGIUM	2	
	List of Contacts for this Partner Add New Remove Selected										
		First Name	Last	Name	Mobile			Email			
		FirstName	Last	lame	00000		contact.pa	rtner@email.com			◙┏
		Person	No	0.2	000000		otherper	son@email.com			<mark>©</mark> ,
	٩	Intermediary Partner	Vocational training institute tertiary level						0		
	Host Organisation			Vocational trai	ining institute tertiary l	evel				0	

- 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 (
	Mobility tool	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
Benef	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	Beneficiary Test User 0000000000		[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
						0
- 🔍	Host Organisation	Vocational training institute tertiary level				
	Host Organisation	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.

Ber	Beneficiary Organisation - Beneficiary Partner Contacts Add New Remove Selected						
	Contact Name	Department	Position	Email		Access to Project	
Г	Mr Beneficiary Test USER	N/A	N/A	m	.be		
	James	N/A	N/A	james		No [Enable]	
	Mr Louis	Vocational Education	Assistant	m		Yes [Disable]	
Ber	neficiary Organisation – Au	uthorised to sign Grant				<u> </u>	
	Contact Name	Department		Position		Email	
Mrs	Clara	Vocational Education		Director	a .	com	
						Partners List	

- 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 "<u>2. How to login to the Mobility Tool?</u>" 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.

		User Statu	s: Logged in: Beneficiary Test US	SER - beneficiary [Log out] Leg	al notice BE3 - English (EN) 💌		
European	Commission						
IVIODI	ITY TOOL BE3 EU	ropese Programma's voc	r Onderwijs, Opleiding	en Samenwerking – Agen	tschap		
My Home > Project Detai	ls						
		Hama Project Dat	aile Partners Participants	Mahility Experiences - Pudge	t Undator and Paparts		
		Home Project Det	ans rarmers rarmopants	Mobility Experiences Budge	opdates and Reports		
Project Details	for 2011-1-BE3	-LEO01-00001					
Context & Perio	d		Project Identifiers	& Summary			
Sub-programm	E LEONARDO DA VINCI		Grant Agreement N	o: 2011-1-BE3-LEO01-0000	1		
Action: LEONARD	O DA VINCI IVT (Initial Vo	cational Training)	National ID: 1234				
Call year: 2011			Project Title (nation	nal language): Project Title			
]				
Start of activity:			Beneficiary Latin Na	ame: Beneficiary Organisation			
End of activity:							
	Mobility Too	I (ACCEPTANCE - v. 3	L.2.0#111128) 2011-	12-13 13:24:25			

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

					User Status: Logged in: Ben	eficiary Test USER - bene	ficiary [Log out] Lega	al notice BE3 - Englis
3	Euro	pean Commis	sion					
···	INIC	bility to	OOI BE	3 Europese Prograr	nma's voor Onderwijs,	Opleiding en Same	enwerking – Agent	schap
lome :	> Mobility	Experiences						
				Home	Project Details Partners	Participants Mobilit	y Experiences Budget	Updates and Repo
st of	f Mobi	lity Exper	iences	for 2011-1-B	E3-LEO01-0000	1		
		<i>·</i> · ·						
	A. 1.15							AU 84 1 11:1
INE	ew woodlity	Experience	Delete	Advanced Search	Clear Filters	Requi	est report Export	
		Last N	lame	First Name	First start date	Last end date	Report status	Mobilities
	 No. 	LASTNAME		FirstName	01/01/2011	01/02/2011	NONE	ı 🔼
List	of Mobili	ties for this I	Mobility E	xperience				
							Add New N	lobility Delete
	Sending	Country	Ree	ceiving Country	Receiving Partner	Start date	End date	
	BELO	JUM		PORTUGAL	Partner no I	01/01/2011	01/02/2011	
		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	of Mobili	ties for this I	Mobility E	xperience			Add Now N	lobility Delete
	Sendina	Country	Rei	ceiving Country	Receiving Partner	Start date	End date	Delete
	LIECHT	ENSTEIN		IRELAND	Host Organisation	14/12/2011	08/01/2012	

5. Click the "New Mobility Experience" button.

					User Status: Logged in: Ben	eficiary Test USER - bene	ficiary [Log out] Lega	I notice BE3 - Engl
	Europ	ean Commis	sion	2 Europoso Brogram	emals voor Ondonwijs	Oploiding on Como	nworking Agone	
	INIO	Difficy to	UUI DE	is Europese Program	nma's voor Onderwijs,	Opieiding en same	nwerking – Agent	scnap
me >	Mobility E	xperiences						
				Home	Project Details Partners	Participants Mobility	Experiences Budget	Updates and Rer
				- Tome	The section of the se	- articipanto - mosini	Experiences budget	- opulles and hep
t of	Mobil	it <mark>y</mark> Exper	iences	for 2011-1-B	E3-LEO01-0000	1		
Nev	w Mobility E	Experience	Delete	Advanced Search	Clear Filters	Reque	st report Export	All Mobilities
	,		0.000					
		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 Mobilit	ies for this N	Mobility E	xperience				
		_	-				Add New M	obility Delete
	Sending (Country	Re	ceiving Country	Receiving Partner	Start date	End date	0
	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	Mobilities
		JONES		Jane	14/12/2011	08/01/2012	NONE	1 🔼
List o	of Mobilit	ies for this M	Mobility E	xperience				
							Add New M	obility Delete
		Country	Re	ceiving Country	Receiving Partner	Start date	End date	
	Sending (Country						(O)
	Sending (LIECHTE	NSTEIN		IRELAND	Host Organisation	14/12/2011	08/01/2012	
	Sending (NSTEIN		IRELAND	Host Organisation	14/12/2011	08/01/2012	
	Sending (NSTEIN		IRELAND	Host Organisation	14/12/2011	08/01/2012	
	Sending (NSTEIN		IRELAND	Host Organisation	14/12/2011	08/01/2012	

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

European Commission Mobility tool BE3 Europese Proc My Home > Mobility Experiences > Mobility Experience	User Status: Logged in: Beneficiary Test USER - beneficiary gramma's voor Onderwijs, Opleiding en Samenwer	/ [Log out] Legal notice BE3 - English (EN) E
Hon New Mobility Experience for 2011–1–B	me Project Details Partners Participants Mobility Expenses	riences Budget Updates and Reports
Education	Participants & Accompanying Per	sons
Economic Sector: Select a Sector	Select Participant name:	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
Pacalying Partners: Hest Organisation	Departure Date*:	Travel Costs: 0
Intermediary Partner:	Return Date*: and days: 0	Total:0.00]
Certification Select Certifying Partner Select Certifying Partner	ificates	ges Used Iges 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 & Accompanying 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 31	
Duration in weeks: 3 and days: 3	
	I

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.

User Status: European Commission Mobility tool BE3 Europese Programma's voor	Logged in: Beneficiary Test USER - beneficiary [Log out] Legal notice (BE3 - Erglish (EN) - Onderwijs, Opleiding en Samenwerking - Agentschap
My Home > Project Details	
Home Project Details	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 (ACCEDIANCE - y 1	2.044444201.2044.42.42.42.42.24.25

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.

	MO	bility to)0 BE	3 Europese Progran	nma's voor Onderwijs,	Opleiding en Same	nwerking – Agents	schap
ome 2	Mobility I	Experiences						
				Home	Project Details Partners	Participants Mobility	Experiences Budget	Updates and Rep
t of	Mobil	ity Expor	ioncoc	for 2011 1 P		1		
t OI	NODI	ity Exper	lences	101 2011-1-Б	ES-LEOUT-0000	1		
Nev	v Mobility F		Delete	Advanced Search	Clear Filters	Reque	st report Export	All Mobilities
		Last N	ame	First Name	First start date	Last end date	Report status	Mobilities
	 Image: A second s	LASTNAME		FirstName	01/01/2011	01/02/2011	NONE	т 🔼
List o	f Mobili	ties for this M	lobility E	xperience			A del Marco M	- killer
	Sonding	Country	Po	solving Country	Pocoiving Partner	Start data	Find date	obility Delete
	BELC	um	i ke		Pastner no. 1	01/01/2011	01/02/2011	<u> </u>
	BELG			PORTUGAL	Farther no 1	01/01/2011	01/02/2011	
	_	Last N	ame	First Name	First start date	Last end date	Report status	Mobilities
		JONES		Jane	14/12/2011	08/01/2012	NONE	1 🗠
List o	f Mobili	ties for this M	lobility E	xperience				
							Add New M	obility Delete
	Sending	Country	Re	ceiving Country	Receiving Partner	Start date	End date	_
	LIECHTE	NSTEIN		IRELAND	Host Organisation	14/12/2011	08/01/2012	

		Last Name	First Name	First start date	Last end date	Report status	Mobilities
	<u></u>	LASTNAME	FirstName	01/01/2011	01/02/2011	NONE	1
ist of	Mobilitie	es for this Mobi	lity Experience				
						Add New M	obility Delet
2	Sending Co	ountry	Receiving Country	Receiving Partner	Start date	End date	
	BELGIU	м	PORTUGAL	Partner no 1	01/01/2011	01/02/2011	<u> </u>
		Last Name	First Name	First start date	Last end date	Report status	Mobilities
	ر <mark>(</mark>	ONES	Jane	14/12/2011	08/01/2012	NONE	1
ist of	S Mobilitie	ONES es for this Mobil	Jane lity Experience	14/12/2011	08/01/2012	NONE Add New M	obility Delet
ist of	Sending Co	ONES es for this Mobil	Jane lity Experience Receiving Country	14/12/2011 Receiving Partner	08/01/2012 Start date	NONE Add New M End date	1 obility Delet
ist of	Mobilitie	IONES es for this Mobil Duntry STEIN	Jane IIty Experience Receiving Country IRELAND	14/12/2011 Receiving Partner Host Organisation	08/01/2012 Start date 14/12/2011	NONE Add New M End date 08/01/2012	obility Delet
ist of	Mobilitie Sending Co LIECHTENS	ONES es for this Mobil puntry STEIN Last Name	Jane IIII Experience Receiving Country IRELAND First Name	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 Delet
ist of	Mobilitie Mobilitie Gending Co UECHTENS E	ONES es for this Mobil Duntry STEIN Last Name BRAVO	Jane lity Experience Receiving Country IRELAND First Name Johnny	14/12/2011 Receiving Partner Host Organisation First start date 14/12/2011	08/01/2012 Start date 14/12/2011 Last end date 06/01/2012	NONE Add New M End date 08/01/2012 Report status NONE	1 obility Defen
ist of	Mobilitie Mobilitie UECHTENS	ONES es for this Mobil ountry STEIN Last Name BRAVO es for this Mobil	Jane lity Experience Receiving Country IRELAND First Name Johnny lity Experience	Receiving Partner Host Organisation First start date 14/12/2011	08/01/2012 Start date 14/12/2011 Last end date 06/01/2012	NONE Add New M End date 08/01/2012 Report status NONE Add New M	1 Celer
ist of	Mobilitie Sending Co UECHTENS Mobilitie Mobilitie Sending Co	ONES es for this Mobil STEIN Last Name BRAVO es for this Mobil Duntry	Jane lity Experience Receiving Country IRELAND First Name Johnny lity Experience Receiving Country	14/12/2011 Receiving Partner Host Organisation First start date 14/12/2011 Receiving Partner	08/01/2012 Start date 14/12/2011 Last end date 06/01/2012 Start date	NONE Add New M Cend date O8/01/2012 Report status NONE Add New M End date	1 Delet Mobilities 1 Delet

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 ne 01 1980 (dd-mm-yyyy) 2 L - Adult learners Sch - Trainees in school based initia	al vocational training	Partici Address Postal Code City Country Region Telephone Email Education*: Level of Education*:	ipant Street 1 1000 Brussels BE - BELGIUM BE10 - Région d firstname.lastnar ttion ttion [ISCED 0	e Bruxelles-Capitale / Br ne@emai.com RCULTURE, FORESTRY th and Welfare) - Programmes at level (AND FISHI
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.

		Lact N	lamo	First Namo	First start data	Last and data	Poport status	Mohi	lition
-		Lastin	ame	FIISt Maille			Report Status	MODI	inties
		LASTNAME		FirstName	01/01/2011	01/02/2011	NONE	1	
ist of	f Mobili	ties for this I	Mobility E	xperience				1.00	DI
							Add New Mi	obility	Delete
2	Sending	Country	Re	ceiving Country	Receiving Partner	Start date	End date		_
	BELG	IUM		PORTUGAL	Partner no 1	01/01/2011	01/02/2011		<u></u>
		Last N	lame	First Name	First start date	Last end date	Report status	Mohi	litios
		Lastin			Thist start date		heport Status	HODI	incies
	Q	JONES		Jane	14/12/2011	08/01/2012	NONE	1	6
□ ist of	S Mobili	JONES	Mobility E	Jane xperience	14/12/2011	08/01/2012	NONE	1	•
ist of	S Mobili	JONES	Mobility E	Jane xperience	14/12/2011	08/01/2012	NONE Add New Mo	1 Dbility	Delete
ist of	Sending	JONES ties for this I	Mobility E Re	Jane xperience ceiving Country	14/12/2011 Receiving Partner	08/01/2012 Start date	NONE Add New Mo End date	1 Dbility	Delete
ist of	Sending	JONES ties for this I Country	Mobility E Re	Jane xperience ceiving Country IRELAND	14/12/2011 Receiving Partner Host Organisation	08/01/2012 Start date 14/12/2011	NONE Add New Mo End date 08/01/2012	1 obility	Delete
ist of	Sending LIECHTE	JONES ties for this I Country INSTEIN Last N	Mobility E Re lame	Jane xperience ceiving Country IRELAND First Name	14/12/2011 Receiving Partner Host Organisation First start date	08/01/2012 Start date 14/12/2011 Last end date	NONE Add New Me End date 08/01/2012 Report status	1 obility Mobi	Delete
ist of	Sending LIECHTE	JONES ties for this I Country INSTEIN Last N BRAVO	Mobility E Re lame	Jane xperience ceiving Country IRELAND First Name Johnny	Receiving Partner Host Organisation First start date 14/12/2011	08/01/2012 Start date 14/12/2011 Last end date 06/01/2012	NONE Add New Me End date 08/01/2012 Report status NONE	1 obility Mobi	
ist of	F Mobili Sending LIECHTE	JONES ties for this I Country INSTEIN BRAVO ties for this I	Mobility E Re lame Mobility E	Jane xperience ceiving Country IRELAND First Name Johnny xperience	Receiving Partner Host Organisation First start date 14/12/2011	08/01/2012 Start date 14/12/2011 Last end date 06/01/2012	NONE Add New Me End date 08/01/2012 Report status NONE	1 obility Mobi	Delete Nities
ist of	Kobili Sending LIECHTE S	JONES ties for this I Country INSTEIN Last N BRAVO ties for this I	Mobility E Re lame Mobility E	Jane xperience ceiving Country IRELAND First Name Johnny xperience	Receiving Partner Host Organisation First start date 14/12/2011	08/01/2012 Start date 14/12/2011 Last end date 06/01/2012	NONE Add New Mo End date 08/01/2012 Report status NONE Add New Mo	1 obility Mobi 1	
ist of	Mobili Sending UECHTE O	JONES ties for this I Country INSTEIN BRAVO ties for this I Country	Mobility E Re lame Mobility E	Jane xperience ceiving Country IRELAND First Name Johnny xperience ceiving Country	Receiving Partner Host Organisation First start date 14/12/2011 Receiving Partner	08/01/2012 Start date 14/12/2011 Last end date 06/01/2012 Start date	NONE Add New Me NONE Report status NONE Add New Me Add New Me End date NONE Add New Me End date	1 obility Mobi 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 me 01 1980 (dd-mm-yyyy) le DL - Adult learners -Sch - Trainees in school based initia Mobility Experience	al vocational training Ecc Ecc Ecc	Participant Address Street 1 ostal Code 1000 City Brussels Country BE - BELG Region BE10 - Rég Telephone Email firstname la Education conomic Sector*: A- eld of 7- ducation*: evel of 150	UM ion de Bruxelles-Capitale / Brussels Hoofdste stname@emai.com
Sending Country	Receiving Country	Receiving Partner	Start date	Add New Mobility Delete
	POPTICAL		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	Mobi	lities
	 No. 	LASTNAME		FirstName	01/01/2011	01/02/2011	NONE	1	
ist 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		
	BELC	JUM		PORTUGAL	Partner no 1	01/01/2011	01/02/2011		۱
		Last N	lame	First Name	First start date	Last end date	Report status	Mobi	lities
	Q	JONES		Jane	14/12/2011	08/01/2012	NONE	1	
ist o	of Mobili	JONES ties for this I	Mobility E	Jane xperience	14/12/2011	08/01/2012	NONE Add New Mo	1 obility	Delete
ist o	of Mobili Sending	JONES ties for this I Country	Mobility E Re	Jane xperience ceiving Country	14/12/2011 Receiving Partner	08/01/2012 Start date	NONE Add New Mo End date	1 obility	Delete
ist o	of Mobili Sending LIECHTE	JONES ties for this I Country	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 Mo End date 08/01/2012	1 obility	Delete
ist o	Sending LIECHTE	JONES ties for this I Country :NSTEIN Last N	Mobility E Re	Jane xperience ceiving Country IRELAND First Name	14/12/2011 Receiving Partner Host Organisation First start date	08/01/2012 Start date 14/12/2011 Last end date	NONE Add New Mo End date 08/01/2012 Report status	1 bbility Mobi	Delete
ist o	Sending LIECHTE	JONES ties for this I Country INSTEIN Last N BRAVO	Mobility E Re	Jane xperience RELAND First Name Johnny	14/12/2011 Receiving Partner Host Organisation First start date 14/12/2011	08/01/2012 Start date 14/12/2011 Last end date 06/01/2012	NONE Add New Mo End date 08/01/2012 Report status NONE	1 bbility Mobi	Delete
ist o	Sending LIECHTE	JONES ties for this I Country INSTEIN Last N BRAVO ties for this I	Mobility E Re lame Mobility E	Jane xperience RELAND First Name Johnny xperience	14/12/2011 Receiving Partner Host Organisation First start date 14/12/2011	08/01/2012 Start date 14/12/2011 Last end date 06/01/2012	NONE Add New Mo End date 08/01/2012 Report status NONE Add New Mo	1 bbility Mobi 1 bbility	Delete
ist o	Sending LIECHTE	JONES ties for this I Country INSTEIN BRAVO ties for this I Country	Mobility E Re lame Mobility E	Jane xperience ceiving Country IRELAND First Name Johnny xperience ceiving Country	14/12/2011 Receiving Partner Host Organisation First start date 14/12/2011 Receiving Partner	08/01/2012	NONE Add New Mo End date 08/01/2012 Report status NONE Add New Mo End date	1 bbility Mobi 1	Deleta

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:	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:	¥ ¥ 33	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 ▼ ←	ificates anisation - Certifications associated to an ed	Languag List of Languag BG - Bulgarian CS - Czech DA - Danish NL - Dutch EN - English ET - Estonian FI - Frinnish FR - French DE - German EL - Greek	es Used Jes Selected Languages EN - English Cancel Update Mobility

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 P
iect Details for 2011-1-BE3-LEO0	1-0	0001					
,							
Context & Period			Project I	dentifiers &	Summary		
Sub-programme: LEONARDO DA VINCI			Grant Ag	preement No	: 2011-1-BE3-LEO0	1-00001	
Action: LEONARDO DA VINCI IVT (Initial Vocational T	raining	1)	National	ID: 1234			
Call year: 2011			Project 1	itle (nation	al language) : Proje	ct Title	
Start of activity:			Beneficia	ary Latin Nai	ne: Beneficiary Orga	nisation	
End of activity:							

3		Europ	ean Commiss bility to	sion DOBBE	3 Europese Program	User Status: Logged in: Bei nma's voor Onderwijs,	neficiary Test USER - <mark>bene</mark> , Opleiding en Same	ficiary [Log out] Legal nwerking – Agents	notice BE3 - Englis
lon	ne > N	Mobility E	xperiences		Home	Project Details Partners	Participants Mobility	/ Experiences Budget	Updates and Repo
st	of I	Mobil	ity Exper	iences	for 2011-1-B	E3-LEO01-0000)1	,	
	New	Mobility E	Experience	Delete	Advanced Search	Clear Filters	Reque	est report Export	All Mobilities
			Last N	ame	First Name	First start date	Last end date	Report status	Mobilities
		 Image: A second s	LASTNAME		FirstName	01/01/2011	01/02/2011	NONE	1 🔼
L	ist of	Mobilit	ies for this N	lobility E	xperience			Add New Me	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	
		_	Last N	ame	First Name	First start date	Last end date	Report status	Mobilities
		<u></u>	JONES		Jane	14/12/2011	08/01/2012	NONE	1 🔷
L	ist of	f Mobilit	ies for this N	lobility E	xperience			Add New M	bility Delete
	9	Sending (Country	Re	ceiving Country	Receiving Partner	Start date	End date	
		LIECHTE	NSTEIN		IRELAND	Host Organisation	14/12/2011	08/01/2012	S 🖸
			Мо	bility T	ool (ACCEPTANCE	E - v. 1.2.0#11112	8) 2011-12-13 13	:26:07	

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 date	Last end date	Report status	Mob	ilities
		LASTNAME	FirstName	01/01/2011	01/02/2011	NONE	1	
List	of Mobilit	ies for this Mobility	Experience			Add New M	obility	Delete
	Sending (Country Re	eceiving Country	Receiving Partner	Start date	End date		
	BELG	IUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011		🔍 🗖

7. A new mobility form will appear.

Mobility Details for 2011-1-BE3-LEO01	-00001, FirstName LastNa	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*: Duration in weeks: 0 and days:	¥ ¥ 33	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 Languar BG - Bulgarian CS - Czech DA - Danish NL - Dutch EN - English ET - Estonian FL - French DE - German EL - Greek	ges Used ges Selected Languages ← ←
			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*	
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	∂	

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	ies for this Mobility E	xperience				
					Add New Mot	oility 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	Мо	bilities
	LASTNAME	FirstName	01/01/2011	05/02/2012	NONE	2	
List of Mobilit	ties for this Mobility E	xperience					
					Add New	Mobility	Delete
Sending (Country Re	ceiving Country	Receiving Partner	Start date	End date		
BELG	IUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011		O I O I O
GERM	ANY	FINLAND	Host Organisation	13/01/2012	05/02/2012		

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

	Last Name	First Name	First start date	Last end date	Report status	Mot	oilities
	LASTNAME	FirstName	01/01/2011	05/02/2012	NONE	2	
List of Mobilit	ies for this Mobility E	xperience					
					Add New Mo	bility	Delete
Sending C	Country Re	ceiving Country	Receiving Partner	Start date	End date		
BELGI	UM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011		O I O I O
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.

	wobility	Lybenetice	Delete	Auvanced Sedicit		Kequ			
		Last Na	ame	First Name	First start date	Last end date	Report status	Mobi	lities
	 Image: A second s	LASTNAME		FirstName	01/01/2011	01/02/2011	NONE	1	
ist of	f Mobili	ties for this M	lobility E	xperience			Add New M	obility	Delete
1	Sending	Country	Re	ceiving Country	Receiving Partner	Start date	End date		
	BELG	IUM		PORTUGAL	Partner no 1	01/01/2011	01/02/2011		🔍 r
		Last Na	ame	First Name	First start date	Last end date	Report status	Mobi	lities
	<u> (</u>	JONES		Jane	14/12/2011	08/01/2012	NONE	1	
ist of	S Mobilit	JONES ties for this M	lobility E	Jane xperience	14/12/2011	08/01/2012	NONE Add New M	1 obility	Delete
ist of	Sending (JONES ties for this M Country	lobility E Ref	Jane xperience ceiving Country	14/12/2011 Receiving Partner	08/01/2012 Start date	NONE Add New M End date	1 obility	Delete
ist of	Sending UECHTE	JONES ties for this M Country NSTEIN	lobility E Ref	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	Delete
ist of	Sending UECHTE	JONES ties for this M Country NSTEIN Last N	lobility E Rea	Jane xperience ceiving Country IRELAND First Name	14/12/2011 Receiving Partner Host Organisation First start date	08/01/2012 Start date 14/12/2011 Last end date	Add New M End date 08/01/2012 Report status	1 obility Mobi	Delete
ist of	Sending (LIECHTE	JONES ties for this M Country NSTEIN Last Na BRAVO	lobility E Ret ame	Jane xperience ceiving Country IRELAND First Name Johnny	14/12/2011 Receiving Partner Host Organisation First start date 14/12/2011	08/01/2012	NONE Add New M End date 08/01/2012 Report status NONE	0 obility Mobi	Delete
ist of	Kobilit Sending G LIECHTE S f Mobilit	JONES ties for this M Country NSTEIN Last N: BRAVO ties for this M	Iobility E Rea ame Iobility E	Jane xperience eiving Country IRELAND First Name Johnny xperience	14/12/2011 Receiving Partner Host Organisation First start date 14/12/2011	08/01/2012 Start date 14/12/2011 Last end date 06/01/2012	NONE Add New M End date 08/01/2012 Report status NONE Add New M	1 obility Mobi 1 obility	Delete
ist of	f Mobilit Sending I LIECHTE f Mobilit	JONES ties for this M Country NSTEIN Last N: BRAVO ties for this M Country	lobility E Rea ame lobility E	Jane xperience eiving Country IRELAND First Name Johnny xperience eiving Country	14/12/2011 Receiving Partner Host Organisation First start date 14/12/2011 Receiving Partner	08/01/2012	NONE Add New M End date 08/01/2012 Report status NONE Add New M End date	1 obility Mobi 1 obility	Delete

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

_	riviobility t	Lxpenence	Delete	Auvanced Search	Oldar Filtera	rioqui			
		Last Na	ıme	First Name	First start date	Last end date	Report status	Mob	ilities
	Q	LASTNAME		FirstName	01/01/2011	01/02/2011	NONE	1	
ist of	f Mobilii	ties for this Mo	obility 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		<u></u>
		Last Na	ıme	First Name	First start date	Last end date	Report status	Mobi	ilities
	Q	JONES		Jane	14/12/2011	08/01/2012	NONE	1	
ist of	S Mobilii	JONES ties for this Me	obility E	Jane xperience	14/12/2011	08/01/2012	NONE Add New M	1 obility	Delete
ist of	Sending (JONES ties for this Mo Country	obility E	Jane xperience seiving Country	14/12/2011 Receiving Partner	08/01/2012 Start date	NONE Add New M End date	1 obility	Delete
ist of	f Mobilin Sending (LIECHTE)	JONES ties for this Mo Country NSTEIN	obility E	Jane xperience reiving 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	Delete
ist of	Sending (JONES ties for this Me Country NSTEIN Last Na	obility Ex Rec	Jane xperience reiving Country IRELAND First Name	14/12/2011 Receiving Partner Host Organisation First start date	08/01/2012 Start date 14/12/2011 Last end date	Add New M End date 08/01/2012 Report status	1 obility Mobi	Delete
ist of	f Mobilin Sending UECHTE	JONES ties for this Mo Country NSTEIN Last Na BRAVO	obility Ex Rec ume	Jane serving Country IRELAND First Name Johnny	14/12/2011 Receiving Partner Host Organisation First start date 14/12/2011	08/01/2012 Start date 14/12/2011 Last end date 06/01/2012	Add New M Add New M End date 08/01/2012 Report status NONE	1 obility Mobi	Delete
ist of	Kobilit Sending (LIECHTE Kobilit	JONES ties for this Mo Country NSTEIN Last Na BRAVO ties for this Mo	obility E Rec ume obility E	Jane kperience teiving Country IRELAND First Name Johnny kperience	Receiving Partner Host Organisation First start date 14/12/2011	08/01/2012 Start date 14/12/2011 Last end date 06/01/2012	NONE Add New M End date 08/01/2012 Report status NONE Add New M	1 obility Mobi 1 obility	Delete
ist of	f Mobilii Sending (UECHTE) f Mobilii Sending (Sending (JONES ties for this Mo Country NSTEIN Last Na BRAVO ties for this Mo Country	obility E: Rec Ime obility E:	Jane kperience RELAND First Name Johnny kperience seiving Country	Receiving Partner Host Organisation First start date 14/12/2011 Receiving Partner	08/01/2012 Start date 14/12/2011 Last end date 06/01/2012 Start date	NONE Add New M End date 08/01/2012 Report status NONE Add New M End date	1 obility Mobil 1 obility	Delete

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.

		experiences	1					
				Home	Project Details Partners	Participants Mobility	Experiences Budget	Updates and Rep
t of	Mobil	it <mark>y Ex</mark> per	iences	for 2011-1-8	E3-LEO01-0000	1		
Nev	w Mobility I	Experience	Delete	Advanced Search	Clear Filters	Reque	est report Export /	All Mobilities
		Last N	ame	First Name	First start date	Last end date	Report status	Mobilities
		LASTNAME		FirstName	01/01/2011	01/02/2011	NONE	1 🔼
Lict o								
	of Mobili	ties for this N	Nobility E	xperience			Add New Mo	bility Delete
	of Mobili Sending	t ies for this M Country	Mobility E: Rec	xperience ceiving Country	Receiving Partner	Start date	Add New Mo End date	bility Delete
	of Mobilin Sending BELG	t ies for this M Country IUM	Mobility E. Rec	xperience ceiving Country PORTUGAL	Receiving Partner Partner no 1	Start date 01/01/2011	Add New Mo End date 01/02/2011	obility Delete
LISU	of Mobilin Sending BELG	ties for this M Country IUM Last N	Mobility E Rec ame	xperience ceiving Country PORTUGAL First Name	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	bbility Delete
	of Mobilit Sending BELG	ties for this M Country IUM Last N JONES	Mobility E Rea	xperience ceiving Country PORTUGAL First Name Jane	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	bility Delete Mobilities 1
List o	of Mobili Sending BELG Of Mobili	ties for this N Country IUM Last N JONES ties for this N	Mobility E Rec lame Aobility E:	xperience ceiving Country PORTUGAL First Name Jane xperience	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	bility Delete Mobilities 1 Control Delete
List o	of Mobili Sending BELG Of Mobilin Sending	ties for this N Country IUM JONES ties for this N Country	Mobility E Rec ame Mobility E2 Rec	xperience ceiving Country PORTUGAL Jane xperience ceiving Country	Receiving Partner Partner no 1 First start date 14/12/2011 Receiving Partner	Start date 01/01/2011 Last end date 08/01/2012 Start date	Add New Mo End date 01/02/2011 Report status NONE Add New Mo End date	Mobilities 1 bility Delete

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

Mobility Experiences Requests Detail of Mobility Experience for 2	2011-1-BE3-LEO01-00001	
Participant	Partic	ipant
Title Mr	Address	Street 1
First Name FirstName	Postal Code	1000
Last Name	City	Brussels
Date of Birth 01 01 1980 (dd-mm-y	yyy) Country	BE - BELGIUM
Gender M - Male	Region	BE10 - Région de Bruxelles-Capitale / Brussels Hoofdste
With Special Needs NO	Email	firstname.lastname@emai.com
Is Accompanying Person NO		, ,
Type of Participant STD-ADL - Adult learners	Educa	ation
IVT Participant Type MobIVT-Sch - Trainees in school ba	sed initial vocational training Economic S	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).

lity Experienc	es Reports Reques	ts				
Report	s Requests F	irstName LastName for	2011-1-BE3-LEC	001-00001		
Req	uest New Report					
ID	Status	Request Date	Receive Date	PDF File	Report Language	2
1328	REQUESTED	13-12-2011 14:04:20		Not avaliable	BE3 - English(EN)	
					Total Pages: 1	[11

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 rin	stivalitie Lastivalitie for A	ZUII-I-DES-LE	001-00001		
Req	uest New Report					
ID	Status	Request Date	Receive Date	PDF File	Report Lang	lage
1328	EMAIL NOTIFIED	13-12-2011 14:04:20		Download PDF	BE3 - English(EN)	9-
					Total Pagas: 1	(11)

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 .	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	
10 1328	Status EMAIL NOTIFIED	Request Date 13-12-2011 14:04:20	Receive Date	PDF File	Report Language BE3 - English(EN)	
ID 1328	Status EMAIL NOTIFIED	Request Date 13-12-2011 14:04:20	Receive Date	PDF File Download PDF	Report Language BE3 - English(EN)	
10 1328	Status EMAIL NOTIFIED	Request Date	Receive Date	PDF File Download PDF	Report Language BE3 - English(EN) Total Pages: 1 [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.

New	Mobility E	Experience	Delete	Advanced Search	Clear Filters	Reque	est report Export	All Mobilitie	es
		Last N	lame	First Name	First start date	Last end date	Report status	Mobi	lities
◄		LASTNAME		FirstName	01/01/2011	01/02/2011	EMAIL NOTIFIED	1	
ist of	Mobilit	ies for this l	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		I
		Last N	lame	First Name	First start date	Last end date	Report status	Mobi	lities
◄		JONES		Jane	14/12/2011	08/01/2012	NONE	1	6
ist of	Mobilit	ies for this l	Mobility E	xperience			Add New M	obility	Delete
1	Sending (Country	Re	ceiving Country	Receiving Partner	Start date	End date		
	LIECHTE	NSTEIN		IRELAND	Host Organisation	14/12/2011	08/01/2012		🔍 r

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

Ne	w Wobility	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
•	8	LASTNAME		FirstName	01/01/2011	01/02/2011	EMAIL NOTIFIED	1 🥻
.ist (of Mobili	ities for this I	Mobility E	xperience			Add New Me	obility Delete
	Sending	Country	Re	ceiving Country	Receiving Partner	Start date	End date	
	BELO	SIUM		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	Mobilities
•	8	JONES		Jane	14/12/2011	08/01/2012	NONE	1 🥻
.ist (of Mobili	ities for this l	Mobility E	xperience			Add New M	obility Delete
	Sending	Country	Re	ceiving Country	Receiving Partner	Start date	End date	
	LIECHT	ENSTEIN		IRELAND	Host Organisation	14/12/2011	08/01/2012	S 1

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
equest Cor our message	nment will be inserted in	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.

New Mobility	Experience Delete	Advanced Search	Clear Filters	Request	report Export A	II Mobilities
	Last Name	First Name	First start date	Last end date	Report status	Mobilities
	LASTNAME	FirstName	01/01/2011	01/02/2011	REQUESTED	1
Sending	Country	Receiving Country	Receiving Partner	Start date	Add New Mol End date	bility Dele
BELC	SIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011	<u></u>
	Last Name	First Name	First start date	Last end date	Report status	Mobilities
	JONES	Jane	14/12/2011	08/01/2012	REQUESTED	1
In the second se	JONES	Jane Experience	14/12/2011	08/01/2012	REQUESTED	
ist of Mobili	JONES	Jane 7 Experience	14/12/2011	08/01/2012	REQUESTED Add New Mo	1 bility Dele

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.

				00001	
Deer	ant New Depart				
Requ	lest New Report				
				ppc cit-	Descet Language
ID	Status	Request Date	Receive Date	PDFFile	Report Language
ID 1329	Status PENDING	Request Date 13-12-2011 14:13:43	13-12-2011 14:27:25	Download PDF	BE3 - English(EN)
ID 1329 1328	Status PENDING INVALIDATED	Request Date 13-12-2011 14:13:43 13-12-2011 14:04:20	Receive Date 13-12-2011 14:27:25	Download PDF Download PDF	BE3 - English(EN) 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.

	User Status: Lo	gged in: Beneficiary Test USER -	beneficiary [Log out] Lega	Il notice BE3 - English (EN
Home > Mobility Experiences > Mobility Experiences	ience Details > Participant Repo	rt		
	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	1 14:13:43		
Status: PENDING	Receive Date: 13-12-201	1 14:27:25		
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	for this Mobility with reference to ost country and organisation, host ulture and work organisation, etc.	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	· RE3 - English(EN)	Request Date: 13-12-2011 14:13:43	
Ctature		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 [1]
	Status REQUESTED REJECTED INVALIDATED	Status Request Date REQUESTED 13-12-2011 14:59:19 REJECTED 13-12-2011 14:13:43 INVALIDATED 13-12-2011 14:04:20	Status Request Date Receive Date REQUESTED 13-12-2011 14:59:19	Status Request Date Receive Date PDF File 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 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.

Ne	w Mobility I	Experience	Delete	Advanced Search	Clear Filters	Requi	est report Export /	All Mobilit	ies	
		Last N	lame	First Name	First start date	Last end date	Report status	Mob	ilities	
	8	LASTNAME		FirstName	01/01/2011	01/02/2011	EMAIL NOTIFIED	1		
ist (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			
	BELG	BELGIUM		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	EMAIL NOTIFIED	1		
ist (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.

DOI 13		CTNI3MA I 3CTNI3MA T/	<u> 38 70111_1_8E⊀_1E0</u>		
	inequests i ii	SUNATILE LASUNATILE IC	JI ZUTI-T-DLJ-LLC	501-00001	
Reau	est New Report				
ID	Statuc	Request Date	Pocoivo Dato	PDE Eilo	Poport Languago
ID	Status	Request Date	Receive Date	PDF File	Report Language
ID 1331	Status EMAIL NOTIFIED	Request Date 13-12-2011 14:59:19	Receive Date	PDF File Download PDF	Report Language BE3 - English(EN)
ID 1331 1329	Status EMAIL NOTIFIED REJECTED	Request Date 13-12-2011 14:59:19 13-12-2011 14:13:43	Receive Date	PDF File Download PDF Download PDF	Report Language BE3 - English(EN) BE3 - English(EN)
ID 1331 1329 1328	Status EMAIL NOTIFIED REJECTED INVALIDATED	Request Date 13-12-2011 14:59:19 13-12-2011 14:13:43 13-12-2011 14:04:20	Receive Date	PDF File Download PDF Download PDF Download PDF	Report Language 8E3 - English(EN) 8E3 - English(EN) 8E3 - English(EN) 8E3 - 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)

	Tropean Commission	3 Europese Programma's v	^{User Status} oor Onderwijs, Opleidin	: Logged in: Beneficiary Test USER - ben g en Samenwerking – Agentse	neficiary [Log out] Legal no	btice BE3 - English (EN)
My Home > Proje	ect Updates					
Updates a 00001	nd Reports for 20	11-1-BE3-LEO01-	Home Project Det	ails Partners Participants Mobi	ility Experiences Budget	Updates and Reports
	Total Numb	er of Participant Mobility Ex	operiences	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	es: 1 [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: Benefici	ary Test USER -	 beneficiary [Log or 	ut] Legal notice	Deo - english (e
European Commission Mobility tool BE3 E	uropese Programma's voor Onderw	rijs, Opleiding en Samenw	verking – A <u>c</u>	gentschap		
me > Project Updates > Project Update De	etails				- Hannel Krait Look Look	
ject Update ID: 125 – Apr 2 2011–1–BE3–LEO01–0000	26, 2011 16:36:00 Home	Project Details Partners	Participants	Mobility Experiences	Budget Upo	dates and Report
						Back
General Information						Back
General Information ————— —Submission Data						Back
General Information Submission Data Sub-programme:	Leonardo da Vinci	National Agency:		Europese Progra Onderwijs, Ople Samenwerking	amma's voor eiding en - Agentschap	Back
General Information Submission Data Sub-programme: Action:	Leonardo da Vinci LEONARDO DA VINCI IVT (Initial Vocational Training)	National Agency: Call year:		Europese Progra Onderwijs, Ople Samenwerking 2011	amma's voor eiding en - Agentschap	Back
General Information Submission Data Sub-programme: Action: Grant Agreement No:	Leonardo da Vinci LEONARDO DA VINCI IVT (Initial Vocational Training) 2011-1-BE3-LEO01-00001	National Agency: Call year: Report start date:		Europese Progra Onderwijs, Ople Samenwerking 2011 2011-03-08	amma's voor eiding en – Agentschap	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 r version: 9.403
G. SUBMIS	SSION			
Before subm submitted el	itting the form electronical ectronically.	lly, 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	es		Validate
G.2. SUBMI	SSTON SUMMARY			
This table pr in case of m	ovides additional informati ultiple form submissions.	ion (log) of all form submission atte	empts, particularly useful	for the National Agencies
This table pr in case of m Number	ovides additional informati ultiple form submissions. Time	on (log) of all form submission atte	empts, particularly useful Form hash code	for the National Agencies Status
This table pr in case of me Number 1	ovides additional informati ultiple form submissions. Time 2012-02-02 12:19:58 *	on (log) of all form submission atte Event Form has not been submitted yet	empts, particularly useful Form hash code C8243205BD4F1B0D	for the National Agencies Status Unknown
This table pr in case of me Number 1 * means loca	ovides additional informati Iltiple form submissions. Time 2012-02-02 12:19:58 * Il PC time, which is not tru	on (log) of all form submission atte Event Form has not been submitted yet isted and cannot be used for claim	Form hash code C8243205BD4F1B0D ing that the form has bee	for the National Agencies Status Unknown an submitted in time
This table pr in case of me 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 ARD SUBMISSION PRO	on (log) of all form submission atte Event Form has not been submitted yet isted and cannot be used for claim OCEDURE	empts, particularly useful Form hash code C8243205BD4F1B0D ing that the form has bee	for the National Agencies Status Unknown en submitted in time
This table pr in case of mu Number 1 * means loca G.3. STAND Online subm	ovides additional informati ultiple form submissions. Time 2012-02-02 12:19:58 * al PC time, which is not tru CARD SUBMISSION PRO ission (requires internet co	on (log) of all form submission atte Event Form has not been submitted yet Isted and cannot be used for claim INCEDURE	empts, particularly useful Form hash code C8243205BD4F1B0D ing that the form has bee	for the National Agencies Status Unknown an submitted in time Submit online

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

			<i>// / / / / DI D - I I (</i>		
Requ	uest New Report				
ID	Statuc	Poquest Date	Pacaiva Data	PDE Eilo	Poport Language
		Request Date	Receive Date	TDI THE	Report Language
1221		12 12 2011 14:50:10		D. I. I. DD.C.	DEQ Examinate (ENI)
1331	EMAIL NOTIFIED	13-12-2011 14:59:19		Download PDF	BE3 – English(EN)
1331 1329	EMAIL NOTIFIED REJECTED	13-12-2011 14:59:19 13-12-2011 14:13:43	13-12-2011 14:58:24	Download PDF Download PDF	BE3 - English(EN) BE3 - English(EN)
1331 1329 1328	EMAIL NOTIFIED REJECTED INVALIDATED	13-12-2011 14:59:19 13-12-2011 14:13:43 13-12-2011 14:04:20	13-12-2011 14:58:24	Download PDF Download PDF Download PDF	BE3 - English(EN) BE3 - English(EN) BE3 - English(EN)

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

	User Status: Lo	gged in: Benefi	iciary Test USE	R - beneficiary	Log out] Lega	l notice BE3 - Er
European Commission Mobility tool BE3 Europese I	Programma's voor O	nderwijs, O	pleiding e	n Samenwerk	ing – Agent	schap
ne > Mobility Experiences > Mobility Experience De	tails 🔌 Participant Repo	rt				
I	Home Project Details	Partners	Participants	Mobility Experie	ences Budget	Updates and Re
ort Details FirstName LastName f	or 2011-1-BE3	B-LEO01	-00001			
				Acce	pt Reject	Re-Request Ba
Report Details						
Report Language: BE3 - English(EN)	est Date: 13-12-201	1 14:13:43				
Status: PENDINC Recei	ve Date: 13-12-201	1 14:27:25				
Hash	code: 1DED629B3	AE7DD15				
□ Languages Used □						CS – Cze
Have you done as	y preparatory activities?	Yes				
Explain how you have prepared yourself for this N	lobility with reference to	text				
linguistic courses attended, choice of host countr country culture an	y and organisation, host I work organisation, etc.					
Language preparation received enabled me to cope	with everyday situations	To a very sm	all extent			
Language preparation received helped me to work	in my occupational area	To a very sm	all extent			
I received the necessary information to ge	t integrated into my new environment	To a very sm	all extent			
Overall satisfacti	on regarding preparation	To a very sm	all extent			
Please describe the type of preparation provided to host country cultural information	you: linguistic courses, , work organisation, etc.	text				
Content						
I was given proper help to find a su	itable host organisation	To a very sm	all extent			
The experiencies where Levincel (weaks						

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 Europese	e Programma's voo	or Onderwijs,	Opleiding e	n Samenwerking	– Agents	hap
me > Project Details						
	Home Project De	ails Partners	Participants	Mobility Experiences	Budget	Updates and Re
ject Details for 2011-1-BE3-LEC	001-00001					
Context & Period		Project	ldentifiers &	Summary		
Sub-programme: FONARDO DA VINCI		Grant A	areement No): 2011-1-BE3-LEO(1-00001	
Action: LEONARDO DA VINCI IVT (Initial Vocationa	al Training)	National ID: 1234				
Call year: 2011		Project Title (national language): Project Title				
Start of activity:		Benefici	ary Latin Na	me : Beneficiary Orga	anisation	
End of activity:						

- 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	Mobi	ilities
	۹	LASTNAME		FirstName	01/01/2011	01/02/2011	NONE	1	
ist of Mobilities for this Mobility Experience Add New Mobility Delete									
	Sending	Country	Re	ceiving Country	Receiving Partner	Start date	End date		
	BEL	GIUM		PORTUGAL	Partner no 1	01/01/2011	01/02/2011		
		Last N	lame	First Name	First start date	Last end date	Report status	Mobi	ilities
		JONES		Jane	14/12/2011	08/01/2012	NONE	1	6
ist (of Mobil	JONES	Mobility E	Jane xperience	14/12/2011 Receiving Partner	08/01/2012 Start date	NONE Add New M	1 obility	Delete
ist (of Mobil Sending LIECHT	JONES ities for this I Country ENSTEIN	Mobility E	Jane xperience ceiving Country IRELAND	14/12/2011 Receiving Partner Host Organisation	08/01/2012 Start date 14/12/2011	NONE Add New M End date 08/01/2012	1 obility	
ist (of Mobil Sending LIECHT	JONES ities for this I Country ENSTEIN Last N	Mobility E Rea	Jane xperience ceiving Country IRELAND First Name	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 Mobi	Delete
ist o	of Mobil Sending LIECHT	JONES ities for this l Country ENSTEIN BRAVO	Mobility E Rea	Jane xperience reiving Country IRELAND First Name Johnny	14/12/2011 Receiving Partner Host Organisation First start date 14/12/2011	08/01/2012 Start date 14/12/2011 Last end date 06/01/2012	NONE Add New M End date 08/01/2012 Report status NONE	1 obility Mobi	Delete Ilities
ist i	of Mobil Sending LIECHT	JONES ities for this I Country ENSTEIN Last N BRAVO ities for this I	Mobility E Rei Iame Mobility E	Jane xperience RELAND First Name Johnny xperience	14/12/2011 Receiving Partner Host Organisation First start date 14/12/2011	08/01/2012 Start date 14/12/2011 Last end date 06/01/2012	NONE Add New M End date 08/01/2012 Report status NONE Add New M	obility Mobi 1 obility	
ist (of Mobil Sending LIECHTI Of Mobil Sending	JONES ities for this I Country ENSTEIN Last N BRAVO ities for this I Country	Mobility E Red Jame Mobility E	Jane xperience RELAND First Name Johnny xperience ceiving Country	14/12/2011 Receiving Partner Host Organisation First start date 14/12/2011 Receiving Partner	08/01/2012	NONE Add New M End date 08/01/2012 Report status NONE Add New M End date	1 obility Mobil 1 obility	Deleta

- 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

MUDIIILY DETAILS TO ZUTTETEDESELEOUTEOUUUT, FIISUNAITIE LASUNAI	Mobility	Details	for 2	2011-1	-BE3-	LEO01	-00001,	FirstName	LastNam
---	----------	---------	-------	--------	-------	-------	---------	-----------	---------

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	Jes Used Selected Languages EN - English Cancel Update Mobility

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	Is Partners Participants Mobility Experiences Budget Updates and Reports
Project Details for 2011-1-BE3-LEO01-00001	
Context & Period	Project Identifiers & Summary
context d renou	
Sub-programme: LEONARDO DA VINCI	Grant Agreement No: 2011-1-BE3-LEO01-00001
Call year: 2011	National ID. 1234 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.

Budget Summ	ary	Number of Participants	Total Budget	Approved Budge
Mobility Organis	ation and Management	3	0.00	3000
Pedagogical Ling	uistic and Cultural Preparation	3	450.00	2000
Mobility Budget		2	600.00	1906
	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			1050.00	2436

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

First Name	Last Name	Total
FirstName	LASTNAME	25.00
Jane	JONES	125.00
Johnny	BRAVO	300.00
Total		450.00
Back		

- 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

					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	[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 Summ	ary	Number of Participants	Total Budget	Approved Budget
Mobility Organisa	ation and Management	3	36000.00	3000
Pedagogical Ling	uistic and Cultural Preparation	3	450.00	2000
Mobility Budget		2	600.00	19060
	Travel			
	Participants Without Special Needs	2	225.00	600
	Participants With Special Needs	0	0.00	300
	Accompanying Persons	0	0.00	100
	Total	2	225.00	1000
	Subsistence			
	Participants Without Special Needs	2	375.00	10836
	Participants With Special Needs	0	0.00	5418
	Accompanying Persons	0	0.00	1806
	Total	2	375.00	18060
Total Budget			37050.00	24360
				Recalculate Save

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.

User St	tatus: Logged in: Beneficiary Test USER - beneficiary [Log out] Legal notice BE3 - English				
Mobility tool BE3 Europese Programma's v	poor Onderwijs Opleiding on Samenworking - Agentechan				
	oor onderwijs, opielding en samenwerking - Agensenap				
lome 🗧 Project Details					
Home Project [Details Partners Participants Mobility Experiences Budget Updates and Report				
oject 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:	Repeticiary Latin Name: Repeticiary Organization				
End of activity:	beneficiary Latin 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	neficiary Test USE	R - beneficiary [Log o	ut] Legal notice	BE3 - English (EN)
Mobility	ission tool BE3 Europese I	Prograr	nma's voor On	derwijs,	Opleiding e	n Samenwerking -	Agentschap	
Home > Project Updates								
		Home	Project Details	Partners	Participants	Mobility Experiences	Budget Upd	ates and Reports
Total Numb	er of Participant Mobili	ity Expe	eriences		Approv	ed Participant Rep	oorts to Date	
Project Update ID	Update Time		Reporting Ac	tions	Benefic	iary Report File	Request S	tatus
125	Apr 26, 2011 16:36:00	Pi	repare 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 j j regai notice	English (E	
Mobility	nission tool BE3 Europese Pro	ogramma's voor Onderwijs	, Opleiding en Samenwerkin	g – Agentschap		
Home > Project Updates						
	Но	ome Project Details Partners	Participants Mobility Experience	es Budget Updates and R	Reports	
pdates and Repor	ts for 2011-1-BE3-	-LEO01-00001				
	and the second second second second	E	A 1.0 1.1 1.1			
Total Num	ber of Participant Mobility	Experiences	Approved Participant	Reports to Date		
Total Num	ber of Participant Mobility 2	Experiences	Approved Participant 0	Reports to Date		
Total Num Project Update ID	ber of Participant Mobility 2 Update Time	Experiences Reporting Actions	Approved Participant 0 Beneficiary Report File	Reports to Date Request Status		
Total Numl Project Update ID 125	ber of Participant Mobility 2 Update Time Apr 26, 2011 16:36:00	Experiences	Approved Participant 0 Beneficiary Report File N/A	Reports to Date Request Status N/A 0		
Total Numl Project Update ID 125	ber of Participant Mobility 2 Update Time Apr 26, 2011 16:36:00	Experiences	Approved Participant 0 Beneficiary Report File N/A Total P	Reports to Date Request Status N/A 0 ages: 1 [1]		

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	; E	eneficiary Report File	Request Status		
25		Apr 26, 2011 16	:36:00 P	repare New Report	N/A		N/A ()		
Cho	Do you want to continue with the report generation? hoose the report language: BE3 - English (EN) 💌 uth. to sign agreement: Clara								
Aut	th. to sign agreer	ment: Clara							
Aut Cho	th. to sign agree	ment: Clara y Contact Pers	on you want to	show on the repo	t: Position	Fn	nail		
Aut Cho	th. to sign agreen	ment: Clara y Contact Pers ne JSER	on you want to Dep N/A	show on the repo artment	t: Position /A	En m	nail .be		
Aut Cho ©	th. to sign agreen bose the Benefician Nam Beneficiary Test L James JASON	ment: Clara y Contact Pers ie JSER	on you want to Dep N/A N/A	show on the repo partment	t: Position /A /A	En m james.jason@email.	nail .be com		
Aut Cho © O	th. to sign agreen bose the Benefician Beneficiary Test U James JASON Louis	ment: Clara y Contact Pers 1e JSER	on you want to Dep N/A N/A Vocational Edu	show on the repo artment N N ucation A	t: Position //A //A ssistant	En m james.jason@email. m	nail be com .com		
Aut Cho O O	th. to sign agreer pose the Benefician Beneficiary Test U James JASON Louis	ment: Clara y Contact Pers ne JSER	on you want to Dep N/A N/A Vocational Edu	show on the repo artment N ucation A Yes No	t: Position //A //A ssistant	m james.jason@email. m	nail .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 Number of Participant Mobility Experiences			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)	

- 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 Mobility tool BE3 Europese Programma's voor My Home	s: Logged in: Beneficiary Test USER - beneficiary [Log out] Legal notice BE3 - English (EN) - r Onderwijs, Opleiding en Samenwerking – Agentschap
Welcome Beneficiary Test User List of the Projects 2011-1-BE3-LE001-00001 Total Pages: 1 [1] Your National Agency Name: BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap. Helpdesk – Contact: +32 2 mobilitytool@	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. In the Mobility Tool you will be able to provide all the information 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.
Mobility Tool (ACCEPTANCE - v. 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.