- Access your project in BM
- Go to section *Mobility Activities* and access one particular mobility clicking on *Edit*

1	European Commission Erasm	nus+ and S	Solidarity	Corps								
≡												Compact Theme 🏊 🔗
ñ	Project Activities and	Budget Deta	ails									Project list
1 1 × ¶♥ × E` ×	Grant Agreement No. Awarded/Reported Budget NA : IE01 - Léargas the Exchange Bureau - Deadline : 30 Oct 2025 Organisation OID Legal name											ect ongoing he : 30 Oct 2025 Actions : 7 days left !
••~	Content menu <	Mobility activ	vities									
@ ~	Details	Mobility activity ↓↑	Draft Mobility ↓↑ activity	Activity type ↓↑	Participant's first name √↑	Participant's last name √↑	Participant's email	لاً Sending در Sending در لائد country	Receiving country ↓↑	Start date ↓↑	End date ↓↑	Pa wi [<u>reload]</u> ↓↑
La.	Participating organisations	10	activity									ob .
	Associated persons	37257-MOB- 0021	COMPLETE	Short-term learning mobility of VET learners				Ireland	Portugal	03-02- 2025	14-02- 2025	No 🗇 🚺 💿 🕼
htt ~	Preparatory visits			Short-term								
@ ~	Mobility Activities	37257-MOB- 0012	COMPLETE	learning mobility of VET learners				Ireland	Spain	03-02- 2025	14-02- 2025	No 🗇 🚺 💿 🕼
ii \~	Fewer Opportunities	37257 MOB		Short-term						03.02	14.02	
\$ *~	Budget	0011	COMPLETE	mobility of VET learners			Ireland		2025	2025	No 🗋 🚺 🔍 🖉	
	Amendments	37257-MOB-	37257-MOB- 0013 COMPLETE	Short-term						03-02-	-02- 14-02-	
	Reports	0013		mobility of VET learners			Ireland	Ireland Spain		2025	Ye: 🔲 🤷 🕼	

• Click on Create Draft Document on the right-hand side

ñ

⋒~

ųŧ~

E,

0⊾~

0~

2~

h×

<u>ıtl</u> ~

0~

0.~

Project Activities and I	Budget Details		Project list			
Grant Agreement No. NA : IE01 - Léargas the Exchange Organisation OID	Awarded/Reported Budget		Project ongoing Deadline : 30 Oct 2025 Actions : 157 days left !			
Content menu <	Mobility activities					
Details	Individual mobility activities Group mobility activities	Targets Participant reports Documents				
Participating organisations	Participant : Layah Geraghty	Total mobility activity grant : 1 849,00 €	COMPLET			
Associated persons			Create Draft Document			
Preparatory visits						
Mobility Activities	MOBILITY ACTIVITY		~			
Fewer Opportunities	Mobility activity ID *	Unique Erasmus+ Mobility ID i	Activity type *			
Budget	37257-MOB-0021	2024-SHORT-0021-KA121-VET-000237257	Short-term learning mobility of VET learners ~			
Amendments	Participant					
Reports	International mobility activity i					

• In the new window select a document type and click on *Create Draft*. Document title will pre-fill once you select the document type. You can change it if you wish.

Project Activities	and E	Budget De	tails			Project	list
Grant Agreement No. NA : IE01 - Léargas the Ex Organisation OID	change	Bureau -	Awarded/Reported	Budget		Project ongoing Deadline : 30 Oct 2025 Actions :	
			Create Draft Document				
Content menu	<	Mobility act	Mobility *				
Details		Individual	Document type *				
Participating organisations		Participant	Document title *			COMPLET	Э
Associated persons							
Preparatory visits					Cancel Create Dr	raft	
Mobility Activities		MOBILITY A					~
Fewer Opportunities		Mobility act	ivity ID *	Unique Erasmus+ Mobility ID i		Activity type *	
Budget		37257-M	DB-0021	2024-SHORT-0021-KA121-VET-000)237257	Short-term learning mobility of VET learners	
A management			And O Accompanying Forson				

ndments

 Created templates will sit in section *Documents*. They can be deleted, viewed, edited, generated as Word and PDF and copied from there.

Project Activities and B	udget Details												Project list
Grant Agreement No. Awarded/Reported Budget NA : IE01 - Léargas the Exchange Bureau - Deadline : 30 Oct 2025 Organisation OID Deadline : 30 Oct 2025											25 Actions :		
Content menu <	Mobility activities												
Details	Individual mobility a	ctivities Group	o mobility ac	tivities Targets	Participant r	eports	Documents						
Participating organisations Documents													
Associated persons List of Mobility Documents (4)													
Preparatory visits								O Search	Bulk Actions	▼ More Filters			
Mobility Activities													
Fewer Opportunities	Document title ↓↑	Mobility activity ID ↓↑	Creation date	Activity type ↓↑	Participant's First Name	$\downarrow \uparrow$	Participant's Last Name	$\downarrow\uparrow$	Receiving country ↓↑	Start date √/	End date ↓↑	Document status ↓↑	Delete
Budget	Europass Mobility certificate_37257-MOB-	37257-MOB- 0012	16-05-2025	Short-term learning mobility of VET					Spain	03-02-202	14-02-	DRAFT	
Amendments Reports	Learning agreement_37257- MOB-0012	37257-MOB- 0012	16-05-2025	Short-term learning mobility of VET learners					Spain	03-02-202	5 14-02- 2025	DRAFT	Edit Generate PDF Concerts War
Beneficiary Module Erasmus+ and European Solidarity Corps programmes Version 2.9.0 - 29/04/2025 15:23:24 Cookies C Legal notice C Privacy statement Accessibility statement C											ent <u>Access</u>	ibility statement C	Copy Docume