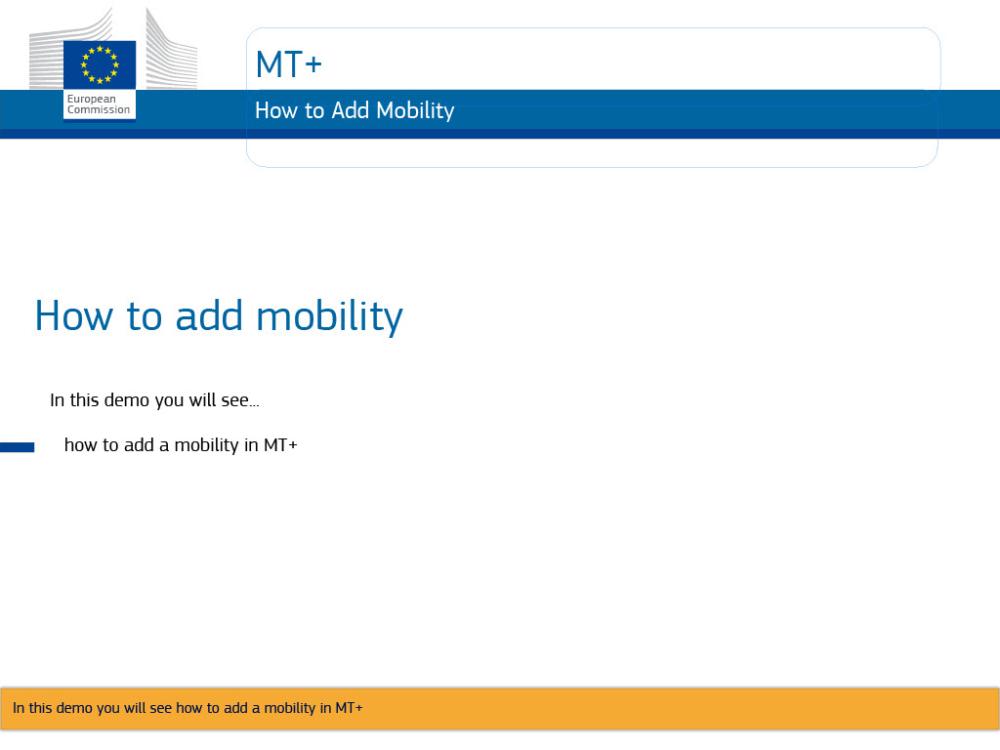
**Slide 1 - Slide 1**



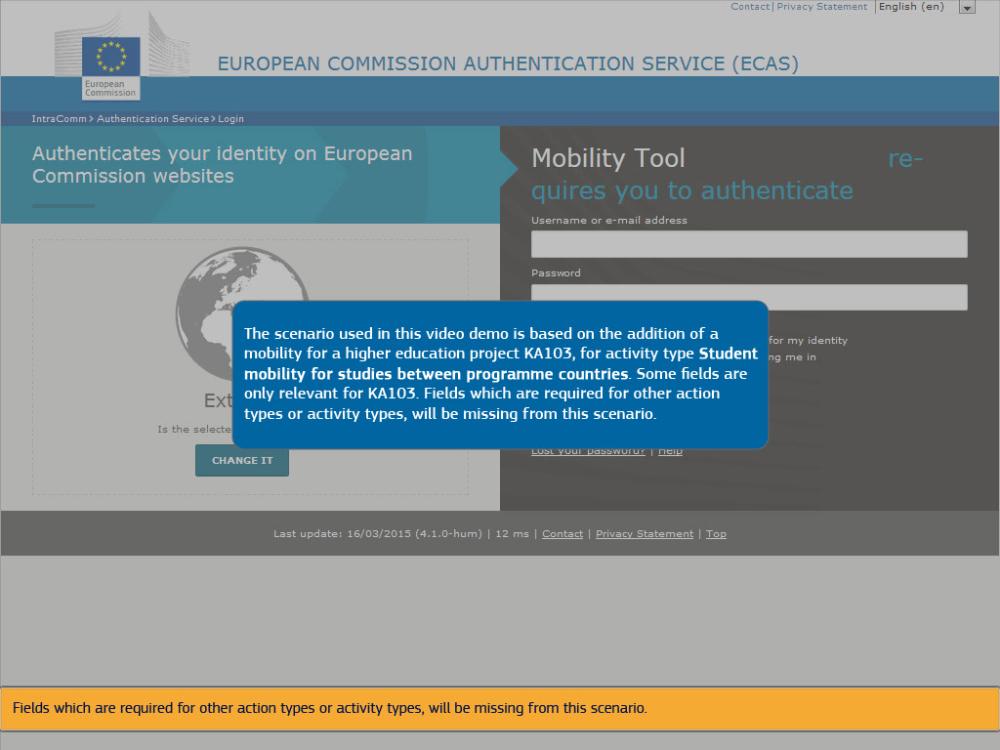
**Text Captions**

MT+

How to add mobility

In this demo you will see how to add a mobility in MT+

**Slide 2 - Slide 2**



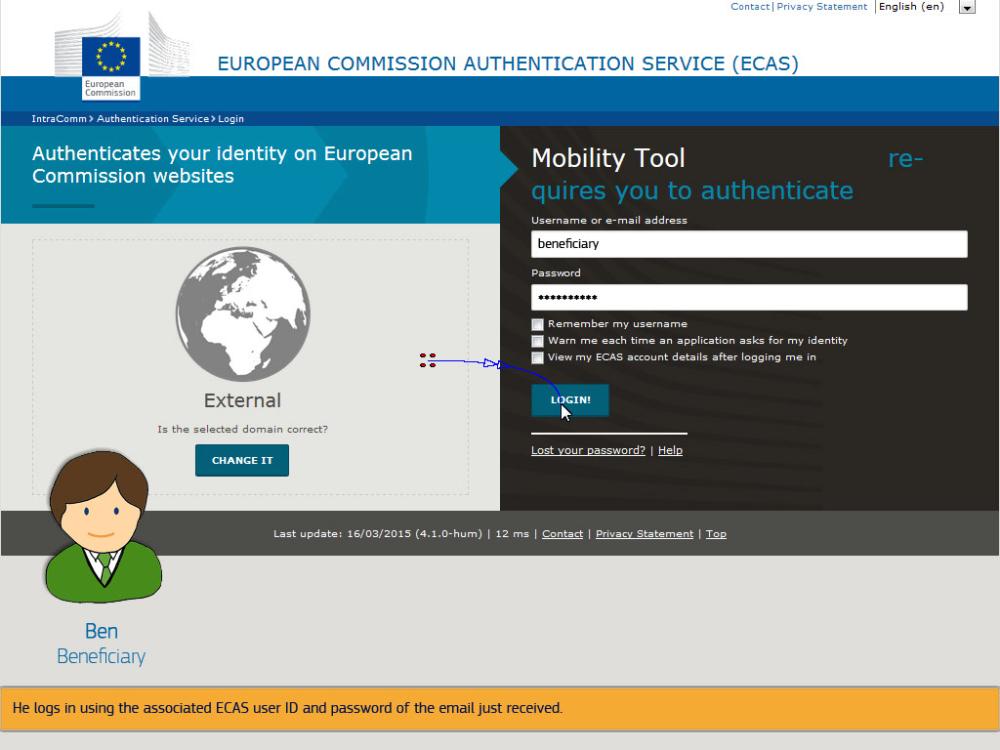
**Text Captions**

The scenario used in this video demo is based on the addition of mobility for a higher education project **KA103,** for activity type **Student mobility for studies between programme countries**.

Some fields are only relevant for **KA103**.

Fields which are required for other action types or activity types, will be missing from this scenario.

**Slide 3 - Slide 3**

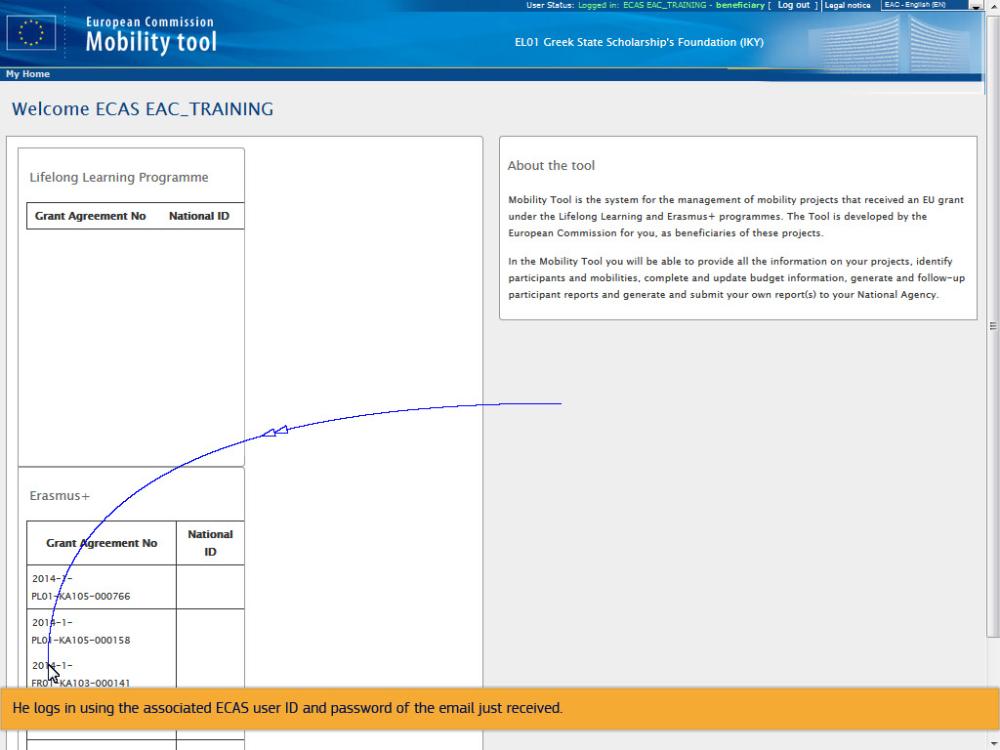


**Text Captions**

From the moment of processing the grant agreement signature in the National Agencies system, Ben will receive an automatic notification from the Mobility Tool.

He logs in using the associated ECAS user ID and password of the email just received.

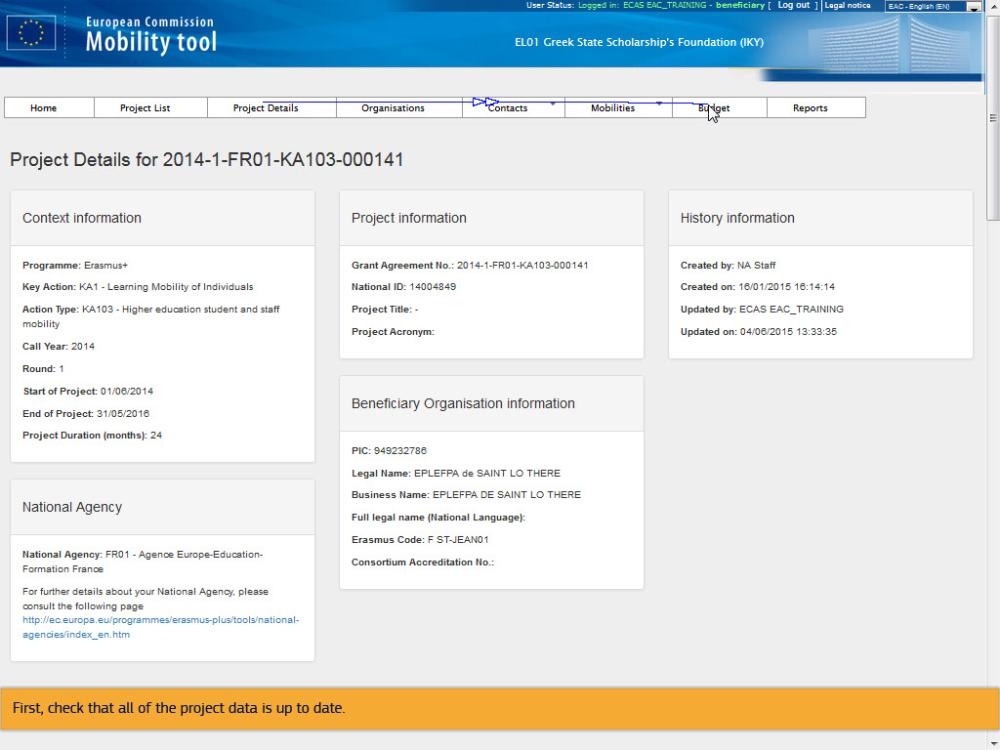
**Slide 4 - Slide 4**



**Text Captions**

He logs in using the associated ECAS user ID and password of the email just received.

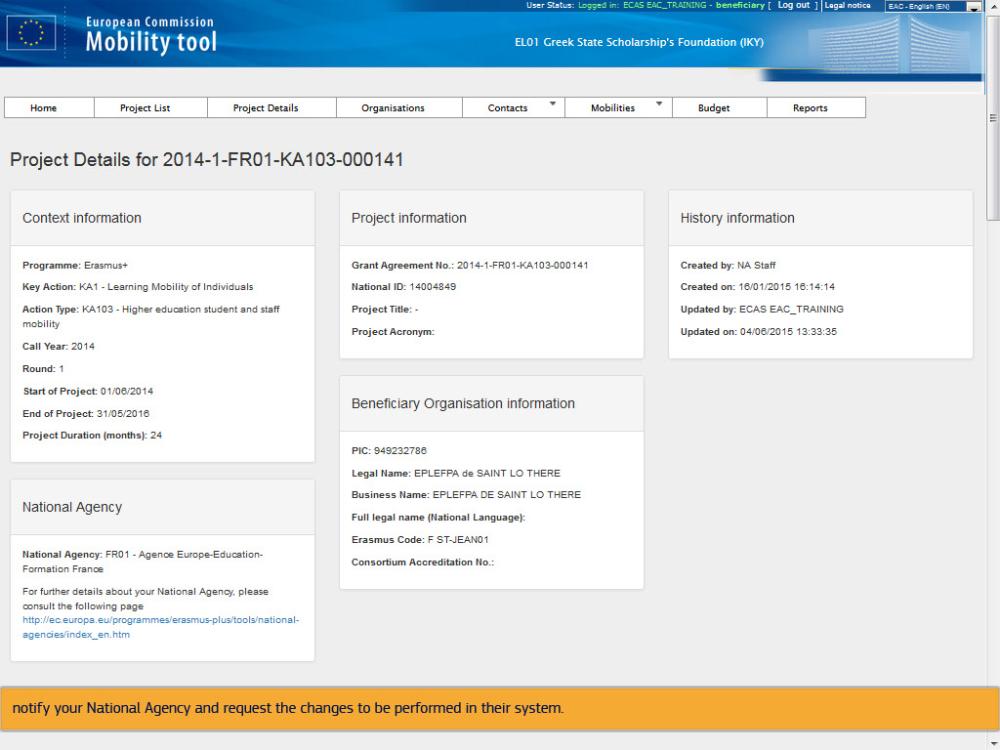
**Slide 5 - Slide 5**



**Text Captions**

First, check that all of the project data is up to date.

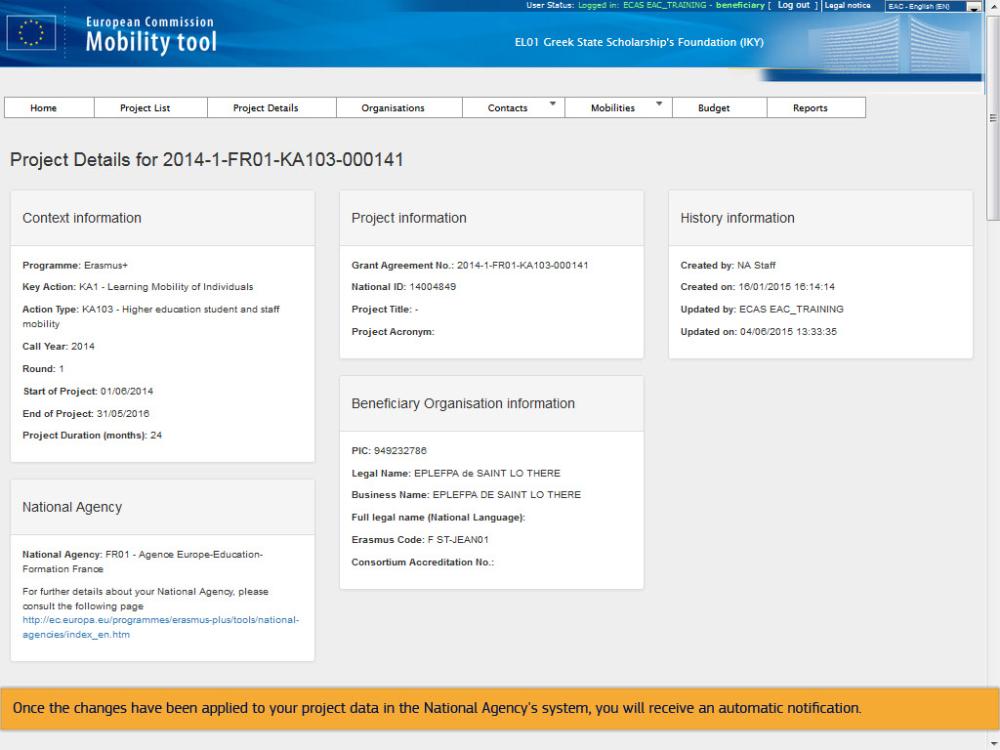
**Slide 6 - Slide 6**



**Text Captions**

In case there are changes or amendments to be performed, notify your National Agency and request the changes to be performed in their system.

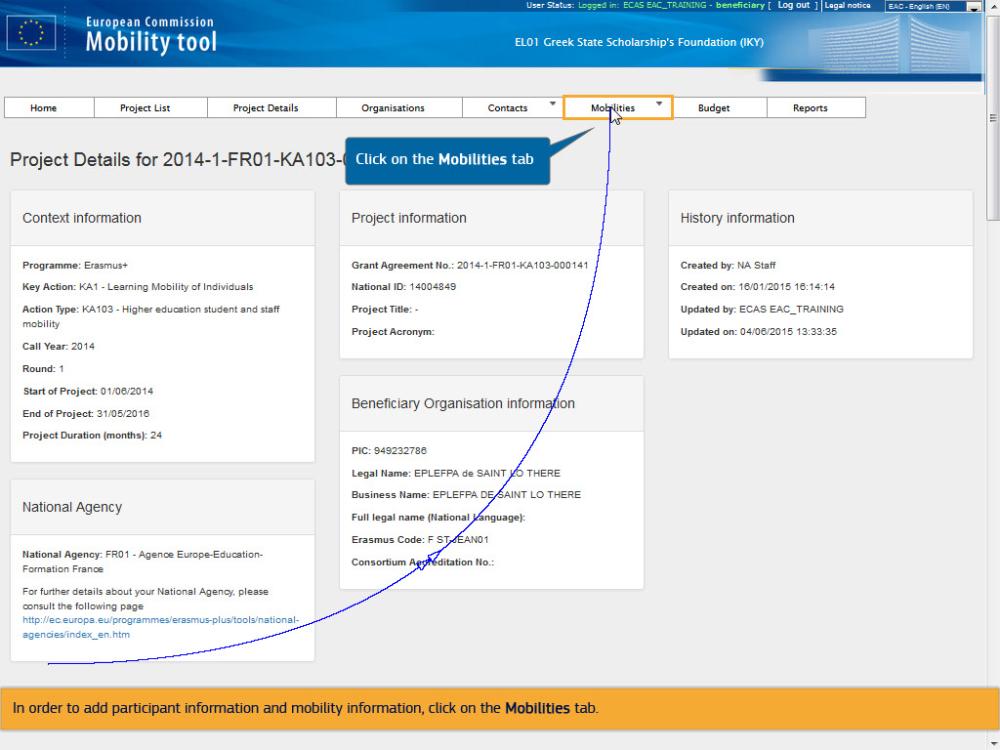
**Slide 7 - Slide 7**



**Text Captions**

Once the changes have been applied to your project data in the National Agency's system, you will receive an automatic notification.

**Slide 8 - Slide 8**

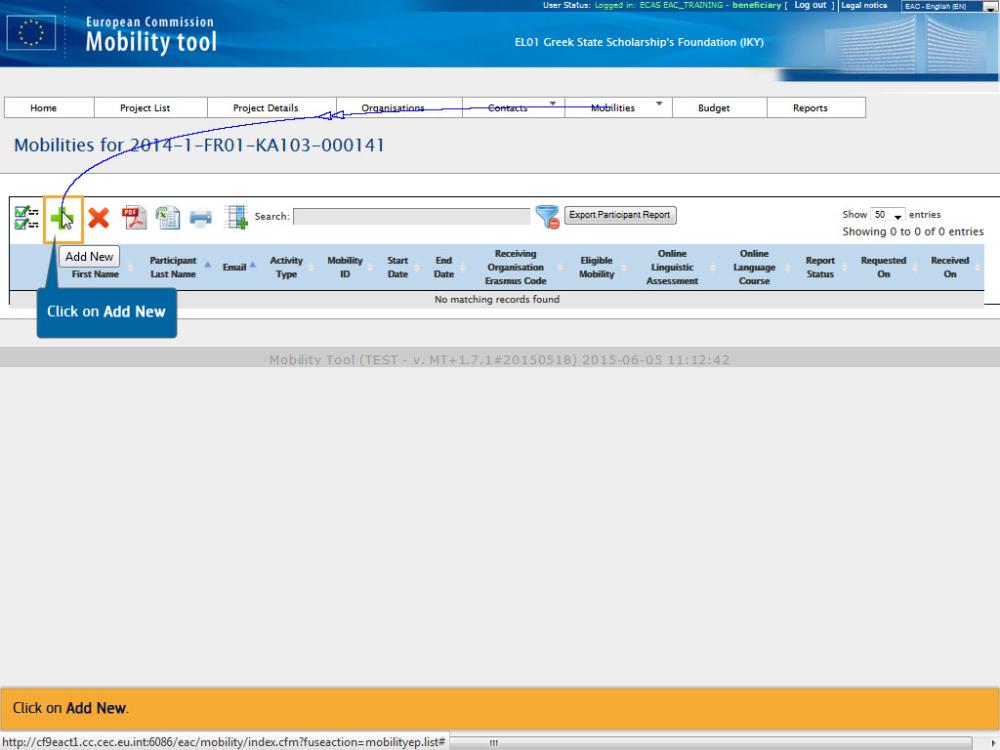


**Text Captions**

In order to add participant information and mobility information, click on the **Mobilities** tab.

Click on t

**Slide 9 - Slide 9**

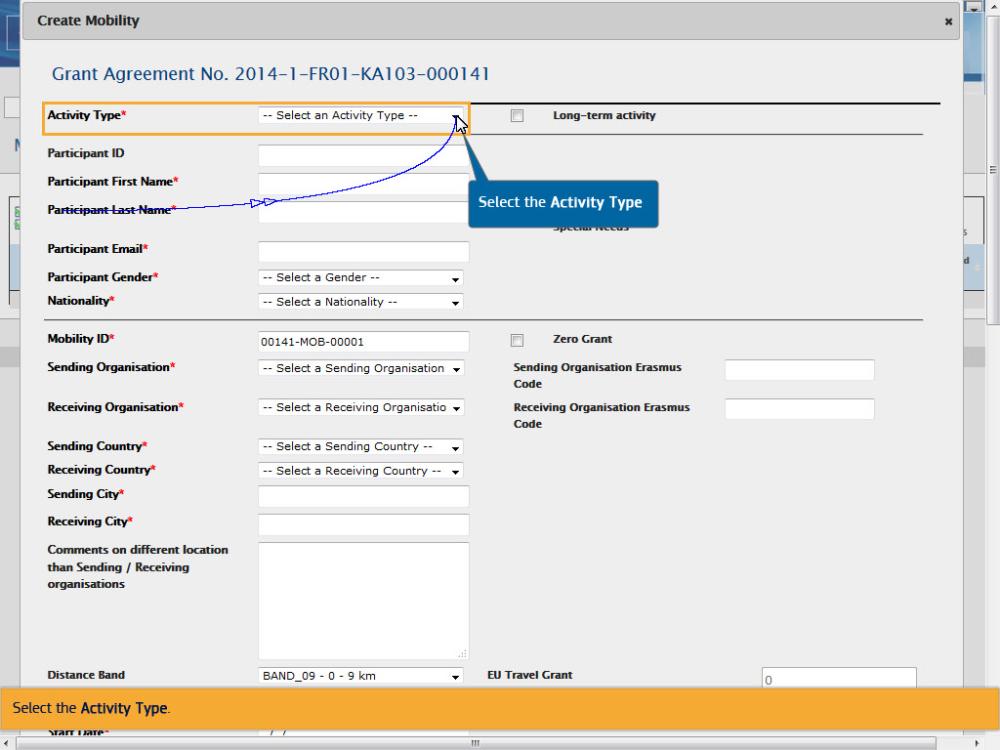


**Text Captions**

Click on **Add New**.

Click on **Add New**

**Slide 10 - Slide 10**

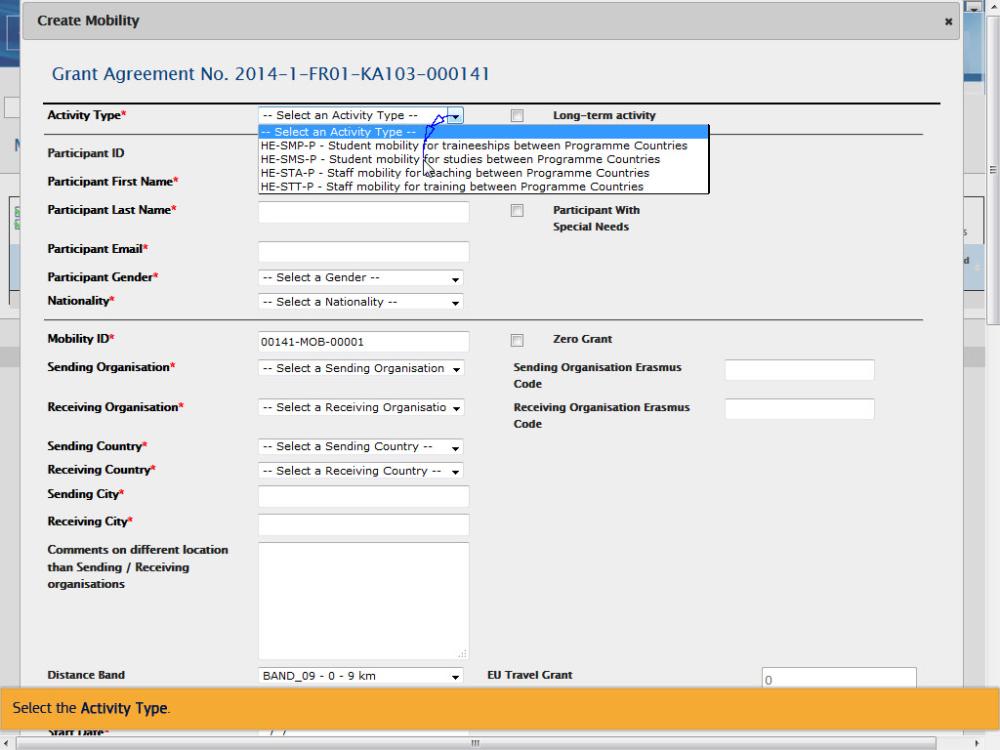


**Text Captions**

Select the **Activity Type**.

Select the **Activity Type**

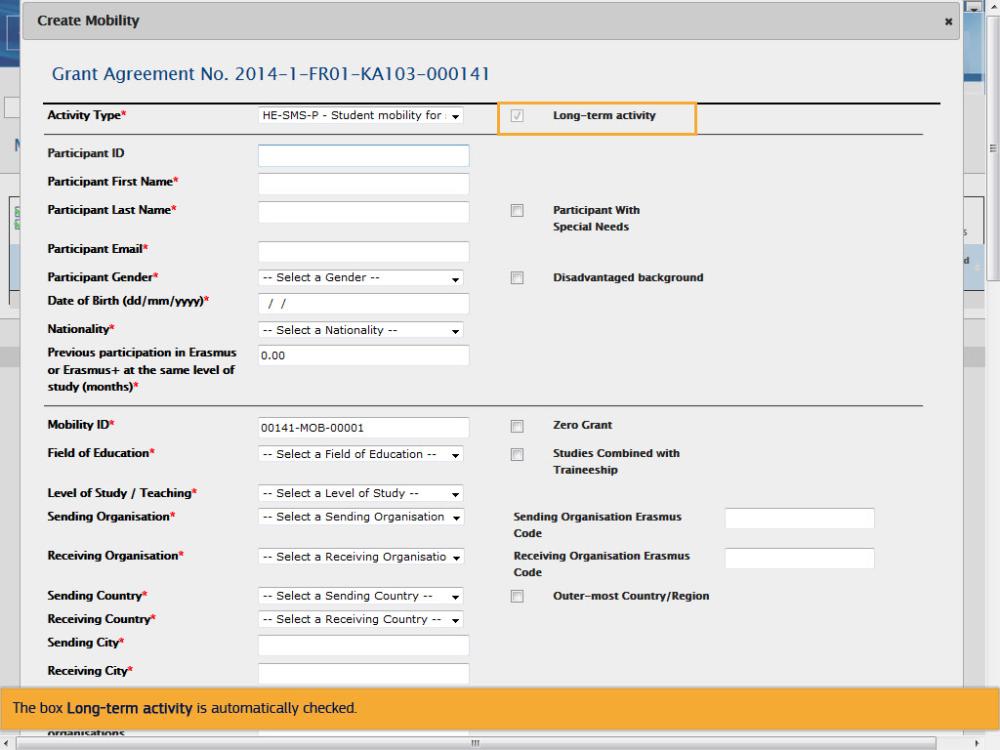
**Slide 11 - Slide 11**



**Text Captions**

Select the **Activity Type**.

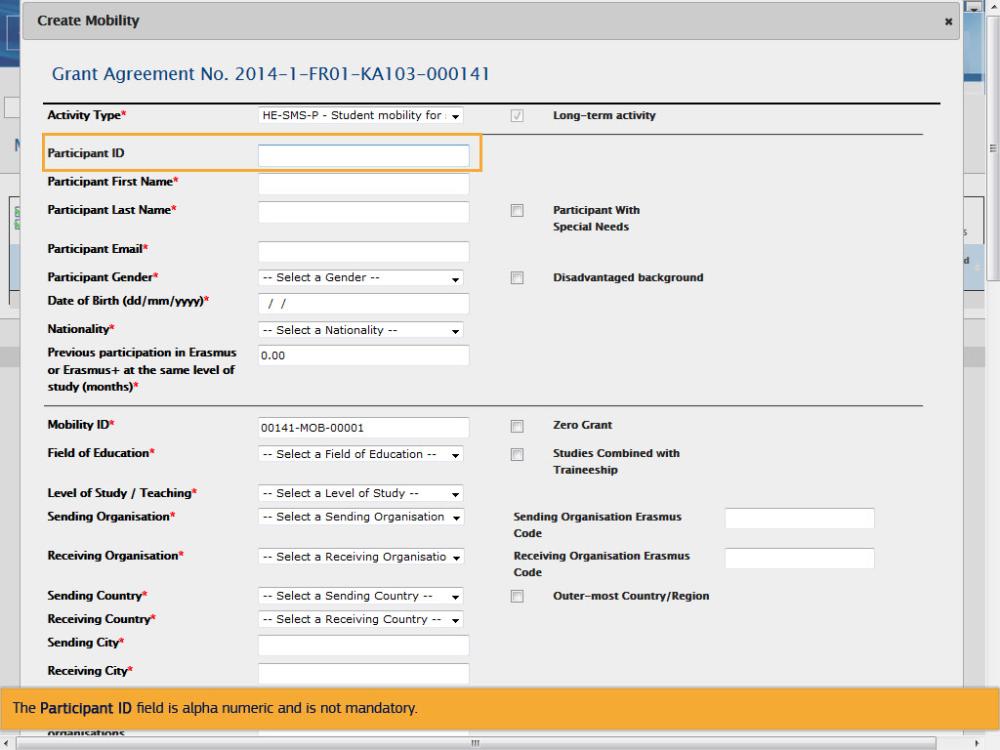
**Slide 12 - Slide 12**



**Text Captions**

The box **Long-term activity** is automatically checked.

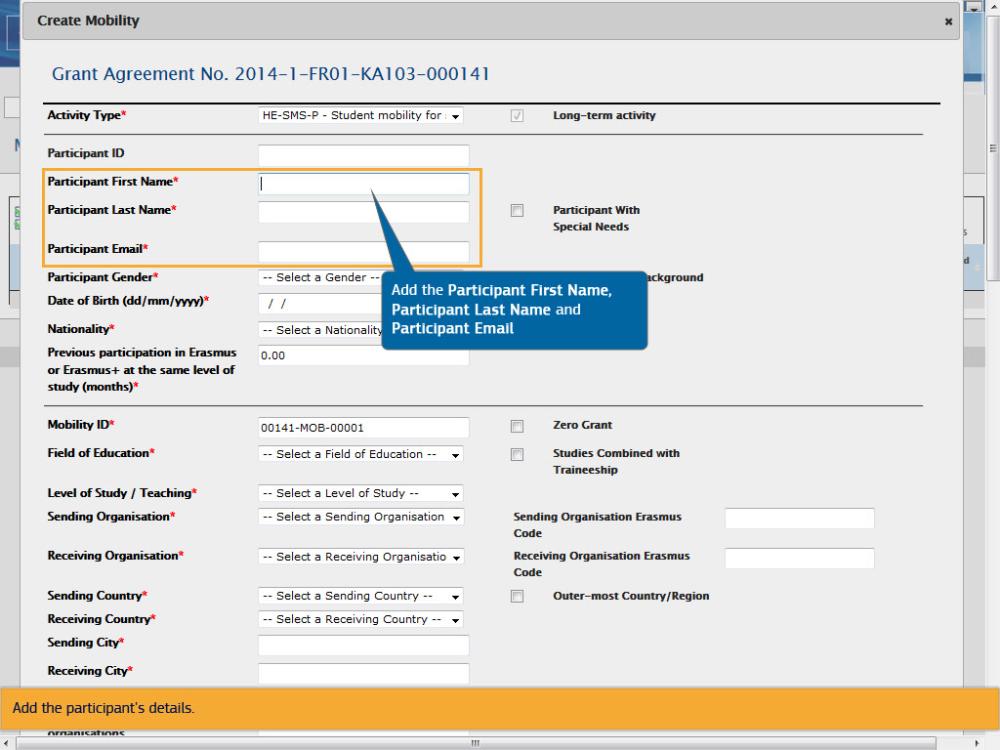
**Slide 13 - Slide 13**



**Text Captions**

The **Participant ID** field is alpha numeric and is not mandatory.

**Slide 14 - Slide 14**

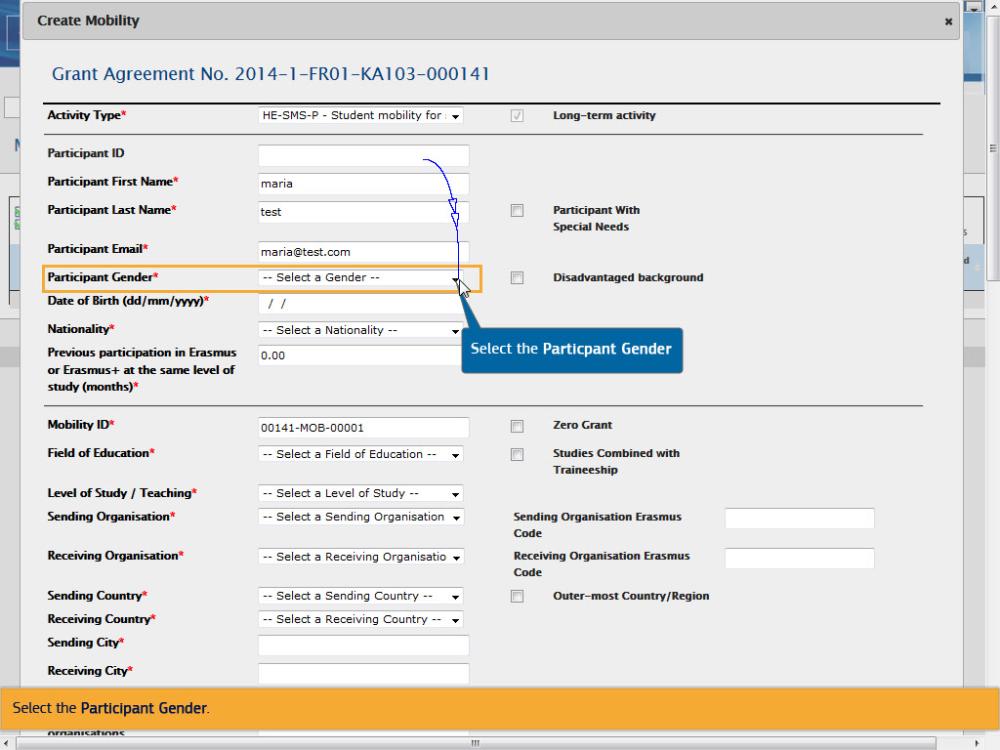


**Text Captions**

Add the participant's details.

Add the **Participant First Name**, **Participant Last Name** and **Participant Email**

**Slide 15 - Slide 15**

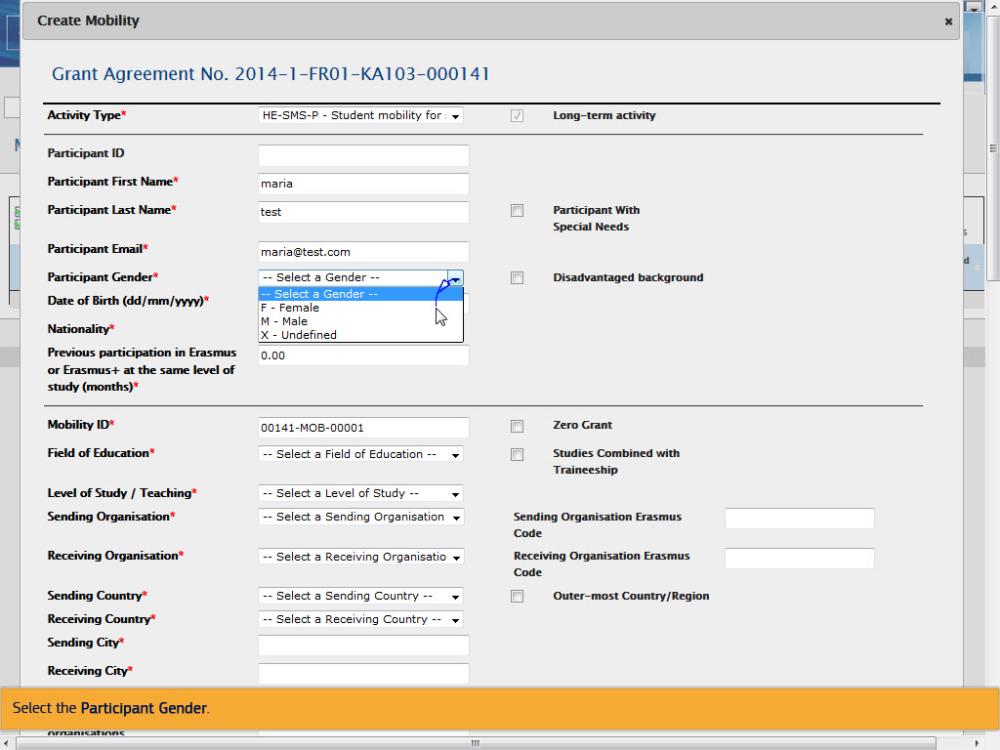


**Text Captions**

Select the **Participant Gender**.

Select the

**Slide 16 - Slide 16**

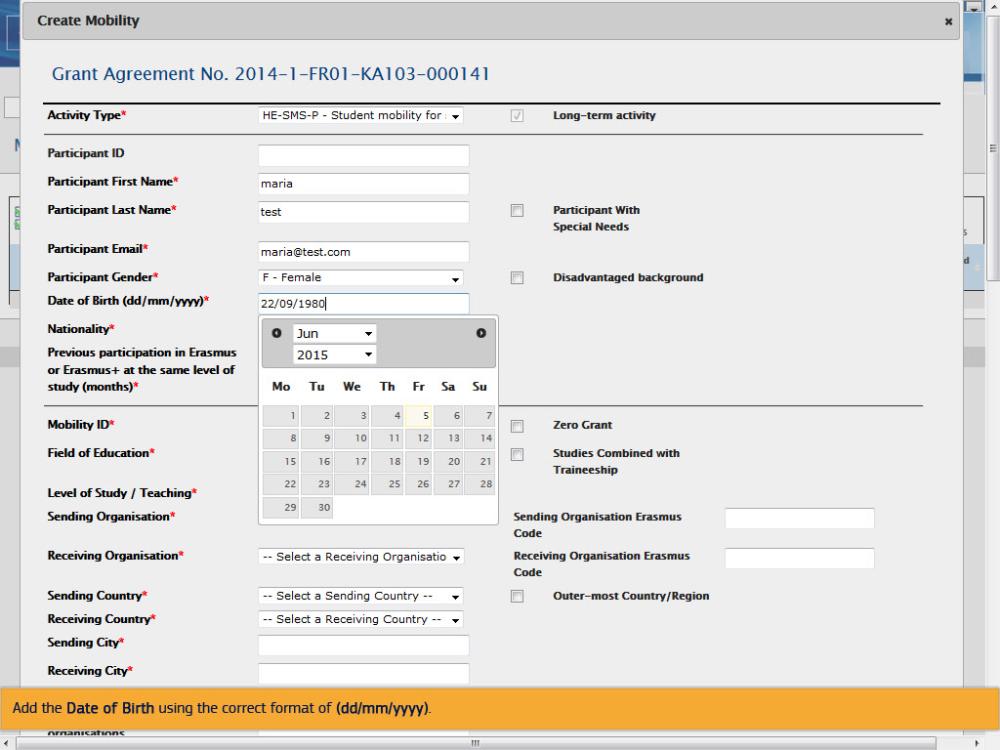


**Text Captions**

Select the **Participant Gender**.

Add the **Date of Birth**

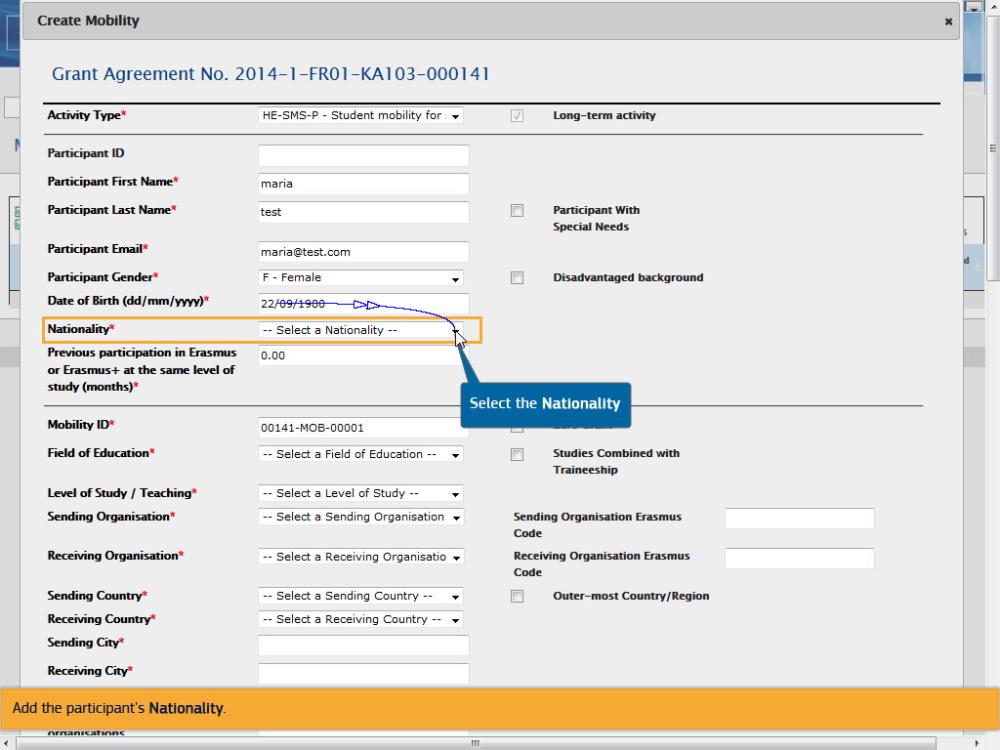
**Slide 18 - Slide 18**



**Text Captions**

Add the **Date of Birth** using the correct format of **(dd/mm/yyyy)**.

**Slide 19 - Slide 19**

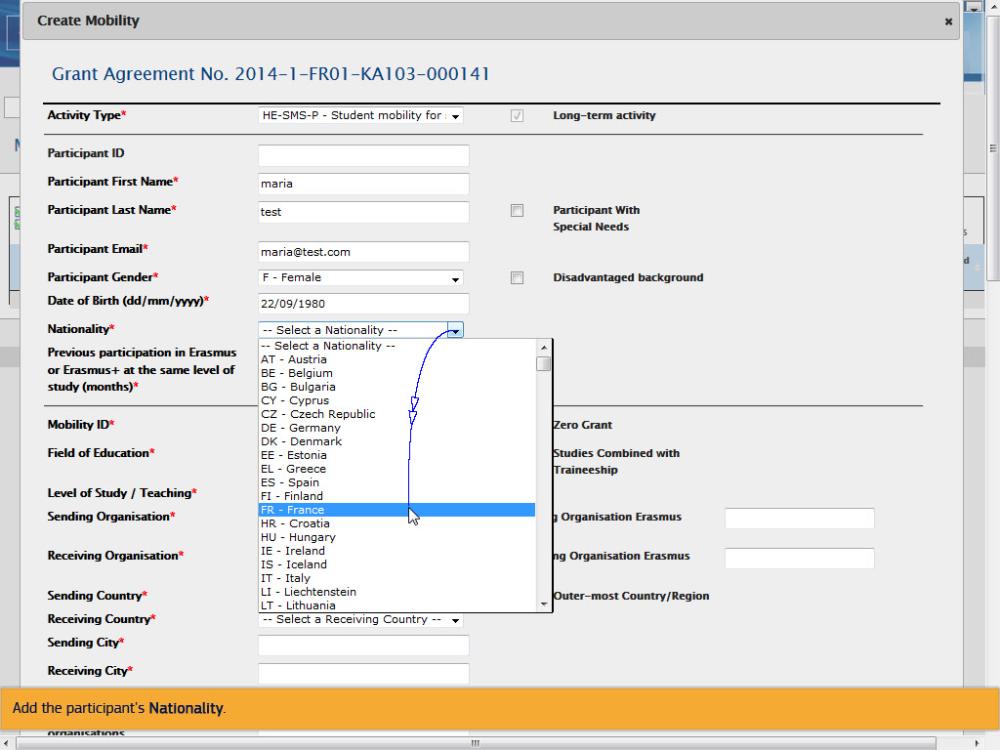


**Text Captions**

Add the participant's **Nationality**.

Select the **Nationality**

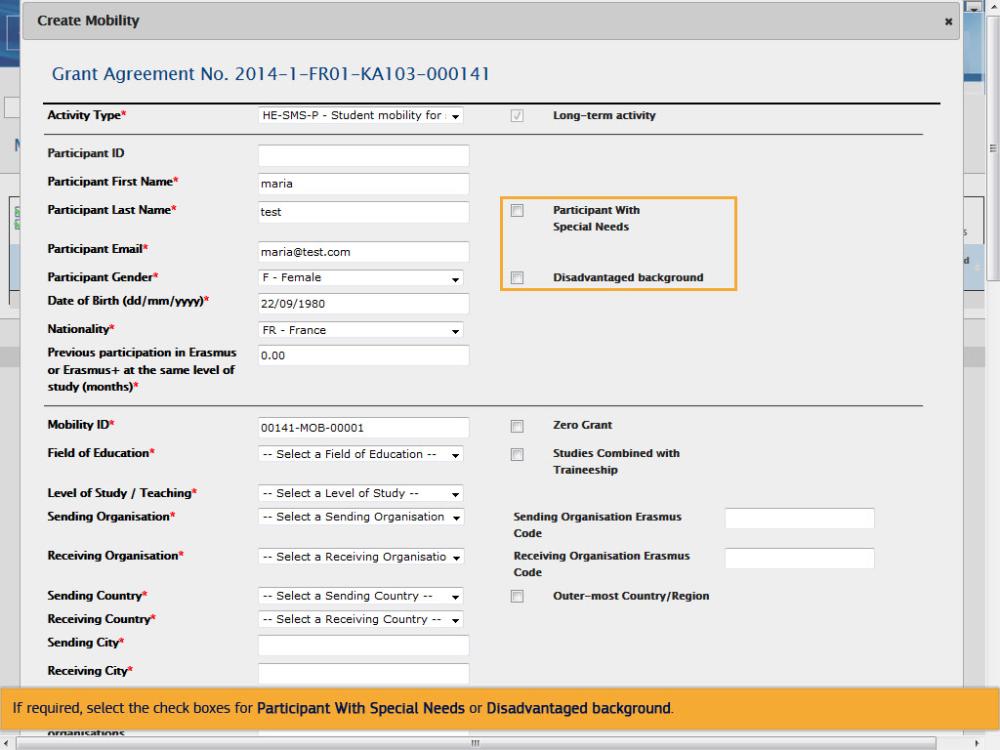
**Slide 20 - Slide 20**



**Text Captions**

Add the participant's **Nationality**.

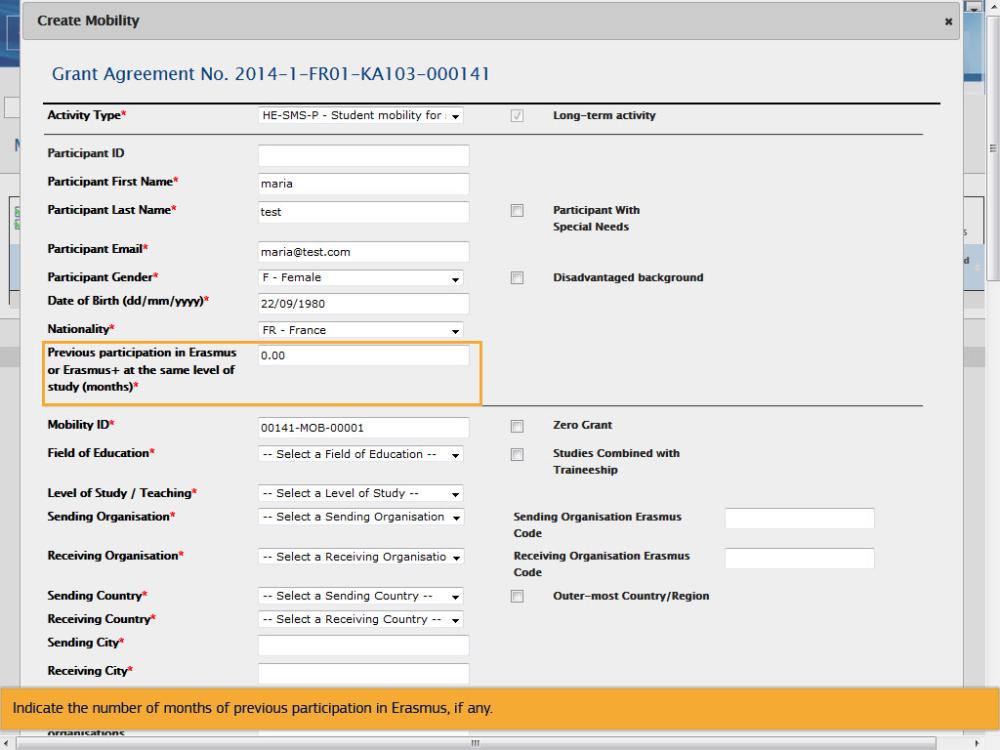
**Slide 21 - Slide 21**



**Text Captions**

If required, select the check boxes for **Participant With Special Needs** or **Disadvantaged background**.

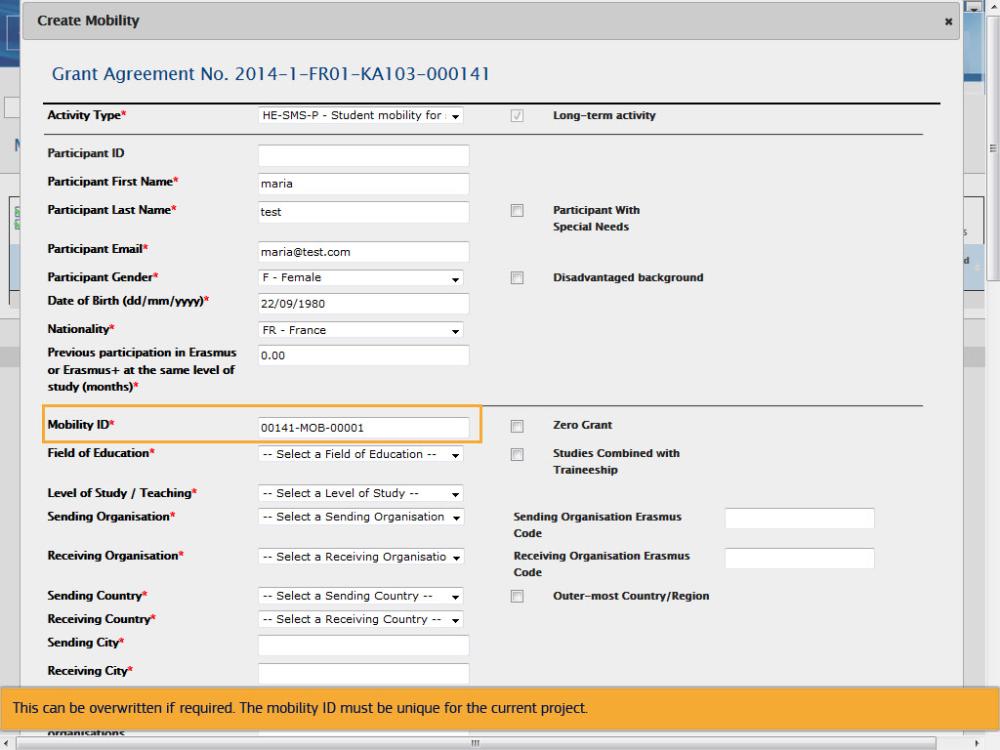
**Slide 22 - Slide 22**



**Text Captions**

Indicate the number of months of previous participation in Erasmus, if any.

**Slide 23 - Slide 23**

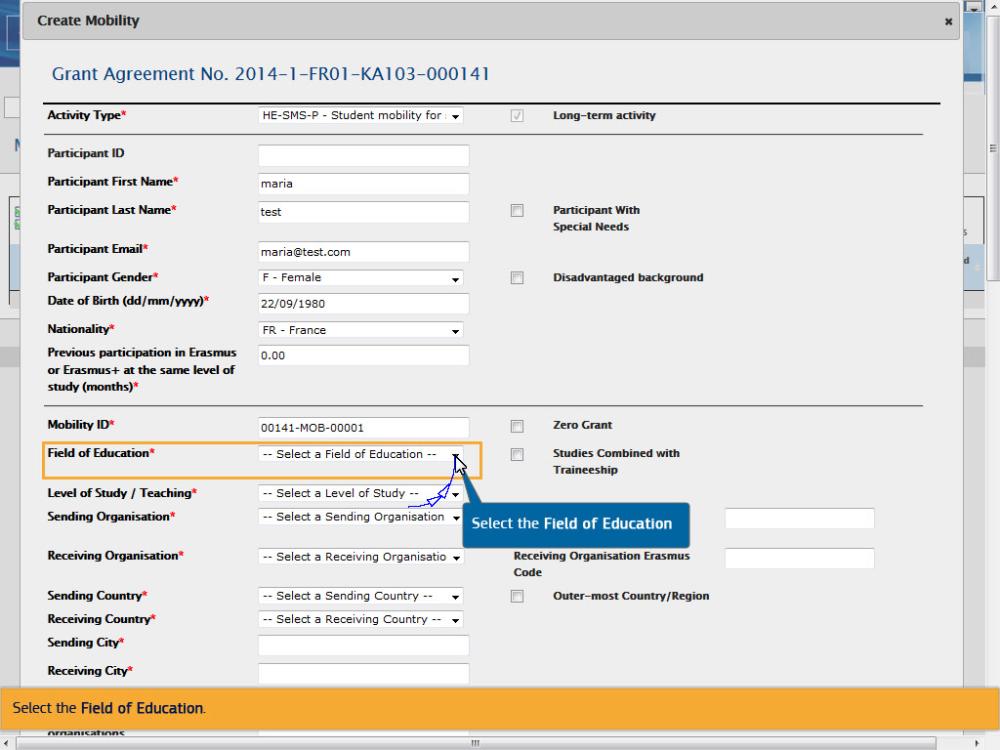


**Text Captions**

The **Mobility ID** is generated automatically and is composed of the project code, letters MOB and a sequential number.

This can be overwritten if required. The mobility ID must be unique for the current project.

**Slide 24 - Slide 24**

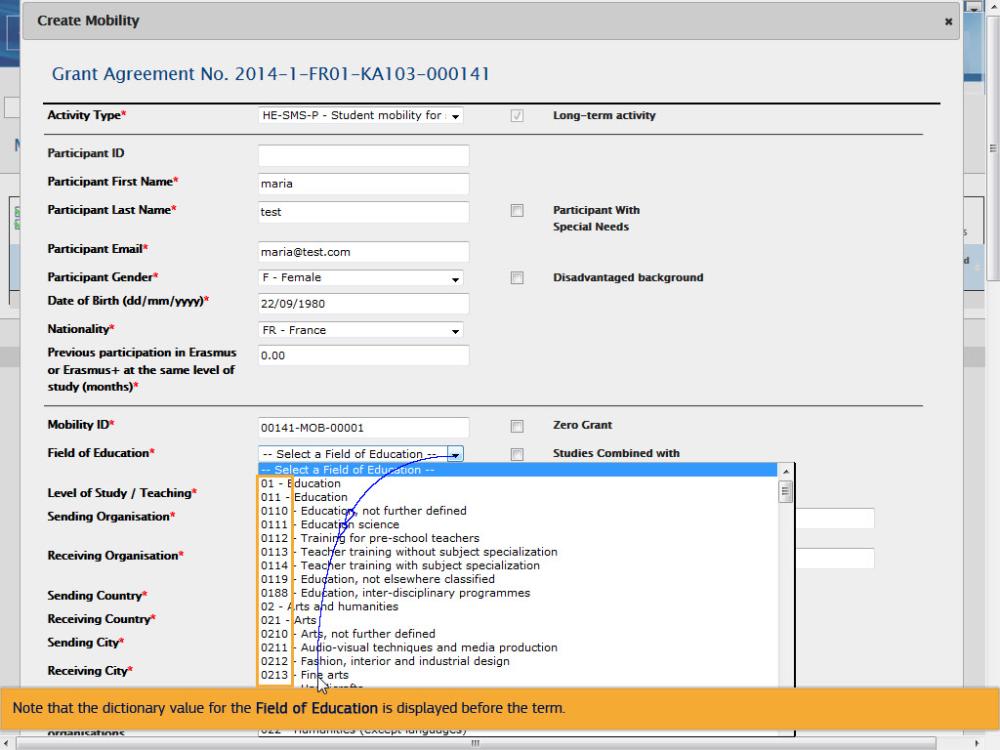


**Text Captions**

Select the **Field of Education**.

Select the **Field of Education**

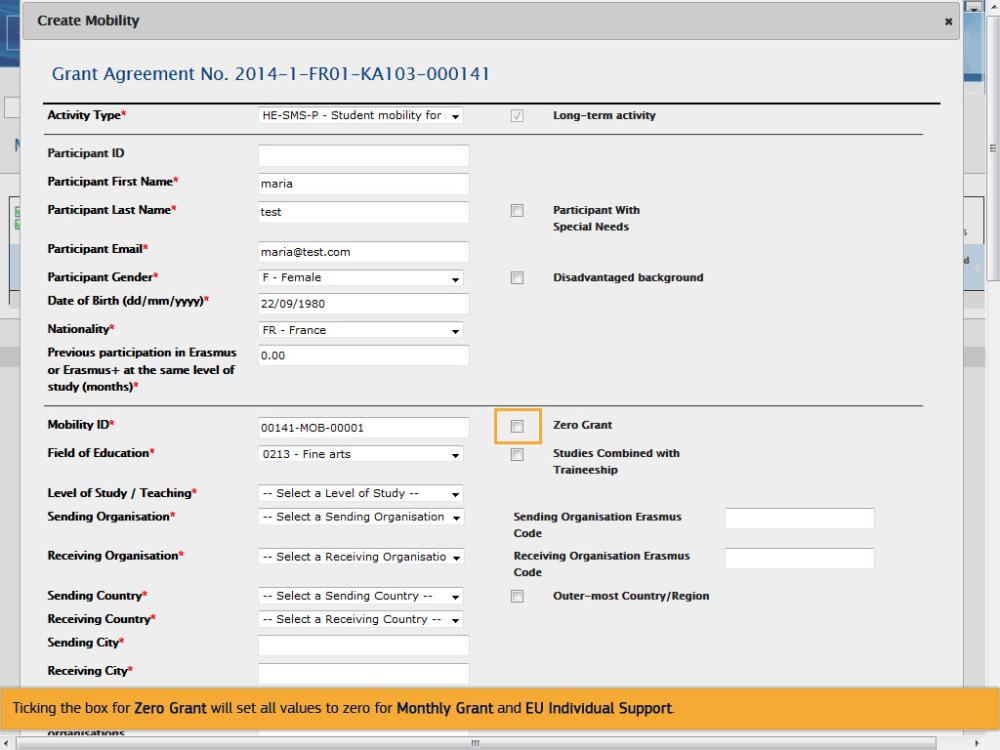
**Slide 25 - Slide 25**



**Text Captions**

Note that the dictionary value for the **Field of Education** is displayed before the term.

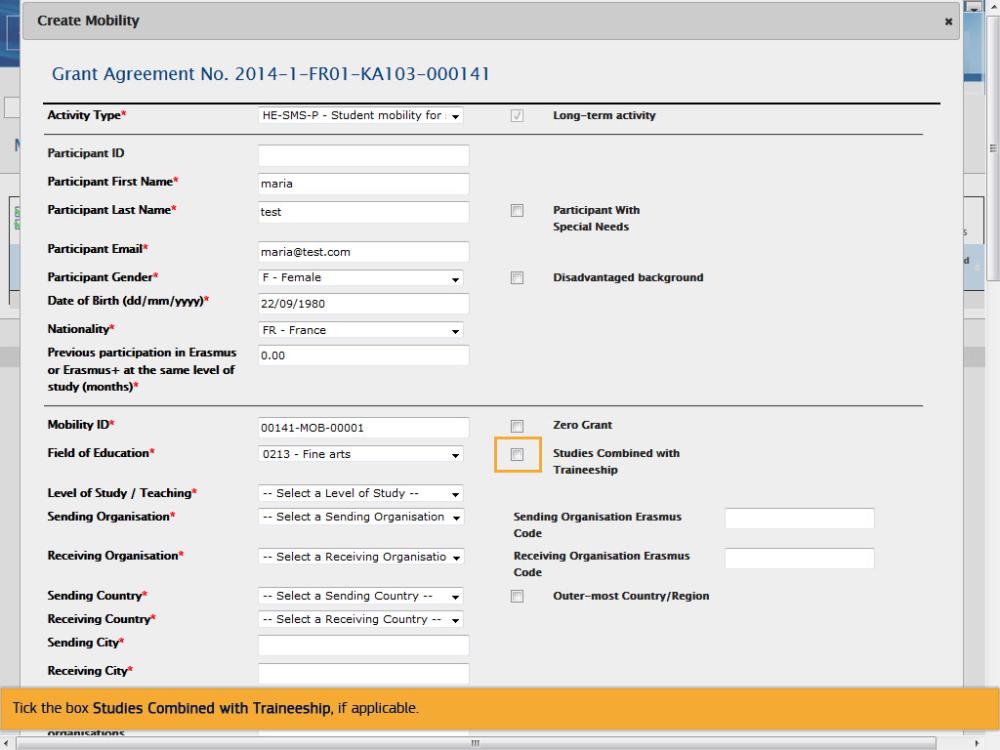
**Slide 26 - Slide 26**



**Text Captions**

Ticking the box for **Zero Grant** will set all budget items to zero.

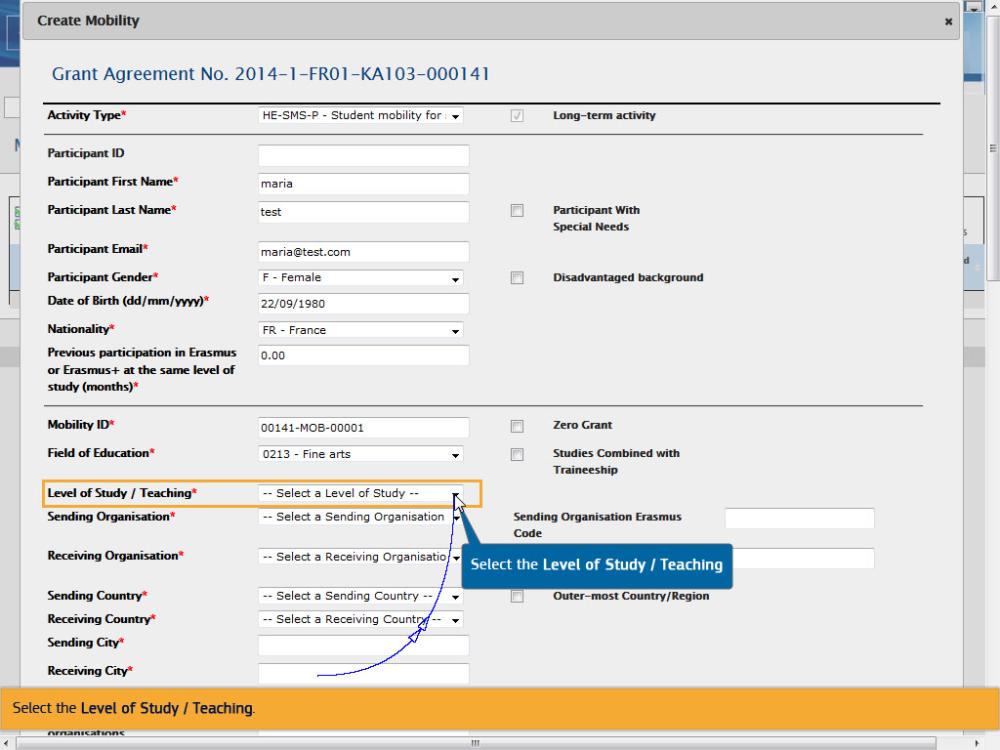
**Slide 27 - Slide 27**



**Text Captions**

Tick the box **Studies Combined with Traineeship**, if applicable.

**Slide 28 - Slide 28**

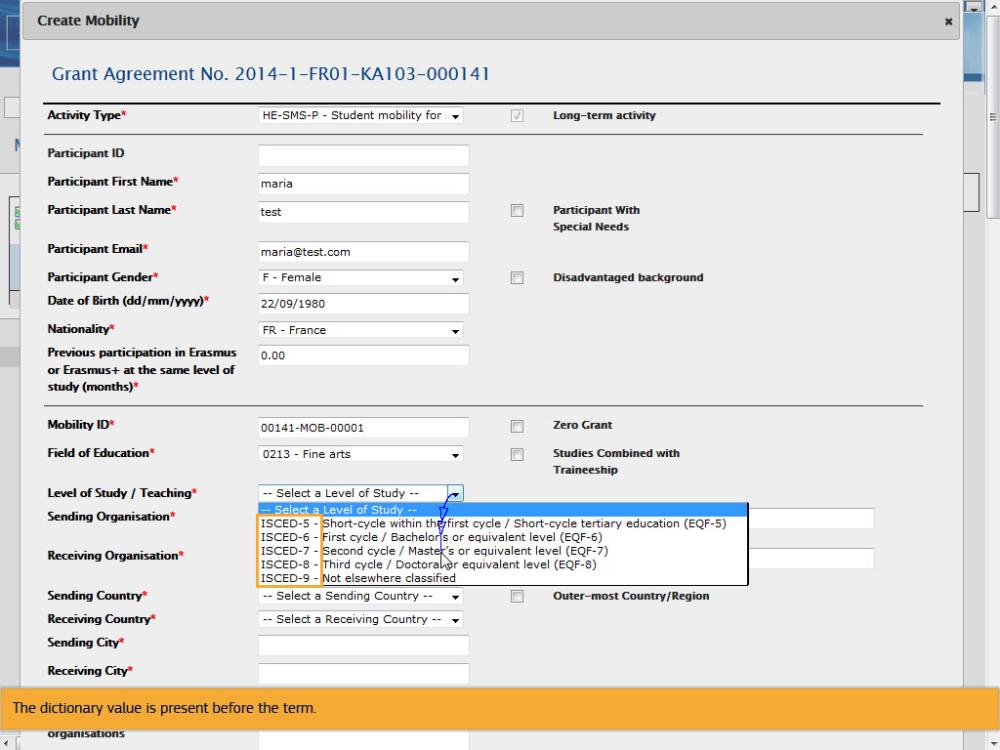


**Text Captions**

Select the **Level of Study / Teaching**.

Select the **Level of Study / Teaching**

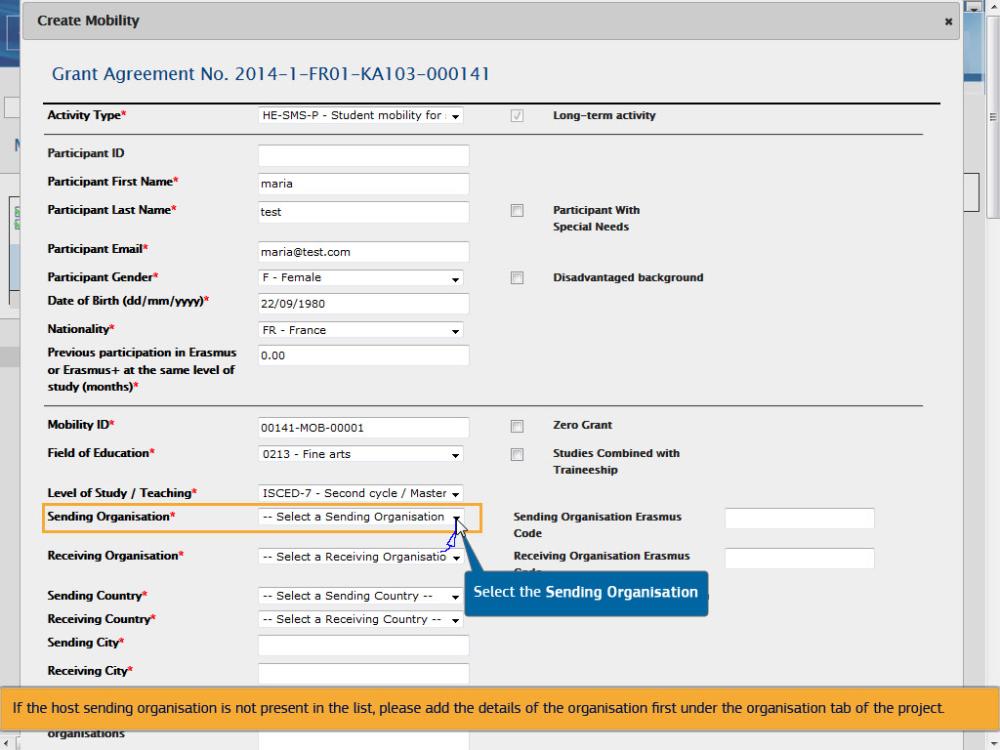
**Slide 29 - Slide 29**



**Text Captions**

The dictionary value is present before the term.

**Slide 30 - Slide 30**



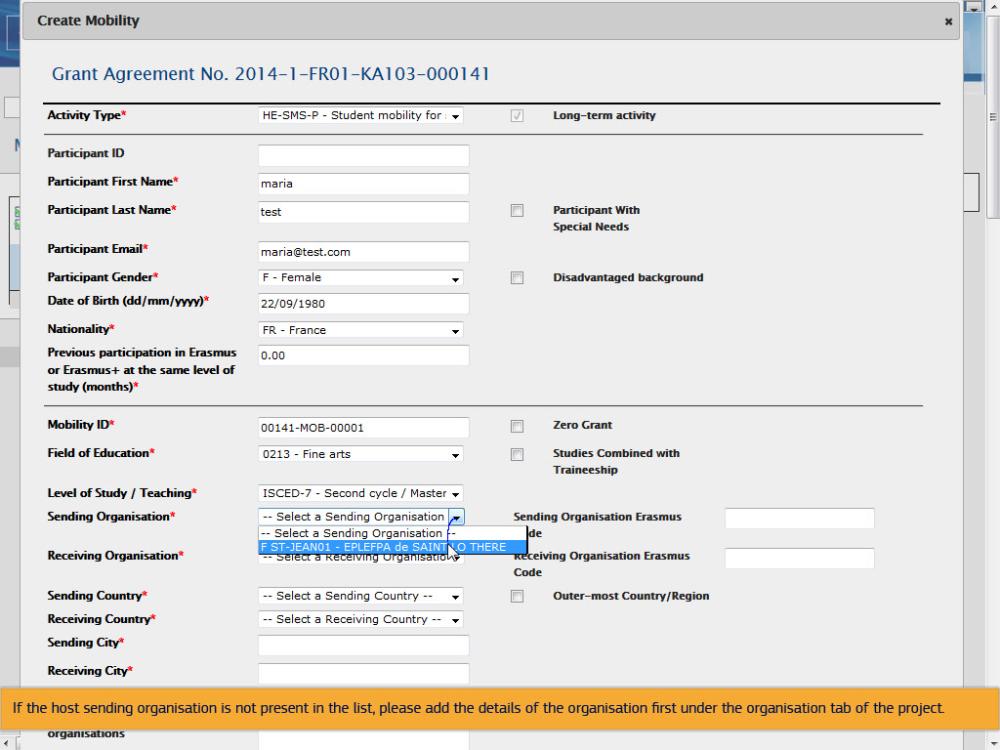
**Text Captions**

Select the **Sending Organisation**.

Only organisations added in the application form are added automatically to this list.

If the host sending organisation is not present in the list, please add the details of the organisation first under the organisation tab of the project.

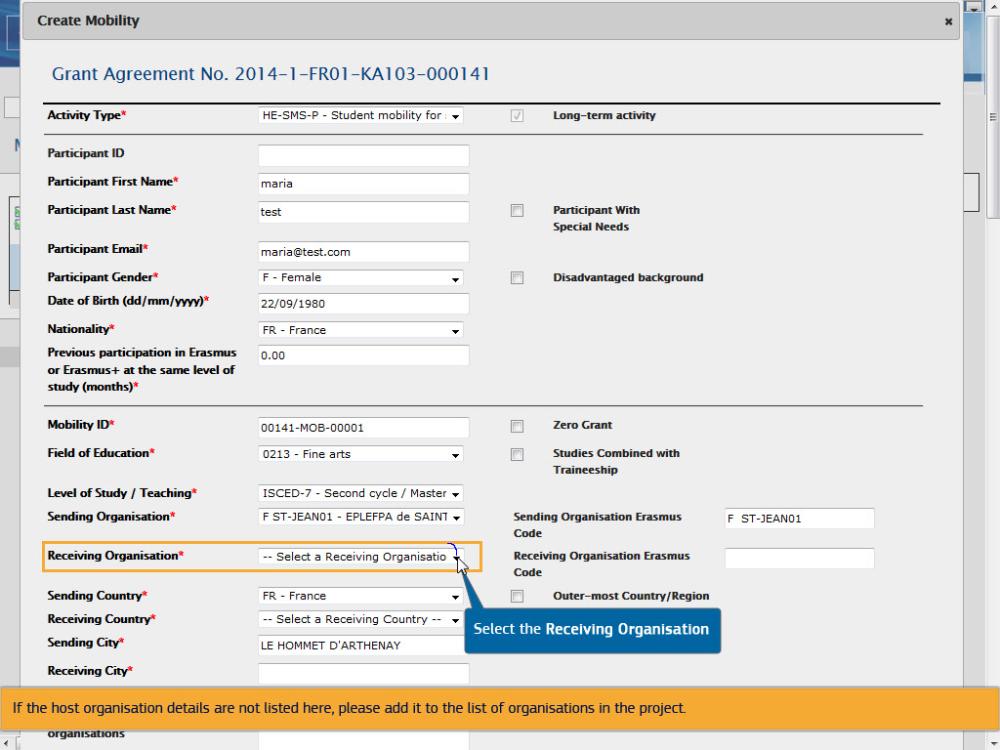
**Slide 31 - Slide 31**



**Text Captions**

If the host sending organisation is not present in the list, please add the details of the organisation first under the organisation tab of the project.

**Slide 32 - Slide 32**



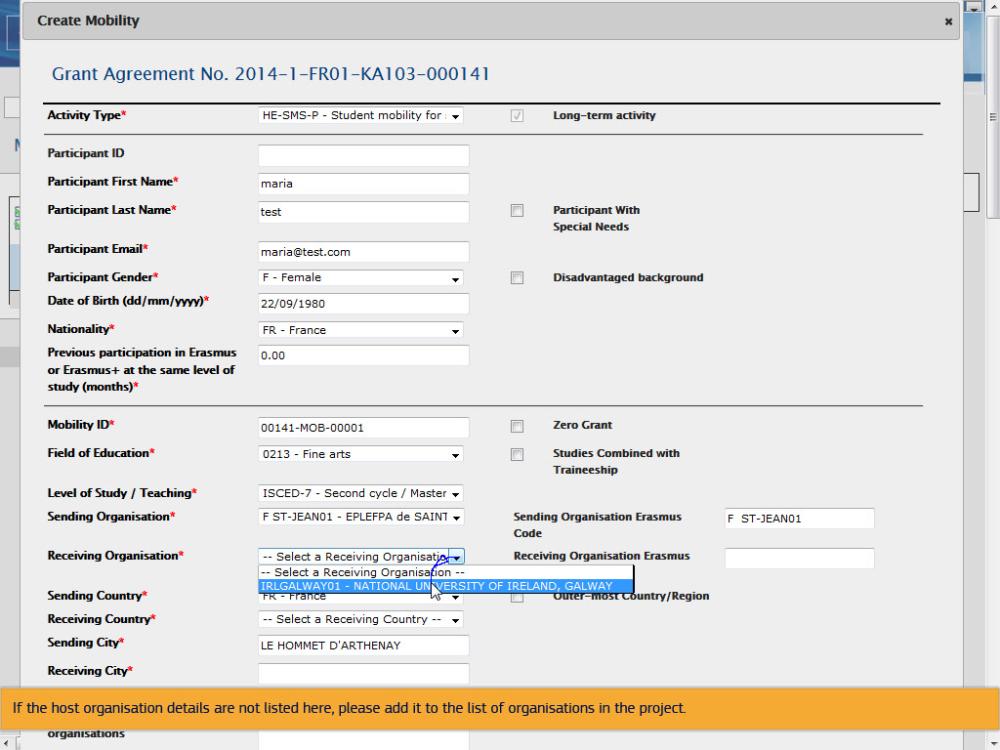
**Text Captions**

Select the **Receiving Organisation**.

If the host organisation details are not listed here, please add it to the list of organisations in the project.

Select the

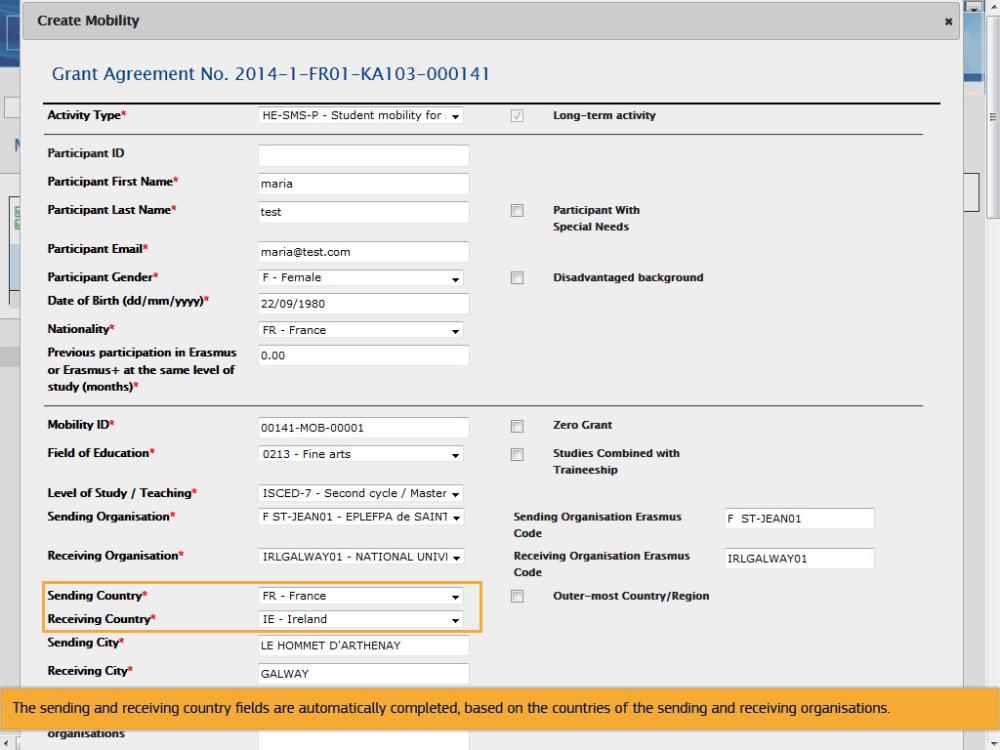
**Slide 33 - Slide 33**



**Text Captions**

If the host organisation details are not listed here, please add it to the list of organisations in the project.

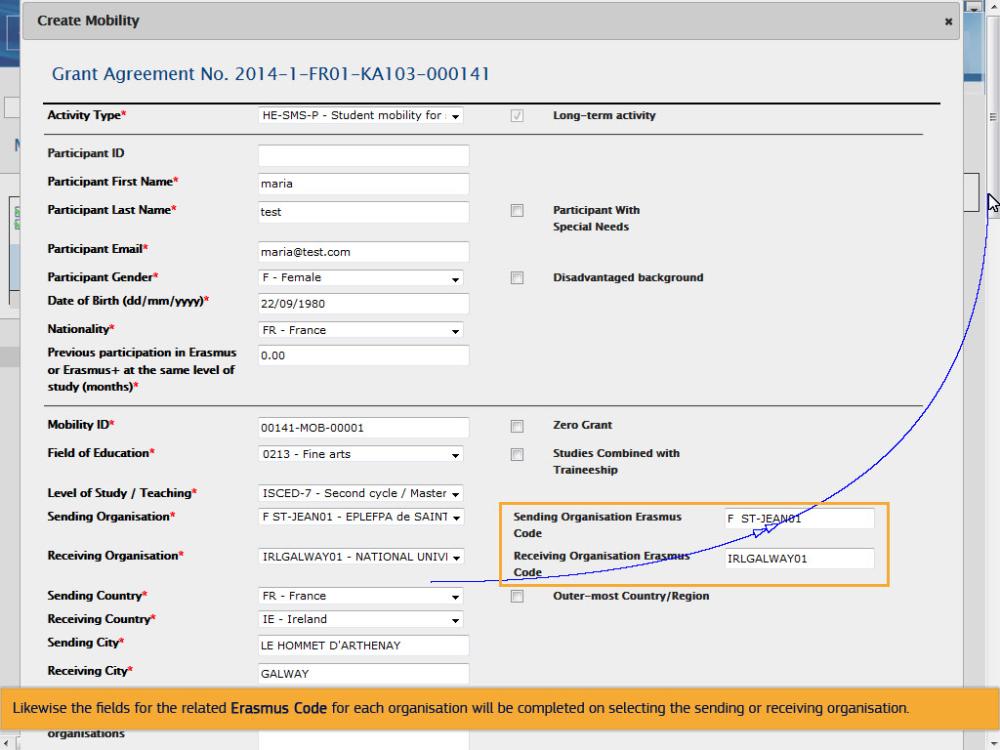
**Slide 34 - Slide 34**



**Text Captions**

The sending and receiving country fields are automatically completed, based on the countries of the sending and receiving organisations.

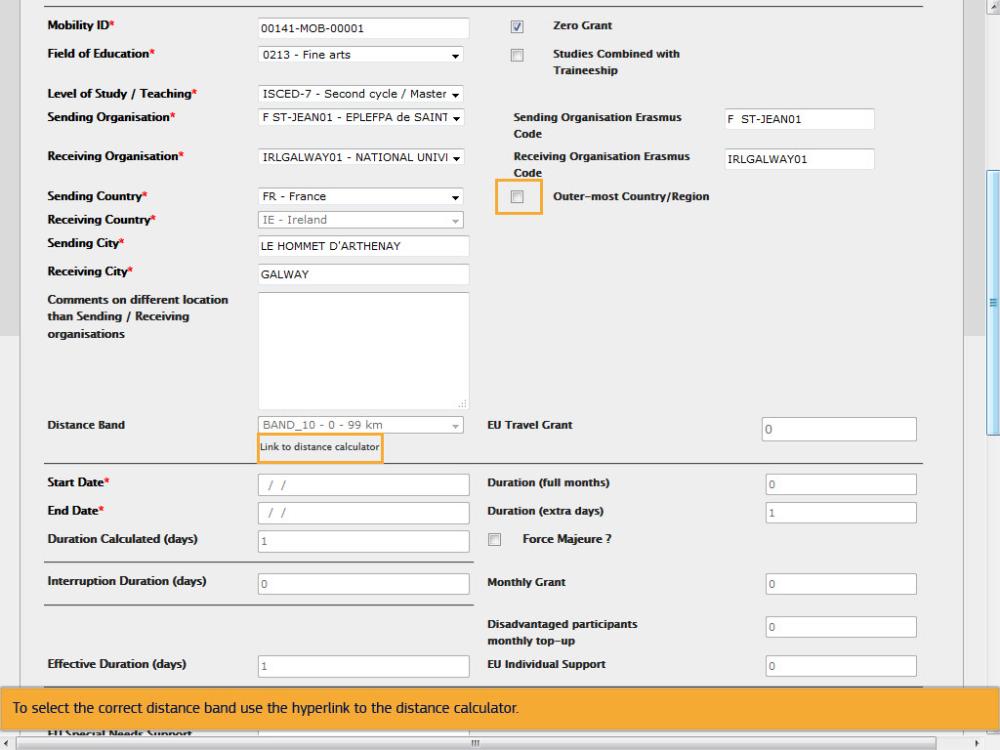
**Slide 35 - Slide 35**



**Text Captions**

Likewise the fields for the related **Erasmus Code** for each organisation will be completed on selecting the sending or receiving organisation.

**Slide 36 - Slide 36**

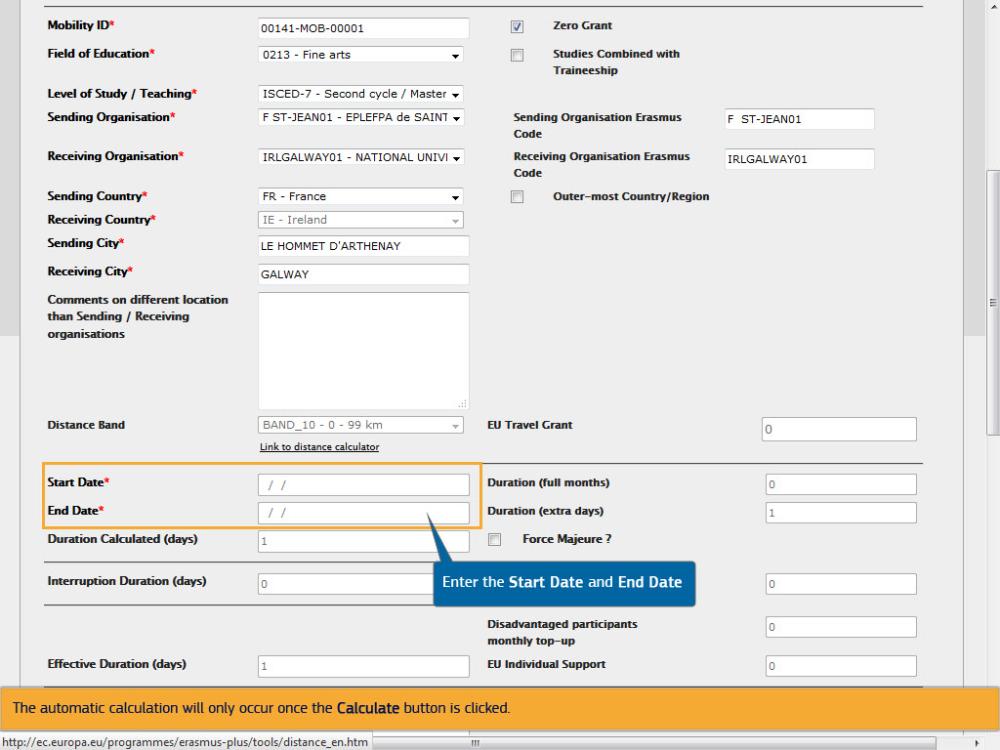


**Text Captions**

If applicable, check the **Outer-most Country/Region** box. This will activate the dropdown list of the **Distance Band**.

To select the correct distance band use the hyperlink to the distance calculator.

**Slide 37 - Slide 37**



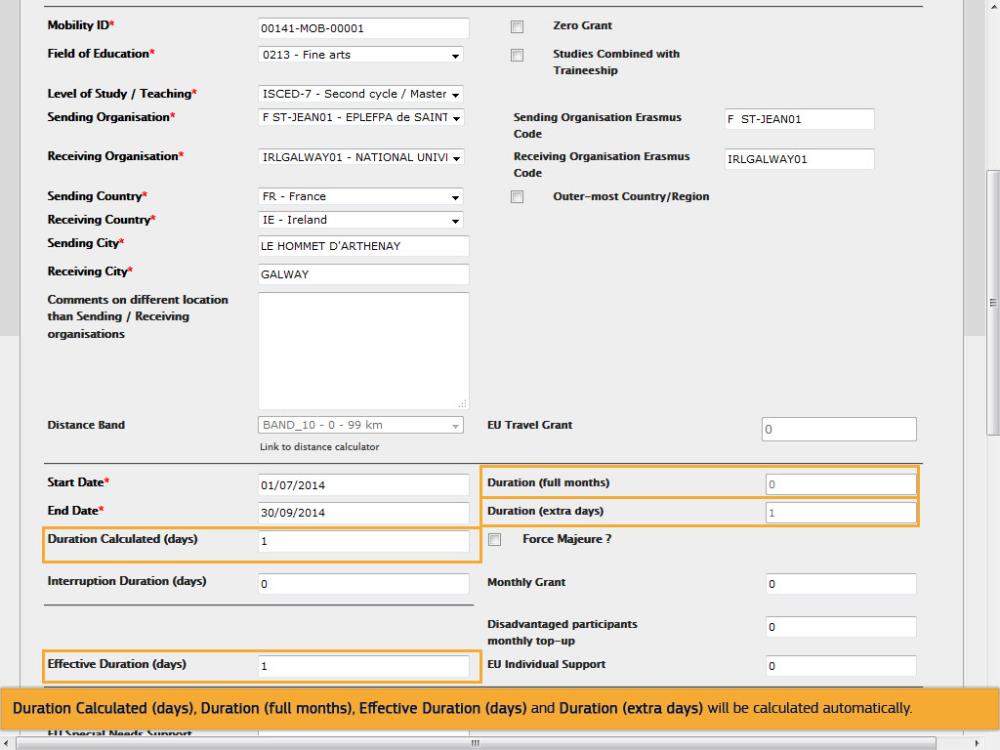
**Text Captions**

Enter the **Start Date** and **End Date** for the mobility. Some fields for the budget section will be calculated automatically and some need to be indicated.

The automatic calculation will only occur once the **Calculate** button is clicked.

Enter the **Start Date** and **End Date**

**Slide 38 - Slide 38**



**Text Captions**

**Duration Calculated (days)**, **Duration (full months)**, **Effective Duration (days)** and **Duration (extra days)** will be calculated automatically.

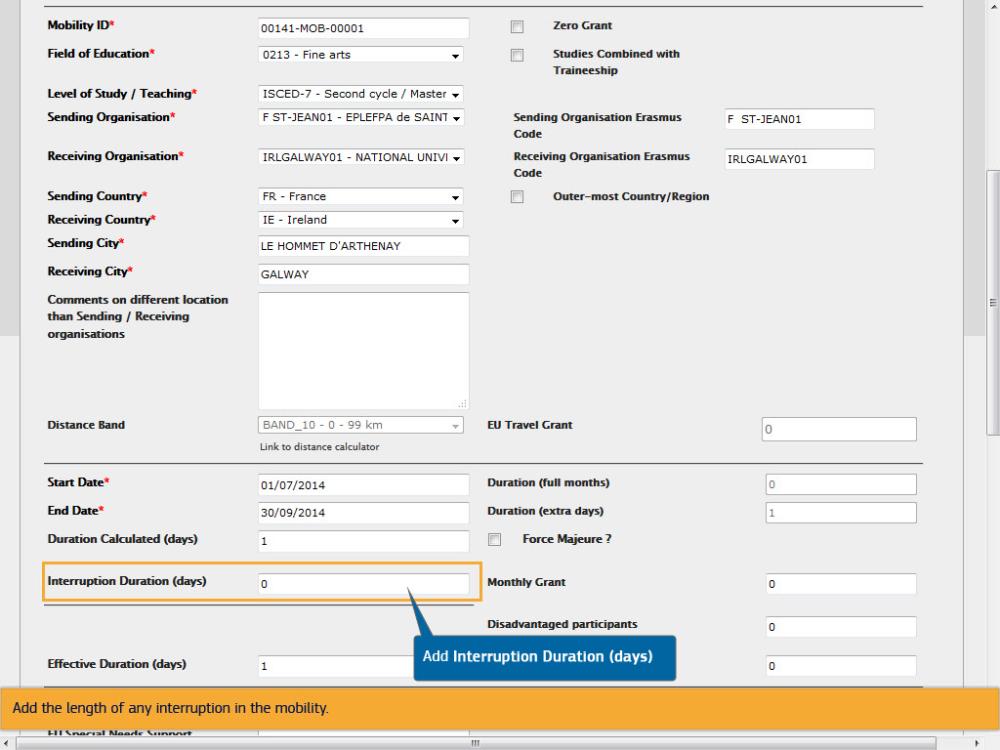
**Slide 39 - Slide 39**



**Text Captions**

Check the box for **Force Majeure ?** if applicable.

**Slide 40 - Slide 40**

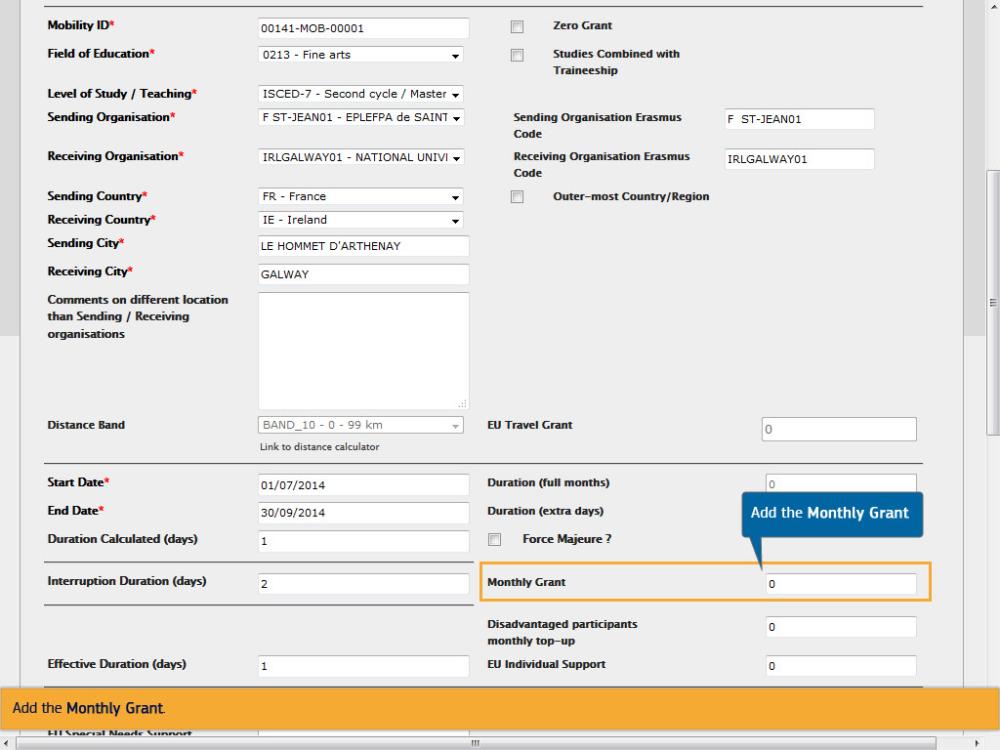


**Text Captions**

Add the length of any interruption in the mobility.

Add **Interruption Duration (days)**

**Slide 43 - Slide 43**

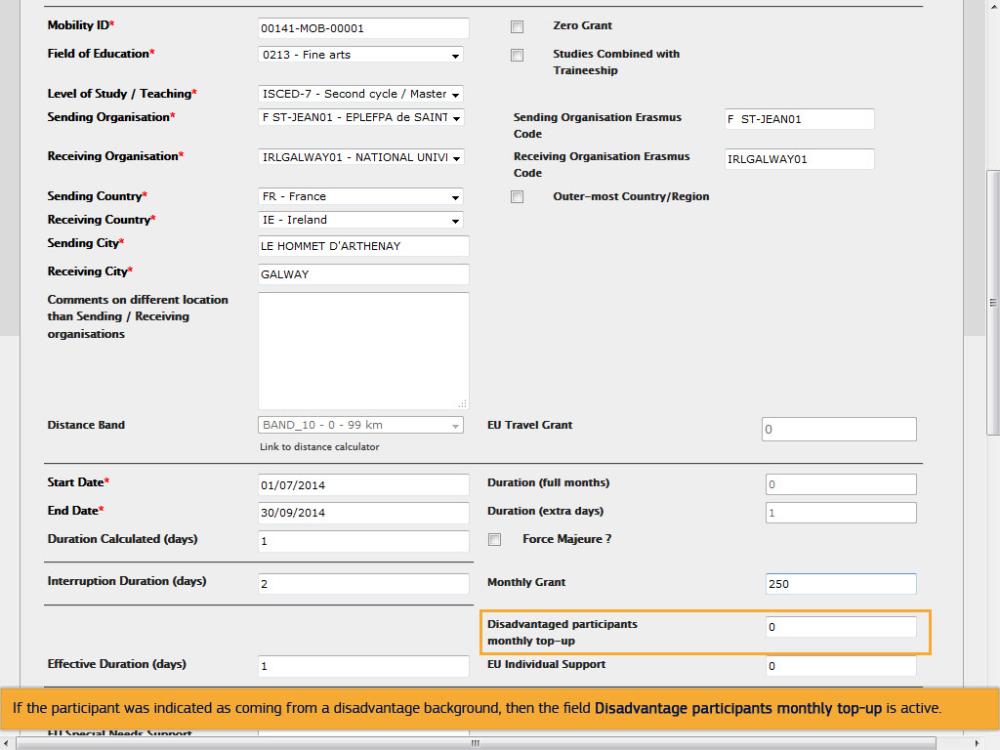


**Text Captions**

Add the **Monthly Grant**.

Add the **Monthly Grant**

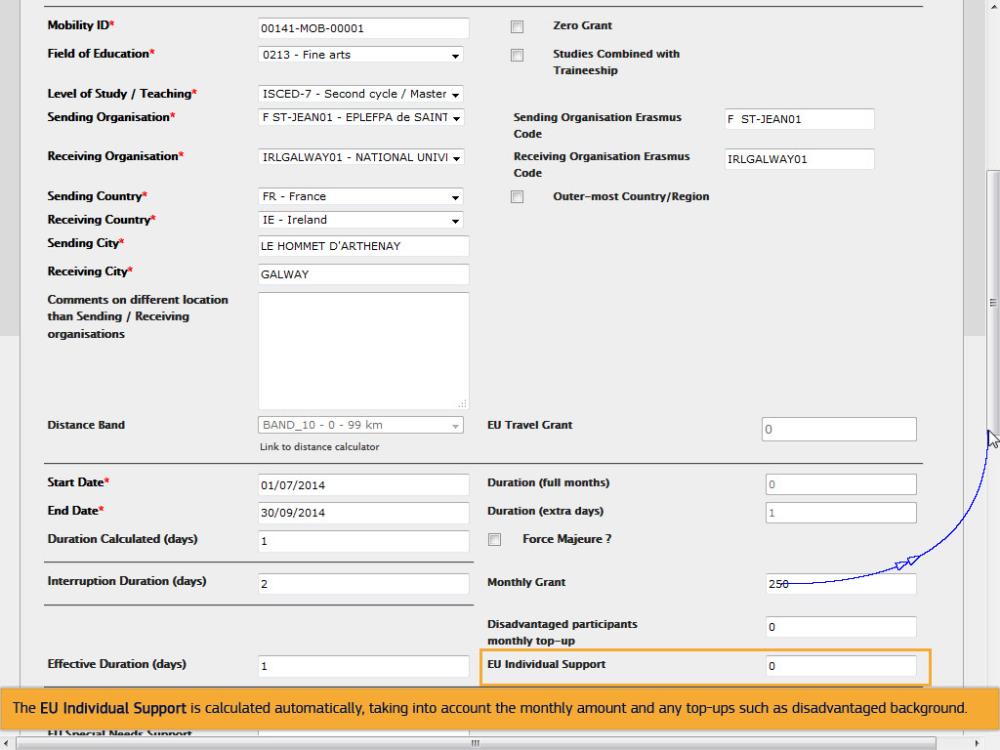
**Slide 46 - Slide 46**



**Text Captions**

If the participant was indicated as coming from a disadvantage background, then the field **Disadvantage participants monthly top-up** is active.

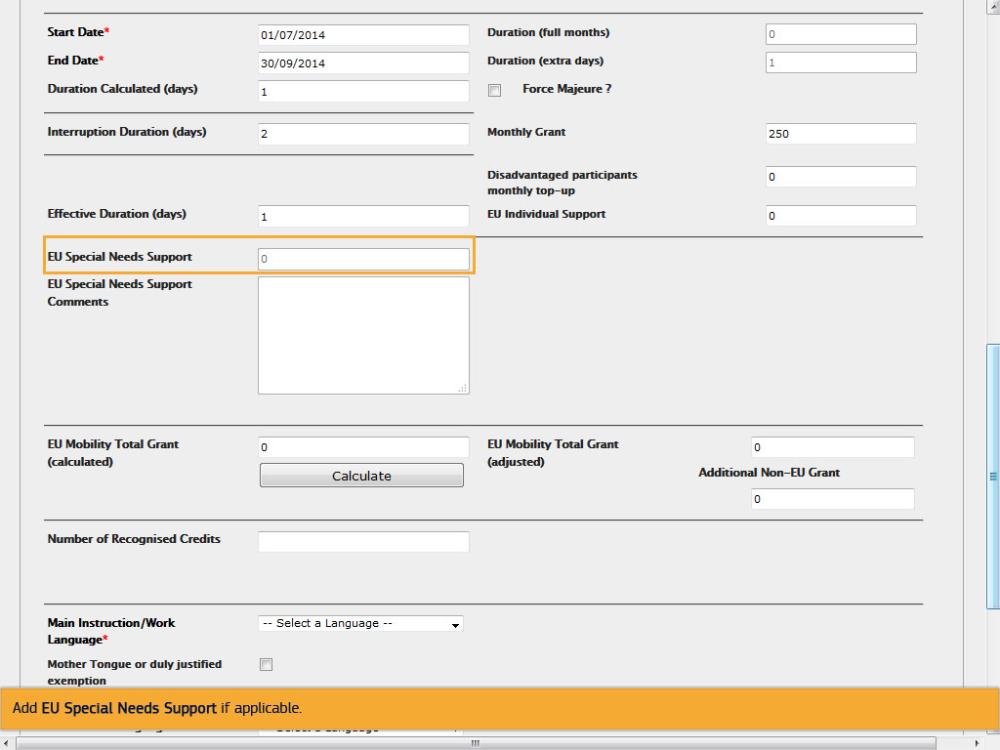
**Slide 47 - Slide 47**



**Text Captions**

The **EU Individual Support** is calculated automatically, taking into account the monthly amount and any top-ups such as disadvantaged background.

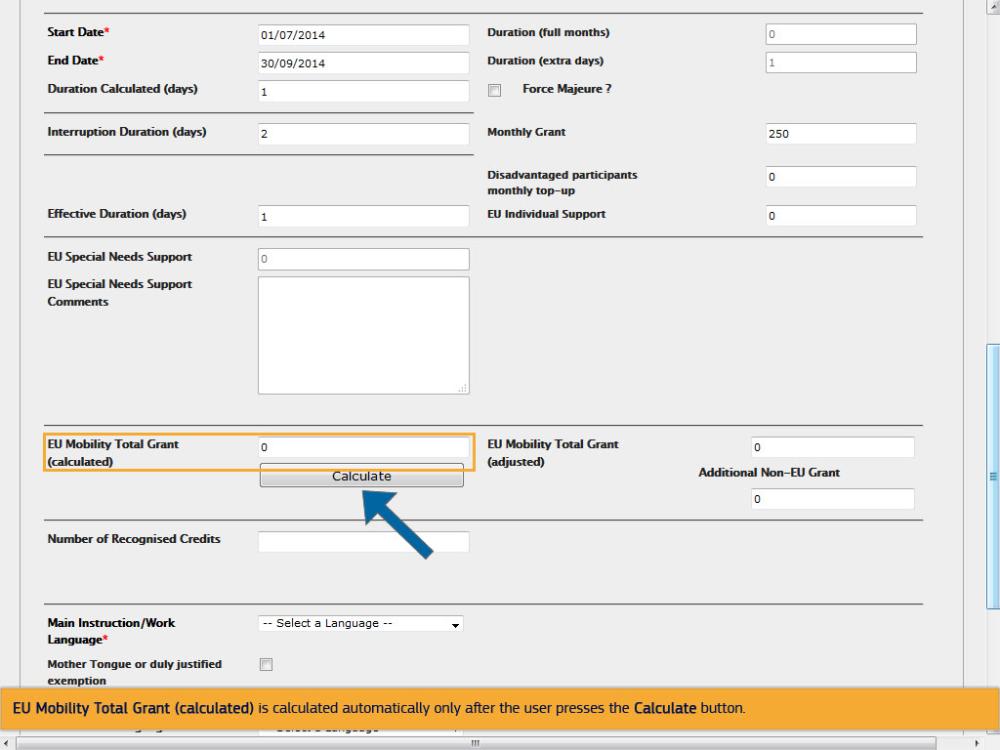
**Slide 48 - Slide 48**



**Text Captions**

Add **EU Special Needs Support** if applicable.

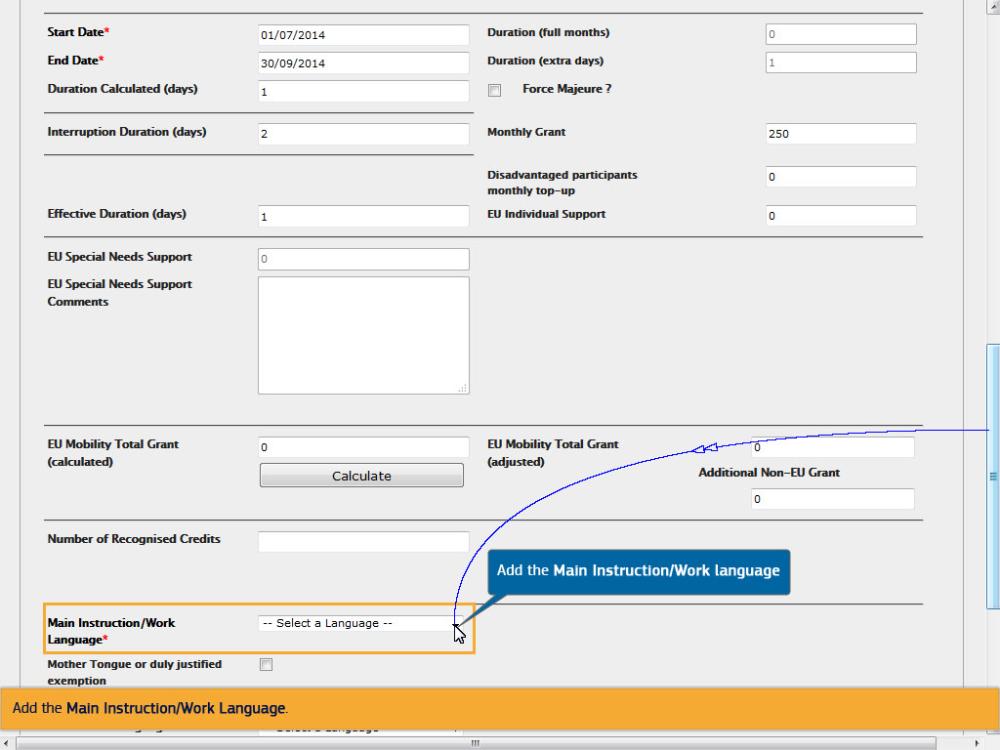
**Slide 49 - Slide 49**



**Text Captions**

**EU Mobility Total Grant (calculated)** is calculated automatically only after the user presses the **Calculate** button.

**Slide 50 - Slide 50**

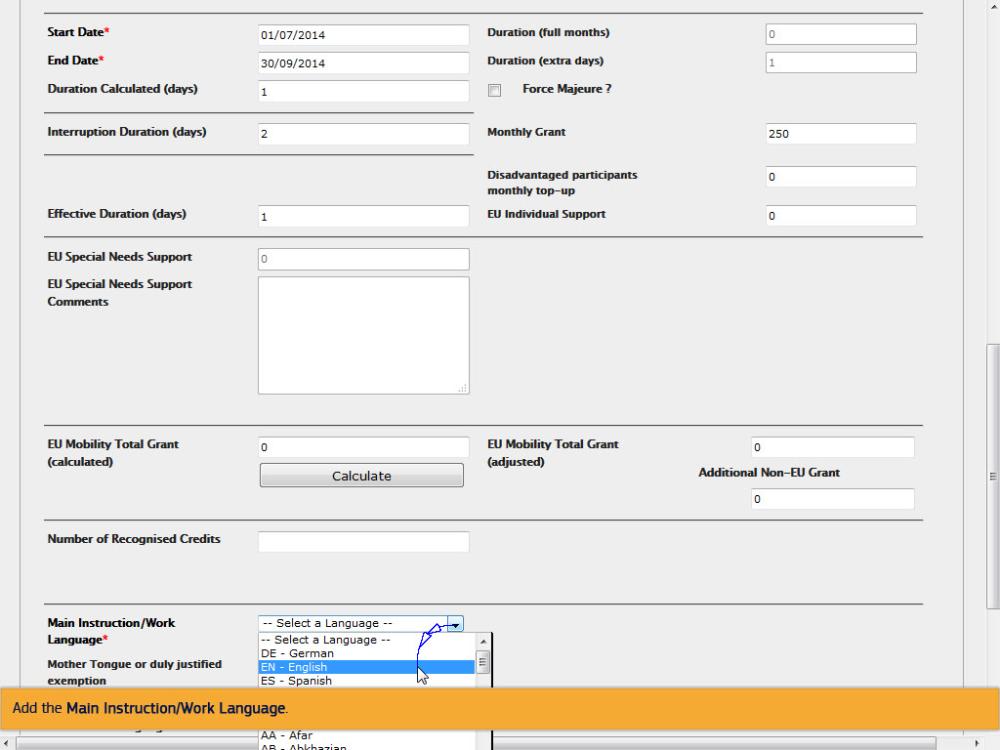


**Text Captions**

Add the **Main Instruction/Work Language**.

Add the **Main Instruction/Work language**

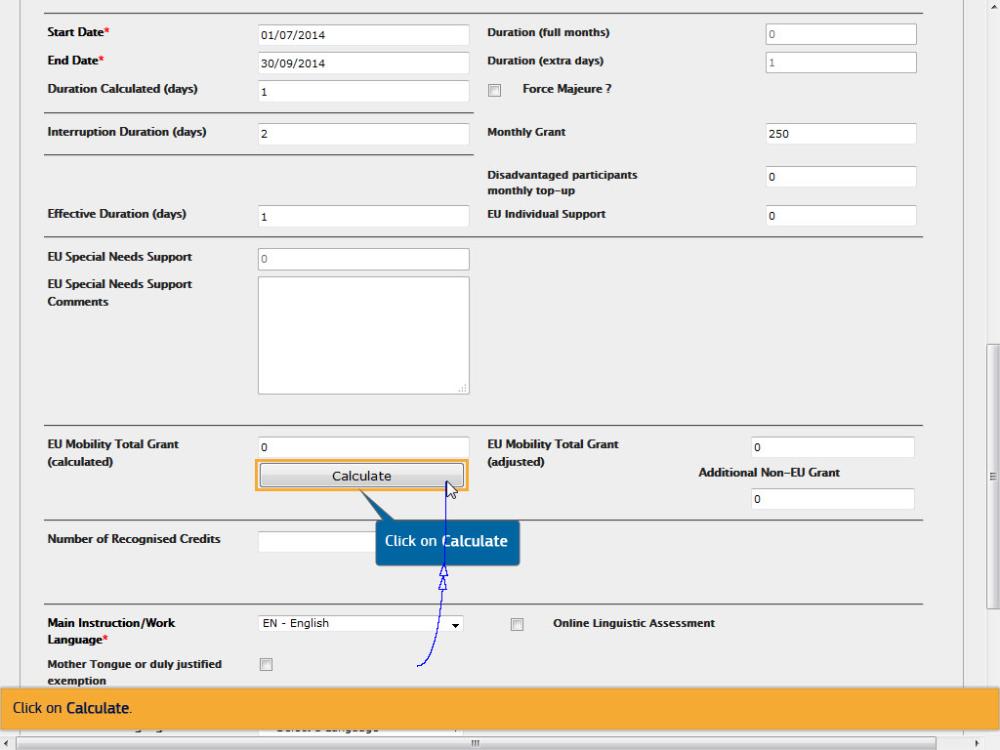
**Slide 51 - Slide 51**



**Text Captions**

Add the **Main Instruction/Work Language**.

**Slide 52 - Slide 52**

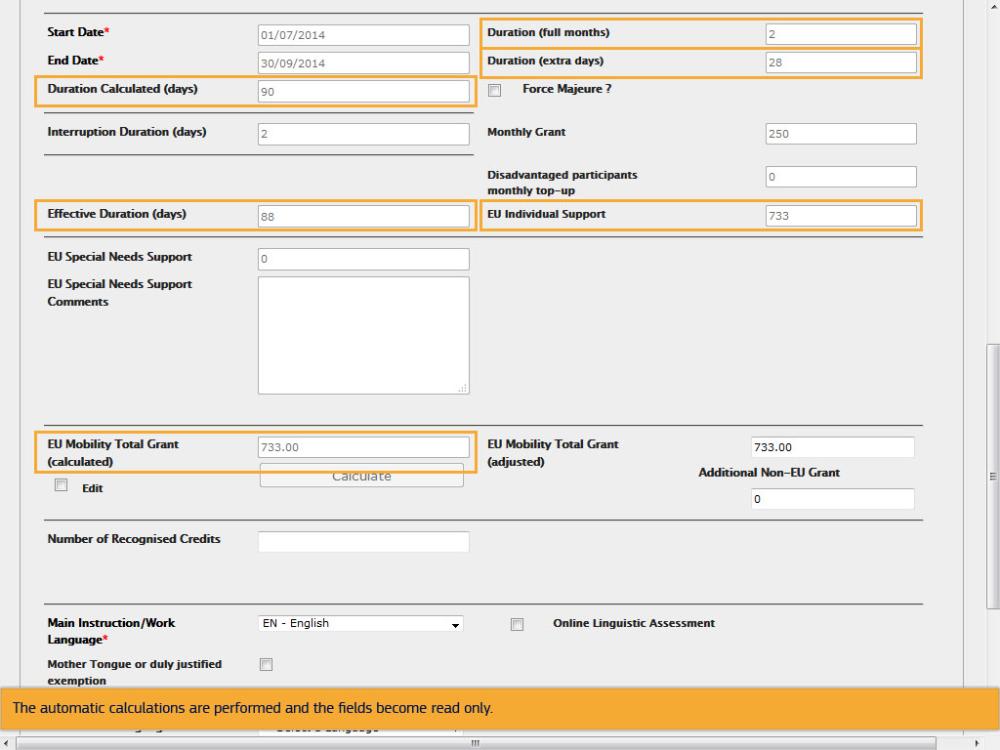


**Text Captions**

Click on **Calculate**.

Click on **Calculate**

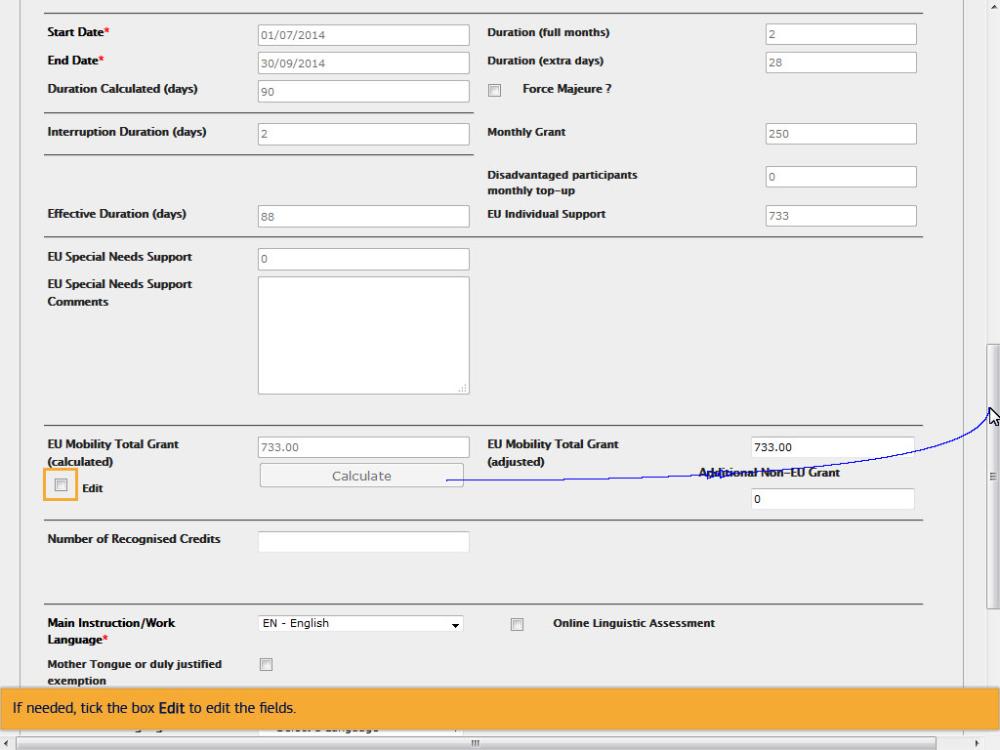
**Slide 53 - Slide 53**



**Text Captions**

The automatic calculations are performed and the fields become read only.

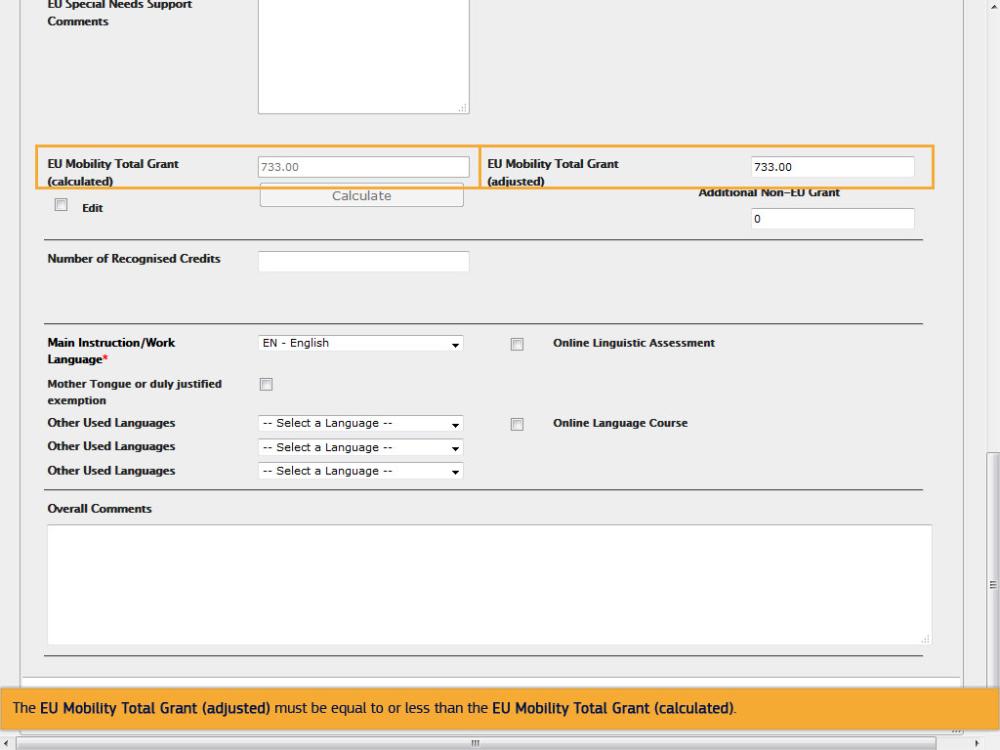
**Slide 54 - Slide 54**



**Text Captions**

If needed, tick the box **Edit** to edit the fields.

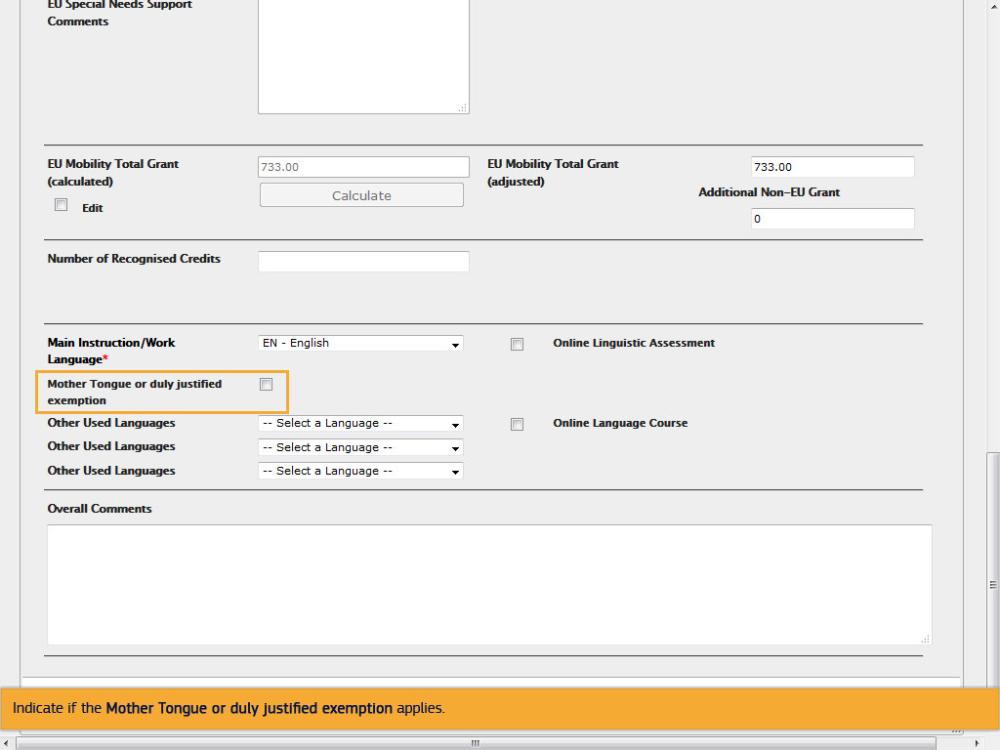
**Slide 55 - Slide 55**



**Text Captions**

The **EU Mobility Total Grant (adjusted)** must be equal to or less than the **EU Mobility Total Grant (calculated)**.

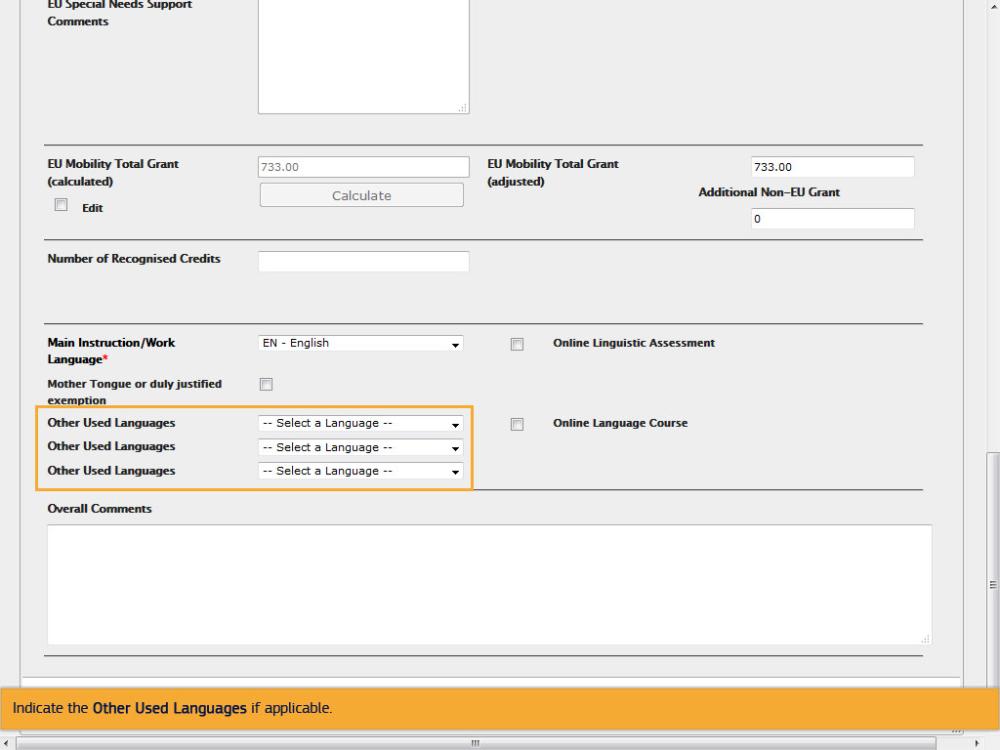
**Slide 56 - Slide 56**



**Text Captions**

Indicate if the **Mother Tongue or duly justified exemption** applies.

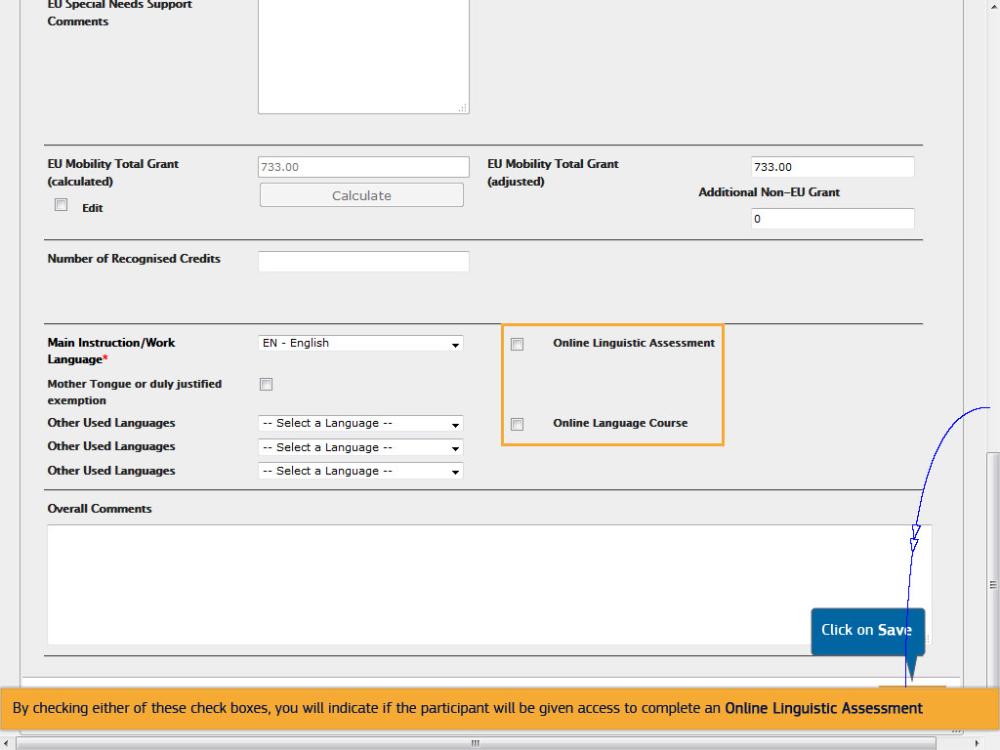
**Slide 57 - Slide 57**



**Text Captions**

Indicate the **Other Used Languages** if applicable.

**Slide 58 - Slide 58**

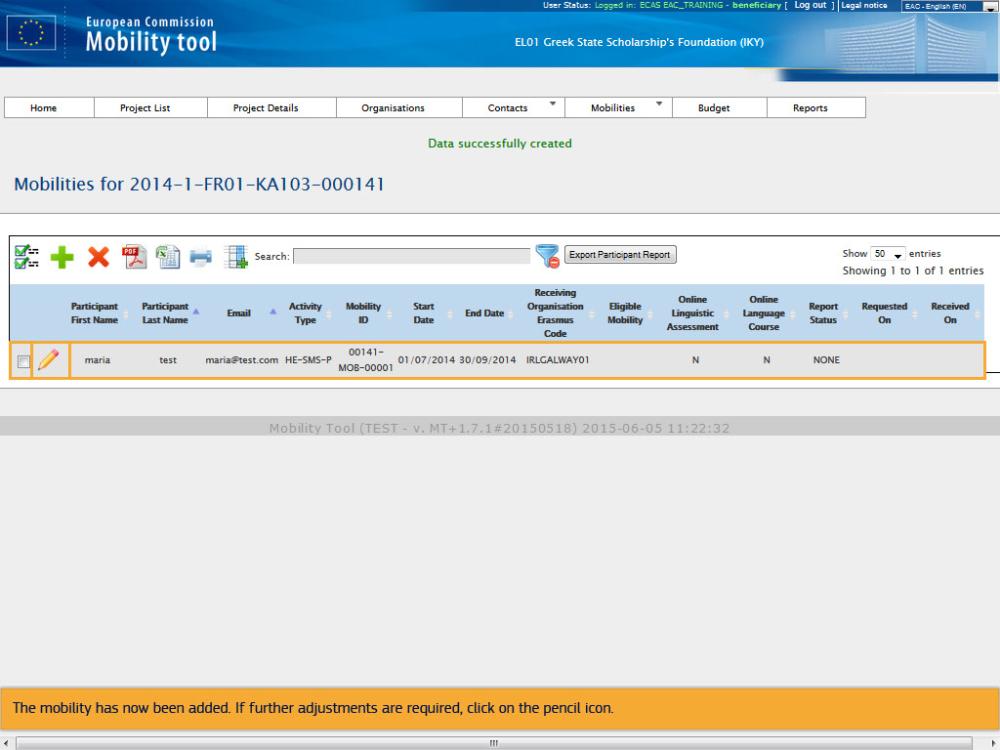


**Text Captions**

Click on **Save**

By checking either of these check boxes, you will indicate if the participant will be given access to complete an **Online Linguistic Assessment** or **Online Language Course**. Click on **Save**.

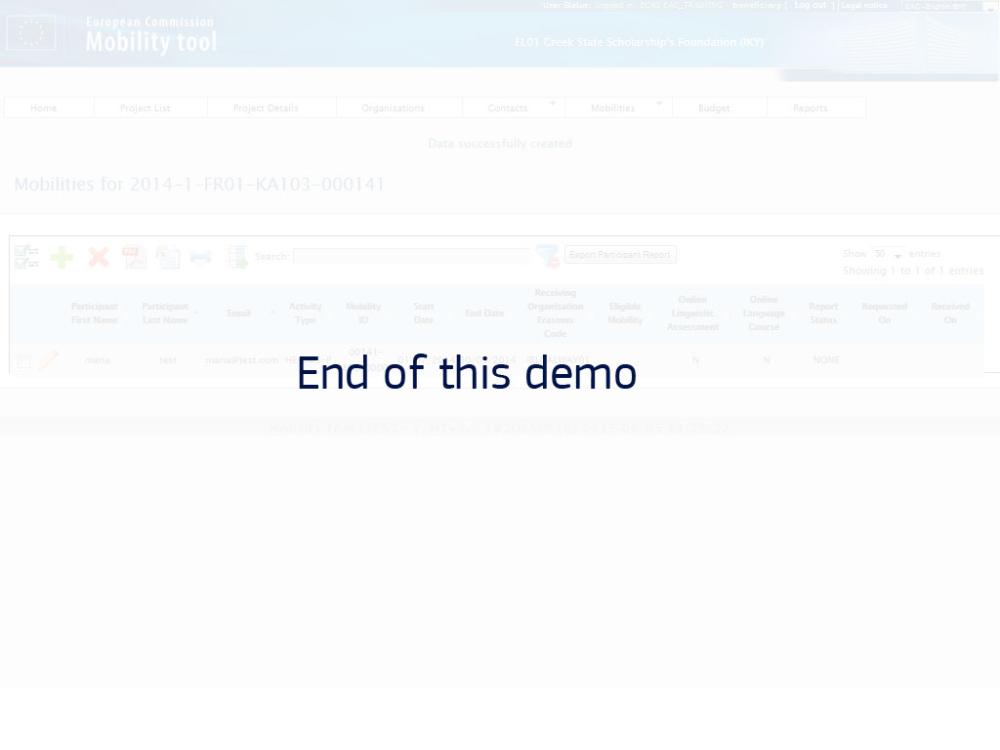
**Slide 59 - Slide 59**



**Text Captions**

The mobility has now been added. If further adjustments are required, click on the pencil icon.

**Slide 60 - Slide 60**



**Text Captions**

End of this demo