



Υποστήριξη Erasmus+

MT+
(Mobility Tool +)

ΕΙΣΑΓΩΓΗ



DG EAC



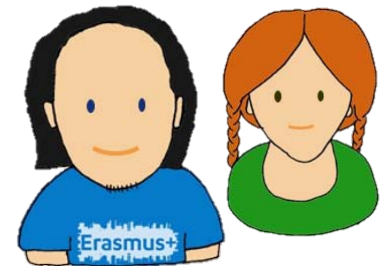
Εθνική Μονάδα
(IKY)

Mobility Tool

Μια Web πλατφόρμα για Διαχείριση Έργων και Υποβολή Εκθέσεων σχετικά με τα Προγράμματα Κινητικότητας του Erasmus+



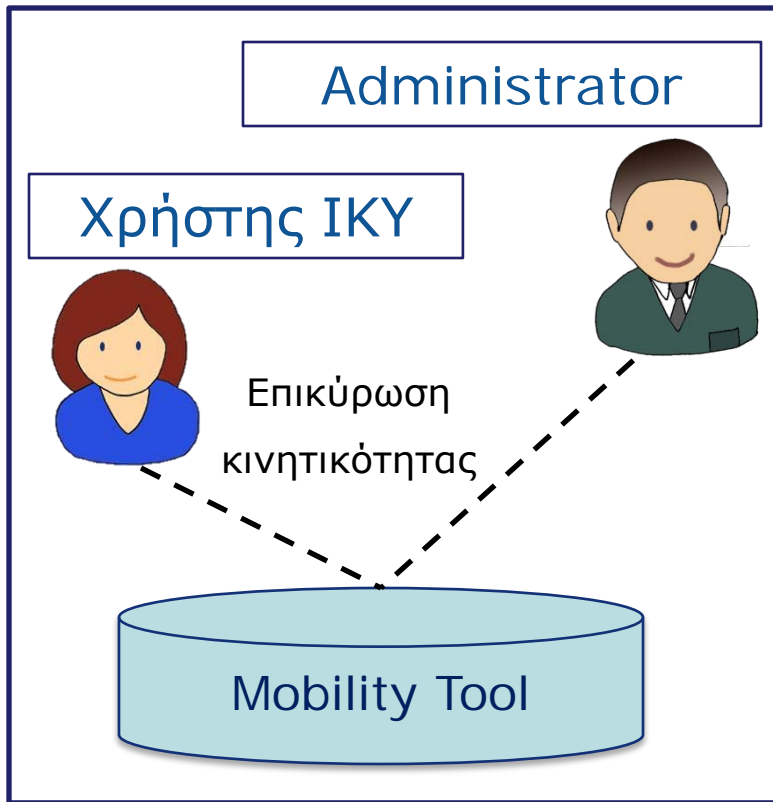
Δικαιούχος



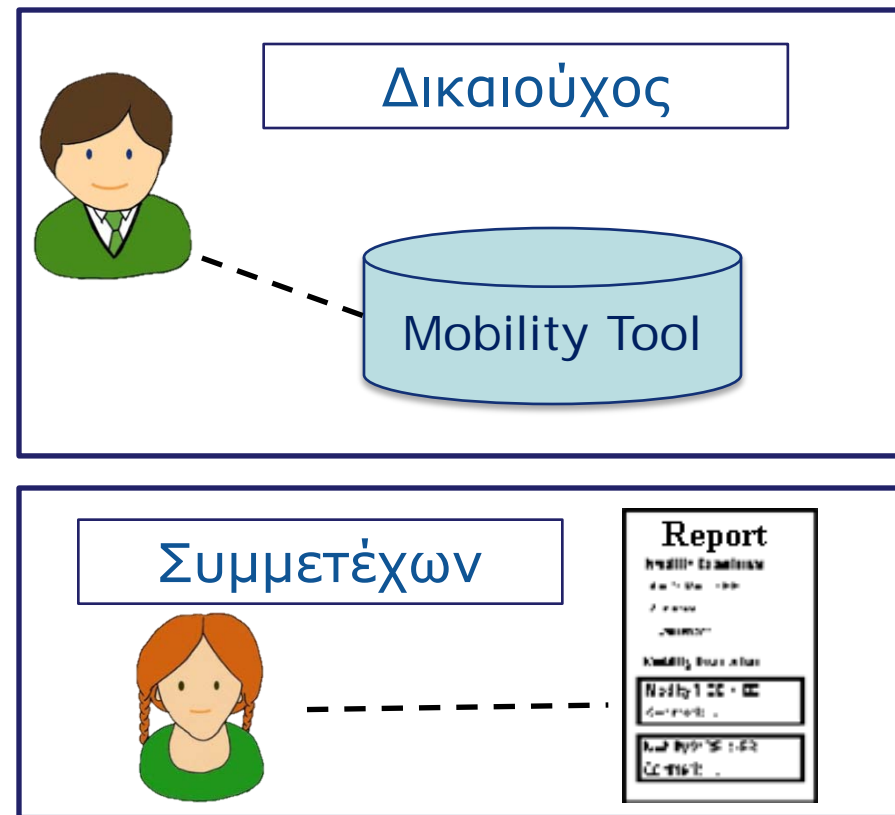
Συμμετέχοντες

ΕΙΣΑΓΩΓΗ

Εθνική Μονάδα



Δικαιούχος Οργανισμός



Συμμετέχων



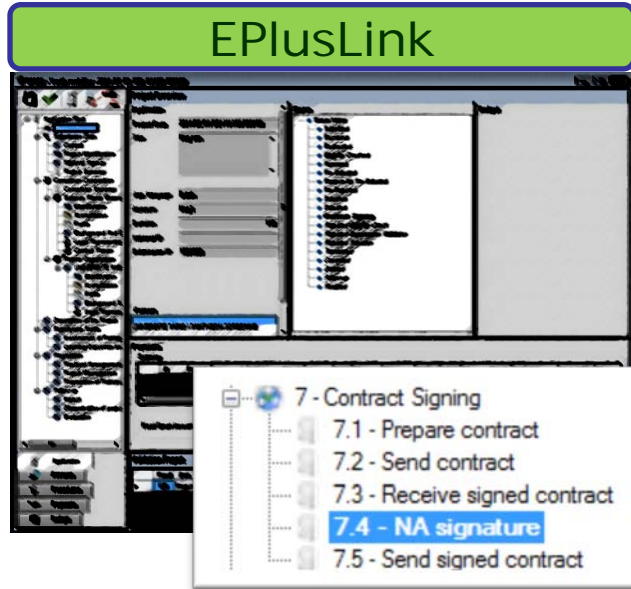
Report
Κωδικός Επικύρωσης
Αριθμός Οργανισμού
Όνομα Οργανισμού
Κατηγορία Οργανισμού
Μοδύλιο ΑΕΚ - ΕΚ
Στοιχεία
Μοδύλιο ΕΠΕΚ - ΕΚ
Στοιχεία

ΚΥΚΛΟΣ ΖΩΗΣ

1. Δημιουργία Έργου στο MT+



Εθνική Μονάδα



Με την υπογραφή
της σύμβασης

Έργο



- Στοιχεία έργου
- Στοιχεία οργανισμών
- Δράσεις και ροές
- Εγκεκριμένος προϋπολογισμός

2. Διαχείριση



Δικαιούχος

Εισαγωγή + παρακολούθηση
κινητικότητας

Mobility Tool

Εξαγωγή Δεδομένων

Εισαγωγή Δεδομένων



π.χ. Excel



3. Έκθεση συμμετέχοντα



Συμμετέχων



Συμπλήρωση + Υποβολή



Αποστολή



Mobility Tool

Mo	Tu	We	Th	Fr	Sa	Su
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today

Τέλος κινητικότητας

4. Παρακολούθηση

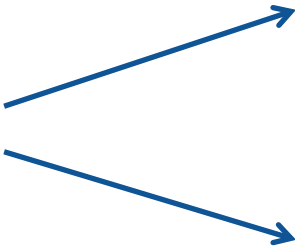


Δικαιούχος


Μεμονωμένα



Παρακολούθηση εκθέσεων



Εξαγωγή όλων των εκθέσεων



5. Διαχείριση οργανισμών



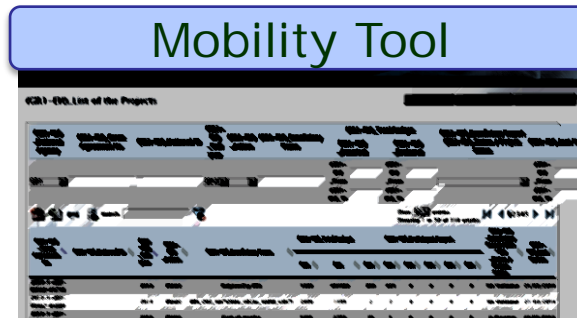
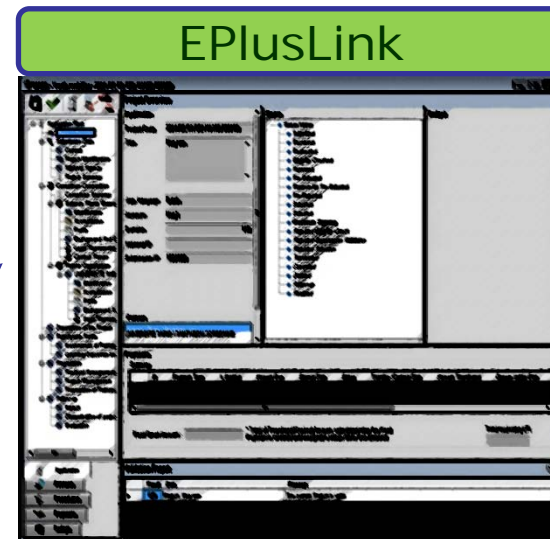
Δικαιούχος

URF

PIC 555

27 MAIN STREET

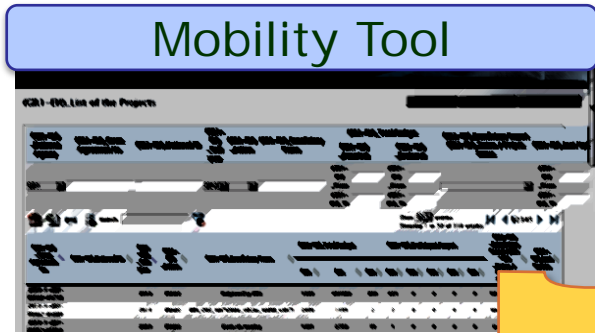
12 BANK STREET



6. Έκθεση Δικαιούχου



Δικαιούχος



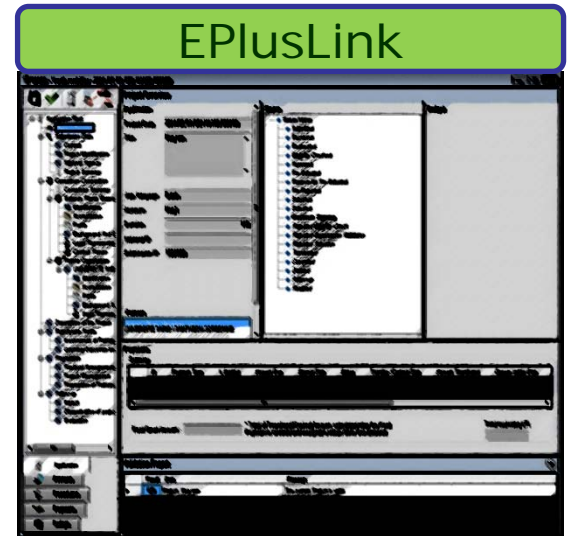
Αποστολή →

Το έργο
κλειδώνει για
τον δικαιούχο

Prj:
12345



Συμπλήρωση
έκθεσης
δικαιούχου



7. Επικύρωση κινητικοτήτων



Εθνική Μονάδα



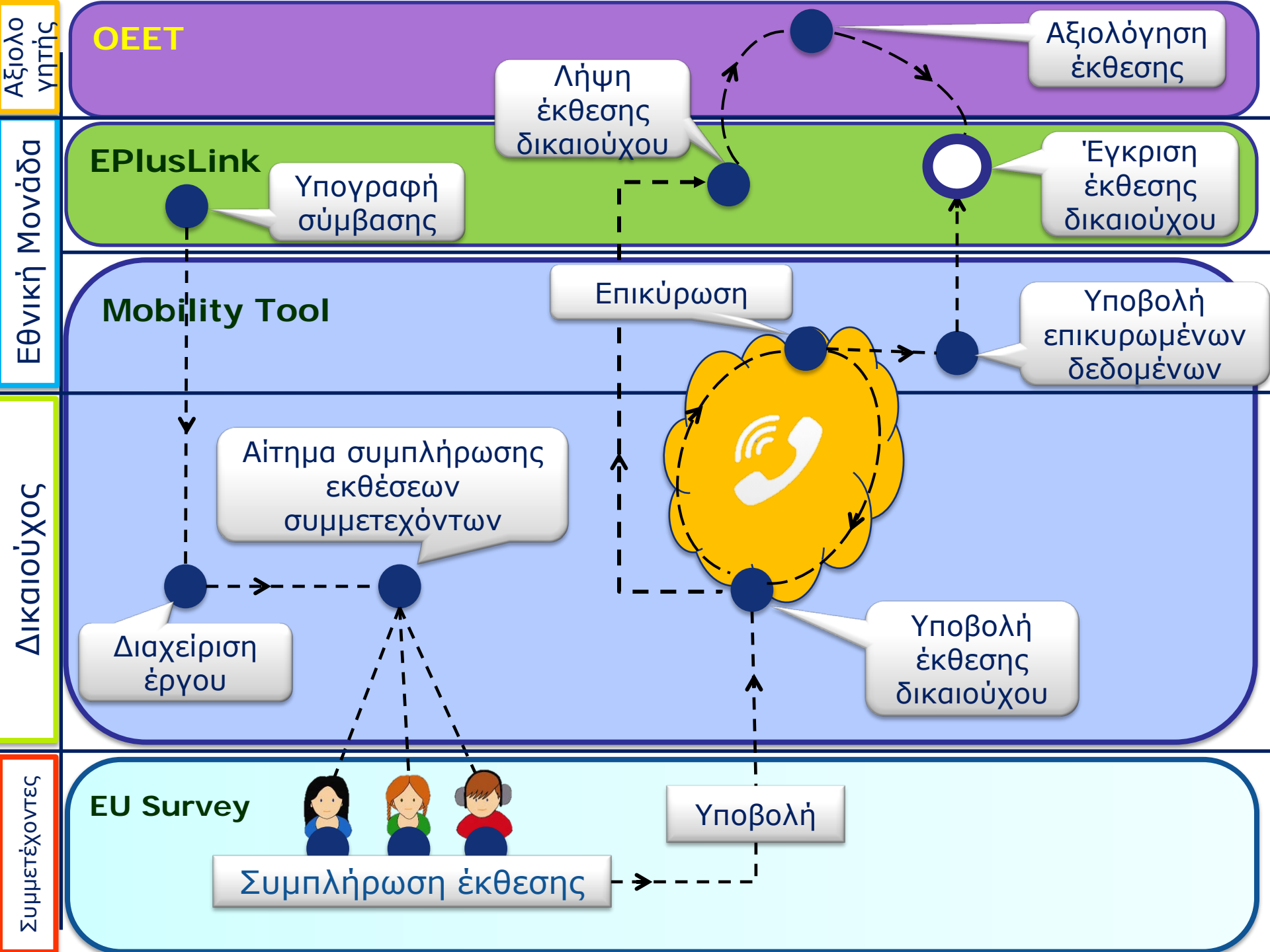
Εξαγωγή (1)



Εισαγωγή (3)



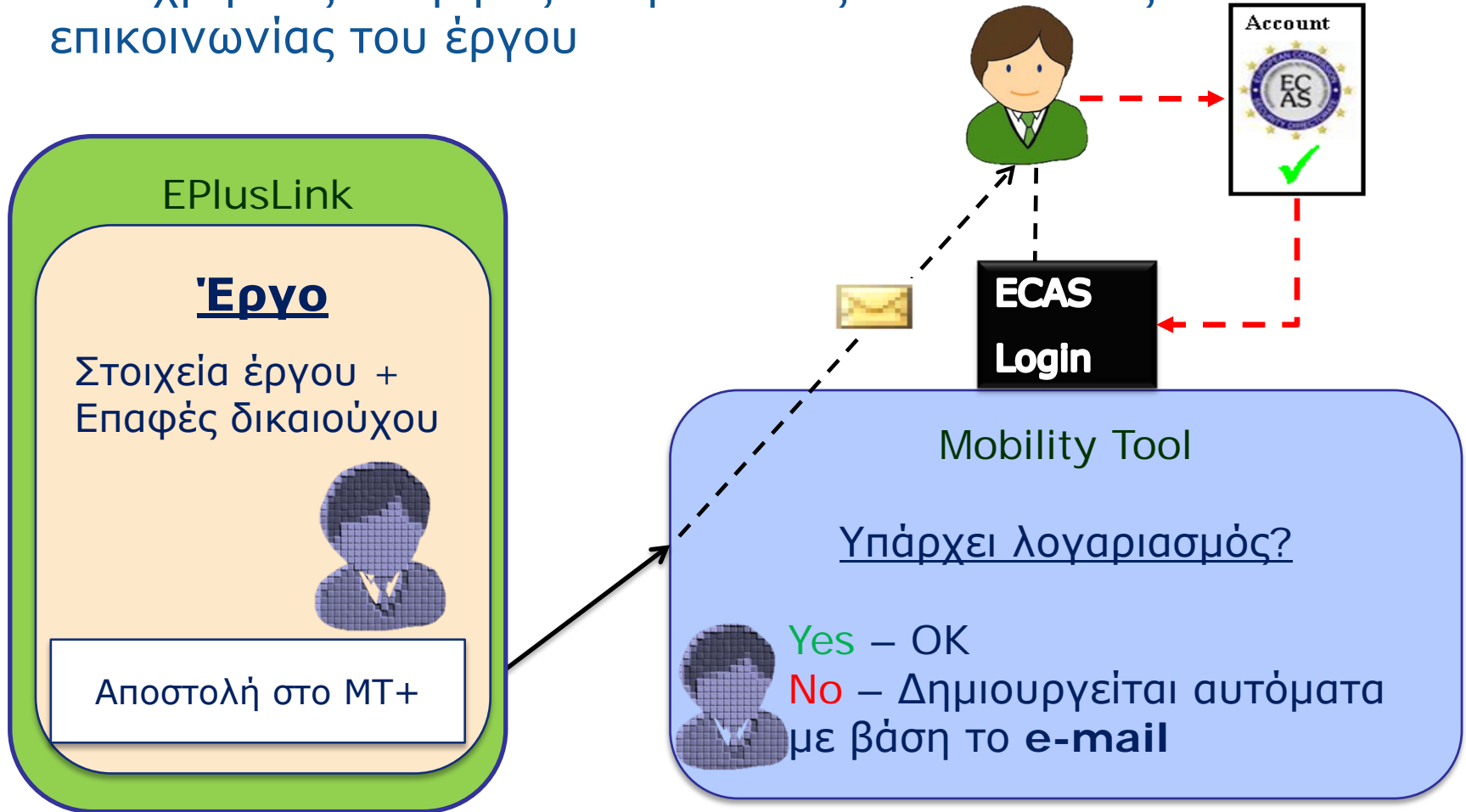
Validate .csv (2)



1. ΔΗΜΙΟΥΡΓΙΑ ΕΡΓΟΥ ΣΤΟ ΜΤ+

Δημιουργία Έργου στο MT+

- Δύο χρήστες: Νόμιμος εκπρόσωπος & Υπεύθυνος επικοινωνίας του έργου



Λάθος e-mail: λάθος στη βάση δεδομένων, δεν δημιουργείται λογαριασμός, ο χρήστης δεν λαμβάνει e-mail

Σύνδεση στο MT+

- Στην Αρχική σελίδα γίνεται η επιλογή του έργου



User Status: Logged in: Jeroen VAN HIEL - beneficiary [Log out] | Legal notice | GR1 - English (EN) ▾

European Commission
Mobility tool

GR1 Greek State Scholarship's Foundation

My Home

LLP

Grant Agreement No	National ID
2013-1-LI1-ERA02-00008	
2013-1-LI1-ERA02-00038	

Erasmus+

Grant Agreement No	National ID
2014-1-UK02-KA104-000002	
2014-1-CH01-KA103-000133	

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 in case Leonardo da Vinci projects - generate and submit your own report(s) to your National Agency



Σύνδεση στο έργο



- Γενικές πληροφορίες έργου



European Commission
Mobility tool

LI01 Agentur für Internationale Bildungsangelegenheiten (AIBA)

Home **Project Details** Organisations Contacts Mobilities Budget Reports

Project Details for 2014-1-CH01-KA101-000071

CONTEXT Programme: Erasmus+ Key Action: KA1 – Learning Mobility of Individuals Action Type: KA101 – School education staff mobility Call year: 2014 Round: 1 Start of Project: 12-Sep-2013 End of Project: 12-Sep-2015 Project Duration (months):	PROJECT INFORMATION Grant Agreement No: 2014-1-CH01-KA101-000071 National ID: Consortium ID: Project Title: Project Title KA1_KA101_A_1.06 Project Acronym:	History information Created by: MT System User Created on: 27/08/2014 15:32:19 Updated by: MT System User Updated on: 27/08/2014 15:32:20
National Agency: CH01 – ch Foundation for Confederal Cooperation For further details about your national agency, please consult the following page: http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm	Beneficiary Organisation information PIC: 949851549 Legal Name: bg2 – updated again Business Name: bg2 business again Full legal name (National Language):	

Μενού

- Μενού για έργα Erasmus+



European Commission
Mobility tool

LI01 Agentur für Internationale Bildungsangelegenheiten

Home Project Details Organisations Contacts Mobilities Budget Reports

List Organisations List Contacts

Create a new Organisation Create a new Contact

Project Details for 2014

CONTEXT Programme: Erasmus+ Key Action: KA1 – Learning Mobility of Individuals Action Type: KA101 – School education staff mobility Call year: 2014 Round: 1 Start of Project: 12-Sep-2013 End of Project: 12-Sep-2015 Project Duration (months): National Agency: CH01 – ch Foundation for Confederal Cooperation	PROJECT INFORMATION Grant Agreement No: 2014-1-CH01-KA101-000071 National ID: Consortium ID: Project Title: Project Title KA1_KA101_A_1.06 Project Acronym: Beneficiary Organisation information PIC: 949851549 Legal Name: bg2 – updated again Business Name: bg2 business again	History information Created by: MT System User Created on: 27/08/2014 15:32:19 Updated by: MT System User Updated on: 27/08/2014 15:32:20
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2. ΔΙΑΧΕΙΡΙΣΗ

Διαχείριση



Περιβάλλον εργασίας χρήστη

European Commission
Mobility tool
GR1 Craik State Scholarship's Foundation

My Home > Mobilities

Home Project Details Partners Mobilities Budget Updates and Reports

Mobilities List for 2013-1-GR1-ERA02-04800

Search Import - Export Show 10 entries Showing 1 to 7 of 7 entries

Mobility ID	Mobility Type	Participant ID	First Name	Last Name	Email	Start date	End date	Sending Country	Receiving Country	Report status
SMPO2	Mob-SMP	558	Veerle	Coremans	veerle@myemail.com	01/12/2013	04/02/2014	BELGIUM	NETHERLANDS	NONE
MOR0222	Mob-SMP	10222	FIRSTM	LASTM	MAIL2@SERVER.COM	10/05/2013	17/05/2013	SWITZERLAND	CYPRUS	NONE
SMS01	Mob-SMS	1220	Robert	Jansens	rob@jans.com	04/05/2013	04/08/2013	BELGIUM	GERMANY	NONE
6	Mob-SMS	5	Jana	KRAKOWA	ala.alex@ec.europa.eu	08/05/2013	26/10/2013	BELGIUM	UNITED KINGDOM	NONE
MOR011	Mob-SMS	1011	FF	LL	MAIL@SERVER.COM	10/05/2013	17/05/2013	BELGIUM	SWITZERLAND	NONE
STAD1	Mob-TSA	1	Mateo	Vanneste	mateov@tele.be	12/05/2013	04/06/2013	BELGIUM	GERMANY	NONE
STT02	Mob-TST	2	PATRICIA	DE LILIE	pat@Proton.be	12/05/2013	04/06/2013	BELGIUM	NETHERLANDS	NONE

Εισαγωγή/Εξαγωγή αρχείων



Κινητικότητες

Συμμετέχοντες

Προϋπολογισμός

Προσθήκη κινητικότητας



European Commission
Mobility tool

LI01 Agentur für Internationale Bildungsangelegenheiten (AIBA)

Home Project Details Organisations Contacts **Mobilities** Budget Reports

Mobilities List for 2014-1-CH01-KA101-000071

Search:

Show 50 entries
Showing 1 to 1 of 1 entries

Mobility ID	Activity No.	Activity Type	Participant ID	Last Name	First Name	Email	Start date	End date	Sending Country	Receiving Country	Eligible Mobility	Report status	Requested On
M1	1	SE-TAA	P1	Tester	Jeroen	jeroen@test.com	29/08/2014	29/09/2014	Switzerland	Belgium			

Grant Agreement No. 2014-1-CH01-KA101-000183

Activity No.	A1	
Activity Type*	SE-STA - Staff training abroad	<input type="checkbox"/> Long-term Activity

Participant ID		
Participant First Name*	Jane	
Participant Last Name*	Fields	<input type="checkbox"/> Special Needs
Participant Email*	helen.doyle@ext.ec.europa.eu	
Participant Gender*	F - Female	
Date of Birth (dd/mm/yyyy)*	04-09-2014	
Nationality*	BE - Belgium	

Mobility ID*	00183-MOB-00001	
Field of Education*	01 - Education	
Sending Organisation*	INSTITUT UNIVERSITAIRE ROMAN	
Receiving Organisation*	GIGOPTIX-HELIX AG	
Sending Country*	BE - Belgium	
Receiving Country*	IE - Ireland	
Sending City*	Brussels	
Receiving City*	Dublin	
Comments on different location than Sending / Receiving organisations	<div style="border: 1px solid #ccc; height: 100px;"></div>	
Distance Band	BAND_10 - 0 - 99 km	Travel Grant <input type="text"/>

Distance Band

BAND_30 - 500 - 1999 km

Travel Grant

275.00

Start Date*

04-09-2014

Duration Months (full months)

0

End Date*

30-09-2014

Duration Months (extra days)

24

Duration Calculated (days)

27

Travel Days (max 2)

2

Interruption or Zero-Grant
Duration (days)

5

Effective Duration (days)

24

Individual Support

0.00

Course Fees No. Days

20

Course Fees Grant/Day

70.00

Course Fees Grant

1400.00

Special Needs Support

0.00

Comments on Special Needs

Additional Non-EU Grant

100.00

Force Majeure ?



Mobility Total (Calculated)

5035.00

Mobility Total (Adjusted)

5035.00

Calculate



Certifying Organisation

Certification Type

No. of Credits

Certifying Organisation

Certification Type

No. of Credits

Certifying Organisation

Certification Type

No. of Credits

Instruction/Work Language

Other Used Languages

Other Used Languages

Other Used Languages

Mobility Comments

Υπολογιστής Απόστασης

- http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Distance calculator

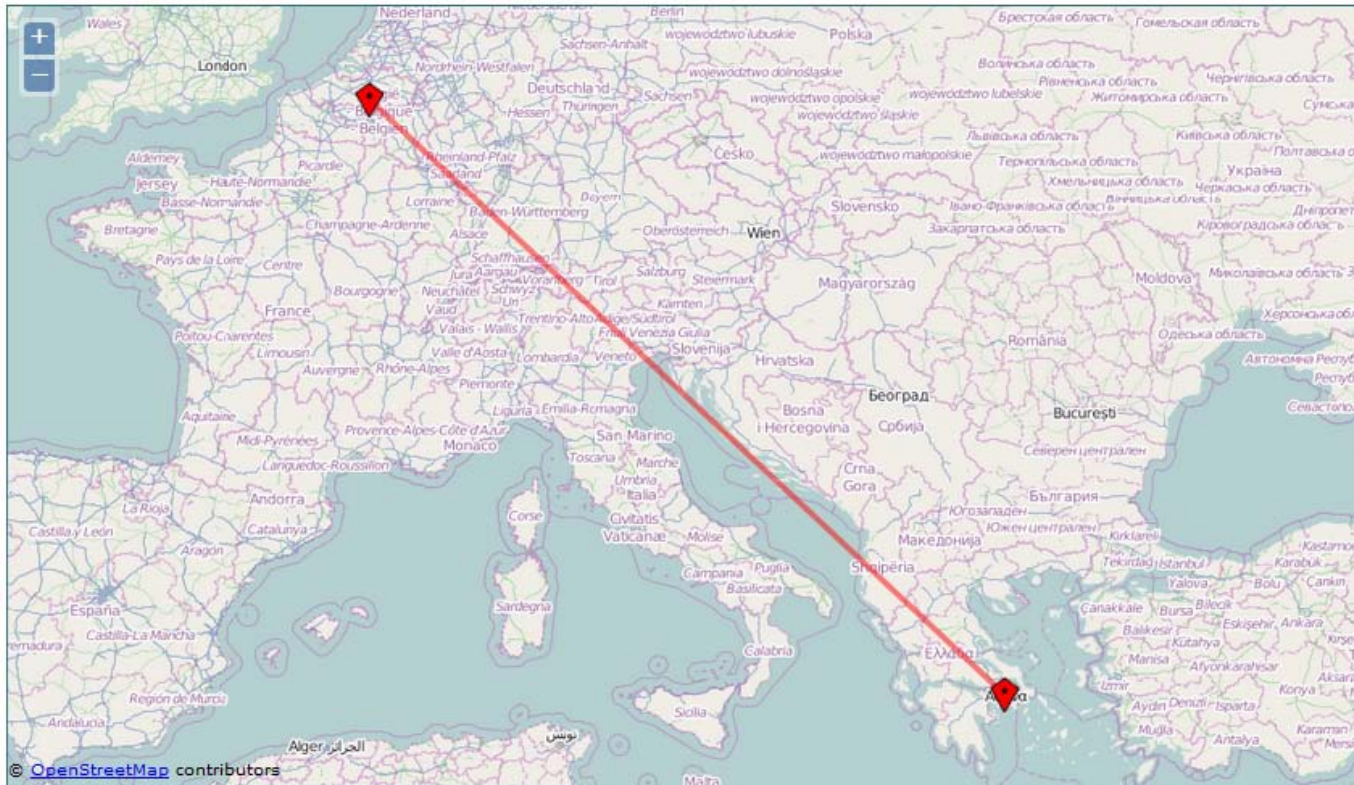
For grant support to travel costs in the Erasmus+ Programme, travel distances must be calculated using the distance calculator provided below.

Based on the distance expressed in km, the corresponding distance band must be chosen in the application and report forms.

From:

To:

Distance: 2089.21 km.



Προϋπολογισμός έργου

Home	Project Details	Organisations	Contacts	Mobilities	Budget	Beneficiary Reports
------	-----------------	---------------	----------	------------	---------------	---------------------

				Approved Budget (EPlusLink)	Current Budget (MT)	% Current/ Approved budget												
Project				Read-only	Calculated	% of approved												
Organisational Support (NON-YOUTH)				Read-only	<input type="button" value="Calculate"/> <input type="button" value="Editable"/>	% of approved (using current editable)												
<table border="1"> <tr> <td colspan="4">No. Of Participants (excluding acc. persons)</td> </tr> <tr> <td colspan="4"> </td> </tr> </table>							No. Of Participants (excluding acc. persons)											
No. Of Participants (excluding acc. persons)																		
Exceptional Costs - Guarantee					<input type="button" value="Editable"/>													
Linguistic Support																		
<table border="1"> <thead> <tr> <th>Language Group</th> <th>No. Of Participants for online linguistic assessment</th> <th>No. Of Participants for Linguistic Preparation</th> <th>Grant per Participant</th> </tr> </thead> <tbody> <tr> <td>Group 1 (DE, EN, ES, FR, IT, NL)</td> <td></td> <td></td> <td>0</td> </tr> <tr> <td>Group 2 (Other EU official languages not included in group 1)</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Language Group	No. Of Participants for online linguistic assessment	No. Of Participants for Linguistic Preparation	Grant per Participant	Group 1 (DE, EN, ES, FR, IT, NL)			0	Group 2 (Other EU official languages not included in group 1)				Read-only	Calculated	% of approved
Language Group	No. Of Participants for online linguistic assessment	No. Of Participants for Linguistic Preparation	Grant per Participant															
Group 1 (DE, EN, ES, FR, IT, NL)			0															
Group 2 (Other EU official languages not included in group 1)																		
Activity Type (e.g. VET learners in vocational institutes)				Read-only	Calculated	% of approved												
Travel				Read-only	Calculated	% of approved												
Individual Support				Read-only	Calculated	% of approved												
Course Fees				Read-only	Calculated	% of approved												
Special Needs				Read-only	Calculated	% of approved												

3. ΕΚΘΕΣΗ ΣΥΜΜΕΤΕΧΟΝΤΑ


Έκθεση συμμετέχοντα



- Με το πέρας της κινητικότητας
 - Στέλνεται e-mail για συμπλήρωση έκθεσης
 - Η κατάσταση του αιτήματος φαίνεται στο MT+

ERA02-00018

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

Search:  Show entries
Showing 1 to 2 of 2 entries

First Name	Last Name	Email	Start date	End date	Sending Country	Receiving Country	Eligible Mobility	Report status
Jeroen	Vaniel	jeroen.van-hiel@ext.ec.europa.eu	06/01/2014	20/05/2014	LIECHTENSTEIN	BELGIUM		REQUESTED
Herona	Vanadis	jeroen.van-hiel@ext.ec.europa.eu	07/01/2014	19/05/2014	LIECHTENSTEIN	AUSTRIA		REQUESTED

Έκθεση συμμετέχοντα

- *Ο συμμετέχων λαμβάνει e-mail με link για EU Survey*

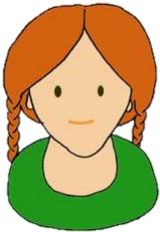
From: replies-will-be-discarded@ec.europa.eu
To: VAN HIEL Jeroen (EAC-EXT)
Cc:
Subject: Erasmus participant report request /

Sent: Wed 21/05/2014 0

You have taken part in an Erasmus mobility abroad and you are requested to provide feedback on your mobility experience. Your mobility details are the following:
Mobility Type: ERASMUS Student Mobility for Studies
Subject Area: Music and performing arts
Planned dates of mobility: 06/01/2014 - 20/05/2014

Home organisation
Name: CYPRUS COLLEGE - NICOSIA
Erasmus Code: CY NICOSIA11
City: Nicosia
Country: LIECHTENSTEIN

Host organisation
Name: HOGESCHOOL WEST-VLAANDEREN
Erasmus Code: B KORTRIJ03
City: Kortrijk
Country: BELGIUM



Please click on the link below to access the online participant report, fill it in and submit it within one week:
<https://webgate.acceptance.ec.europa.eu/eusurvey/runner/1f853964-f1e0-8fe7-c011-a735e93e4bb1/68ed7926-3e88-442a-87c1-9c424d63db96>

You may save a temporary draft and use the same hyperlink to get back to it. Once you have completed it by answering all questions, please submit it by clicking on the "Submit" button. After having submitted the report you will no longer be able to change it.

If you encounter any difficulties please contact your beneficiary organisation:
CYPRUS COLLEGE - NICOSIA

Your personal data is protected. More details can be found at: http://ec.europa.eu/dgs/education_culture/calls/dpo_en.htm

This is a system generated message from EU Survey. Please do not reply.

Έκθεση συμμετέχοντα

- Ανοίγει την έκθεση
- Η γλώσσα μπορεί να αλλάξει



EUSurvey Home All public surveys About | Support | Download | Documentation

LLP - Erasmus Programme - Student Mobility for Studies - Final Report Form

Fields marked with * are mandatory.


1 Purpose of the questionnaire

Final report of the student returning from a study period to the home institution

This final report on your mobility experience will provide the EU's Erasmus programme with valuable information which will benefit both future students and contribute to the continued improvement of the programme. We are grateful for your co-operation in filling out the questionnaire.

All personal data mentioned in this form will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the European Union institutions and bodies and on the free movement of such data. This report, once submitted, will be accessible both to the sending and the receiving institutions and their national agencies.

Languages
[slovenčina](#) [slovenský jazyk](#)
[Slovenščina](#) [Deutsch](#) [Português](#)
[български език](#) [English](#) [ελληνικά](#)
[Polski](#) [Eesti keel](#) [Français](#)
[Español](#) [Hrvatski jezik](#) [Čeština](#)

Contact

http://ec.europa.eu/education/lifelong-learning-programme/national_en.htm

[Download PDF version](#)

Έκθεση συμμετέχοντα



- Συμπληρώνει την έκθεση

2 Identification of the student

2.1 Please provide your first and last name*

100 character(s) maximum (100 characters left)

3 Publication and usage rights of the information and of the email address

3.1 I'm willing to help students based on my Erasmus experience. They can contact me at my email address*

- Yes [Y]
- No [N]

3.2 I agree that this present final report can be published and made available to the general public*

- Yes, with my name and email address [Y]
- Yes, but anonymised (no name, no contact details) [A]
- No [N]

Έκθεση συμμετέχοντα

- Υποβάλλει τη φόρμα ή αποθηκεύει για να συνεχίσει αργότερα

11.5 What is your overall evaluation of your Erasmus mobility period?*

- poor [1]
- fair [2]
- good [3]
- very good [4]

11.7 Recommendations to other students concerning information, application procedures, the situation in the host country, the host institution etc. (if possible in English, French or German)

4,000 character(s) maximum (3857 characters left)

This was a very positive experience. Talk to the people who are experienced, find the host and programme that work best for you and just do it!

11.8 How do you think the Erasmus programme can be improved (information, application procedures etc.) (if possible in English, French or German)

4,000 character(s) maximum (3970 characters left)

I think it's perfect as it is.

Submit

Save as Draft



4. ΠΑΡΑΚΟΛΟΥΘΗΣΗ


Έκθεση συμμετέχοντα



- Όταν υποβληθεί, το *report status* γίνεται **Submitted**
- Υπάρχει δυνατότητα εξαγωγής των εκθέσεων από **Export Participant Report**

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

ERA02-00018

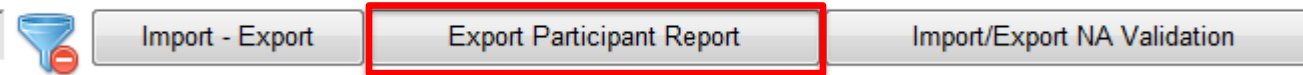
Search: 

Show 50 entries
Showing 1 to 2 of 2 entries

First Name	Last Name	Email	Start date	End date	Sending Country	Receiving Country	Eligible Mobility	Report status
Jeroen	Vaniel	jeroen.van-hiel@ext.ec.europa.eu	06/01/2014	20/05/2014	LIECHTENSTEIN	BELGIUM		SUBMITTED
Herona	Vanadis	jeroen.van-hiel@ext.ec.europa.eu	07/01/2014	19/05/2014	LIECHTENSTEIN	AUSTRIA		SUBMITTED

Έκθεση συμμετέχοντα

- Αποθήκευση σε zip file
- Ένα αρχείο .csv για κάθε Activity Type

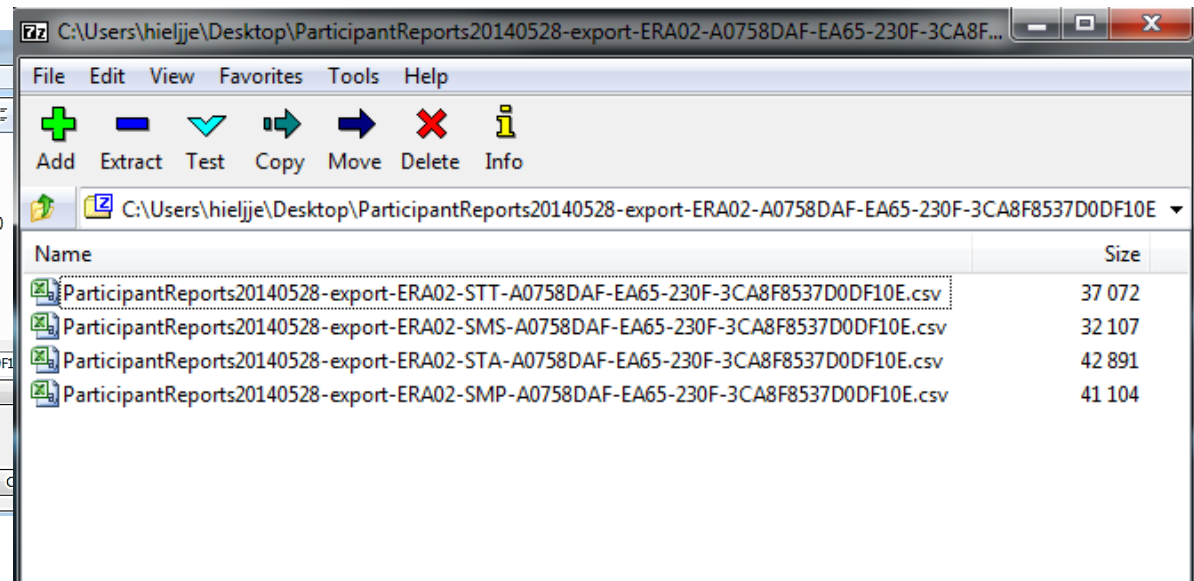
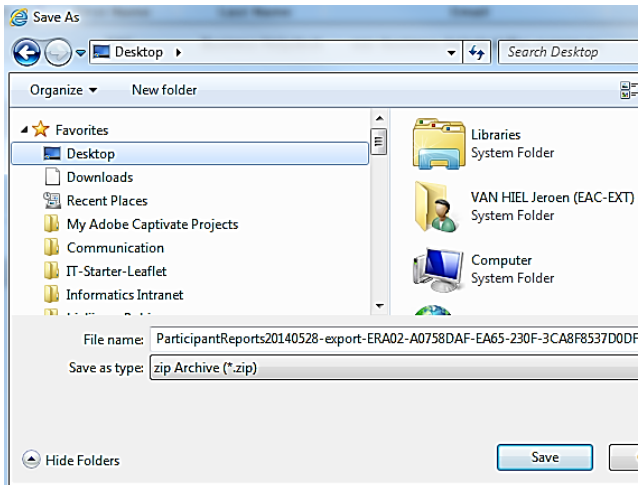


Do you want to open or save ParticipantReports20140528-export-ERA02-A0758DAF-EA65-230F-3CA8F8537D0DF10E.zip from webgate.acceptance.ec.europa.eu?

Open

Save

Cancel



Έκθεση συμμετέχοντα

- Και μεμονωμένες εκθέσεις
- Είσοδος στην κινητικότητα και **Download PDF**



Home | NA Users | All Projects | Project Details | Partners | Mobilities | Budget | Updates and Reports

Mobility for 2013-1-AT1-ERA02-00003

Participants Report

ID	Status	Request Date	Submit Date	PDF File
126182	SUBMITTED	31/03/2014	31/03/2014	Download PDF

Mobility Type *

ERASMUS Student Mobility for Placements (SMP)

Participant

Participant ID

Nationality*

CH - SWITZERLAND

5. ΔΙΑΧΕΙΡΙΣΗ ΟΡΓΑΝΙΣΜΩΝ

Αλλαγή Στοιχείων Οργανισμού



Δικαιούχος

URF

PIC 555

~~**27 MAIN STREET**~~

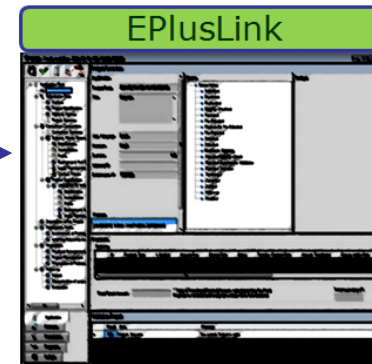
12 BANK STREET



Erasmus+ Application Form
Call 2014
IM - Learning Mobility of Individuals

Select PIC: 111 Check PIC
Name: B-CO
Address: 1 Mother Lane, Peaceville

Validate Submit

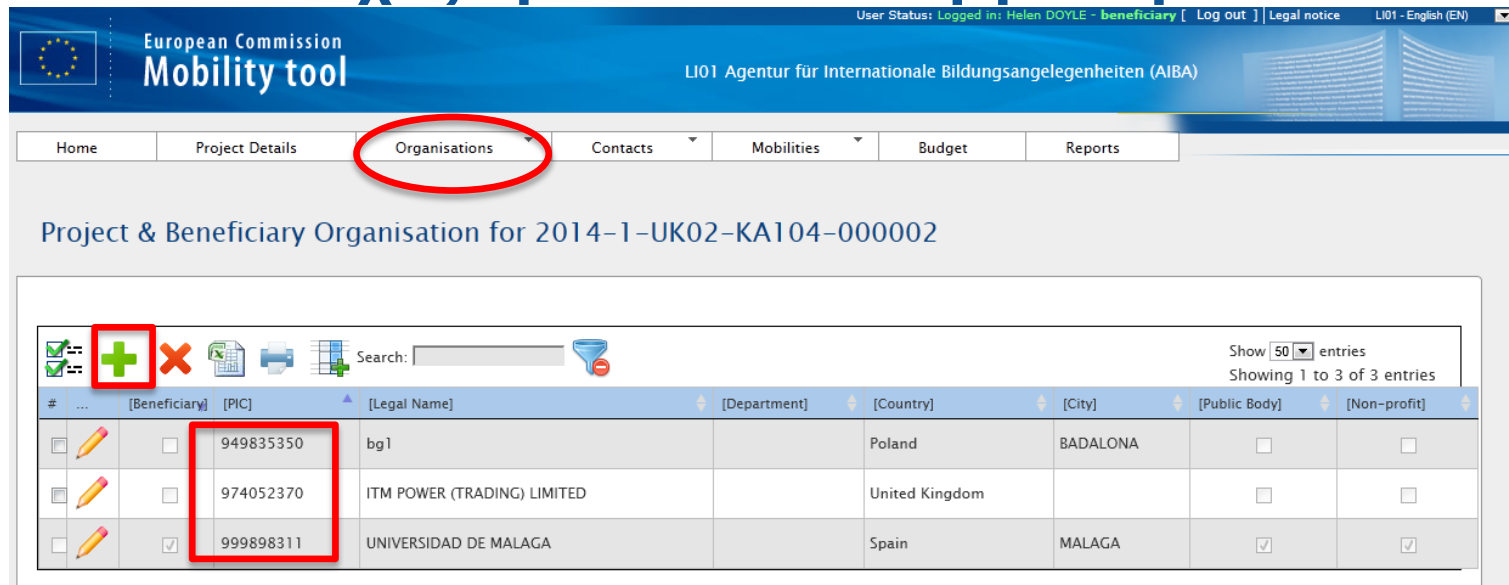


Mobility Tool



Προσθήκη Οργανισμού

- *Αν πρόκειται για εταίρο στο έργο:*
 - Πρώτα εγγραφή στο URF
 - Τροποποίηση σύμβασης στο EPlusLink
 - Αποστολή αλλαγών από EPlusLink στο MT+
- *Σε κάθε περίπτωση:*
 - Ο δικαιούχος προσθέτει τον οργανισμό στο MT+



The screenshot displays the 'European Commission Mobility tool' interface. The user is logged in as Helen DOYLE - beneficiary. The 'Organisations' tab is selected and circled in red. Below the navigation bar, the project ID '2014-1-UK02-KA104-000002' is shown. A table lists three beneficiary organizations, with the first two rows highlighted by red boxes. The table includes columns for Beneficiary, PIC, Legal Name, Department, Country, City, Public Body, and Non-profit.

#	[Beneficiary]	[PIC]	[Legal Name]	[Department]	[Country]	[City]	[Public Body]	[Non-profit]
	<input type="checkbox"/>	949835350	bg1		Poland	BADALONA	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	974052370	ITM POWER (TRADING) LIMITED		United Kingdom		<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	999898311	UNIVERSIDAD DE MALAGA		Spain	MALAGA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Project Agreement Number] 2014-1-UK02-KA104-000002

Organisation

[PIC]*

[ErasmusCode]



[Legal Name]

[Business Name]

[Full Legal Name]

[Acronym]

[National ID (if applicable)]

[Department]

[Type of Organisation]

[VAT]

[Number of employees below 250]

[Public Body]

[Co-Beneficiary]

[Non-profit]

[Public body of regional/national level Association of regions European grouping of Territorial Cooperations Profit-making body active in corporate Social Responsibility]

Προσθήκη Επαφής

Project & Beneficiary Organisation for 2014-1-UK02-KA104-000002

Search:

Show 50 entries
Showing 1 to 4 of 4 entries

#	...	[Last Name]	[First Name]	[Department]	[Position]	[Telephone 1]	[Email]	[PIC]	[Legal Name]	[Beneficiary]	[Legal representative]	[Preferred Contact]	[Access to Project]
<input type="checkbox"/>		TestVanHiel	Jeroen		Tester	003245678978	eac-training-22@ec.europa.eu	999898311	UNIVERSIDAD DE MALAGA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>		Khan	Nadeem	IT	manager	0887771	test@test.com	999898311	UNIVERSIDAD DE MALAGA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>		Johnson	Ben		Tester2	0032456789632	eac-training-14@ec.europa.eu	999898311	UNIVERSIDAD DE MALAGA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>		Hussain	Mohammed	IT	Developer	07743076439	test@test.com	999898311	UNIVERSIDAD DE MALAGA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

[Contact]

[Organisation] * 999898311 - UNIVERSIDAD DE MALAGA [(Beneficiary)]

[Title] *

[Gender] * M - Male

[First Name] * Mohammed

[Last Name] * Hussain

[Department] IT

[Position] * Developer

[Preferred Contact]

[Same as Organisation]

[Legal Address] *

[Country] * - - -

[Region] * ADZZ - Andorra



Select this option to invite the user to use the website Mobility Tool. An invitation will be sent by Email to the address provided above.

Access to Project


[Cancel]

[Save]

6. ΕΚΘΕΣΗ ΔΙΚΑΙΟΥΧΟΥ

Αποστολή Έκθεσης Δικαιούχου

(GR1-EN)_User Status: (GR1-EN)_Logged in: xxx YYYY - (GR1-EN)_Log out | (GR1-EN)_Legal notice GR1 - English (EN)

 European Commission
Mobility tool

GR1 Greek State Scholarship's Foundation

(GR1-EN)_My Home > (GR1-EN)_Project Updates

(GR1-EN)_Home (GR1-EN)_NA Users (GR1-EN)_All Projects (GR1-EN)_Project Details (GR1-EN)_Partners (GR1-EN)_Mobilities (GR1-EN)_Budget (GR1-EN)_Updates and Reports

(GR1-EN)_Updates and Reports (GR1-EN)_for 2013-1-GR1-ERA10-05921

Beneficiary Report

(GR1-EN)_Project Update ID	Update Date	Beneficiary Report	Submission Date	Download Submitted Data
4492	2014-03-28 15:42:02	<input type="button" value="Submit Final Report to NA"/>	N/A	
4492	2014-03-28 15:42:02	<input type="button" value="Submit Final Report to NA"/>	2014-03-28 16:32:16	<input type="button" value="Download ZIP"/>
4492	2014-03-28 15:42:02	<input type="button" value="Submit Final Report to NA"/>	2014-03-28 16:23:23	<input type="button" value="Download ZIP"/>
4491	2014-03-28 15:42:01	<input type="button" value="Submit Final Report to NA"/>	N/A	



ΔΙΑΧΕΙΡΙΣΗ ΚΙΝΗΤΙΚΟΤΗΤΩΝ

ΕΞΑΓΩΓΗ | ΕΙΣΑΓΩΓΗ
ΑΡΧΕΙΟΥ .CSV



Εξαγωγή

Οι Κινητικότητες μπορούν να
εξαχθούν σε .csv για ευκολότερη
διαχείριση των δεδομένων

(στην περίπτωση των πολλών κινητικοτήτων /έργων)



Εξαγωγή

Εξαγωγή κινητικοτήτων στο MT+



User Status: Logged in: Helen DOYLE - beneficiary [Log out]



European Commission
Mobility tool

LI01 Agentur für Internationale Bildungsangelegenheiten

Home Project Details Organisations Contacts **Mobilities** Budget Reports

Mobilities List for 2014-1-UK02-KA104-000002

List Mobilities

Import - Export



Search:



	Mobility ID	Activity No.	Activity Type	Participant ID	Last Name	First Name	Email	Start date	End date	Sending Country	Receiving Country
	1	test	AE-STA	1	Tester	Jeroen	Jeroen@fakemail.com	26/09/2014	25/12/2014	Belgium	Australia

Εξαγωγή

1) Εξαγωγή κινητικότητας



User Status: Logged in: Helen DOYLE - Ilpcoordinator [Log out] Legal not

European Commission
Mobility tool

EAC Directorate-General for Education and Culture

My Home > Mobilities

Mobilities List for 2013-1-GR1-ERA02-04925

Home NA Users All Projects Project Details Partners **Mobilities** Budget

Search:

Import - Export Export Participant Report Import/Export NA Validation

Mobility ID	Mobility Type	Participant ID	First Name	Last Name	Email	Start date	End date	Sending Country	Receiving Co	
<input type="checkbox"/>	850000	SMP	78945	zygmunt	LIEQO-2	ERITZ@TEST-2.be	01/07/2013	03/10/2013	LATVIA	MALTA
<input type="checkbox"/>	85296	SMP	78945	zygmunt	LIEQO	ERITZ@TEST.be	01/07/2013	03/10/2013	LATVIA	MALTA
<input type="checkbox"/>	6001	SMS	Tess	Franks	test@test.tst	23/07/2013	26/10/2013	CYPRUS	POLAN	
<input type="checkbox"/>	6003	SMS	Frank	Jackson	Frank@jack.son	23/06/2013	23/08/2013	CYPRUS	POLAN	
<input type="checkbox"/>	6004	SMS	Linda	Fitz	Linda@Fitz.com	30/08/2013	23/12/2013	CYPRUS	POLAN	
<input type="checkbox"/>	60099	SMS	Jenny	Crusio	jenny@crusio.com	23/07/2013	23/12/2013	CYPRUS	POLAN	
<input type="checkbox"/>	7001	SMS	Judy	French	test@test.tst	23/07/2013	26/10/2013	CYPRUS	UNITED KIN	
<input type="checkbox"/>	7002	SMS	Dawn	Coleman	dawn@coleman.tst	23/07/2013	23/12/2013	CYPRUS	FRANC	
<input type="checkbox"/>	7003	SMS	Elliot	Brown	elliott@brown.tst	23/06/2013	23/08/2013	CYPRUS	ITALY	
<input type="checkbox"/>	7004	SMS	James	Lind	James@lind.tst	30/08/2013	23/12/2013	CYPRUS	SPAIN	
<input type="checkbox"/>	8001	SMS	Bob	French	test@test.tst	23/07/2013	26/10/2013	CYPRUS	UNITED KIN	
<input type="checkbox"/>	8002	SMS	George	Testowy	dawn@coleman.tst	23/07/2013	23/12/2013	CYPRUS	FRANC	

Εξαγωγή



2) Επιλέξτε μια από τις επιλογές (*student or staff*)

Import - Export 2013-1-GR1-ERA02-04925 Home N

Erasmus Mobility Tool Data Dictionary

Export

Export Student Mobilities and the associated Partners information

Export Staff Mobilities and the associated Partners information

Import

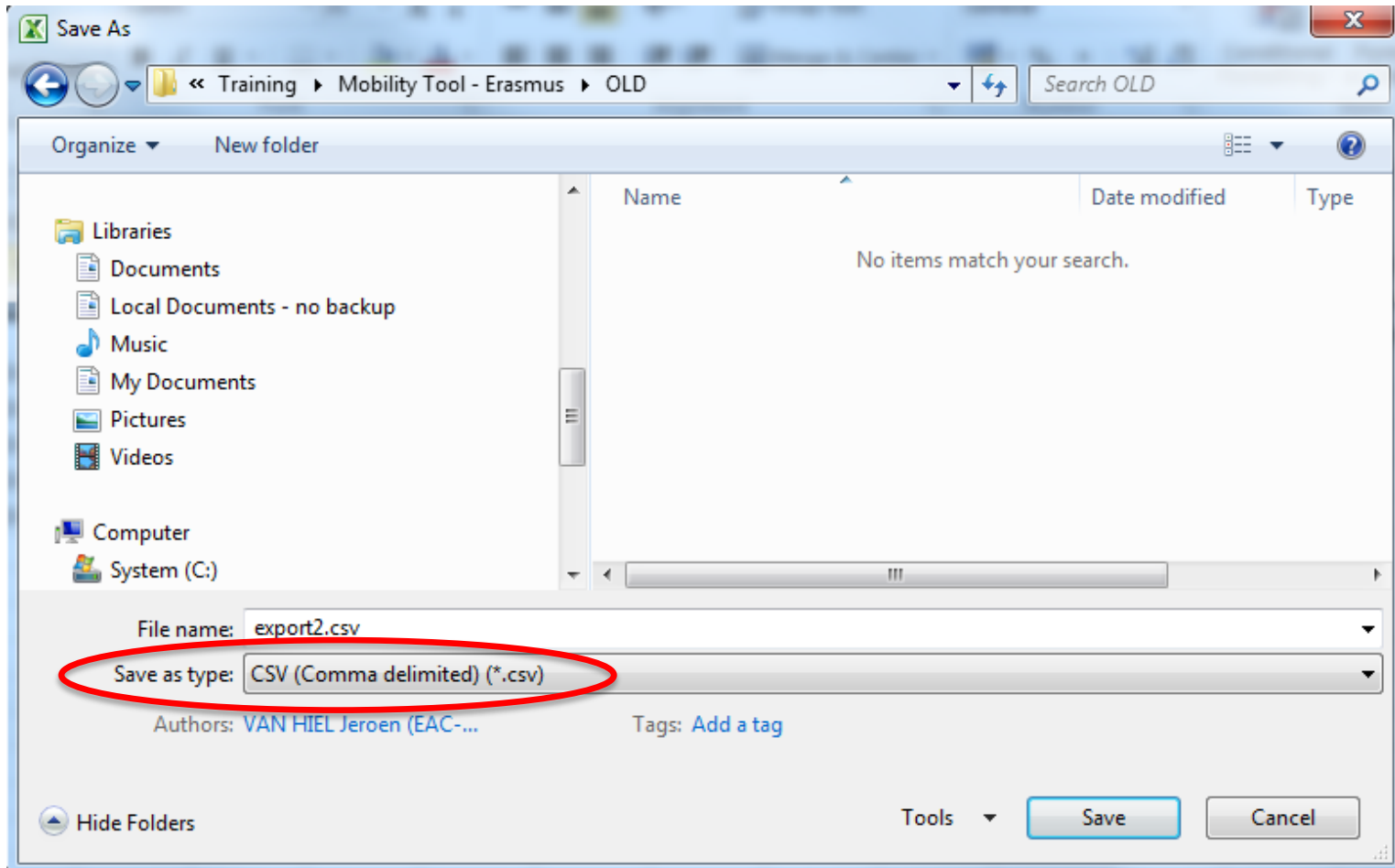
Please select a Import file for Student Mobilities Browse... Import

Please select a Import file for Staff Mobilities Browse... Import

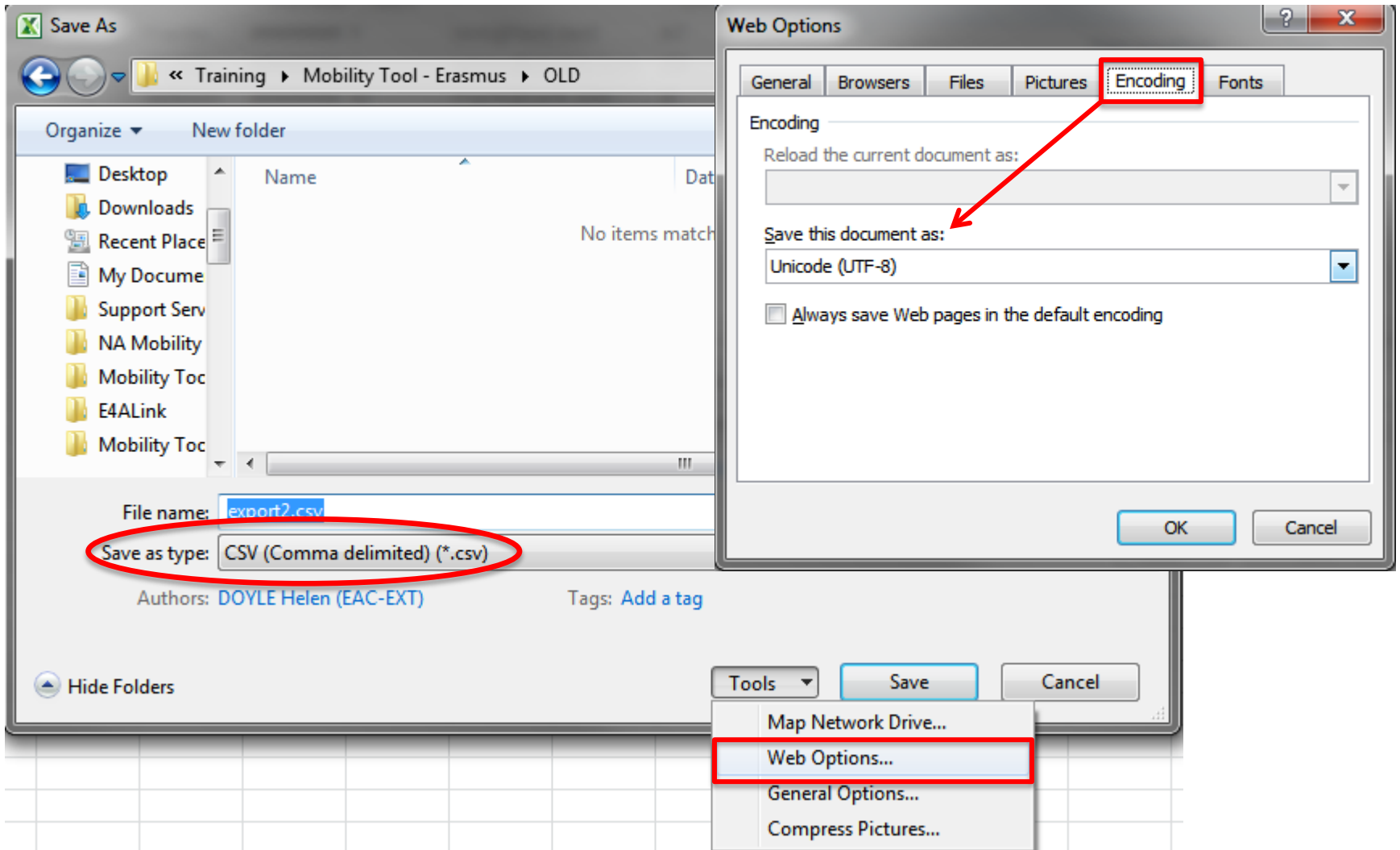
Cancel

Εισαγωγή

Μην ξεχάσετε να το αποθηκεύσετε ως CSV!



Εισαγωγή



Εισαγωγή

4) Εισαγωγή κινητικότητων



User Status: Logged in: Helen DOYLE - Ilpcoordinator [Log out] | Legal not

European Commission
Mobility tool

EAC Directorate-General for Education and Culture

My Home > Mobilities

Mobilities List for 2013-1-GRI-ERA02-04925

Home NA Users All Projects Project Details Partners **Mobilities** Budget

Search: **Import - Export** Export Participant Report

Showing

	Mobility ID	Mobility Type	Participant ID	First Name	Last Name	Email	Start date	End date	Sending Country	Receiving Co
<input type="checkbox"/>	850000	SMP	78945	zygmunt	LIEQO-2	ERITZ@TEST-2.be	01/07/2013	03/10/2013	LATVIA	MALTA
<input type="checkbox"/>	85296	SMP	78945	zygmunt	LIEQO	ERITZ@TEST.be	01/07/2013	03/10/2013	LATVIA	MALTA
<input type="checkbox"/>	6001	SMS		Tess	Franks	test@test.tst	23/07/2013	26/10/2013	CYPRUS	POLANI
<input type="checkbox"/>	6003	SMS		Frank	Jackson	Frank@jack.son	23/06/2013	23/08/2013	CYPRUS	POLANI
<input type="checkbox"/>	6004	SMS		Linda	Fitz	Linda@Fitz.com	30/08/2013	23/12/2013	CYPRUS	POLANI
<input type="checkbox"/>	60099	SMS		Jenny	Crusio	jenny@crusio.com	23/07/2013	23/12/2013	CYPRUS	POLANI
<input type="checkbox"/>	7001	SMS		Judy	French	test@test.tst	23/07/2013	26/10/2013	CYPRUS	UNITED KIN
<input type="checkbox"/>	7002	SMS		Dawn	Coleman	dawn@coleman.tst	23/07/2013	23/12/2013	CYPRUS	FRANC
<input type="checkbox"/>	7003	SMS		Elliot	Brown	elliott@brown.tst	23/06/2013	23/08/2013	CYPRUS	ITALY
<input type="checkbox"/>	7004	SMS		James	Lind	James@lind.tst	30/08/2013	23/12/2013	CYPRUS	SPAIN
<input type="checkbox"/>	8001	SMS		Bob	French	test@test.tst	23/07/2013	26/10/2013	CYPRUS	UNITED KIN
<input type="checkbox"/>	8002	SMS		George	Testowy	dawn@coleman.tst	23/07/2013	23/12/2013	CYPRUS	FRANC

Εισαγωγή



Import - Export 2013-1-GR1-ERA02-04925

Home

N

Erasmus Mobility Tool Data Dictionary

Export

Export Student Mobilities and the associated Partners information

Export Staff Mobilities and the associated Partners information

Import

Please select a Import file for Student Mobilities

Browse...

Import

Please select a Import file for Staff Mobilities

Browse...

Import

Cancel

Εισαγωγή

Επιτυχής εισαγωγή



Import – Export 2013-1-GRI-ERA02-04800

Import

Please select a Import file for Student Mobilities

Browse...

Import

Please select a Import file for Staff Mobilities

Browse...

Import

Import succeeded.

Successfully imported 5 mobilities.

Export

Export Student Mobilities and the associated Partners information

Export Staff Mobilities and the associated Partners information

Cancel

Σφάλμα

Η εισαγωγή δεν ήταν επιτυχής



Import - Export 2013-1-GR1-ERA02-04925 Home NA Us

Erasmus Mobility Tool Data Dictionary

Export

Export Student Mobilities and the associated Partners information
Export Staff Mobilities and the associated Partners information

Import

Please select a Import file for Student Mobilities Browse... Import

Please select a Import file for Staff Mobilities Browse... Import

Import did not succeed.

0 mobilities imported.

Failed to import mobilities: Unable to process your CSV file (see [2013-1-GR1-ERA02-04925-error-9E75E0C3-E334-620A-56954CC740AD72E6.csv](#) for more details).

Cancel

Σφάλμα

Η εισαγωγή δεν ήταν επιτυχής



! Όνομα πεδίου

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
Line Num	Project ID	Mobility II	Mobility T	Participan	Participan	Participan	Participan	Participan	Participan	Nationalit	Subject Ar	Level of S	Previous F	Sending C	Receiving	Start Date	End
*	*	, DICT	*	*	*	, DICT	*			, DICT	* DICT	* DICT		, DICT	, DICT	*	*
4																	
5																	
7																	

Σειρά και στήλη που περιέχει σφάλματα

Σφάλμα

Αποφυγή σφαλμάτων:

- Φροντίστε να εισάγετε όλα τα υποχρεωτικά στοιχεία.
- Χρησιμοποιήστε σωστές τιμές για το λεξικό κωδικών.
- Δώστε προσοχή στην μορφή των πεδίων.

Σε περίπτωση σφαλμάτων:

- Χρησιμοποιήστε το αρχείο καταγραφής σφαλμάτων για να διορθώσετε το .csv αρχείο σας.
- Εισαγωγή ξανά.



ΧΡΗΣΗ ΤΟΥ CSV

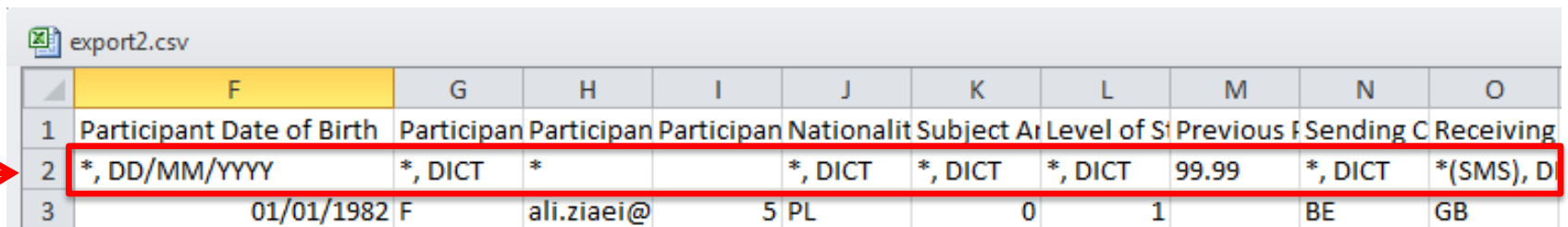
Χρήση του csv

- *Εάν χρησιμοποιείτε το Excel για να ανοίξετε το αρχείο csv σας, πρέπει να δείτε τις πληροφορίες σε στήλες για να είστε σε θέση να το διαχειριστείτε και να το επεξεργαστείτε.*

Χρήση του csv

Η σειρά 2 υποδεικνύει

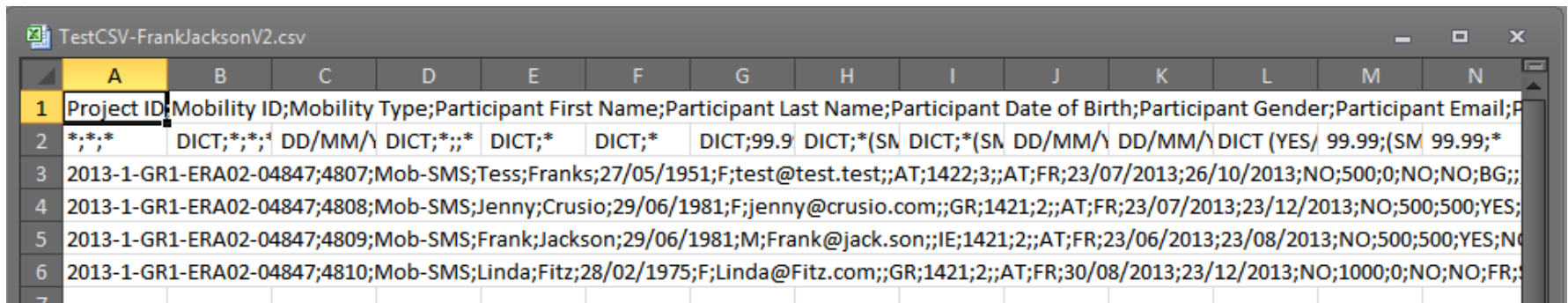
- *Μορφή των στηλών:*
 - **Λεξικό κωδικών / Μορφή ημερομηνίας / Αριθμητική**
- *Υποχρεωτικά πεδία*
 - **Τα πεδία με * είναι υποχρεωτικά**
- *Διαμόρφωση των δεικτών π.χ.: "99.99"*



	F	G	H	I	J	K	L	M	N	O
1	Participant Date of Birth	Participan	Participan	Participan	Nationalit	Subject Ar	Level of S	Previous F	Sending C	Receiving
2	*, DD/MM/YYYY	*, DICT	*		*, DICT	*, DICT	*, DICT	99.99	*, DICT	*(SMS), D
3	01/01/1982	F	ali.ziaei@	5	PL		0	1	BE	GB

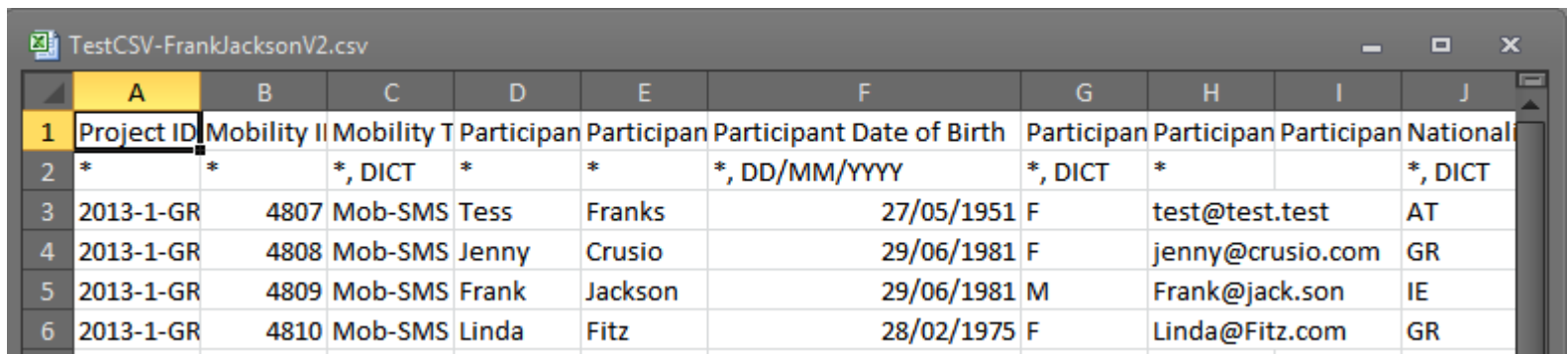
Χρήση του csv

Πριν και μετά...



TestCSV-FrankJacksonV2.csv

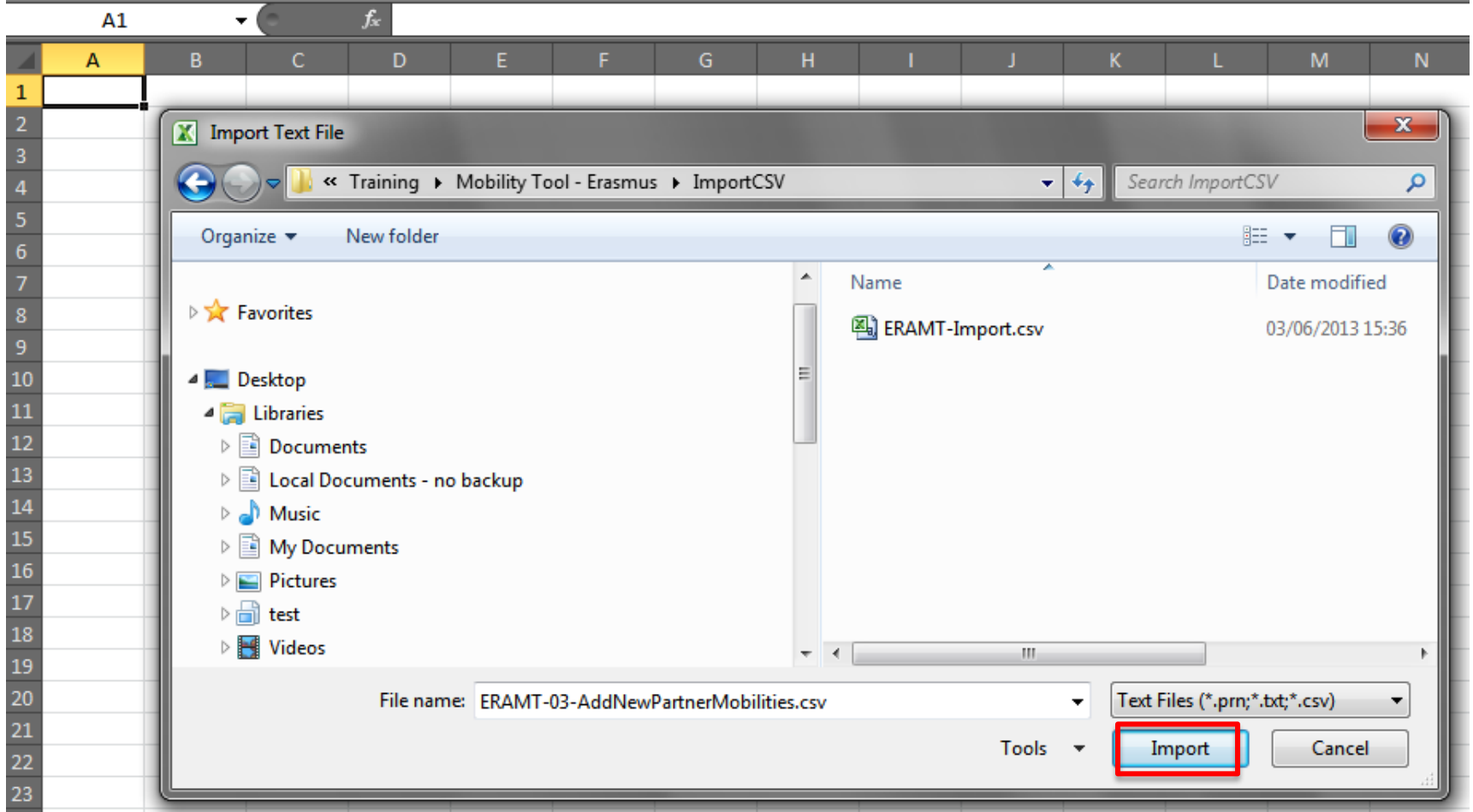
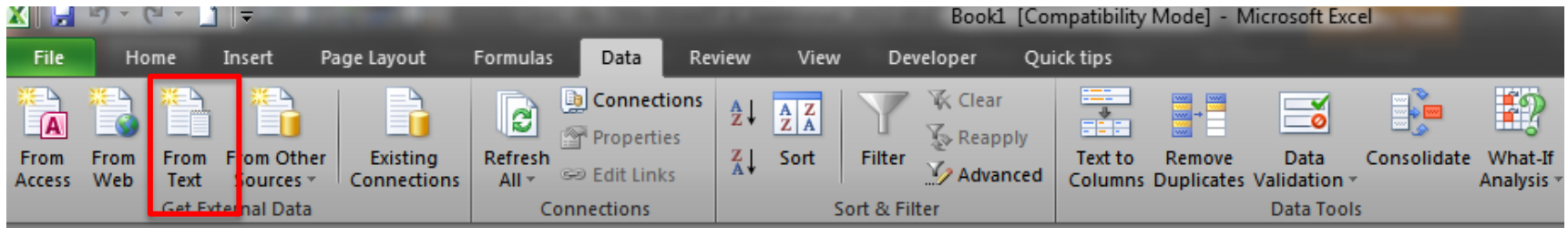
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Project ID;	Mobility ID;	Mobility Type;	Participant First Name;	Participant Last Name;	Participant Date of Birth;	Participant Gender;	Participant Email;	P					
2	*;*;*	DICT;*;*;*;	DD/MM/\	DICT;*;*;*;	DICT;*;	DICT;*;	DICT;99.9	DICT;*(SN	DICT;*(SN	DD/MM/\	DD/MM/\	DICT (YES/	99.99;*(SM	99.99;*
3	2013-1-GR1-ERA02-04847;	4807;	Mob-SMS;	Tess;	Franks;	27/05/1951;	F;	test@test.test;;	AT;	1422;3;;	AT;FR;	23/07/2013;	26/10/2013;	NO;500;0;NO;NO;BG;;
4	2013-1-GR1-ERA02-04847;	4808;	Mob-SMS;	Jenny;	Crusio;	29/06/1981;	F;	jenny@crusio.com;;	GR;	1421;2;;	AT;FR;	23/07/2013;	23/12/2013;	NO;500;500;YES;
5	2013-1-GR1-ERA02-04847;	4809;	Mob-SMS;	Frank;	Jackson;	29/06/1981;	M;	Frank@jack.son;;	IE;	1421;2;;	AT;FR;	23/06/2013;	23/08/2013;	NO;500;500;YES;NO
6	2013-1-GR1-ERA02-04847;	4810;	Mob-SMS;	Linda;	Fitz;	28/02/1975;	F;	Linda@Fitz.com;;	GR;	1421;2;;	AT;FR;	30/08/2013;	23/12/2013;	NO;1000;0;NO;NO;FR;;



TestCSV-FrankJacksonV2.csv

	A	B	C	D	E	F	G	H	I	J
1	Project ID;	Mobility ID;	Mobility T	Participan	Participan	Participant Date of Birth	Participan	Participan	Participan	National
2	*	*	*, DICT	*	*	*, DD/MM/YYYY	*, DICT	*		*, DICT
3	2013-1-GR	4807	Mob-SMS	Tess	Franks	27/05/1951	F	test@test.test		AT
4	2013-1-GR	4808	Mob-SMS	Jenny	Crusio	29/06/1981	F	jenny@crusio.com		GR
5	2013-1-GR	4809	Mob-SMS	Frank	Jackson	29/06/1981	M	Frank@jack.son		IE
6	2013-1-GR	4810	Mob-SMS	Linda	Fitz	28/02/1975	F	Linda@Fitz.com		GR

Εισαγωγή από κείμενο .csv



Εισαγωγή από κείμενο .csv

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Fixed Width.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

Delimited - Characters such as commas or tabs separate each field.

Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1

File origin: 65001 : Unicode (UTF-8)

Preview of file U:\R4\Services\Support Services and Infrastructure\Training\Mo... \ERAMT-Import.csv

1	Project ID	Mobility ID	Mobility Type	Participant First Name	Participant ID	Date of Birth	Gender	Email	Country Code	Region Code	City Code					
2	*	*	*	DD/MM/YYYY	*	DICT	*	*	*	DICT	*	DICT	*	DICT	99.99	*
3	7001	Mob-SMS	Judy	French	27/05/1951	F	test@test.test	;;	AT	1422	3	;;	CY	GB	;;	;;
4	7002	Mob-SMS	Dawn	Coleman	29/06/1981	F	dawn@coleman.test	;;	CY	1421	2	;;	CY	;;	;;	;;
5	7003	Mob-SMS	Elliot	Brown	29/06/1981	M	elliott@brown.test	;;	FR	1421	2	;;	CY	;;	;;	;;

Cancel < Back **Next >** Finish

- *Delimited*
- *File origin:
65001 = unicode
(UTF-8)*

Εισαγωγή από κείμενο .csv

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

Tab

Semicolon

Comma

Space

Other:

Treat consecutive delimiters as one

Text qualifier: "

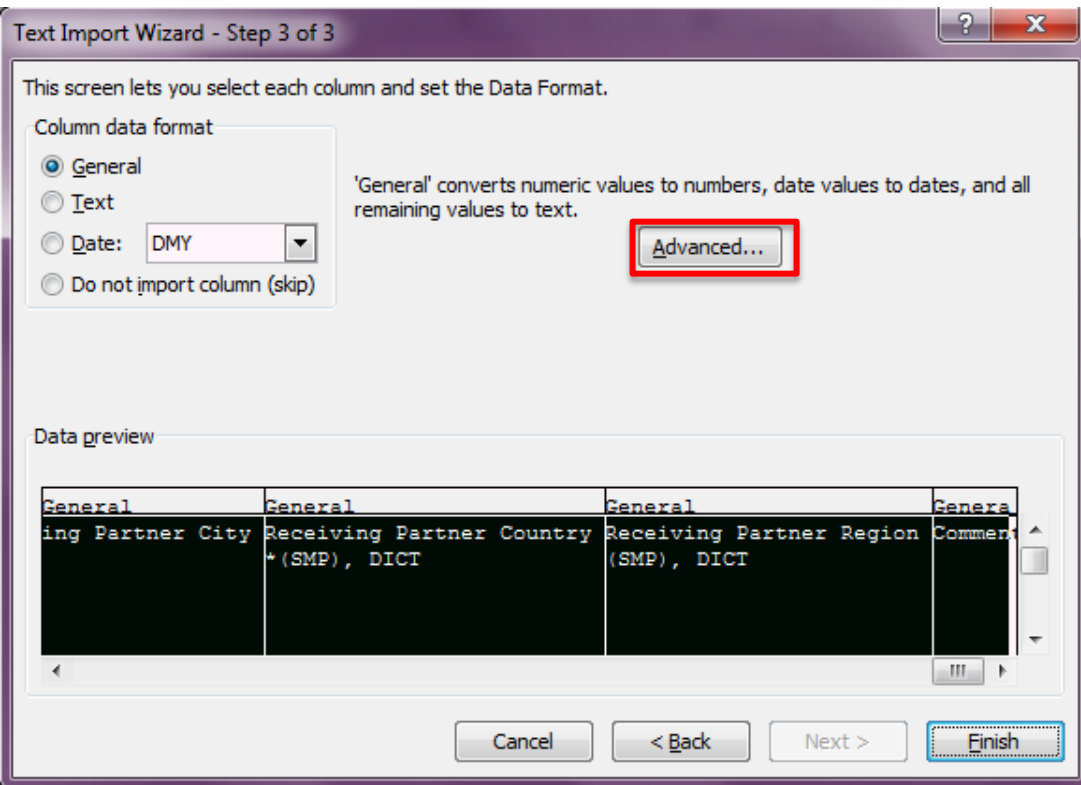
Data preview

Project ID	Mobility ID	Mobility Type	Participant First Name	Participant Last Name
*	*	*, DICT	*	*
	7001	Mob-SMS	Judy	French
	7002	Mob-SMS	Dawn	Coleman
	7003	Mob-SMS	Elliot	Brown

Cancel < Back **Next >** Finish

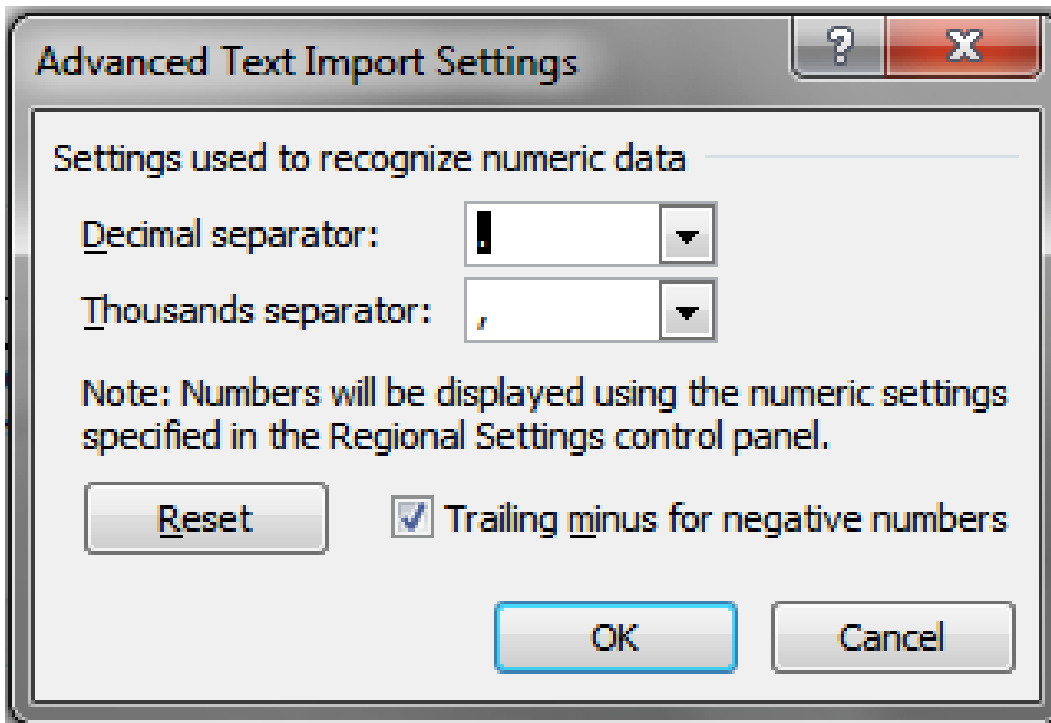
- *Delimiters: Semicolon*
- *Text qualifier: "*

Εισαγωγή από κείμενο .csv



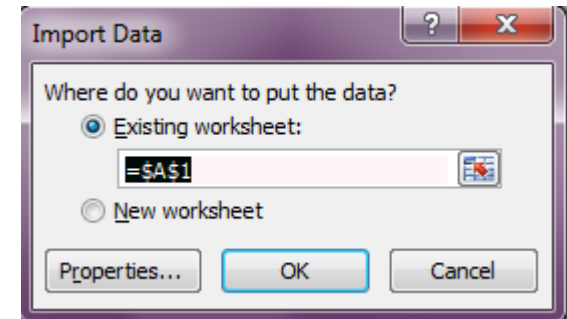
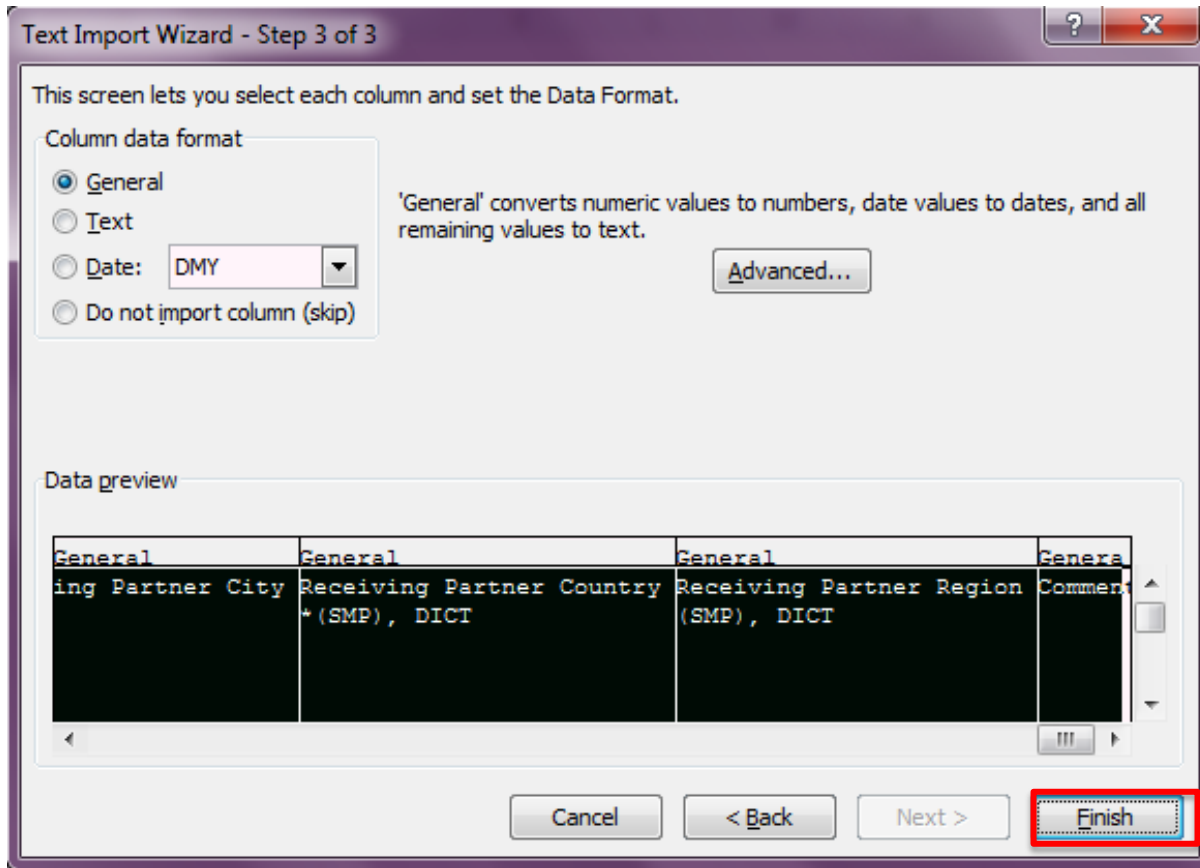
- Επιλέξτε όλες τις στήλες (κρατήστε πατημένο το πλήκτρο *shift* και επιλέξτε την πρώτη και την τελευταία στήλη)
- Επιλογή *Advanced*

Εισαγωγή από κείμενο .csv

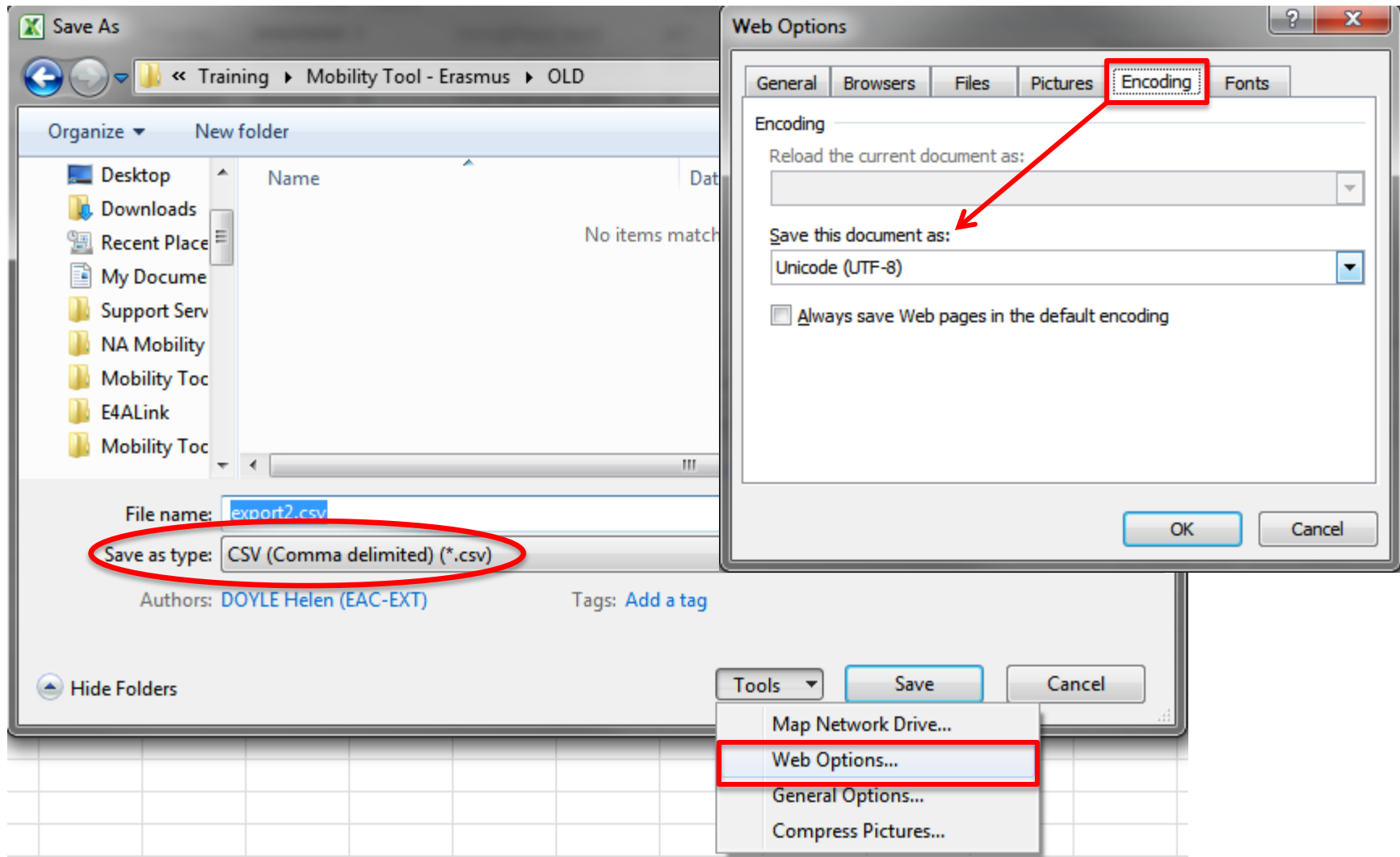


- *Decimal separator : .*
- *Thousands separator: ,*
- *OK*

Εισαγωγή από κείμενο .csv



UTf-8 encoding



Mobility ID

Partner ID

Participant ID



ΣΥΜΒΟΥΛΕΣ ΓΙΑ IDS

Συμβουλές για IDs: Ανέβασμα αρχείου .CSV

- *Όταν προσθέτετε μια νέα κινητικότητα, να ελέγχεται το ID του Οργανισμού και το ID της κινητικότητας.*
- *Ένα νέο ID κινητικότητας, δημιουργεί μια νέα κινητικότητα.*
- *Ένα νέο ID Οργανισμού, με δηλωμένο PIC, δημιουργεί έναν νέο εταίρο.*
 - **Ο Δικαιούχος δεν μπορεί να αλλάξει**
- *Ένα υπάρχον ID κινητικότητας με διαφορετικά στοιχεία θα αντικαταστήσει την υπάρχουσα κινητικότητα.*

Συμβουλές για IDs: Τυποποίηση των IDs

- *Οι δικαιούχοι θα πρέπει να είναι προσεκτικοί με τα IDs των κινητικότητων.*
- *Τα IDs των κινητικότητων δεν μπορούν να αλλάξουν από το αρχείο csv, αλλά μέσω της επιλογής "Edit Mobility".*
- *Μια μικρή αλλαγή στο ID της κινητικότητας θα σημαίνει και μια νέα κινητικότητα.*
 - **Π.χ. UCD/ERA02/123456 ≠ UCD/_ERA02/123456**

MT+
(Mobility Tool +)

