



KA1
Mobility Tool +
31st May 2017



Erasmus+



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www.leargas.ie

Mobility Tool +

The Mobility Tool Plus is the online management and reporting system for all projects under the European Commission's Erasmus+ Programme.

It has been developed by the European Commission and is a contractual requirement for all Key Action 1, 2 and 3 projects to use the tool in order to report their project activities to The National Agency.

Mobility Tool requires you to authenticate

Sign in to continue

Welcome back

bkelly@leargas.ie
(External)

[Sign in with a different e-mail address?](#)

Password

[Lost your password?](#)

Choose your verification method

Password

▼



Sign in



Welcome Beneficiary Test User

Lifelong Learning Programme

Grant Agreement No	National ID
2013-1-PL1-ERA02-00046	

Erasmus+

Grant Agreement No	National ID
2014-1-PL01-KA103-000098	

Click on the
Grant
Agreement
No



About the tool

Mobility Tool is the system for the management of mobility grants under the Lifelong Learning and Erasmus+ programmes. It is managed by the European Commission for you, as beneficiaries of the programme.

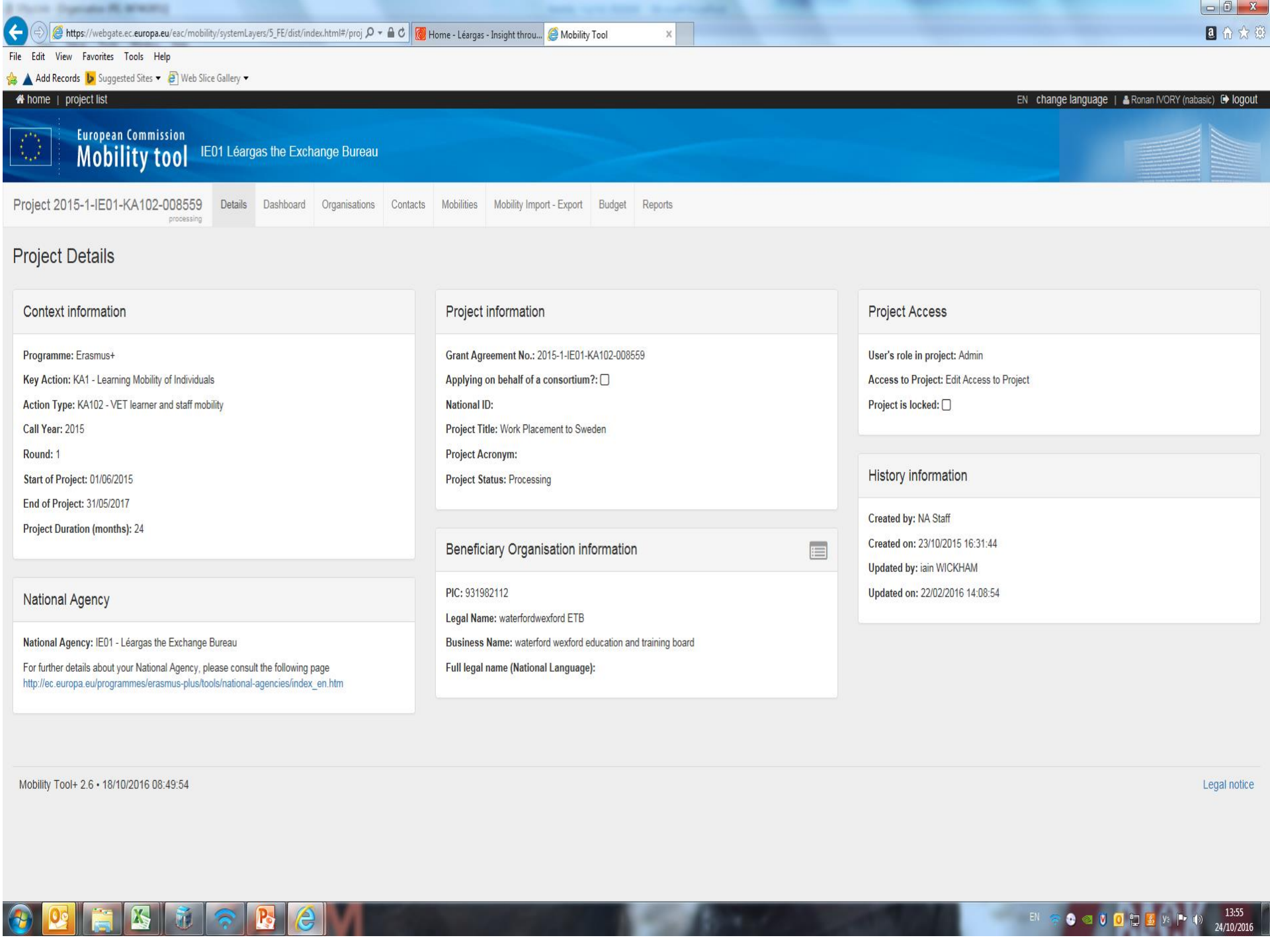
In the Mobility Tool you will be able to provide all the necessary data to identify participants and mobilities, complete and update reports and follow-up participant reports and generate and submit reports to the National Agency.

Your National Agency

Name: PL1 Foundation for the Development of the Education System

Helpdesk - Contact:

- +48 224631302 (LEO, ESF01), +48 224631296 (ERA), +48 224631682 (ESF03)
- Email: MTool.Helpdesk@frso.org.pl



Mobility Tool +

5 boxes displayed under the Project Details page with information as follows:

Context Information – This box holds a basic overview of your project details,

Project Information – This box displays specific information regarding your project,

Project Access – This box displays the role of the person accessing the Mobility Tool+,

Beneficiary Organisation Information – This box displays information based on the lead organisations details.

History Information – This box displays information regarding when your project was created in Mobility Tool+ and when it was last updated.

Changes to project details

Who does what?

Beneficiary	National Agency
Organisation(s)	Project Activity periods
Organisation contact person	Approved Budget
Mobilities	Project Title
Budget Information	National Agency Project ID

Mobility Tool +

ORGANISATIONS

- The initial screen shows all participating organisations in the project including the lead organisation and project partners (as per application form).
- Click on the participating organisation to edit the record
- Click on the **+ Create** button to create a new organisation and fill in the required fields.

The screenshot shows the Mobility Tool + interface. At the top, there's a navigation bar with 'home' and 'project list' links. Below it, the 'European Commission Mobility tool' header is visible, along with the project ID 'IE01 Léargas the Exchange Bureau'. The main content area is titled 'Project 2015-1-IE01-KA102-008559' and includes tabs for 'Details', 'Dashboard', 'Organisations', 'Contacts', 'Mobilities', 'Mobility Import - Export', 'Budget', and 'Reports'. The 'Organisations' tab is active, displaying a table of participating organisations. A search bar at the top of the table indicates 'Search in 2 records'. The table has columns for 'Beneficiary', 'PIC', 'Organisation ID', 'Legal Name', 'Department', 'Public Body', 'Non-profit', 'Country', and 'City'. Two organisations are listed: 'waterfordwexford ETB' (Ireland) and 'Carlforsska gymnasiet Estet/Hantverk' (Sweden). A red arrow points to the 'Beneficiary' column header, and another red arrow points to the pencil icon in the right margin.

Beneficiary	PIC	Organisation ID	Legal Name	Department	Public Body	Non-profit	Country	City
✓	931982112	008559-ORG-00001	waterfordwexford ETB		✓	✗	Ireland	Ardcavan Wexford
✗	932354301	008559-ORG-00002	Carlforsska gymnasiet Estet/Hantverk		✓	✓	Sweden	Västerås

Click on the **O** beside Organisation and then click the Pencil to edit the record

Mobility Tool

ORGANISATIONS

- Click on the Create Button to create a new organisation and fill in the required fields;
- If you have the PIC number the new organisation will automatically populate;
- You can also fill in the organisation details by field;
- When all details are entered please remember to save using the save button.

The screenshot displays the Mobility Tool web application interface. A modal window titled 'Organisation Details' is open, allowing users to create a new organisation. The form includes fields for PIC (with a 'Check PIC' button and a 'value required' error message), Organisation ID (pre-filled with '008559-ORG-00003'), Legal Name, Full legal name (National Language), Acronym, Type of Organisation (dropdown), VAT, Number of employees below 250? (dropdown), Business Name, National ID (if applicable), and Department. At the bottom, there are checkboxes for 'Beneficiary', 'Public Body', and 'Non-profit'. A green '+ Create' button is visible on the right side of the modal, and a green 'Save' button is at the bottom right. A message 'values cannot be saved' is displayed near the top right of the modal. The background shows the main application interface with a table of records and a sidebar with navigation options.

Project 2015-1-IE01-KA102-008559 processing

Project & Beneficiary Organisation

Search in 2 records

	Beneficiary	PIC
<input type="radio"/>	✓	931982112
<input type="radio"/>	✗	932354301

10 25 50 100

Mobility Tool+ 2.6 • 18/10/2016 08:49:54

EN change language | Ronan IVORY (nabasic) logout

Organisation Details

values cannot be saved

PIC Organisation Non-PIC Organisation

PIC Check PIC

value required

Organisation ID

Number of employees below 250?

Legal Name

Business Name

Full legal name (National Language)

National ID (if applicable)

Acronym

Department

Type of Organisation

VAT

Beneficiary ☐ Public Body ☐ Non-profit ☐

+ Create

Save

Legal notice

EN 15:44 24/10/2016

Mobility Tool +

Contacts

- The contact person for each organisation can be see here;
- An E after a contact name means that the person has editing rights;
- A V allows after the contact names means the person has viewing right only;
- To create a new contact you can use the create button and fill in the required fields.

The screenshot displays the Mobility Tool web application. The browser address bar shows the URL: https://webgate.ec.europa.eu/eac/mobility/systemLayers/5_FE/dist/index.html#/proj. The page header includes the European Commission logo and the text "Mobility tool IE01 Léargas the Exchange Bureau". The navigation menu shows "Project 2015-1-IE01-KA102-008559 processing" and various tabs: Details, Dashboard, Organisations, Contacts (selected), Mobilities, Mobility Import - Export, Budget, and Reports. The "List Contacts" section has a search bar with "Search in 5 records" and a "+ Create" button. Below the search bar are options for "selection", "export", and "Bulk Operations". The main content is a table with the following columns: PIC, Legal Name, Contact First Name, Contact Last Name, Department, Position, Email, Telephone 1, Beneficiary, Legal Representative, Preferred Contact, OLS, Access to Project, and action icons. The table contains 5 rows of contact data. At the bottom, there are pagination controls showing "10", "25", "50", and "100".

PIC	Legal Name	Contact First Name	Contact Last Name	Department	Position	Email	Telephone 1	Beneficiary	Legal Representative	Preferred Contact	OLS	Access to Project	
931982112	waterfordwexford ETB	Eilis	Leddy		CEO (Acting)	eilisleddy@wwetb.ie	05391 23799	✓	✓	✗	✗	✗	
931982112	waterfordwexford ETB	Iain	Wickham		Deputy Principal	iainwickham@gmail.com	05392 34185	✓	✗	✓	✓	E	
931982112	waterfordwexford ETB	Iain	Wickham		Deputy Principal	iainwickham@gmail.com	05392 34185	✓	✗	✗	✗	E	
932354301	Carlforska gymnasiets Estet/Hantverk	Johanna	Kamph		Principal	johanna.kamph@vasteras.se	+461390702	✗	✓	✓	✗	✗	
932354301	Carlforska gymnasiets Estet/Hantverk	Bengt-Goran	Aleson		Teacher	goran.aleson@skola.vasteras.se	+4621390730	✗	✗	✓	✗	✗	

Mobility Tool +

Contacts

- Fill in the required fields as required and Save;
- Access to project: here you can highlight what access you would like to give the contact;
- Don't forget to save your record.

The screenshot displays the Mobility Tool+ web interface. The main header shows the European Commission logo and the text 'Mobility tool IE01 Léargas the Exchange Bureau'. The left sidebar contains a 'List Contacts' section with a search bar and a table of records. The central 'Contact Details' form is open, showing fields for Organisation, Title, Contact First Name, Department, Email, Legal Representative, Preferred Contact, OLS, Access to Project, Legal Address, Country, Region, and P.O. Box. A 'Save' button is at the bottom right. The right sidebar shows a table with columns for 'Contact', 'OLS', and 'Access to Project'.

Project 2015-1-IE01-KA102-008559 processing Details

List Contacts

Search in 5 records

selection export Bulk Operations

PIC	Legal Name
931982112	waterfordwexford ETB
931982112	waterfordwexford ETB
931982112	waterfordwexford ETB
932354301	Carlforska gymnasiets Estet/Hantver
932354301	Carlforska gymnasiets Estet/Hantver

10 25 50 100

Mobility Tool+ 2.6 • 18/10/2016 08:49:54

Contact Details

values cannot be saved

Organisation: waterfordwexford ETB [Beneficiary]

Title: (value required)

Contact Gender: Female

Contact First Name: (value required)

Contact Last Name: (value required)

Department: (value required)

Position: (value required)

Email: (value required)

Legal Representative: ☐

Preferred Contact: ☐

OLS: ☐

Access to Project:
☒ Edit Access to Project
☐ View Access to Project
☐ No Access to Project

Same as Organisation

Legal Address: (value required)

Country: (value required)

Region:

P.O. Box:

Save

Contact	OLS	Access to Project
×	×	×
✓	✓	E
×	×	E
✓	×	×
✓	×	×

Legal notice

Mobility Tool + Mobilities

- To enter a mobility you must press the create button.

The screenshot displays the Mobility Tool web application interface. At the top, there is a navigation bar with the European Commission logo and the text "Mobility tool IE01 Léargas the Exchange Bureau". Below this, a breadcrumb trail shows the current page: "Project 2015-1-IE01-KA102-008559 processing" > "Details" > "Dashboard" > "Organisations" > "Contacts" > "Mobilities". A green "+ Create" button is visible in the top right corner.

The main section is titled "Mobilities" and includes a search bar with the text "Search in 16 records". Below the search bar, there are tabs for "selection", "export", and "Bulk Operations". The main content area displays a table of mobility records.

	Participant First Name	Participant Last Name	Participant Email	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Report Status	Requested On	Received On	
<input type="radio"/>	Michaela	Goodall	kaylagoodall90@gmail.com	VET-COMP	08559-MOB-00016	Ireland	Sweden	11/01/2016	29/01/2016	Submitted	30/01/2016	09/02/2016	
<input type="radio"/>	Sarah	Morrissey	sarahmorrissey.14@hotmail.com	VET-COMP	08559-MOB-00015	Ireland	Sweden	11/01/2016	29/01/2016	Submitted	30/01/2016	04/02/2016	
<input type="radio"/>	Ciara	Doyle	ciaradoyle86@yahoo.ie	VET-COMP	08559-MOB-00001	Ireland	Sweden	11/01/2016	29/01/2016	Submitted	30/01/2016	02/02/2016	
<input type="radio"/>	sarah	nolan	sarahnolan_@live.com	VET-COMP	08559-MOB-00003	Ireland	Sweden	11/01/2016	29/01/2016	Submitted	30/01/2016	01/03/2016	
<input type="radio"/>	lauren	walsh	laurenwalsh21@icloud.com	VET-COMP	08559-MOB-00006	Ireland	Sweden	11/01/2016	29/01/2016	Submitted	30/01/2016	01/02/2016	
<input type="radio"/>	karley	hogan	caz.tk@hotmail.com	VET-COMP	08559-MOB-00008	Ireland	Sweden	11/01/2016	29/01/2016	Submitted	30/01/2016	09/02/2016	
<input type="radio"/>	deborah	cooper	debbiecooper1986@gmail.com	VET-COMP	08559-MOB-00009	Ireland	Sweden	11/01/2016	29/01/2016	Submitted	30/01/2016	09/02/2016	
<input type="radio"/>	hazel	chipperfield	hazelv6@aol.com	VET-COMP	08559-MOB-00010	Ireland	Sweden	11/01/2016	29/01/2016	Submitted	30/01/2016	05/02/2016	
<input type="radio"/>	shane	kelly	zanzieelad@gmail.com	VET-COMP	08559-MOB-00012	Ireland	Sweden	11/01/2016	29/01/2016	Submitted	22/02/2016	24/02/2016	
<input type="radio"/>	Roisin	Cash	roisin.cash@hotmail.com	VET-COMP	08559-MOB-00002	Ireland	Sweden	11/01/2016	29/01/2016	Submitted	30/01/2016	03/02/2016	
<input type="radio"/>	Rachel	Doyle	racheldoyle36@yahoo.com	VET-COMP	08559-MOB-00004	Ireland	Sweden	11/01/2016	29/01/2016	Submitted	30/01/2016	02/02/2016	
<input type="radio"/>	Chloe	Scallan	chloes52@hotmail.com	VET-COMP	08559-MOB-00005	Ireland	Sweden	11/01/2016	29/01/2016	Submitted	30/01/2016	09/02/2016	
<input type="radio"/>	Tara	Browne	tarabrowne1@hotmail.com	VET-COMP	08559-MOB-00007	Ireland	Sweden	11/01/2016	29/01/2016	Submitted	30/01/2016	01/02/2016	

Mobility Tool +

Mobilities

- Fill in all the required fields. (actin type, participants first name, last name, email, gender, project duration start and end date, receiving country, main working language etc.)

The screenshot displays the 'Mobility Tool' web application interface. The browser address bar shows the URL: https://webgate.ec.europa.eu/eac/mobility/systemLayers/5_FE/dist/index.html#/proj. The page header includes the European Commission logo and the text 'Mobility tool IE01 Léargas the Exchange Bureau'. The navigation menu shows 'Project 2016-1-IE01-KA116-016771 follow-up' and various tabs: 'Details', 'Dashboard', 'Organisations', 'Contacts', 'Mobilities', 'Mobility Import - Export', 'Budget', and 'Reports'. The 'Mobilities' tab is active, and a 'back to list' button is visible. The main form is titled 'Create Mobility' and contains several input fields with 'value required' error messages:

- Mobility ID:** 16771-MOB-00001
- Activity Type:** (empty dropdown menu)
- Participant First Name:** (empty text field)
- Participant Last Name:** (empty text field)
- Participant Email:** (empty text field)
- Participant Gender:** (radio buttons for Female, Male, Undefined)
- Project Duration:** 01/09/2016 to 31/08/2017
- Start Date:** 24/10/2016
- End Date:** 24/10/2016
- Receiving Country:** (empty dropdown menu)
- Main Work Language:** (empty dropdown menu)

At the bottom of the form, there are buttons for 'after save', 'create new', 'continue updating', and 'back to the list'. A message 'values cannot be saved' is displayed on the right side of the form.

Mobility Tool +

EN

change language

Ronan IVORY (nabasic)

logout

home | project list

European Commission

Mobility tool

IE01 Léargas the Exchange Bureau

Project 2016-1-IE01-KA102-016773

follow-up

Details

Dashboard

Organisations

Contacts

Mobilities

Mobility Import - Export

Budget

Reports

back to list

Mobilities

Mobility for Whyte Martina

Mobility ▼

Participant ▼

From / To ▼

Duration ▼

Budget ▼

1,320.00 €

Complete

MOBILITY

Activity Type

VET-TAA : Teaching/training assignments abroad ▼

☐ Long-term Activity

Mobility ID

16773-MOB-00011

☐ Force Majeure ?

HISTORY INFORMATION

Created on 14/10/2016 11:05:23 by SORCHA NIC DHONNACHA

Updated on 14/10/2016 11:09:42 by SORCHA NIC DHONNACHA

PARTICIPANT

Participant Data

Certifications (0 max. 3)

Participant ID

Participant First Name

Martina

Participant Last Name

Whyte

Participant Email

mwhyte.mcc@lwebt.ie

Date of Birth (dd/mm/yyyy)

03/12/1965

Age 50

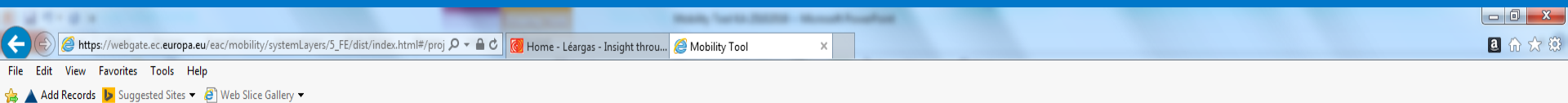
Participant Gender

Female

Male

Undefined

Mobility Tool +



Mobility for Whyte Martina

[Mobility](#)[Participant](#)[From / To](#)[Duration](#)[Budget](#)

1,320.00 €

Complete

Participant Data

Certifications (0 max. 3)

Mobility saved 10 days ago

Nothing to save

Participant ID

Participant First Name

Participant Last Name

Martina

Whyte

Participant Email

Date of Birth (dd/mm/yyyy)

Age 50

Participant Gender

mwhyte.mcc@lwebt.ie

03/12/1965

Female

Male

Undefined

Nationality

Field of Education

Ireland

01 : Education

HISTORY INFORMATION

Created on 14/10/2016 11:05:23 by Sorchá NIC DHONNACHA

Updated on 14/10/2016 11:09:42 by Sorchá NIC DHONNACHA

Main Instruction/Work/Volunteering Language

Other Used Languages

Max selection 3

EN : English

☒ Accompanying Person☐ Participant With Special Needs☐ Fewer Opportunities☐ Invited Staff from Enterprise

FROM / TO

Sending Organisation

create view

Longford and Westmeath Education and Training Board

Sending Country

IE : Ireland

Sending City

Co. Westmeath

Receiving Organisation

create view

Tenerife Job Training S.L.

Receiving Country

ES : Spain

Receiving City

Adeje, Tenerife

Distance Band [Link to distance calculator](#)

EN

16:48

24/10/2016

Mobility Tool +

https://webgate.ec.europa.eu/eac/mobility/systemLayers/5_FE/dist/index.html#/proj Home - Léargas - Insight throu... Mobility Tool

File Edit View Favorites Tools Help

★ Add Records 📁 Suggested Sites 📁 Web Slice Gallery ▼

Mobility for Whyte Martina Mobility Participant From / To Duration Budget 1,320.00 € Complete

Mobility saved 10 days ago

Nothing to save

Funded Duration (extra days)

8

BUDGET

☐ Zero Grant

INDIVIDUAL SUPPORT

☐ EU Individual Support - Grant Not Required

EU Individual Support

960.00 €

TRAVEL GRANT

☐ EU Travel Grant - Grant Not Required

EU Travel Grant

360.00 €

TOTAL CALCULATIONS

Exceptional Costs

0.00 €

EU Mobility Total Grant (calculated)

1,320.00 €

Additional Non-EU Grant

0.00 €

Created on 14/10/2016 11:05:23 by Sorchá NIC DHONNACHA
Updated on 14/10/2016 11:09:42 by Sorchá NIC DHONNACHA

The Save Button will appear when data is entered.

Save

16:50 24/10/2016


Mobility Tool +

Home - Léargas - Insight throu...

Mobility Tool

File Edit View Favorites Tools Help

Add Records Suggested Sites Web Slice Gallery

European Commission

Mobility tool IE01 Léargas the Exchange Bureau

Project 2016-1-IE01-KA102-016773
follow-up

Details

Dashboard

Organisations

Contacts

Mobilities

Mobility Import - Export

Budget

Reports

Please note that only complete mobilities are taken into account.

Nothing to save

EN 16:54 24/10/2016

Mobility Tool +

Participant Reports: Please note.....

- Each participant will receive an email at the end of their mobility period with a link to fill in their report.
- When it is completed it is submitted on line.
- The beneficiary can monitor the submission status of the report in the mobility tool.
- All reports need to be submitted before the final report is submitted to the National Agency.

If the participant doesn't receive the link to fill in the report please do the following:

- 1. Check that you have the correct email address for the participant.
- 2. Get the participant to check their "junk" folder in their inbox.
- 3. If the above doesn't rectify the situation please contact the National Agency.

Mobility Tool +

REPORT

- You can generate the final Beneficiary Report for your project under the 'Reports' section of the Mobility Tool+. This Beneficiary Report must be submitted within 60 days of the end date of your project. You can confirm the end date of your project in your organisation's Grant Agreement.

Generate Beneficiary Report



Please click on this button to generate a new Beneficiary Report

Generate Beneficiary Report



Mobility Tool +

REPORT

- General project information is covered by the 'Context' and 'Project Summary' sections of the report and these sections have been automatically completed within the Mobility Tool+. Please ensure that you check these sections of the report to ensure that all information is up to date. The qualitative and evaluative information sections form the majority of the report and are split over several sections.

Project 2014-1-UK02-KA201-000010

Details

Organisations

Contacts

Project Management and Implementation

Transnational Project Meetings

Intellectual Outputs

Multiplier Events

Learning, Teaching and Training Activities

Special Needs Support

Exceptional Costs

Exceptional Cost Guarantee

Budget

Reports

NA Validation

 draft saved 2 months ago

48%

not ready for submission

[return to report page](#) · [print draft](#)

1. Context 

2. Project Summary 

3. Description of the Project 

4. Project Management

5. Implementation

6. Follow-up

7. Budget 

 Annexes 

Final Beneficiary Report for 2014-1-UK02-KA201-000010

1. Context

this section resumes some general information about your project;

Programme	Erasmus+
Key Action	Cooperation for innovation and the exchange of good practices
Action	Strategic Partnerships
Action Type	Strategic Partnerships for school education
Call	2014
Round	Round 1
Report Type	Final
Language used to fill in the form	EN

1.1. Project Identification

Grant Agreement Number	2014-1-UK02-KA201-000010
Project Title	Marketingprojekt im Unterricht für den Bereich Vertrieb Automobil
Project Acronym	AMA
Project Start Date (dd-mm-yyyy)	01/09/2014
Project End Date (dd-mm-yyyy)	31/08/2017

Mobility Tool +

Please note.....

- Internet explorer and firefox are the best browsers for accessing the tool. Google chrome is not ☹
- The email address for the contact person in the application form should be the same email address that you use to set up a EU login account. Please contact the NA if this is not the case.
- Before creating a partner organisation in MT+ please ensure you have all the contact details before you enter them in e.g.

Non pic organisations:

* Legal Name, Business Name, Full legal name (National Language) , Type of Organisation (dropdown menu)

Address and contact information: Legal Address , Country, Post Code, City, Telephone 1

You will also need **contact details** for the contact person in the organisation:

Title , Contact First Name, Contact Last Name, Position, Legal address (can select same as organisation if not see * above)

Menu | Inbox (209) - garrettmullan | Successful login

webgate.ec.europa.eu/cas/login

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EU Login
One account, many EU services

Where is ECAS? English (en)

Garrett MULLAN

Successful login


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To stop the automatic single sign-on, click [Logout](#) or close all browser windows.

[About EU Login](#) [Cookies](#) [Privacy Statement](#) [Contact](#) [Help](#)

European Union EU institutions

5.4.6-hum | 23 ms

Powered by
 European Commission

- If you get this page when logging in and the mobility tool page doesn't appear, please click on the mobility tool link (<https://webgate.ec.europa.eu/eac/mobility>) in the MT+ email from the NA to refresh the page

Good Luck

Thank you for your attention

