EUROPEAN COMMISSION
Directorate–General for Education and Culture

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

Mobility Tool Guide for Beneficiaries of the Erasmus programme

Version: 23 July 2013
Mobility Tool v. 3.1.0#130715

Table of Contents

Acknowledgements 5
1. General Introduction 7
1.1. Description 7
1.2. Erasmus actions supported in the tool 7
1.3. Mobility Tool users 9
2. How to login to Mobility Tool? 9
2.1. How to change language of user interface? 11
3. Project 12
3.1. How to view project details? 12
3.2. User interface overview 13
3.3. Changes to project details 14
4. Partners 18
4.1. How to display the list of partners? 18
4.2. How to add a new partner? 20
4.3. How to edit partner's details? 21
4.4. How to export partner details? 22
4.5. How to remove a partner? 23
4.6. How to add a beneficiary organisation contact person? 23
4.7. How to add a partner organisation contact person? 25
4.8. How to remove a beneficiary organisation contact person? 27
4.9. How to remove a partner organisation contact person? 27
4.10. How to enable or disable access to Mobility Tool website? 28
5. Mobilities 30
5.1. How to display the list of mobilities? 30
5.2. How to add a new mobility? 30
5.2.1. Handling of combined mobility 32
5.3. How to change mobility details? 32
5.4. How to delete a mobility or mobilities? 33
7. Import and export of data 35
7.1. Data export 35
7.2. Data import and update 36
7.2.1. General description 36
7.2.2. Three types of import files 38
7.2.3. Data file template – file structure 38
7.2.4. Decimal and thousands separator 39
7.2.5. Examples of data import file 40
7.2.6. ID fields 42
7.2.7. Sending and Receiving Partner IDs 43
7.2.8. Data import scenarios 43

7.2.9. Error handling ... 47
7.2.10. The most important rules for successful data import ... 48
7.3. Text and spreadsheet editors ... 49
7.3.1. UTF–8 ... 49
7.3.2. Saving CSV file format from Excel 2010 ... 49
7.3.3. Long numerical values ... 49
7.3.4. Auto–completion during writing ... 50
8. Budget ... 51
8.1. How to manage mobility budgets? ... 51
8.2. How to manage the project budget? ... 53
9. Support and troubleshooting ... 56
9.1. National Agency Helpdesk contact ... 56
9.2. Troubleshooting of the most common issues ... 56
9.2.1. CSV files exported by Mobility Tool are not opened correctly by Microsoft Excel ... 56

Acknowledgements

For security and privacy reasons names and email addresses used in application screenshots presented in this document have been greyed out or blurred. The agency acronyms visible in the screenshots are used for information and demonstration purposes only. All screenshots have been taken from a test version of Mobility Tool called Acceptance. Data presented in the screenshots is not a production data.

This document describes functionality of Mobility Tool version specified on the title page of the manual.

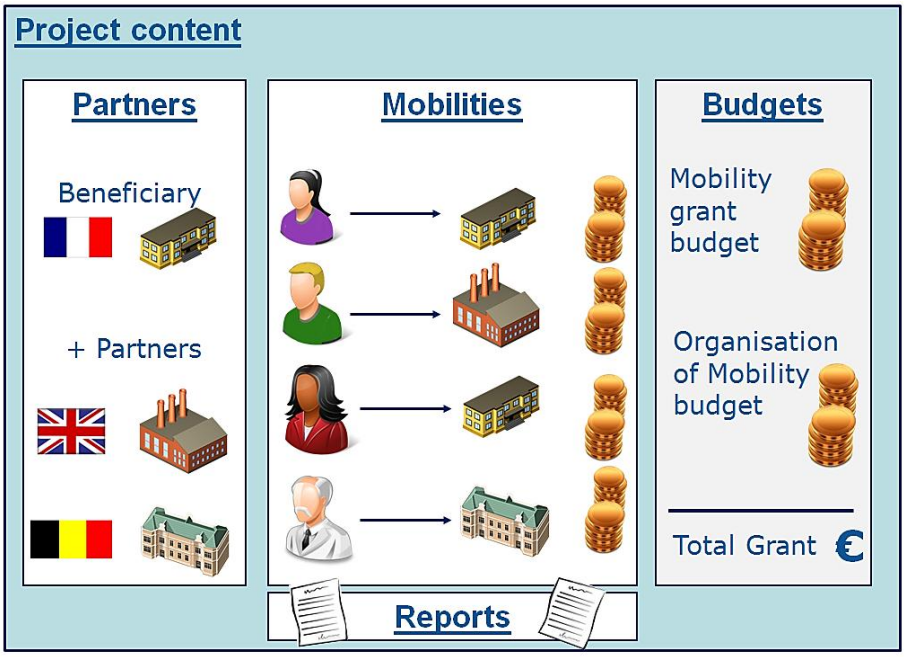
1. General Introduction

1.1. Description

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 Mobility Tool will be able to provide all the information of the projects they manage. They will be able to identify participants and mobilities and to complete and update budget information. The tool will generate participant reports based on the mobility data introduced by the Mobility Tool users.

The elements of the projects managed in Mobility Tool presents the diagram below.

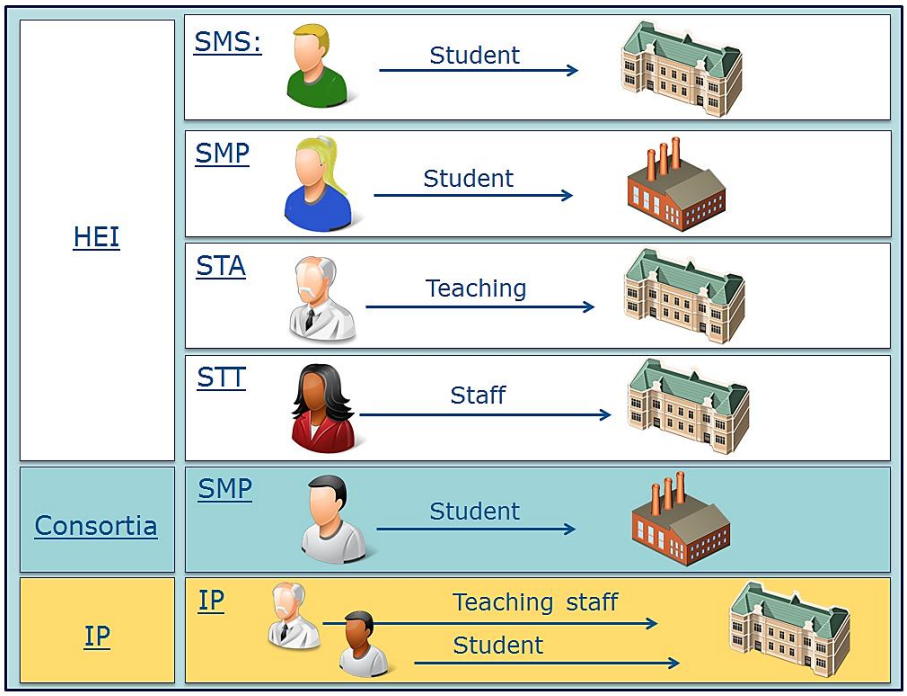


1.2. Erasmus actions supported in the tool

Mobility Tool supports the following Erasmus projects:

- Higher Education Institution (HEI) Mobility – single HEI (ERA02, HEI):
  - Student mobility - Study abroad (SMS)
  - Student mobility - Placements abroad (SMP)
  - Staff mobility - Teaching abroad (STA)
  - Staff mobility - Receiving training abroad (STT)

- Placement Consortia – consortia of HEIs (ERA04):
  - Student mobility - Placements abroad (SMP)
- Intensive programmes (IP, ERA10)



1.3. Mobility Tool users

The users of Mobility Tool are:

- Beneficiary organisations – the main users of the tool, responsible for entering mobility and participant details via the graphical user interface or via the import process and for entering budget information. They can also consult the participant report data.
- National Agencies – users of the National Agencies are controlling and monitoring project information and in case of Erasmus projects - validating the information entered by Beneficiaries
- European Commission Directorate for Education and Culture (DG EAC) – system owner and central administrator of the tool
- Participants – not direct Mobility Tool users, but interacting with the tool via participant reports

2. How to login to Mobility Tool?

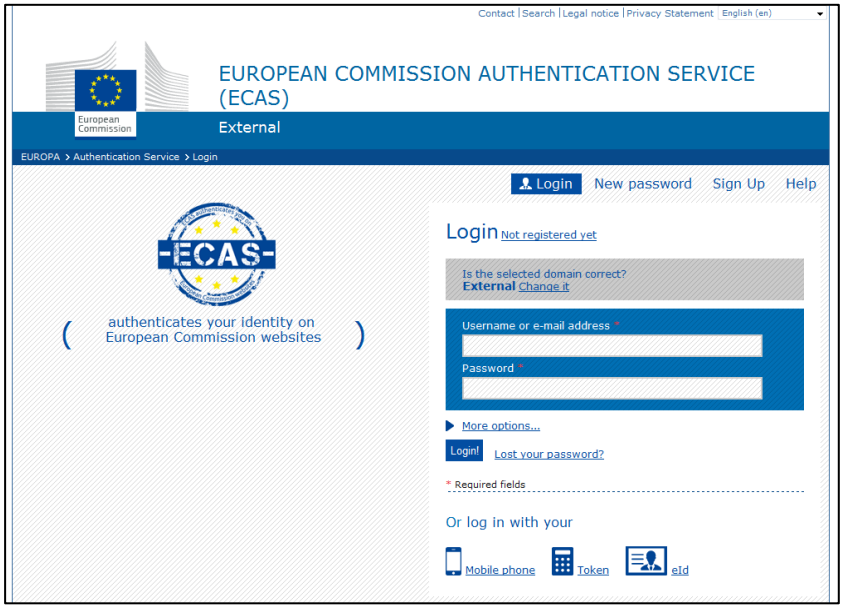
Mobility Tool can be accessed using the following URL address:

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

In order to login to Mobility Tool you need to have 1) an ECAS (European Commission Authentication Service) account and 2) be registered in Mobility Tool. For 1) please refer to 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 within your project application, you will be registered automatically. If you are not sure whether or not your email address was provided in the project details please contact your National Agency for help.

You are always redirected to ECAS login page for authentication when you enter Mobility Tool. If you have never used ECAS system before, the authentication system will welcome you with a screen similar to the one presented below. On this page, please select “External”, unless you work for any organisation or agency listed on that page.

ECAS will remember the choice of your organisation in your browser and will use the selection in future logins. The ECAS login page that you will normally see is shown below.



The most important fields are:

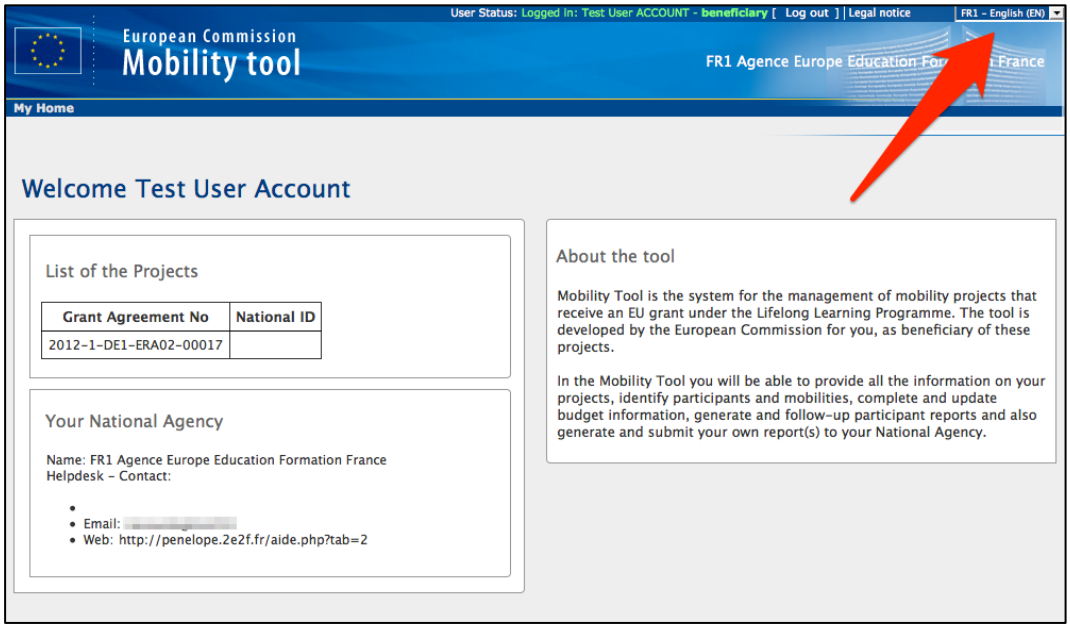
- "Is the selected domain correct?" – should be always set to "External". If it is set otherwise, please use "Change it" link and select "Neither an institution nor a European body".
- "Username or e–mail address" – both can be used for login. Since usernames are generated automatically by ECAS during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

2.1. How to change language of user interface?

The Mobility Tool website can be translated to many languages. Languages available to you can be seen on the upper right corner drop–down list.

The languages are described in the following convention: "BE3 – English (EN)", where BE3 is the National Agency code and English (EN) is the language available for that agency.

Please note that only these languages available to the agencies are available to the beneficiary users. For example, French agency will only have French language listed while Swiss Agency will have German, French and Italian languages available. English language is available by default to all agencies and users.

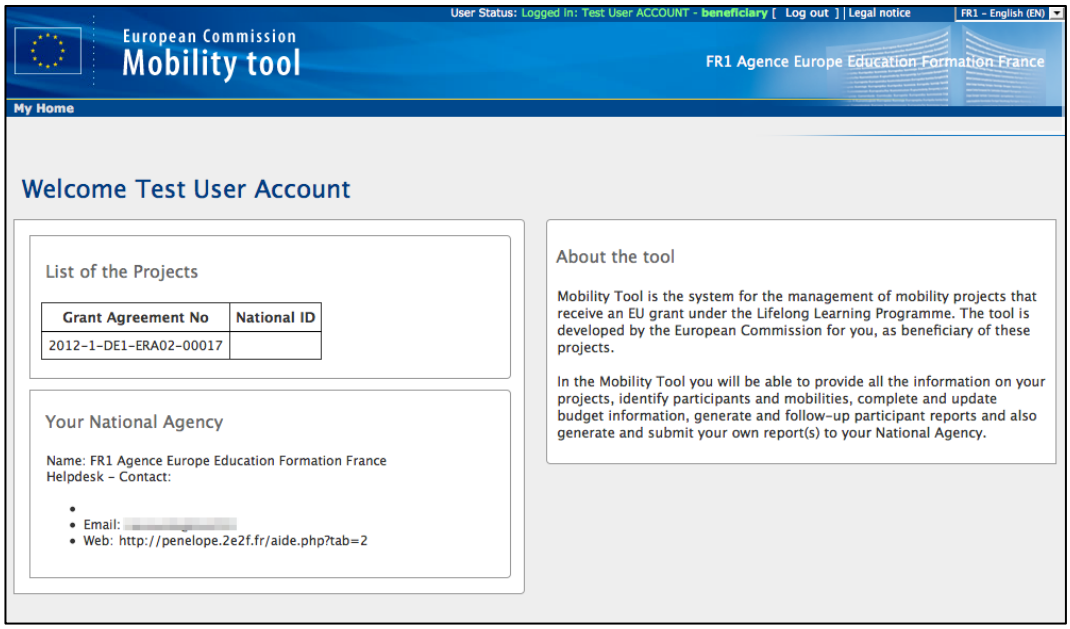


If your language is not present on the list, please contact your National Agency.

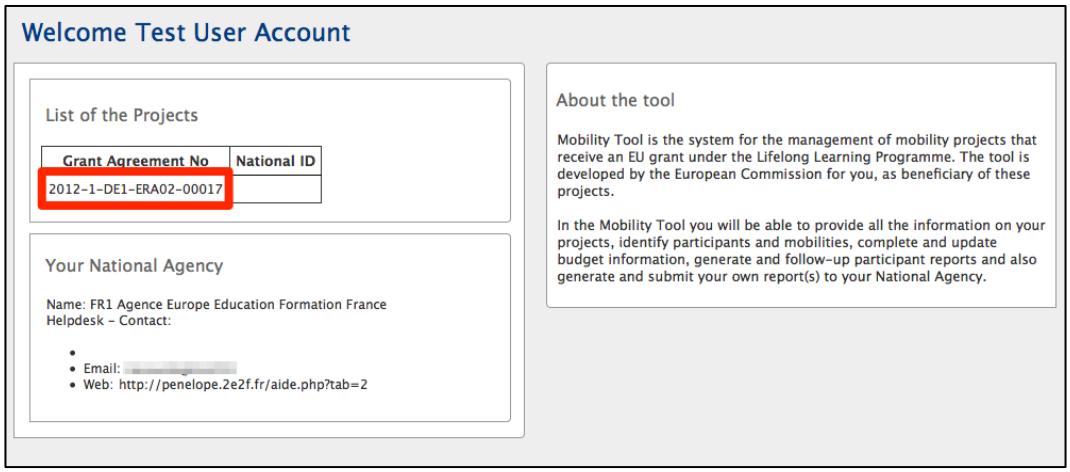
3. Project

3.1. How to view project details?

1. Login to Mobility Tool with your ECAS username (or email address) and password. After login you will see Mobility Tool page similar to the one presented below. This is your Mobility Tool homepage.



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



3.2. User interface overview

The graphical user interface of Mobility Tool project view contains a few important elements that will be used throughout the period of management of the project. The two most important elements of the page are selected on the following screenshot of the site.

Element 1 contains a table of 4 cells with the most important details of the project – context (programme, action and call year), period (start and end of the project activity), project identifiers (project number, national ID, project title) and beneficiary name.

Element number 2 shows the position of the website menu. The menu contains 6 elements:

- Home – redirects to the main page of the tool that shows the list of project and the National Agency contact details
- Project details – redirect to the very same page displayed in the screenshot
- Partners – shows a list of partners in the project, including the beneficiary, sending and receiving organisations
- Mobilities – shows a list of mobilities with participant details
- Budget – shows the project's budget summary
- Updates and Reports – shows the original project details that were imported to Mobility Tool by the National Agency

This manual will describe the section of the tool in greater details in the following chapters.

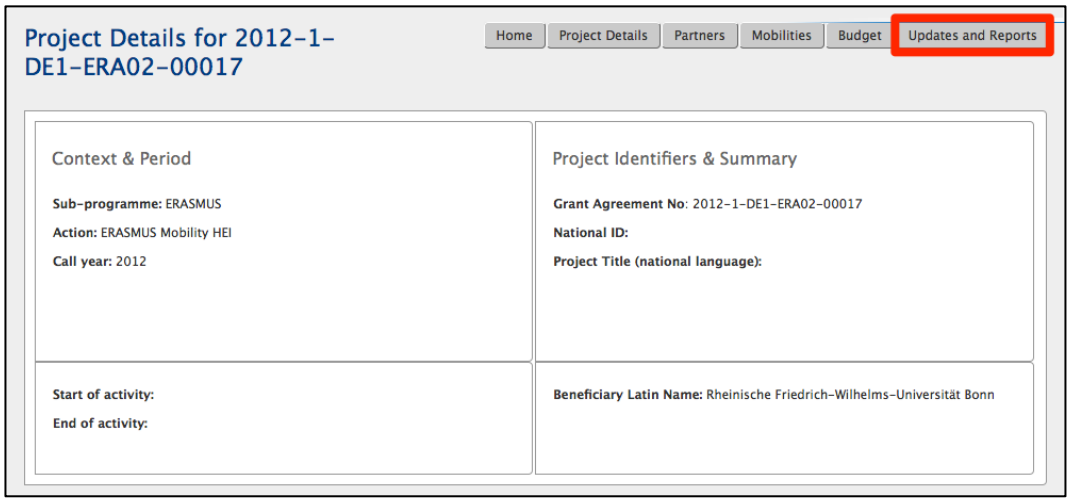
3.3. Changes to project details

In Mobility Tool you can change partner, mobility, participant or budget information. All other project information, i.e. project title, National Agency project ID, project activity periods cannot be changed in the tool.
To request changes to these project details, please contact the National Agency helpdesk.

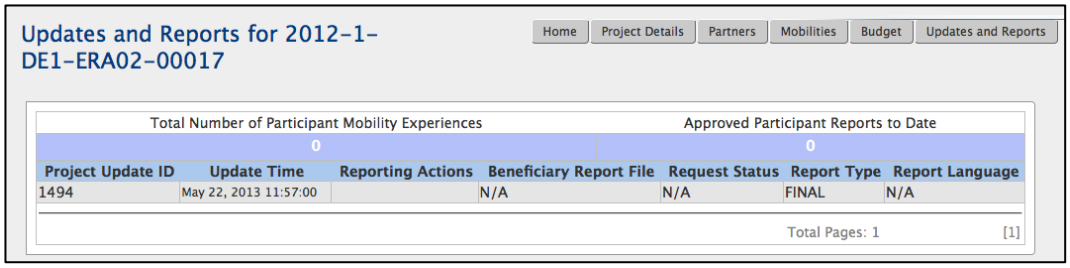
National Agency's amendments to the projects are displayed in the "Updates and Reports" section of the tool but the updated information will not change directly in the project. If such changes occur it is the beneficiary organisation's duty to look at the project details displayed in the "Updates and Reports" section and change the project data accordingly.
Any National Agency's amendments to projects are communicated by an automated email messages sent by Mobility Tool to the beneficiary organisation contact persons.

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

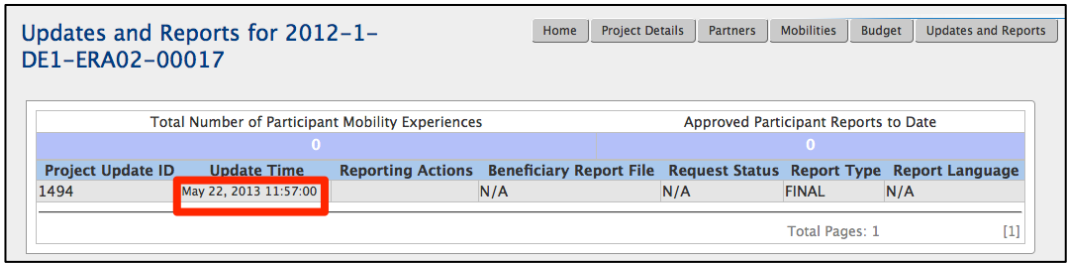
1. Login to Mobility Tool.
2. Click the project grant agreement number to display the project details.
3. Click the "Updates and Reports" button in the menu, as presented below.



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



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



6. Compare the project information shown in this window with the information stored in the other sections of your project in 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 budget details.

Project Update ID: 1494 - May 22, 2013 11:57:00 for 2012-1-DE1-ERA02-00017

Home | Project Details | Partners | Mobilities | Budget | Updates and Reports

Back

General Information

Submission Data

Sub-programme	ERASMUS	National Agency	DE1 (DAAD) Deutscher Akademischer Austauchdienst
Action	ERASMUS Mobility HEI	Call year	2012
Grant Agreement No	2012-1-DE1-ERA02-00017	Report start date	2013-05-22
Project Title (national language)	-----	Report end date	2015-07-21
		Report Type	FINAL

Beneficiary Organisation / Partner 1

Full Legal Name (national language)	Rheinische Friedrich-Wilhelms-Universität Bonn	Role	-----
Full Legal Name (Latin characters)	Rheinische Friedrich-Wilhelms-Universitaet BonnRheinische Friedrich-Wilhelms-Universität Bonn	Type of Organisation	EDU-UNIV-University or higher education institution (tertiary level)
Commercial Orientation	NP-Not for Profit	Size (Staff)	S6-staff 2.001 to 5.000
Legal Status	PB-public	Size (Trainees)	R12-20.001 to 30.000
Scope	...		
Economic Sector	...		

Address

Address	[redacted]	Telephone 1	[redacted]
City	Bonn	Fax	
Postal Code	53113	Web	[redacted]
Country	DE-Germany	Email	
Region	DEA-NORDRHEIN-WESTFALEN		

Person authorised to sign

Title	[redacted]	Address	[redacted]	Telephone 1	[redacted]
First Name		City	Bonn	Mobile	
Last Name		Postal Code	53113	Email	[redacted]
Department		Country	DE-Germany		
Position	Rektor	Region	DEA-NORDRHEIN-WESTFALEN		

Contact Person

Title	[redacted]	Address	[redacted]	Telephone 1	[redacted]
First Name		City	Bonn	Mobile	
Last Name		Postal Code	53113	Email	[redacted]
Department		Country	DE-Germany		
Position		Region	DEA-NORDRHEIN-WESTFALEN		

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

"Approved Budget" details displayed in "Budget" section of Mobility Tool are updated automatically by the National Agency. The approved section of the budget is presented on the screenshot below.

Budget Summary		Number of Mobilities	Total Budget	Approved Budget
Mobility Organisation and Management		19	1000.00	1000.00
Mobility Budget		19	**14545.00**	15000.00
	SMS – Student Mobility for Studies			
	Subsistence and Travel Grant	13	7730.00	26000.00
	Special Needs Grant:	5	1150.00	1150.00
	Total	15	9880.00	27150.00
	SMP – Student Mobility for Placements			
	Subsistence and Travel Grant	2	715.00	3000.00
	Special Needs Grant:	0	0.00	0.00
	Total	2	815.00	3000.00
	STA – Staff Mobility for Teaching Assignments			
	Subsistence Grant:	1	1750.00	1750.00
	Travel Grant:	1	300.00	300.00
	Special Needs Grant:	0	0.00	0.00
	Total	1	2050.00	2050.00
	STT – Staff Mobility for Staff Training			
	Subsistence Grant:	1	1500.00	1500.00
	Travel Grant:	1	300.00	300.00
	Special Needs Grant:	0	0.00	0.00
	Total	1	1800.00	1800.00
Total Budget			30090.00	50000.00

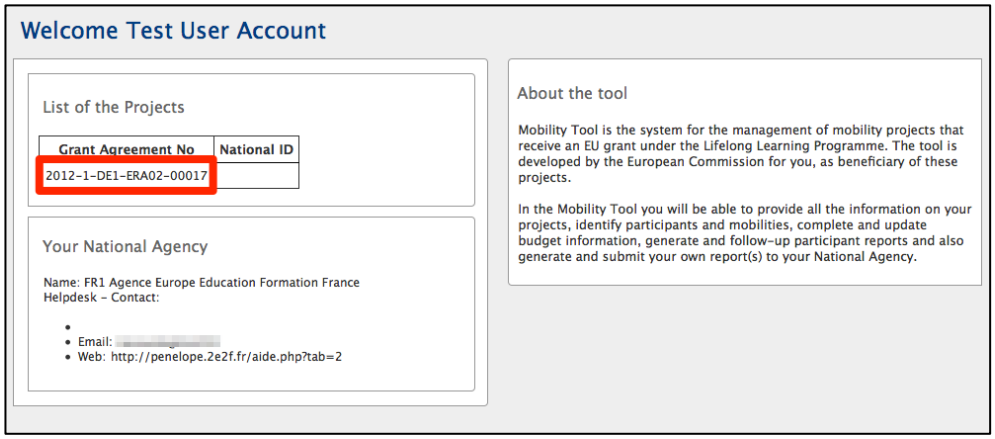
Recalculate Save

More information about the budget and budget management can be found in the following chapters.

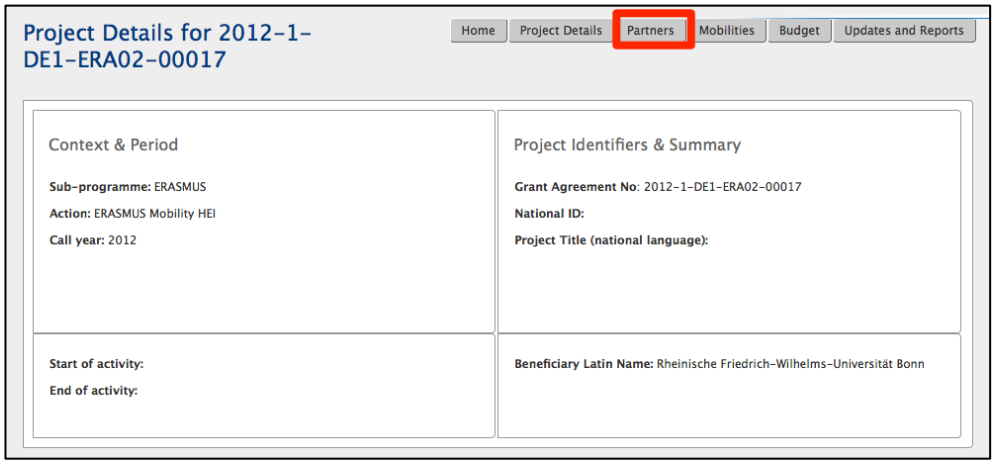
4. Partners

4.1. How to display the list of partners?

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

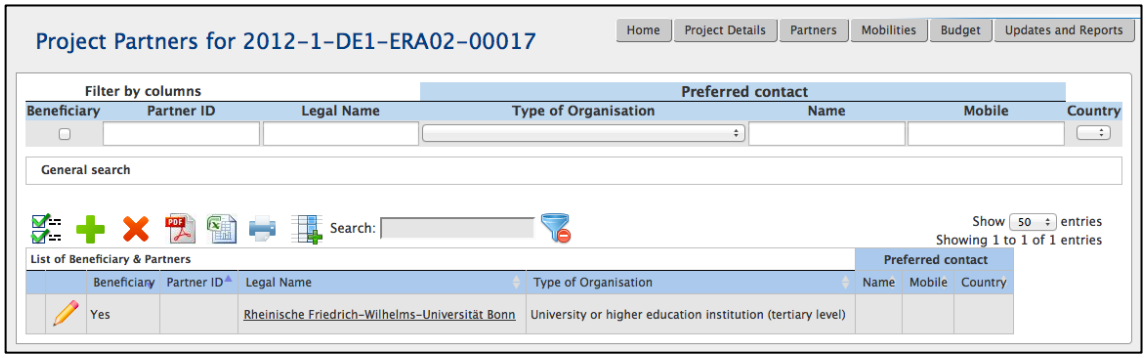


3. Click the "Partners" button in the menu as shown on the screen shot below.



4. A list of partners will appear. Partners are: beneficiary organisation, sending and receiving organisations. Please note the beneficiary organisation will always be displayed at the top of the list (with value "Yes" in the Beneficiary column).

   The list of partners allows quick filtering and searching partners from the list. Partners can be filtered by partner ID (or part thereof), legal name (or part thereof), type of organisation – selection from the drop–down list, preferred contact person name (or part thereof), preferred contact person mobile phone number (of part thereof) and country – selection from the drop–down list.



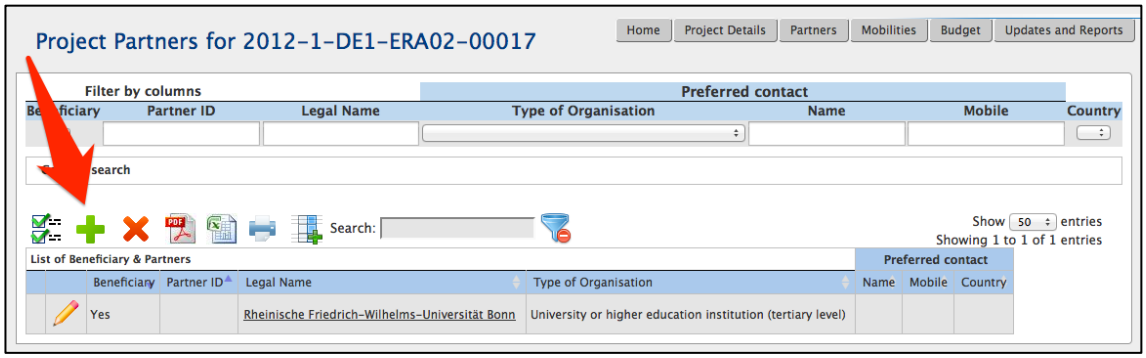
The partner list page offers some other functionality. You can find the actions oriented with the partner list in the list top menu on the website. Below is an explanation of each button and associated action.

Icon/button	Description
	"Select all" – selects all or deselects all element in the list
	"Add New" – adds new element to the list
	"Delete" – removes selected element from the list
	"Export PDF" – exports list to a PDF file. Please note only elements that are visible in the list will be exported to PDF. That means if the list is filtered, only the result of the filtering will be seen in PDF file.
	"Export Excel/CSV" – exports list to a CSV/Excel file. Please note only elements that are visible in the list will be exported to CSV file. That means if the list is filtered, only the result of the filtering will be seen in CSV file.
	"Print" – print the list. Please note only elements that are visible in the list will be printed. That means if the list is filtered, only the result of the filtering will be seen on the printout.
	"Add/Remove Columns" – adds/removes displayed columns of the list. These changes will not be saved when browsing to another section of the tool.
Search:	General search field – can be used for searching for any value from the list. The list will dynamically adjust to results of the search.

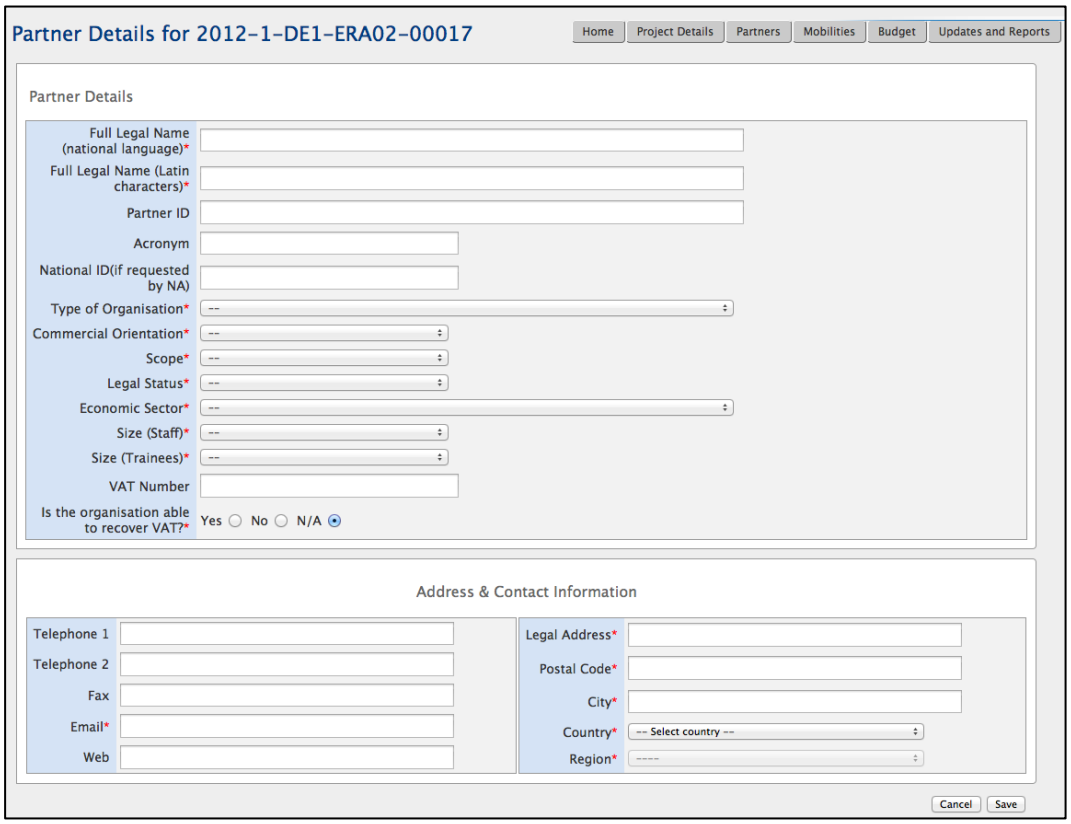
Icon/button	Description
	"Reset Filters" – clears the search results (similar to deleting the content of the previously described search field).

4.2. How to add a new partner?

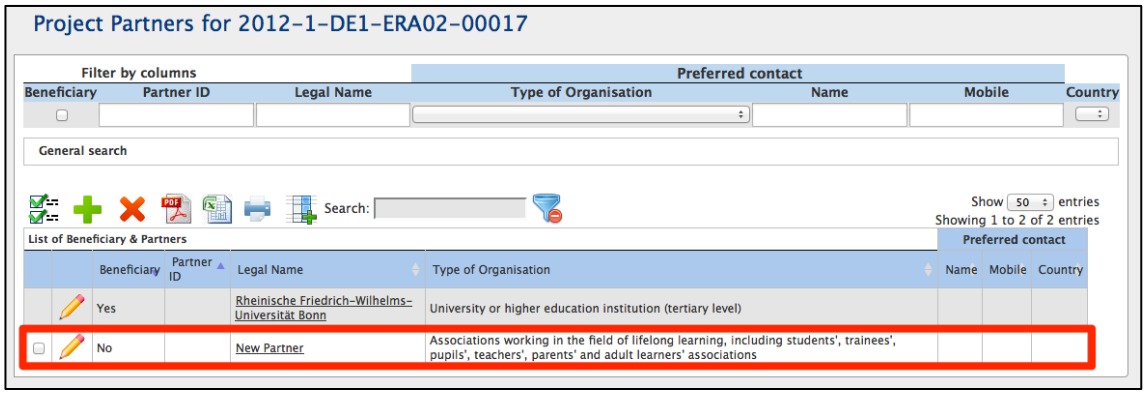
1. Repeat the steps from the previous paragraph to display the list of partners.
2. Click the green plus icon, the "Add New" button in the top menu of the partner list (marked by red square in the below screenshot).



3. A partner details form will appear. Fill in all required fields marked with the red asterisk.



4. Click "Save" to save the details of a new partner. Notice the new partner is added to the end of the list of partners. Any new partner will always have "No" value in the "Beneficiary" column in the list.



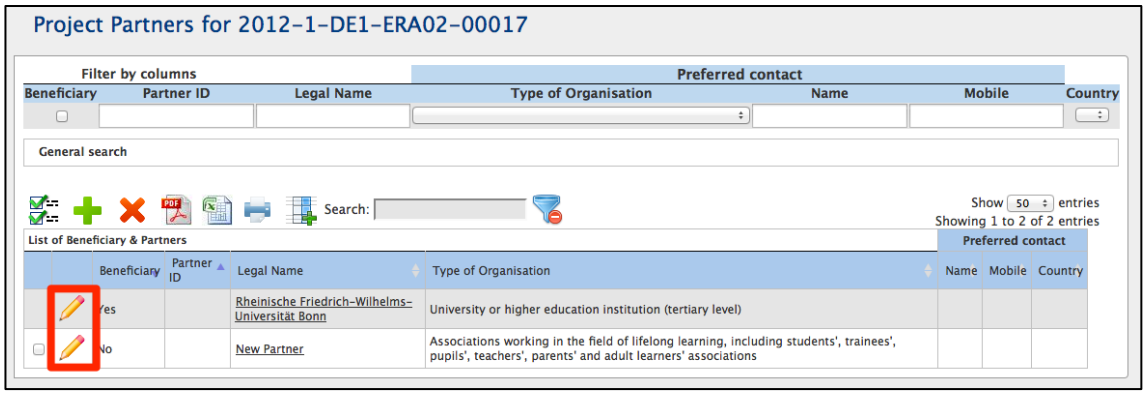
The new partner organisation doesn't have any contact person specified. In the further chapters you will find more details on how to add a new contact person for a partner.

Note:

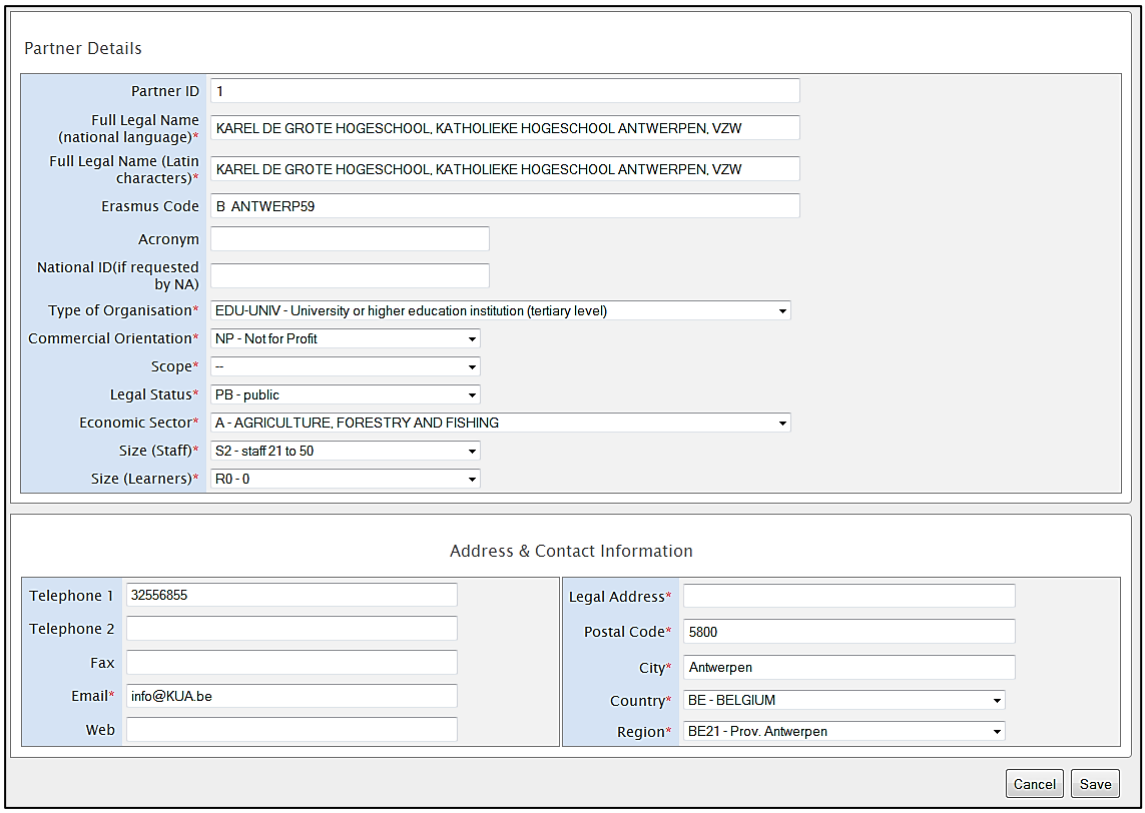
Partner details can be changed at any time during project lifetime.

4.3. How to edit partner's details?

1. Login to Mobility Tool and open your project details.
2. Click "Partners" in the top menu.
3. Click the pencil icon next to the partner you want to edit, as shown on the screenshot.



4. A partner edit form will be displayed.



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

The beneficiary organisation details **should not be changed** by the beneficiary organisation, only by the National Agency. If for any reason the Beneficiary Organisation details need to be changed, please contact your National Agency. Once the data is changed by the National Agency, please reflect these changes in the project in Mobility Tool.

4.4. How to export partner details?

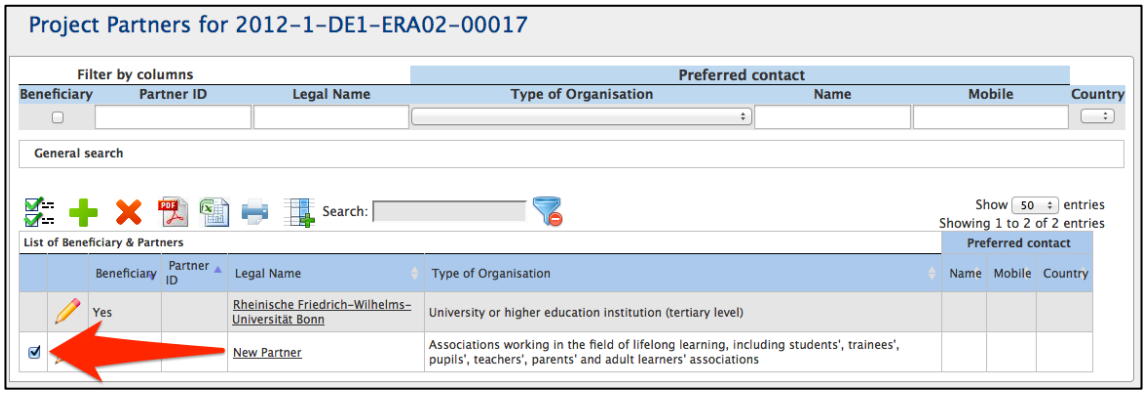
The list of partners can be exported to a CSV or PDF file. The exported list will contain exactly the same fields shown on the Partners page. By default the list contains partner ID, legal name, Erasmus Code, description of the type of organisation and preferred contact details (name, mobile phone number and country).

In order to export the list of partners the following actions must be taken:

1. Login to Mobility Tool, open your project and click "Partners" button in the top menu.
2. Click the PDF or Excel icon in the partner list menu, depending on the type of the file required.
3. Save the exported file on your local computer.

4.5. How to remove a partner?

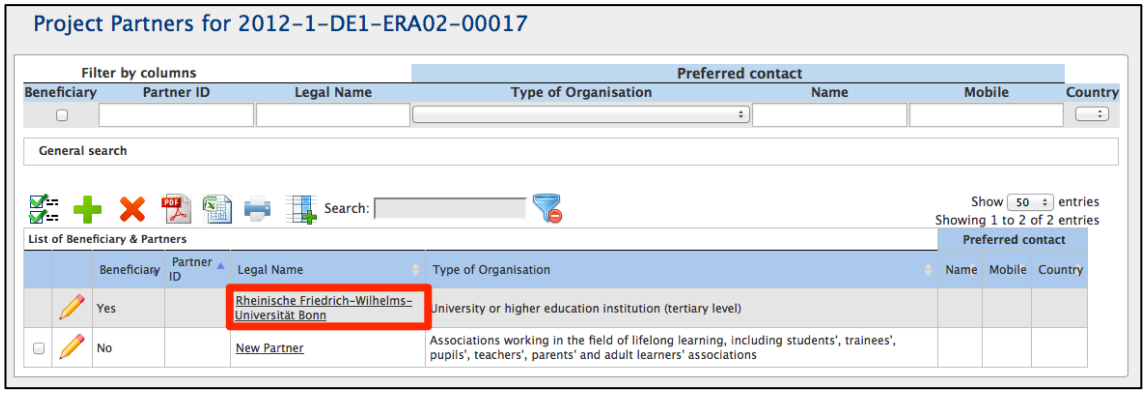
1. Login to Mobility Tool, open your project and click "Partners" button in the top menu.
2. Mark the selection box next to the partner you want to remove. Please note that it is not possible to remove your own beneficiary organisation from the list.



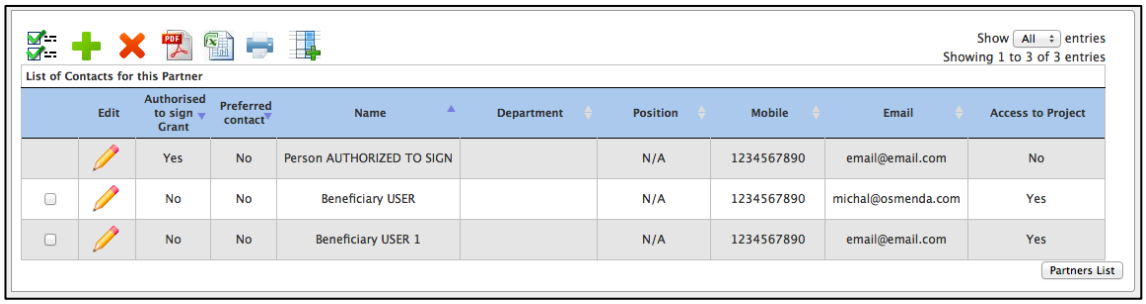
3. Click the "Delete" icon ✖.
   a. If the partner has not been used in any mobility, a confirmation will be displayed that the partner has been deleted.
   b. If the partner has been used in any mobility, a warning message will appear: "At least one Partner has a role in at least one mobility. You must remove the partner from the Mobility first." In this case, the selected partner will only be removed until all corresponding mobilities are deleted.

4.6. How to add a beneficiary organisation contact person?

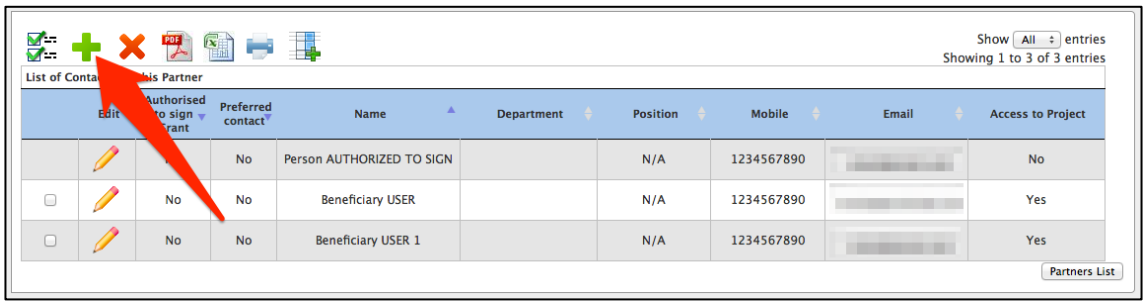
1. Login to Mobility Tool, open your project and click "Partners" button in the top menu.
2. Click the organisation name.



3. A list of contacts for this partner will be displayed. In the example presented on the screenshot, the organisation has 3 contact persons – one person authorised to sign grants, 2 other persons with access to the project.

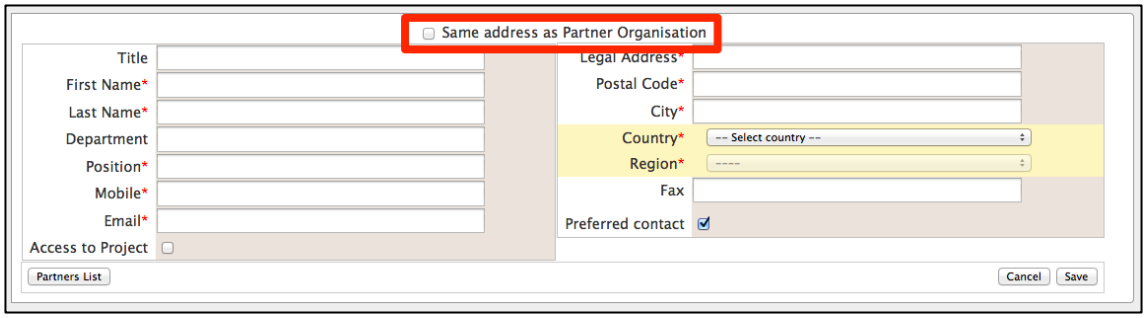


4. Click the "Add New" button.

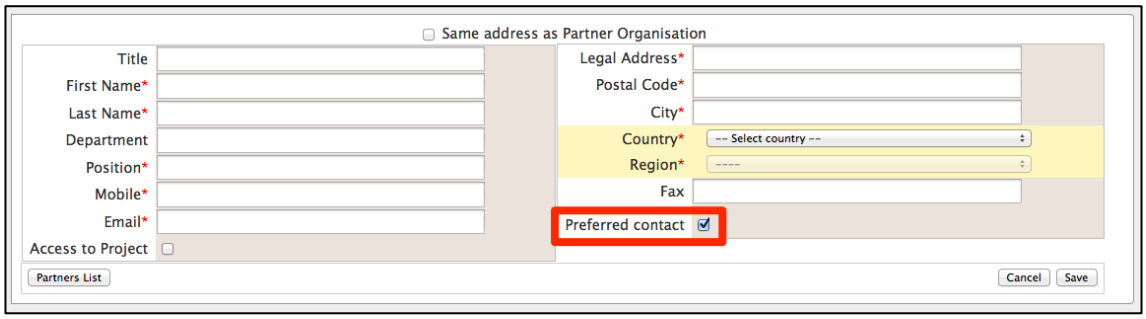


5. A contact person information form will be displayed.
6. Fill in all required fields marked with the red asterisk.

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



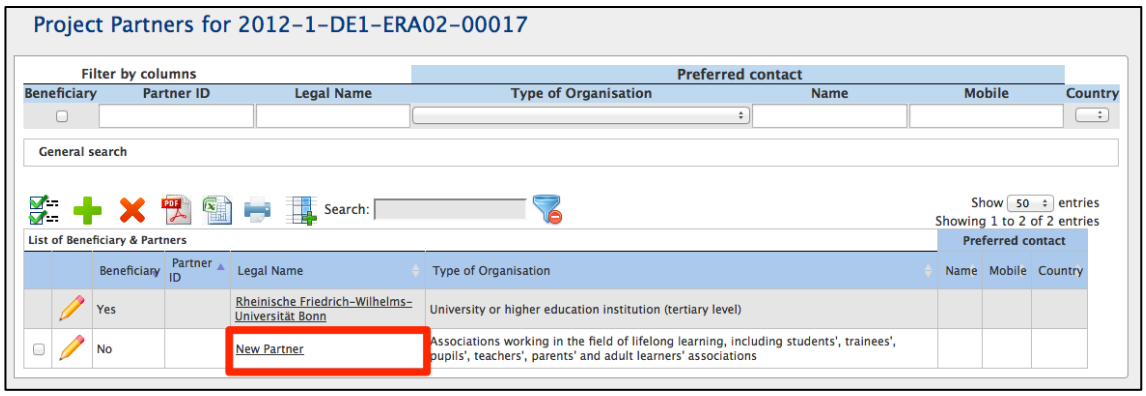
8. If you want this person to be a preferred contact person for this organisation, select "Preferred contact" option. If you select this option, the contact person details will be displayed on the Partners page.



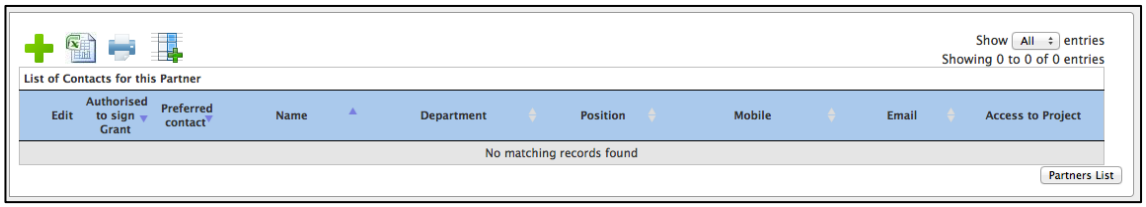
9. Click the "Save" button. A confirmation that the new partner contact has been created will be displayed: "Record created successfully".

4.7. How to add a partner organisation contact person?

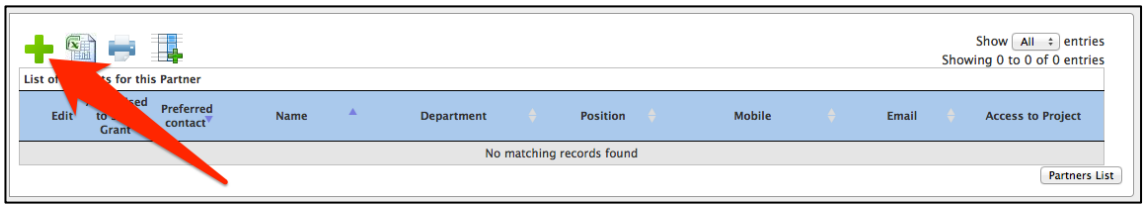
1. Login to Mobility Tool, open your project and click "Partners" button in the top menu.
2. Click the name of the organisation you want to add a contact to.



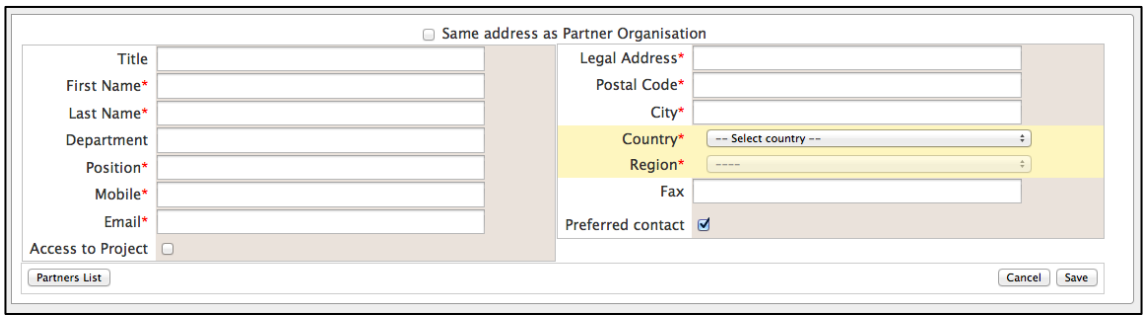
3. A list containing existing contacts will appear. If the partner organisation has just been added to the system, the list will show no records as no contact persons have been added yet.



4. Click "Add New" button as presented below.



5. Fill in all fields 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.

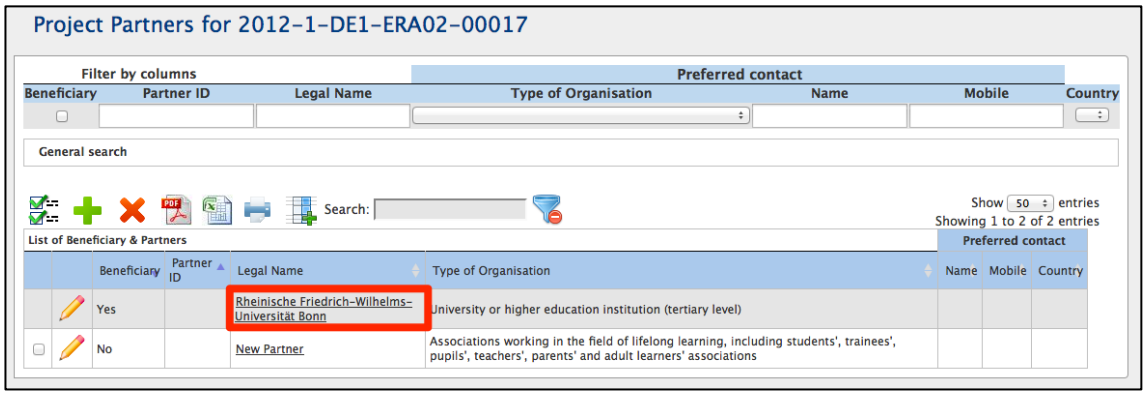


6. Click the "Save" button. A confirmation "Record created successfully" will be displayed. Notice the number of contact persons in the organisation has increased.

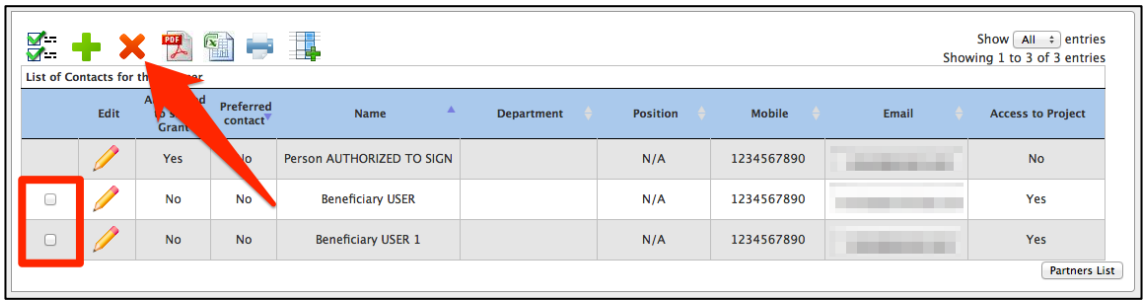
Please note that the contact person and contact details can neither be exported nor imported through the three types of data file templates (student mobility, staff mobility, IP mobility).

4.8. How to remove a beneficiary organisation contact person?

1. Login to Mobility Tool, open your project and click "Partners" button in the top menu.
2. Click the name of the partner. A list of contacts for the beneficiary organisation will be displayed.



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

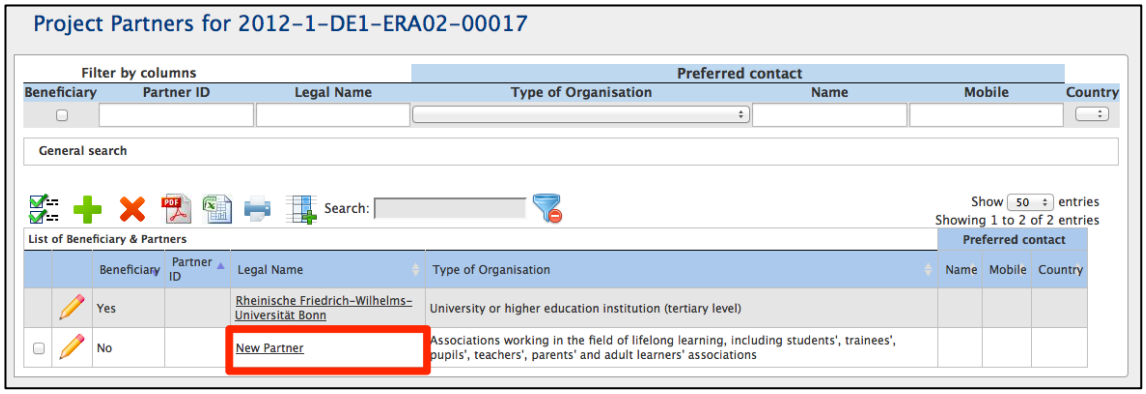


4. Click the "Delete" button.
5. A confirmation message "The record has been deleted successfully" will be displayed.

   You cannot remove person authorised to sign from the list of beneficiary contact persons. If the authorized person needs to be changed, please change the person details, as described earlier in the manual.

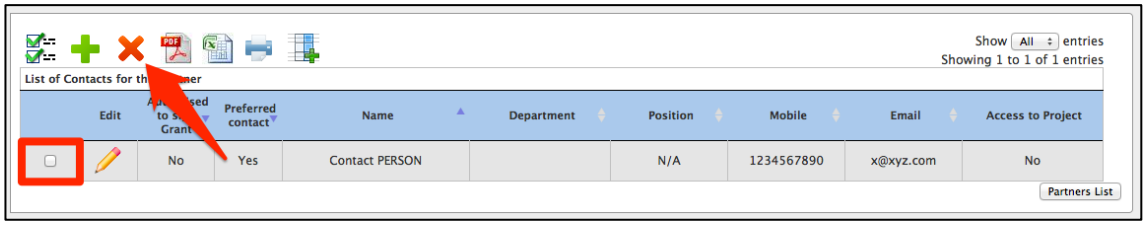
4.9. How to remove a partner organisation contact person?

1. Login to Mobility Tool, open your project and click "Partners" button in the top menu.
2. Click the partner name to display the list of contacts.



3. A list of contact persons will appear.
4. Using the tick boxes on the left hand side select one or many contact persons you want to remove from the partner.

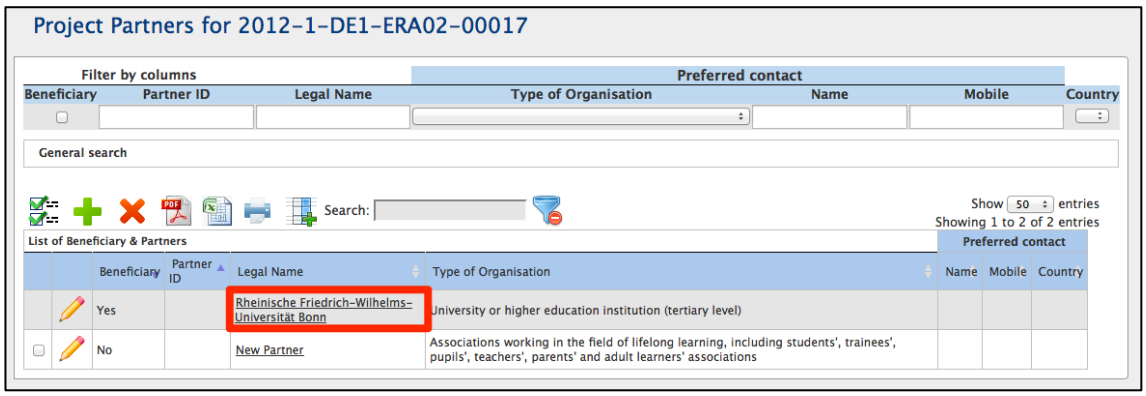
   You can select all partner contacts to be deleted. Therefore a partner organisation can have no contact persons listed.



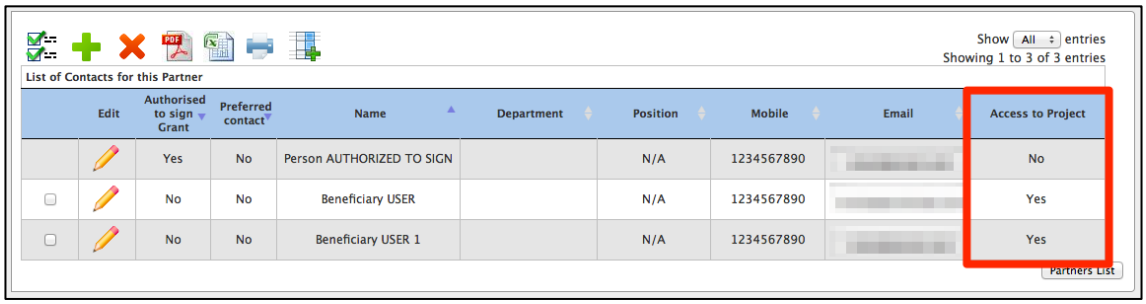
5. Click the "Delete" button right above the list of contacts.
6. A confirmation message "The record has been deleted successfully" will be displayed.

4.10. How to enable or disable access to Mobility Tool website?

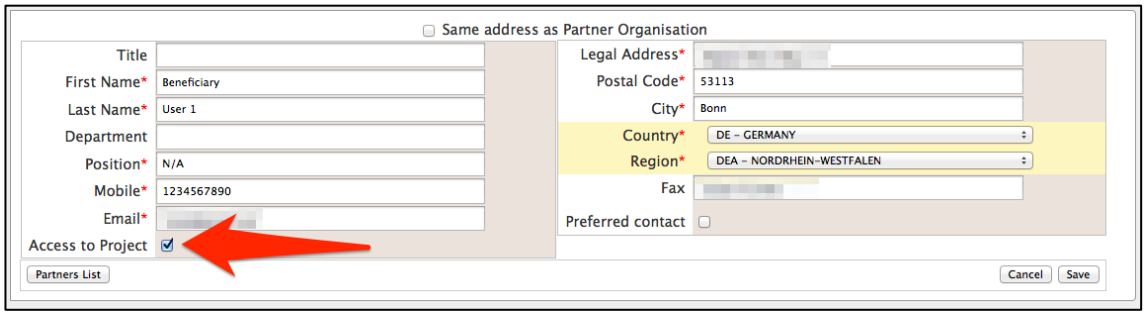
1. Follow the steps from the previous chapter to display the list of partners.
2. Click the name of the Beneficiary Organisation on the of the partners list.



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".



4. To enable contact person access to Mobility Tool and access to the project, click the yellow pencil to edit contact person details.
5. Select “Access to Project” to enable or deselect the option to disable Mobility Tool access for that person.



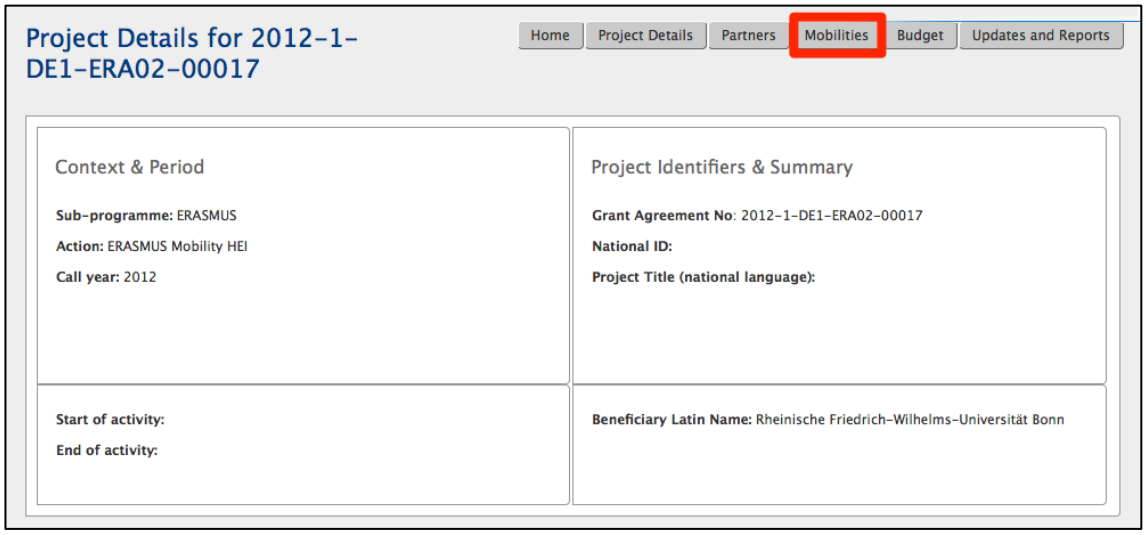
In case the access is enabled a confirmation message "The user access to the Active Project has been enabled" will be displayed. The person has now gained access to the tool. Mobility Tool will send an automated email informing beneficiary contact person that he/she has been granted access to the tool. The email will contain project number, project title, link to Mobility Tool and contact details of the National Agency.

The person needs to have a valid ECAS account corresponding to the email address provided in Mobility Tool to login to the website.

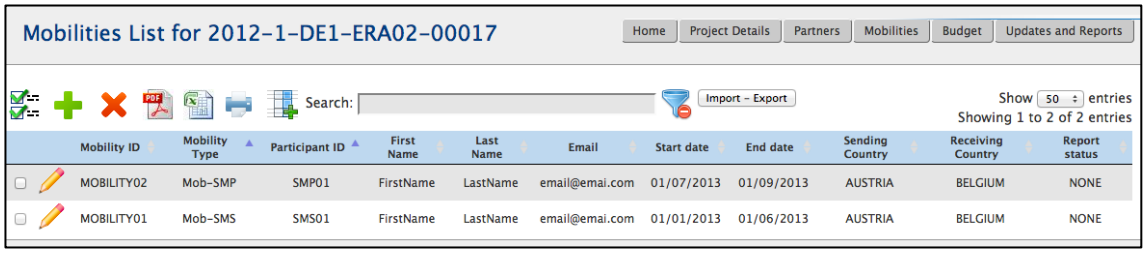
5. Mobilities

5.1. How to display the list of mobilities?

1. Log in to Mobility Tool
2. Click the project number to display project details
3. Click "Mobilities" button located in the top menu on the website, as presented in the screenshot.

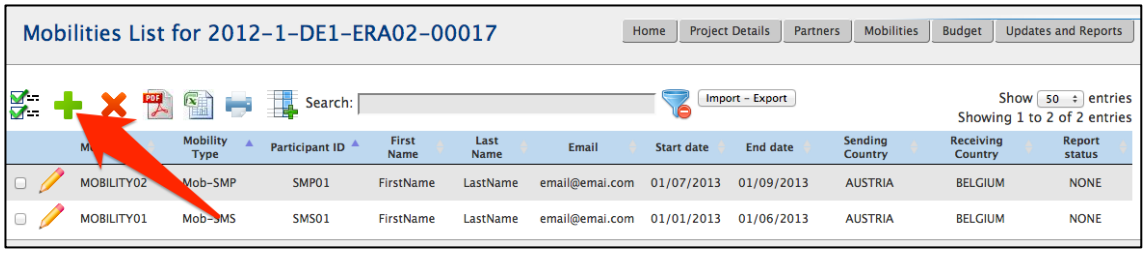


4. The list of mobilities, if any, will be shown. In the following example only two mobilities are listed – one for studies and one for a placement.

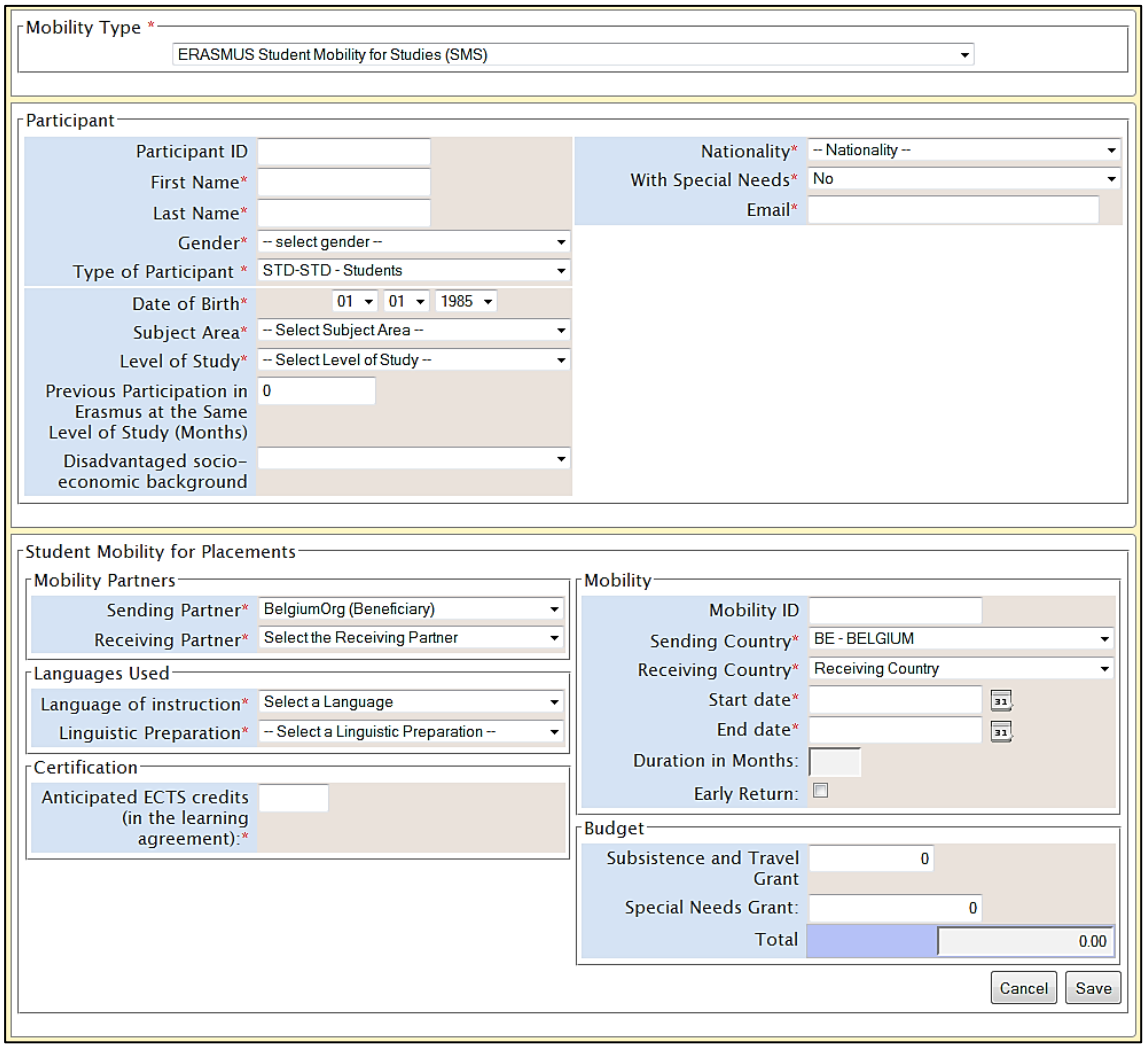


5.2. How to add a new mobility?

1. Repeat the steps from the previous paragraph.
2. Click the green plus icon .



3. A new page containing new mobility form will be displayed. This form will allow you to enter participant details, together with details of his/her mobilities and the Erasmus grant. The form is presented on the following screenshot.



Please note that the form changes depending on the choice of the type of the mobility and type of the project. For example, study mobilities and placements have different fields than teaching assignments or staff training periods.

4. Please select the type of mobility.

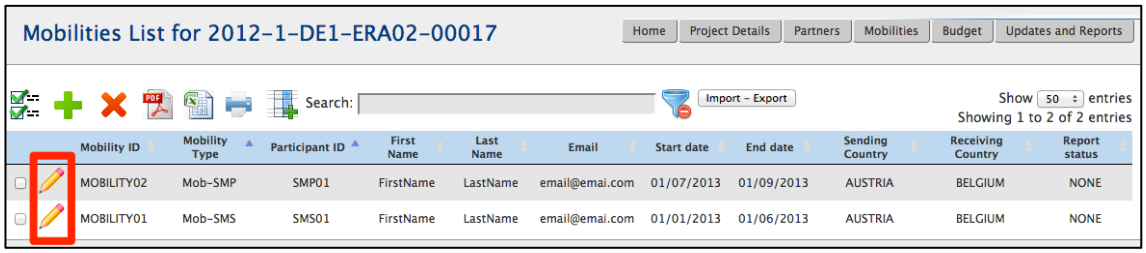
5. Fill in all required field marked with the red asterisk. Click "Save" button to save the new mobility.

5.2.1. Handling of combined mobility

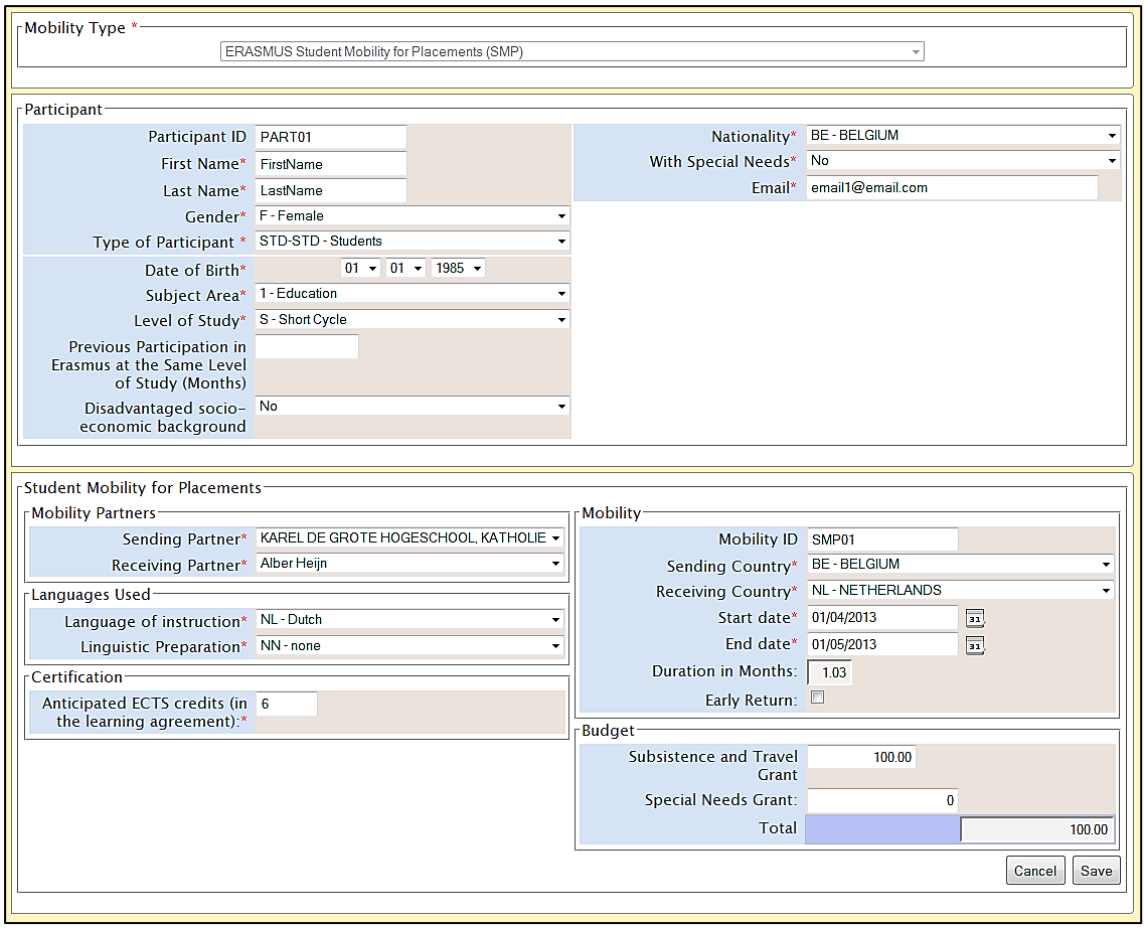
The specific fields for combined mobility consisting of a study period followed by an integrated placement will be implemented in the Mobility Tool version 3.2. Until then, it should be entered as a normal SMS mobility as it was the case in the previous academic year. Once the version 3.2 is implemented, the concerned mobilities should be revisited and the new field “Is it a combined mobility?” should be set to “Yes”.

5.3. How to change mobility details?

1. Log in to Mobility Tool
2. Click the project number to display project details
3. Click "Mobilities" button located in the top menu on the website. A list of mobilities will be shown.
4. Click the pencil icon to edit selected mobility details.



5. A new form will be shown containing selected mobility details.



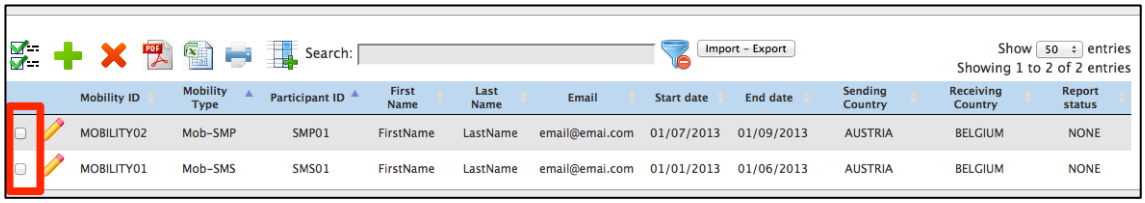
6. Change the details and click "Save" button to record the changes.

5.4. How to delete a mobility or mobilities?

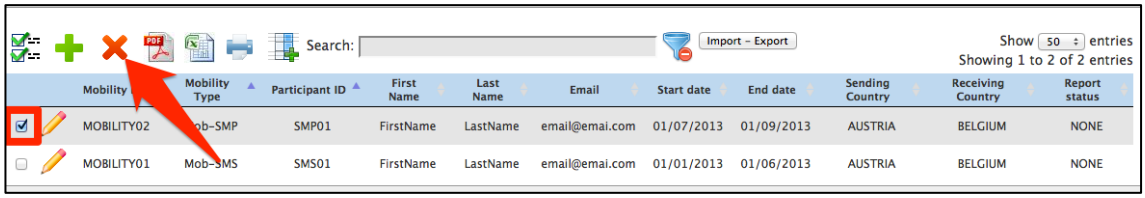
Please note that the process of deleting mobilities is irreversible. Once deleted, the mobilities cannot be restored. Please use the deleting feature carefully.

In order to delete selected mobility or mobilities, please follow the steps below.

1. Log in to Mobility Tool
2. Click the project number to display project details
3. Click "Mobilities" button located in the top menu on the website. A list of mobilities will be shown.
4. Select one or many mobilities you want to delete, as presented on the screenshot.



5. Click the red icon ✖ in the menu, as shown in the screenshot.



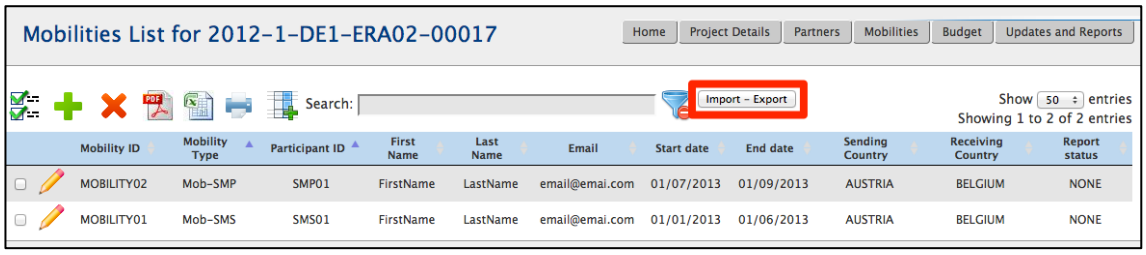
6. Confirm the question “Are you sure you want to delete the selected Item(s)?” clicking on "OK" button. The selected mobility will be removed.

7. Import and export of data

In this chapter you will find details regarding import and export of the mobility data. The mobility data contains the details of all mobilities, the participants, the sending and receiving partners and the corresponding grants. Organisational grants related to the project are not included in the import/export of the data and should be managed in the way presented in the chapter describing the budget details in this manual.

The main purpose of data import is to enable beneficiaries of big projects to enter large amount of data into the Mobility Tool in a single step. Another purpose of the import functionality is the synchronisation between external tools and Mobility Tool.

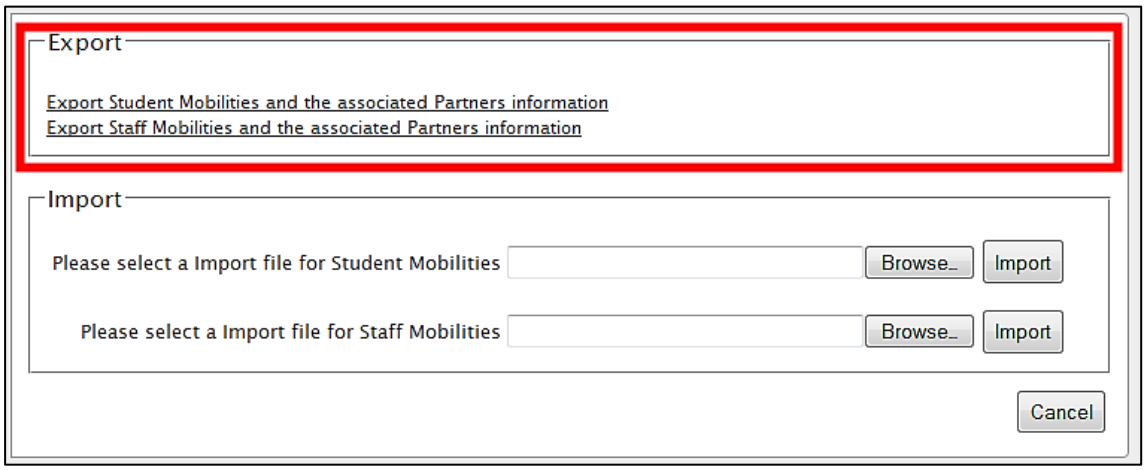
The data import/export feature is available from the Mobilities page, as presented on the screenshot.



Next paragraphs will cover the data export and import in details.

7.1. Data export

The export function can be found on the Mobilities page by clicking the "Import – Export" button. The data export part of the “Import – Export” page is highlighted on the screenshot below. The links may be described differently for different types of Erasmus actions.



When exported, data from Mobility Tool projects is saved in CSV (Comma–Separated Values) file format. Semicolon (;) is used as a default field separator. The file is exported in UTF–8 character encoding standard. The exported file may be used for data import under the condition that all mandatory fields are provided. More information on this topic can be found in the chapter describing the import process.
Please notice that exporting data from Mobility Tool may take some time and it may result in a large file. The biggest exported file at the time of the writing of this document had over 1.2MB and it took over 2 minutes to complete. The file contained 1000 mobilities, partner and grant details.

7.2. Data import and update

7.2.1. General description

Mobility Tool allows importing partners, participant and mobility data in one go. The import process uses CSV (Comma–Separated Values) file as a data protocol. This file format is similar to the format used by Excel – it contains rows and columns as well, but it does not preserve any formatting, filtering or functions as normal Excel file would do.

The mobility data can be imported at any time of the project lifecycle. During the import new data entries may be created as well as updated. It is not possible to delete any information already existing in the tool using the data import process. All deletions must be done manually by the Mobility Tool user through the graphical user interface (GUI).

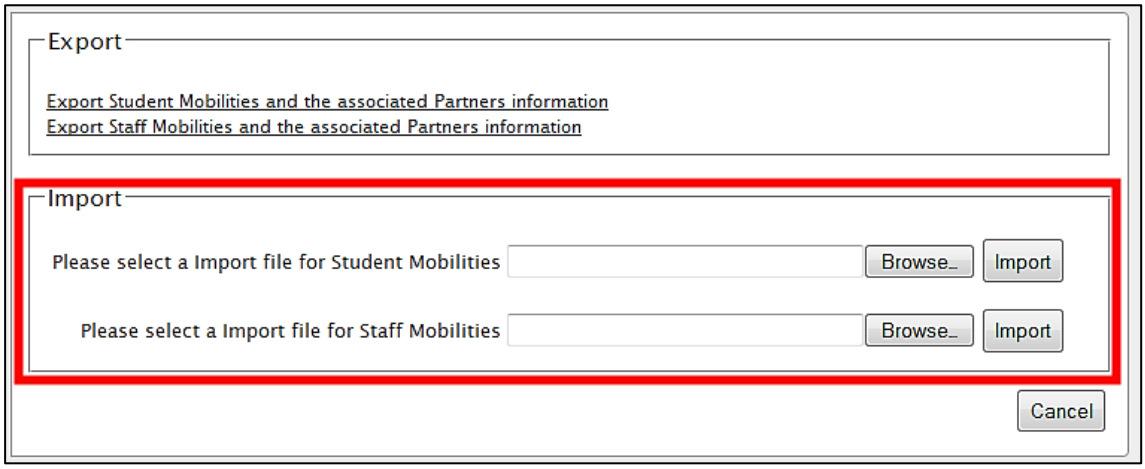
The general rules for data import into Mobility Tool:

- In order to import data into Mobility Tool two conditions must be met – imported file must have a proper structure and imported data must meet required conditions.
- If the partner or mobility cannot be identified in the system by partner ID or mobility ID respectively, a new set of data is created.
- If the partner or mobility can be found in the system by their partner ID or mobility ID respectively and the imported data contains some changes to the partner or mobility details, the set of existing data will be updated.
- If the partner or mobility can be found in the system by their partner ID or mobility ID respectively and the imported data doesn't contain changes to neither partner nor mobility, no data is changed.
- The import file is processed line by line, meaning that if the same mobility with the same partner details will appear twice in the file, only the latest entry for this mobility and the partner will be saved.

It is important to mention that while it is not possible to delete data from Mobility Tool using the import functionality; it is possible to duplicate the existing information. More details on this topic can be found in the next paragraphs.

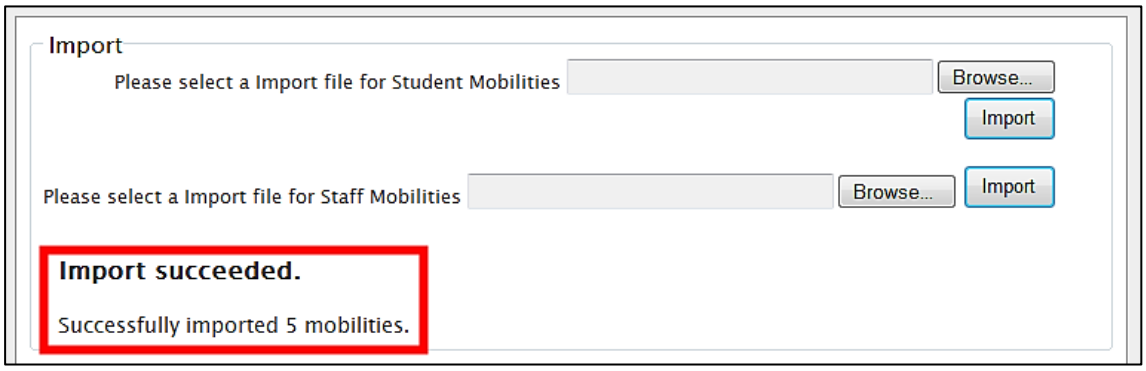
Please notice that data import is a heavy resource process and depending on size of the imported file it may take some time to complete.

You can find the import function by going to Mobilities page and clicking "Import – Export" button on top of the page. The data import section of the “Import – Export” page is highlighted on the screenshot below.

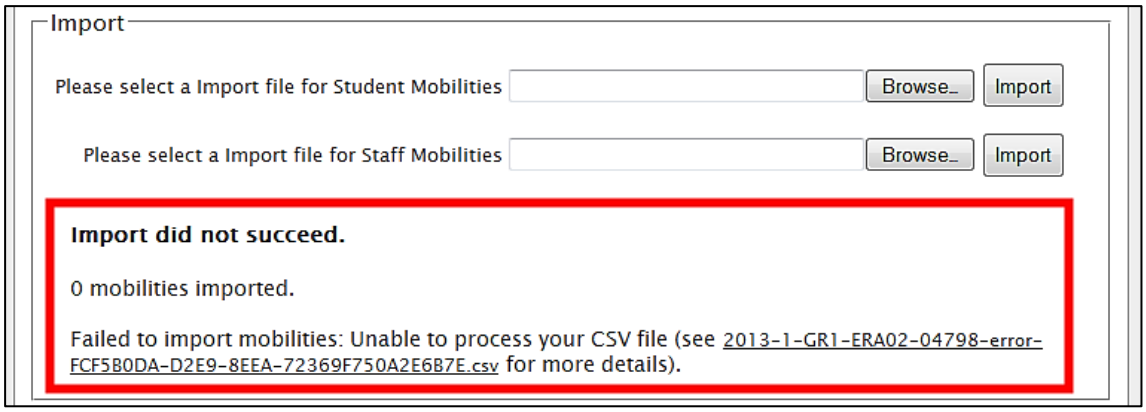


Every import process always generates a system response – in either successful or unsuccessful cases. Examples of these messages are presented below.

In case of success the message might look as following.



The failed import process may be signalled by the following system message.



Important!

Please note that unless all data in the imported file is correct, nothing will be imported by Mobility Tool. This can be described as “All or None” approach to the import process.

It is important to mention that if a data field already has a value in the tool, for example Receiving Partner Erasmus Code, and the import process has the Erasmus Code field empty (no value provided), the tool will update the existing value (the code) with the value from the import file (no code).

7.2.2. Three types of import files

There are 3 types of import file types depending on the action:

- SMS/SMP – template file designated for student mobilities data
- STA/STT – template file designated for staff mobilities data
- IP – template file for IP projects

The three types of files have different sets of fields and requirements. The details of the template files can be found in the "Erasmus Mobility Tool Data Dictionary".

7.2.3. Data file template – file structure

The best way to ensure the correct file structure of the imported file is to use a template from Mobility Tool. The template can be obtained by:

1. going to the Mobilities page,
2. clicking "Import – Export" button (marked on the screenshot in one of the previous paragraphs) and
3. clicking "Export Student Mobilities and the associated Partners information", "Export Staff Mobilities and the associated Partners information" or "Export IP Mobilities and the associated Partners information" – depending on your project type.

This function will download either student mobility or staff mobility or IP data – in case of a new project with no mobilities, the template will contain only the field headers.

The file is organised in the way that all header fields are located in the first row of the file, the second row contains field requirements (described below) and data rows start from the third row. A single row equals to one mobility – participant, mobility details, partner details, grant, etc.

Please note that even if you use only one sending or receiving partner, you need to enter the partner organisation details as many times as mobilities your project contains, paying attention that the same partner ID is used throughout. There are no fields for the contact person and contact details data file templates for the three mobility types.

Note:
The list of all the fields with their description and specifics (whether the field is mandatory or requires using dictionary codes) can be found in the document titled “Erasmus Mobility Tool Data Dictionary”.

There are three types of fields in the template file – mandatory fields that need to contain data (marked by a star * in the template file), code fields (marked as DICT) and optional open text fields (that may be empty). The specifics of each field are described in the second row of the template file.

Note:
The list of codes used in the code fields marked with DICT in the template file can be found in the document “Erasmus Mobility Tool Data Dictionary”. Please pay special attention to the list of codes as they will be used extensively during the data import process.

Mobility Tool import function uses the national characters in UTF–8 character format. Therefore it is important to ensure that the data file used for import is encoded using the correct character set.

The CSV file template can be in one of the three accepted formats:

```
Field_1 ; Field_2 ; …; Field_n
“Field_1” ; “Field_2” ; … ; “Field_n”
“Field_1” ; Field_2 containing a double “” quote” ; … ; “Field_n”
```

7.2.4. Decimal and thousands separator

The export as well as the import CSV files use dot as a symbol to separate the integer part from the fractional part of a number. The system doesn't use any symbol for the thousands

separator. The correct format of a number consisting an integer and fractional part is `1234.56` .

7.2.5. Examples of data import file

The examples presented in this chapter are general examples for all types of import files.

The table below depicts some fields of the template import data file that contains information about three mobilities. Please note the second row of the file containing specification of each field – * being a mandatory field, DICT being a code field. For the purpose of the demonstration, other fields (columns) have been removed (marked with the ellipsis).

Project ID	**Mobility ID**	…	**Participant First Name**	**Participant Last Name**	**Participant Date of Birth**	**Participant Gender**	…
*	*	…	*	*	*	*, DICT	…
2011–1–BE3–ERA02–00001	0001	…	FirstName	LastName	01/01/1980	M	…
2011–1–BE3–ERA02–00001	0002	…	Jane	Jones	01/01/1995	F	…
2011–1–BE3–ERA02–00001	0003	…	FirstName	LastName	01/01/1980	M	…

During the import of the data, the first two rows – field headers and field specification must be preserved in the file. Deleting the first two rows from the template will render the import process invalid. It is also important not to change the order of the columns (fields). Any change in the fields/columns order will render the import process invalid as well.

In the following example 8 participants from the same sending organisation (Partner ID BEN) will be sent to 8 different hosting partners (Partner ID HOST01 to HOST08).

Project ID	**Mobility ID**	**...**	**Participant First Name**	**...**	**Sending Partner ID**	**...**	**Receiving Partner ID**	**...**
*	*	...	*	...	*	...	*	...
2011–1–BE3–ERA02–00001	ID0001	...	FirstName1	...	BEN	...	HOST01	...
2011–1–BE3–ERA02–00001	ID0002	...	FirstName2	...	BEN	...	HOST02	...
2011–1–BE3–ERA02–00001	ID0003	...	FirstName3	...	BEN	...	HOST03	...
2011–1–BE3–ERA02–00001	ID0004	...	FirstName4	...	BEN	...	HOST04	...
2011–1–BE3–ERA02–00001	ID0005	...	FirstName5	...	BEN	...	HOST05	...
2011–1–BE3–ERA02–00001	ID0006	...	FirstName6	...	BEN	...	HOST06	...

Project ID	Mobility ID	...	Participant First Name	...	Sending Partner ID	...	Receiving Partner ID	...
*	*	...	*	...	*	...	*	...
2011–1–BE3–ERA02–00001	ID0007	...	FirstName7	...	BEN	...	HOST07	...
2011–1–BE3–ERA02–00001	ID0008	...	FirstName8	...	BEN	...	HOST08	...

The next example will create 3 different mobilities from the same sending partner to three different hosting partners for the same participant. Please note that this import will result in a list of mobilities containing details of the same person 3 times, although going to three different receiving partners.

Project ID	Mobility ID	...	Participant First Name	Participant Last Name	...	Sending Partner ID	...	Receiving Partner ID	...
*	*	...	*	*	...	*	...	*	...
2011–1–BE3–ERA02–00001	ID0001	...	FirstName1	LastName1	...	BEN	...	HOST01	...
2011–1–BE3–ERA02–00001	ID0002	...	FirstName1	LastName1	...	BEN	...	HOST02	...
2011–1–BE3–ERA02–00001	ID0003	...	FirstName1	LastName1	...	BEN	...	HOST03	...

The following example highlights the importance of careful row–by–row data entry. During the import process Mobility Tool sees rows as consecutive data entries. Therefore if the row 20 contains some modifications of the partner data that has already been defined in the row 6 of the same imported data file, the tool will take the data from row 20 as the most current one and will update the partner data as a result.

This can be illustrated by the next example of the import data file.

Project ID	...	Sending Partner ID	Sending Partner Legal Name	...	Sending Partner Erasmus Code	Sending Partner Postal Code	...
*	...	*	*	...	*	*	...
2011–1–BE3–ERA02–00001	...	BEN	Beneficiary Organisation	...	NL AMS01	BE–1000	...
...	...	...	...	...	...	...	...
2011–1–BE3–ERA02–00001	...	BEN	Beneficiary Organisation	...	B BRU01	BE–1000	...

Please notice the different address of the beneficiary organisation in the last row as compared with the first row of the data. Being the last entry in the imported data file,

"Sending Partner Erasmus Code" will contain value "B BRU01, not "NL AMS01" as used in the previous line.

The following example illustrates the similar behaviour.

Project ID	**...**	**Sending Partner ID**	**Sending Partner Legal Name**	**...**	**Sending Partner Erasmus Code**	**Sending Partner Postal Code**	**...**
*	...	*	*	...	*	*	...
2011–1–BE3–ERA02–00001	...	BEN	Beneficiary Organisation	...	NL AMS01	BE–1000	...
...	...	...	...	...	...	...	...
2011–1–BE3–ERA02–00001	...	BEN	Beneficiary Organisation	...	B BRU01	BE–1000	...
2011–1–BE3–ERA02–00001	...	BEN	Beneficiary Organisation	...	NL AMS01	BE–1000	...

Please notice that in the last example the beneficiary organisation data will change twice during the import process. Once – the "Sending Partner Erasmus Code" will be changed from "NL AMS01" to "BE BRU01" and then, at the very last row, the address will be changed back to its original value of "NL AMS01".

More scenarios are illustrated in following chapters.

7.2.6. ID fields

The data template files contain 5 ID fields. They play a very important role in the data import process. The table below presents all the ID fields with their characteristics.

Field name	Mandatory?	Description
Project ID	Yes	Grant agreement number also called project number, i.e. *2011–1–BE3–ERA02–00001*. In the same project this field must always contain the same value.
Mobility ID	Yes	Any unique identification of a particular mobility, i.e. *0001*, *MOB01*, *NL–GB–John*
Participant ID	No	Unique identifier for a participant of the mobility. It can be a national ID (recommended identifier), student ID or any other ID that identifies one participant from another. Uniqueness of the value of this field will not be checked during the import.
Sending Partner ID	Yes	Unique alphanumeric string identifying the sending organisation in the mobility. It is recommended using the Erasmus code in the case of the partner being a higher education institution holding a valid Erasmus Charter.

Field name	Mandatory?	Description
Receiving Partner ID	Yes	Unique alphanumeric string identifying the receiving organisation in the mobility. It is recommended using the Erasmus code in the case of the partner being a higher education institution holding a valid Erasmus Charter. In case the receiving partner is not a higher education institution, a VAT number or a company national registration number can be used.

7.2.7. Sending and Receiving Partner IDs

The list of partner IDs (either sending or receiving) that already exist in the tool can be found on the Partners page described in the other chapter of this manual. The list of partners may include a single organisation, i.e. the beneficiary organisation, or may include sending and receiving organisations.

7.2.8. It is suggested that the list of partners is exported and the codes of the partners are used in the mobilities template file for the import process. However, there the list of partners cannot be imported the same way the mobilities are.Data import scenarios

Let's analyse few scenarios that illustrate in details the logic behind the ID fields and how the system interprets their use.

The following scenarios describe some data import use cases you may come across in the daily management of your mobilities. Some of them lead to unwanted results. Please read this chapter carefully as it may save you a lot of time and avoid stressful situations.

Scenario 1 – data import to an empty project – sending organisation different than the beneficiary organisation

This example illustrates a situation in placement consortia projects (ERA04), where a sending organisation may be different than the beneficiary organisation.

Let's assume you just received the invitation from Mobility Tool to work with your project. You login to ECAS with your username or email address and password. The website doesn't contain any information about project mobilities. You may or may not already have some partners defined in the project.

You go to Mobility Tool website, open section Mobilities, click "Import – Export" button, then "Export Student Mobilities and the associated Partners information" and "Export Staff Mobilities and the associated Partners information" to download the exported data. The files are almost empty – they contain only the field names and their specification – the files do not contain any mobility or partner data.

You open the file in a program of your choice (please read remarks regarding software at the end of this chapter) and fill in all required fields, taking into consideration the list of codes

from the "Erasmus Mobility Tool Data Dictionary" file, format of the fields (please pay special attention to the date format) and ID codes described earlier. You save the file in CSV format and import the file via the website.

The result of the successful data import is the following:

1. Minimum two new partners are created with the partner IDs and partner details specified in the import file (sending and receiving partner).
2. Minimum one mobility is created

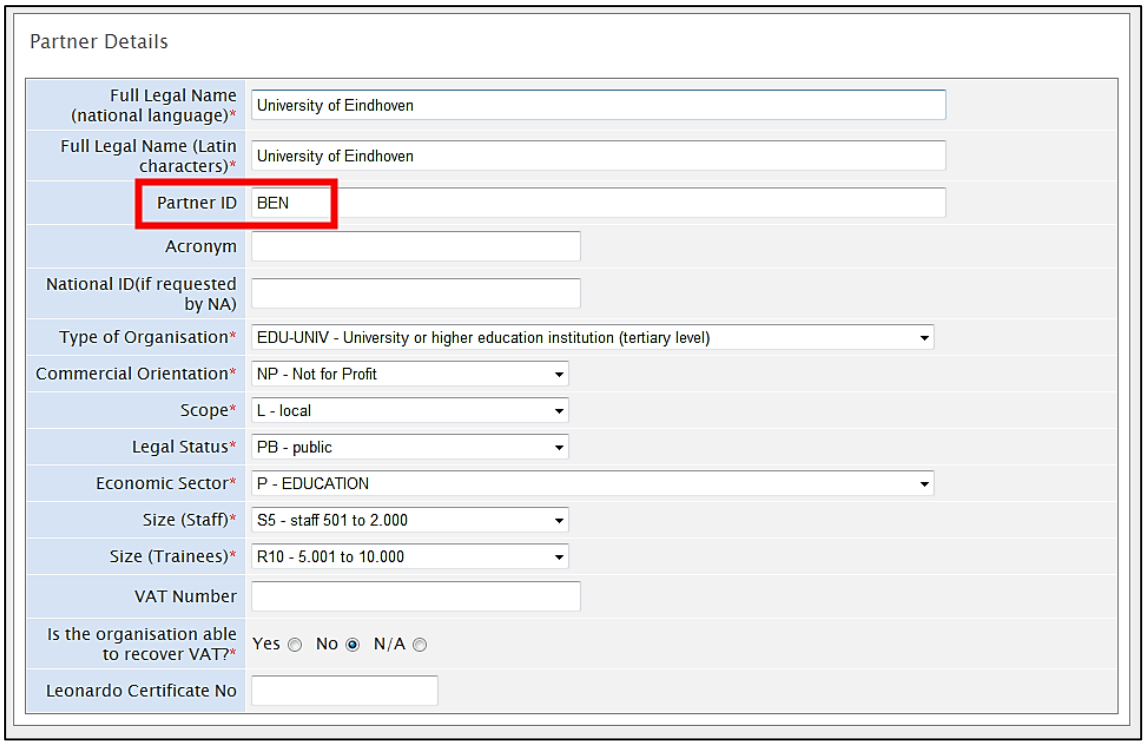
Important

The imported partner (sending or receiving) contact person is automatically marked as preferred partner contact person.

Scenario 2 – data import to an empty project – beneficiary organisation as the sending partner

Let's assume you just received the invitation from Mobility Tool to work with your project. You log in to ECAS with your username or email address and password. The website doesn't contain any information about mobilities. You may or may not already have some partners in the project and you want to make sure your beneficiary organisation is used to create mobilities during the import process.

You go to "Partners" page to display the list of partners in your project. You click the pencil icon to edit your organisation and enter a value for "Partner ID" field, as presented in the screenshot below. For the purpose of a demonstration, value BEN is used in the Partner ID field. The same partner data can be obtained by exporting partner details.


Partner Details

Full Legal Name (national language)*	University of Eindhoven
Full Legal Name (Latin characters)*	University of Eindhoven
Partner ID	BEN
Acronym	
National ID(if requested by NA)	
Type of Organisation*	EDU-UNIV - University or higher education institution (tertiary level)
Commercial Orientation*	NP - Not for Profit
Scope*	L - local
Legal Status*	PB - public
Economic Sector*	P - EDUCATION
Size (Staff)*	S5 - staff 501 to 2.000
Size (Trainees)*	R10 - 5.001 to 10.000
VAT Number	
Is the organisation able to recover VAT?*	Yes No N/A
Leonardo Certificate No	

Next, you open page "Mobilities", click “Import – Export” button and download the required file template (either "Export Student Mobilities and the associated Partners information" and "Export Staff Mobilities and the associated Partners information"). The file is almost empty – contains only the field names and their specification – it does not contain any project data.

You open the file in an editor of your choice (please read remarks regarding software at the end of this chapter) and fill in all required fields, taking into consideration the list of codes from the "Erasmus Mobility Tool Data Dictionary" and format of the fields (please pay special attention to the date format) and ID codes described earlier. In sending organisation part of the template file you use data of your own organisation, making sure that “Sending Partner ID” contains value BEN.

The result of the successful import is following:

1. Minimum one new partner is created with the partner ID and partner details specified in the import file (receiving partner).
2. Minimum one mobility is created

Notice that in this case, your beneficiary organisation (partner ID BEN) was used as the sending organisation.

You may also notice that unless you entered your organisation and your organisation contact person details exactly as they were on the website, the organisational or contact person data

is updated. Please refer to the next scenario for more details on how to update data using the import process.

Scenario 3 – data import to a project with mobilities – adding new and updating existing information entered via graphical user interface

Let's assume you already worked with your project and added some data using the website. You have added some partners and created some mobilities. You decide to work with the data outside of the tool using an external application. You go to Mobilities page, click "Import – Export" button and download the required set of data. You open the file in the text editor or a spreadsheet editor of your choice and notice that neither the partners nor the mobilities have IDs – the fields, despite being marked with the star (*) as mandatory are empty.

You decide to update some information about the participants and add more mobilities. You add mobility and partner IDs in the respective columns. Finally, you import the data.

The result of the successful import is the following:

1. You notice that you have some double entries on the partner page – some partner have partner ID values, the others don't. You see that the new partners you added in the import file are correctly displayed on the page.
2. You notice that you have some duplicated entries on the Mobilities page. Some mobilities have mobility IDs, some others don't.

In this scenario you used the existing data entered via the website that didn't have neither partner nor mobility ID's defined. The system assumed that new partner and new mobilities are added since it couldn't find partners and mobilities with the ID's you defined in the file. This is not the most desirable outcome of the data import. You may need to manually delete the mobilities without ID's. Then you may need to manually delete the partners without ID's.

How to prevent duplicated data entry from happening is described in the next scenario.

Scenario 4 – data import to a project with mobilities – adding new and updating existing information entered via graphical user interface and avoiding data duplication

Let's assume that you already worked with your project and added some data using the website. You have added some partners with their respective partner ID and created some mobilities with mobility ID's. You decided to work with the data outside of the tool using external editing software. You go to Mobilities page, click "Import – Export" button and download the required data. You open the file in the text editor or a spreadsheet editor of your choice and notice that both the partners and the mobilities have ID's.

You decide to update some information about the participants and add more mobilities. You add mobility and partner ID's in the respective columns – you reuse the partner ID's as you have the same sending partner for all your mobilities. Finally, you import the data.

The result is following:

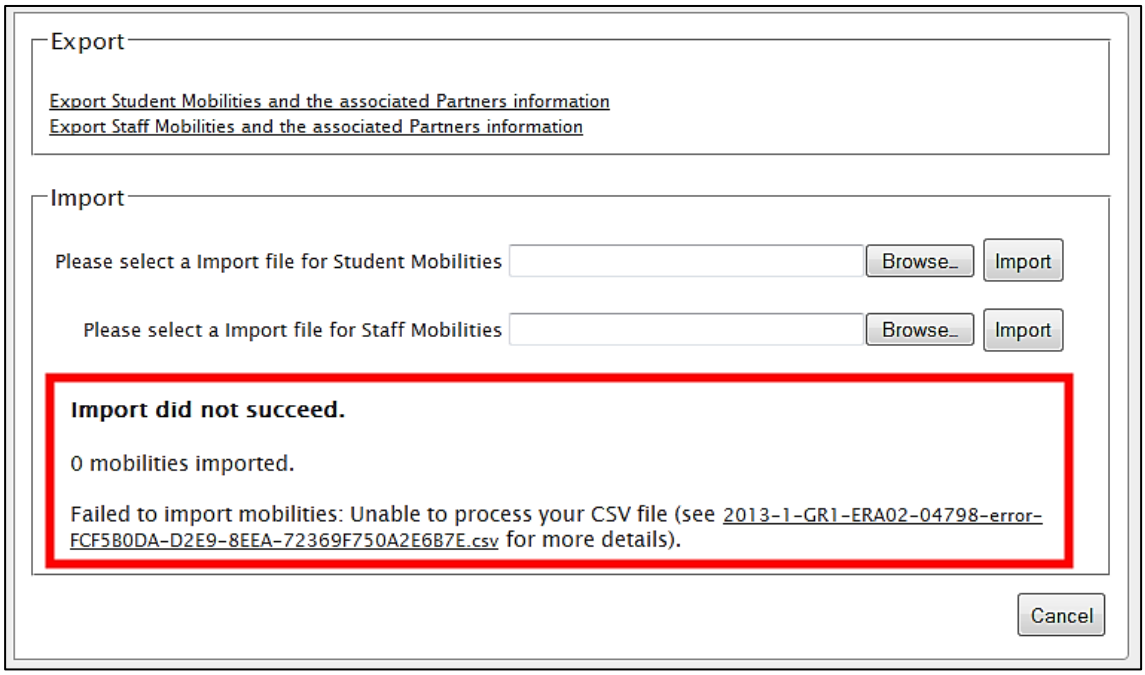
1. You login to the tool and notice that partner information remained unchanged as you didn't change any partner data in the import file.
2. You notice that the list of mobilities is longer than previously – there are new mobilities that you defined in the import file.

Highlights from the described scenarios

1. To avoid data duplication always use partner and mobility ID's. If you already have data in the tool and you decide to start using the import functionality, make sure you edit all your partners and all your mobilities and add unique ID's.
2. To update partner information use the same partner ID in the import file as the partner ID you find in the partner details on the Mobility Tool website.
3. Similarly, to update mobility information use the same mobility ID in the import file as the mobility ID you find on the "Mobilities" page.

7.2.9. Error handling

Every failed import process generates a message on the website. Example error in processing the file is presented on the following screenshot.

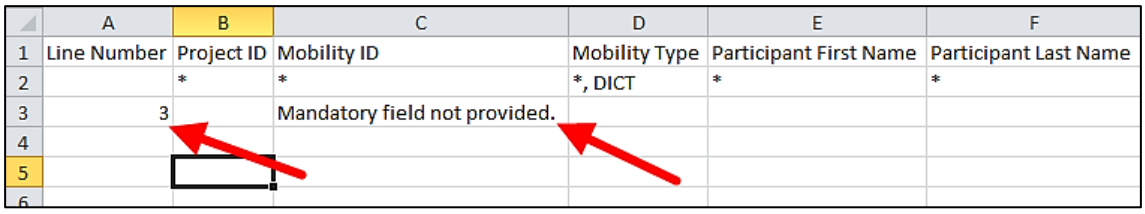


As it was already mentioned earlier, unless all the data in the imported file is in the correct format, nothing will be stored in Mobility Tool (“All or None” approach).

Every time there is a problem with the data import, a log file is generated by the system. The log file can be downloaded by clicking on the link in the error message on the website.

The error log file has almost exactly the same structure as the imported file – it contains field headers and their specifics (whether the field is mandatory or a code must be used) with an additional field at the beginning of the file – Line Number (please notice the line number is different than the Excel's row number). The other difference is that instead of data it contains an error description that is linked to a specific field in a specific row of the imported file. Using the row number and the error in the specified field it is easy to locate the problematic entry in the imported data file.

A sample of the error file is presented on the screenshot below.



	A	B	C	D	E	F
1	Line Number	Project ID	Mobility ID	Mobility Type	Participant First Name	Participant Last Name
2		*	*	*, DICT	*	*
3	3		Mandatory field not provided.			
4						
5						
6						

In order to fix problems in the import process, all fields marked in the error log must be corrected.

7.2.10. The most important rules for successful data import

Following is a non–exhaustive list of example requirements for successful data import:

- The file must use the standard template. For the best results, always first export the existing data (or an empty file if none exists), enter and/or update the data in this file and then re-import it.
- The file must be in the CSV format and encoded in UTF-8 – please read the next chapter for more information on text editors.
- Project agreement number must be the same as the active project on the website.
- Partner ID and Mobility ID must be provided.
- In order to avoid duplicated mobilities the mobility ID should be unique in the imported file
- All mandatory fields must be provided.
- All fields must have a correct format.
- All codes must be correctly used (please refer to the "Erasmus Mobility Tool Data Dictionary" document).
- The mobility end date must be later than the start date.

- Sending and receiving countries cannot be the same.
- The mobility budget (individual grant) cannot be smaller than 0 and larger than 99999; the budget values may remain empty in the imported file, however.

7.3. Text and spreadsheet editors

There are many examples of text or spreadsheet editors available on the market. This paragraph will not extensively cover any particular example of software but will provide few use cases for Microsoft Excel 2010. We will focus on the most typical examples of issues that might affect data import process into Mobility Tool.

When in doubt you can always check your imported or exported data in some simple text editors that support clear text format and UTF-8 encoding, i.e. Notepad++.

7.3.1. UTF–8

As mentioned already in this chapter, Mobility Tool import process respects national characters in the import data file. The requirement is that the data file must be in UTF–8 encoding standard. Otherwise, some national characters may be displayed incorrectly on the website and in the export files.

Microsoft Excel 2010 does not save files in UTF–8 encoding by default.

7.3.2. Saving CSV file format from Excel 2010

Microsoft Excel 2010 is capable of opening and saving files in CSV format. However, whilst opening the file is rather straightforward (see troubleshooting section if your Excel doesn't respect CSV field separators used by Mobility Tool), saving files in CSV format may require little bit more attention. Here are the steps to ensure that the data is saved in a proper format.

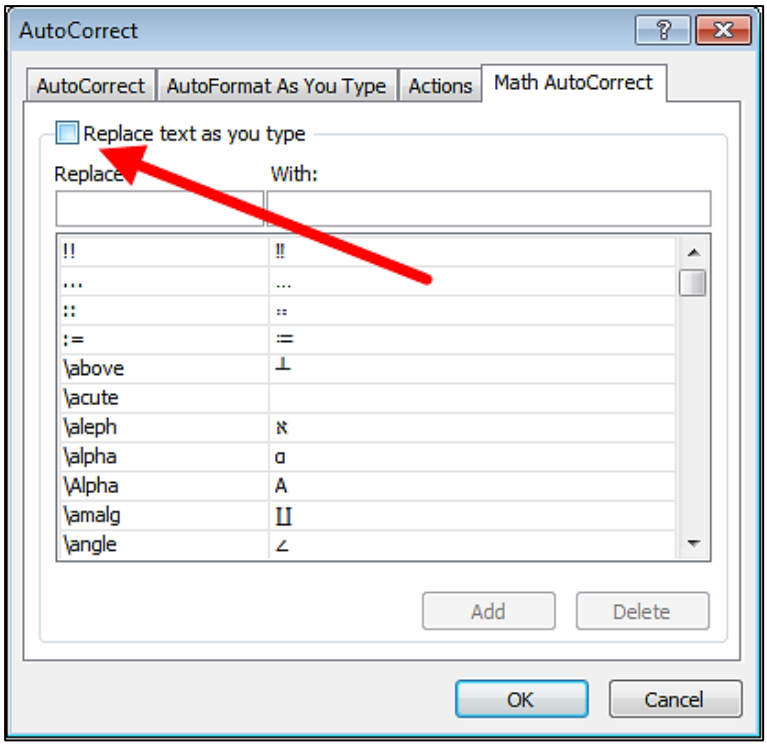
1. When you finish file editing in Excel, select menu "File" and click "Save & Send".
2. Click "Change File Type", select "CSV (Comma delimited) (*.csv)" and click "Save As" button.
3. Select file name and make sure "Save as type" list have "CSV (Comma delimited) (*.csv)" option selected. Click "Save" button to confirm.
4. Excel will display a compatibility warning. Click "Yes" button to save.

7.3.3. Long numerical values

Some spreadsheet editors may shorten your long numerical values, for example a phone number 3212351234567 to a format of 3.12E+12. Pay special attention to the long data entries because unless the type is changed to text, the imported data will contain 3.12E+12 in the phone number field and the import process will fail due to unexpected value (E).

7.3.4. Auto–completion during writing

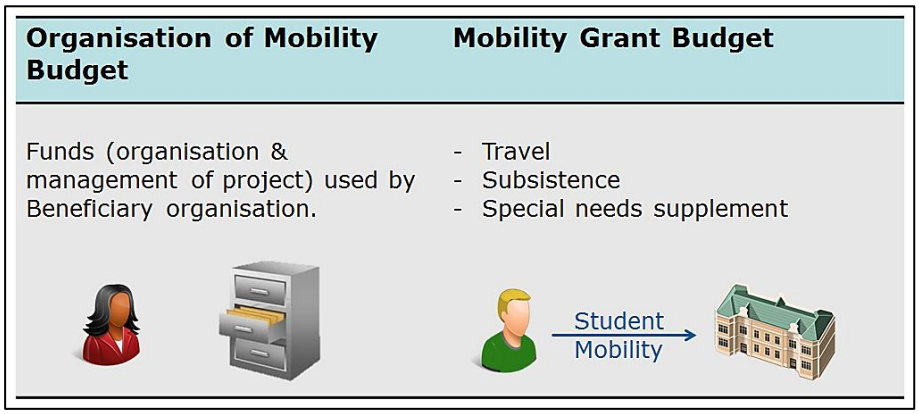
Some software offers auto completion during text editing which may create some problems. Automatically corrected by Microsoft Excel values may not be accepted during the data import. In Excel, the auto–completion can be disabled in menu File, then Options, Proofing, “AutoCorrect Options…” button, “Math AutoCorrect” tab, deselect “Replace text as you type”.



8. Budget

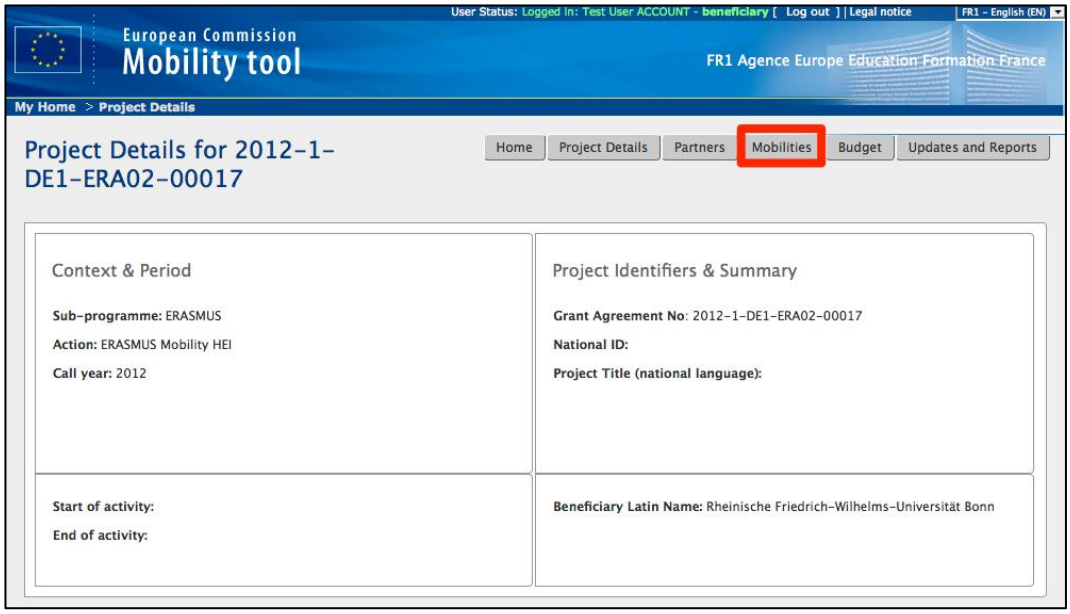
8.1. How to manage mobility budgets?

In the mobility budget section you are able to provide subsistence and travel grant details for mobility participants. This section should be updated with the final grant values after the end of the mobility. At the same time, other data fields should be reviewed and, where necessary, updated, such as Language of Instruction and Linguistic Preparation.

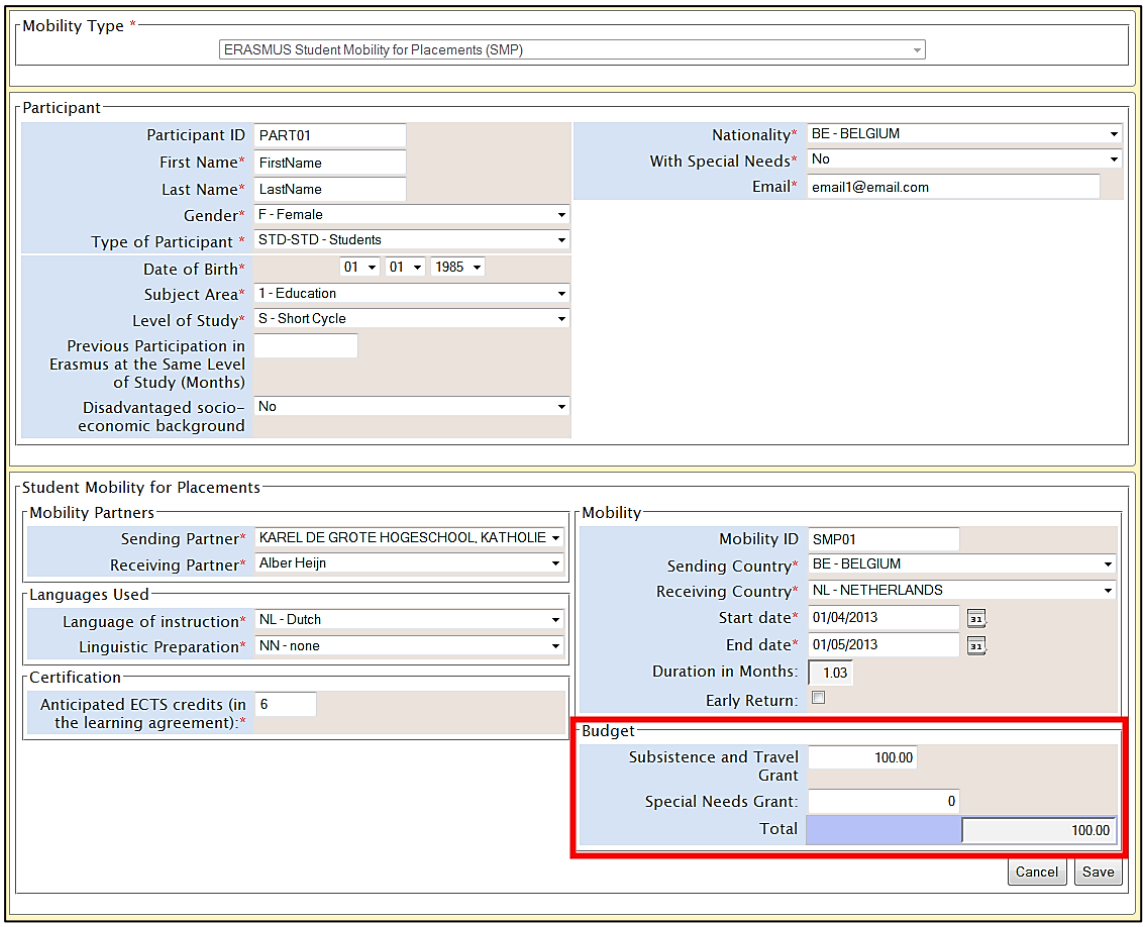


Grant values can be entered during the creation of the mobility or later on. However, if these values were not provided and need to be added later, please follow the steps below.

1. Login to 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 "Mobilities" button in the top menu.



4. A list of existing mobilities will be displayed.
5. Click the pencil icon (✏) at the right bottom side of the mobility for which you want to change the budget.
6. You will see the mobility details form displaying the following information:
   a. mobility type
   b. participant details
   c. partners – sending and receiving organisations
   d. languages
   e. ECTS credits
   f. mobility details (sending and receiving country, start and end date, etc.)
   g. budget



The mobility budget section may look differently for the different Erasmus types of mobilities or project actions. For example, SMS and SMP fields are different than STA and STT.

7. Change the "Subsistence and Travel Grant". You may also change the "Special Needs Grant" amount. The "Total" fields will be automatically recalculated.
8. Click the "Save" button. A confirmation message "The record has been updated successfully" will be displayed.
9. Click the "Mobilities" button in the top menu to return to the list of mobilities.
10. Repeat the process for each mobility, if necessary.

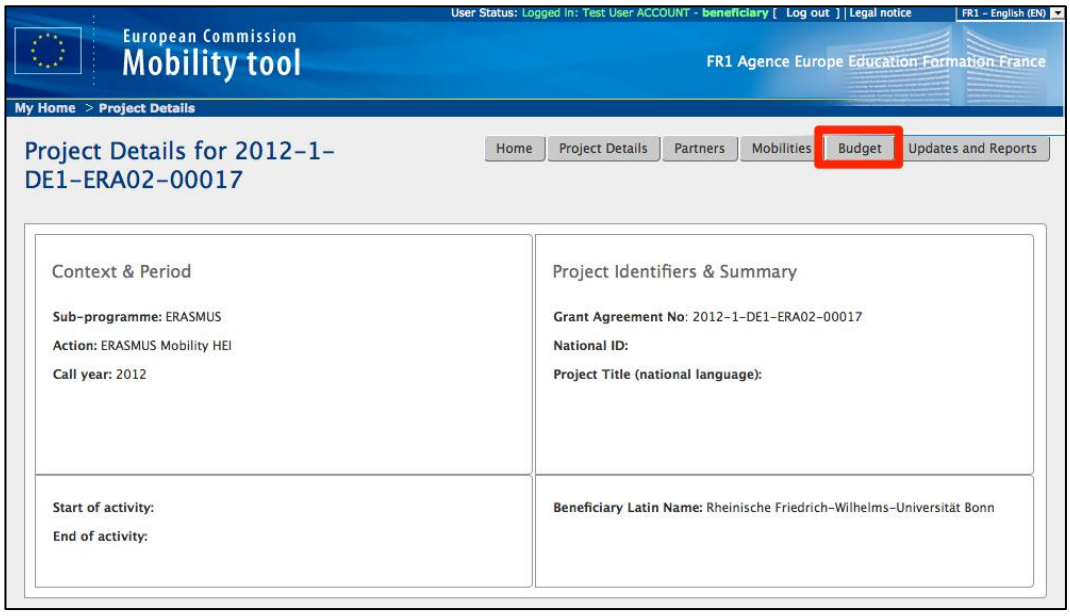
8.2. How to manage the project budget?

In the project budget section you are able to manage, review project budget and compare it with approved contractual budget values. The budget values are calculated based on all mobility budget values.

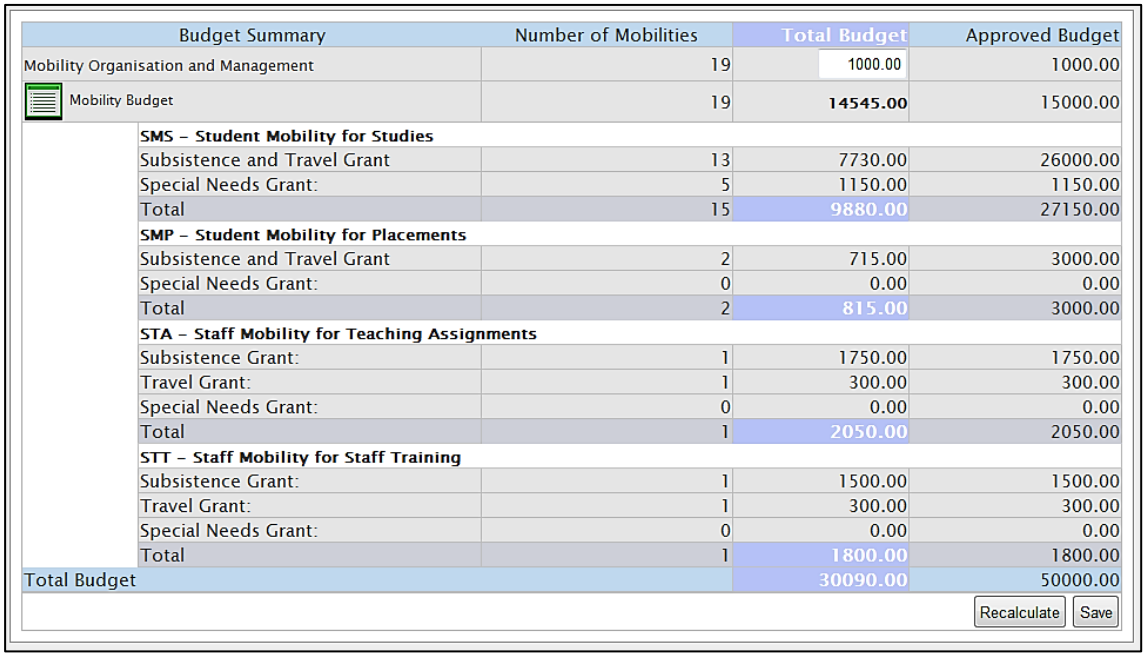
In order to see the budget page, please follow the steps listed below.

1. Login to Mobility Tool.

2. Click the project grant agreement number. A project details page will be displayed.
3. Click the "Budget" button in the menu.



4. A project budget page will be displayed. The screenshot below presents budget page for a typical project of Erasmus mobility HEI (ERA02).



Budget Summary		Number of Mobilities	Total Budget	Approved Budget
Mobility Organisation and Management		19	1000.00	1000.00
Mobility Budget		19	14545.00	15000.00
	SMS – Student Mobility for Studies			
	Subsistence and Travel Grant	13	7730.00	26000.00
	Special Needs Grant:	5	1150.00	1150.00
	Total	15	9880.00	27150.00
	SMP – Student Mobility for Placements			
	Subsistence and Travel Grant	2	715.00	3000.00
	Special Needs Grant:	0	0.00	0.00
	Total	2	815.00	3000.00
	STA – Staff Mobility for Teaching Assignments			
	Subsistence Grant:	1	1750.00	1750.00
	Travel Grant:	1	300.00	300.00
	Special Needs Grant:	0	0.00	0.00
	Total	1	2050.00	2050.00
	STT – Staff Mobility for Staff Training			
	Subsistence Grant:	1	1500.00	1500.00
	Travel Grant:	1	300.00	300.00
	Special Needs Grant:	0	0.00	0.00
	Total	1	1800.00	1800.00
Total Budget			30090.00	50000.00

Recalculate Save

The budget page may differ between type of Erasmus actions – ERA02, ERA04 or ERA10. The following screenshot presents the budget page for ERA04 type of project – consortia.

Budget Summary		Number of Mobilities	Total Budget	Approved Budget
Mobility Organisation and Management		1	0.00	134900.00
Mobility Budget		1	**0.00**	0.00
	Subsistence and Travel Grant	0	0.00	0.00
	Special Needs Grant:	0	0.00	0.00
	Total	1	0.00	0.00
Total Budget			0.00	120000.00

Recalculate Save

The screenshot below presents the budget page for ERA10 type of project – intensive programmes.

Budget Summary		Number of Mobilities	Total Budget	Approved Budget
Mobility Organisation and Management		1	0.00	1000.00
Mobility Budget		1	**300.00**	466.00
	Students			
	Subsistence Grant:	1	100.00	11.00
	Travel Grant:	1	100.00	22.00
	Special Needs Grant:	1	100.00	33.00
	Total	1	300.00	66.00
	Teachers			
	Subsistence Grant:	0	0.00	0.00
	Travel Grant:	0	0.00	100.00
	Special Needs Grant:	0	0.00	300.00
	Total	0	0.00	400.00
Total Budget			300.00	6000.00

Recalculate Save

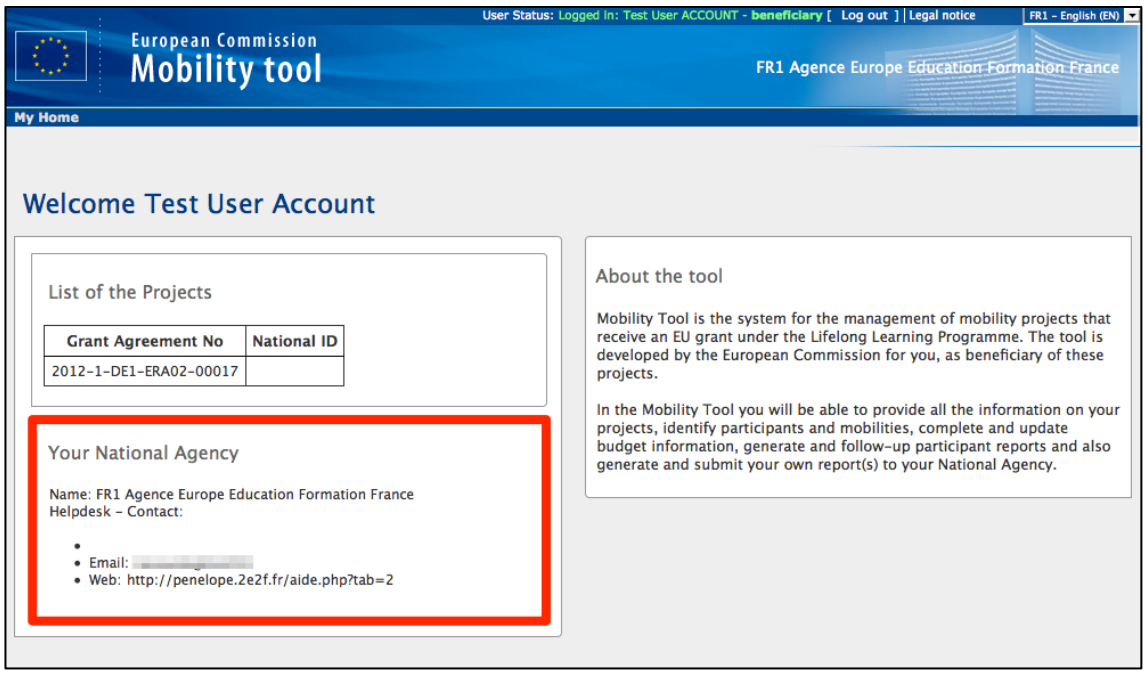
5. To enter or change the value in "Mobility Organisation and Management" please enter the amount directly in the field.
    a. Click the "Recalculate" button to see the "Total Budget" value recalculated.
    b. Click the "Save" button to save changes.
6. Clicking on "Mobility Budget" link will open the Mobilities page.

If the project total budget or any budget headings exceed the values of the approved budget, the budget headers will be displayed in red.

9. Support and troubleshooting

9.1. National Agency Helpdesk contact

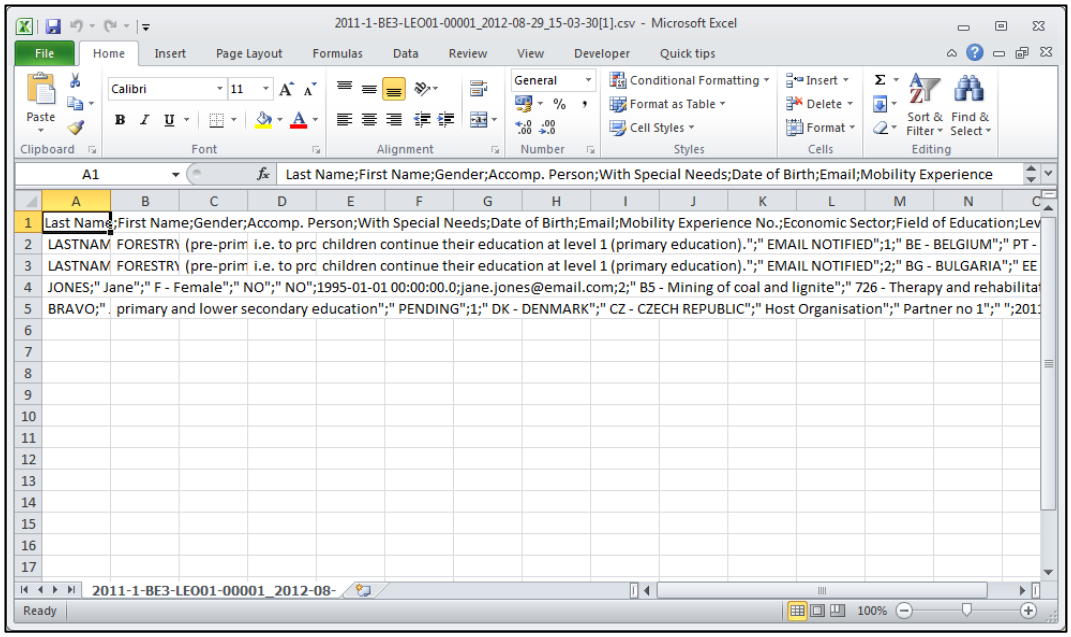
All questions or issues with Mobility Tool should be reported to your National Agency helpdesk. The contact details are published on the Mobility Tool "Home" page, as shown on the screen shot below. For security and privacy reasons email address has been blurred.



9.2. Troubleshooting of the most common issues

9.2.1. CSV files exported by Mobility Tool are not opened correctly by Microsoft Excel

Mobility Tool offers two options for data export – Excel and CSV. It may happen, that when you choose to download and open CSV your Excel might not recognize the field separator and will display a whole length of each line in just one cell, as shown on the screenshot below.



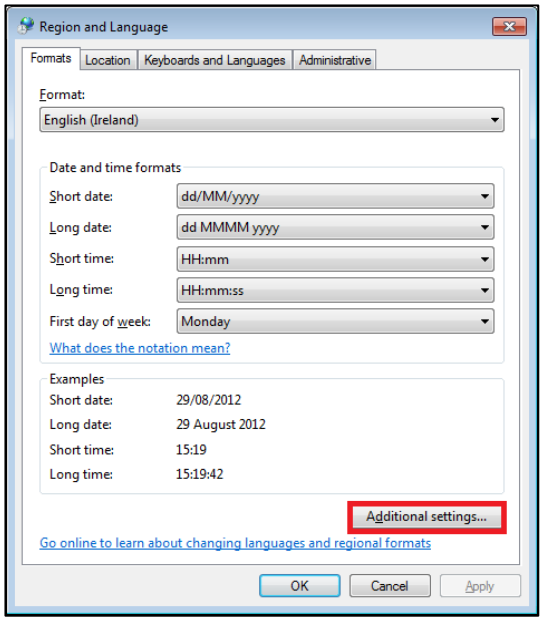
This may happen due to regional settings of your computer.

There are two solutions of this problem. The first describes a change of system settings of your operating system. The other uses the text import functionality within Microsoft Excel.

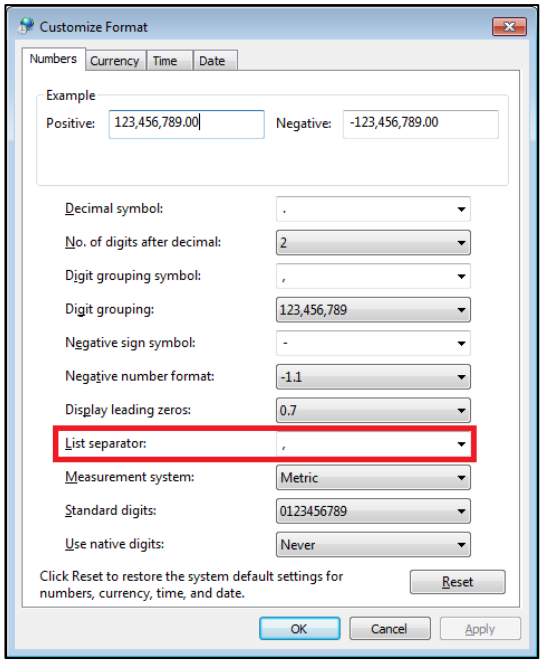
Regional settings

The solution presented below applies to Microsoft Windows 7, however previous versions of the Windows operating system may have similar steps. Please be aware that such change may affect all applications installed on your computer.

In order to fix the problem, please go to Control Panel, then Region and Language and click "Additional Settings" button on the bottom of the window.



There you'll find "List separator" option which most likely will be set to comma (,).



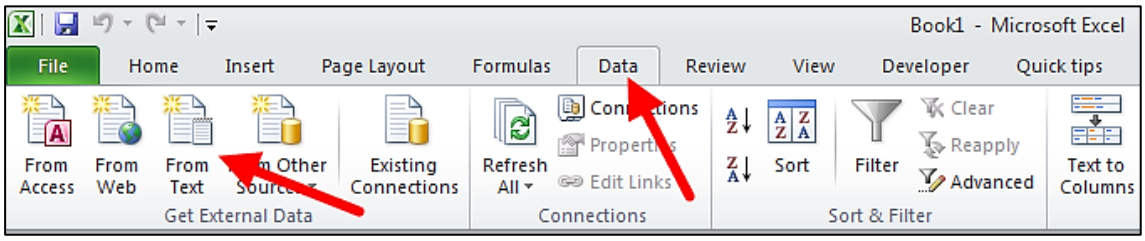
Please change this option to semi–colon (;), save the settings, close Excel and open the data again. The issue should be resolved.

Use of Excel data import functionality

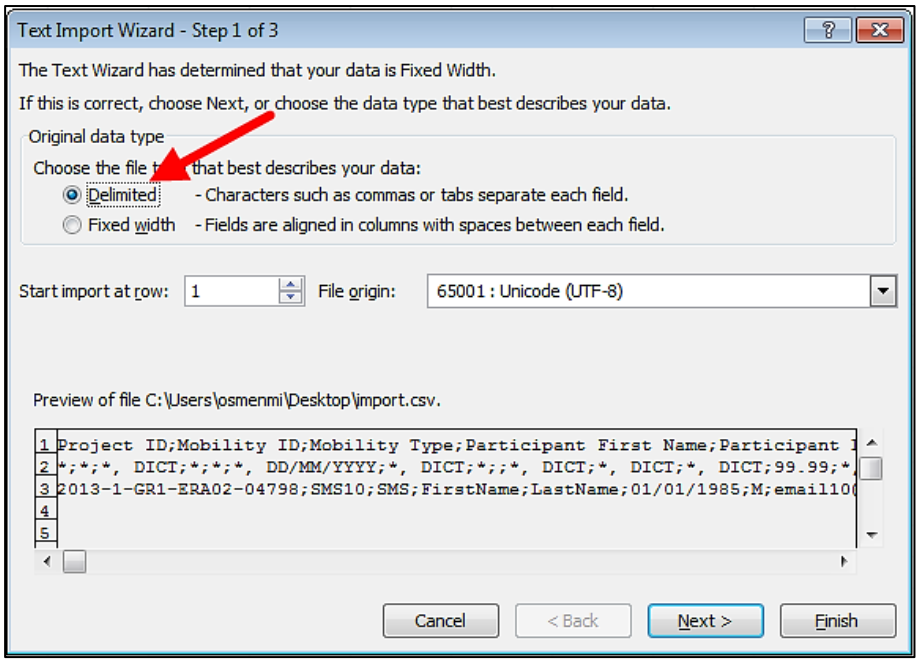
The CSV data can be imported into Excel without changing the regional settings. For this purpose text import function can be used in the application.

1. Open Microsoft Excel with a blank spreadsheet.

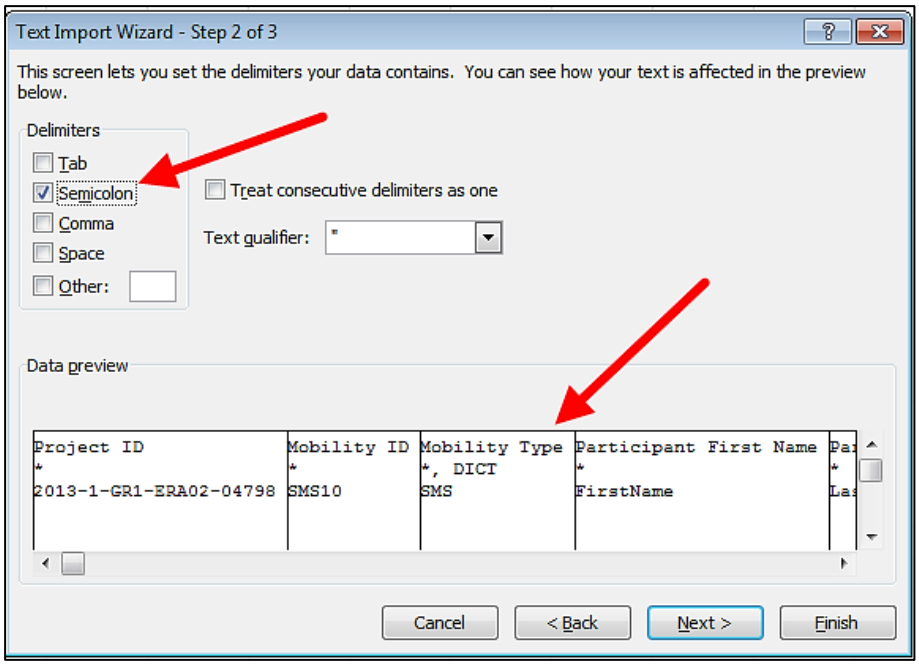
2. Go to Data tab and click "From Text". Window "Import Text File" will appear.



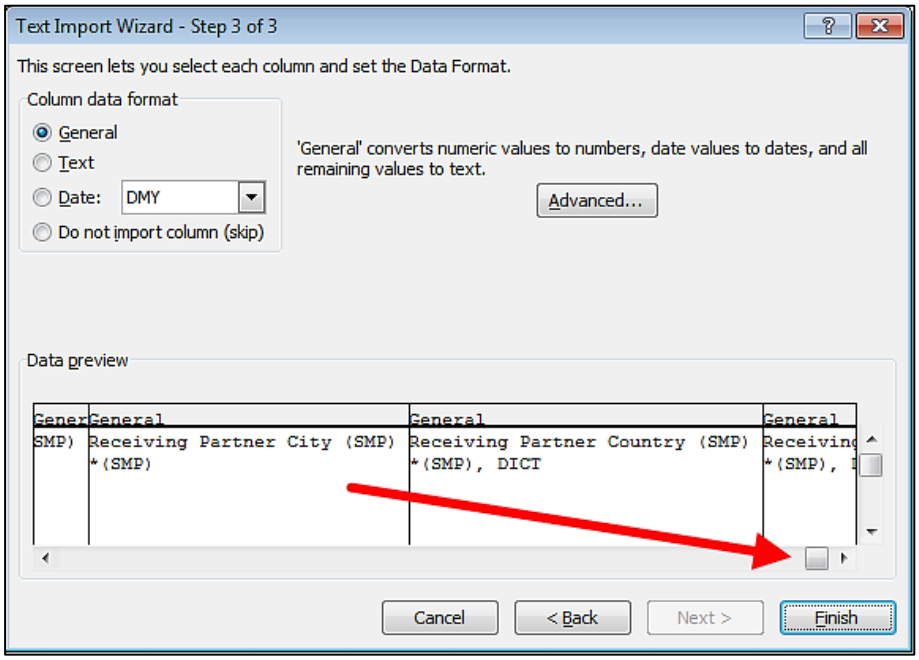
3. Select the CSV file you wish to edit in Excel. The import process will continue with "Text Import Wizard".
4. Select "Delimited", as presented on the screenshot. Leave all other options as they are (start import at row 1, file origin: "65001 : Unicode (UTF-8)"). Click "Next" button.



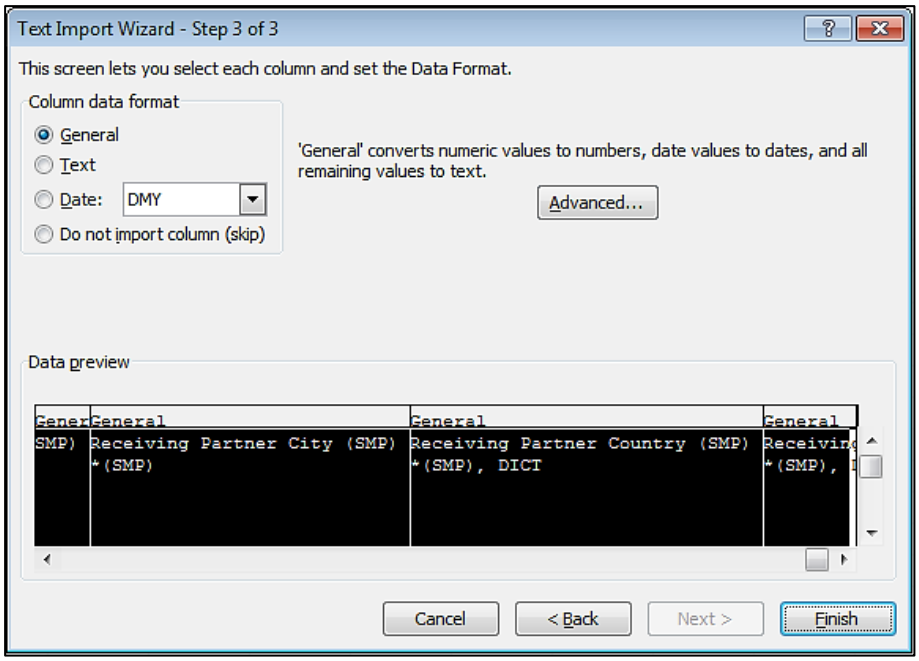
5. Un-tick the default "Tab" and tick "Semicolon". You will notice that data preview will change accordingly. Click "Next" button.



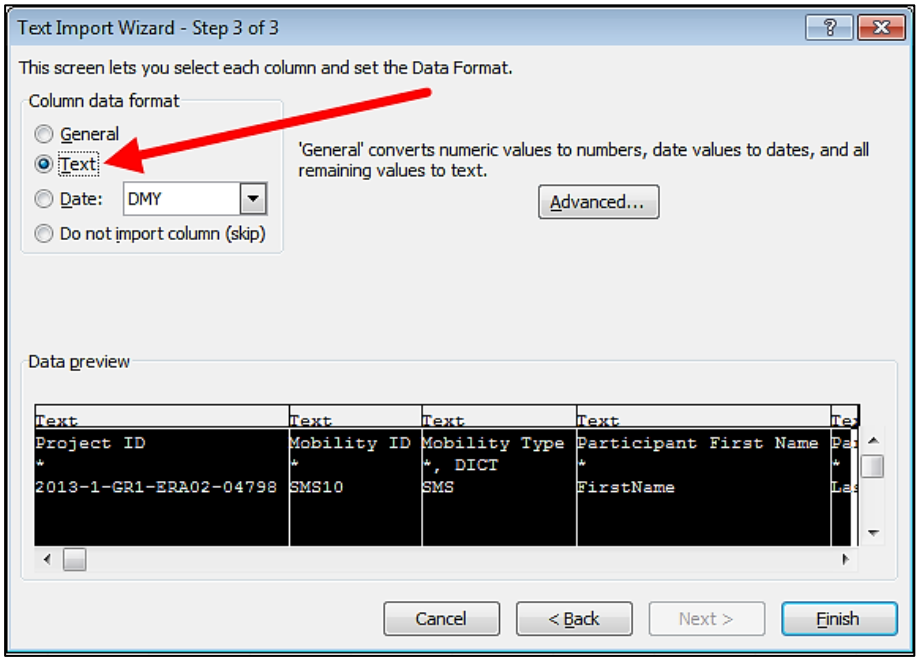
6. In the next window, move the horizontal scrolling to the end of the right side of the data preview.



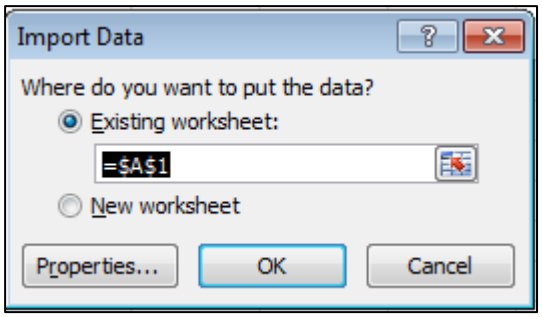
7. While holding Shift key on your keyboard, click on the last column of the data preview. You will notice the data preview table will turn black.



8. Select "Text" option in the column data format pane, as presented on the screenshot below. You will notice the headings of the columns in data preview will change from "General" to "Text".



9. Click "Finish". The wizard will ask you where the imported data should be placed. Click button "OK".



10. Your data from the CSV file exported from Mobility Tool will be presented in columns.