

Slide 1 - Slide 1



European Commission

MT+

How to Export and Import Mobilities

How to export and import mobilities

In this demo you will see...

- how to export the template or the list of existing mobilities
- an explanation of the format of the CSV file
- how to use the CSV file to update existing mobilities or add new mobilities
- how to import the CSV file

This scenario is based on a KA103 project and the export and import for student mobilities. This may be different for other key actions and activities.

Text Captions

MT+

How to export and import mobilities

In this demo you will see how to export the template or the list of existing mobilities, an explanation of the format of the CSV file how to use the CSV file to update existing mobilities or add new mobilities, and how to import the CSV file.

This scenario is based on a **KA103** project and the export and import for student mobilities. This may be different for other key actions and activities.

Slide 2 - Slide 2

The screenshot displays the 'European Commission Mobility tool' interface. At the top, the user is logged in as 'ECAS EAC_TRAINING - beneficiary'. The main navigation bar includes links for Home, Project List, Project Details, Organisations, Contacts, Mobilities, Budget, and Reports. The 'Mobilities' menu is expanded, showing 'List Mobilities' and 'Import - Export'. A blue arrow points from the 'Import - Export' option to the 'Beneficiary Organisation information' section. The 'Project Details for 2014-1-PL01-KA103-001895' section contains three sub-sections: Context information, Project information, and History information. The 'Context information' section lists details about the Erasmus+ programme, action type, call year, round, start/end dates, and duration. The 'Project information' section lists the grant agreement number, national ID, project title, and acronym. The 'Beneficiary Organisation information' section lists the PIC, legal name, business name, full legal name, Erasmus code, and consortium accreditation number. The 'History information' section lists the creator, creation date, updater, and update date. An orange banner at the bottom of the interface contains the text: 'Go to the Mobilities menu item and select Import - Export.' Below the banner, the URL 'http://cf9eact1.cc.cec.eu.int:6086/eac/mobility/index.cfm?fuseaction=mobilityep.importexport' is visible.

European Commission
Mobility tool

User Status: Logged in: ECAS EAC_TRAINING - beneficiary [Log out] | Legal notice | AT01 - English (EN)

EL01 Greek State Scholarship's Foundation (IKY)

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

List Mobilities
Import - Export

Project Details for 2014-1-PL01-KA103-001895

Context information

Programme: Erasmus+
Key Action: KA1 - Learning Mobility of Individuals
Action Type: KA103 - Higher education student and staff mobility
Call Year: 2014
Round: 1
Start of Project: 01/06/2014
End of Project: 31/10/2015
Project Duration (months): 16

National Agency

National Agency: PL01 - Foundation for the Development of the Education System
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

Project information

Grant Agreement No.: 2014-1-PL01-KA103-001895
National ID: 14004888
Project Title: -
Project Acronym: -

Beneficiary Organisation information

PIC: 949614675
Legal Name: Górnośląska Wyższa Szkoła Handlowa im. Wojciecha Korfańskiego
Business Name: Górnośląska Wyższa Szkoła Handlowa
Full legal name (National Language):
Erasmus Code: PL KATOWIC07
Consortium Accreditation No.:

History information

Created by: NA Staff
Created on: 18/03/2015 14:47:02
Updated by: ECAS EAC_TRAINING
Updated on: 10/06/2015 11:54:40

Go to the Mobilities menu item and select Import - Export.

<http://cf9eact1.cc.cec.eu.int:6086/eac/mobility/index.cfm?fuseaction=mobilityep.importexport>

Text Captions

Go to the **Mobilities** menu item and select **Import - Export**.

Slide 3 - Slide 3

European Commission
Mobility tool

User Status: Logged in: ECAS EAC_TRAINING - beneficiary [Log out] | Legal notice | AT01 - English (EN)

EL01 Greek State Scholarship's Foundation (IKY)

Home Project List Project Details Organisations Contacts Mobilities Budget Reports

Import - Export for 2014-1-PL01-KA103-001895

Export Student Mobilities and the associated Organisations information

Export Excel/CSV

Please select an Import file for Student Mobilities

Import

Export Staff Mobilities and the associated Organisations information

Export Excel/CSV

Please select an Import file for Staff Mobilities

Import

Click on the Mobility Tool+ Data Dictionary button

Mobility Tool+ Data Dictionary

In order to download the **Mobility Tool+ Data Dictionary** click on the button.

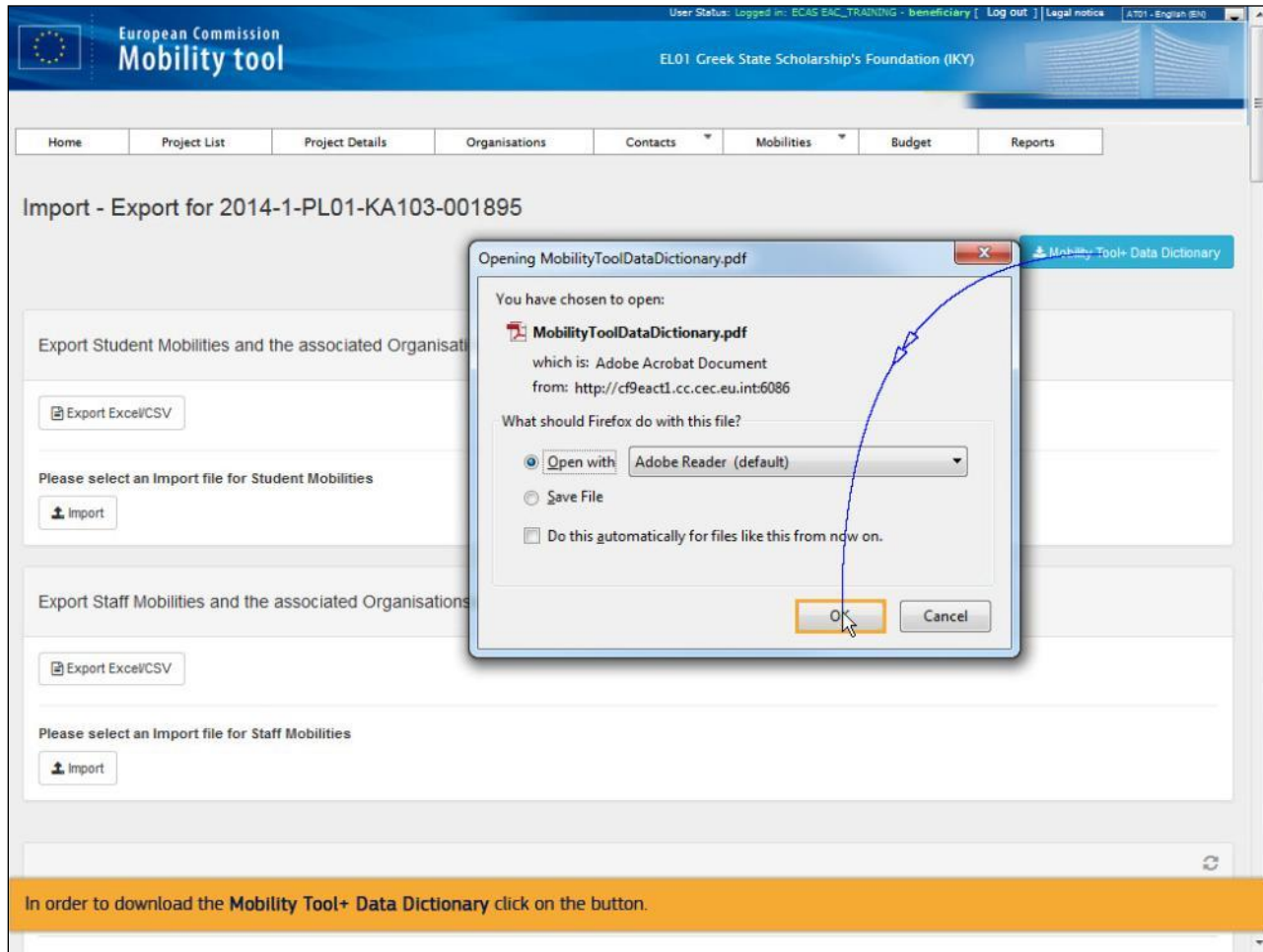
Text Captions

On this screen, you can perform the export and import of student mobilities and of staff mobilities.

Due to the fact that these two types of mobilities contain different fields, there are two separate functionalities which allow the import and export of these types of mobilities.

In order to download the **Mobility Tool+ Data Dictionary** click on the button.

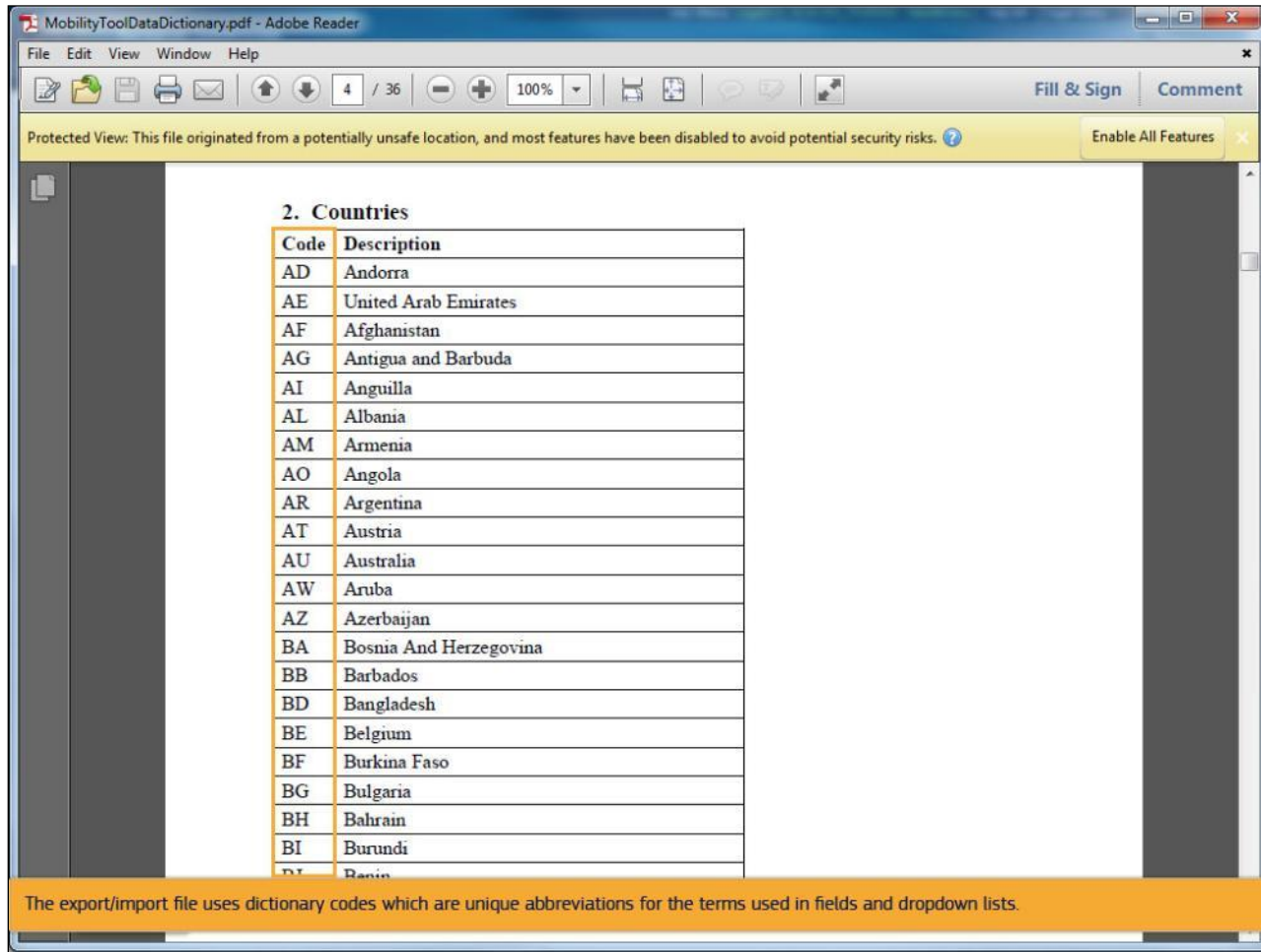
Slide 4 - Slide 4



Text Captions

In order to download the **Mobility Tool+ Data Dictionary** click on the button.

Slide 5 - Slide 5



MobilityToolDataDictionary.pdf - Adobe Reader

File Edit View Window Help

4 / 36 100%

Protected View: This file originated from a potentially unsafe location, and most features have been disabled to avoid potential security risks. Enable All Features

2. Countries

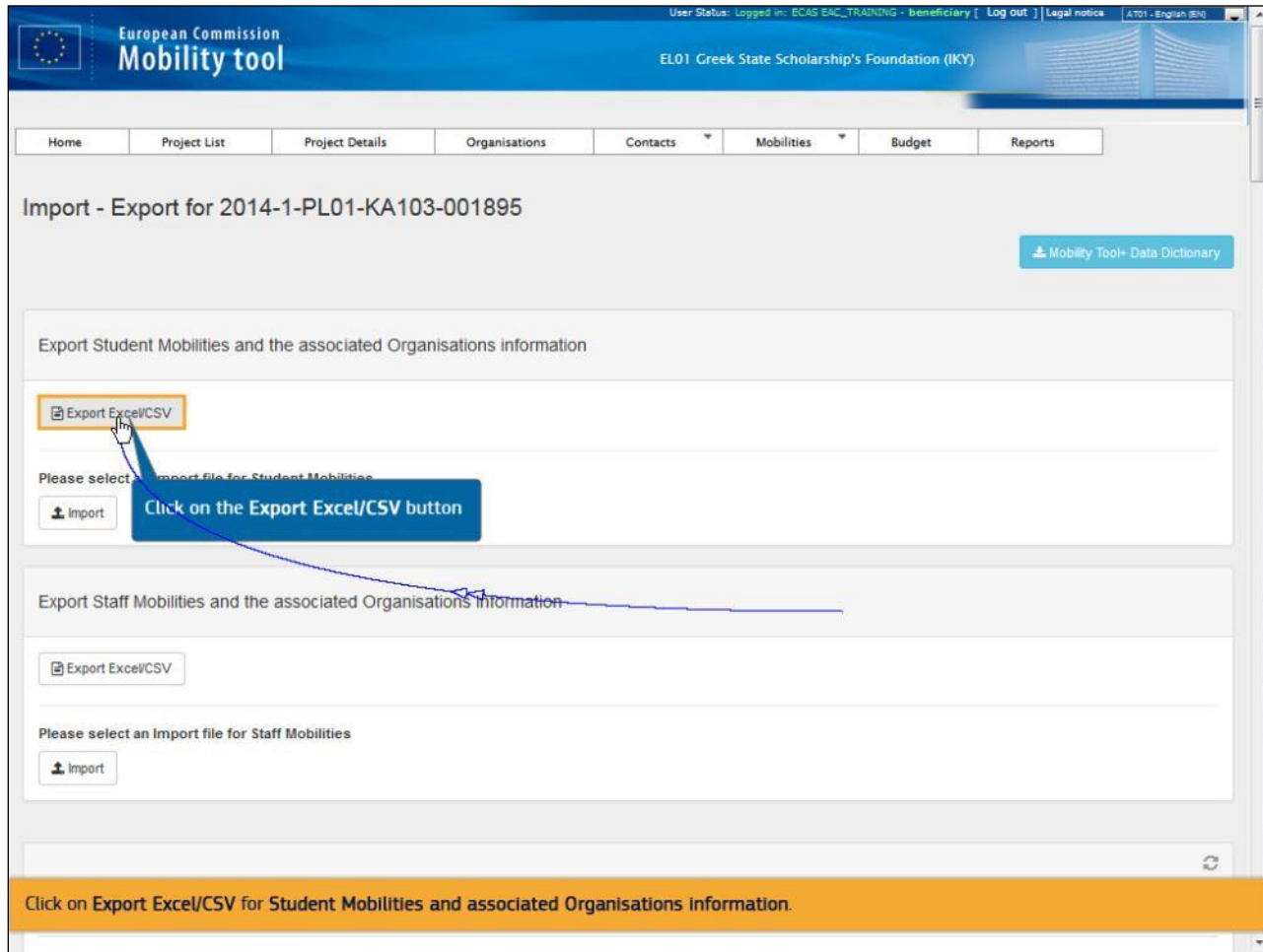
Code	Description
AD	Andorra
AE	United Arab Emirates
AF	Afghanistan
AG	Antigua and Barbuda
AI	Anguilla
AL	Albania
AM	Armenia
AO	Angola
AR	Argentina
AT	Austria
AU	Australia
AW	Aruba
AZ	Azerbaijan
BA	Bosnia And Herzegovina
BB	Barbados
BD	Bangladesh
BE	Belgium
BF	Burkina Faso
BG	Bulgaria
BH	Bahrain
BI	Burundi
BJ	Benin

The export/import file uses dictionary codes which are unique abbreviations for the terms used in fields and dropdown lists.

Text Captions

The export/import file uses dictionary codes which are unique abbreviations for the terms used in fields and dropdown lists.

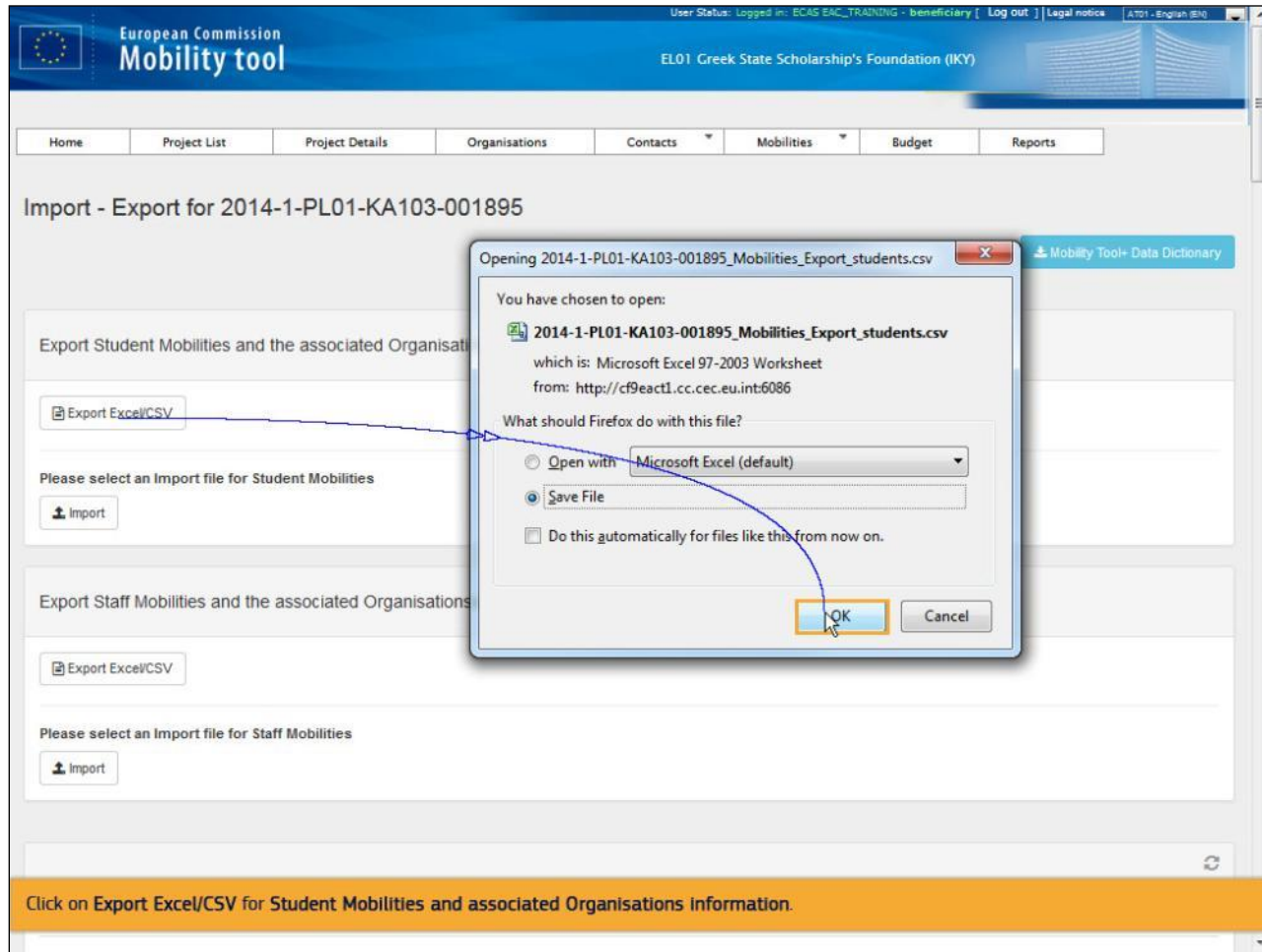
Slide 6 - Slide 6



Text Captions

Click on **Export Excel/CSV** for **Student Mobilities and associated Organisations information**.

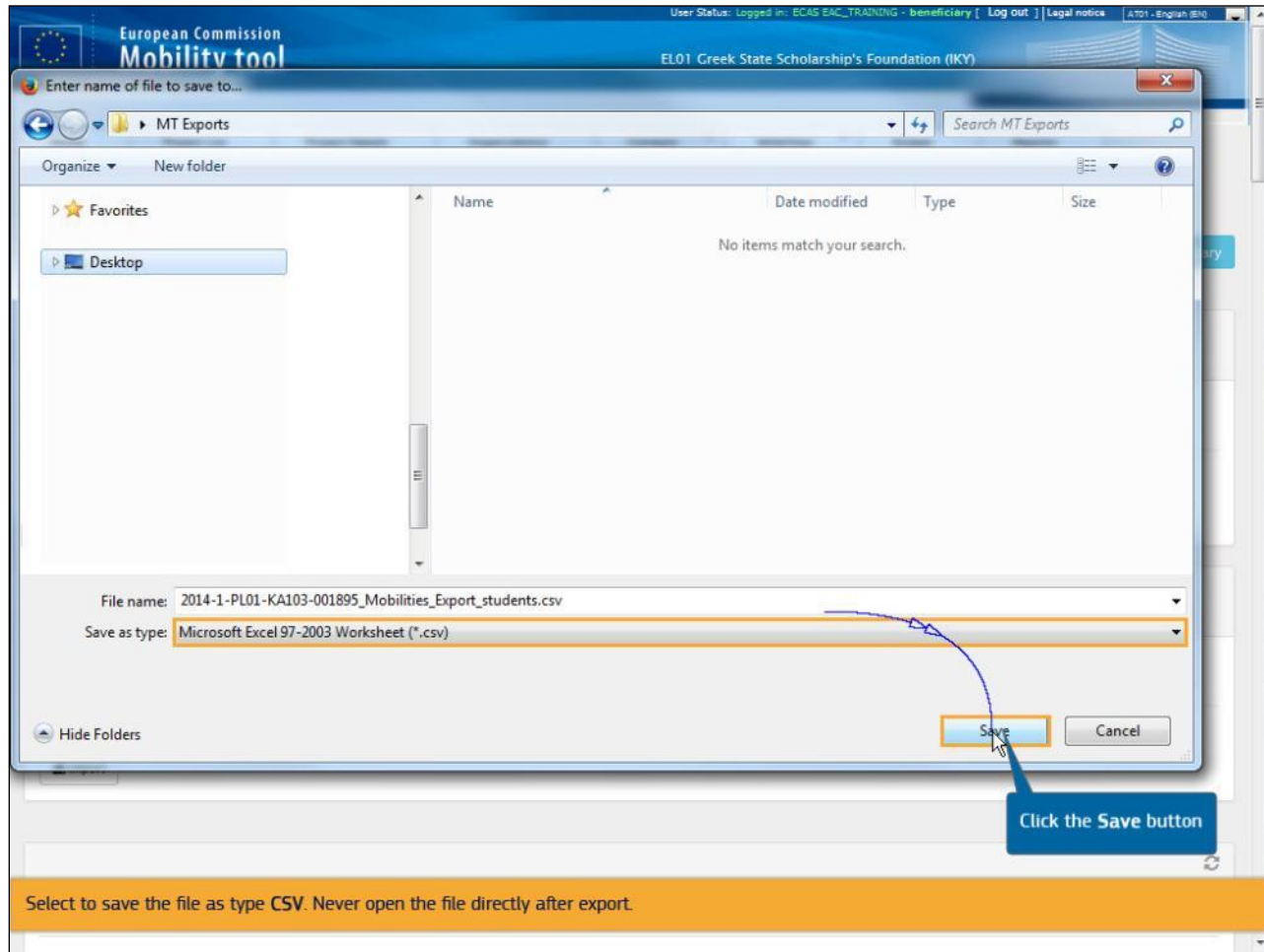
Slide 7 - Slide 7



Text Captions

Click on **Export Excel/CSV** for **Student Mobilities and associated Organisations information**.

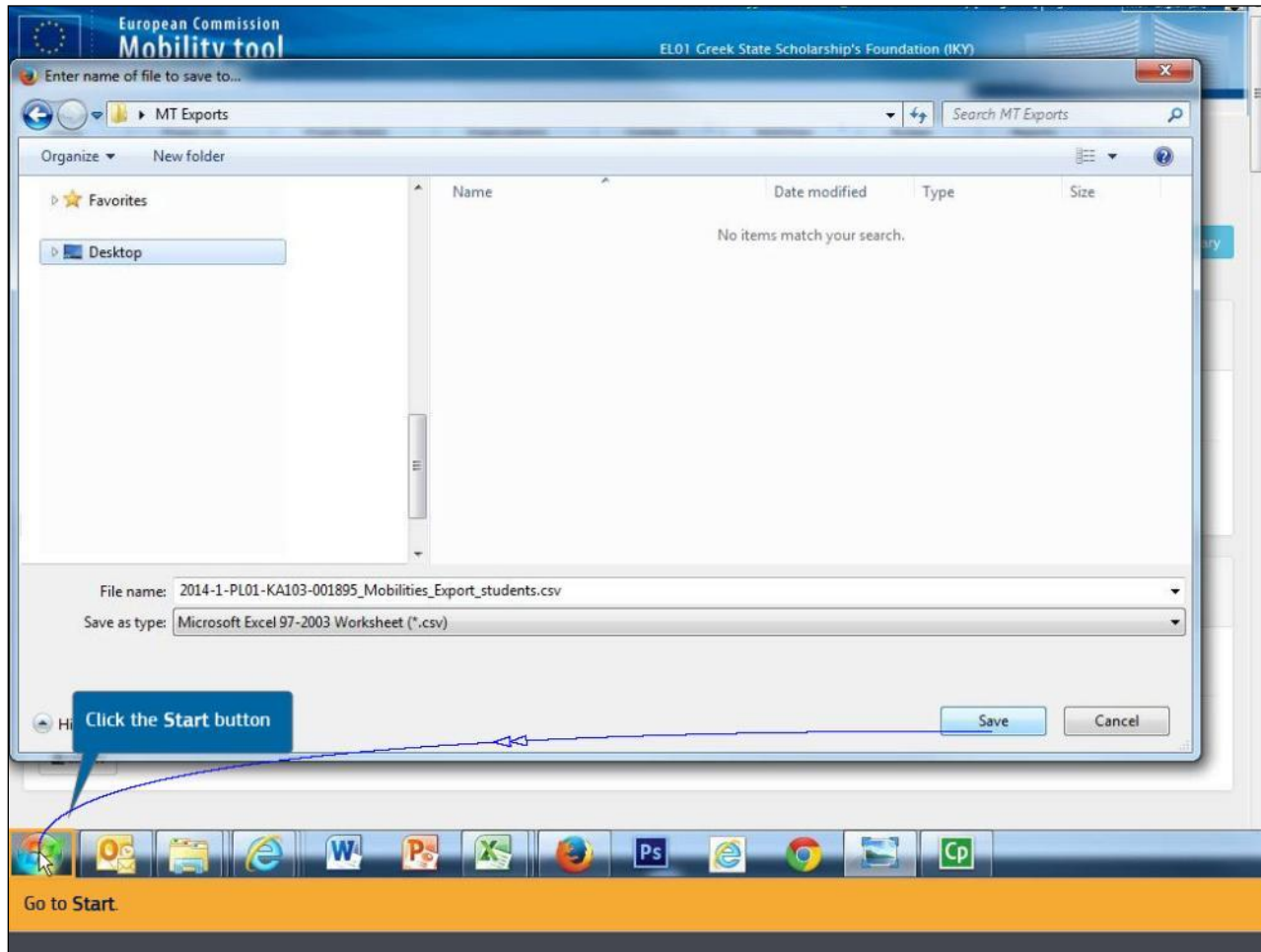
Slide 8 - Slide 8



Text Captions

Select to save the file as type **CSV**. Never open the file directly after export.

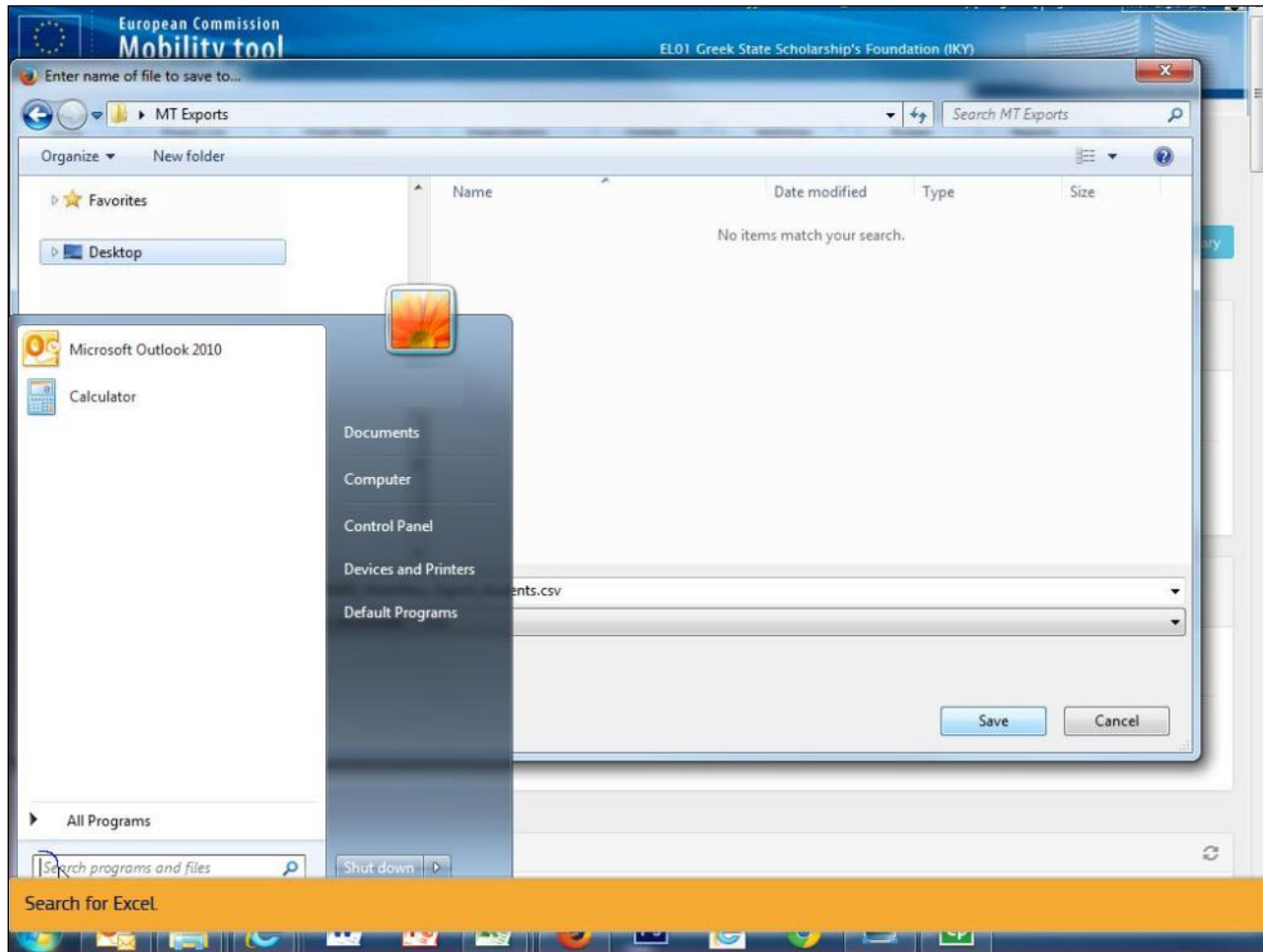
Slide 9 - Slide 9



Text Captions

Go to **Start**.

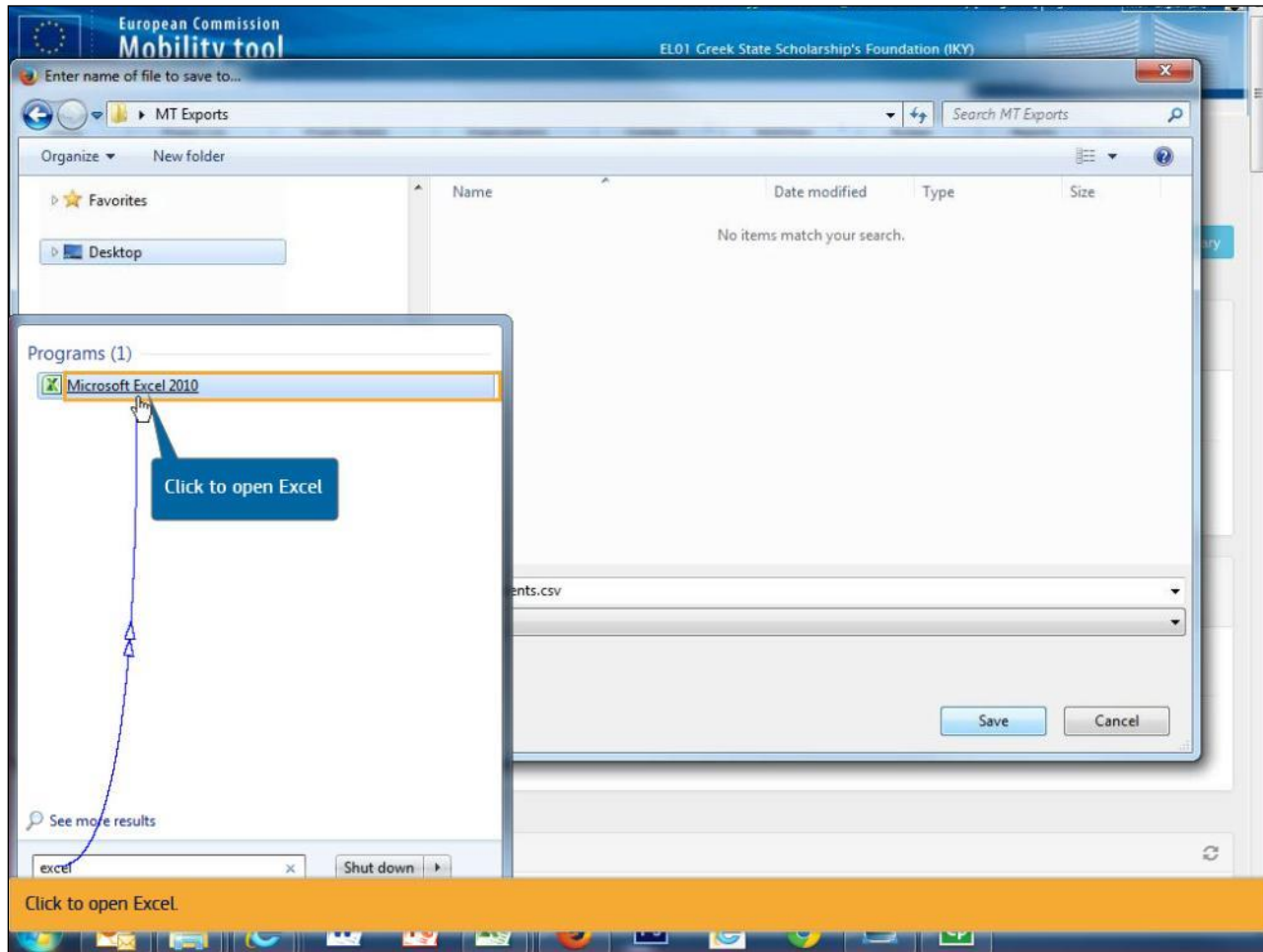
Slide 10 - Slide 10



Text Captions

Search for Excel.

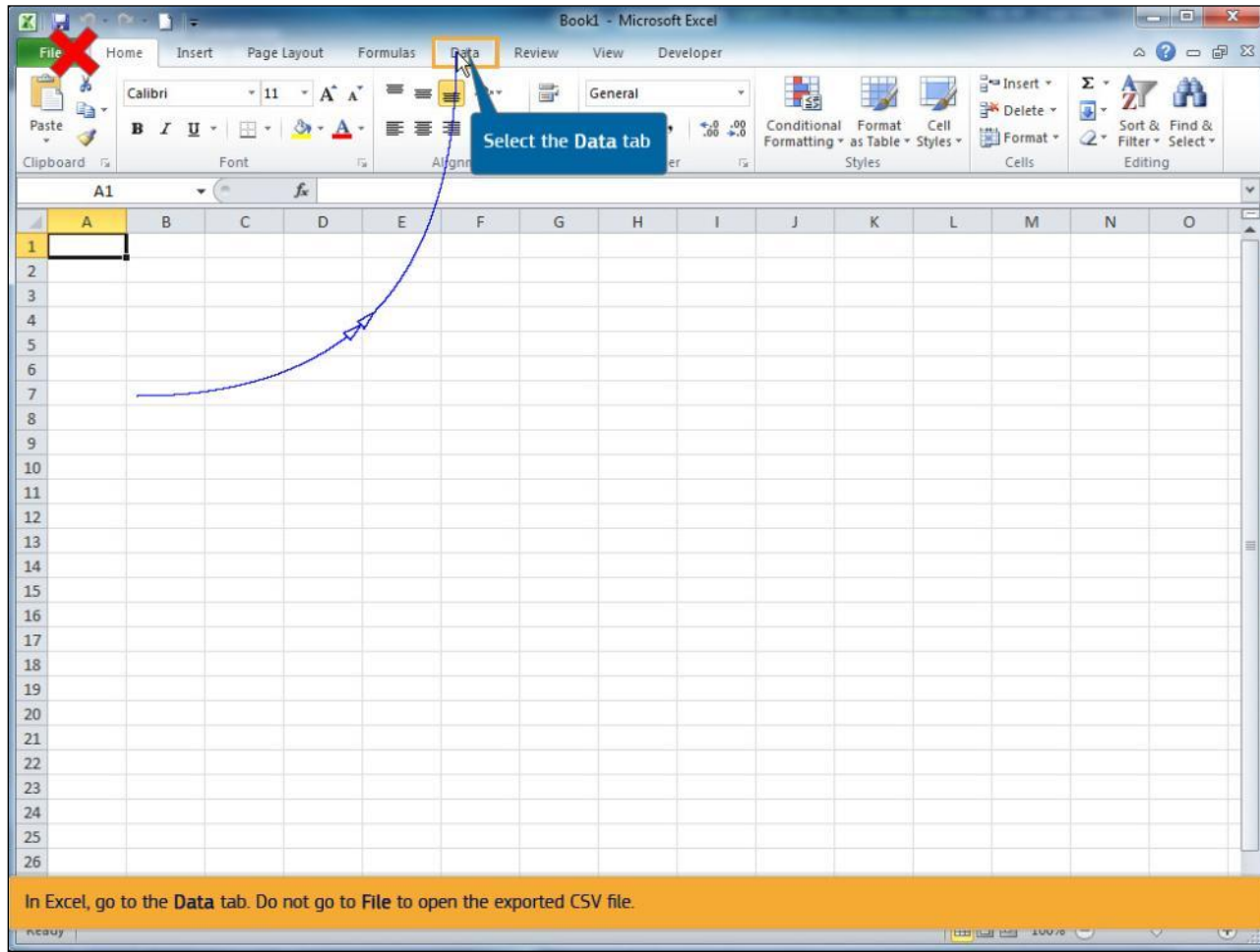
Slide 12 - Slide 12



Text Captions

Click to open Excel.

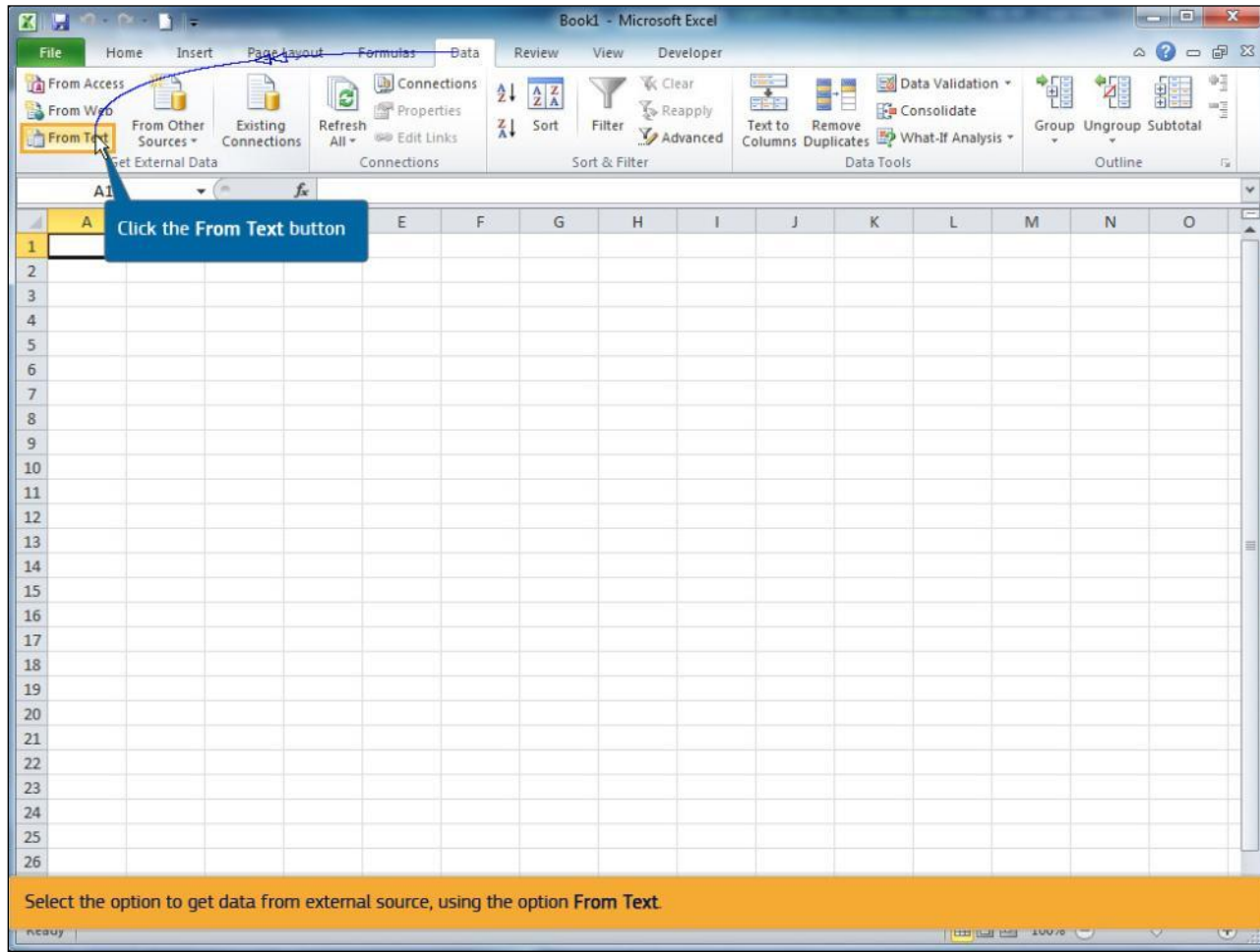
Slide 13 - Slide 13



Text Captions

In Excel, go to the **Data** tab. Do not go to **File** to open the exported CSV file.

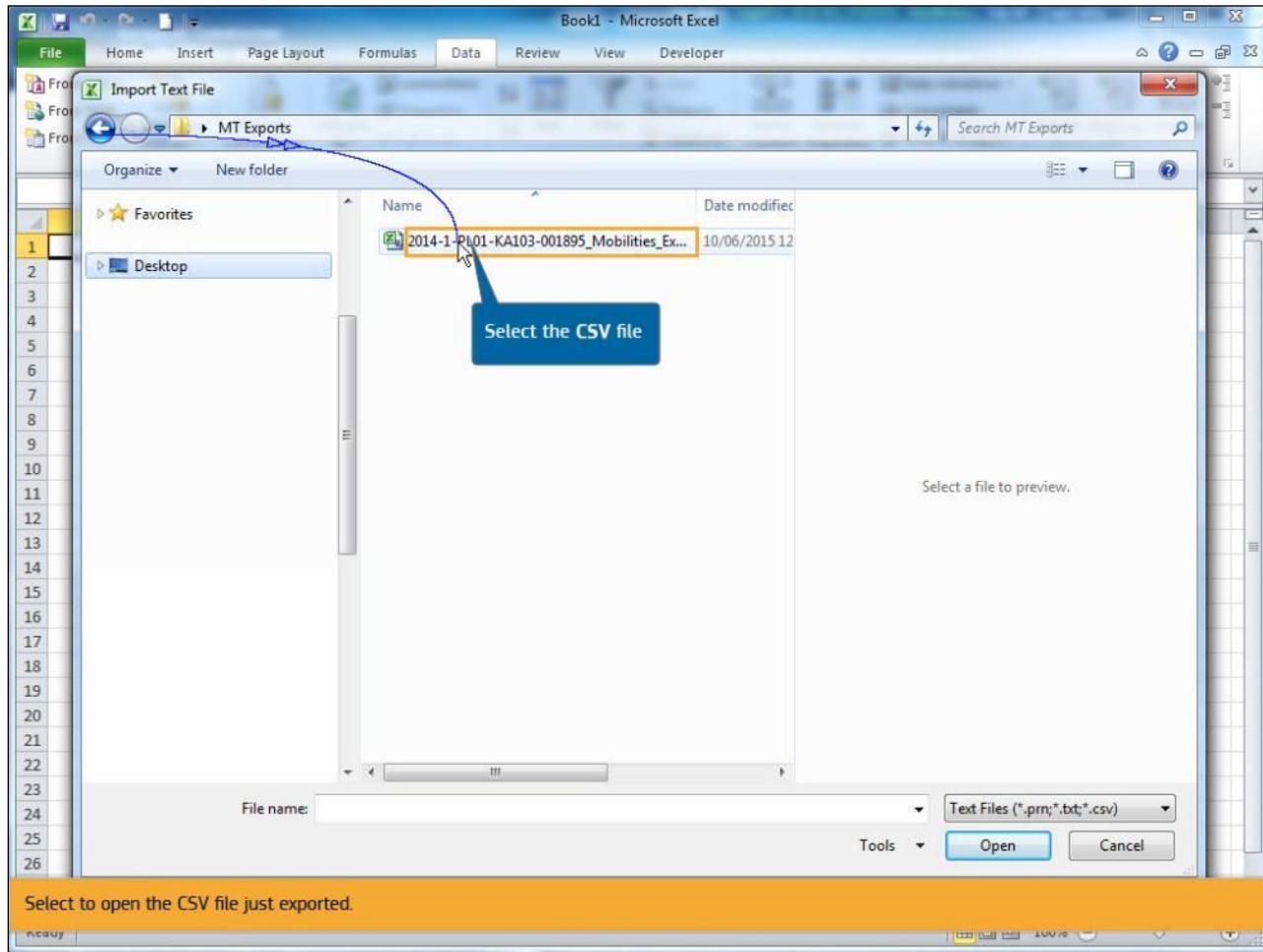
Slide 14 - Slide 14



Text Captions

Select the option to get data from external source, using the option **From Text**.

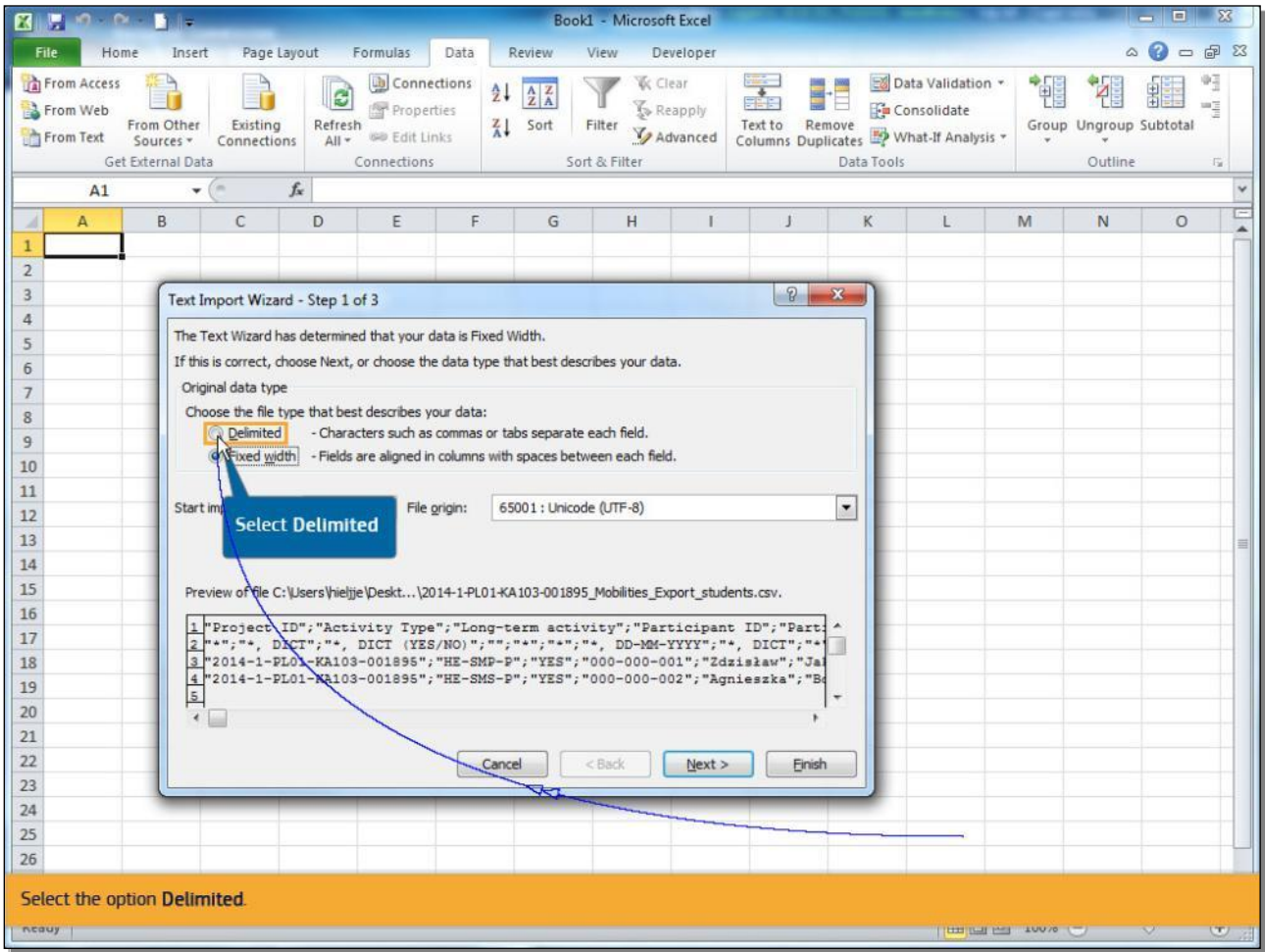
Slide 15 - Slide 15



Text Captions

Select to open the CSV file just exported.

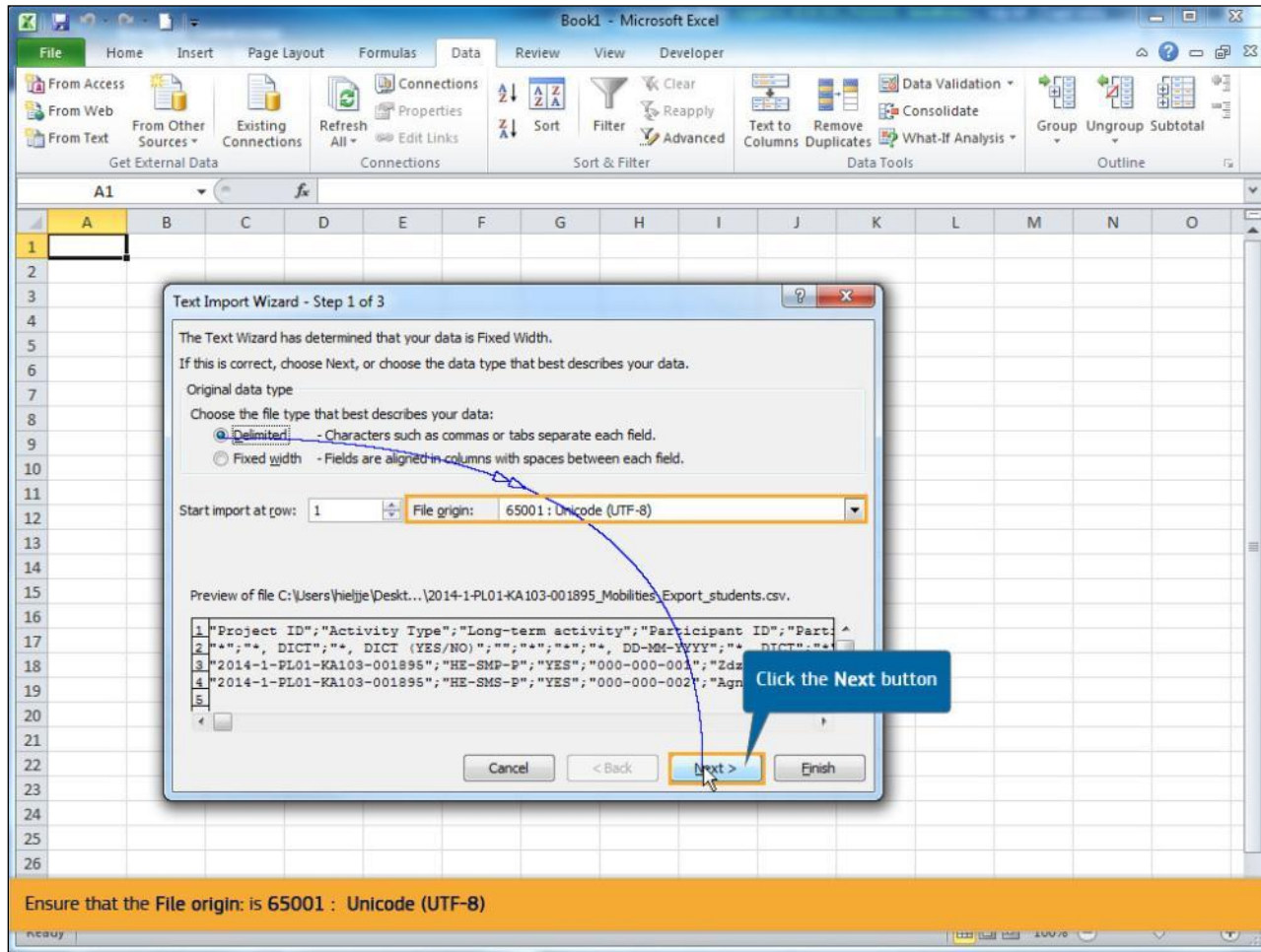
Slide 17 - Slide 17



Text Captions

Select the option **Delimited**.

Slide 18 - Slide 18

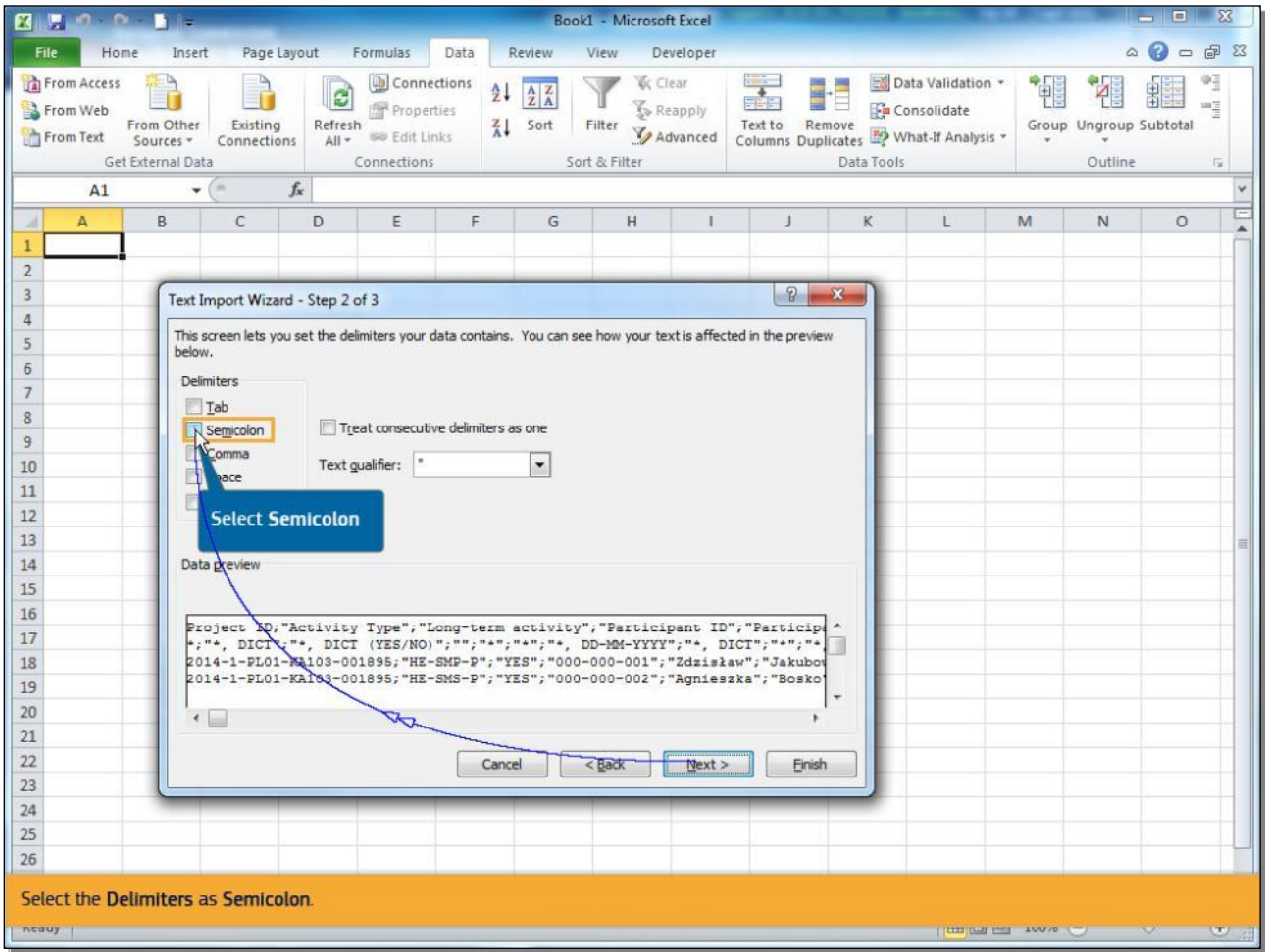


Text Captions

Ensure that the **File origin:** is **65001 : Unicode (UTF-8)**

Click on **Next**.

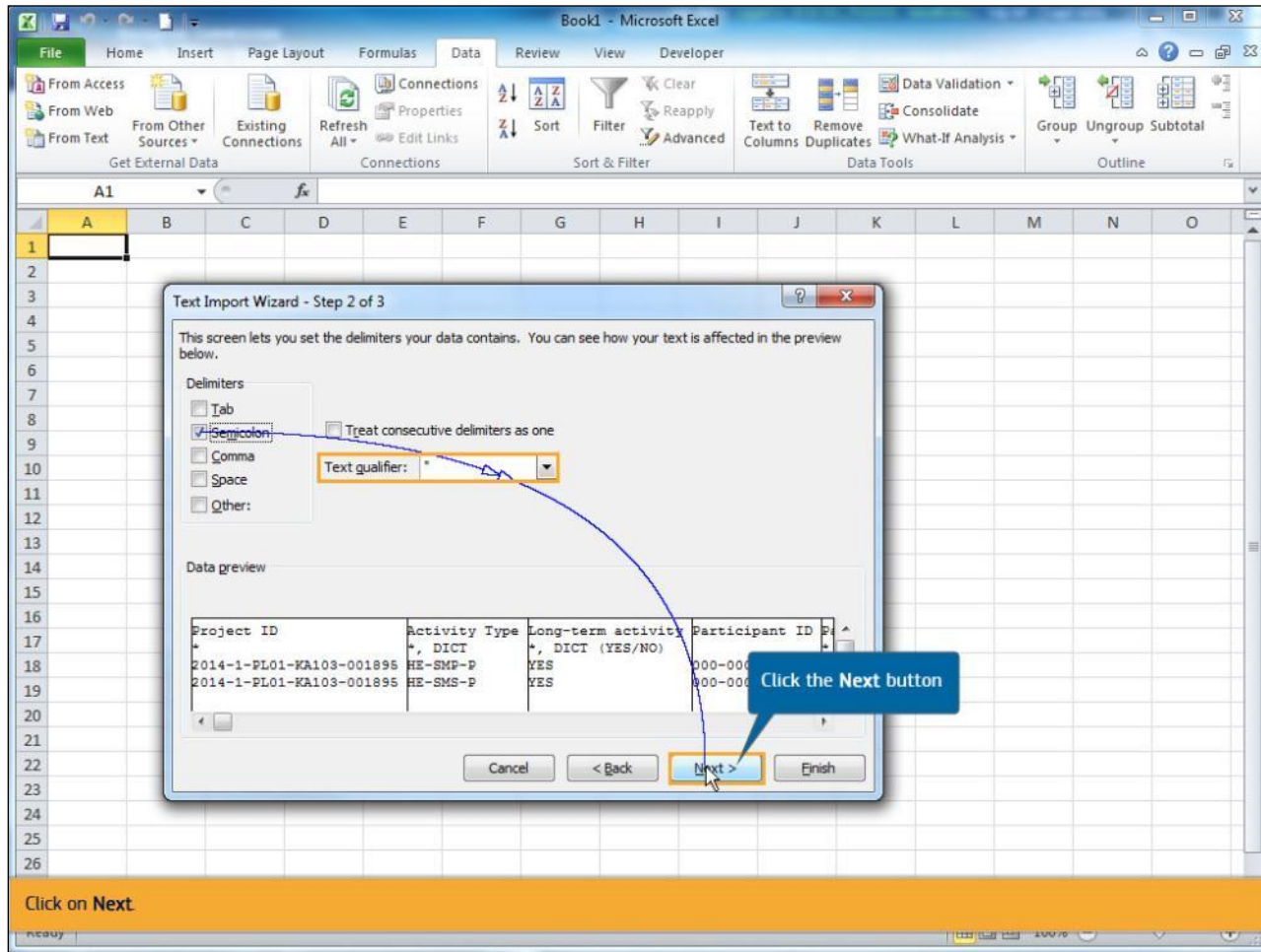
Slide 19 - Slide 19



Text Captions

Select the **Delimiters** as **Semicolon**.

Slide 20 - Slide 20

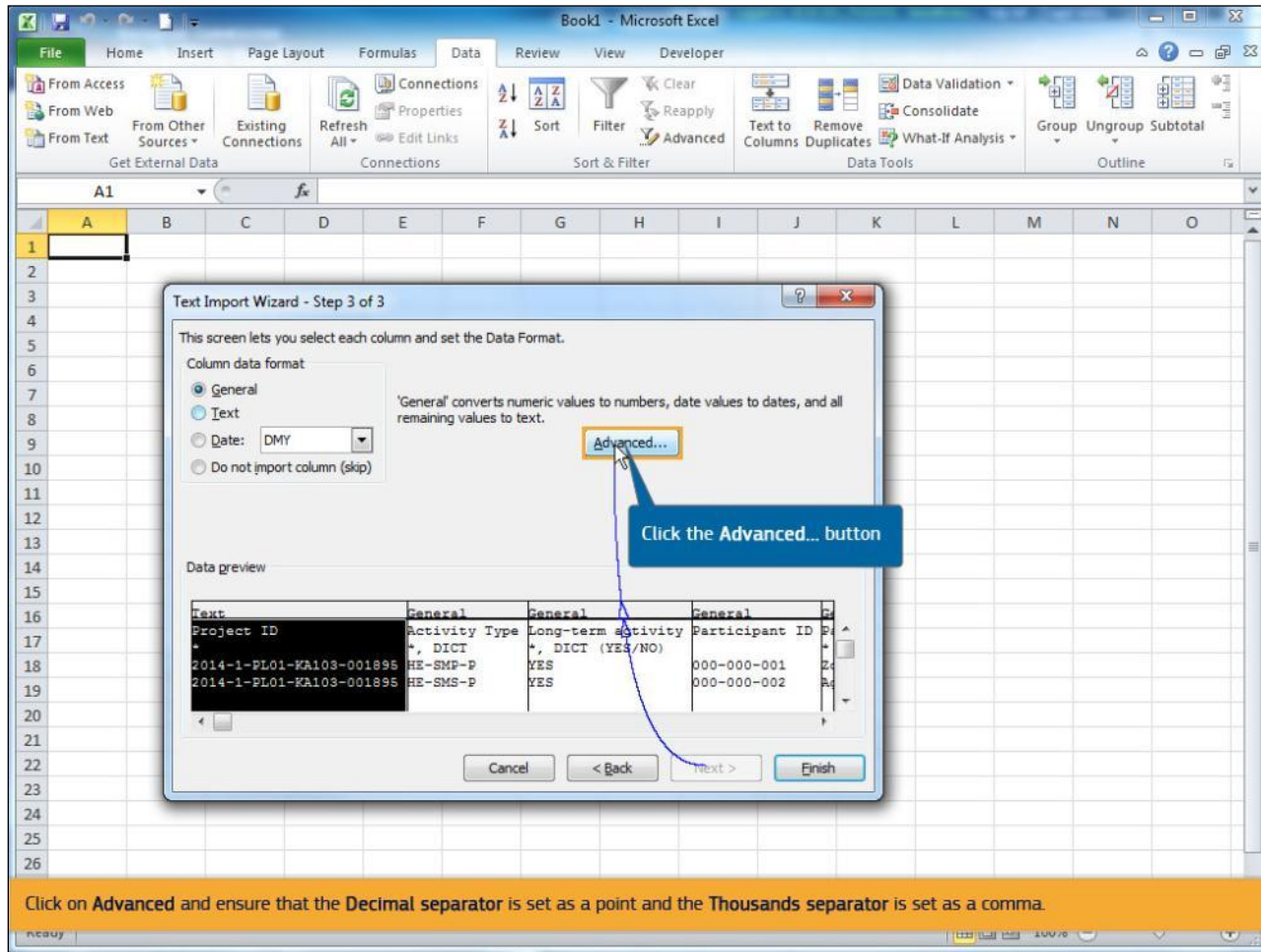


Text Captions

The text qualifier as a " quotation mark.

Click on **Next**.

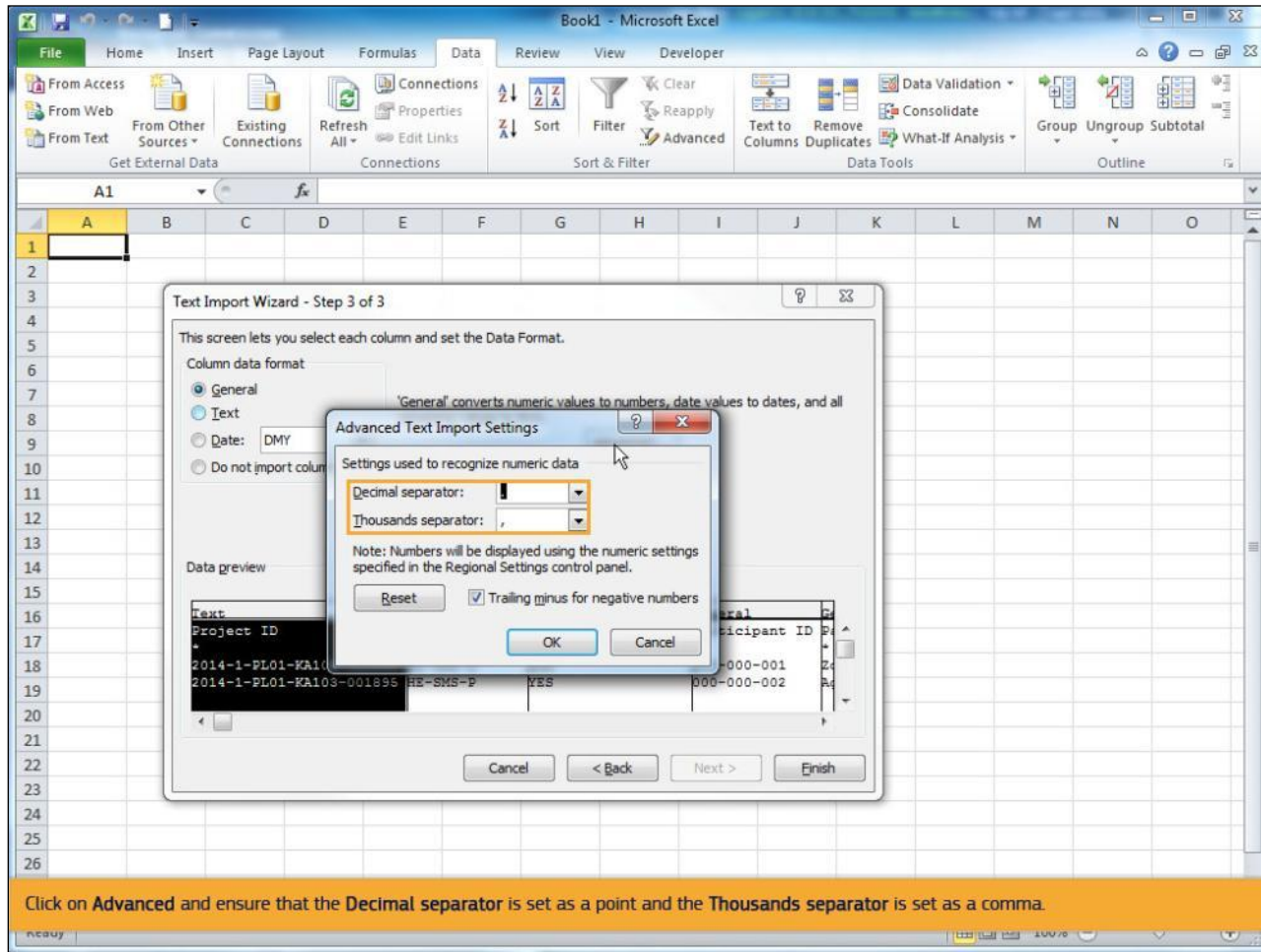
Slide 21 - Slide 21



Text Captions

Click on **Advanced** and ensure that the **Decimal separator** is set as a point and the **Thousands separator** is set as a comma.

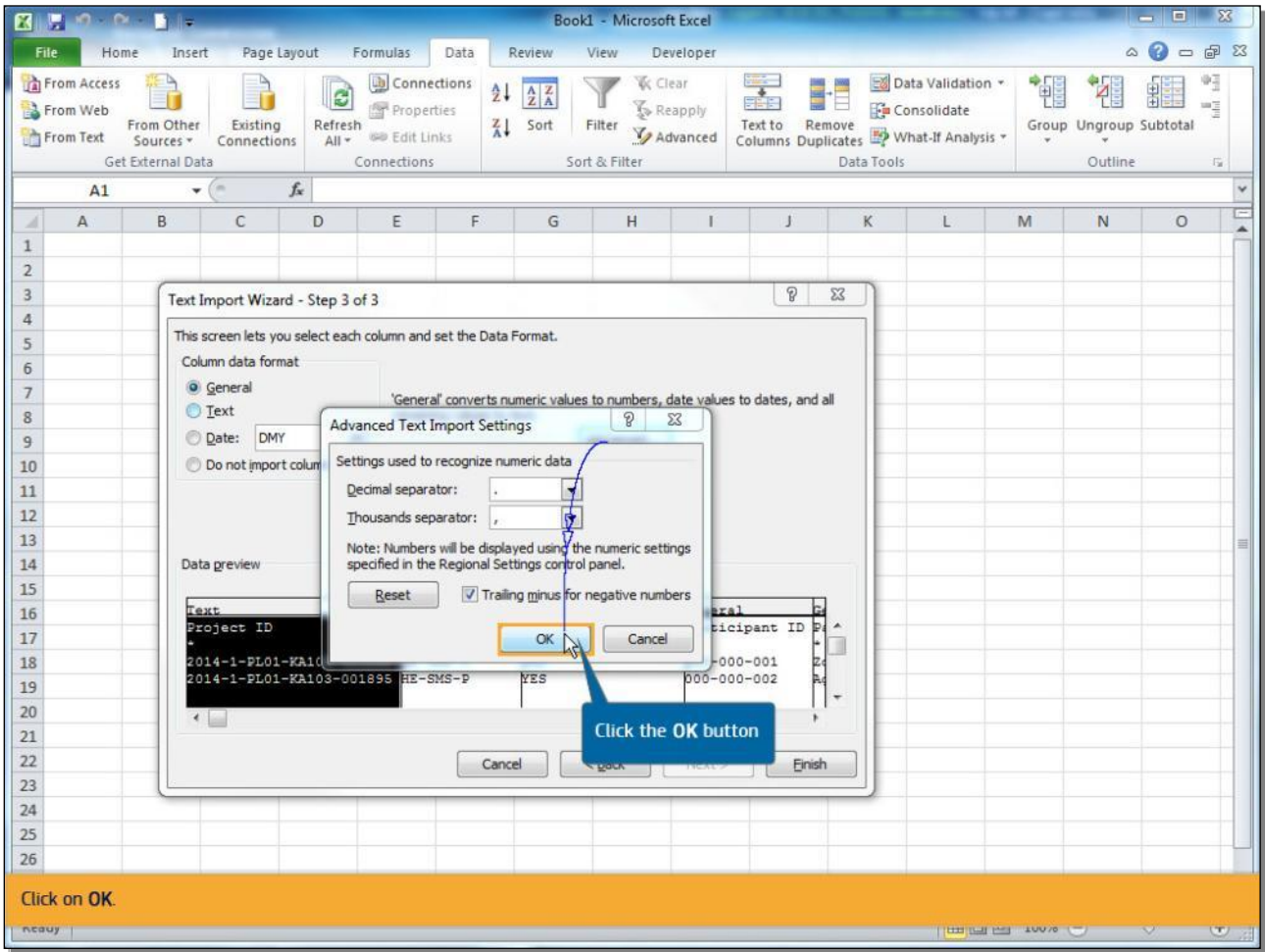
Slide 22 - Slide 22



Text Captions

Click on **Advanced** and ensure that the **Decimal separator** is set as a point and the **Thousands separator** is set as a comma.

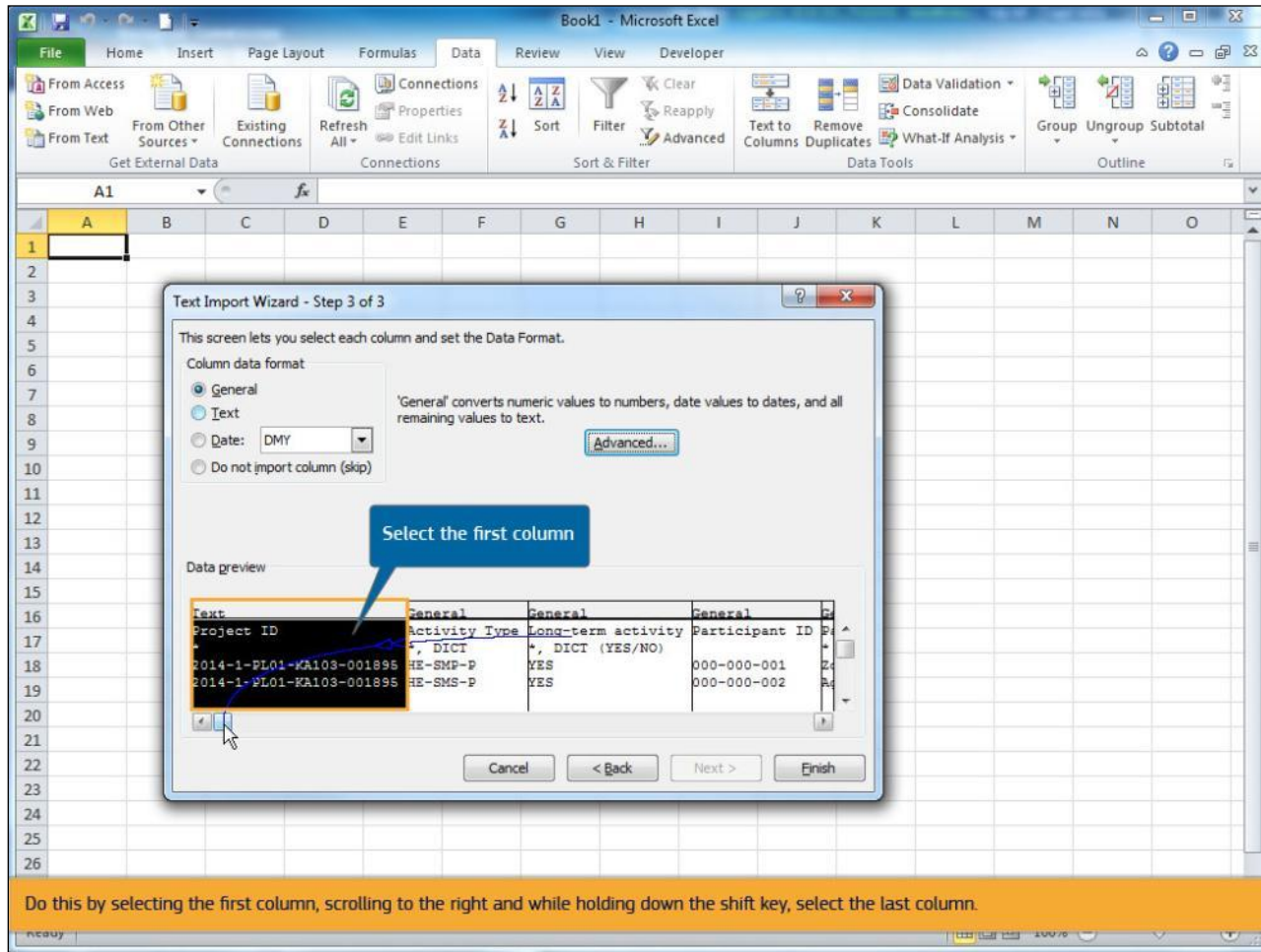
Slide 23 - Slide 23



Text Captions

Click on **OK**.

Slide 24 - Slide 24

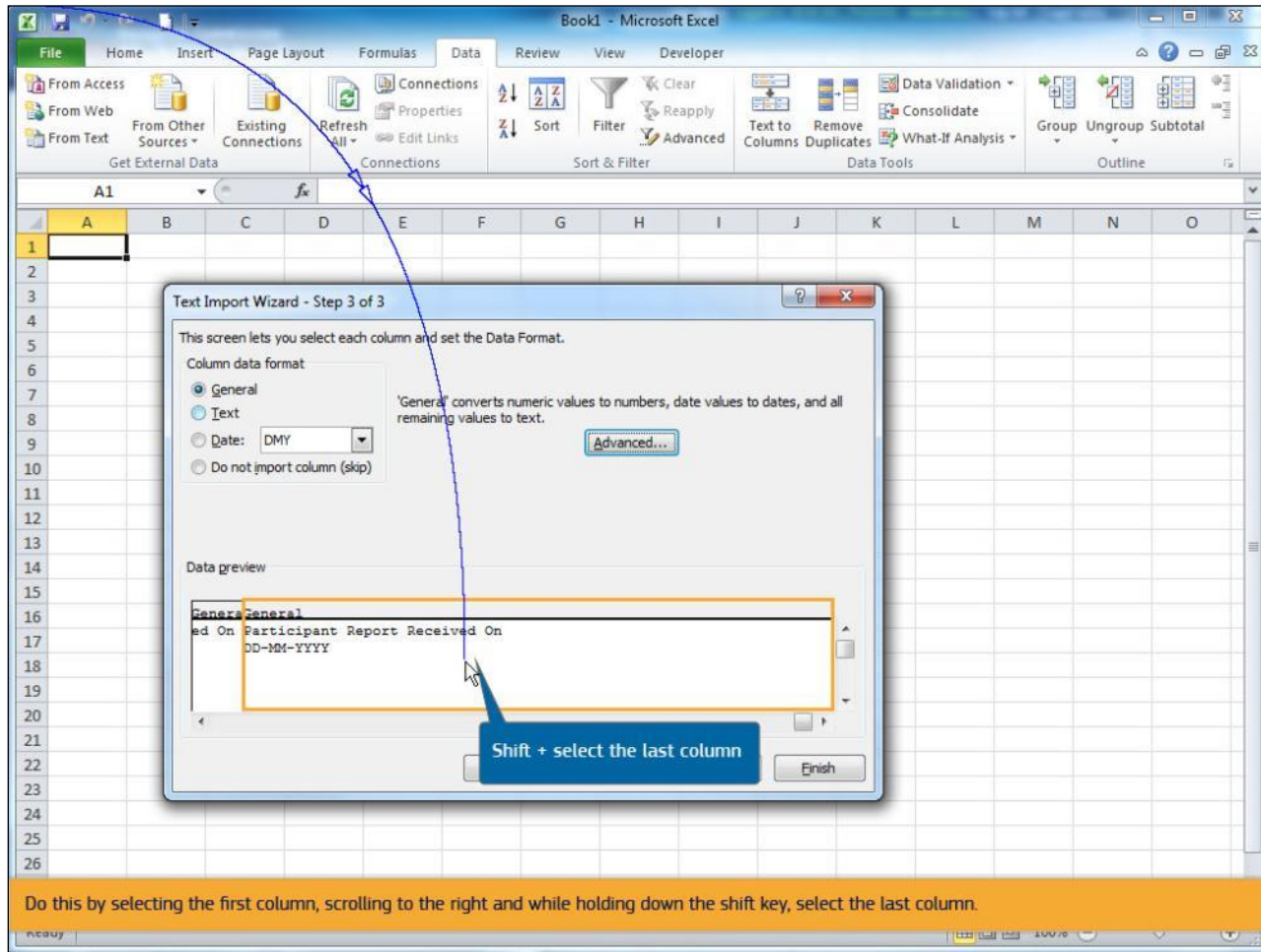


Text Captions

In the **Data preview**, select all columns.

Do this by selecting the first column, scrolling to the right and while holding down the shift key, select the last column.

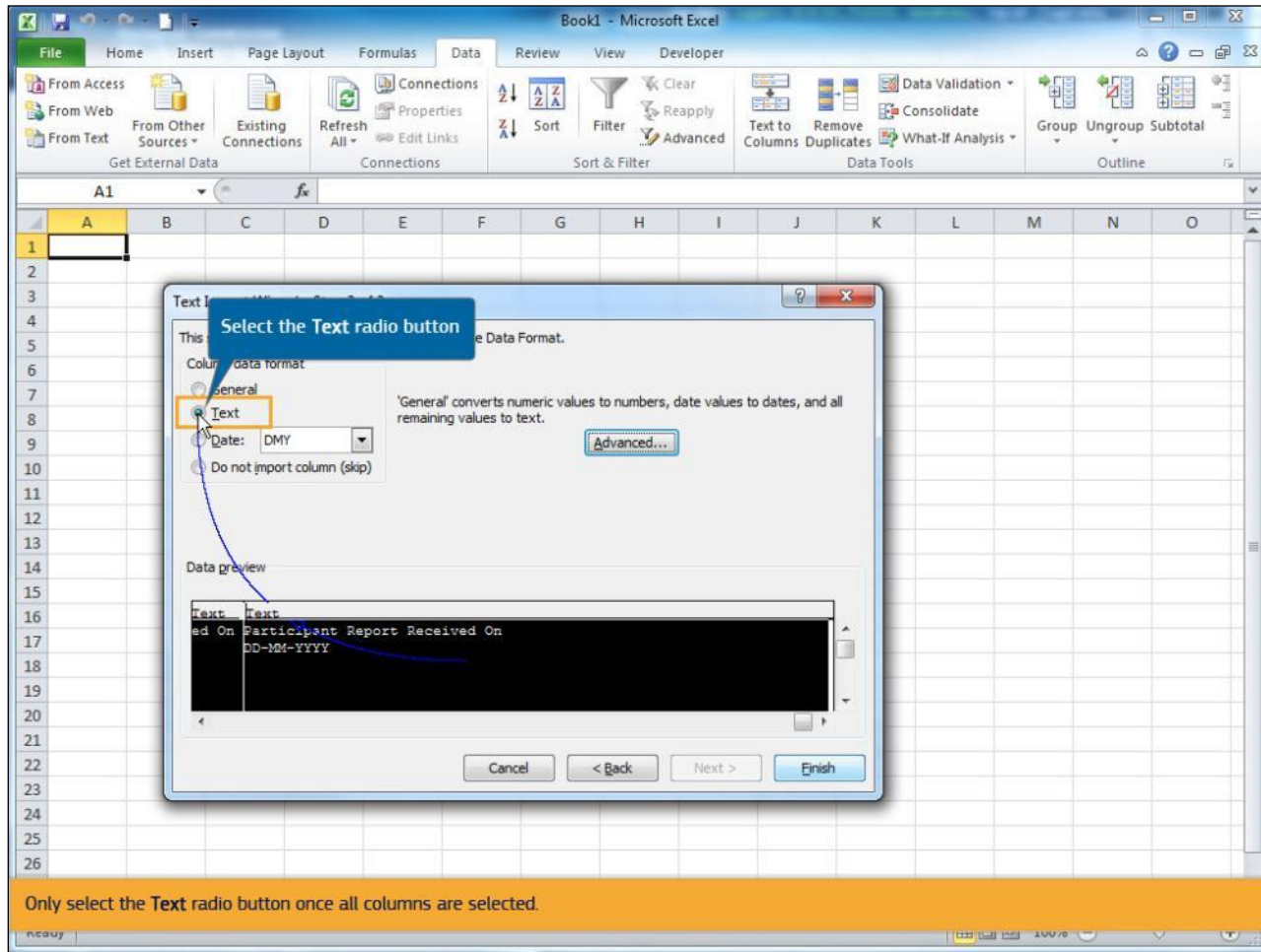
Slide 26 - Slide 26



Text Captions

Do this by selecting the first column, scrolling to the right and while holding down the shift key, select the last column.

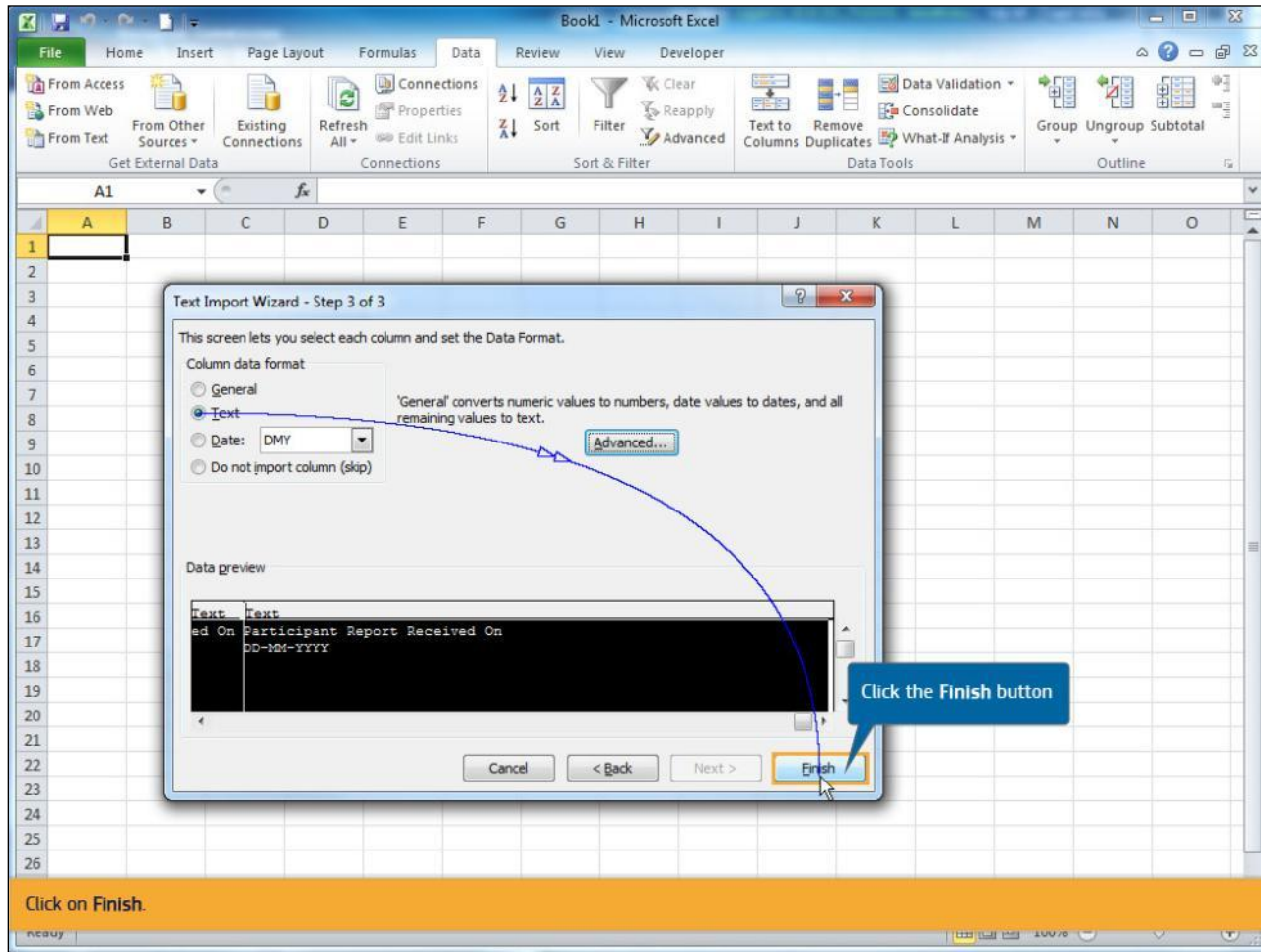
Slide 27 - Slide 27



Text Captions

Only select the **Text** radio button once all columns are selected.

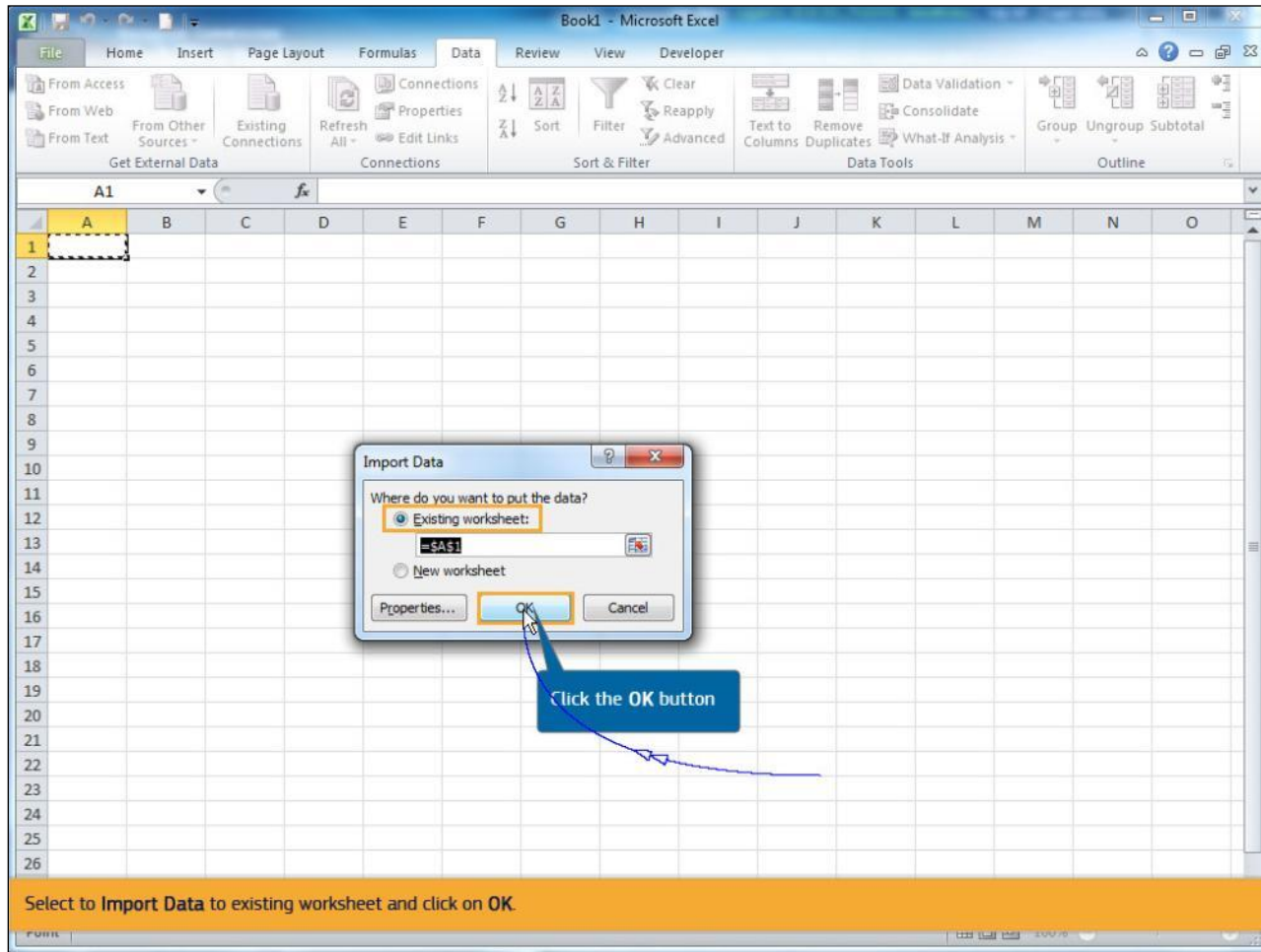
Slide 28 - Slide 28



Text Captions

Click on **Finish**.

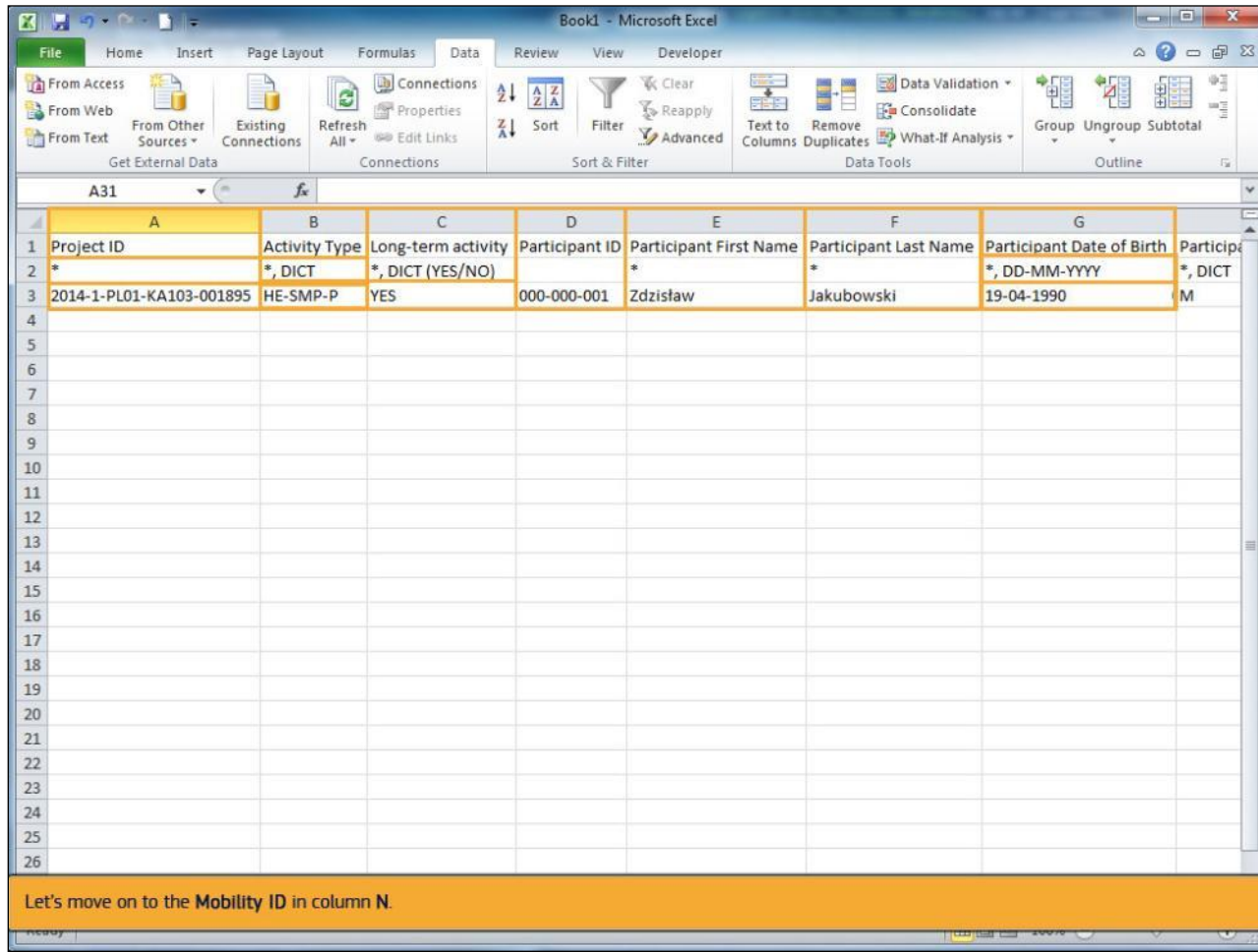
Slide 29 - Slide 29



Text Captions

Select to **Import Data** to existing worksheet and click on **OK**.

Slide 31 - Slide 31



	A	B	C	D	E	F	G
1	Project ID	Activity Type	Long-term activity	Participant ID	Participant First Name	Participant Last Name	Participant Date of Birth
2	*	*, DICT	*, DICT (YES/NO)	*	*	*	*, DD-MM-YYYY
3	2014-1-PL01-KA103-001895	HE-SMP-P	YES	000-000-001	Zdzisław	Jakubowski	19-04-1990
4							
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Let's move on to the **Mobility ID** in column N.

Text Captions

The first column shown is the **Project ID**. You can note that this is a mandatory field by the presence of an asterisk in the 2nd row.

The second column, **Activity Type**, is also mandatory and must contain a valid dictionary value.

In this case, it indicates **HE-SMP-P** for **Student mobility for studies between Programme Countries**.

The **Long-term activity** column uses the dictionary value (**YES/NO**).

Only **YES** or **NO** can be used in this cell to indicate if the mobility is a long term activity or not.

The **Participant ID** column is neither mandatory and no dictionary value or special formatting is required.

The next columns deal with the participant details, **First Name**, **Last Name** and **Date of Birth**.

The **Date of Birth** field indicates that the value must be entered in the format **DD-MM-YYYY**.

Let's move on to the **Mobility ID** in column **N**.

Slide 32 - Slide 32

The screenshot shows a Microsoft Excel spreadsheet with columns N through S. Column N is 'Mobility ID', O is 'Studies Combined with Traineeship', P is 'Zero Grant', Q is 'Field of Education', R is 'Level of Study / Teaching', and S is 'Recent Graduate'. The first row of data shows '01895-MOB-00001' in N, 'NO' in O, 'NO' in P, '0688' in Q, 'ISCED-6' in R, and 'NO' in S. A blue arrow points from the 'Field of Education' cell (Q2) to a table in the Adobe Reader window.

The Adobe Reader window displays the 'MobilityToolDataDictionary.pdf' file, specifically section '5. Fields of Education'. The table below is a reproduction of the content shown in the Adobe Reader window.

Code	Description
01	Education
011	Education
0110	Education, not further defined
0111	Education science
0112	Training for pre-school teachers
0113	Teacher training without subject specialization
0114	Teacher training with subject specialization
0119	Education, not elsewhere classified
0188	Education, inter-disciplinary programmes
02	Arts and humanities

These values can be found in the **Mobility Tool+ Data Dictionary**.

Text Captions

This field is mandatory and must be unique for each mobility entered in the Excel file and for the project.

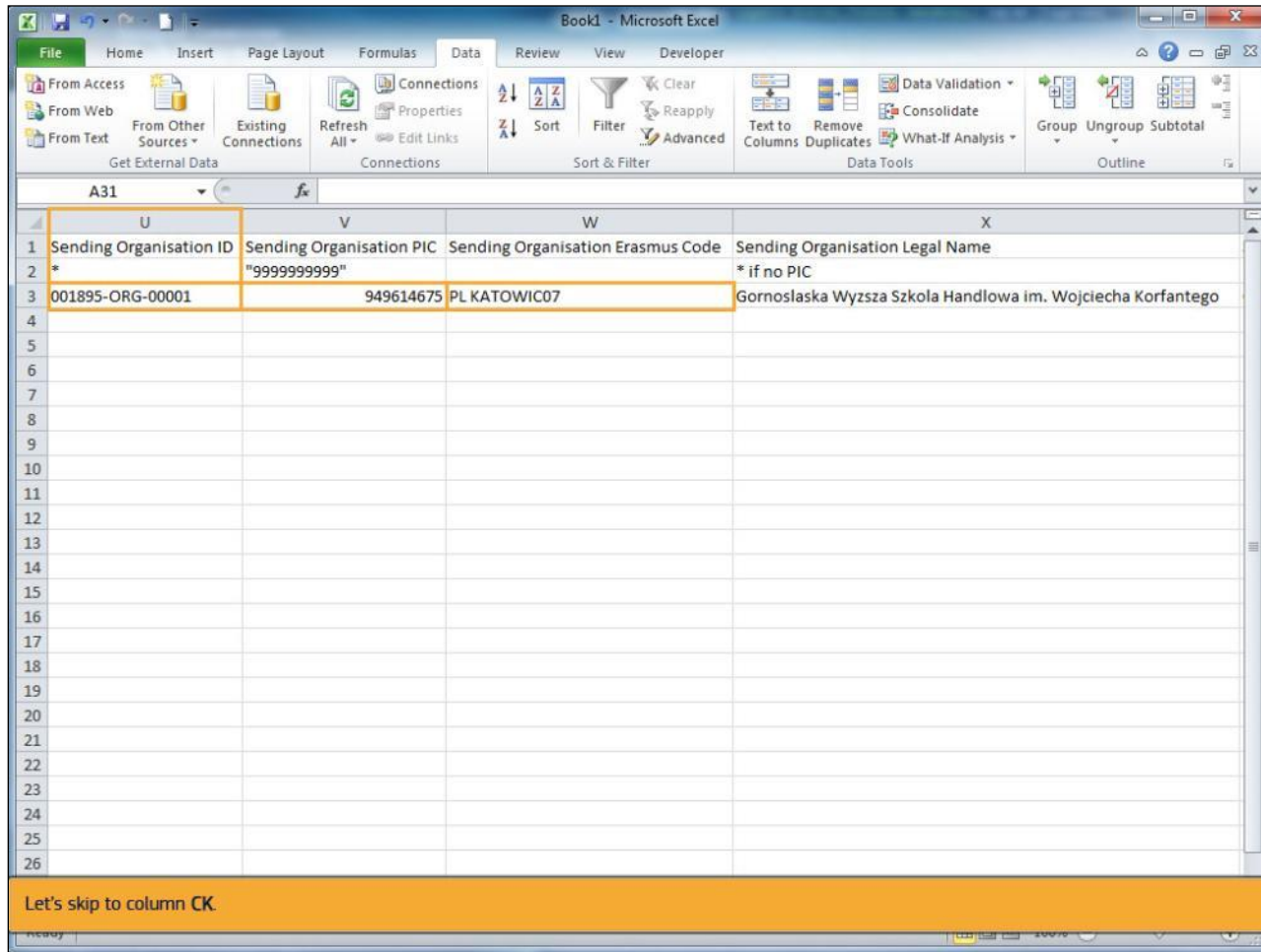
Changing the Mobility ID slightly, for example replacing the dash with a dot, will create a new mobility.

Changing all other details of the mobility: participant's name, address, etc., but keeping the Mobility ID the same, will overwrite all previous details for that Mobility.

The **Field of Education** in column **Q**, is mandatory, and only accepts the dictionary value.

These values can be found in the **Mobility Tool+ Data Dictionary**.

Slide 33 - Slide 33



	U	V	W	X
1	Sending Organisation ID	Sending Organisation PIC	Sending Organisation Erasmus Code	Sending Organisation Legal Name
2	*	"9999999999"		* if no PIC
3	001895-ORG-00001	949614675	PL KATOWIC07	Gornoslaska Wyzsza Szkola Handlowa im. Wojciecha Korfantego
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Let's skip to column CK.

Text Captions

All organisations that have been created in MT+ will have an **Organisation ID**.

If the Organisation ID is not changed or updated in the project in MT+, then the system will automatically generate the Organisation ID.

It will be composed of the Project ID, the letters ORG and a sequential number. The Organisation ID must be unique for each organisation in the project.

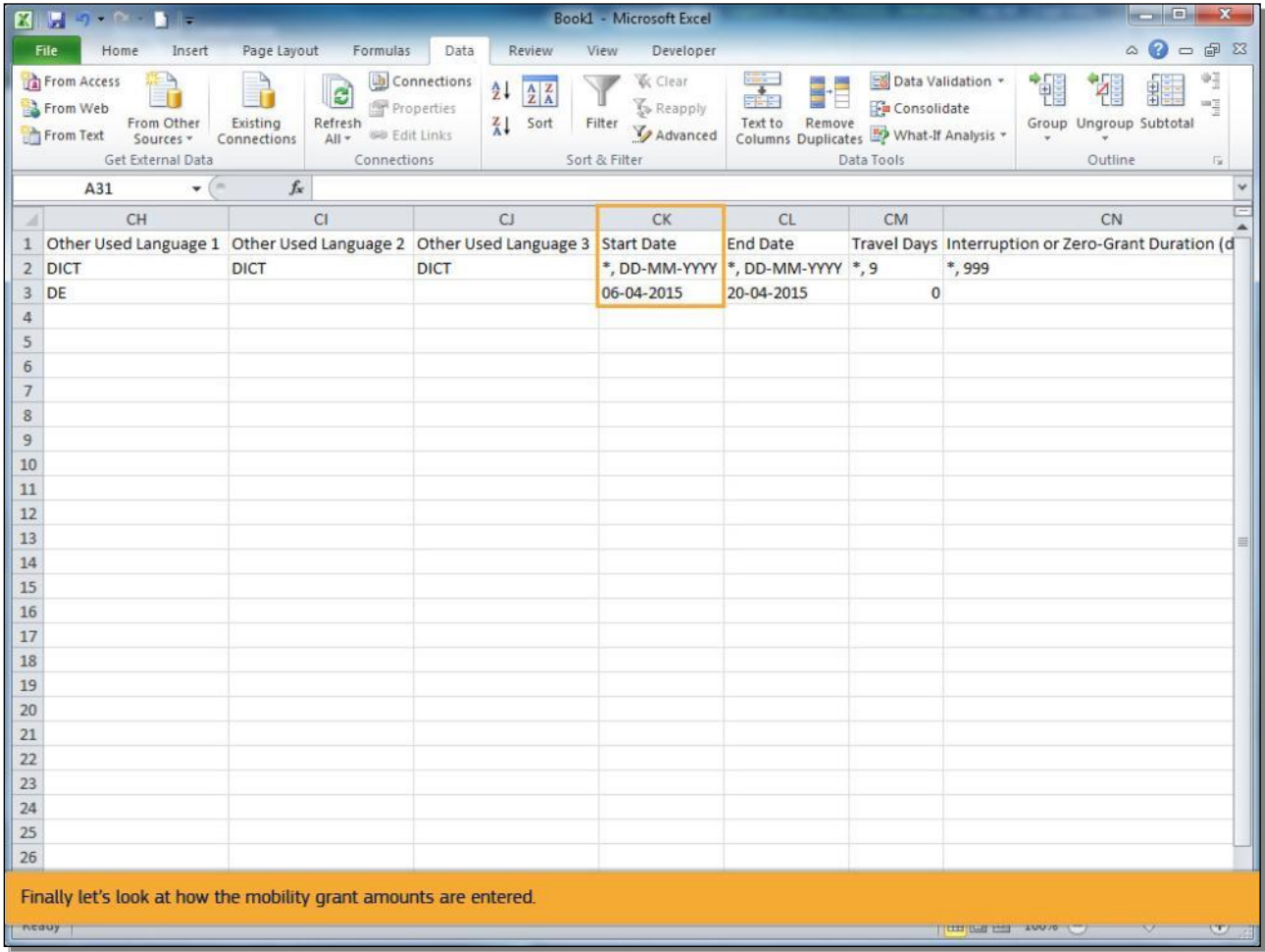
The Organisation ID is linked with both the Erasmus Code and the PIC.

When the **Organisation ID**, and either the **PIC** or **Erasmus Code** are entered, the organisation's remaining details are not required to be completed

in the Import file. This is true for both the sending and receiving organisations details.

Let's skip to column **CK**.

Slide 34 - Slide 34



Book1 - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer

Get External Data: From Access, From Web, From Text, From Other Sources, Existing Connections, Refresh All, Edit Links

Connections: Properties, Edit Links

Sort & Filter: Sort, Filter, Clear, Reapply, Advanced

Data Tools: Text to Columns, Remove Duplicates, Data Validation, Consolidate, What-If Analysis

Outline: Group, Ungroup, Subtotal

	CH	CI	CJ	CK	CL	CM	CN
1	Other Used Language 1	Other Used Language 2	Other Used Language 3	Start Date	End Date	Travel Days	Interruption or Zero-Grant Duration (d
2	DICT	DICT	DICT	*, DD-MM-YYYY	*, DD-MM-YYYY	*, 9	*, 999
3	DE			06-04-2015	20-04-2015	0	
4							
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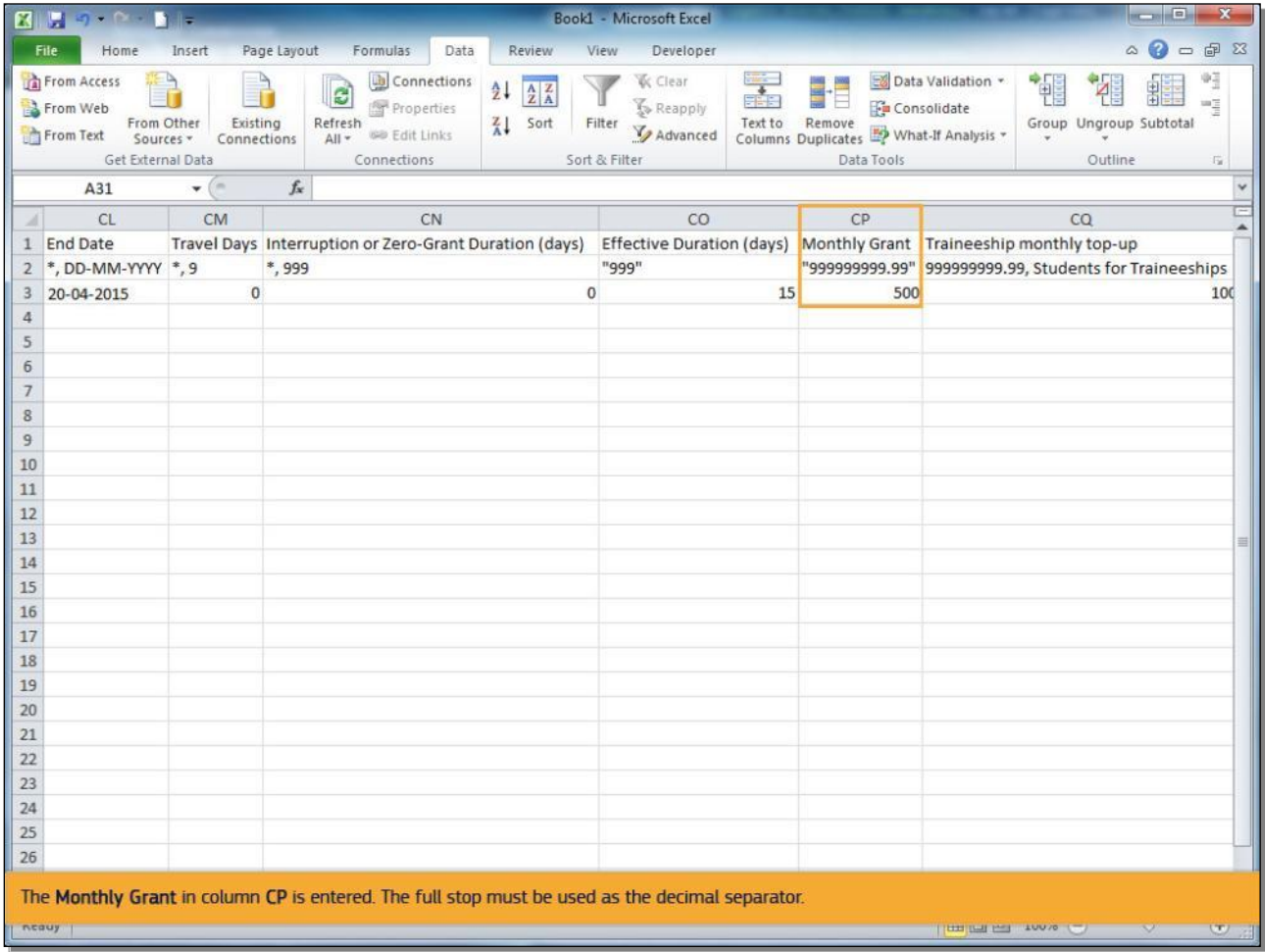
Finally let's look at how the mobility grant amounts are entered.

Text Captions

The **Start Date** of the mobility must have the format **DD-MM-YYYY**, using a dash as separator.

Finally let's look at how the mobility grant amounts are entered.

Slide 35 - Slide 35



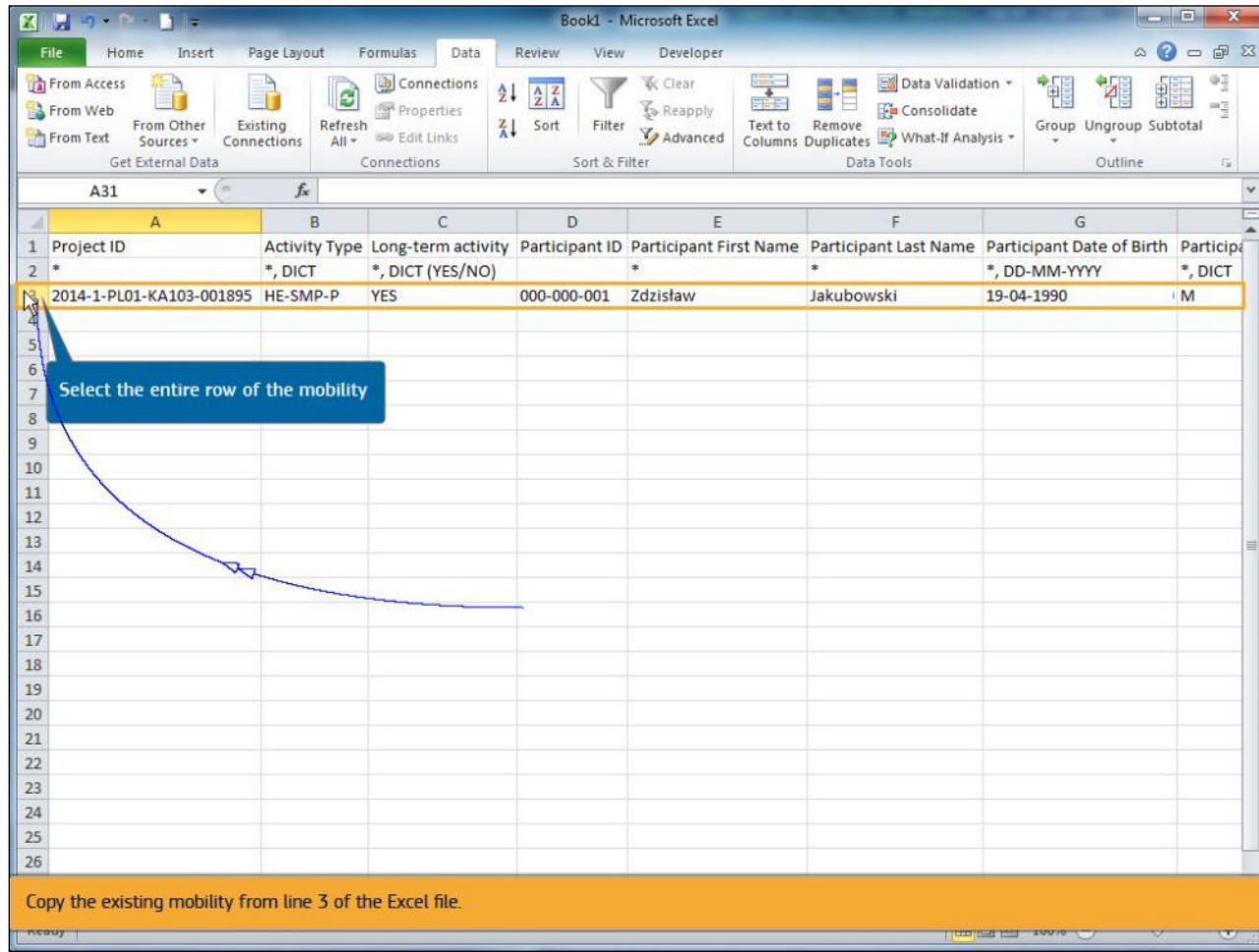
	CL	CM	CN	CO	CP	CQ
1	End Date	Travel Days	Interruption or Zero-Grant Duration (days)	Effective Duration (days)	Monthly Grant	Traineeship monthly top-up
2	*, DD-MM-YYYY	*, 9	*, 999	"999"	"999999999.99"	99999999.99, Students for Traineeships
3	20-04-2015	0	0	15	500	100
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The Monthly Grant in column CP is entered. The full stop must be used as the decimal separator.

Text Captions

The **Monthly Grant** in column **CP** is entered. The full stop must be used as the decimal separator.

Slide 36 - Slide 36



Book1 - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer

Get External Data: From Access, From Web, From Text, From Other Sources, Existing Connections, Refresh All, Edit Links, Connections

Sort & Filter: Sort, Filter, Clear, Reapply, Advanced

Data Tools: Text to Columns, Remove Duplicates, Data Validation, Consolidate, What-If Analysis, Group, Ungroup, Subtotal, Outline

1	A	B	C	D	E	F	G	H
2	Project ID	Activity Type	Long-term activity	Participant ID	Participant First Name	Participant Last Name	Participant Date of Birth	Participant Gender
3	*	*, DICT	*, DICT (YES/NO)	*	*	*	*, DD-MM-YYYY	*, DICT
4	2014-1-PL01-KA103-001895	HE-SMP-P	YES	000-000-001	Zdzisław	Jakubowski	19-04-1990	M
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Select the entire row of the mobility

Copy the existing mobility from line 3 of the Excel file.

Text Captions

In order to explain how to add new mobilities, we will look at a simple scenario where 5 new mobilities are added.

Each mobility will have a different participant coming from the same organisation and going to the same location.

The mobility budget is also the same for each mobility.

Copy the existing mobility from line 3 of the Excel file.

Slide 38 - Slide 38

The screenshot shows a Microsoft Excel spreadsheet with the following data:

Project ID	Activity Type	Long-term activity	Participant ID	Participant First Name	Participant Last Name	Participant Date of Birth	Participant Gender
*	*, DICT	*, DICT (YES/NO)	*	*	*	*, DD-MM-YYYY	*, DICT
2014-1-PL01-KA103-001895	HE-SMP-P	YES	000-000-001	Zdzisław	Jakubowski	19-04-1990	M

Copy the existing mobility from line 3 of the Excel file.

Text Captions

Copy the existing mobility from line 3 of the Excel file.

Slide 39 - Slide 39

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The data table has the following structure:

Project ID	Activity Type	Long-term activity	Participant ID	Participant First Name	Participant Last Name	Participant Date of Birth	Participant Gender
*	*, DICT	*, DICT (YES/NO)	*	*	*	*, DD-MM-YYYY	*, DICT
2014-1-PL01-KA103-001895	HE-SMP-P	YES	000-000-001	Zdzisław	Jakubowski	19-04-1990	M

A blue callout box points to row 4 with the text: "Select the rows and press Ctrl + V (Paste)".

An orange status bar at the bottom of the Excel window displays the message: "Paste into the 5 next rows."

Text Captions

Paste into the 5 next rows.

Slide 42 - Slide 42

Book1 - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer

From Access From Web From Text From Other Sources Existing Connections Refresh All Connections Sort Filter Sort & Filter Clear Reapply Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal Outline

A8 2014-1-PL01-KA103-001895

1	A	B	C	D	E	F	G	
2	Project ID	Activity Type	Long-term activity	Participant ID	Participant First Name	Participant Last Name	Participant Date of Birth	Participant Gender
3	*	*, DICT	*, DICT (YES/NO)	*		*	*, DD-MM-YYYY	*, DICT
3	2014-1-PL01-KA103-001895	HE-SMP-P	YES	000-000-001	Zdzisław	Jakubowski	19-04-1990	M
4	2014-1-PL01-KA103-001895	HE-SMP-P	YES	000-000-001	Zdzisław	Jakubowski	19-04-1990	M
5	2014-1-PL01-KA103-001895	HE-SMP-P	YES	000-000-001	Zdzisław	Jakubowski	19-04-1990	M
6	2014-1-PL01-KA103-001895	HE-SMP-P	YES	000-000-001	Zdzisław	Jakubowski	19-04-1990	M
7	2014-1-PL01-KA103-001895	HE-SMP-P	YES	000-000-001	Zdzisław	Jakubowski	19-04-1990	M
8	2014-1-PL01-KA103-001895	HE-SMP-P	YES	000-000-001	Zdzisław	Jakubowski	19-04-1990	M
9	(Ctrl)							
10								
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13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								

Paste into the 5 next rows.

Select destination and press CTRL or mouse paste

Average: 247123024 Count: 67 Sum: 147014111

Text Captions

Paste into the 5 next rows.

Slide 43 - Slide 43

Book1 - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer

From Access From Web From Text From Other Sources Existing Connections Refresh All Connections Sort Filter Clear Reapply Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal Outline

A8 2014-1-PL01-KA103-001895

Project ID	Activity Type	Long-term activity	Participant ID	Participant First Name	Participant Last Name	Participant Date of Birth	Particip.
*	*, DICT	*, DICT (YES/NO)	*			*, DD-MM-YYYY	*, DICT
2014-1-PL01-KA103-001895	HE-SMP-P	YES	000-000-001	Zdzisław	Jakubowski	19-04-1990	M
2014-1-PL01-KA103-001895	HE-SMP-P	YES	000-000-001	Zdzisław	Jakubowski	19-04-1990	M
2014-1-PL01-KA103-001895	HE-SMP-P	YES	000-000-001	Zdzisław	Jakubowski	19-04-1990	M
2014-1-PL01-KA103-001895	HE-SMP-P	YES	000-000-001	Zdzisław	Jakubowski	19-04-1990	M
2014-1-PL01-KA103-001895	HE-SMP-P	YES	000-000-001	Zdzisław	Jakubowski	19-04-1990	M
2014-1-PL01-KA103-001895	HE-SMP-P	YES	000-000-001	Zdzisław	Jakubowski	19-04-1990	M

Now the 6 rows contain the same information for one mobility.

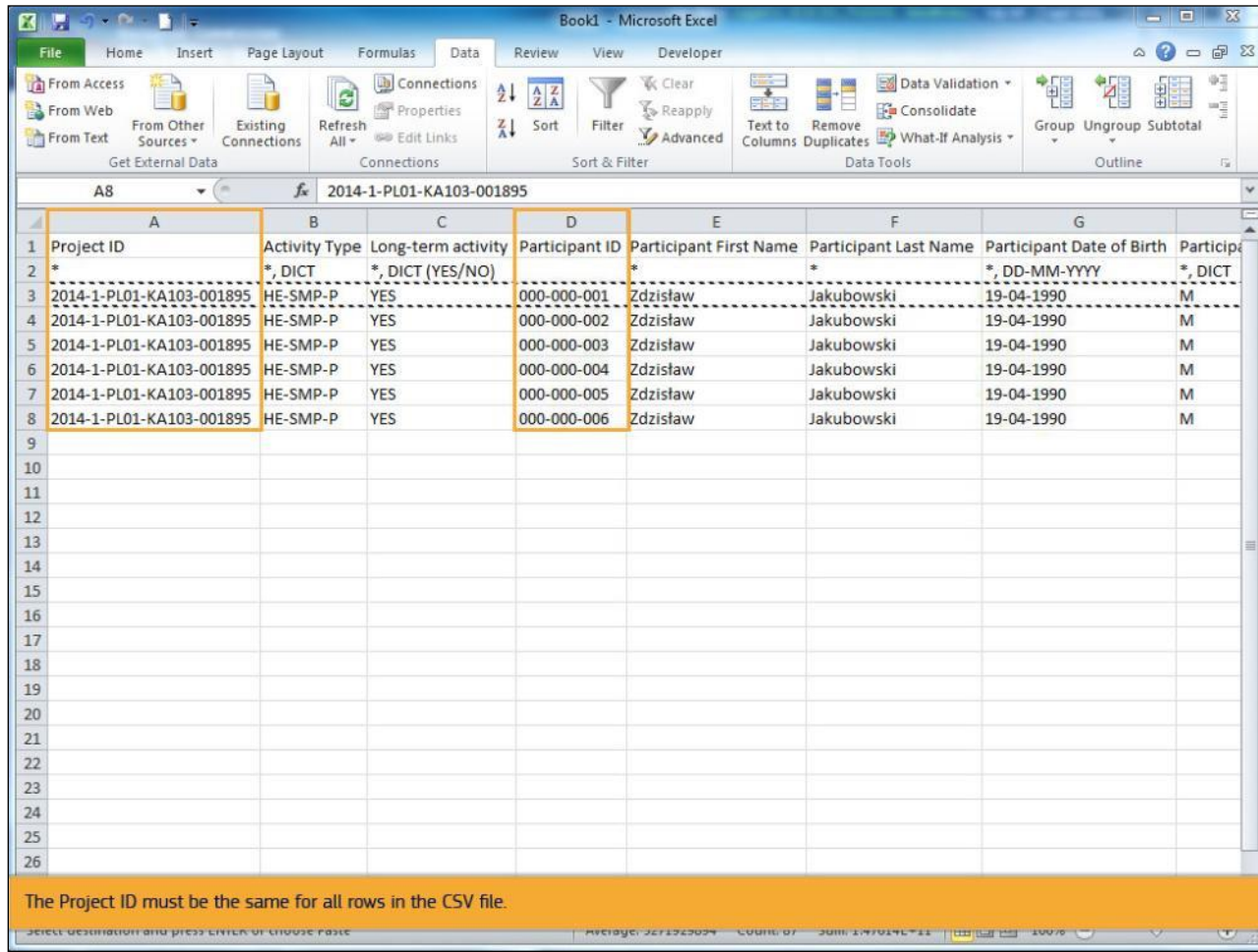
Select destination and press CTRL or mouse paste

Average: 247123024 Count: 67 Sum: 147014111

Text Captions

Now the 6 rows contain the same information for one mobility.

Slide 44 - Slide 44



Project ID	Activity Type	Long-term activity	Participant ID	Participant First Name	Participant Last Name	Participant Date of Birth	Participant Gender
*	*, DICT	*, DICT (YES/NO)	*			*, DD-MM-YYYY	*, DICT
2014-1-PL01-KA103-001895	HE-SMP-P	YES	000-000-001	Zdzisław	Jakubowski	19-04-1990	M
2014-1-PL01-KA103-001895	HE-SMP-P	YES	000-000-002	Zdzisław	Jakubowski	19-04-1990	M
2014-1-PL01-KA103-001895	HE-SMP-P	YES	000-000-003	Zdzisław	Jakubowski	19-04-1990	M
2014-1-PL01-KA103-001895	HE-SMP-P	YES	000-000-004	Zdzisław	Jakubowski	19-04-1990	M
2014-1-PL01-KA103-001895	HE-SMP-P	YES	000-000-005	Zdzisław	Jakubowski	19-04-1990	M
2014-1-PL01-KA103-001895	HE-SMP-P	YES	000-000-006	Zdzisław	Jakubowski	19-04-1990	M

The Project ID must be the same for all rows in the CSV file.

Text Captions

Before completing the details for each participant, update the participant ID with a unique ID or leave blank.

The Project ID must be the same for all rows in the CSV file.

Slide 45 - Slide 45

Book1 - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer

Get External Data From Access From Web From Text From Other Sources Existing Connections Refresh All Edit Links Connections Sort & Filter Sort Filter Clear Reapply Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal Outline

A8 2014-1-PL01-KA103-001895

	E	F	G	H	I	J	
1	Participant First Name	Participant Last Name	Participant Date of Birth	Participant Gender	Participant Email	Nationality	Participant Wi
2	*	*	*, DD-MM-YYYY	*, DICT	*	*, DICT	*, DICT (YES/N
3	Zdzisław	Jakubowski	19-04-1990	M	zdzislaw.jakubowski@testmail.com	PL	NO
4	Zdzisław	Jakubowski	19-04-1990	M	zdzislaw.jakubowski@testmail.com	PL	NO
5	Zdzisław	Jakubowski	19-04-1990	M	zdzislaw.jakubowski@testmail.com	PL	NO
6	Zdzisław	Jakubowski	19-04-1990	M	zdzislaw.jakubowski@testmail.com	PL	NO
7	Zdzisław	Jakubowski	19-04-1990	M	zdzislaw.jakubowski@testmail.com	PL	NO
8	Zdzisław	Jakubowski	19-04-1990	M	zdzislaw.jakubowski@testmail.com	PL	NO
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							

Change the names and other personal information of the participants.

Select destination and press CTRL or choose Paste

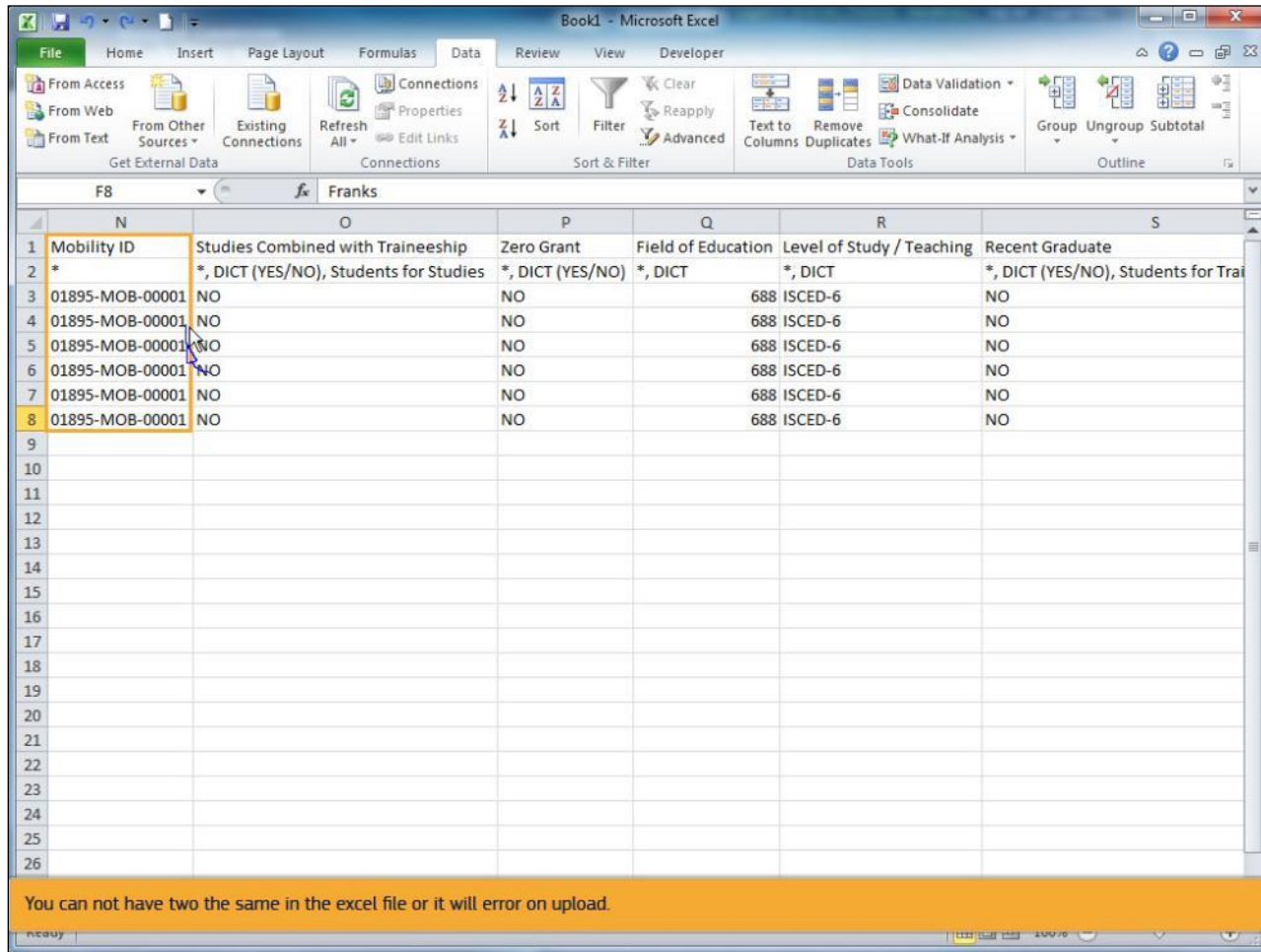
Average: 26122504 Count: 67 Sum: 247034111

Text Captions

The following cells in each row, must be updated with 5 different participant details and a unique Mobility ID.

Change the names and other personal information of the participants.

Slide 49 - Slide 49



Book1 - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer

Get External Data: From Access, From Web, From Text, From Other Sources, Existing Connections, Refresh All, Edit Links

Connections: Properties, Edit Links

Sort & Filter: Sort, Filter, Clear, Reapply, Advanced

Data Tools: Text to Columns, Remove Duplicates, Data Validation, Consolidate, What-If Analysis

Outline: Group, Ungroup, Subtotal

	N	O	P	Q	R	S
1	Mobility ID	Studies Combined with Traineeship	Zero Grant	Field of Education	Level of Study / Teaching	Recent Graduate
2	*	*, DICT (YES/NO), Students for Studies	*, DICT (YES/NO)	*, DICT	*, DICT	*, DICT (YES/NO), Students for Trai
3	01895-MOB-00001	NO	NO	688 ISCED-6	NO	NO
4	01895-MOB-00001	NO	NO	688 ISCED-6	NO	NO
5	01895-MOB-00001	NO	NO	688 ISCED-6	NO	NO
6	01895-MOB-00001	NO	NO	688 ISCED-6	NO	NO
7	01895-MOB-00001	NO	NO	688 ISCED-6	NO	NO
8	01895-MOB-00001	NO	NO	688 ISCED-6	NO	NO
9						
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26						

You can not have two the same in the excel file or it will error on upload.

Text Captions

Don't forget to provide a unique **Mobility ID** for each row. This must be unique for the project.

You can not have two the same in the excel file or it will error on upload.

Slide 51 - Slide 51

Book1 - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer

From Access From Web From Text Get External Data From Other Sources Existing Connections Refresh All Edit Links Connections Sort & Filter Filter Sort Filter Clear Reapply Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal Outline

N8 01895-MOB-00006

	N	O	P	Q	R	S
1	Mobility ID	Studies Combined with Traineeship	Zero Grant	Field of Education	Level of Study / Teaching	Recent Graduate
2	*	*, DICT (YES/NO), Students for Studies	*, DICT (YES/NO)	*, DICT	*, DICT	*, DICT (YES/NO), Students for Trai
3	01895-MOB-00001	NO	NO	688 ISCED-6		NO
4	01895-MOB-00002	NO	NO	688 ISCED-6		NO
5	01895-MOB-00003	NO	NO	688 ISCED-6		NO
6	01895-MOB-00004	NO	NO	688 ISCED-6		NO
7	01895-MOB-00005	NO	NO	688 ISCED-6		NO
8	01895-MOB-00006	NO	NO	688 ISCED-6		NO
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Any new Mobility ID added to the excel file will result in a new mobility added to the project.

Text Captions

If the Mobility ID is the same as an existing Mobility ID, it will overwrite the existing mobility.

Any new Mobility ID added to the excel file will result in a new mobility added to the project.

Slide 52 - Slide 52

Book1 - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer

Click the File Tab

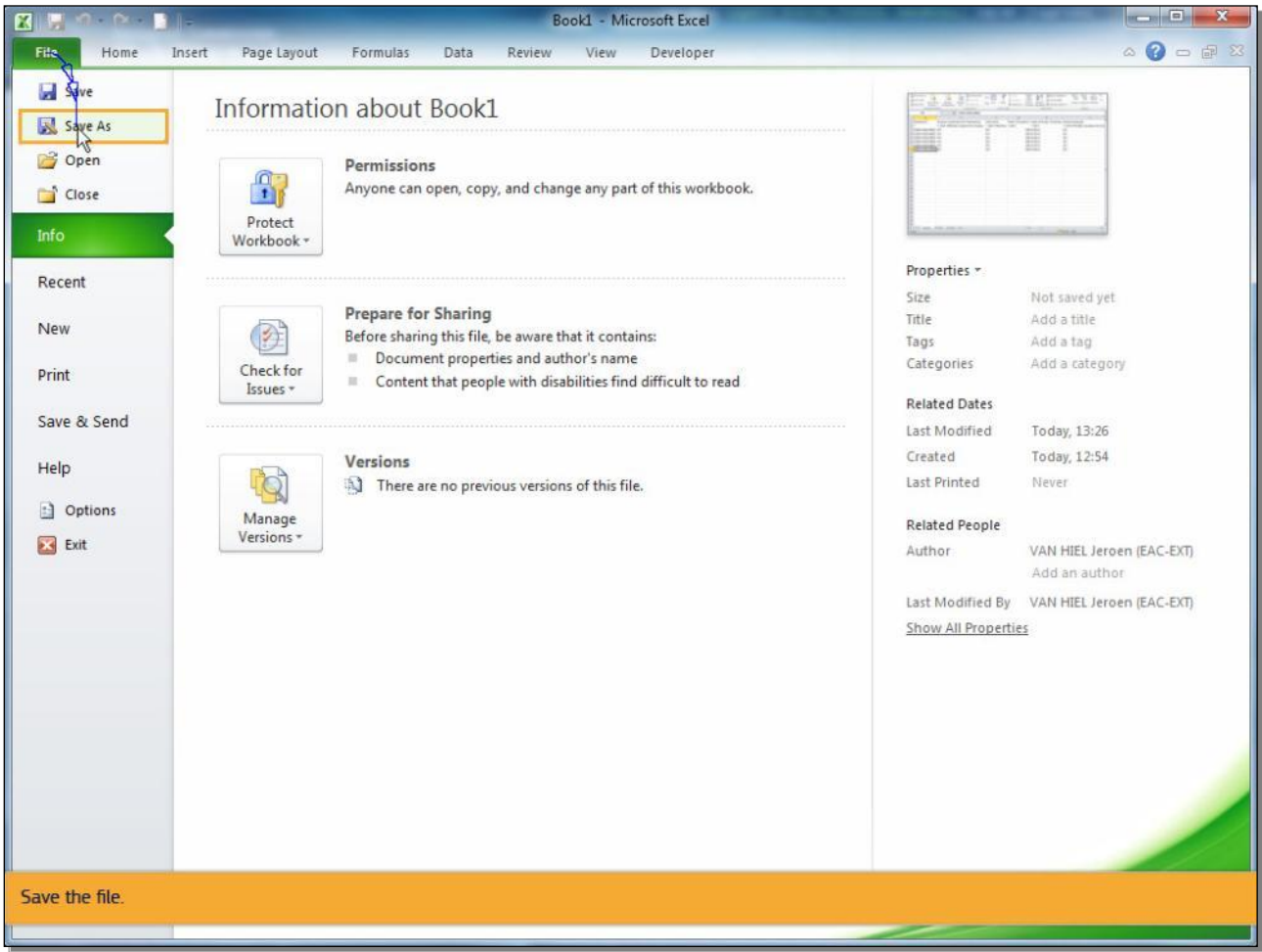
	N	O	P	Q	R	S
1	Mobility ID	Studies Combined with Traineeship	Zero Grant	Field of Education	Level of Study / Teaching	Recent Graduate
2	*	*, DICT (YES/NO), Students for Studies	*, DICT (YES/NO)	*, DICT	*, DICT	*, DICT (YES/NO), Students for Trai
3	01895-MOB-00001	NO	NO	688 ISCED-6	NO	NO
4	01895-MOB-00002	NO	NO	688 ISCED-6	NO	NO
5	01895-MOB-00003	NO	NO	688 ISCED-6	NO	NO
6	01895-MOB-00004	NO	NO	688 ISCED-6	NO	NO
7	01895-MOB-00005	NO	NO	688 ISCED-6	NO	NO
8	01895-MOB-00006	NO	NO	688 ISCED-6	NO	NO
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Save the file.

Text Captions

Save the file.

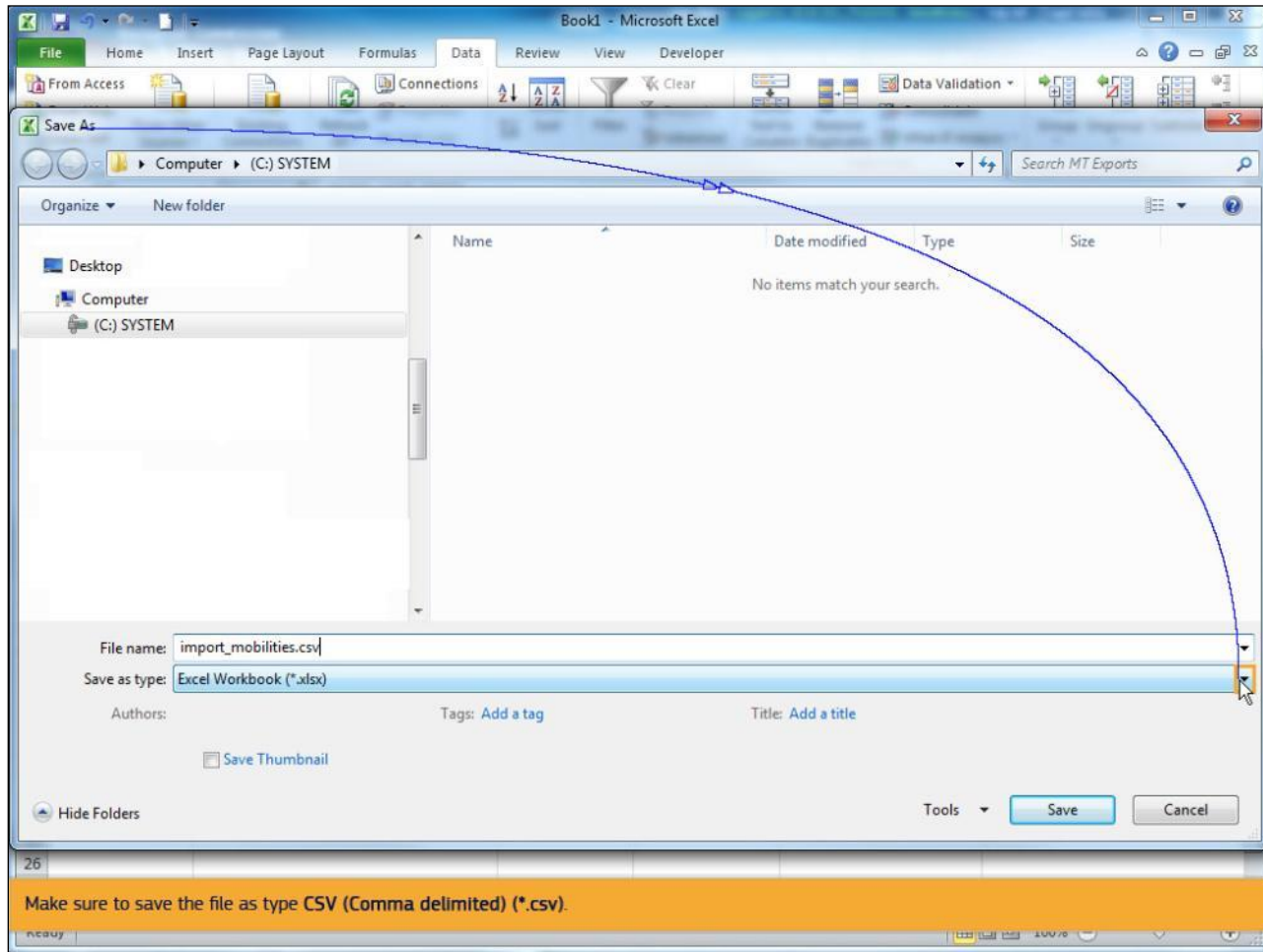
Slide 53 - Slide 53



Text Captions

Save the file.

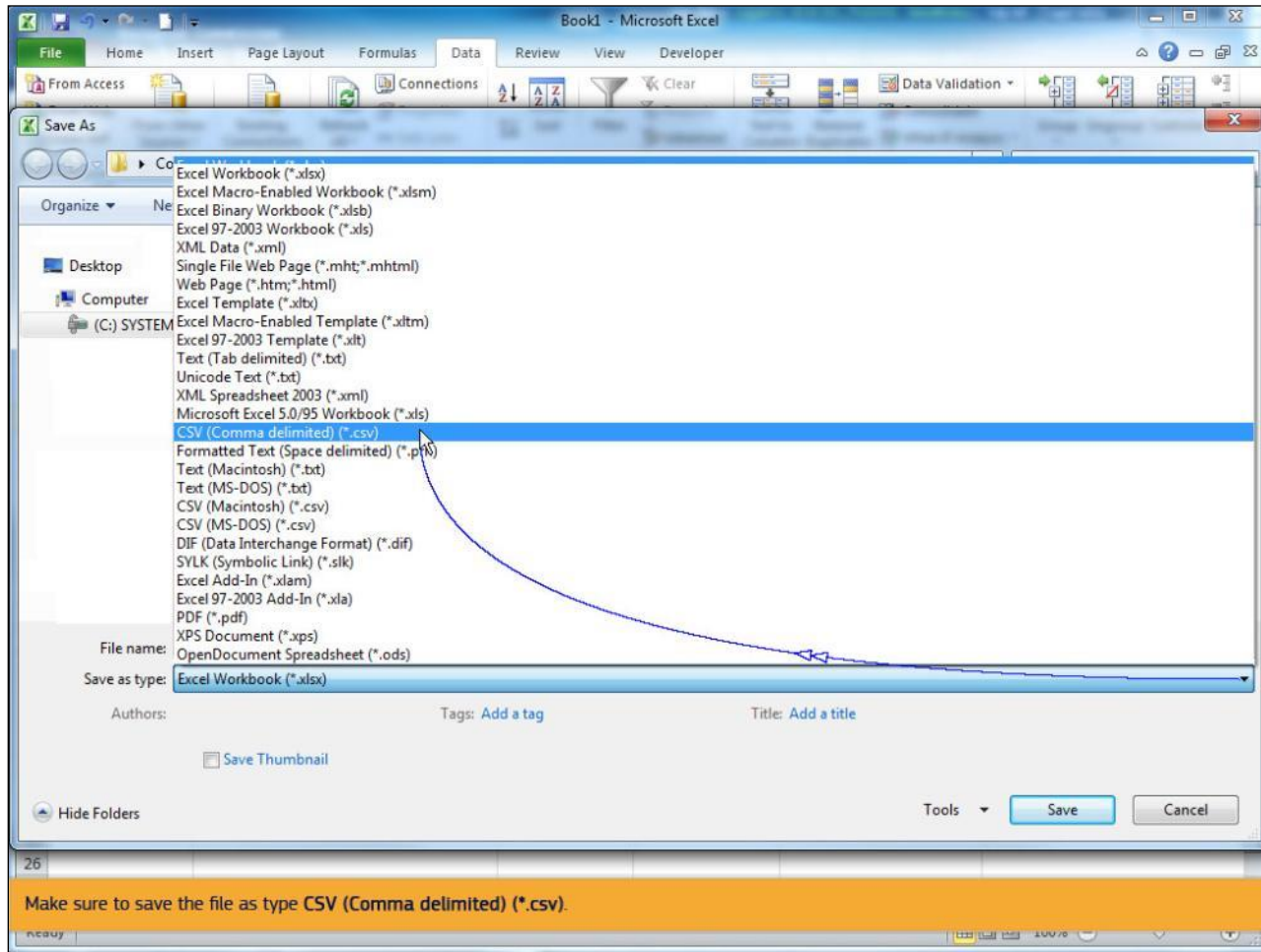
Slide 54 - Slide 54



Text Captions

Make sure to save the file as type **CSV (Comma delimited) (*.csv)**.

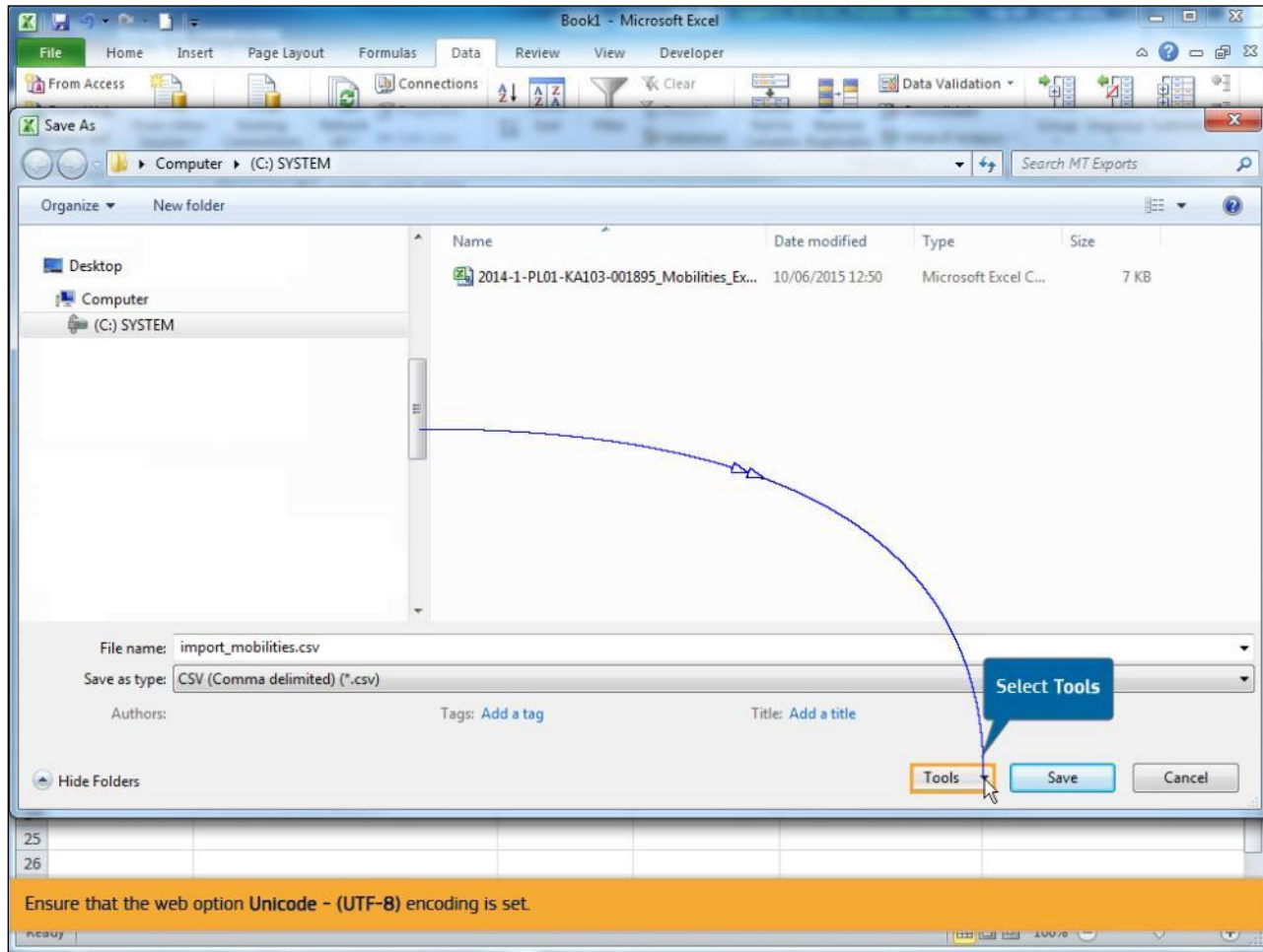
Slide 55 - Slide 55



Text Captions

Make sure to save the file as type **CSV (Comma delimited) (*.csv)**.

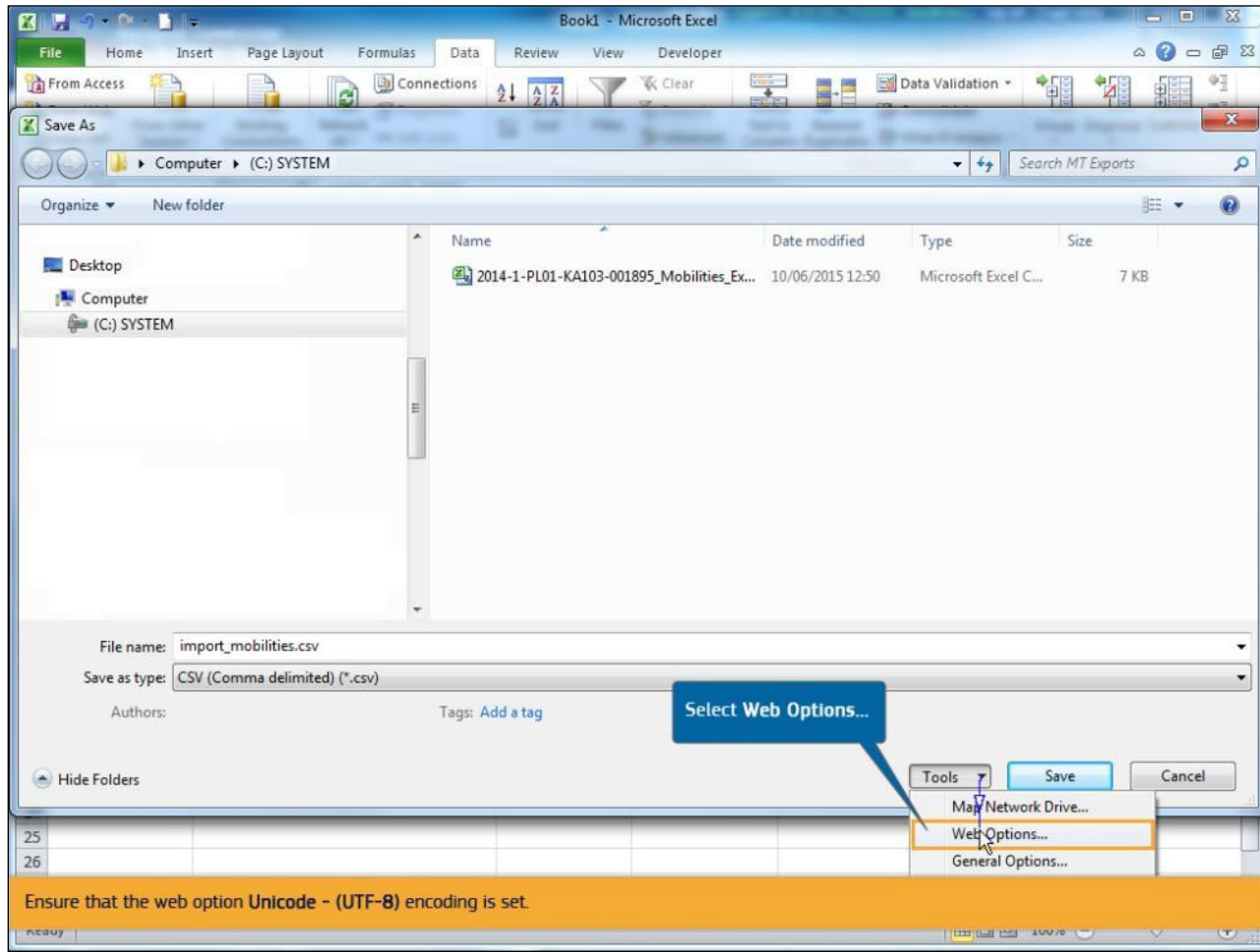
Slide 56 - Slide 56



Text Captions

Ensure that the web option **Unicode - (UTF-8)** encoding is set.

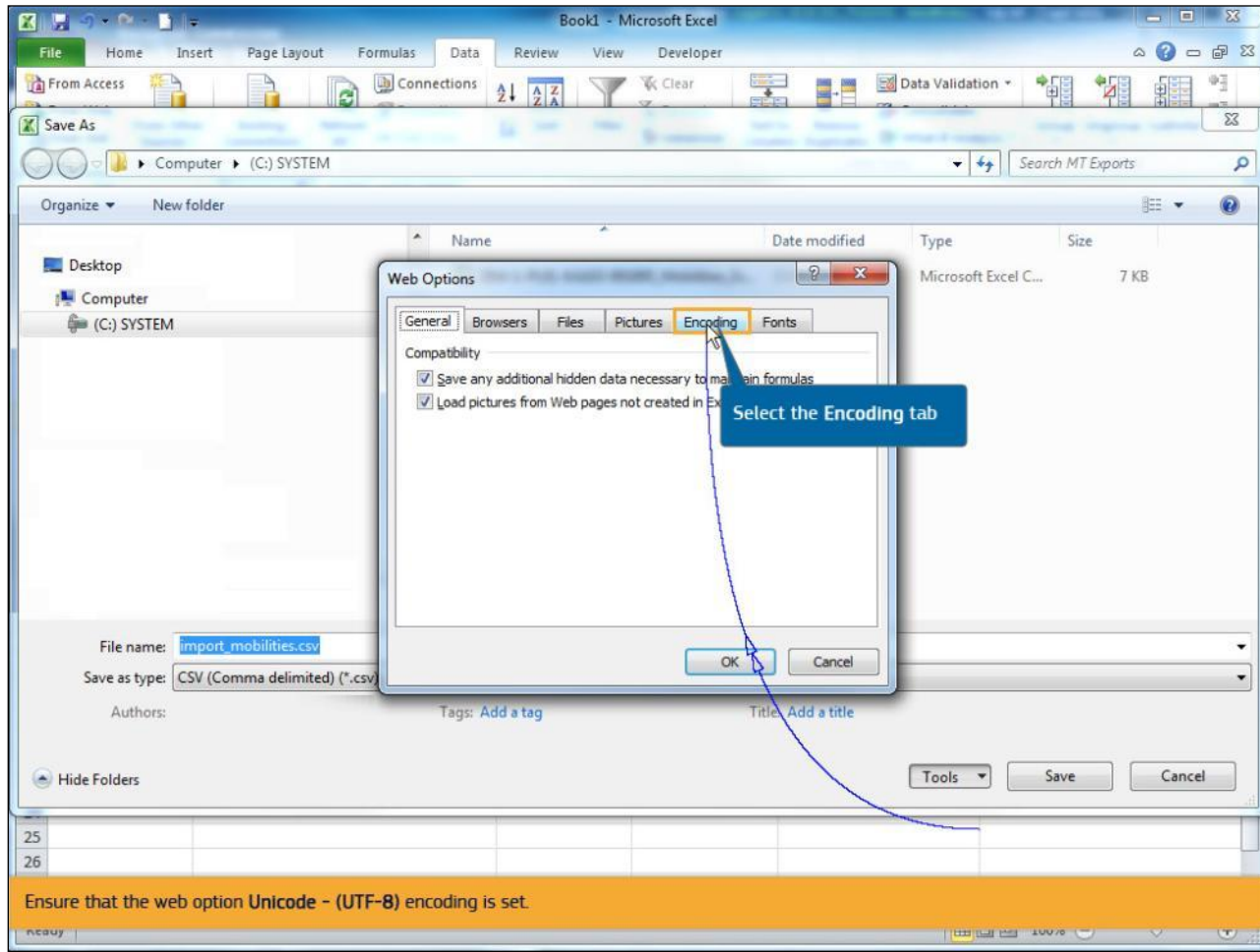
Slide 57 - Slide 57



Text Captions

Ensure that the web option **Unicode - (UTF-8)** encoding is set.

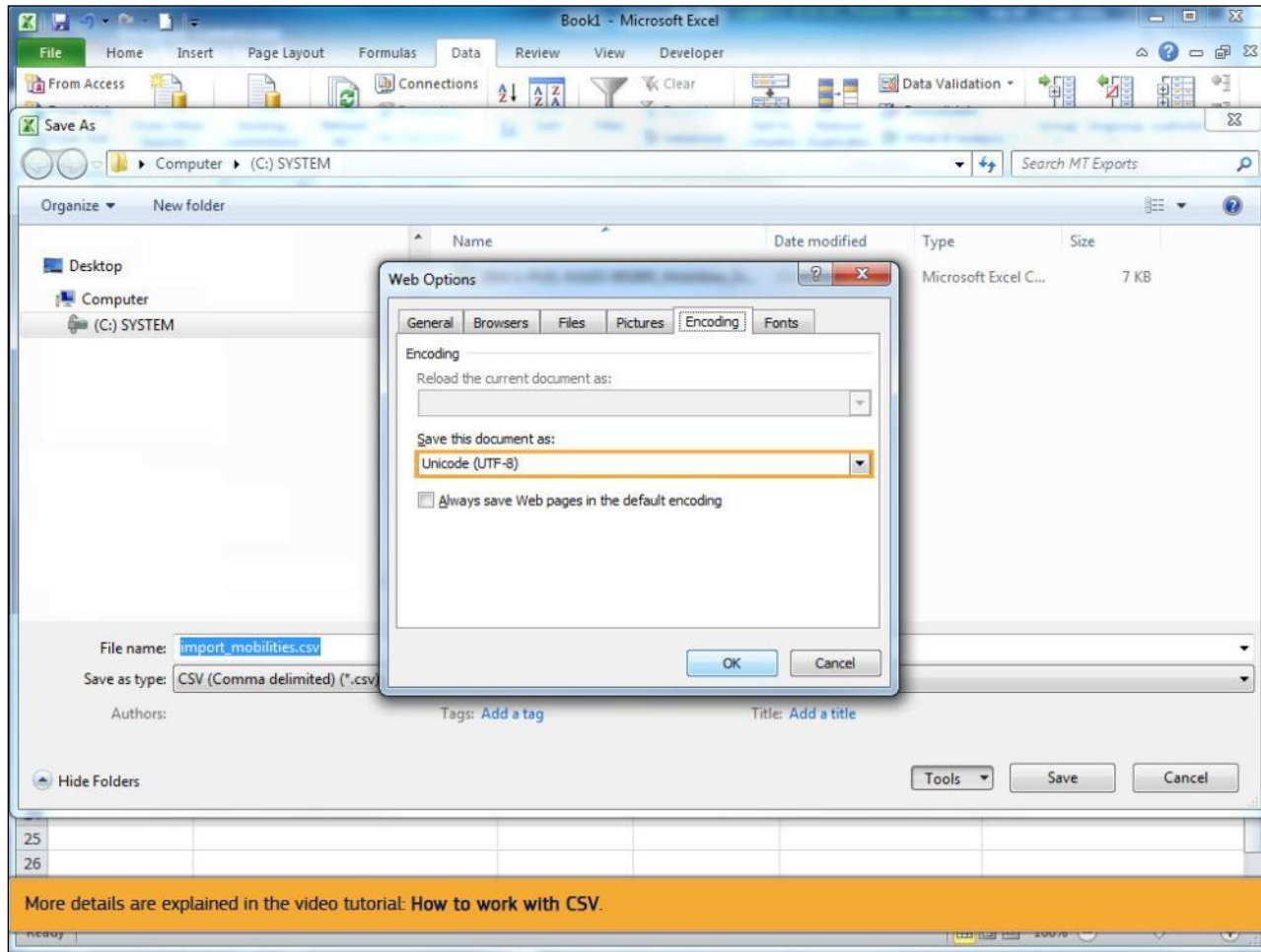
Slide 58 - Slide 58



Text Captions

Ensure that the web option **Unicode - (UTF-8)** encoding is set.

Slide 59 - Slide 59



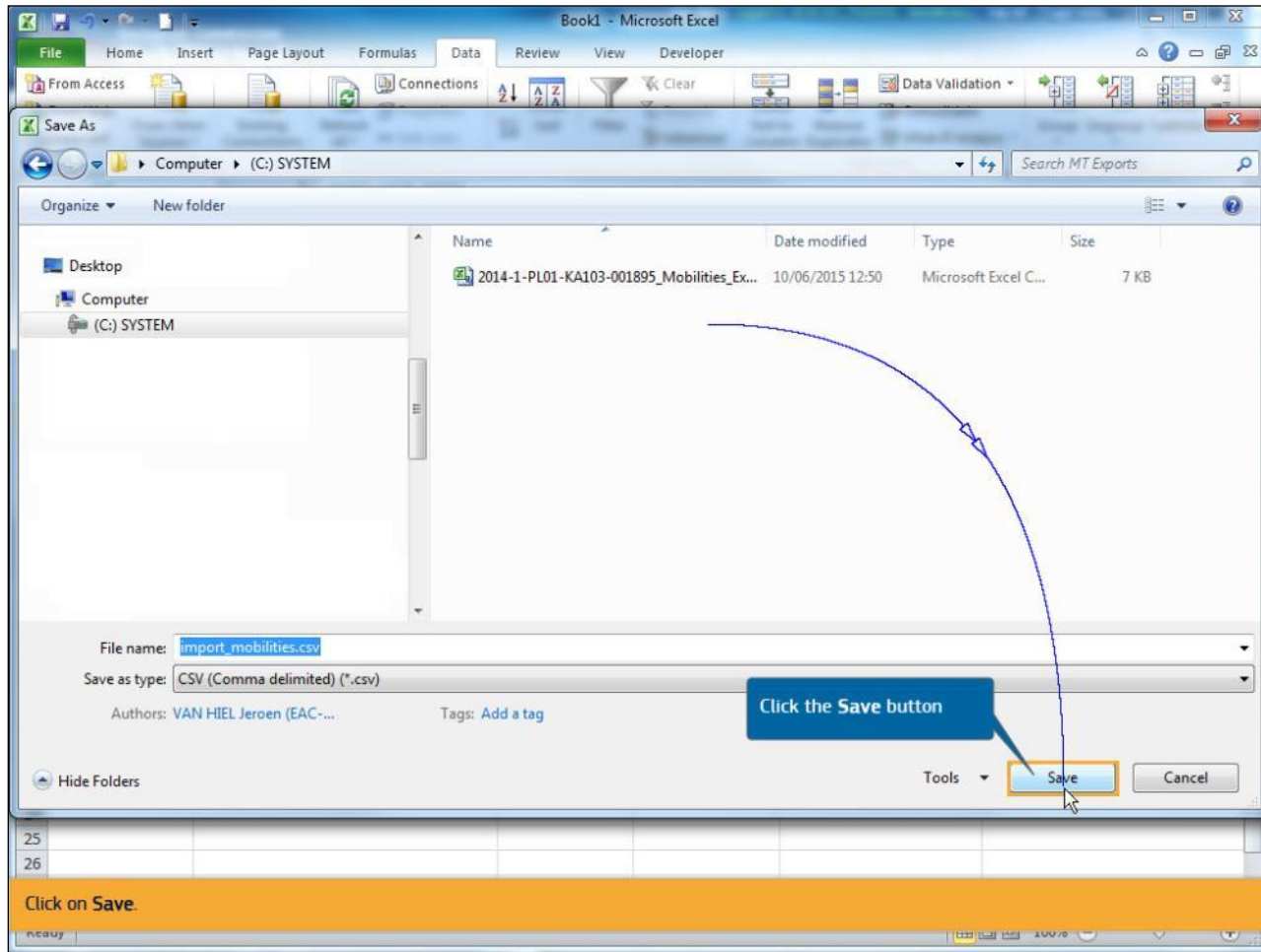
Text Captions

Please note, that even though UTF-8 is selected, MS Excel will not save the characters correctly for most of the 27 alphabets used by National Agencies and participant of the Erasmus+ programme.

In this case use an alternative tool such as LibreOffice Calc, Apache Open Office Calc or iworks Numbers.

More details are explained in the video tutorial: **How to work with CSV.**

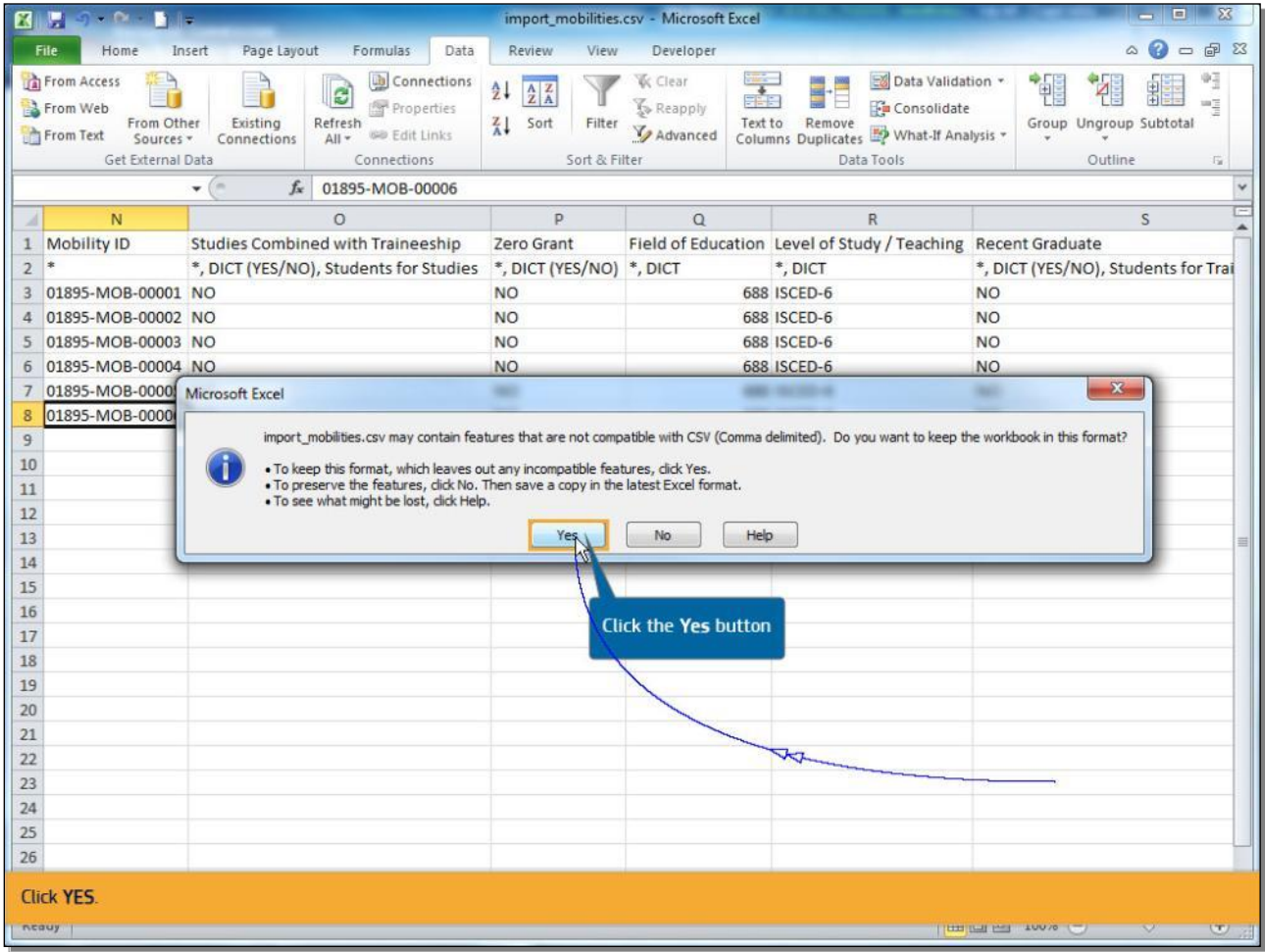
Slide 60 - Slide 60



Text Captions

Click on **Save**.

Slide 61 - Slide 61



Text Captions

Click **YES**.

Slide 62 - Slide 62

European Commission
Mobility tool

User Status: Logged in: ECAS EAC TRAINING - beneficiary [Log out] | Legal notice | AT01 - English (EN)

EL01 Greek State Scholarship's Foundation (IKY)

Home | Project List | Project Details | Organisations | Contacts | Mobilities | Budget | Reports

Import - Export for 2014-1-PL01-KA103-001895

[Mobility Tool- Data Dictionary](#)

Export Student Mobilities and the associated Organisations information

[Export Excel/CSV](#)

Please select an Import file for Student Mobilities

[Import](#)

Export Staff Mobilities and the associated Organisations information

[Export Excel/CSV](#)

Please select an Import file for Staff Mobilities

[Import](#)

Remember there is a separate template for staff mobilities. It is not possible to import the two types of mobilities together.

Text Captions

Return to the **Import - Export** mobilities screen of your project.

Now you are ready to import the list of **Student Mobilities and the associated Organisation information**.

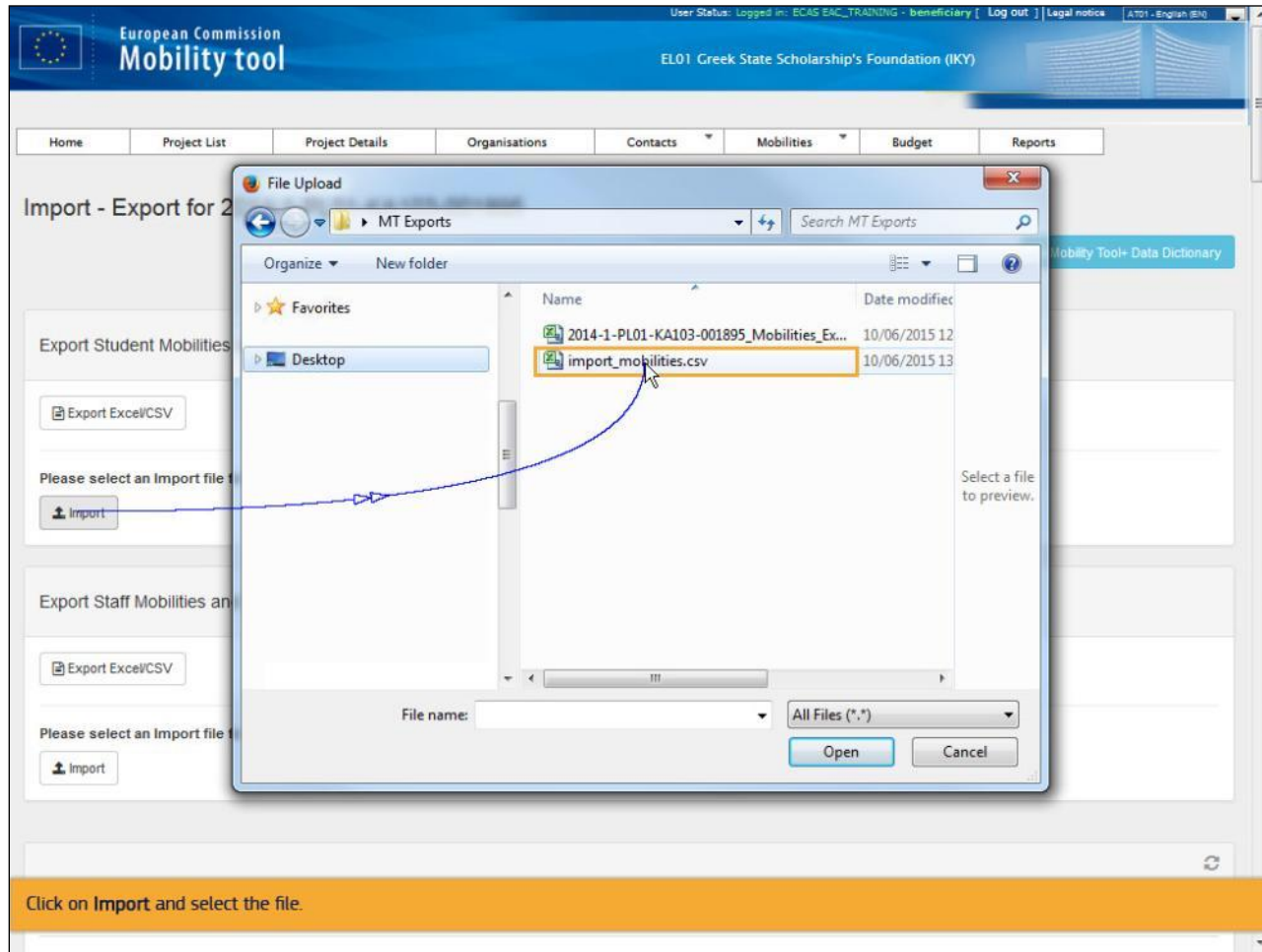
Remember there is a separate template for staff mobilities. It is not possible to import the two types of mobilities together.

Slide 63 - Slide 63

Text Captions

Click on **Import** and select the file.

Slide 64 - Slide 64



Text Captions

Click on **Import** and select the file.

Slide 65 - Slide 65

European Commission
Mobility tool

User Status: Logged in: ECAS EAC TRAINING - beneficiary [Log out] | Legal notice | AT01 - English (EN)

EL01 Greek State Scholarship's Foundation (IKY)

Home Project List Project Details Organisations Contacts Mobilities Budget Reports

Import - Export for 2014-1-PL01-KA103-001895

Mobility Tool- Data Dictionary

Export Student Mobilities and the associated Organisations information

Export Excel/CSV

Please select an Import file for Student Mobilities

Import

uploading: import_mobilities.csv

Export Staff Mobilities and the associated Organisations information

Export Excel/CSV

Please select an Import file for Staff Mobilities

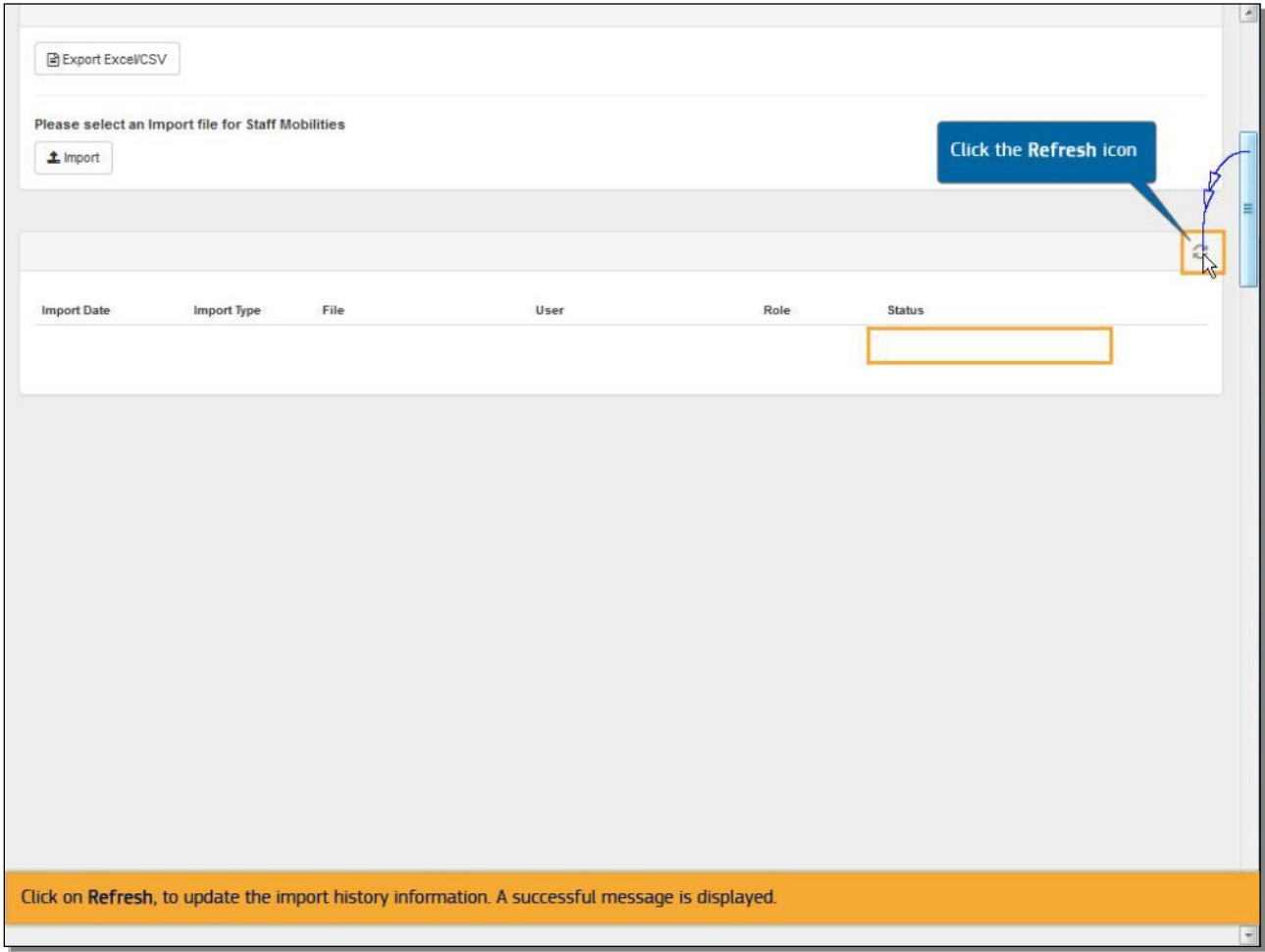
Import

Scroll down to the import history section.

Text Captions

Scroll down to the import history section.

Slide 66 - Slide 66



Text Captions

Click on **Refresh**, to update the import history information. A successful message is displayed.

Slide 67 - Slide 67

European Commission
Mobility tool

User Status: Logged in: ECAS EAC_TRAINING - beneficiary [Log out] | Legal notice | AT01 - English (EN)

EL01 Greek State Scholarship's Foundation (IKY)

Home Project List Project Details Organisations Contacts Mobilities Budget Reports

Import - Export for 2014-1-PL01-KA103-001895

Export Student Mobilities and the associated Organisations information

Export Excel/CSV

Please select an Import file for Student Mobilities

Import

Export Staff Mobilities and the associated Organisations information

Export Excel/CSV

Please select an Import file for Staff Mobilities

Import


Go to the **Mobilities** dropdown list and select **List Mobilities**.

<http://cf9eact1.cc.cec.eu.int:6086/eac/mobility/index.cfm?fuseaction=mobilityep.list>

Text Captions

Go to the **Mobilities** dropdown list and select **List Mobilities**.

Slide 68 - Slide 68




European Commission
Mobility tool


EL01 Greek State Scholarship's Foundation (IKY)

HomeProject ListProject DetailsOrganisationsContactsMobilitiesBudgetReports







Mobilities for 2014-1-PL01-KA103-001895



Search:

 Export Participant Report

Show 50 entries
Showing 1 to 6 of 6 entries

Participant First Name	Participant Last Name	Email	Activity Type	Mobility ID	Start Date	End Date	Receiving Organisation Erasmus Code	Eligible Mobility	Online Linguistic Assessment	Online Language Course	Report Status	Requested On
	Tina Doe	Tdoe@testmail.com	HE-SMP-P	01895-MOB-00004	06/04/2015	20/04/2015	A GRAZ10		Y	N	NONE	
	Jake Franks	FranksJ@testmail.com	HE-SMP-P	01895-MOB-00006	06/04/2015	20/04/2015	A GRAZ10		Y	N	NONE	
	Zdzislaw Jakubowski	zdzislaw.jakubowski@testmail.com	HE-SMP-P	01895-MOB-00001	06/04/2015	20/04/2015	A GRAZ10		Y	N	NONE	
	Anna Kain	annakain@testmail.com	HE-SMP-P	01895-MOB-00002	06/04/2015	20/04/2015	A GRAZ10		Y	N	NONE	
	Maria Nills	Mnills@testmail.com	HE-SMP-P	01895-MOB-00005	06/04/2015	20/04/2015	A GRAZ10		Y	N	NONE	
	Frank Waters	Fwaters@testmail.com	HE-SMP-P	01895-MOB-00003	06/04/2015	20/04/2015	A GRAZ10		Y	N	NONE	

Mobility Tool (TEST - v. MT+1.7.2#20150601) 2015-06-10 14:00:32

You will see that the mobilities have been added to the project.

Text Captions

You will see that the mobilities have been added to the project.

Slide 69 - Slide 69

European Commission
Mobility tool

EZDI - Greek State Scholarship's Foundation (KSY)

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

Mobilities for 2014-1-PL01-KA103-001895

Search:
[Export Participants Report](#)
Show 30 entries
 Showing 1 to 6 of 6 entries

Participant First Name	Participant Last Name	Email	Activity Type	Mobility ID	Start Date	End Date	Sponsoring Organisation Economic Code	Eligible Mobility	Online Language Assessment	Online Language Course	Report Status	Requested On
Tina	Doe	Tdoe@freemail.com	HE-SMP-P	01895-MOB-00004	06/04/2015	20/04/2015	A-CRAZIO	Y	N	NONE		
Jake	Franko	Jfrank@freemial.com	HE-SMP-P	01895-MOB-00005	06/04/2015	20/04/2015	A-CRAZIO	Y	N	NONE		
Zdenek	Jakubovic	zdenek.jakubov@freemial.com	HE-SMP-P	01895-MOB-00006	06/04/2015	20/04/2015	A-CRAZIO	Y	N	NONE		
Anna	Kahn	anna.kah@freemial.com	HE-SMP-P	01895-MOB-00007	06/04/2015	20/04/2015	A-CRAZIO	Y	N	NONE		
Maria	Hills	Mhills@freemial.com	HE-SMP-P	01895-MOB-00008	06/04/2015	20/04/2015	A-CRAZIO	Y	N	NONE		
Frank	Waters	Fwaters@freemial.com	HE-SMP-P	01895-MOB-00009	06/04/2015	20/04/2015	A-CRAZIO	Y	N	NONE		

[Previous Page](#)
[Next Page](#)
 Showing first record of 9 mobility records for 2014-1-PL01-KA103-001895

Text Captions

End of this demo