

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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.


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?

1. 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.



European Commission

Mobility tool

User Status: Logged in: **beneficiary** [Log out]

Legal notice

BE3 - Dutch (NL)

BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap

My Home

Welcome

List of the Projects

2011-1-BE3-LEO01-00001

Total Pages: 1 [1]

Your National Agency

Name: BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap
Helpdesk – Contact: +32 2
mobilitytool@.be


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 09:18:41

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



European Commission

Mobility tool

User Status: Logged in: **beneficiary** [Log out]

Legal notice

BE3 - Dutch (NL)

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My Home

Welcome

List of the Projects

2011-1-BE3-LEO01-00001

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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 09:18:41

8

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.

The screenshot shows the 'Mobility tool' interface. At the top, there is a blue header with the European Commission logo and the text 'BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap'. Below the header, a navigation bar contains buttons for 'Home', 'Project Details', 'Partners', 'Participants', 'Mobility Experiences', 'Budget', and 'Updates and Reports'. The 'Updates and Reports' button is highlighted with a red rectangle. The main content area is titled 'Project Details for 2011-1-BE3-LEO01-00001' and contains four panels:

- Context & Period**
 - Sub-programme: LEONARDO DA VINCI
 - Action: LEONARDO DA VINCI IVT (Initial Vocational Training)
 - Call year: 2011
- Project Identifiers & Summary**
 - Grant Agreement No: 2011-1-BE3-LEO01-00001
 - National ID: 1234
 - Project Title (national language): Project Title
- Start of activity:**
End of activity:
- Beneficiary Latin Name:** Beneficiary Organisation

4. A list of 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.

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Mobility tool BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap

User Status: Logged in: Beneficiary Test USER - **beneficiary** [Log out] | Legal notice BE3 - English (EN)

My Home > Project Updates

Home | Project Details | Partners | Participants | Mobility Experiences | Budget | Updates and Reports

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

Total Number of Participant Mobility Experiences			Approved Participant Reports to Date	
0			0	
Project Update ID	Update Time	Reporting Actions	Beneficiary Report File	Request Status
125	Apr 26, 2011 16:36:00	Prepare New Report	N/A	N/A 0

Total Pages: 1 [1]

Mobility Tool (ACCEPTANCE - v. 1.2.0#111128) 2011-12-13 10:25:23

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

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Mobility tool BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap

User Status: Logged in: Beneficiary Test USER - **beneficiary** [Log out] | Legal notice BE3 - English (EN)

My Home > Project Updates

Home | Project Details | Partners | Participants | Mobility Experiences | Budget | Updates and Reports

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

Total Number of Participant Mobility Experiences			Approved Participant Reports to Date	
0			0	
Project Update ID	Update Time	Reporting Actions	Beneficiary Report File	Request Status
125	Apr 26, 2011 16:36:00	Prepare New Report	N/A	N/A 0

Total Pages: 1 [1]

Mobility Tool (ACCEPTANCE - v. 1.2.0#111128) 2011-12-13 10:25:23

- 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.

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Mobility tool BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap

User Status: Logged in: Beneficiary Test USER - **beneficiary** [Log out] | Legal notice BE3 - English (EN)

My Home > Project Updates > Project Update Details

Home | Project Details | Partners | Participants | Mobility Experiences | Budget | Updates and Reports

Project Update ID: 125 – Apr 26, 2011 16:36:00 for 2011-1-BE3-LEO01-00001

[Back](#)

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 level

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.

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Mobility tool BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap

User Status: Logged in: Beneficiary Test USER - **beneficiary** [Log out] | Legal notice BE3 - English (EN)

My Home > Budget

Home | Project Details | Partners | Participants | Mobility Experiences | Budget | Updates and Reports

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

Budget Summary	Number of Participants	Total Budget	Approved Budget
Mobility Organisation and Management	3	12000.00	3000.00
Pedagogical Linguistic and Cultural Preparation	3	450.00	2000.00
Mobility Budget	3	605.00	19060.00
Travel			
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
Total Budget		13055.00	24360.00

[Recalculate](#) [Save](#)


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.



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 () next to the participant's name to see more details.

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Mobility tool BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap

User Status: Logged in: Beneficiary Test USER - **beneficiary** [Log out] | Legal notice BE3 - English (EN)

My Home > Participants

Home Project Details Partners **Participants** Mobility Experiences Budget Updates and Reports

Participants & Accompanying Persons for 2011-1-BE3-LEO01-00001

Add New Remove Selected

		Title	First Name	Last Name	Gender	With Special Needs	Accomp. Person	Email
<input type="checkbox"/>		Mr	FirstName	LastName	Male	NO	NO	firstname.lastname@email.com
<input type="checkbox"/>		Mrs	Jane	Jones	Female	NO	NO	jane.jones@email.com
<input type="checkbox"/>			Johnny	Bravo	Male	NO	NO	johnny.bravo@email.com

Total 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 "[4.1. How to display a list of participants?](#)" paragraph.
2. Click the "Add New" button.

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Mobility tool BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap

User Status: Logged in: Beneficiary Test USER - **beneficiary** [Log out] | Legal notice BE3 - English (EN)

My Home > Participants

Home Project Details Partners **Participants** Mobility Experiences Budget Updates and Reports

Participants & Accompanying Persons for 2011-1-BE3-LEO01-00001

Add New Remove Selected

		Title	First Name	Last Name	Gender	With Special Needs	Accomp. Person	Email
<input type="checkbox"/>		Mr	FirstName	LastName	Male	NO	NO	firstname.lastname@email.com
<input type="checkbox"/>		Mrs	Jane	Jones	Female	NO	NO	jane.jones@email.com
<input type="checkbox"/>			Johnny	Bravo	Male	NO	NO	johnny.bravo@email.com

Total Pages: 1 [1]

Mobility Tool (ACCEPTANCE - 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.

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User Status: Logged in: Beneficiary Test USER - beneficiary [Log out] | Legal notice 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*	dd-mm-yyyy	Country*	-- Select country --
Gender*		Region*	
Telephone		Email*	

Is Accompanying Person* NO

With Special Needs* NO

Type of Participant* -- choose participant type --


IVT Participant Type *

Cancel Save

Mobility Tool (ACCEPTANCE - v. 1.2.0#111128) 2011-12-13 10:29:15

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.

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User Status: Logged in: Beneficiary Test USER - beneficiary [Log out] | Legal notice 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	Mr	Address*	Street 1
First Name*	FirstName	Postal Code*	1000
Last Name*	LastName	City*	Brussels
Date of Birth*	01 - 01 - 1980 (dd-mm-yyyy)	Country*	BE - BELGIUM
Gender*	M - Male	Region*	BE10 - Région de Bruxelles-Capitale / Brussels Hoof
Telephone		Email*	firstname.lastname@email.com

Is Accompanying Person* NO

With Special Needs* NO

Type of Participant* STD-ADL - Adult learners

IVT Participant Type * MobIVT-Sch - Trainees in school based initial 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)

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Mobility tool BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap

My Home

Welcome [redacted]

List of the Projects

2011-1-BE3-LEO01-00001

Total Pages: 1 [1]

Your National Agency

Name: BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap
Helpdesk – Contact: +32 2 [redacted]
mobilitytool@[redacted].be

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 09:18:41

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

User Status: Logged in: Beneficiary Test USER - **beneficiary** [Log out] | Legal notice | BE3 - English (EN)

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Mobility tool BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap

My Home > Project Details

Home | Project Details | **Partners** | Participants | Mobility Experiences | Budget | Updates and Reports

Project Details for 2011-1-BE3-LEO01-00001

Context & Period

Sub-programme: LEONARDO DA VINCI
Action: LEONARDO DA VINCI IVT (Initial Vocational Training)
Call year: 2011

Project Identifiers & Summary

Grant Agreement No: 2011-1-BE3-LEO01-00001
National ID: 1234
Project Title (national language): Project Title

Start of activity:
End of activity:

Beneficiary Latin Name: Beneficiary Organisation

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

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User Status: Logged in: Beneficiary Test USER - **beneficiary** [Log out] | Legal notice | BE3 - English (EN)

My Home > Partners

Home | Project Details | **Partners** | Participants | Mobility Experiences | Budget | Updates and Reports

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	0000000000	BELGIUM	[view]

Add New | Remove Selected

#	Partner Organisation – Legal Name	Type of Organisation	Preferred Contact Name	Mobile	Country	Partner Contacts
<input type="checkbox"/>	Intermediary Partner	Vocational training institute tertiary level				0
<input type="checkbox"/>	Host Organisation	Vocational training institute tertiary level				0

Mobility Tool (ACCEPTANCE - v. 1.2.0#111128) 2011-12-13 10:31:26

5.2. How to add a new partner?

- Repeat the steps from "[5.1. How to display a list of partners?](#)" paragraph.
- Click the "Add New" button in the lower part of the list.

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User Status: Logged in: Beneficiary Test USER - **beneficiary** [Log out] | Legal notice | BE3 - English (EN)

My Home > Partners

Home | Project Details | **Partners** | Participants | Mobility Experiences | Budget | Updates and Reports

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	0000000000	BELGIUM	[view]

Add New | Remove Selected

#	Partner Organisation – Legal Name	Type of Organisation	Preferred Contact Name	Mobile	Country	Partner Contacts
<input type="checkbox"/>	Intermediary Partner	Vocational training institute tertiary level				0
<input type="checkbox"/>	Host Organisation	Vocational training institute tertiary level				0

Mobility Tool (ACCEPTANCE - v. 1.2.0#111128) 2011-12-13 10:31:26

- 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.
- In "Contact Person Information" section you can tick "Same address as Partner Organisation" to copy partner's address into contact person address.

Contact Person Information

Title	<input type="text"/>	Same address as Partner Organisation	<input type="checkbox"/>
First Name*	<input type="text"/>	Legal Address*	<input type="text"/>
Last Name*	<input type="text"/>	Postal Code*	<input type="text"/>
Department*	<input type="text"/>	City*	<input type="text"/>
Position*	<input type="text"/>	Country*	-- Select country --
Mobile*	<input type="text"/>	Region*	<input type="text"/>
Email*	<input type="text"/>	Fax	<input type="text"/>
		Preferred contact	<input checked="" type="checkbox"/>

- 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 Person Information

Title	<input type="text"/>	Same address as Partner Organisation	<input type="checkbox"/>
First Name*	<input type="text"/>	Legal Address*	<input type="text"/>
Last Name*	<input type="text"/>	Postal Code*	<input type="text"/>
Department*	<input type="text"/>	City*	<input type="text"/>
Position*	<input type="text"/>	Country*	-- Select country --
Mobile*	<input type="text"/>	Region*	<input type="text"/>
Email*	<input type="text"/>	Fax	<input type="text"/>
		Preferred contact	<input checked="" type="checkbox"/>


- 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.

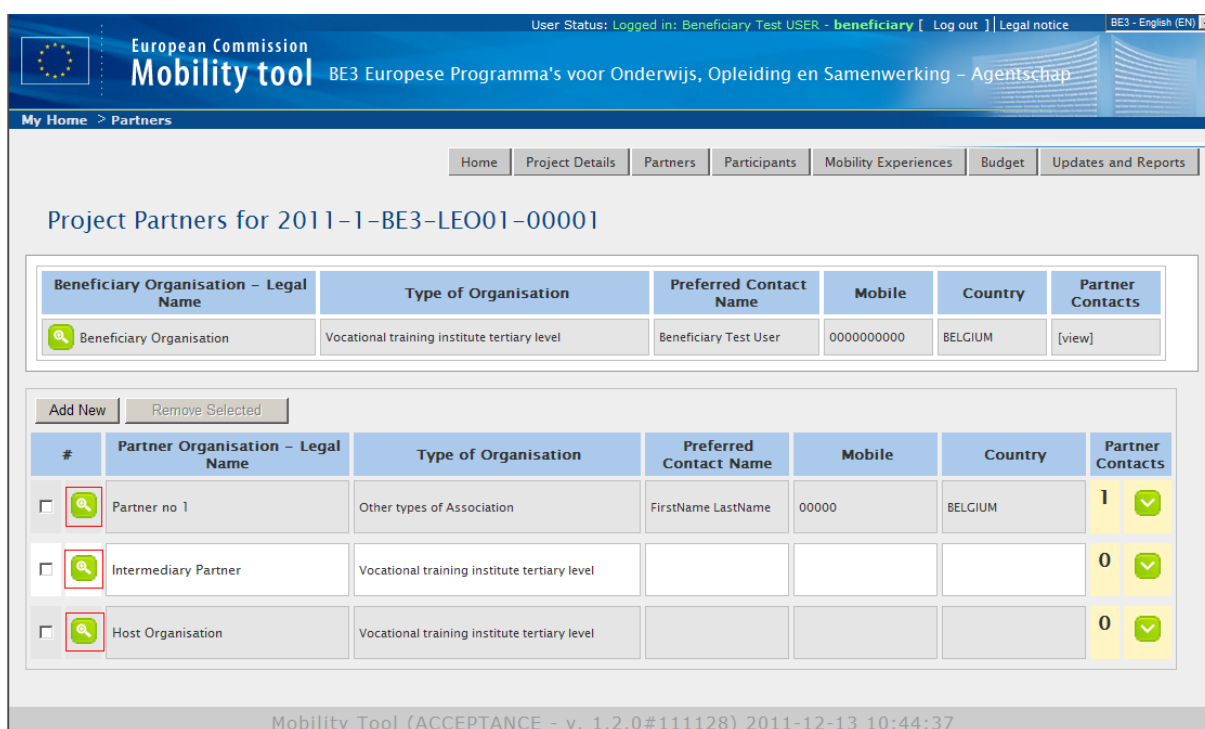
Add New		Remove Selected				
#	Partner Organisation – Legal Name	Type of Organisation	Preferred Contact Name	Mobile	Country	Partner Contacts
<input type="checkbox"/>	Partner no 1	Other types of Association	FirstName LastName	00000	BELGIUM	1
<input type="checkbox"/>	Intermediary Partner	Vocational training institute tertiary level				0
<input type="checkbox"/>	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 () next to the partner you want to edit.



Beneficiary Organisation - Legal Name	Type of Organisation	Preferred Contact Name	Mobile	Country	Partner Contacts
 Beneficiary Organisation	Vocational training institute tertiary level	Beneficiary Test User	0000000000	BELGIUM	[view]

#	Partner Organisation - Legal Name	Type of Organisation	Preferred Contact Name	Mobile	Country	Partner Contacts
<input type="checkbox"/> 	Partner no 1	Other types of Association	FirstName LastName	00000	BELGIUM	1 
<input type="checkbox"/> 	Intermediary Partner	Vocational training institute tertiary level				0 
<input type="checkbox"/> 	Host Organisation	Vocational training institute tertiary level				0 

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	Partner Contacts
<input checked="" type="checkbox"/>	Partner no 1	Other types of Association	FirstName LastName	00000	BELGIUM	1
<input checked="" type="checkbox"/>	Intermediary Partner	Vocational training institute tertiary level				0
<input type="checkbox"/>	Host Organisation	Vocational training institute tertiary level				0

3. 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 "[6.8. How to delete a mobility experience?](#)" for more details.

5.5. How to add a beneficiary organisation contact person?

1. Repeat the steps from "[5.1. How to display a list of partners?](#)" paragraph.
2. Click the "[view]" link on the right next to the partner you want to edit.

European Commission

Mobility tool

User Status: Logged in: Beneficiary Test USER - beneficiary [Log out] | Legal notice

BE3 - English (EN)

BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap

My Home > Partners

Home | Project Details | Partners | Participants | Mobility Experiences | Budget | Updates and Reports

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	0000000000	BELGIUM	[view]

Add New		Remove Selected				
#	Partner Organisation – Legal Name	Type of Organisation	Preferred Contact Name	Mobile	Country	Partner Contacts
<input type="checkbox"/>	Partner no 1	Other types of Association	FirstName LastName	00000	BELGIUM	1
<input type="checkbox"/>	Intermediary Partner	Vocational training institute tertiary level				0
<input type="checkbox"/>	Host Organisation	Vocational training institute tertiary level				0

Mobility Tool (ACCEPTANCE - v. 1.2.0#111128) 2011-12-13 11:29:27

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

European Commission
Mobility tool BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap

User Status: Logged in: Beneficiary Test USER - beneficiary [Log out] | Legal notice BE3 - English (EN)

My Home > Partners > Partner Contacts

Home Project Details Partners Participants Mobility Experiences Budget Updates and Reports

Beneficiary Partner Contacts for 2011-1-BE3-LEO01-00001

Beneficiary Organisation – Beneficiary Partner Contacts

[Add New](#) [Remove Selected](#)

	Contact Name	Department	Position	Email	Access to Project
<input type="checkbox"/>	Mr Beneficiary Test USER	N/A	N/A	m[REDACTED].be	
<input type="checkbox"/>	Mr Louis [REDACTED]	Vocational Education	Assistant	m[REDACTED].com	Yes [Disable]

Beneficiary Organisation – Authorised to sign Grant

Contact Name	Department	Position	Email
Mrs Clara [REDACTED]	Vocational Education	Director	al[REDACTED].com

[Partners List](#)

Mobility Tool (ACCEPTANCE - v. 1.2.0#111128) 2011-12-13 11:30:06

4. Click the "Add New" button.

European Commission
Mobility tool BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap

User Status: Logged in: Beneficiary Test USER - beneficiary [Log out] | Legal notice BE3 - English (EN)

My Home > Partners > Partner Contacts

Home Project Details Partners Participants Mobility Experiences Budget Updates and Reports

Beneficiary Partner Contacts for 2011-1-BE3-LEO01-00001

Beneficiary Organisation – Beneficiary Partner Contacts

[Add New](#) [Remove Selected](#)

	Contact Name	Department	Position	Email	Access to Project
<input type="checkbox"/>	Mr Beneficiary Test USER	N/A	N/A	m[REDACTED].be	
<input type="checkbox"/>	Mr Louis [REDACTED]	Vocational Education	Assistant	m[REDACTED].com	Yes [Disable]

Beneficiary Organisation – Authorised to sign Grant

Contact Name	Department	Position	Email
Mrs Clara [REDACTED]	Vocational Education	Director	al[REDACTED].com

[Partners List](#)

Mobility Tool (ACCEPTANCE - v. 1.2.0#111128) 2011-12-13 11:30:06

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

<input type="checkbox"/> Same address as Partner Organisation	
Title	<input type="text"/>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Department*	<input type="text"/>
Position*	<input type="text"/>
Mobile*	<input type="text"/>
Email*	<input type="text"/>
Legal Address*	<input type="text"/>
Postal Code*	<input type="text"/>
City*	<input type="text"/>
Country*	-- Select country --
Region*	<input type="text"/>
Fax	<input type="text"/>
Preferred contact	<input checked="" type="checkbox"/>

Beneficiary 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.

<input type="checkbox"/> Same address as Partner Organisation	
Title	<input type="text"/>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Department*	<input type="text"/>
Position*	<input type="text"/>
Mobile*	<input type="text"/>
Email*	<input type="text"/>
Legal Address*	<input type="text"/>
Postal Code*	<input type="text"/>
City*	<input type="text"/>
Country*	-- Select country --
Region*	<input type="text"/>
Fax	<input type="text"/>
Preferred contact	<input checked="" type="checkbox"/>

Beneficiary contacts list

Cancel Save

8. 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.

<input type="checkbox"/> Same address as Partner Organisation	
Title	<input type="text"/>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Department*	<input type="text"/>
Position*	<input type="text"/>
Mobile*	<input type="text"/>
Email*	<input type="text"/>
Legal Address*	<input type="text"/>
Postal Code*	<input type="text"/>
City*	<input type="text"/>
Country*	-- Select country --
Region*	<input type="text"/>
Fax	<input type="text"/>
Preferred contact	<input checked="" type="checkbox"/>


Beneficiary 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 "[5.1. How to display a list of partners?](#)" paragraph.







- 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.

Add New Remove Selected						
#	Partner Organisation – Legal Name	Type of Organisation	Preferred Contact Name	Mobile	Country	Partner Contacts
<input type="checkbox"/>	 Partner no 1	Other types of Association	FirstName LastName	00000	BELGIUM	1 
<input type="checkbox"/>	 Intermediary Partner	Vocational training institute tertiary level				0 
<input type="checkbox"/>	 Host Organisation	Vocational training institute tertiary level				0 

- A list of already existing contacts will appear.

Add New Remove Selected						
#	Partner Organisation – Legal Name	Type of Organisation	Preferred Contact Name	Mobile	Country	Partner Contacts
<input type="checkbox"/>	 Partner no 1	Other types of Association	FirstName LastName	00000	BELGIUM	1 
List of Contacts for this Partner						
				Add New Remove Selected		
	First Name	Last Name	Mobile	Email		
	FirstName	LastName	00000	contact.partner@email.com		
<input type="checkbox"/>	 Intermediary Partner	Vocational training institute tertiary level				0 
<input type="checkbox"/>	 Host Organisation	Vocational training institute tertiary level				0 

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

Add New Remove Selected						
#	Partner Organisation – Legal Name	Type of Organisation	Preferred Contact Name	Mobile	Country	Partner Contacts
<input type="checkbox"/>	 Partner no 1	Other types of Association	FirstName LastName	00000	BELGIUM	1 
List of Contacts for this Partner						
				Add New Remove Selected		
	First Name	Last Name	Mobile	Email		
	FirstName	LastName	00000	contact.partner@email.com		
<input type="checkbox"/>	 Intermediary Partner	Vocational training institute tertiary level				0 
<input type="checkbox"/>	 Host Organisation	Vocational training institute tertiary level				0 

- 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 Organisation

Title		Legal Address*	
First Name*		Postal Code*	
Last Name*		City*	
Department*		Country*	-- Select country --
Position*		Region*	
Mobile*		Fax	
Email*		Preferred contact	<input checked="" type="checkbox"/>

Beneficiary contacts list

Cancel Save

- 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?

- Repeat the steps from "[5.1. How to display a list of partners?](#)" paragraph.
- Click the "[view]" link next to the partner. A list of contacts for the beneficiary organisation will be displayed.

User Status: Logged in: Beneficiary Test USER - beneficiary [Log out] | Legal notice | BE3 - English (EN)

European Commission
Mobility tool BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap

My Home > Partners

Home | Project Details | Partners | Participants | Mobility Experiences | Budget | Updates and Reports

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	0000000000	BELGIUM	[view]

Add New Remove Selected

#	Partner Organisation – Legal Name	Type of Organisation	Preferred Contact Name	Mobile	Country	Partner Contacts
<input type="checkbox"/>	Partner no 1	Other types of Association	FirstName LastName	00000	BELGIUM	1
<input type="checkbox"/>	Intermediary Partner	Vocational training institute tertiary level				0
<input type="checkbox"/>	Host Organisation	Vocational training institute tertiary level				0

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- 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.

Beneficiary Organisation – Beneficiary Partner Contacts

Add New Remove Selected

	Contact Name	Department	Position	Email	Access to Project
<input type="checkbox"/>	Mr Beneficiary Test USER	N/A	N/A	m .be	
<input checked="" type="checkbox"/>	Mr Louis	Vocational Education	Assistant	m .com	Yes [Disable]

Beneficiary Organisation – Authorised to sign Grant

Contact Name	Department	Position	Email
Mrs Clara	Vocational Education	Director	a .com

Partners List

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

5.8. How to remove a partner organisation contact person?

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

Add New Remove Selected

#	Partner Organisation – Legal Name	Type of Organisation	Preferred Contact Name	Mobile	Country	Partner Contacts
<input type="checkbox"/>	Partner no 1	Other types of Association	FirstName LastName	00000	BELGIUM	2 ✓
<input type="checkbox"/>	Intermediary Partner	Vocational training institute tertiary level				0 ✓
<input type="checkbox"/>	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.

#	Partner Organisation – Legal Name	Type of Organisation	Preferred Contact Name	Mobile	Country	Partner Contacts															
<input type="checkbox"/>	Partner no 1	Other types of Association	FirstName LastName	00000	BELGIUM	2															
<div> List of Contacts for this Partner <div> Add New Remove Selected </div> </div> <table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Mobile</th> <th>Email</th> <th></th> </tr> </thead> <tbody> <tr> <td>FirstName</td> <td>LastName</td> <td>00000</td> <td>contact.partner@email.com</td> <td> <input checked="" type="checkbox"/></td> </tr> <tr> <td>Person</td> <td>No 2</td> <td>000000</td> <td>otherperson@email.com</td> <td> <input checked="" type="checkbox"/></td> </tr> </tbody> </table>							First Name	Last Name	Mobile	Email		FirstName	LastName	00000	contact.partner@email.com	<input checked="" type="checkbox"/>	Person	No 2	000000	otherperson@email.com	<input checked="" type="checkbox"/>
First Name	Last Name	Mobile	Email																		
FirstName	LastName	00000	contact.partner@email.com	<input checked="" type="checkbox"/>																	
Person	No 2	000000	otherperson@email.com	<input checked="" type="checkbox"/>																	
<input type="checkbox"/>	Intermediary Partner	Vocational training institute tertiary level				0															
<input type="checkbox"/>	Host Organisation	Vocational training institute tertiary level				0															

- Click the "Remove Selected" button right above the list of contacts. A confirmation dialog box will appear. Click OK.
- 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?

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

European Commission
Mobility tool

User Status: Logged in: Beneficiary Test USER - beneficiary [Log out] | Legal notice

BE3 - English (EN)

BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap

My Home > Partners

Home

Project Details

Partners

Participants

Mobility Experiences

Budget

Updates and Reports

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	0000000000	BELGIUM	[view]

Add New
Remove Selected

#	Partner Organisation – Legal Name	Type of Organisation	Preferred Contact Name	Mobile	Country	Partner Contacts
<input type="checkbox"/>	Partner no 1	Other types of Association	FirstName LastName	00000	BELGIUM	1
<input type="checkbox"/>	Intermediary Partner	Vocational training institute tertiary level				0
<input type="checkbox"/>	Host Organisation	Vocational training institute tertiary level				0

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3. 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.

Beneficiary Organisation – Beneficiary Partner Contacts

	Contact Name	Department	Position	Email	Access to Project
<input checked="" type="checkbox"/>	Mr Beneficiary Test USER	N/A	N/A	m .be	
<input type="checkbox"/>	James	N/A	N/A	james	No [Enable]
<input type="checkbox"/>	Mr Louis	Vocational Education	Assistant	m	Yes [Disable]

Beneficiary Organisation – Authorised to sign Grant

Contact Name	Department	Position	Email
Mrs Clara	Vocational Education	Director	a .com

- 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.
 6. Under the "Access to project" label the page will now display either "Yes [Disable]" or "No [Enable]" values.
 7. Please see the ["2. How to login to the Mobility Tool?"](#) paragraph for more information on how the new user can access the project.

6. Mobilities

6.1. How to create a new mobility experience?

Definition:

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

Note:

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

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

The screenshot displays the 'European Commission Mobility tool' interface. At the top, the user is logged in as 'Beneficiary Test USER - beneficiary'. The main navigation bar includes links for 'Home', 'Project Details', 'Partners', 'Participants', 'Mobility Experiences' (highlighted with a red box), 'Budget', and 'Updates and Reports'. The page title is 'Project Details for 2011-1-BE3-LEO01-00001'. The content area is divided into two columns. The left column, titled 'Context & Period', contains the following information: 'Sub-programme: LEONARDO DA VINCI', 'Action: LEONARDO DA VINCI IVT (Initial Vocational Training)', and 'Call year: 2011'. The right column, titled 'Project Identifiers & Summary', contains: 'Grant Agreement No: 2011-1-BE3-LEO01-00001', 'National ID: 1234', and 'Project Title (national language): Project Title'. Below these, there are two more sections: 'Start of activity:' and 'End of activity:' on the left, and 'Beneficiary Latin Name: Beneficiary Organisation' on the right. The footer indicates the version is '1.2.0#111128' and the date/time is '2011-12-13 13:24:25'.

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

European Commission
Mobility tool BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap

User Status: Logged in: Beneficiary Test USER - **beneficiary** [Log out] | Legal notice BE3 - English (EN)

My Home > Mobility Experiences

Home Project Details Partners Participants Mobility Experiences Budget Updates and Reports

List of Mobility Experiences for 2011-1-BE3-LEO01-00001

New Mobility Experience Delete Advanced Search Clear Filters Request report Export All Mobilities

	Last Name	First Name	First start date	Last end date	Report status	Mobilities
<input type="checkbox"/>	LASTNAME	FirstName	01/01/2011	01/02/2011	NONE	1

List of Mobilities for this Mobility Experience

Add New Mobility Delete

Sending Country	Receiving Country	Receiving Partner	Start date	End date
BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011

	Last Name	First Name	First start date	Last end date	Report status	Mobilities
<input type="checkbox"/>	JONES	Jane	14/12/2011	08/01/2012	NONE	1

List of Mobilities for this Mobility Experience

Add New Mobility Delete

Sending Country	Receiving Country	Receiving Partner	Start date	End date
LIECHTENSTEIN	IRELAND	Host Organisation	14/12/2011	08/01/2012

Mobility Tool (ACCEPTANCE - v. 1.2.0#111128) 2011-12-13 13:26:07

5. Click the "New Mobility Experience" button.

European Commission
Mobility tool BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap

User Status: Logged in: Beneficiary Test USER - **beneficiary** [Log out] | Legal notice BE3 - English (EN)

My Home > Mobility Experiences

Home Project Details Partners Participants Mobility Experiences Budget Updates and Reports

List of Mobility Experiences for 2011-1-BE3-LEO01-00001

New Mobility Experience Delete Advanced Search Clear Filters Request report Export All Mobilities

	Last Name	First Name	First start date	Last end date	Report status	Mobilities
<input type="checkbox"/>	LASTNAME	FirstName	01/01/2011	01/02/2011	NONE	1

List of Mobilities for this Mobility Experience

Add New Mobility Delete

Sending Country	Receiving Country	Receiving Partner	Start date	End date
BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011

	Last Name	First Name	First start date	Last end date	Report status	Mobilities
<input type="checkbox"/>	JONES	Jane	14/12/2011	08/01/2012	NONE	1

List of Mobilities for this Mobility Experience

Add New Mobility Delete

Sending Country	Receiving Country	Receiving Partner	Start date	End date
LIECHTENSTEIN	IRELAND	Host Organisation	14/12/2011	08/01/2012

Mobility Tool (ACCEPTANCE - v. 1.2.0#111128) 2011-12-13 13:26:07

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

European Commission
Mobility tool BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap

User Status: Logged in: Beneficiary Test USER - beneficiary [Log out] | Legal notice | BE3 - English (EN)

My Home > Mobility Experiences > Mobility Experience

Home | Project Details | Partners | Participants | Mobility Experiences | Budget | Updates and Reports

New Mobility Experience for 2011-1-BE3-LEO01-00001

Education

Economic Sector: -- Select a Sector --

Field of Education: -- Select a Field --

Level of Education: -- Select a Level --

Participants & Accompanying Persons

Select Participant name:

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:

Mobility Partners

Sending Partner*: Beneficiary Organisation (Beneficiary)

Receiving Partner*: Host Organisation

Intermediary Partner: --

Mobility Details

Sending Country*: -- Select country --

Receiving Country*: -- Select country --

Departure Date*: 31

Return Date*: 31

Duration in weeks: 0 and days: 0

Budget

Subsistence: 0

Travel Costs: 0

Total: 0.00

Certification

Select Certifying Partner

Selected Certificates

Languages Used

List of Languages

BG - Bulgarian

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 & Accompanying Persons

Select Participant name:

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:

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.

Participants & Accompanying Persons

Select Participant name:

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

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:

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 Partners

Sending Partner*:

Receiving 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*

Receiving Country*:

Departure Date*:

Return Date*:

Duration in weeks: and days:

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*

Receiving Country*:

Departure Date*:

Return Date*:

Duration in weeks: and days:

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

Budget

Subsistence:

Travel Costs:

Total:

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 ▼

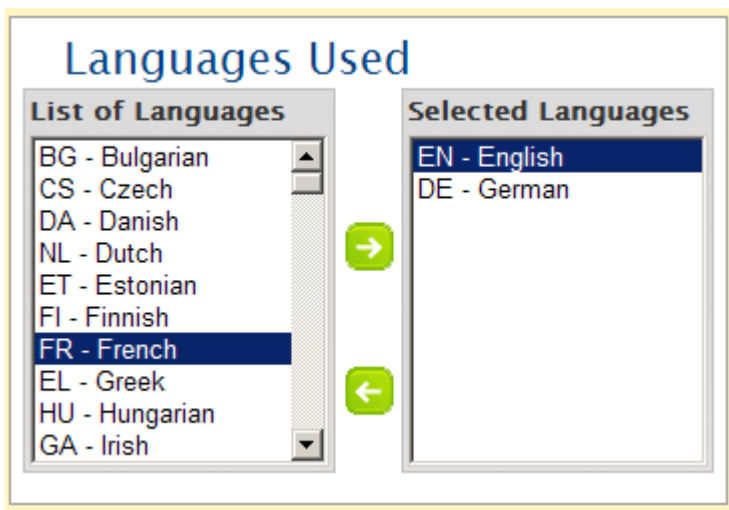
→

←

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.

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

New Mobility Experience 

	Last Name	First Name	First start date	Last end date	Report status	Mobilities		
<input type="checkbox"/>		LASTNAME	FirstName	01/01/2011	01/02/2011	NONE	1	

List of Mobilities for this Mobility Experience

Sending Country	Receiving Country	Receiving Partner	Start date	End date	
BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011	 <input type="checkbox"/>

	Last Name	First Name	First start date	Last end date	Report status	Mobilities		
<input type="checkbox"/>		JONES	Jane	14/12/2011	08/01/2012	NONE	1	

List of Mobilities for this Mobility Experience

Sending Country	Receiving Country	Receiving Partner	Start date	End date	
LIECHTENSTEIN	IRELAND	Host Organisation	14/12/2011	08/01/2012	 <input type="checkbox"/>

	Last Name	First Name	First start date	Last end date	Report status	Mobilities		
<input type="checkbox"/>		BRAVO	Johnny	14/12/2011	06/01/2012	NONE	1	

List of Mobilities for this Mobility Experience

Sending Country	Receiving Country	Receiving Partner	Start date	End date	
BELGIUM	LITHUANIA	Host Organisation	14/12/2011	06/01/2012	 <input type="checkbox"/>

6. 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.

Mobility Experiences

Detail of Mobility Experience for 2011-1-BE3-LEO01-00001

Participant

Title

First Name

Last Name

Date of Birth 1980 (dd-mm-yyyy)

Gender

With Special Needs

Is Accompanying Person

Type of Participant

IVT Participant Type

Participant

Address

Postal Code

City

Country

Region

Telephone

Email


Education

Economic Sector*

Field of Education*

Level of Education*

List of Mobilities for this Mobility Experience

Sending Country	Receiving Country	Receiving Partner	Start date	End date	
BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011	 <input type="checkbox"/>


6.3. How to change a mobility experience?

Only the following mobility experience information can be changed:

- economic sector
- field of education
- level of education

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

1. Follow the steps from ["6.2. How to display mobility experience details?"](#)

2. Click the green loupe () next to the Mobility Experience you want to change.



Last Name	First Name	First start date	Last end date	Report status	Mobilities
LASTNAME	FirstName	01/01/2011	01/02/2011	NONE	1

List of Mobilities for this Mobility Experience

Sending Country	Receiving Country	Receiving Partner	Start date	End date
BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011

Last Name	First Name	First start date	Last end date	Report status	Mobilities
JONES	Jane	14/12/2011	08/01/2012	NONE	1

List of Mobilities for this Mobility Experience

Sending Country	Receiving Country	Receiving Partner	Start date	End date
LIECHTENSTEIN	IRELAND	Host Organisation	14/12/2011	08/01/2012

Last Name	First Name	First start date	Last end date	Report status	Mobilities
BRAVO	Johnny	14/12/2011	06/01/2012	NONE	1

List of Mobilities for this Mobility Experience

Sending Country	Receiving Country	Receiving Partner	Start date	End date
BELGIUM	LITHUANIA	Host Organisation	14/12/2011	06/01/2012

3. Change the values in the form. Please note that participant data cannot be modified in this form. Please refer to ["4.3. How to edit participant's details?"](#) section for more information on changing participant's data.

Mobility Experiences [Reports Requests](#)

Detail of Mobility Experience for 2011-1-BE3-LEO01-00001

Participant

Title

First Name

Last Name

Date of Birth 1980 (dd-mm-yyyy)

Gender

With Special Needs

Is Accompanying Person

Type of Participant

IVT Participant Type

Participant

Address

Postal Code

City

Country

Region

Telephone

Email

Education


Economic Sector*:

Field of Education*:

Level of Education*:

List of Mobilities for this Mobility Experience

[Add New Mobility](#) [Delete](#)


Sending Country	Receiving Country	Receiving Partner	Start date	End date	
BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011	 <input type="checkbox"/>

[Mobility Experiences List](#) [Cancel](#) [Save](#)

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.

New Mobility Experience

	Last Name	First Name	First start date	Last end date	Report status	Mobilities
<input type="checkbox"/>	LASTNAME	FirstName	01/01/2011	01/02/2011	NONE	1 <input type="button" value="Up"/>

List of Mobilities for this Mobility Experience

Sending Country	Receiving Country	Receiving Partner	Start date	End date	
BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011	<input type="button" value="Up"/> <input type="button" value="Down"/>

	Last Name	First Name	First start date	Last end date	Report status	Mobilities
<input type="checkbox"/>	JONES	Jane	14/12/2011	08/01/2012	NONE	1 <input type="button" value="Up"/>

List of Mobilities for this Mobility Experience

Sending Country	Receiving Country	Receiving Partner	Start date	End date	
LIECHTENSTEIN	IRELAND	Host Organisation	14/12/2011	08/01/2012	<input type="button" value="Up"/> <input type="button" value="Down"/>

	Last Name	First Name	First start date	Last end date	Report status	Mobilities
<input type="checkbox"/>	BRAVO	Johnny	14/12/2011	06/01/2012	NONE	1 <input type="button" value="Up"/>

List of Mobilities for this Mobility Experience

Sending Country	Receiving Country	Receiving Partner	Start date	End date	
BELGIUM	LITHUANIA	Host Organisation	14/12/2011	06/01/2012	<input type="button" value="Up"/> <input type="button" value="Down"/>

6. A mobility details form will appear.

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

Mobility Partners

Sending Partner*:

Receiving Partner*:

Intermediary Partner:

Mobility Details

Sending Country*:

Receiving Country*:

Departure Date*:

Return Date*:

Duration in weeks: and days:

Budget

Subsistence:

Travel Costs:

Total:

Certification

Select Certifying Partner:

Select Certification Type:

Selected Certificates

Beneficiary Organisation - Certifications associated to an ed

Languages Used

List of Languages: BG - Bulgarian, CS - Czech, DA - Danish, NL - Dutch, EN - English, ET - Estonian, FI - Finnish, FR - French, DE - German, EL - Greek

Selected Languages

EN - English

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.

The screenshot displays the 'European Commission Mobility tool' interface. At the top, the user is logged in as 'Beneficiary Test USER - beneficiary'. The main header shows the project details for '2011-1-BE3-LEO01-00001'. A navigation bar includes buttons for 'Home', 'Project Details', 'Partners', 'Participants', 'Mobility Experiences' (highlighted with a red box), 'Budget', and 'Updates and Reports'. The main content area is divided into two columns. The left column, titled 'Context & Period', contains fields for 'Sub-programme: LEONARDO DA VINCI', 'Action: LEONARDO DA VINCI IVT (Initial Vocational Training)', and 'Call year: 2011'. The right column, titled 'Project Identifiers & Summary', contains fields for 'Grant Agreement No: 2011-1-BE3-LEO01-00001', 'National ID: 1234', and 'Project Title (national language): Project Title'. Below these, there are fields for 'Start of activity:', 'End of activity:', and 'Beneficiary Latin Name: Beneficiary Organisation'. The footer indicates the version 'Mobility Tool (ACCEPTANCE - v. 1.2.0#111128)' and the timestamp '2011-12-13 13:24:25'.

- A list of existing mobility experiences will be displayed.

European Commission
Mobility tool BE3 Europees Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap

User Status: Logged in: Beneficiary Test USER - **beneficiary** [Log out] | Legal notice | BE3 - English (EN)

My Home > Mobility Experiences

Home | Project Details | Partners | Participants | Mobility Experiences | Budget | Updates and Reports

List of Mobility Experiences for 2011-1-BE3-LEO01-00001

New Mobility Experience | Delete | Advanced Search | Clear Filters | Request report | Export All Mobilities

	Last Name	First Name	First start date	Last end date	Report status	Mobilities										
<input type="checkbox"/>	LASTNAME	FirstName	01/01/2011	01/02/2011	NONE	1										
List of Mobilities for this Mobility Experience																
<div>Add New Mobility Delete</div> <table border="1"> <thead> <tr> <th>Sending Country</th> <th>Receiving Country</th> <th>Receiving Partner</th> <th>Start date</th> <th>End date</th> </tr> </thead> <tbody> <tr> <td>BELGIUM</td> <td>PORTUGAL</td> <td>Partner no 1</td> <td>01/01/2011</td> <td>01/02/2011</td> </tr> </tbody> </table>							Sending Country	Receiving Country	Receiving Partner	Start date	End date	BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011
Sending Country	Receiving Country	Receiving Partner	Start date	End date												
BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011												
<input type="checkbox"/>	JONES	Jane	14/12/2011	08/01/2012	NONE	1										
List of Mobilities for this Mobility Experience																
<div>Add New Mobility Delete</div> <table border="1"> <thead> <tr> <th>Sending Country</th> <th>Receiving Country</th> <th>Receiving Partner</th> <th>Start date</th> <th>End date</th> </tr> </thead> <tbody> <tr> <td>LIECHTENSTEIN</td> <td>IRELAND</td> <td>Host Organisation</td> <td>14/12/2011</td> <td>08/01/2012</td> </tr> </tbody> </table>							Sending Country	Receiving Country	Receiving Partner	Start date	End date	LIECHTENSTEIN	IRELAND	Host Organisation	14/12/2011	08/01/2012
Sending Country	Receiving Country	Receiving Partner	Start date	End date												
LIECHTENSTEIN	IRELAND	Host Organisation	14/12/2011	08/01/2012												

Mobility Tool (ACCEPTANCE - v. 1.2.0#111128) 2011-12-13 13:26:07

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

	Last Name	First Name	First start date	Last end date	Report status	Mobilities										
<input type="checkbox"/>	LASTNAME	FirstName	01/01/2011	01/02/2011	NONE	1										
List of Mobilities for this Mobility Experience																
<div>Add New Mobility Delete</div> <table border="1"> <thead> <tr> <th>Sending Country</th> <th>Receiving Country</th> <th>Receiving Partner</th> <th>Start date</th> <th>End date</th> </tr> </thead> <tbody> <tr> <td>BELGIUM</td> <td>PORTUGAL</td> <td>Partner no 1</td> <td>01/01/2011</td> <td>01/02/2011</td> </tr> </tbody> </table>							Sending Country	Receiving Country	Receiving Partner	Start date	End date	BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011
Sending Country	Receiving Country	Receiving Partner	Start date	End date												
BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011												

- A new mobility form will appear.

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

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*: <input type="text"/> 33 Return Date*: <input type="text"/> 33 Duration in weeks: 0 and days: 0	Budget Subsistence: <input type="text"/> 0 Travel Costs: <input type="text"/> 0 Total: <input type="text"/> 0.00							
<table border="1"> <tr> <td data-bbox="225 524 501 763"> Certification Select Certifying Partner Beneficiary Organisation (Beneficia Select Certification Type Certifications associated to an educ </td> <td data-bbox="549 562 959 763"> Selected Certificates <div></div> </td> <td data-bbox="979 524 1374 763"> Languages Used <table border="1"> <tr> <th>List of Languages</th> <th>Selected Languages</th> </tr> <tr> <td> BG - Bulgarian CS - Czech DA - Danish NL - Dutch EN - English ET - Estonian FI - Finnish FR - French DE - German EL - Greek </td> <td> <div></div> </td> </tr> </table> </td> </tr> </table> <div style="text-align: right;"> <input type="button" value="Cancel"/> <input type="button" value="Add New Mobility"/> </div>			Certification Select Certifying Partner Beneficiary Organisation (Beneficia Select Certification Type Certifications associated to an educ	Selected Certificates <div></div>	Languages Used <table border="1"> <tr> <th>List of Languages</th> <th>Selected Languages</th> </tr> <tr> <td> BG - Bulgarian CS - Czech DA - Danish NL - Dutch EN - English ET - Estonian FI - Finnish FR - French DE - German EL - Greek </td> <td> <div></div> </td> </tr> </table>	List of Languages	Selected Languages	BG - Bulgarian CS - Czech DA - Danish NL - Dutch EN - English ET - Estonian FI - Finnish FR - French DE - German EL - Greek	<div></div>
Certification Select Certifying Partner Beneficiary Organisation (Beneficia Select Certification Type Certifications associated to an educ	Selected Certificates <div></div>	Languages Used <table border="1"> <tr> <th>List of Languages</th> <th>Selected Languages</th> </tr> <tr> <td> BG - Bulgarian CS - Czech DA - Danish NL - Dutch EN - English ET - Estonian FI - Finnish FR - French DE - German EL - Greek </td> <td> <div></div> </td> </tr> </table>	List of Languages	Selected Languages	BG - Bulgarian CS - Czech DA - Danish NL - Dutch EN - English ET - Estonian FI - Finnish FR - French DE - German EL - Greek	<div></div>			
List of Languages	Selected Languages								
BG - Bulgarian CS - Czech DA - Danish NL - Dutch EN - English ET - Estonian FI - Finnish FR - French DE - German EL - Greek	<div></div>								

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 Sending Partner*: Beneficiary Organisation (Benefici Receiving Partner*: Host Organisation Intermediary Partner: --	Mobility Details Sending Country*: -- Select country -- Receiving Country*: -- Select country -- Departure Date*: <input type="text"/> 33 Return Date*: <input type="text"/> 33 Duration in weeks: 0 and days: 0	Budget Subsistence: <input type="text"/> 0 Travel Costs: <input type="text"/> 0 Total: <input type="text"/> 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

Beneficiary Organisation (Beneficia

Select Certification Type

Certifications associated to an educ

Selected Certificates

Beneficiary Organisation (Beneficiary) - Certifications associ

➔
➞

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.

Languages Used

List of Languages

BG - Bulgarian

CS - Czech

DA - Danish

NL - Dutch

ET - Estonian

FI - Finnish

FR - French

EL - Greek

HU - Hungarian

GA - Irish

Selected Languages

EN - English

DE - German

➔
➞

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
<input type="checkbox"/>	LASTNAME	FirstName	01/01/2011	05/02/2012	NONE	2
List of Mobilities for this Mobility Experience						
						<input type="button" value="Add New Mobility"/> <input type="button" value="Delete"/>
Sending Country	Receiving Country	Receiving Partner	Start date	End date		
BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011		
GERMANY	FINLAND	Host Organisation	13/01/2012	05/02/2012		

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	Mobilities
<input type="checkbox"/>	LASTNAME	FirstName	01/01/2011	05/02/2012	NONE	2
List of Mobilities for this Mobility Experience						<input type="button" value="Add New Mobility"/> <input type="button" value="Delete"/>
	Sending Country	Receiving Country	Receiving Partner	Start date	End date	
	BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011	<input type="checkbox"/>
	GERMANY	FINLAND	Host Organisation	13/01/2012	05/02/2012	<input checked="" type="checkbox"/>

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

	Last Name	First Name	First start date	Last end date	Report status	Mobilities
<input type="checkbox"/>	LASTNAME	FirstName	01/01/2011	05/02/2012	NONE	2
List of Mobilities for this Mobility Experience						<input type="button" value="Add New Mobility"/> <input type="button" value="Delete"/>
	Sending Country	Receiving Country	Receiving Partner	Start date	End date	
	BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011	<input type="checkbox"/>
	GERMANY	FINLAND	Host Organisation	13/01/2012	05/02/2012	<input checked="" type="checkbox"/>

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.

New Mobility Experience
Delete
Advanced Search
Clear Filters
Request report
Export All Mobilities

	Last Name	First Name	First start date	Last end date	Report status	Mobilities
<input type="checkbox"/>	LASTNAME	FirstName	01/01/2011	01/02/2011	NONE	1
List of Mobilities for this Mobility Experience						
						Add New Mobility
Sending Country		Receiving Country	Receiving Partner	Start date	End date	
BELGIUM		PORTUGAL	Partner no 1	01/01/2011	01/02/2011	
<input type="checkbox"/>	JONES	Jane	14/12/2011	08/01/2012	NONE	1
List of Mobilities for this Mobility Experience						
						Add New Mobility
Sending Country		Receiving Country	Receiving Partner	Start date	End date	
LIECHTENSTEIN		IRELAND	Host Organisation	14/12/2011	08/01/2012	
<input checked="" type="checkbox"/>	BRAVO	Johnny	14/12/2011	06/01/2012	NONE	1
List of Mobilities for this Mobility Experience						
						Add New Mobility
Sending Country		Receiving Country	Receiving Partner	Start date	End date	
BELGIUM		LITHUANIA	Host Organisation	14/12/2011	06/01/2012	

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

New Mobility Experience
Delete
Advanced Search
Clear Filters
Request report
Export All Mobilities

	Last Name	First Name	First start date	Last end date	Report status	Mobilities
<input type="checkbox"/>	LASTNAME	FirstName	01/01/2011	01/02/2011	NONE	1
List of Mobilities for this Mobility Experience						
						Add New Mobility
Sending Country		Receiving Country	Receiving Partner	Start date	End date	
BELGIUM		PORTUGAL	Partner no 1	01/01/2011	01/02/2011	
<input type="checkbox"/>	JONES	Jane	14/12/2011	08/01/2012	NONE	1
List of Mobilities for this Mobility Experience						
						Add New Mobility
Sending Country		Receiving Country	Receiving Partner	Start date	End date	
LIECHTENSTEIN		IRELAND	Host Organisation	14/12/2011	08/01/2012	
<input checked="" type="checkbox"/>	BRAVO	Johnny	14/12/2011	06/01/2012	NONE	1
List of Mobilities for this Mobility Experience						
						Add New Mobility
Sending Country		Receiving Country	Receiving Partner	Start date	End date	
BELGIUM		LITHUANIA	Host Organisation	14/12/2011	06/01/2012	

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

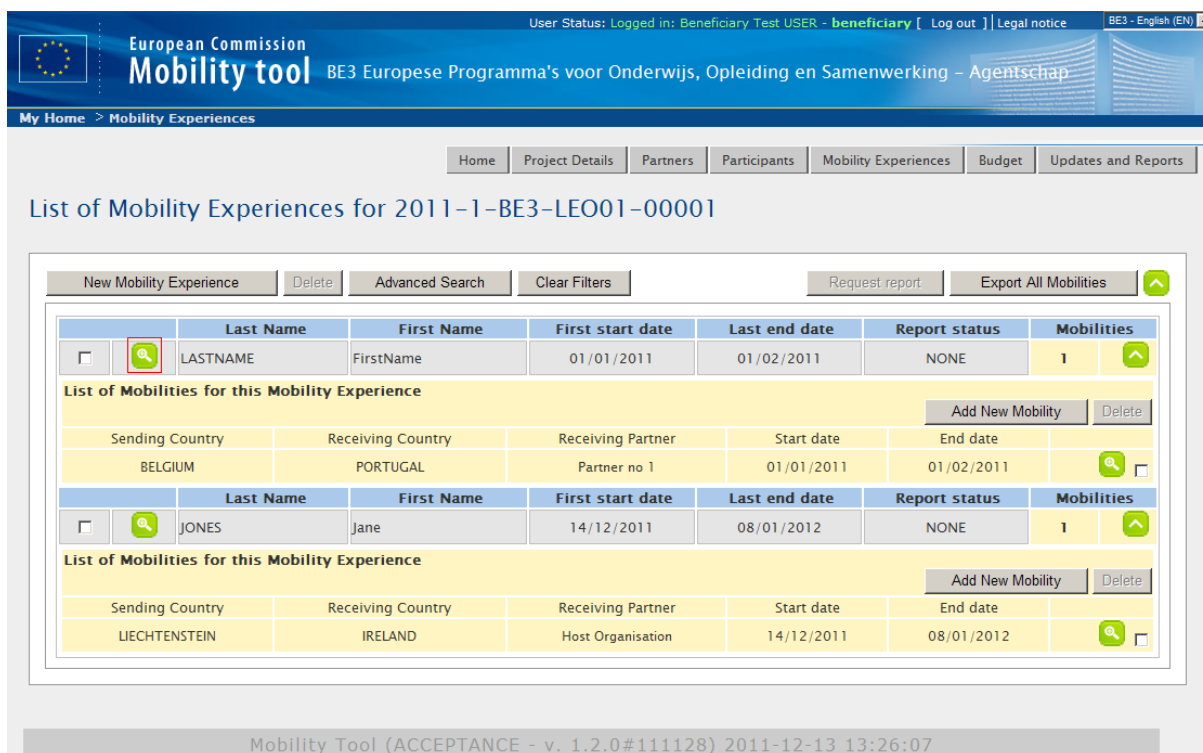
7. Participant reports

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.



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Mobility tool BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap

User Status: Logged in: Beneficiary Test USER - beneficiary [Log out] Legal notice BE3 - English (EN)

My Home > Mobility Experiences

Home Project Details Partners Participants Mobility Experiences Budget Updates and Reports

List of Mobility Experiences for 2011-1-BE3-LEO01-00001

New Mobility Experience Delete Advanced Search Clear Filters Request report Export All Mobilities

	Last Name	First Name	First start date	Last end date	Report status	Mobilities
<input type="checkbox"/>	LASTNAME	FirstName	01/01/2011	01/02/2011	NONE	1
List of Mobilities for this Mobility Experience						
Add New Mobility Delete						
Sending Country		Receiving Country	Receiving Partner	Start date	End date	
BELGIUM		PORTUGAL	Partner no 1	01/01/2011	01/02/2011	
List of Mobilities for this Mobility Experience						
Add New Mobility Delete						
Sending Country		Receiving Country	Receiving Partner	Start date	End date	
LIECHTENSTEIN		IRELAND	Host Organisation	14/12/2011	08/01/2012	

Mobility Tool (ACCEPTANCE - v. 1.2.0#111128) 2011-12-13 13:26:07

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

Mobility Experiences **Reports Requests**

Detail of Mobility Experience for 2011-1-BE3-LEO01-00001

Participant

Title	Mr
First Name	FirstName
Last Name	LastName
Date of Birth	01 01 1980 (dd-mm-yyyy)
Gender	M - Male
With Special Needs	NO
Is Accompanying Person	NO
Type of Participant	STD-ADL - Adult learners
IVT Participant Type	MobIVT-Sch - Trainees in school based initial vocational training

Participant

Address	Street 1
Postal Code	1000
City	Brussels
Country	BE - BELGIUM
Region	BE10 - Région de Bruxelles-Capitale / Brussels Hoofdstede
Telephone	
Email	firstname.lastname@email.com

Education

Economic Sector*	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 Experiences **Reports Requests**

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

Request New Report

ID	Status	Request Date	Receive Date	PDF File	Report Language
Total Pages: 0					

5. Click the "Request New Report" button.

Mobility Experiences **Reports Requests**

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

Request 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 generated 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)

- 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).

Mobility Experiences

Reports Requests

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

Request New Report

ID	Status	Request Date	Receive Date	PDF File	Report Language
1328	REQUESTED	13-12-2011 14:04:20		Not available	BE3 - English(EN)
Total Pages: 1					[1]

- 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.

Mobility Experiences | Reports Requests

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

Request New Report

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

Total Pages: 1 [1]

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

Mobility Experiences | Reports Requests

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

Request New Report

ID	Status	Request Date	Receive Date	PDF File	Report Language
1328	EMAIL NOTIFIED	13-12-2011 14:04:20		Download PDF	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 Experience | Delete | Advanced Search | Clear Filters | Request report | Export All Mobilities

	Last Name	First Name	First start date	Last end date	Report status	Mobilities
<input checked="" type="checkbox"/>	LASTNAME	FirstName	01/01/2011	01/02/2011	EMAIL NOTIFIED	1
List of Mobilities for this Mobility Experience						
	Sending Country	Receiving Country	Receiving Partner	Start date	End date	
	BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011	
<input checked="" type="checkbox"/>	JONES	Jane	14/12/2011	08/01/2012	NONE	1
List of Mobilities for this Mobility Experience						
	Sending Country	Receiving Country	Receiving Partner	Start date	End date	
	LIECHTENSTEIN	IRELAND	Host Organisation	14/12/2011	08/01/2012	

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

New Mobility Experience
Delete
Advanced Search
Clear Filters
Request report
Export All Mobilities

	Last Name	First Name	First start date	Last end date	Report status	Mobilities
<input checked="" type="checkbox"/>	LASTNAME	FirstName	01/01/2011	01/02/2011	EMAIL NOTIFIED	1
List of Mobilities for this Mobility Experience						
<div>Add New Mobility</div> <div>Delete</div>						
Sending Country		Receiving Country	Receiving Partner	Start date	End date	
BELGIUM		PORTUGAL	Partner no 1	01/01/2011	01/02/2011	
	Last Name	First Name	First start date	Last end date	Report status	Mobilities
<input checked="" type="checkbox"/>	JONES	Jane	14/12/2011	08/01/2012	NONE	1
List of Mobilities for this Mobility Experience						
<div>Add New Mobility</div> <div>Delete</div>						
Sending Country		Receiving Country	Receiving Partner	Start date	End date	
LIECHTENSTEIN		IRELAND	Host Organisation	14/12/2011	08/01/2012	

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.

Batch Participant Report Request for 2011-1-BE3-LEO01-00001

For the following Mobility Experiences, a new Participant Report Request is going to be created:

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

Choose the language in which you wish the Report to be generated 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

5. 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.

List of Mobility Experiences for 2011-1-BE3-LEO01-00001

New Mobility Experience
Delete
Advanced Search
Clear Filters
Request report
Export All Mobilities

	Last Name	First Name	First start date	Last end date	Report status	Mobilities
<input type="checkbox"/>	LASTNAME	FirstName	01/01/2011	01/02/2011	REQUESTED	1

List of Mobilities for this Mobility Experience

Add New Mobility
Delete

Sending Country	Receiving Country	Receiving Partner	Start date	End date
BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011

	Last Name	First Name	First start date	Last end date	Report status	Mobilities
<input type="checkbox"/>	JONES	Jane	14/12/2011	08/01/2012	REQUESTED	1

List of Mobilities for this Mobility Experience

Add New Mobility
Delete

Sending Country	Receiving Country	Receiving Partner	Start date	End date
LIECHTENSTEIN	IRELAND	Host Organisation	14/12/2011	08/01/2012

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

- Follow the steps from ["6.2. How to display mobility experience details?"](#) paragraph.
- 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.

Mobility Experiences
Reports Requests

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

Request New Report

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)

Total Pages: 1 [1]

- 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.
- Click the report ID or the report status (PENDING).

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

Request New Report

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)

Total Pages: 1 [1]

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

European Commission
Mobility tool BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap

User Status: Logged in: Beneficiary Test USER - **beneficiary** [Log out] | Legal notice | BE3 - English (EN)

My Home > Mobility Experiences > Mobility Experience Details > Participant Report

Home | Project Details | Partners | Participants | Mobility Experiences | Budget | Updates and Reports

Report Details FirstName LastName for 2011-1-BE3-LEO01-00001

Accept | Reject | Re-Request **Back**

Report Details

Report Language: BE3 - English(EN) Request Date: 13-12-2011 14:13:43
Status: PENDING Receive Date: 13-12-2011 14:27:25
Hash code: 1DED629B3AE7DD15

Mobility 1

Languages Used CS - Czech

Preparation

Have you done any preparatory activities? Yes

Explain how you have prepared yourself for this Mobility with reference to linguistic courses attended, choice of host country and organisation, host country culture and work organisation, etc. text

Language preparation received enabled me to cope with everyday situations To a very small extent

Language preparation received helped me to work in my occupational area To a very small extent

I received the necessary information 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 provided to you: linguistic courses, host country cultural information, work organisation, etc. text

Content

I was given proper help to find a suitable host organisation To a very small extent

The organisation where I trained/worked met my training needs

5. Read the report. There are three options you can take:

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

Revert to Pending **Back**

Report Details

Report Language: BE3 - English(EN) Request Date: 13-12-2011 14:13:43
Status: ACCEPTED Receive Date: 13-12-2011 14:27:25
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.

ID	Status	Request Date	Receive Date	PDF File	Report Language
1331	REQUESTED	13-12-2011 14:59:19		Not available	BE3 - English(EN)
1329	REJECTED	13-12-2011 14:13:43	13-12-2011 14:58:24	Download PDF	BE3 - English(EN)
1328	INVALIDATED	13-12-2011 14:04:20		Download PDF	BE3 - English(EN)

Total Pages: 1 [1]

- 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.

New Mobility Experience
Delete
Advanced Search
Clear Filters
Request report
Export All Mobilities

	Last Name	First Name	First start date	Last end date	Report status	Mobilities
<input type="checkbox"/>	LASTNAME	FirstName	01/01/2011	01/02/2011	EMAIL NOTIFIED	1

List of Mobilities for this Mobility Experience

Add New Mobility
Delete

Sending Country	Receiving Country	Receiving Partner	Start date	End date	
BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011	

	Last Name	First Name	First start date	Last end date	Report status	Mobilities
<input type="checkbox"/>	JONES	Jane	14/12/2011	08/01/2012	EMAIL NOTIFIED	1

List of Mobilities for this Mobility Experience

Add New Mobility
Delete

Sending Country	Receiving Country	Receiving Partner	Start date	End date	
LIECHTENSTEIN	IRELAND	Host Organisation	14/12/2011	08/01/2012	

- 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.

Mobility Experiences | Reports Requests

Request New Report

ID	Status	Request Date	Receive Date	PDF File	Report Language
1331	EMAIL NOTIFIED	13-12-2011 14:59:19		Download PDF	BE3 - English(EN)
1329	REJECTED	13-12-2011 14:13:43	13-12-2011 14:58:24	Download PDF	BE3 - English(EN)
1328	INVALIDATED	13-12-2011 14:04:20		Download PDF	BE3 - English(EN)

Total Pages: 1 [1]

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)

European Commission
Mobility tool BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap

User Status: Logged in: Beneficiary Test USER - beneficiary [Log out] | Legal notice | BE3 - English (EN)

My Home > Project Updates

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

Total Number of Participant Mobility Experiences		Approved Participant Reports to Date	
3		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 (11041)

Total Pages: 1 [1]

Mobility Tool (ACCEPTANCE - v. 1.2.0#111212) 2012-02-02 11:33:34

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

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My Home > Project Updates > Project Update Details

Project Update ID: 125 – Apr 26, 2011 16:36:00 for 2011-1-BE3-LEO01-00001

Home | Project Details | Partners | Participants | Mobility Experiences | Budget | Updates and Reports

Back

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

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

  Education and Culture DG
Lifelong Learning Programme

Participant Report
Call: 2011
Leonardo da Vinci Mobility
Form version: 1.3 / Adobe Reader version: 9.403

G. SUBMISSION

Before submitting the form electronically, please validate it. Please note that only the final version of your form should be submitted electronically.

G.1. DATA VALIDATION

Validation of compulsory fields and rules

G.2. SUBMISSION SUMMARY

This table provides additional information (log) of all form submission attempts, particularly useful for the National Agencies in case of multiple form submissions.

Number	Time	Event	Form hash code	Status
1	2012-02-02 12:19:58 *	Form has not been submitted yet	C8243205BD4F1B0D	Unknown

* means local PC time, which is not trusted and cannot be used for claiming that the form has been submitted in time

G.3. STANDARD SUBMISSION PROCEDURE


Online submission (requires internet connection)

Print the form

- 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 () on the left hand side
- 5) Click "Reports Requests" tab on top of the mobility experience details section

Mobility Experiences Reports Requests

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

[Request New Report](#)

ID	Status	Request Date	Receive Date	PDF File	Report Language
1331	EMAIL NOTIFIED	13-12-2011 14:59:19		Download PDF	BE3 - English(EN)
1329	REJECTED	13-12-2011 14:13:43	13-12-2011 14:58:24	Download PDF	BE3 - English(EN)
1328	INVALIDATED	13-12-2011 14:04:20		Download PDF	BE3 - English(EN)

Total Pages: 1 [1]

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

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User Status: Logged in: Beneficiary Test USER - **beneficiary** [Log out] | Legal notice BE3 - English (EN)

My Home > Mobility Experiences > Mobility Experience Details > Participant Report

Home Project Details Partners Participants Mobility Experiences Budget Updates and Reports

Report Details FirstName LastName for 2011-1-BE3-LEO01-00001

Accept | Reject | Re-Request [Back](#)

Report Details

Report Language: BE3 - English(EN) Request Date: 13-12-2011 14:13:43
 Status: PENDING Receive Date: 13-12-2011 14:27:25
 Hash code: 1DED629B3AE7DD15

Mobility 1

Languages Used CS - Czech

Preparation

Have you done any preparatory activities? Yes

Explain how you have prepared yourself for this Mobility with reference to linguistic courses attended, choice of host country and organisation, host country culture and work organisation, etc. text

Language preparation received enabled me to cope with everyday situations To a very small extent

Language preparation received helped me to work in my occupational area To a very small extent

I received the necessary information 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 provided to you: linguistic courses, host country cultural information, work organisation, etc. text

Content

I was given proper help to find a suitable host organisation To a very small extent

The organisation where I trained/worked met my training needs

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.

The screenshot shows the 'European Commission Mobility tool' interface. At the top, there is a header with the European Commission logo and the text 'BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap'. Below the header, there is a navigation bar with buttons: 'Home', 'Project Details', 'Partners', 'Participants', 'Mobility Experiences' (highlighted with a red box), 'Budget', and 'Updates and Reports'. The main content area is titled 'Project Details for 2011-1-BE3-LEO01-00001'. It contains two columns of information:

Context & Period	Project Identifiers & Summary
Sub-programme: LEONARDO DA VINCI Action: LEONARDO DA VINCI IVT (Initial Vocational Training) Call year: 2011	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

At the bottom of the page, there is a footer with the text: 'Mobility Tool (ACCEPTANCE - v. 1.2.0#111128) 2011-12-13 13:24:25'.

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

New Mobility Experience

	Last Name	First Name	First start date	Last end date	Report status	Mobilities
<input type="checkbox"/>	LASTNAME	FirstName	01/01/2011	01/02/2011	NONE	1

List of Mobilities for this Mobility Experience

Sending Country	Receiving Country	Receiving Partner	Start date	End date
BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011

	Last Name	First Name	First start date	Last end date	Report status	Mobilities
<input type="checkbox"/>	JONES	Jane	14/12/2011	08/01/2012	NONE	1

List of Mobilities for this Mobility Experience

Sending Country	Receiving Country	Receiving Partner	Start date	End date
LIECHTENSTEIN	IRELAND	Host Organisation	14/12/2011	08/01/2012

	Last Name	First Name	First start date	Last end date	Report status	Mobilities
<input type="checkbox"/>	BRAVO	Johnny	14/12/2011	06/01/2012	NONE	1

List of Mobilities for this Mobility Experience

Sending Country	Receiving Country	Receiving Partner	Start date	End date
BELGIUM	LITHUANIA	Host Organisation	14/12/2011	06/01/2012

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

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

Mobility Partners

Sending Partner*:

Receiving Partner*:

Intermediary Partner:

Mobility Details

Sending Country*:

Receiving Country*:

Departure Date*:

Return Date*:

Duration in weeks: and days:

Budget

Subsistence:

Travel Costs:

Total:

Certification

Select Certifying Partner:

Select Certification Type:

Selected Certificates

Beneficiary Organisation - Certifications associated to an ed

Languages Used

List of Languages: BG - Bulgarian, CS - Czech, DA - Danish, NL - Dutch, EN - English, ET - Estonian, FI - Finnish, FR - French, DE - German, EL - Greek

Selected Languages

EN - English

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

The image shows a web form titled "Budget" in blue text. Below the title, there are three input fields. The first is labeled "Subsistence:" and contains the value "250.00". The second is labeled "Travel Costs:" and contains the value "100.00". The third is labeled "Total:" and contains the value "350.00". The form is enclosed in a yellow border.

Category	Amount
Subsistence	250.00
Travel Costs	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.

European Commission
Mobility tool BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap

User Status: Logged in: Beneficiary Test USER - beneficiary [Log out] | Legal notice | BE3 - English (EN)

My Home > Project Details

Home | Project Details | Partners | Participants | Mobility Experiences | **Budget** | Updates and Reports

Project Details for 2011-1-BE3-LEO01-00001

Context & Period

Sub-programme: LEONARDO DA VINCI

Action: LEONARDO DA VINCI IVT (Initial Vocational Training)

Call year: 2011

Project Identifiers & Summary

Grant Agreement No: 2011-1-BE3-LEO01-00001

National ID: 1234

Project Title (national language): Project Title

Start of activity:

End of activity:

Beneficiary Latin Name: Beneficiary Organisation

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 Summary	Number of Participants	Total Budget	Approved Budget
Mobility Organisation and Management	3	0.00	3000
Pedagogical Linguistic 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		1050.00	24360

Recalculate Save

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
<input type="text" value="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

- 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

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
<div style="text-align: right;"> <input type="button" value="Back"/> <input type="button" value="Save"/> </div>	

- 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

<input type="text"/> <input type="button" value="Search"/> <input type="button" value="Advanced Search"/> <input type="button" value="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]
<input type="button" value="Back"/>									

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

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

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

Budget Summary	Number of Participants	Total Budget	Approved Budget
Mobility Organisation and Management	3	36000.00	3000
Pedagogical Linguistic 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.

The screenshot shows the 'European Commission Mobility tool' interface. The top navigation bar includes the European Commission logo, the text 'BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap', and a user status bar indicating 'User Status: Logged in: Beneficiary Test USER - beneficiary' with a 'Log out' link and a 'Legal notice' link. The language is set to 'BE3 - English (EN)'. Below the navigation bar, the breadcrumb trail shows 'My Home > Project Details'. The main menu contains buttons for 'Home', 'Project Details', 'Partners', 'Participants', 'Mobility Experiences', 'Budget', and 'Updates and Reports', with the last button highlighted by a red rectangle. The page title is 'Project Details for 2011-1-BE3-LEO01-00001'. The content area is divided into four sections: '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:' and 'End of activity:' (both empty), and 'Beneficiary Latin Name: Beneficiary Organisation'. The footer displays '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.

European Commission
Mobility tool BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap

User Status: Logged in: Beneficiary Test USER - **beneficiary** [Log out] | Legal notice | BE3 - English (EN)

My Home > Project Updates

Home | Project Details | Partners | Participants | Mobility Experiences | Budget | Updates and Reports

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

Total Number of Participant Mobility Experiences			Approved Participant Reports to Date	
2			0	
Project Update ID	Update Time	Reporting Actions	Beneficiary Report File	Request Status
125	Apr 26, 2011 16:36:00	Prepare New Report	N/A	N/A 0

Total Pages: 1 [1]

Mobility Tool (ACCEPTANCE - v. 1.2.0#111128) 2011-12-13 15:37:11

5. Click the "Prepare New Report" link.

- 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.
- 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.

European Commission
Mobility tool BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap

User Status: Logged in: Beneficiary Test USER - **beneficiary** [Log out] | Legal notice | BE3 - English (EN)

My Home > Project Updates

Home | Project Details | Partners | Participants | Mobility Experiences | Budget | Updates and Reports

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

Total Number of Participant Mobility Experiences			Approved Participant Reports to Date	
2			0	
Project Update ID	Update Time	Reporting Actions	Beneficiary Report File	Request Status
125	Apr 26, 2011 16:36:00	Prepare New Report	N/A	N/A 0

Total Pages: 1 [1]

Mobility Tool (ACCEPTANCE - v. 1.2.0#111128) 2011-12-13 15:37:11

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.

Total Number of Participant Mobility Experiences			Approved Participant Reports to Date	
2			0	
Project Update ID	Update Time	Reporting Actions	Beneficiary Report File	Request Status
125	Apr 26, 2011 16:36:00	Prepare New Report	N/A	N/A 0

Do you want to continue with the report generation?

Choose the report language: BE3 - English (EN)

Auth. to sign agreement: Clara

Choose the Beneficiary Contact Person you want to show on the report:

	Name	Department	Position	Email
<input checked="" type="radio"/>	Beneficiary Test USER	N/A	N/A	m .be
<input type="radio"/>	James JASON	N/A	N/A	james.jason@email.com
<input type="radio"/>	Louis 	Vocational Education	Assistant	m .com

Total Pages: 1 [1]

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	
2			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 Pages: 1 [1]

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 [7.5 Participant forms submission deadline](#) 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 Onderwijs, Opleiding en Samenwerking – Agentschap

User Status: Logged in: Beneficiary Test USER - beneficiary [Log out] Legal notice BE3 - English (EN)

My Home

Welcome Beneficiary Test User

List of the Projects

2011-1-BE3-LEO01-00001

Total Pages: 1 [1]

Your National Agency

Name: BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap
Helpdesk – Contact: +32 2 [redacted]
mobilitytool@[redacted].be

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
2. 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.