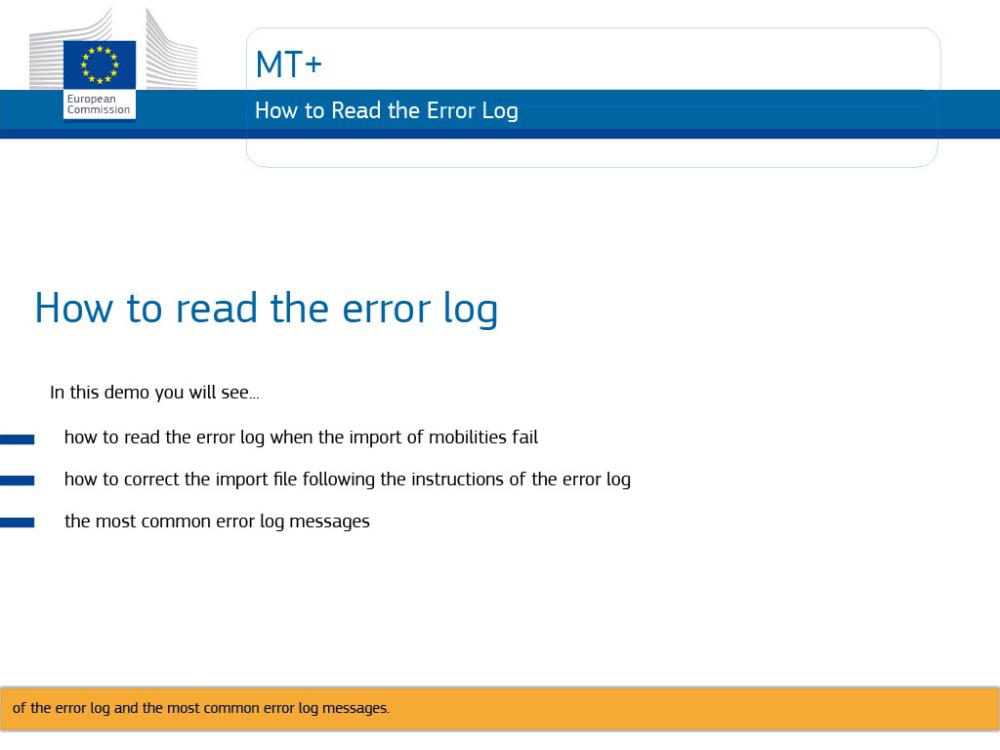
**Slide 1 - Slide 1**



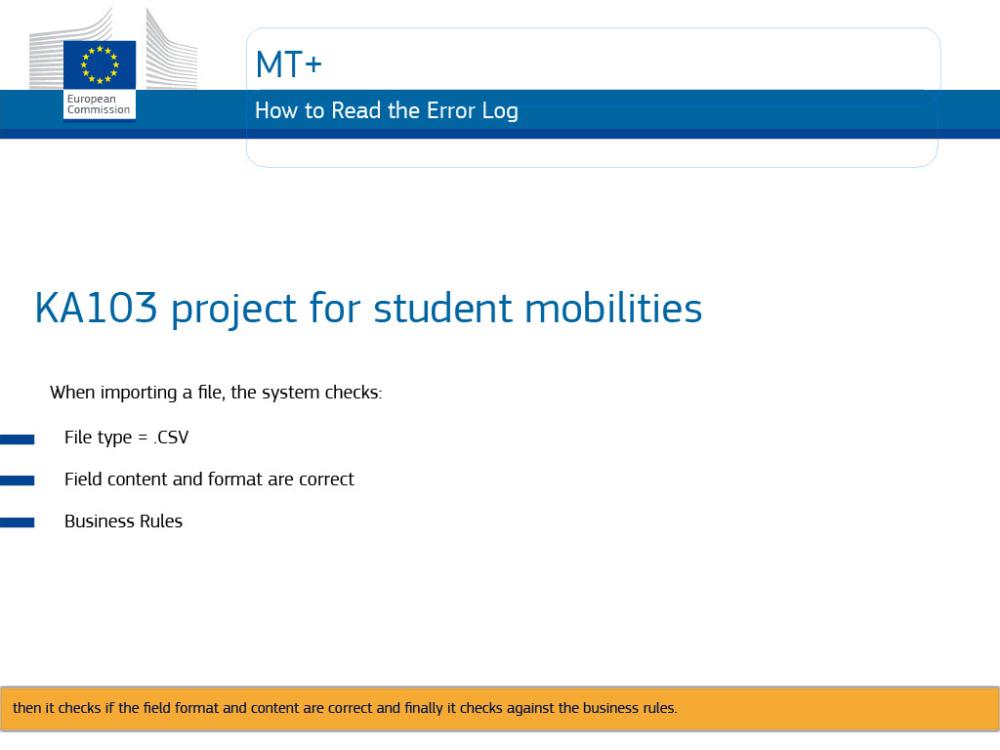
**Text Captions**

MT+

How to read the error log

In this demo you will see how to read the error log when the import of mobilities fail, how to correct the import file following the instructions of the error log and the most common error log messages.

**Slide 2 - Slide 2**

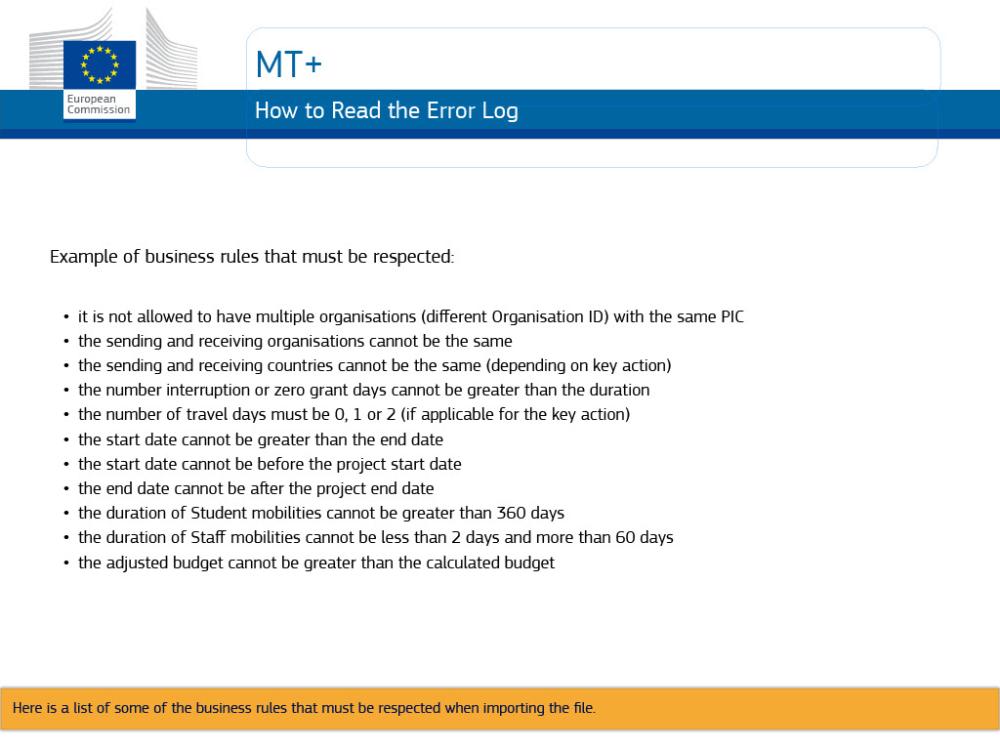


**Text Captions**

The scenario shown in this video demo, deals with the import for a **KA103** project for student mobilities.

When importing a file, the system checks if the file is the right file type, then it checks if the field format and content are correct and finally it checks against the business rules.

**Slide 3 - Slide 3**

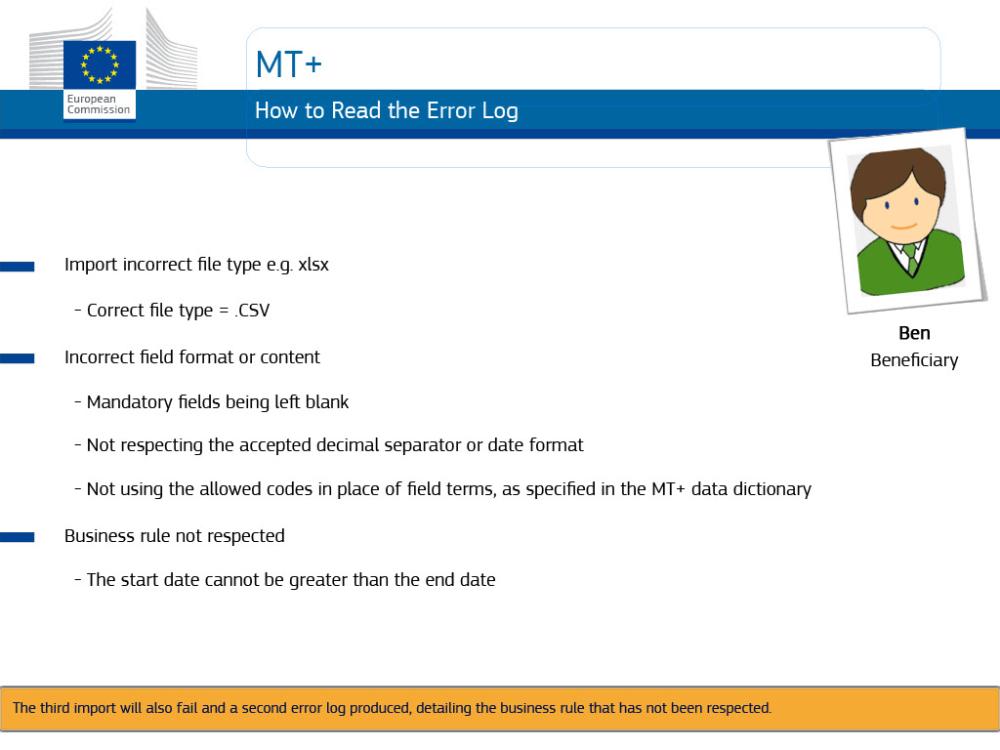


**Text Captions**

Example of business rules that must be respected:

* it is not allowed to have multiple organisations (different Organisation ID) with the same PIC
* the sending and receiving organisations cannot be the same
* the sending and receiving countries cannot be the same (depending on key action)
* the number interruption or zero grant days cannot be greater than the duration
* the number of travel days must be 0, 1 or 2 (if applicable for the key action)
* the start date cannot be greater than the end date
* the start date cannot be before the project start date
* the end date cannot be after the project end date
* the duration of Student mobilities cannot be greater than 360 days
* the duration of Staff mobilities cannot be less than 2 days and more than 60 days
* the adjusted budget cannot be greater than the calculated budget

**Slide 4 - Slide 4**



**Text Captions**

Ben is a beneficiary. You will see Ben attempting to import a file 4 times and it will fail 3 times.

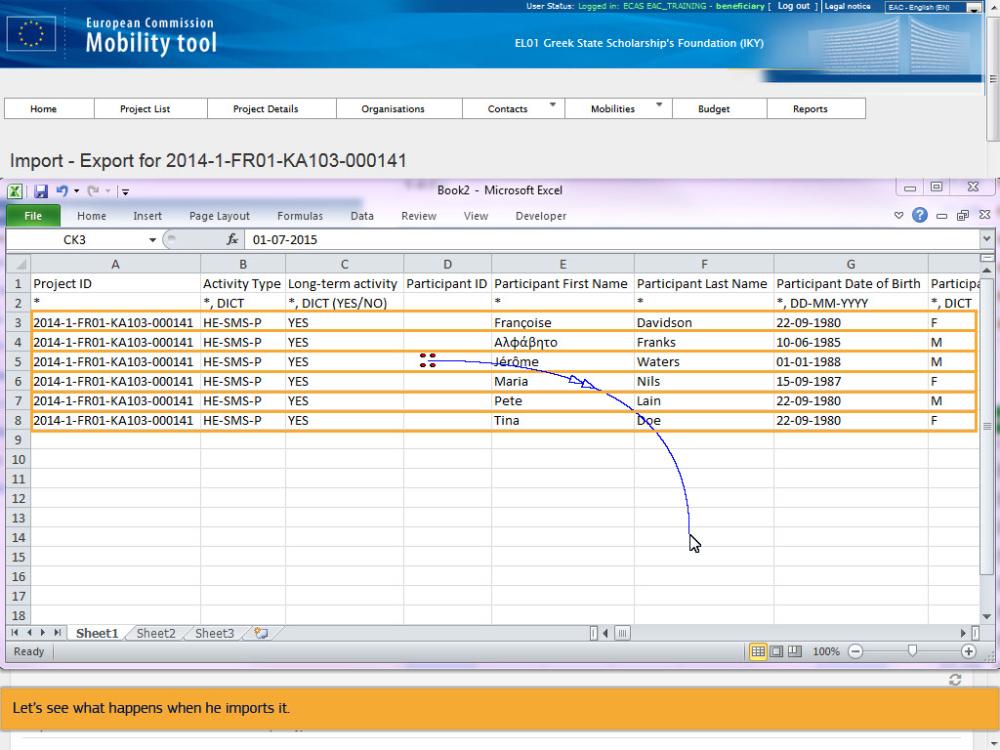
The first time, the import will fail due to importing an incorrect file type.

The second import will fail due to validation rules for cell format and content, such as...

Mandatory fields being left blank, not respecting the accepted decimal separator or date format, not using the allowed codes in place of field terms, as specified in the MT+ data dictionary.

The third import will also fail and a second error log produced, detailing the business rule that has not been respected.

**Slide 5 - Slide 5**

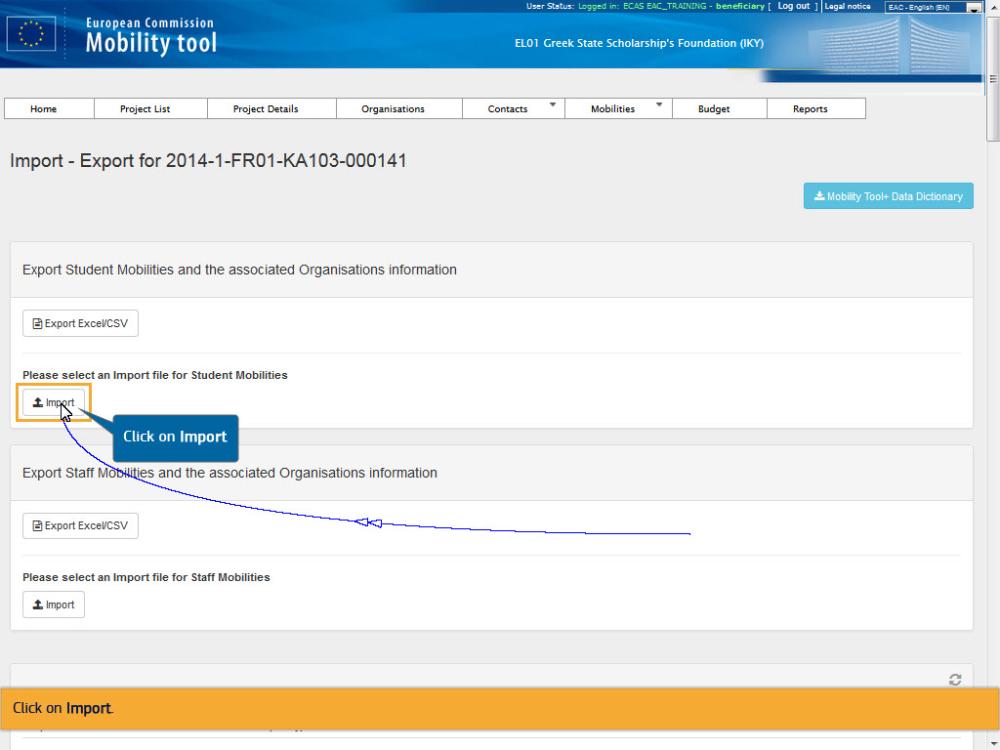


**Text Captions**

Ben has exported his template and has updated all of the mobility information but he did not save it as a **CSV** file type.

Let’s see what happens when he imports it.

**Slide 6 - Slide 6**

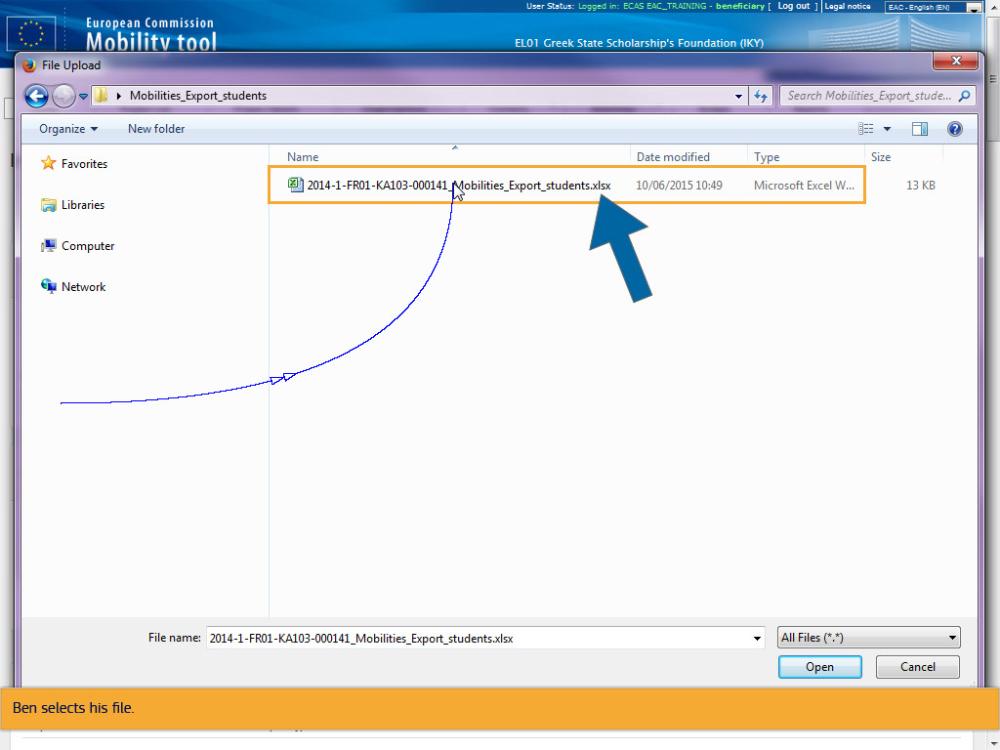


**Text Captions**

Click on **Import**.

Click on **Import**

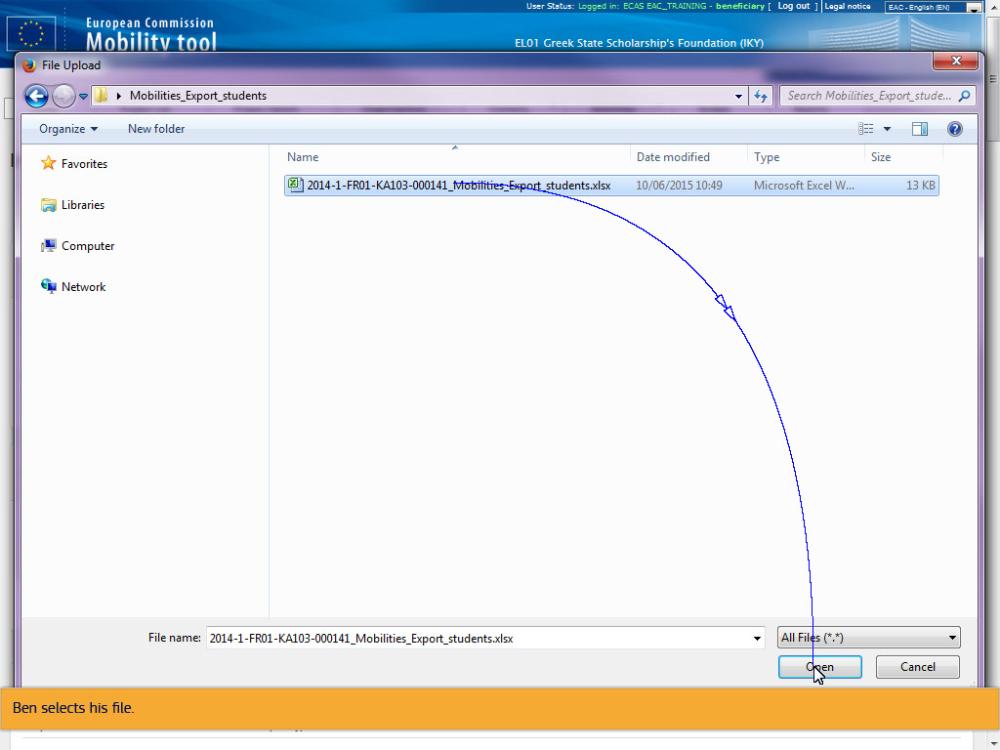
**Slide 7 - Slide 7**



**Text Captions**

Ben selects his file.

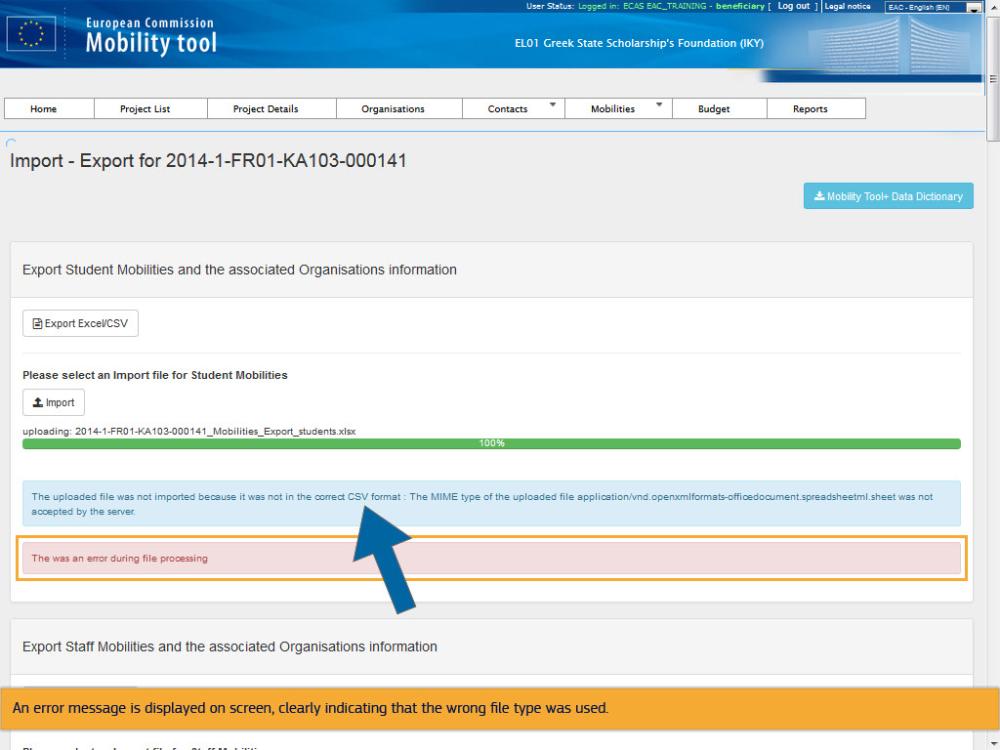
**Slide 8 - Slide 8**



**Text Captions**

Ben selects his file.

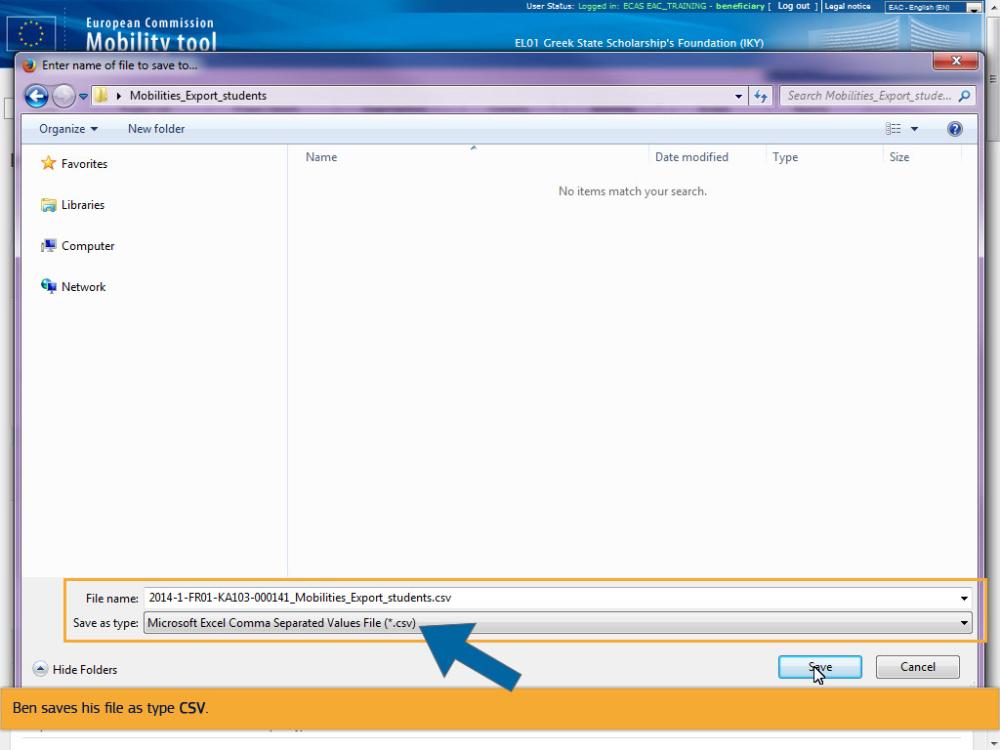
**Slide 9 - Slide 9**



**Text Captions**

An error message is displayed on screen, clearly indicating that the wrong file type was used.

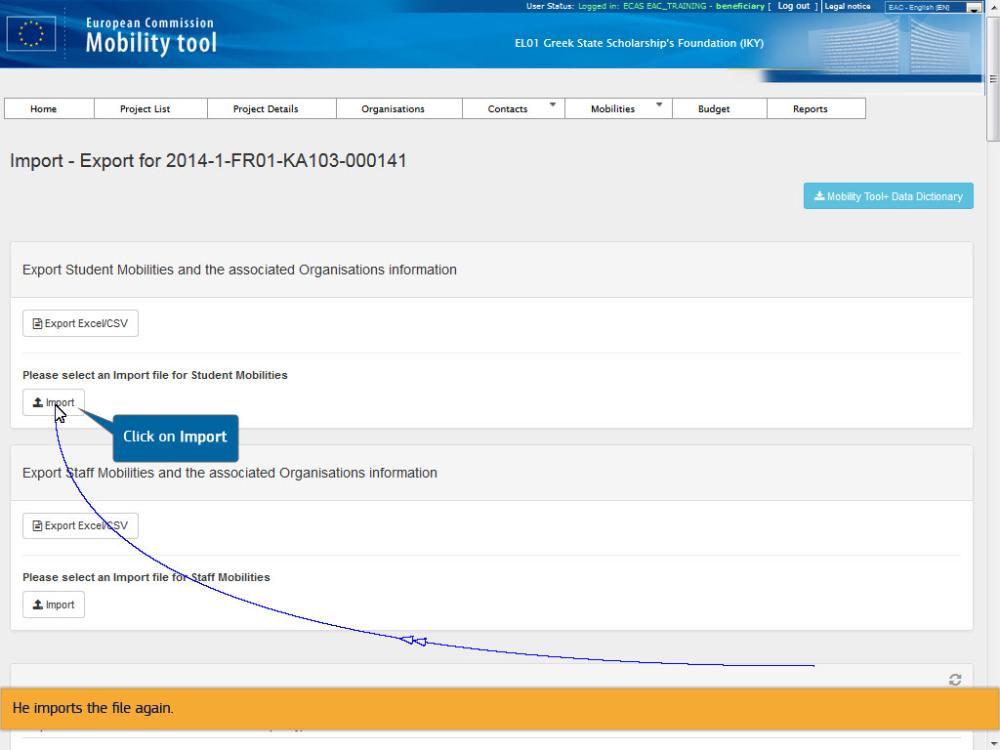
**Slide 10 - Slide 10**



**Text Captions**

Ben saves his file as type **CSV**.

**Slide 11 - Slide 11**

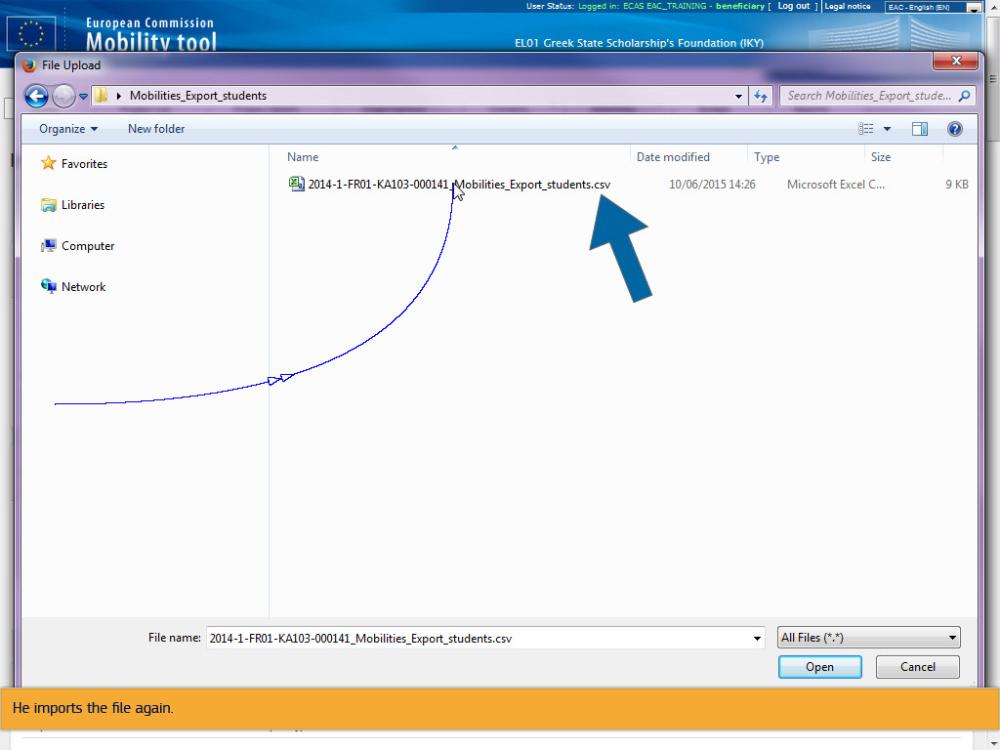


**Text Captions**

He imports the file again.

Click on **Import**

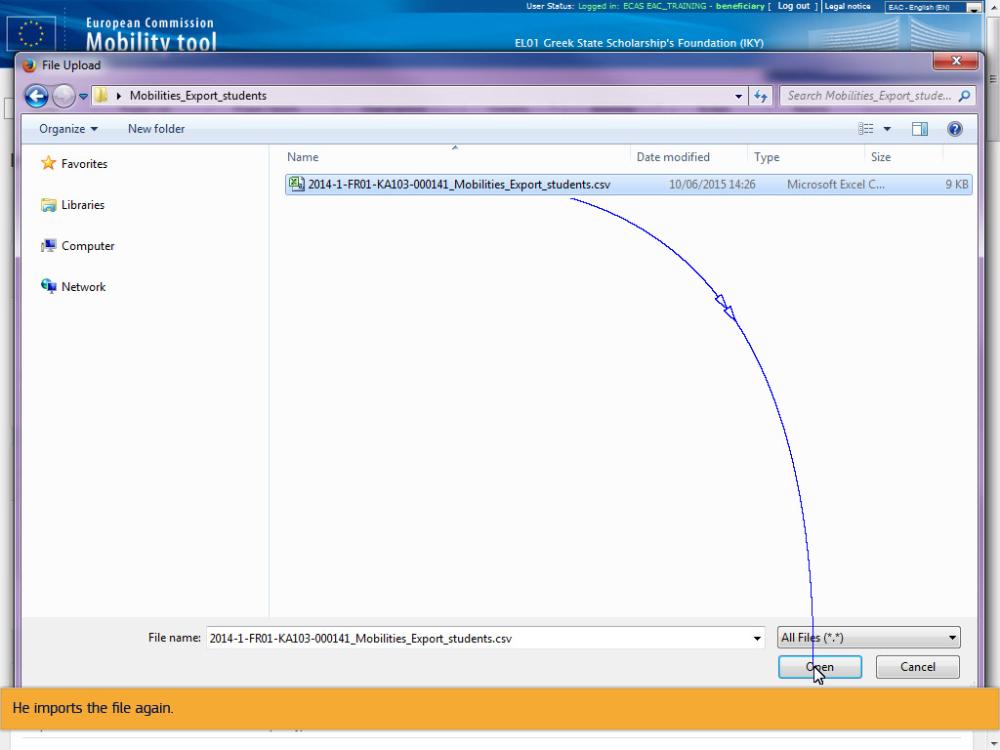
**Slide 12 - Slide 12**



**Text Captions**

He imports the file again.

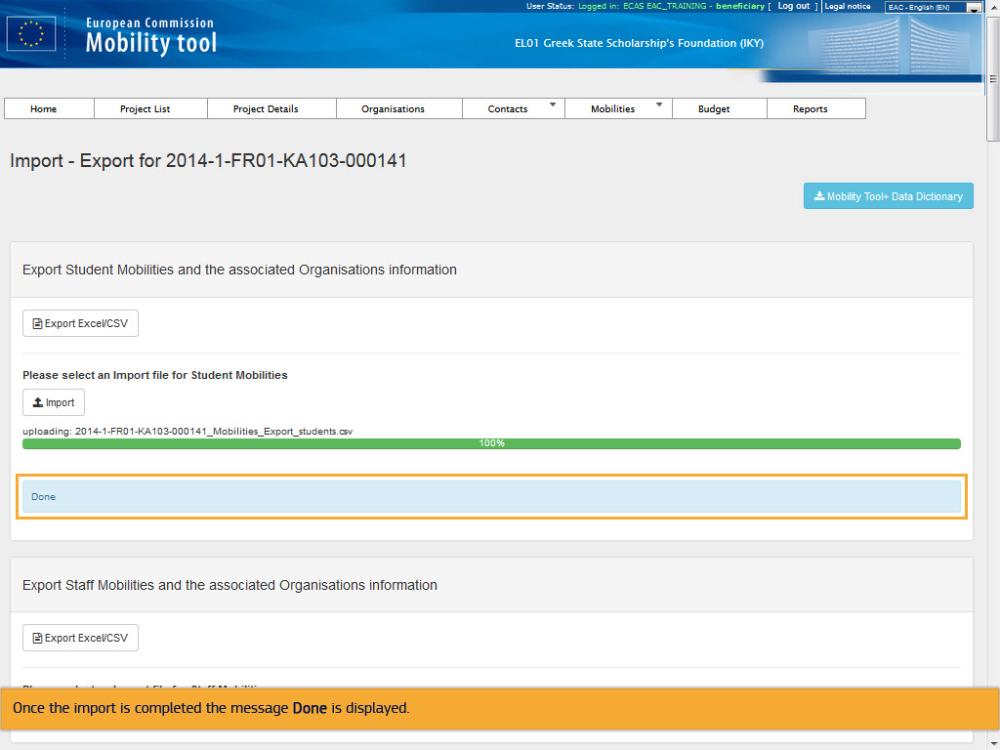
**Slide 13 - Slide 13**



**Text Captions**

He imports the file again.

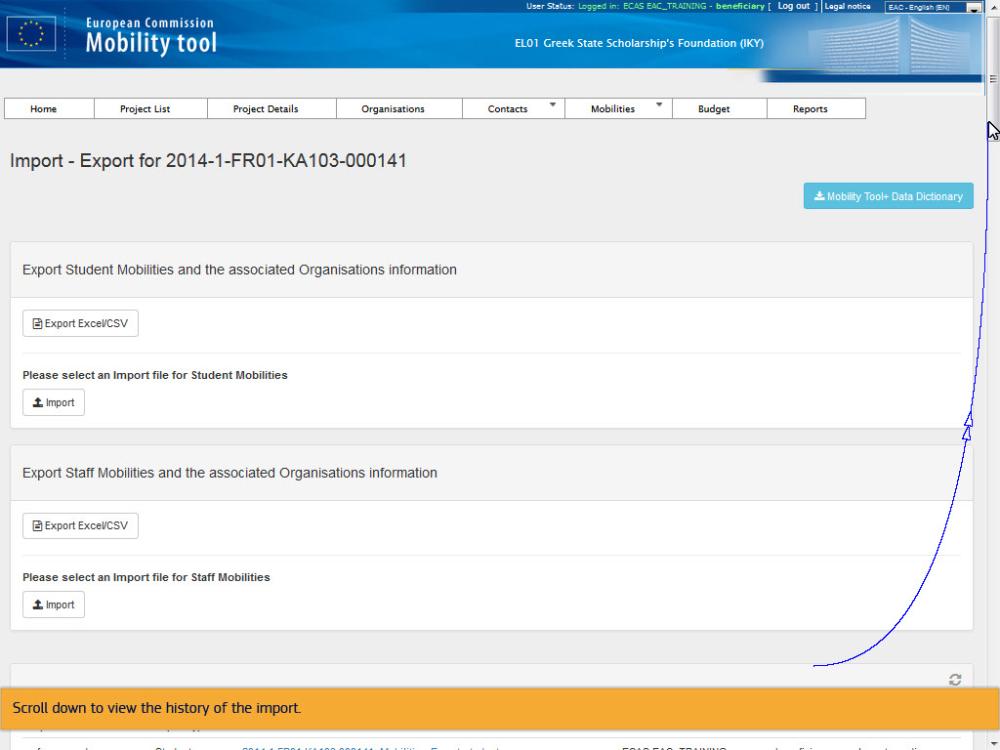
**Slide 14 - Slide 14**



**Text Captions**

Once the import is completed the message **Done** is displayed.

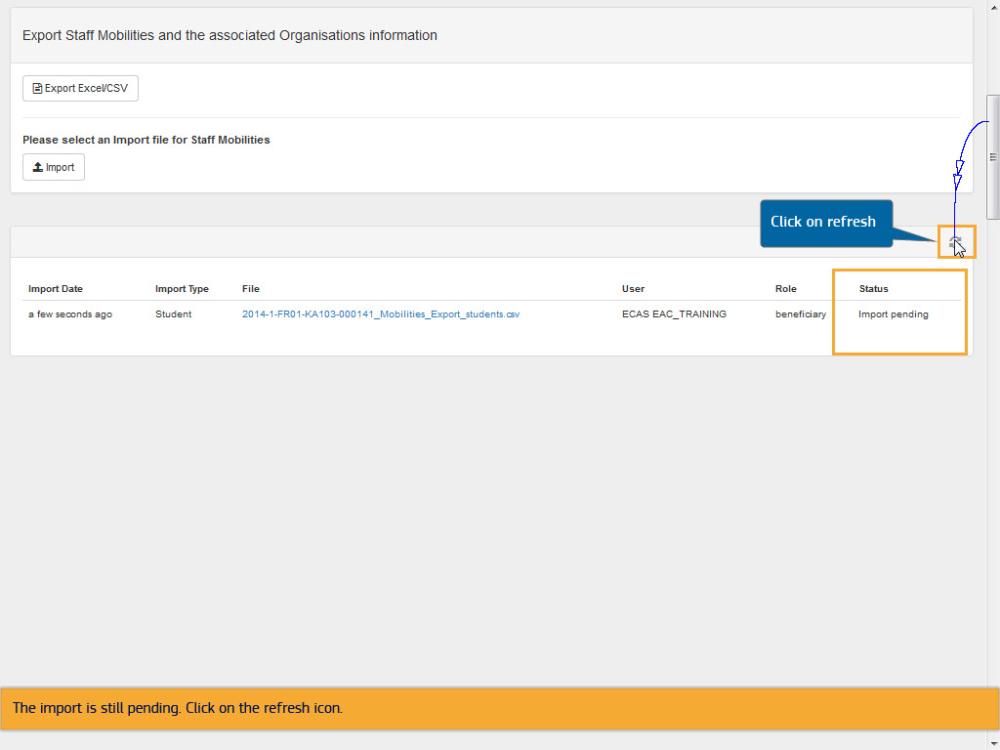
**Slide 15 - Slide 15**



**Text Captions**

Scroll down to view the history of the import.

**Slide 16 - Slide 16**

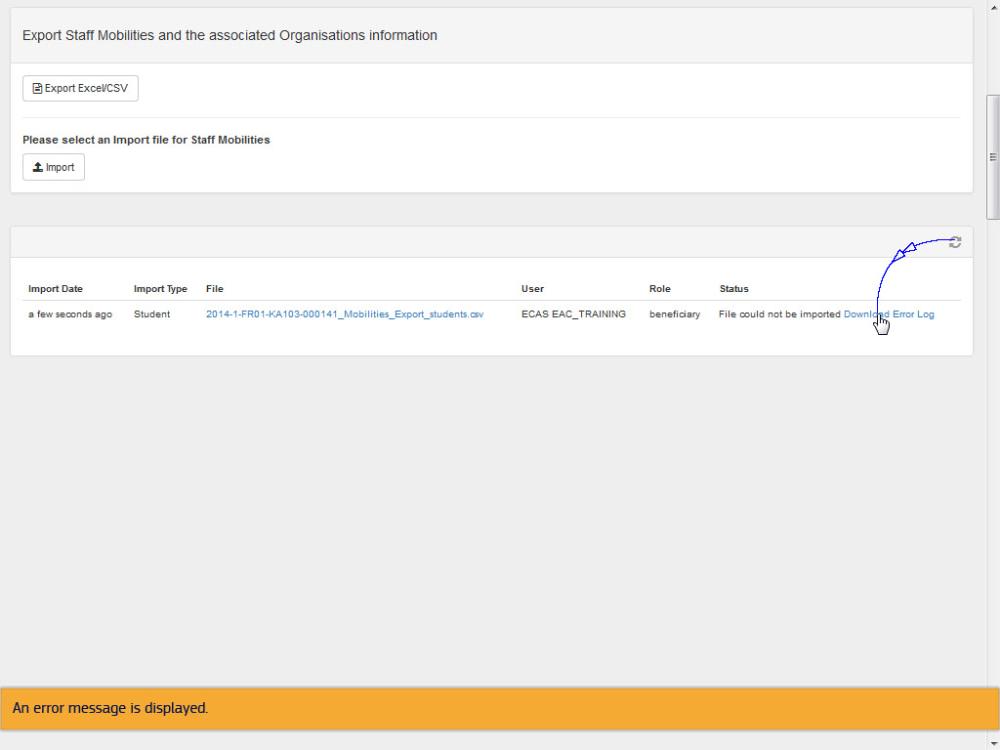


**Text Captions**

The import is still pending. Click on the refresh icon.

Click on refresh

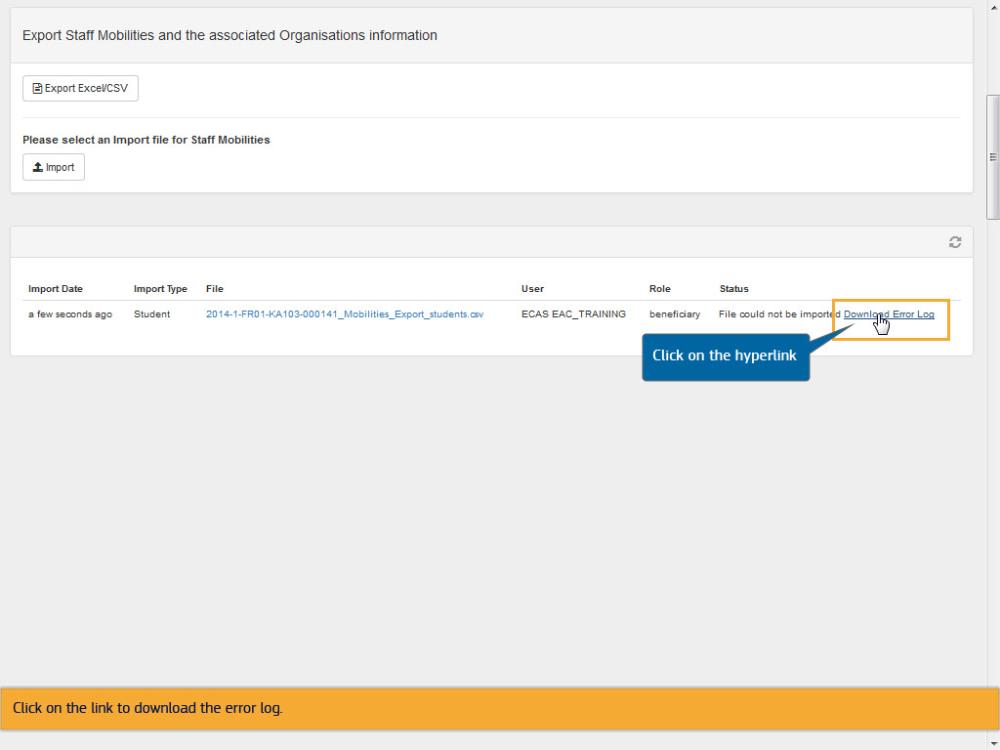
**Slide 17 - Slide 17**



**Text Captions**

An error message is displayed.

**Slide 18 - Slide 18**

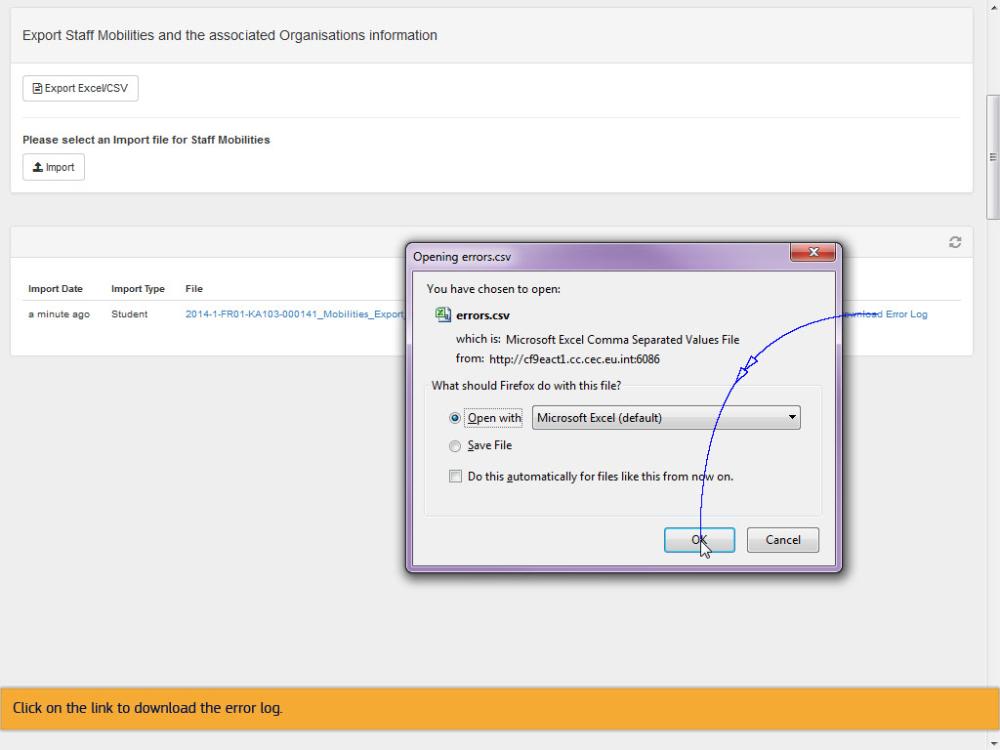


**Text Captions**

Click on the link to download the error log.

Click on the hyperlink

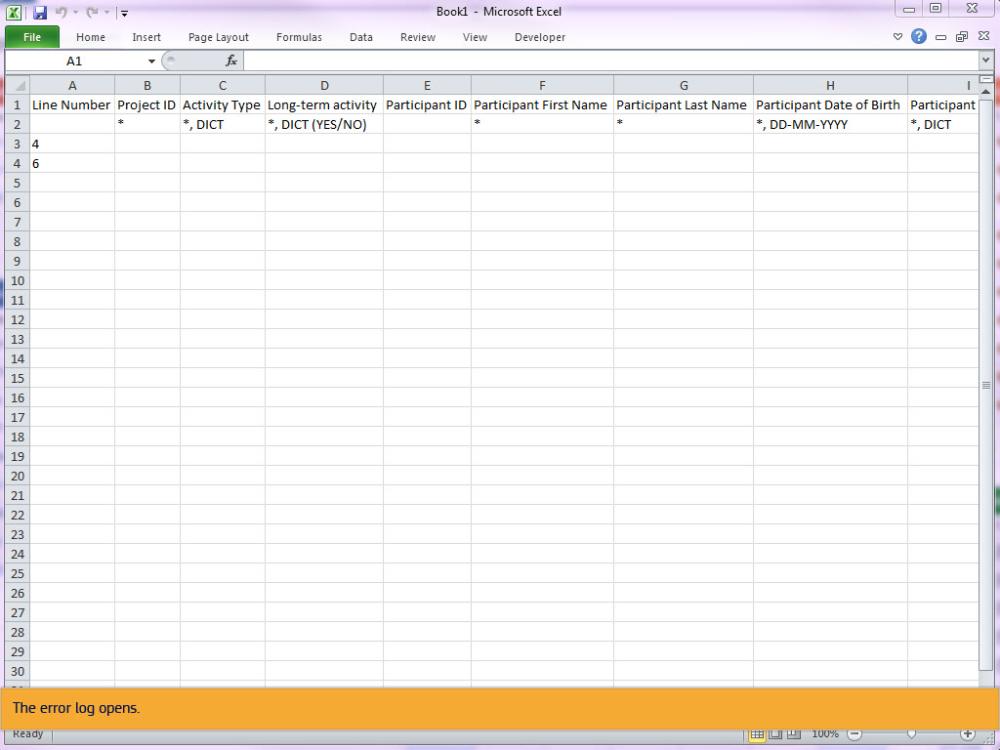
**Slide 19 - Slide 19**



**Text Captions**

Click on the link to download the error log.

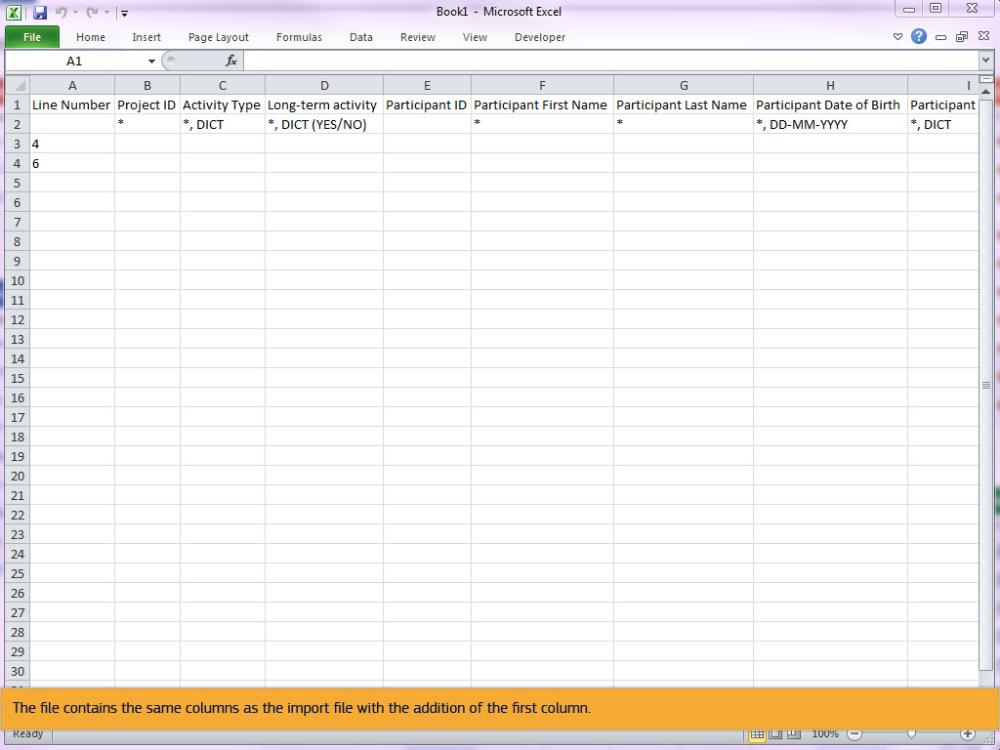
**Slide 20 - Slide 20**



**Text Captions**

The error log opens.

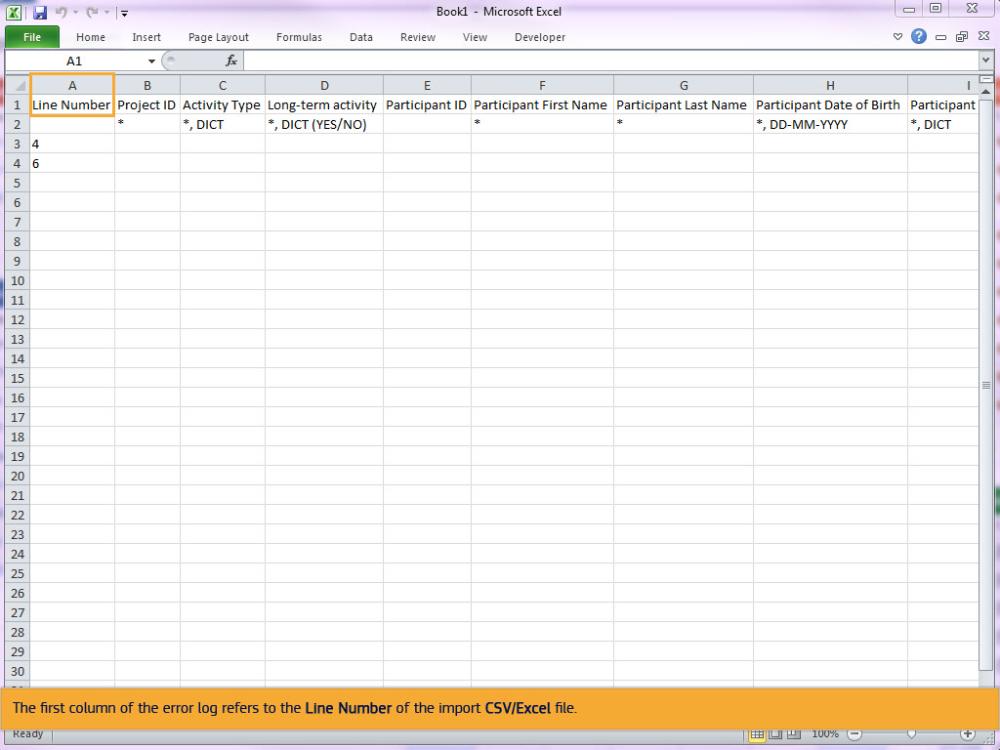
**Slide 21 - Slide 21**



**Text Captions**

The file contains the same columns as the import file with the addition of the first column.

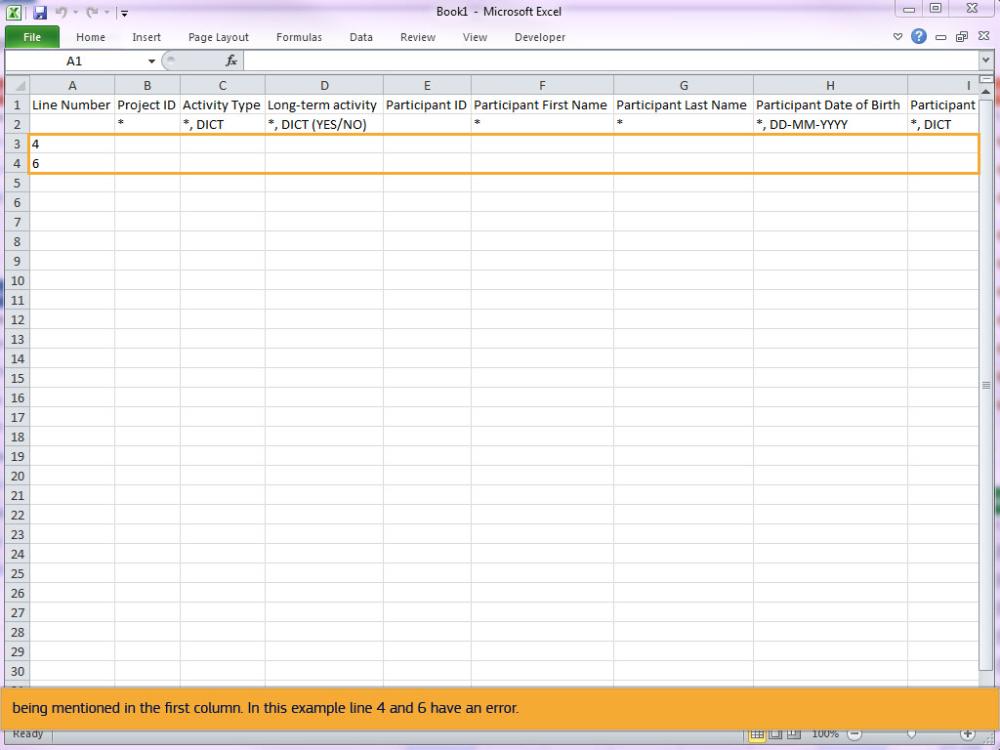
**Slide 22 - Slide 22**



**Text Captions**

The first column of the error log refers to the **Line Number** of the import **CSV/Excel** file.

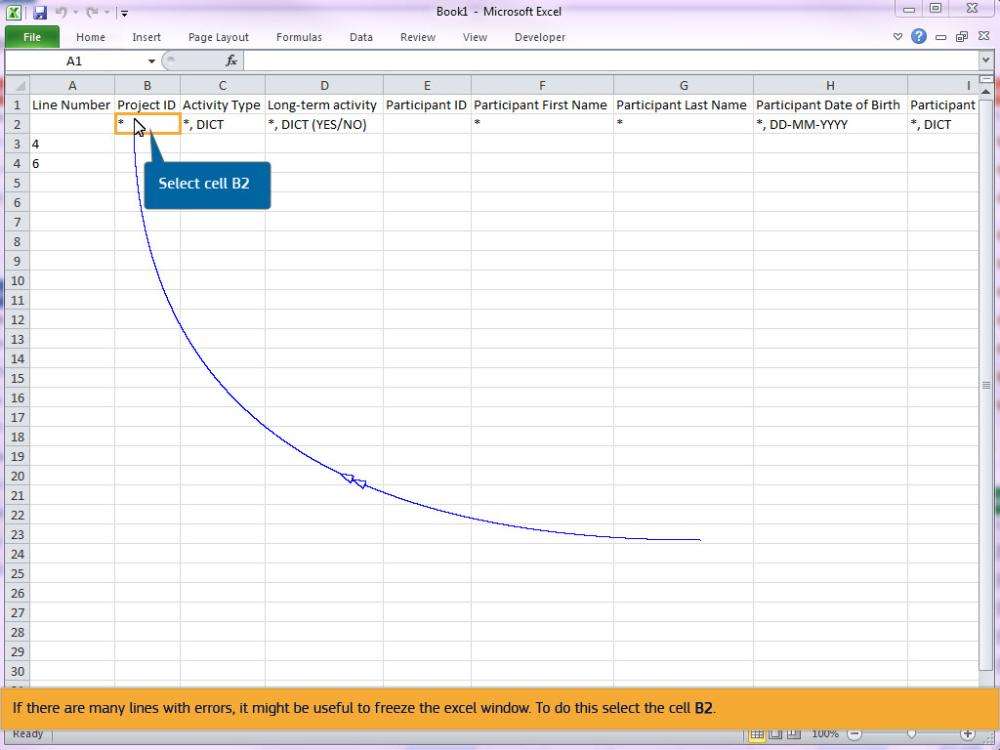
**Slide 23 - Slide 23**



**Text Captions**

Only lines that have an error will be mentioned in the error log. This will be indicated by the line number of the import file being mentioned in the first column. In this example line 4 and 6 have an error.

**Slide 24 - Slide 24**

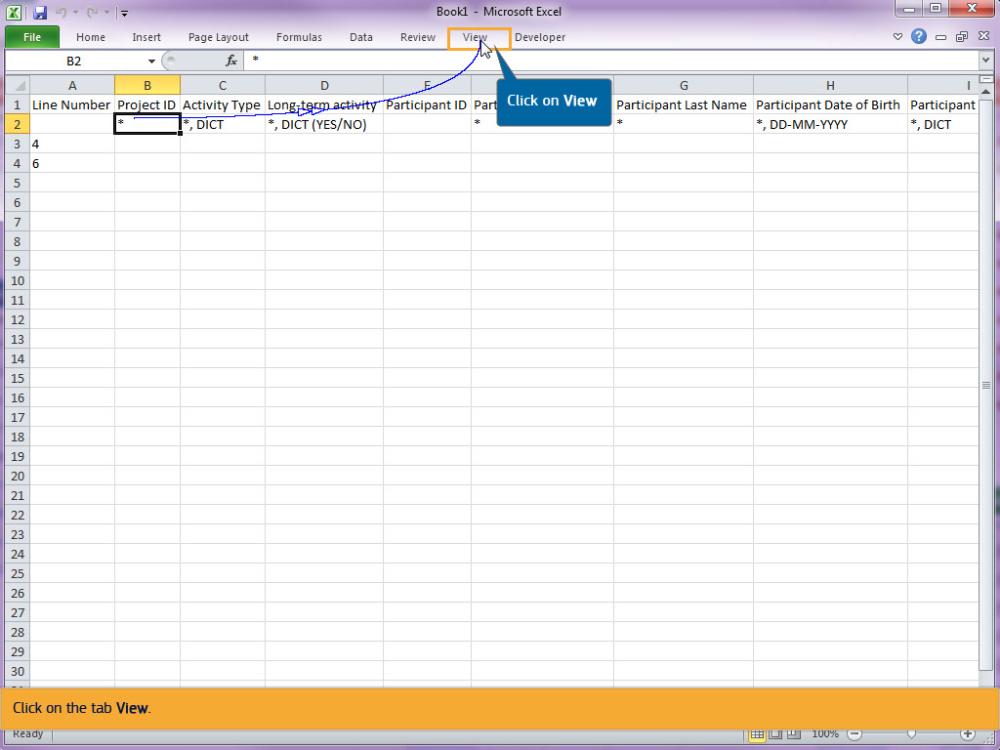


**Text Captions**

If there are many lines with errors, it might be useful to freeze the excel window. To do this select the cell **B2**.

Select cell B2

**Slide 25 - Slide 25**

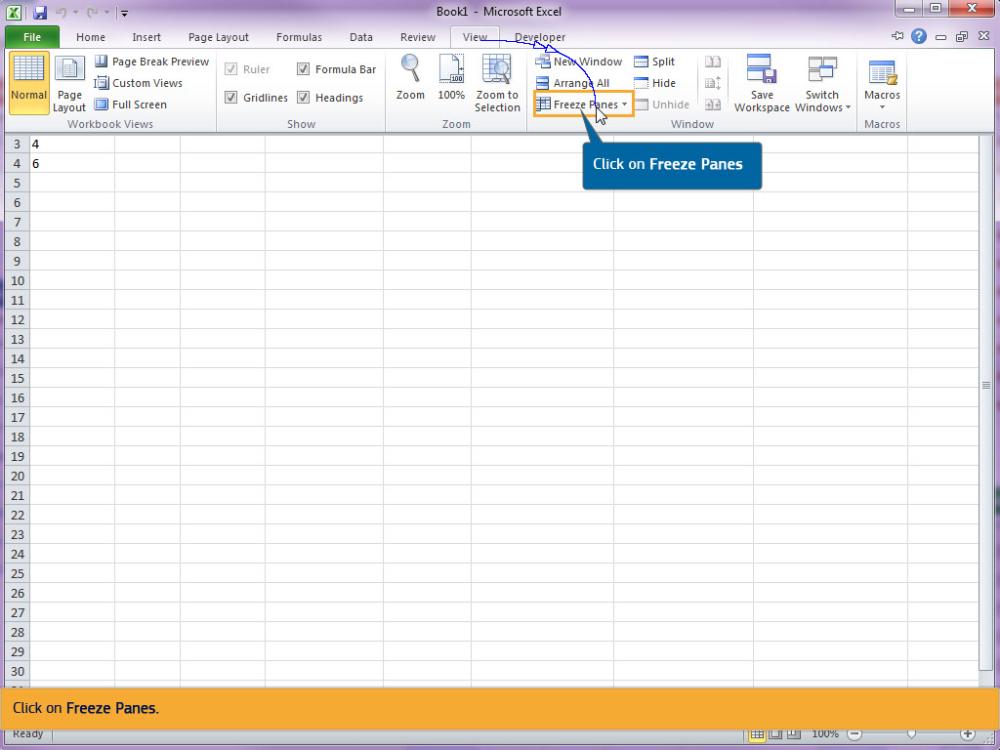


**Text Captions**

Click on the tab **View**.

Click on **View**

**Slide 26 - Slide 26**

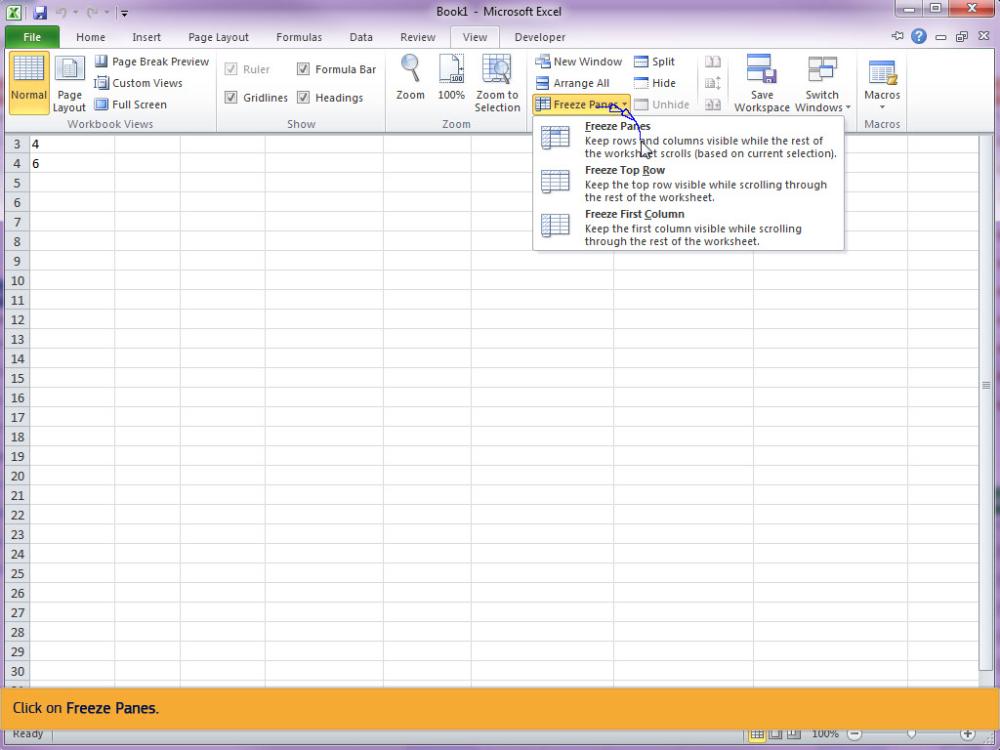


**Text Captions**

Click on **Freeze Panes.**

Click on **Freeze Panes**

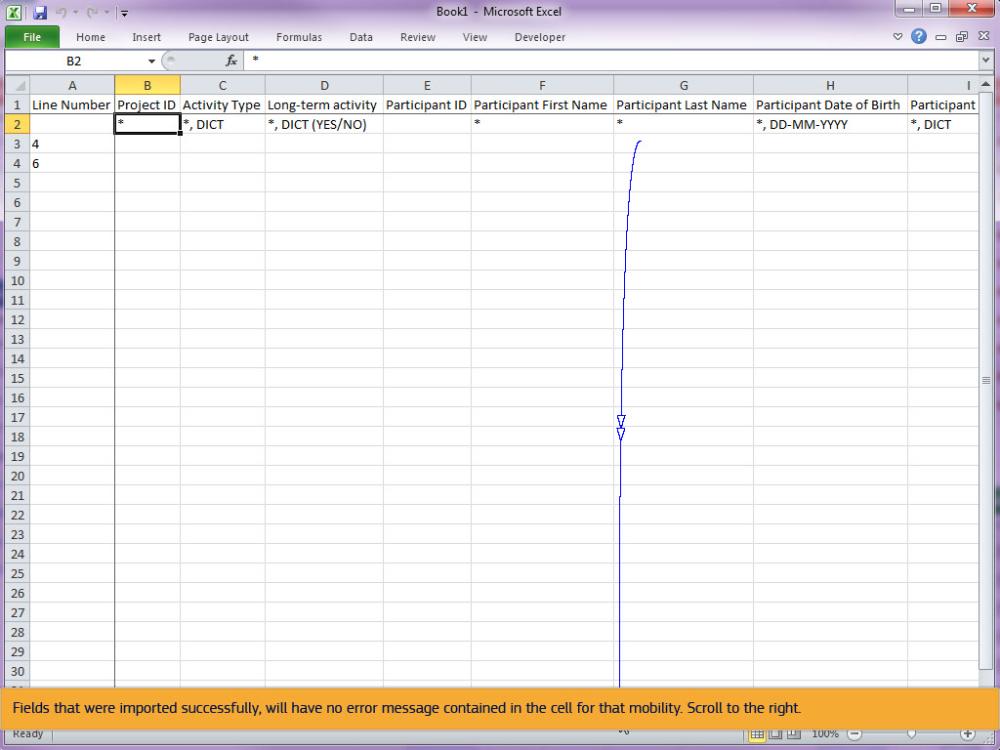
**Slide 27 - Slide 27**



**Text Captions**

Click on **Freeze Panes.**

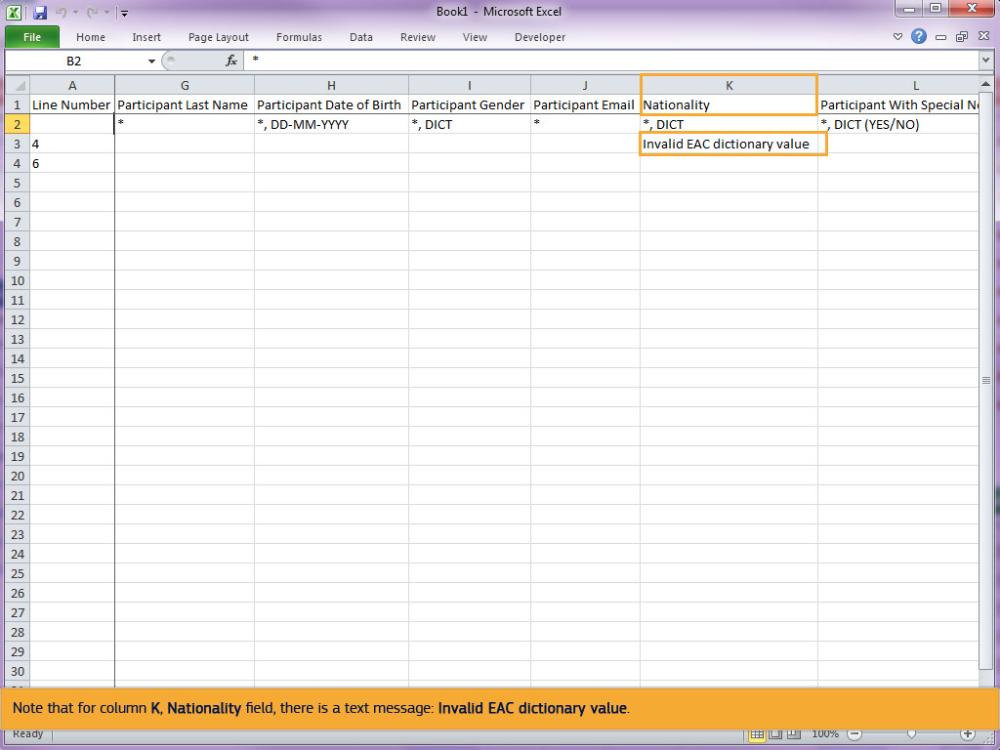
**Slide 28 - Slide 28**



**Text Captions**

Fields that were imported successfully, will have no error message contained in the cell for that mobility. Scroll to the right.

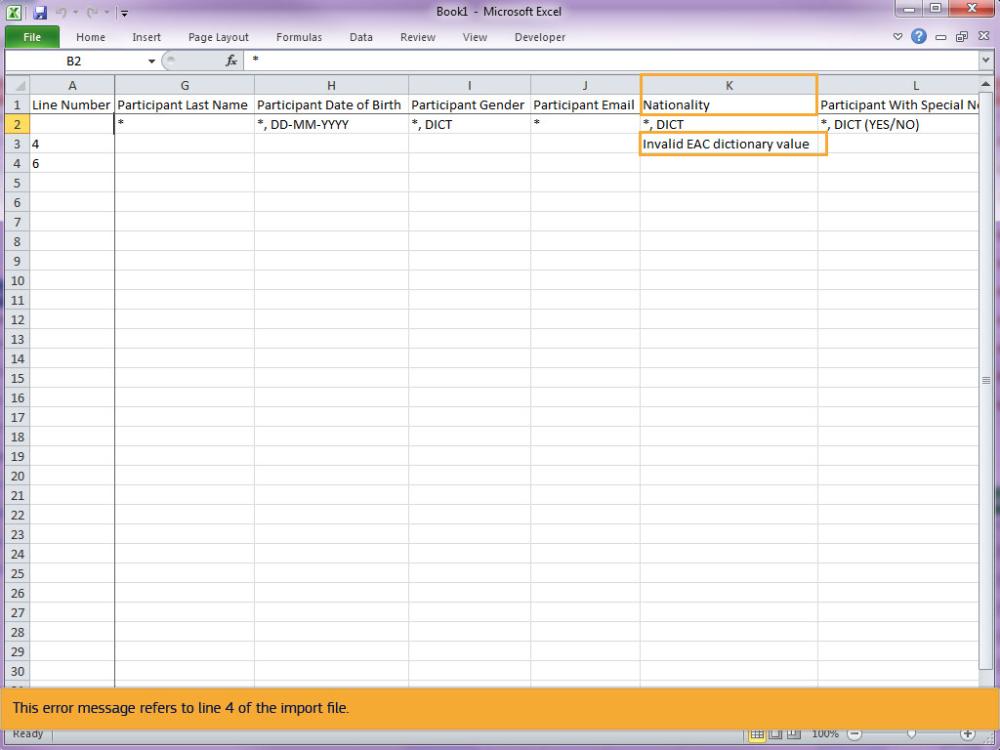
**Slide 29 - Slide 29**



**Text Captions**

Note that for column **K**, **Nationality** field, there is a text message: **Invalid EAC dictionary value**.

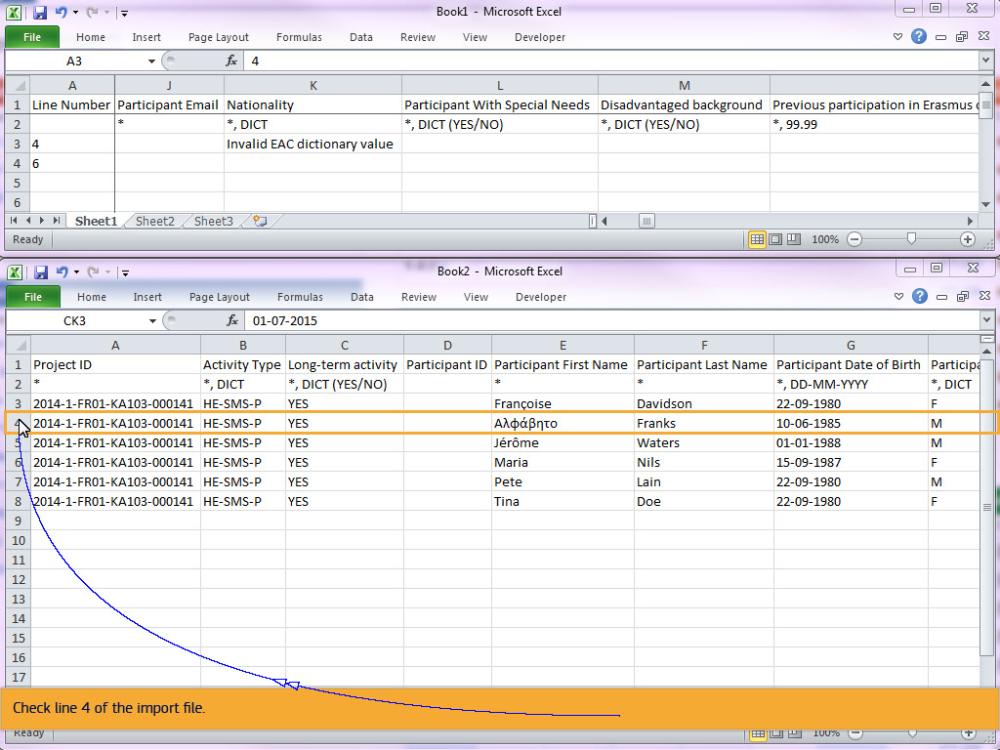
**Slide 30 - Slide 30**



**Text Captions**

This error message refers to line 4 of the import file.

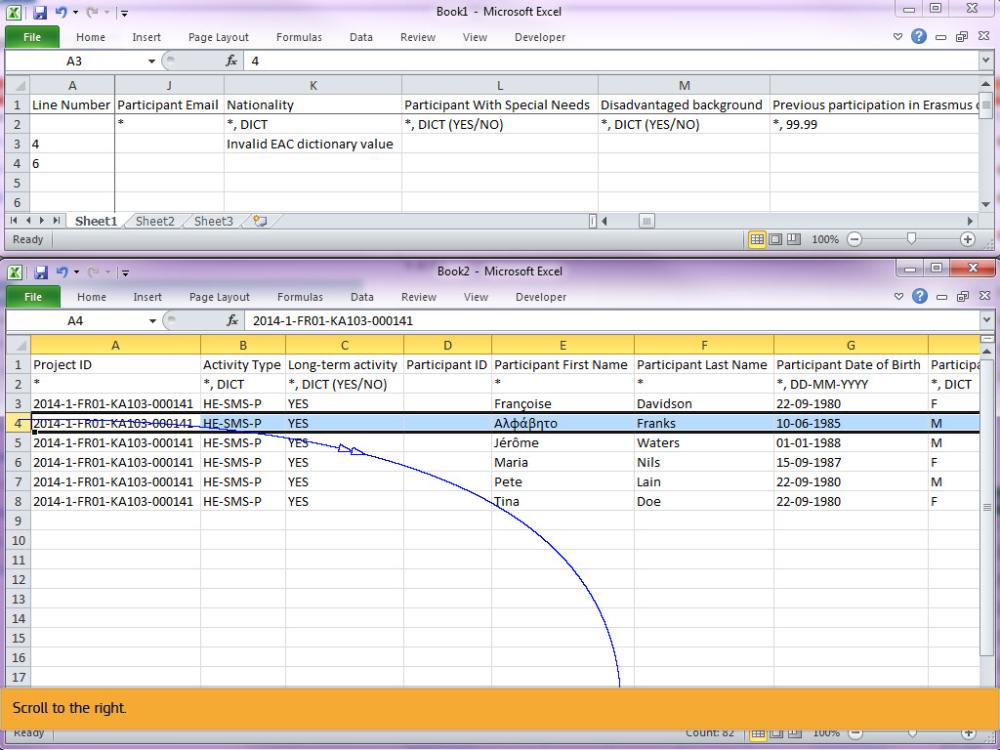
**Slide 31 - Slide 31**



**Text Captions**

Check line 4 of the import file.

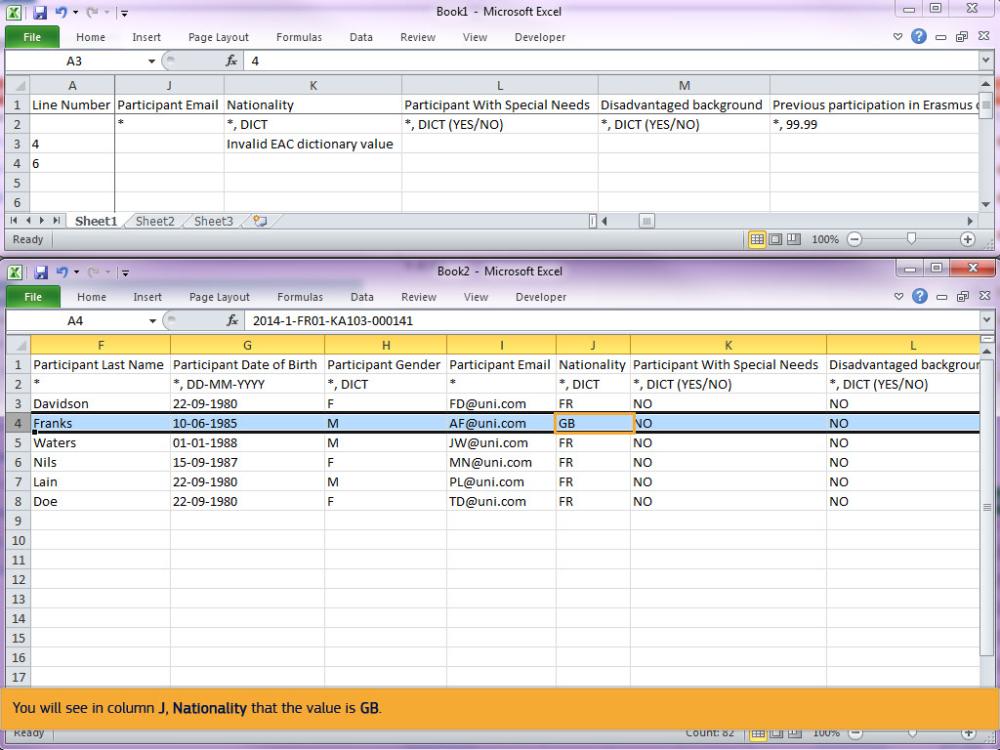
**Slide 32 - Slide 32**



**Text Captions**

Scroll to the right.

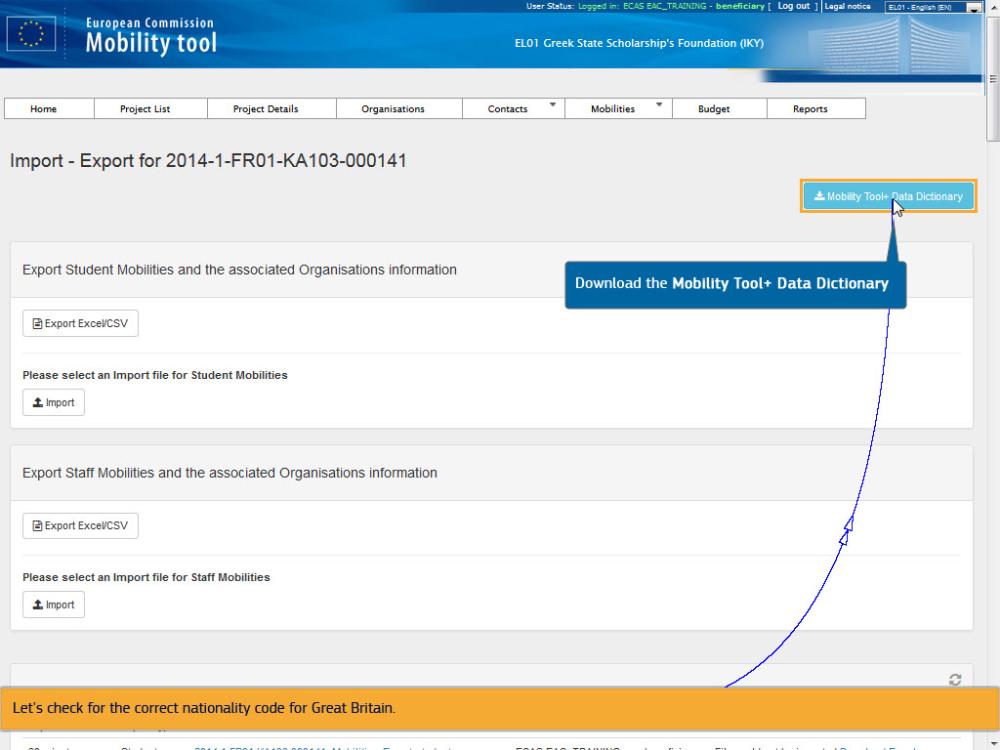
**Slide 33 - Slide 33**



**Text Captions**

You will see in column **J**, **Nationality** that the value is **GB**.

**Slide 34 - Slide 34**



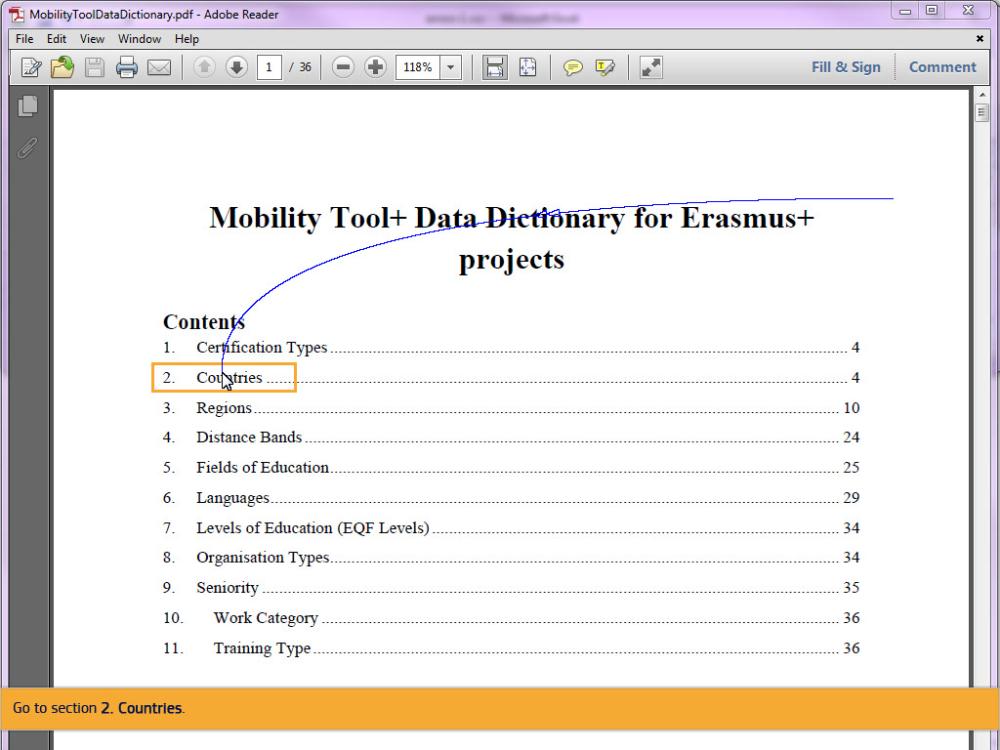
**Text Captions**

From the **Import - Export** screen, download the **Mobility Tool+ Data Dictionary**.

Let's check for the correct nationality code for Great Britain.

Download the **Mobility Tool+ Data Dictionary**

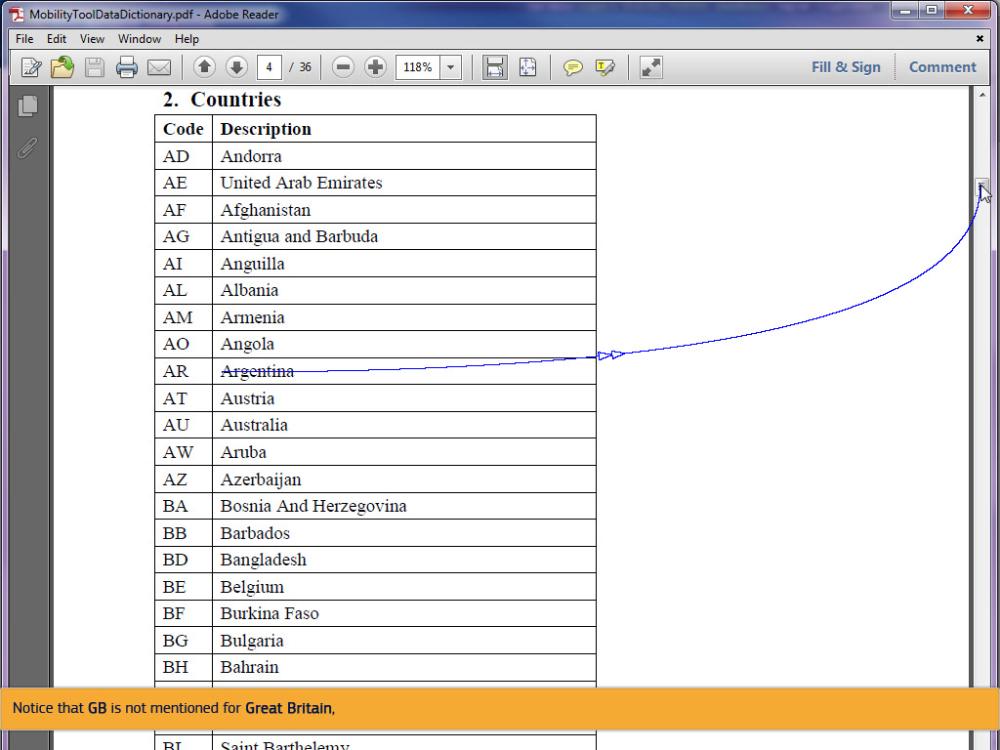
**Slide 35 - Slide 35**



**Text Captions**

Go to section **2. Countries**.

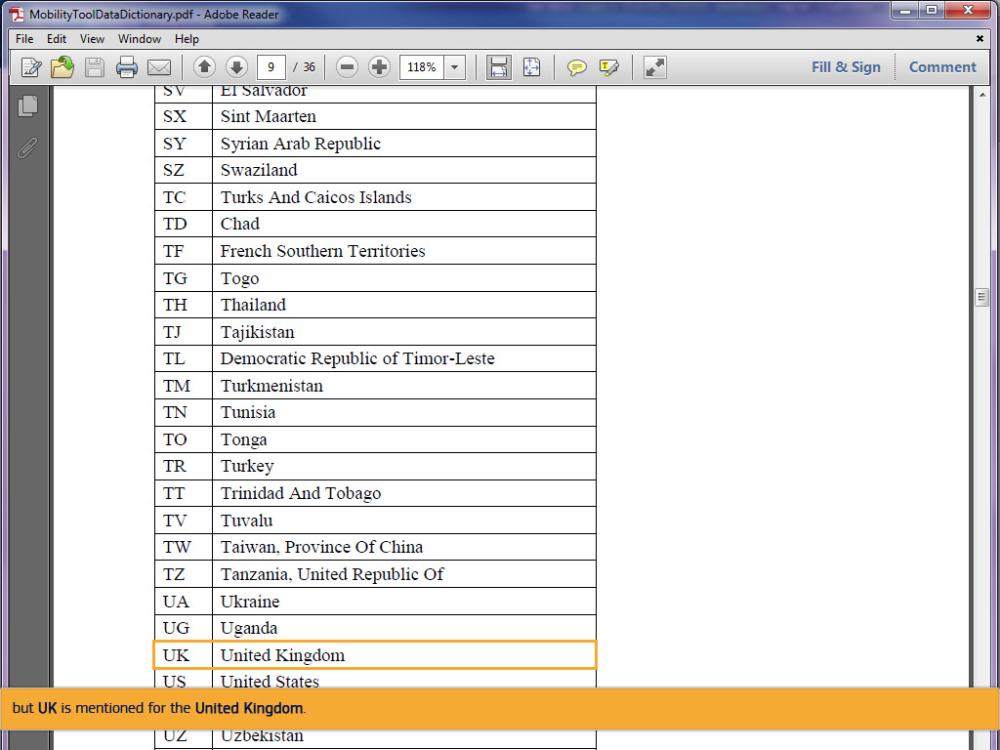
**Slide 36 - Slide 36**



**Text Captions**

Notice that **GB** is not mentioned for **Great Britain**,

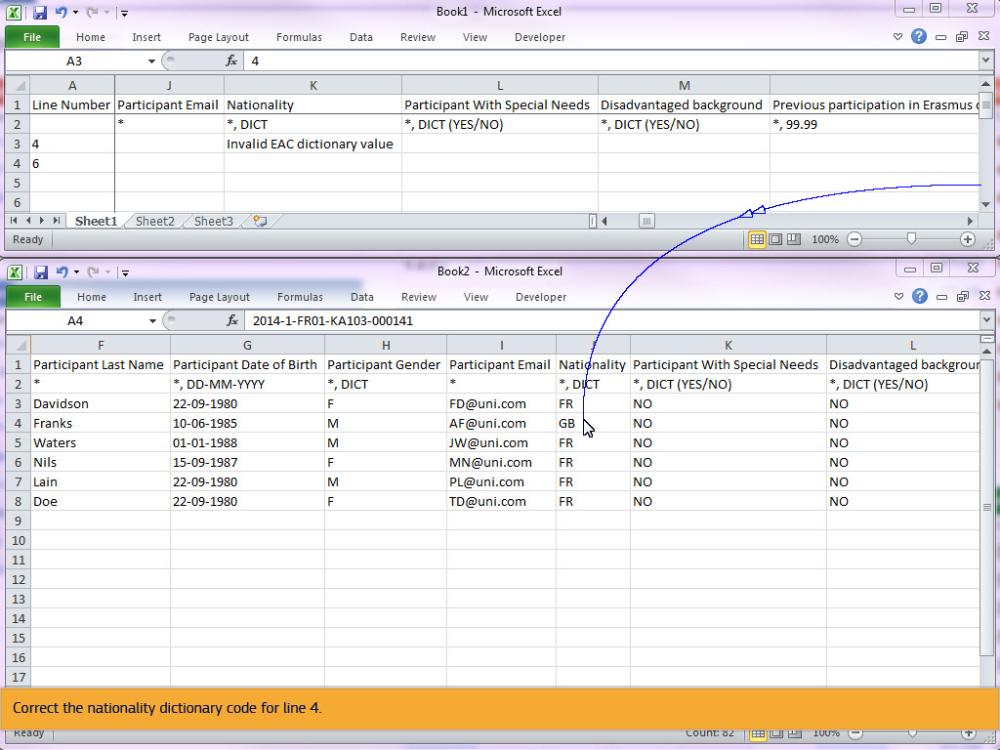
**Slide 37 - Slide 37**



**Text Captions**

but **UK** is mentioned for the **United Kingdom**.

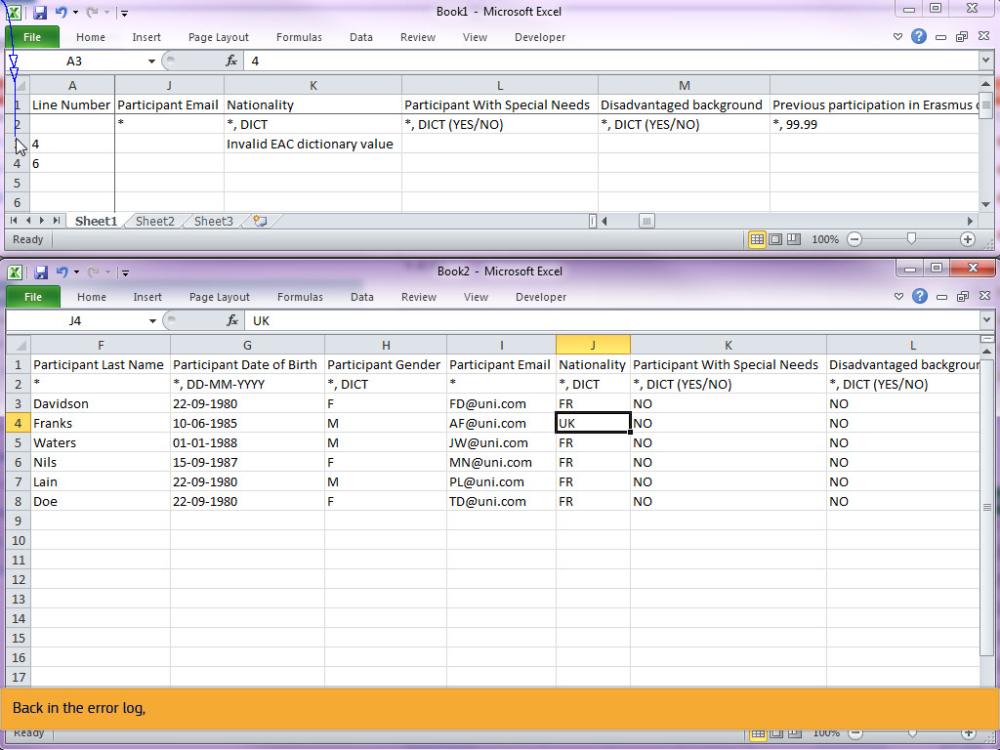
**Slide 38 - Slide 38**



**Text Captions**

Correct the nationality dictionary code for line 4.

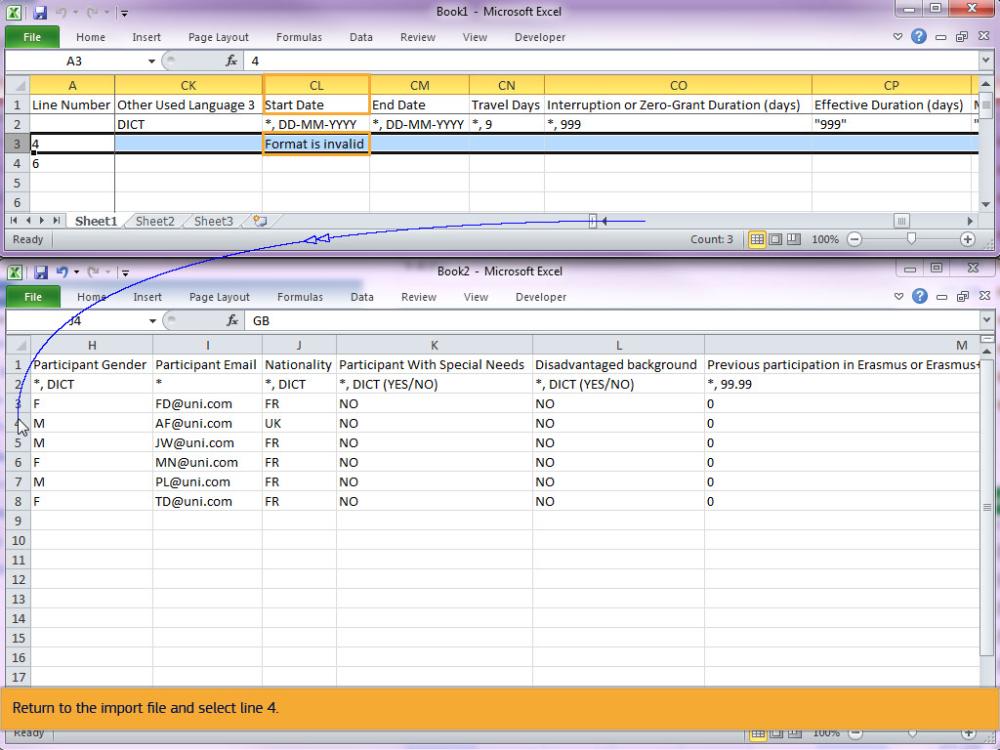
**Slide 42 - Slide 42**



**Text Captions**

Back in the error log,

**Slide 44 - Slide 44**

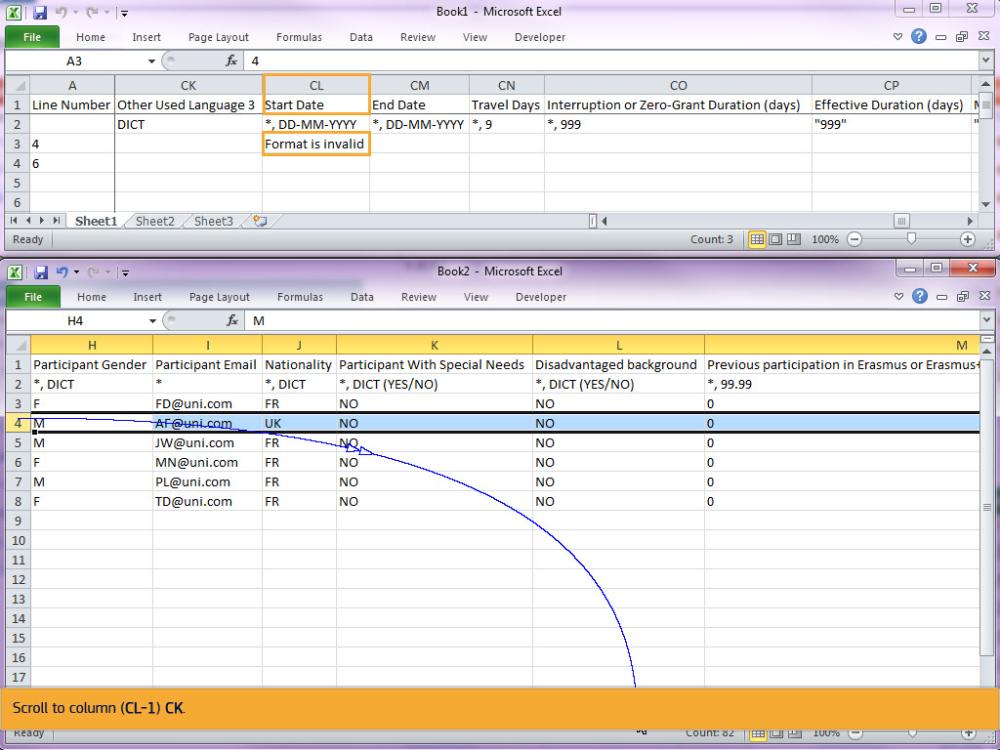


**Text Captions**

in column **CL**, **Start Date** of the mobility, the message displayed is **Format is invalid**.

Return to the import file and select line 4.

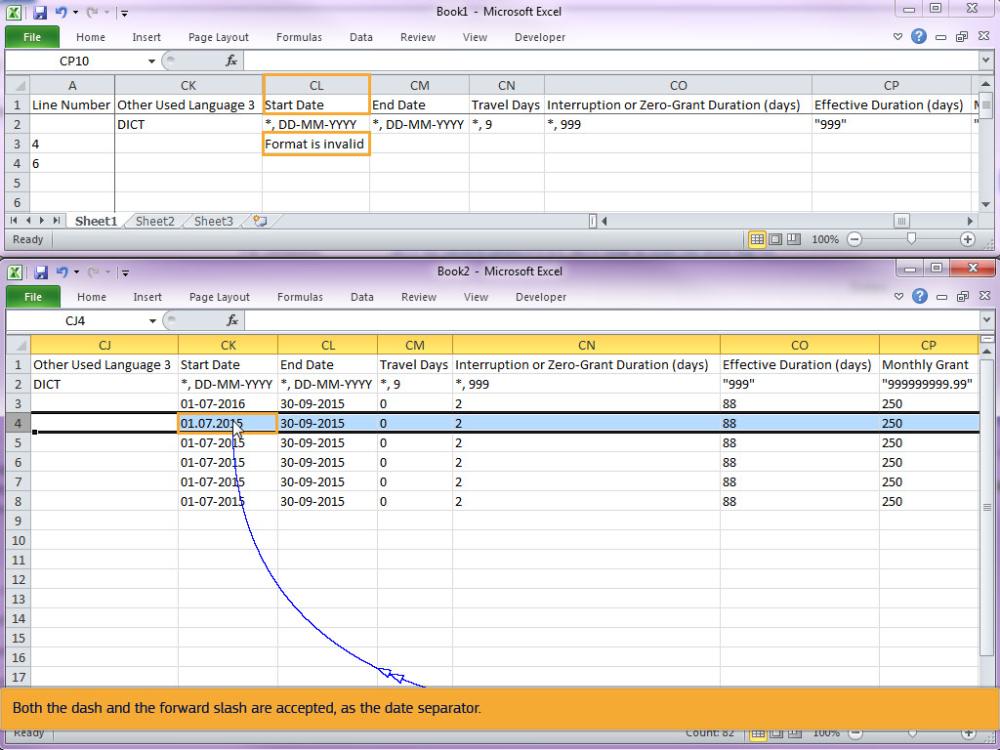
**Slide 45 - Slide 45**



**Text Captions**

Scroll to column (**CL-1**) **CK**.

**Slide 46 - Slide 46**

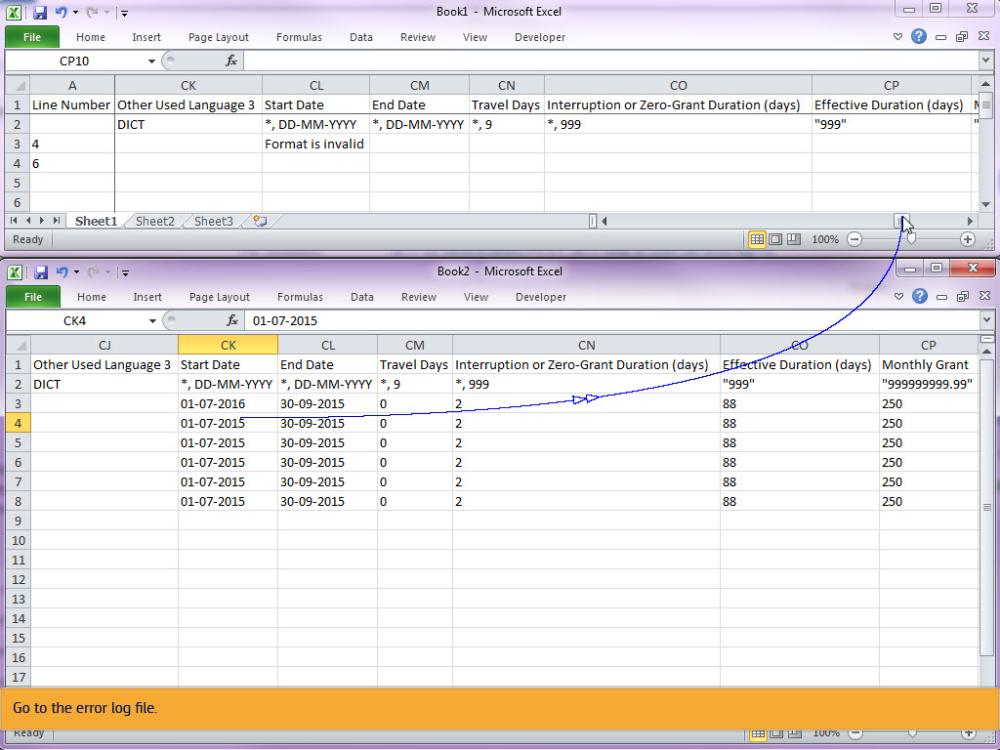


**Text Captions**

As you see, dots have been used to separate the date format. Correct the format of the date, replacing the dots with dashes.

Both the dash and the forward slash are accepted, as the date separator.

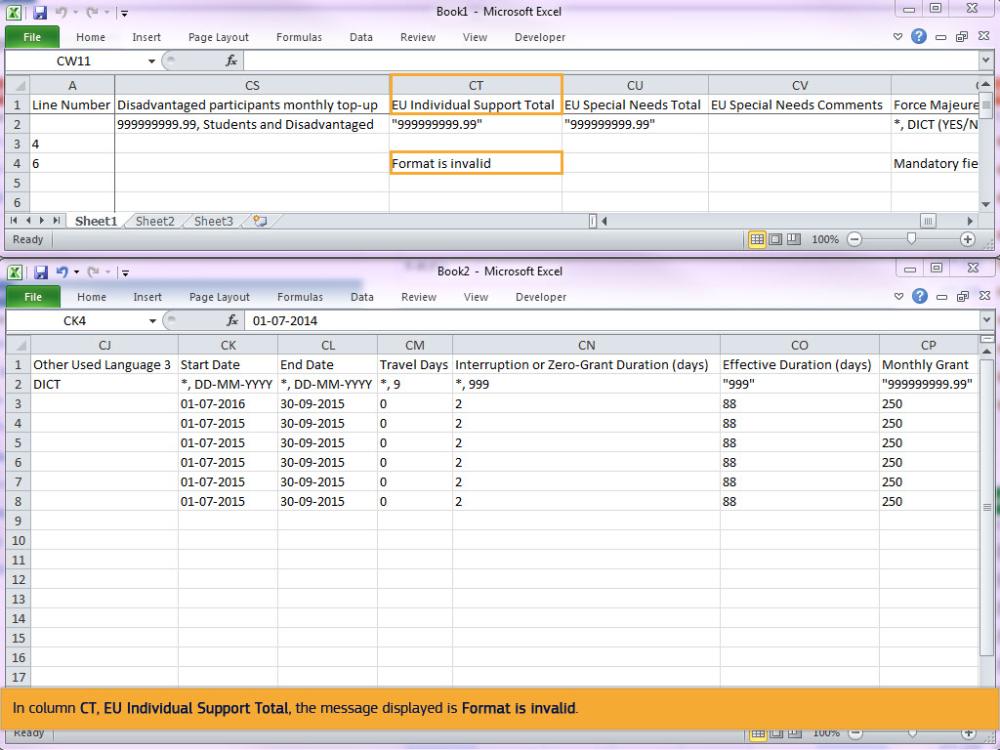
**Slide 49 - Slide 49**



**Text Captions**

Go to the error log file.

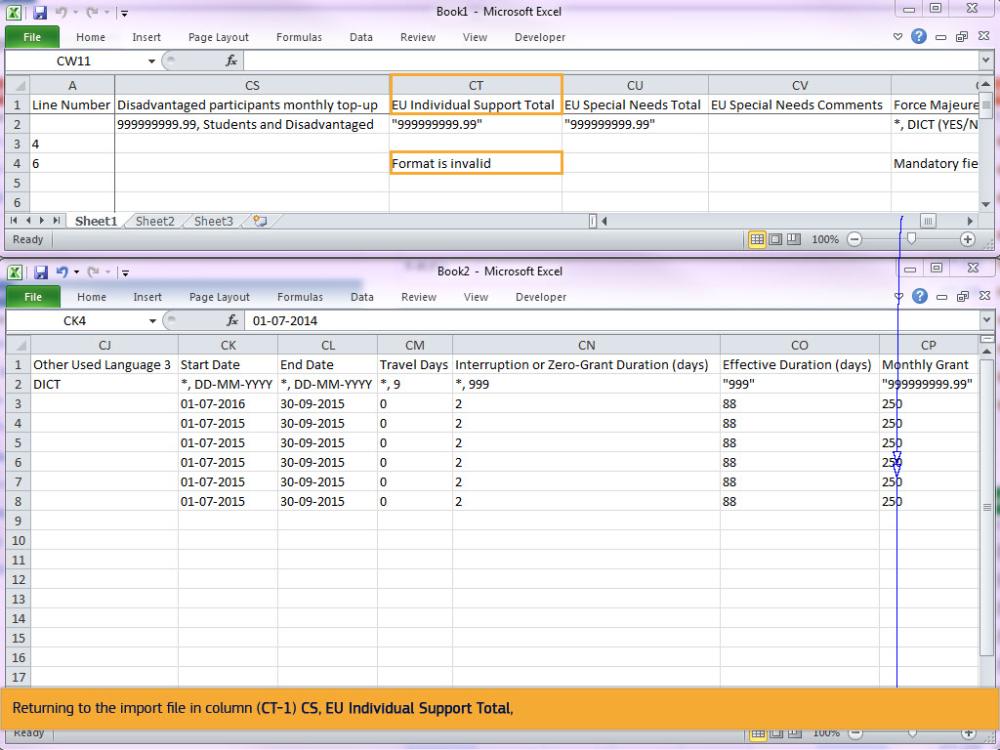
**Slide 50 - Slide 50**



**Text Captions**

In column **CT**, **EU Individual Support Total**, the message displayed is **Format is invalid**.

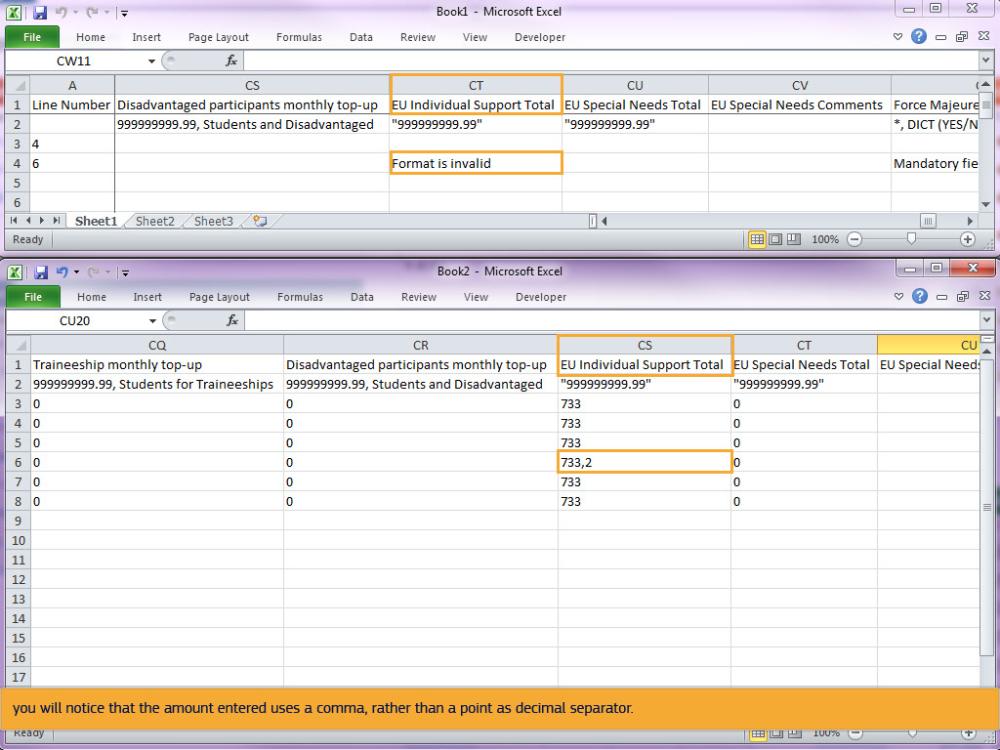
**Slide 51 - Slide 51**



**Text Captions**

Returning to the import file in column (**CT-1**) **CS**, **EU Individual Support Total**,

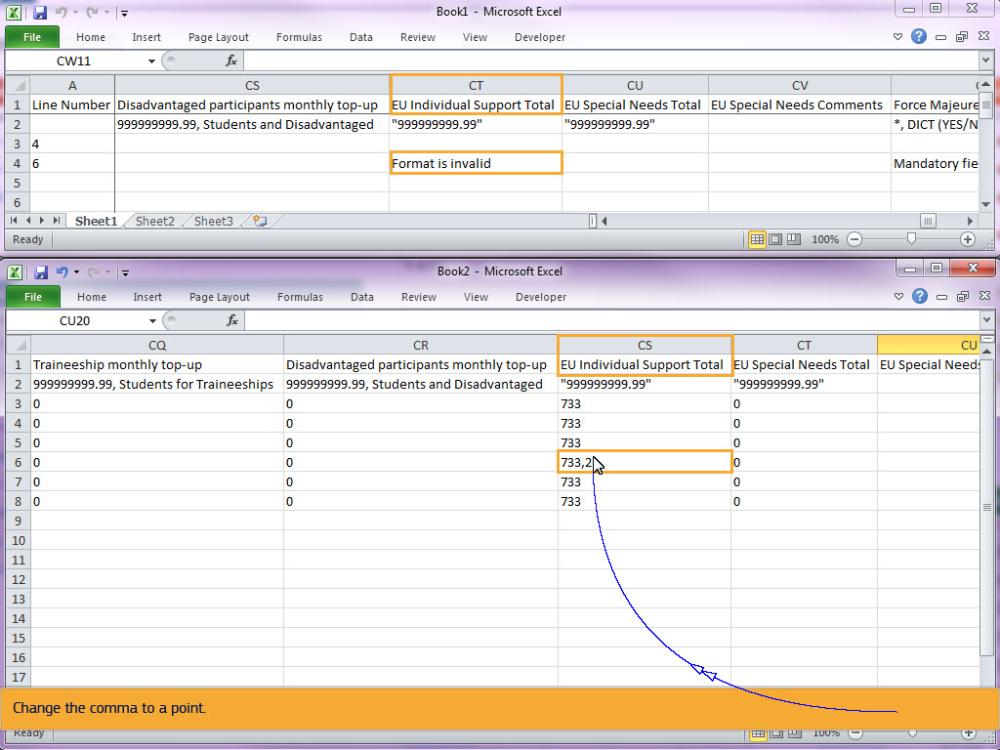
**Slide 52 - Slide 52**



**Text Captions**

you will notice that the amount entered uses a comma, rather than a point as decimal separator.

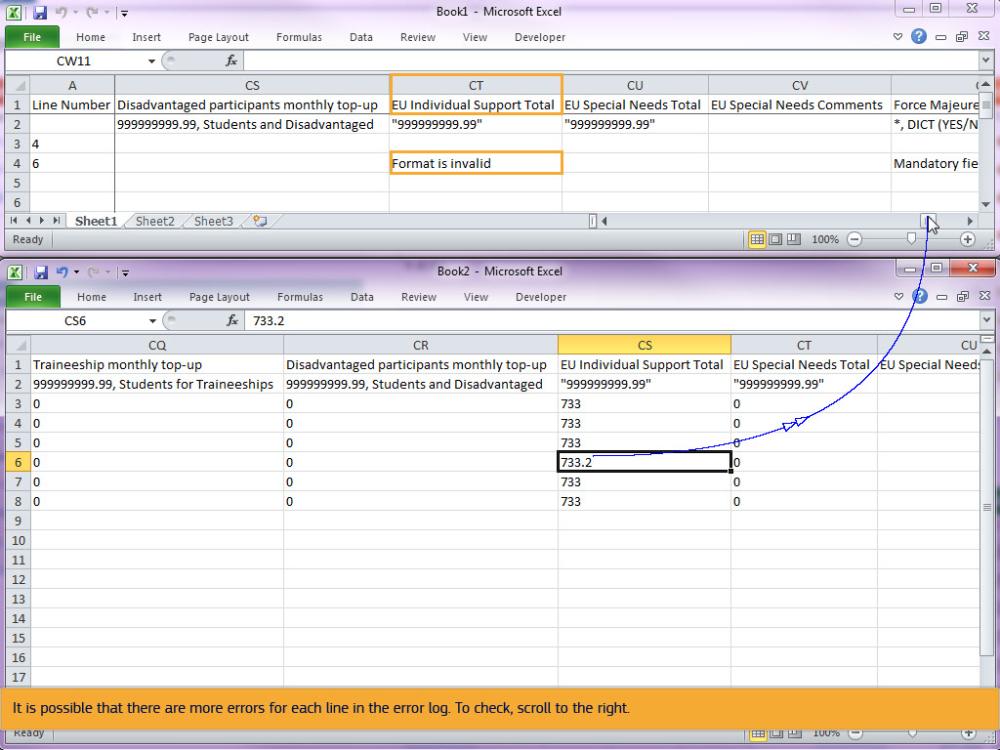
**Slide 53 - Slide 53**



**Text Captions**

Change the comma to a point.

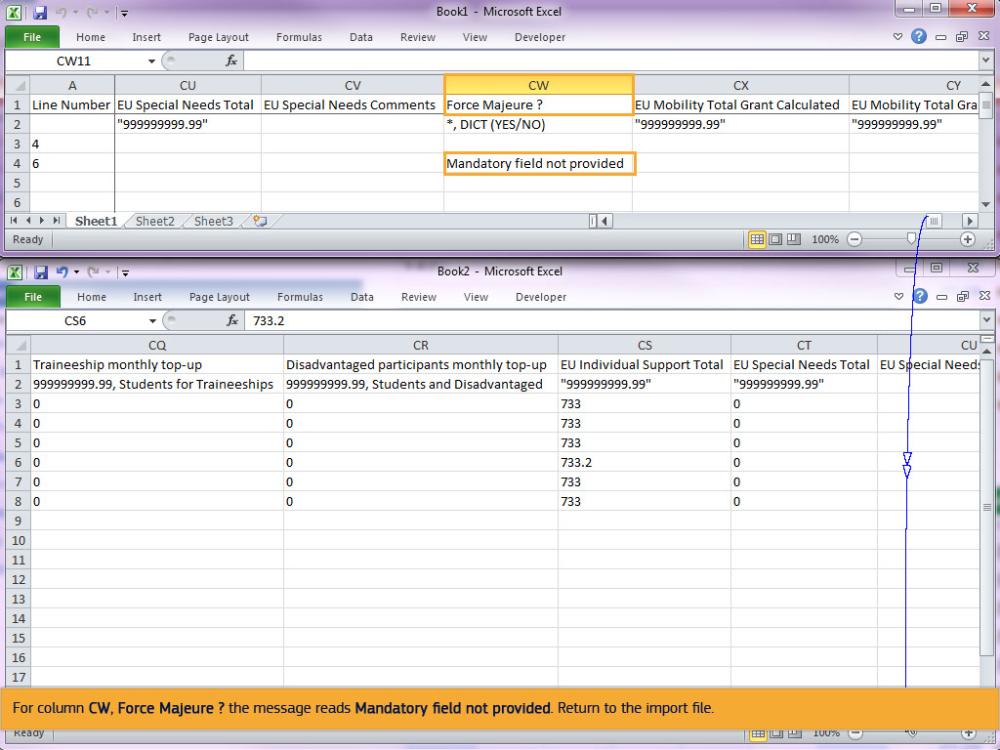
**Slide 55 - Slide 55**



**Text Captions**

It is possible that there are more errors for each line in the error log. To check, scroll to the right.

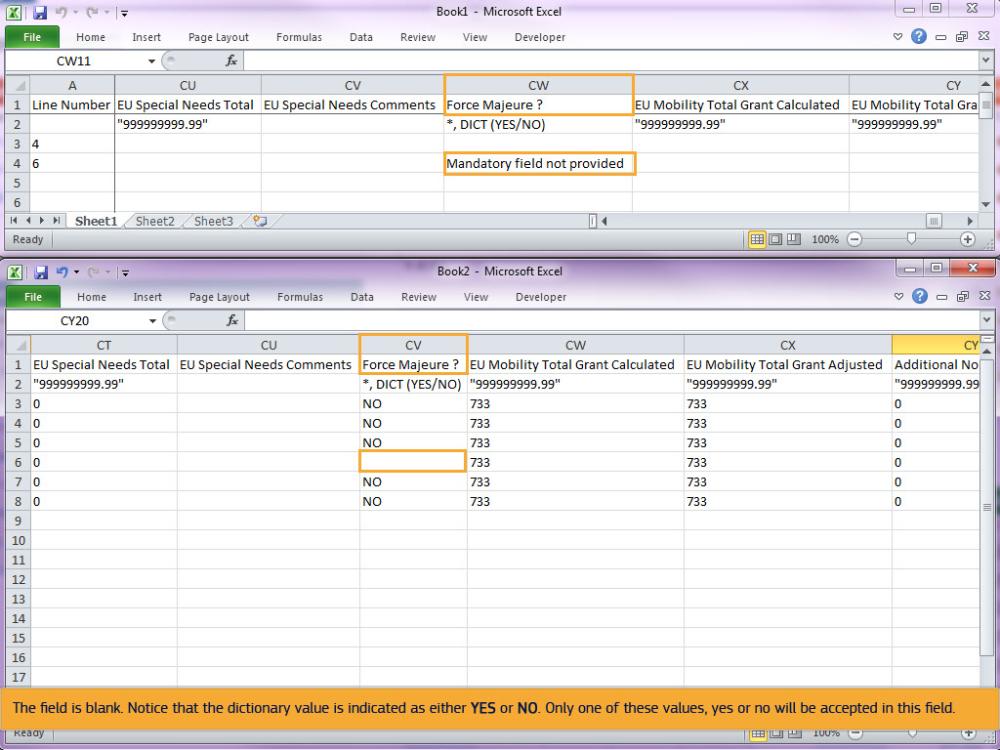
**Slide 56 - Slide 56**



**Text Captions**

For column **CW**, **Force Majeure ?** the message reads **Mandatory field not provided**. Return to the import file.

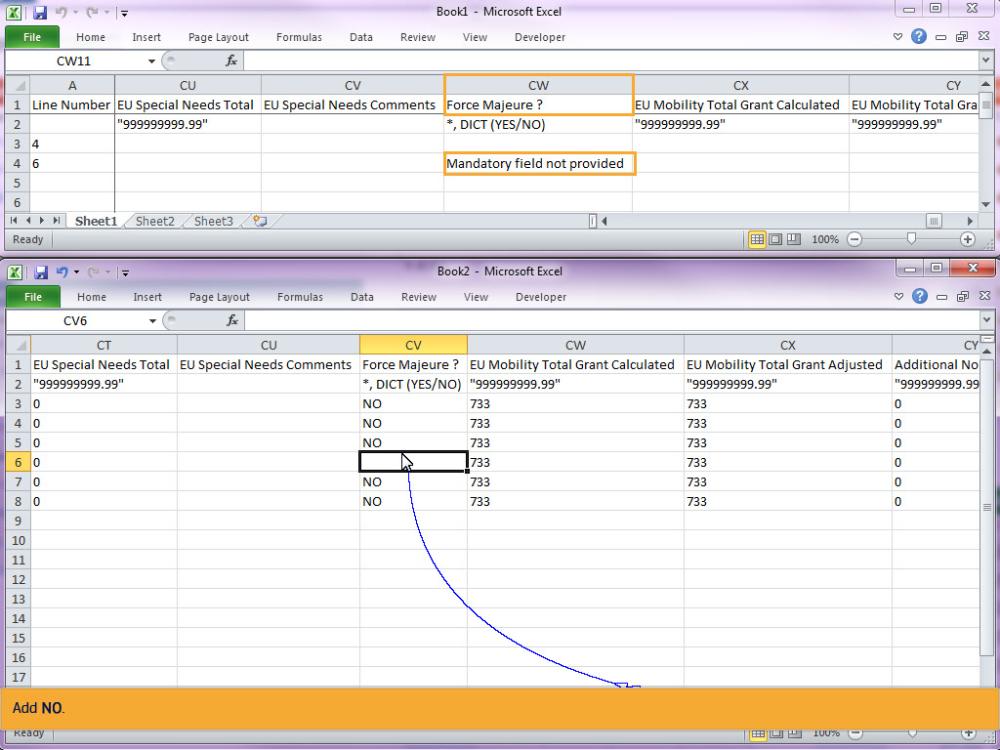
**Slide 57 - Slide 57**



**Text Captions**

The field is blank. Notice that the dictionary value is indicated as either **YES** or **NO**. Only one of these values, yes or no will be accepted in this field.

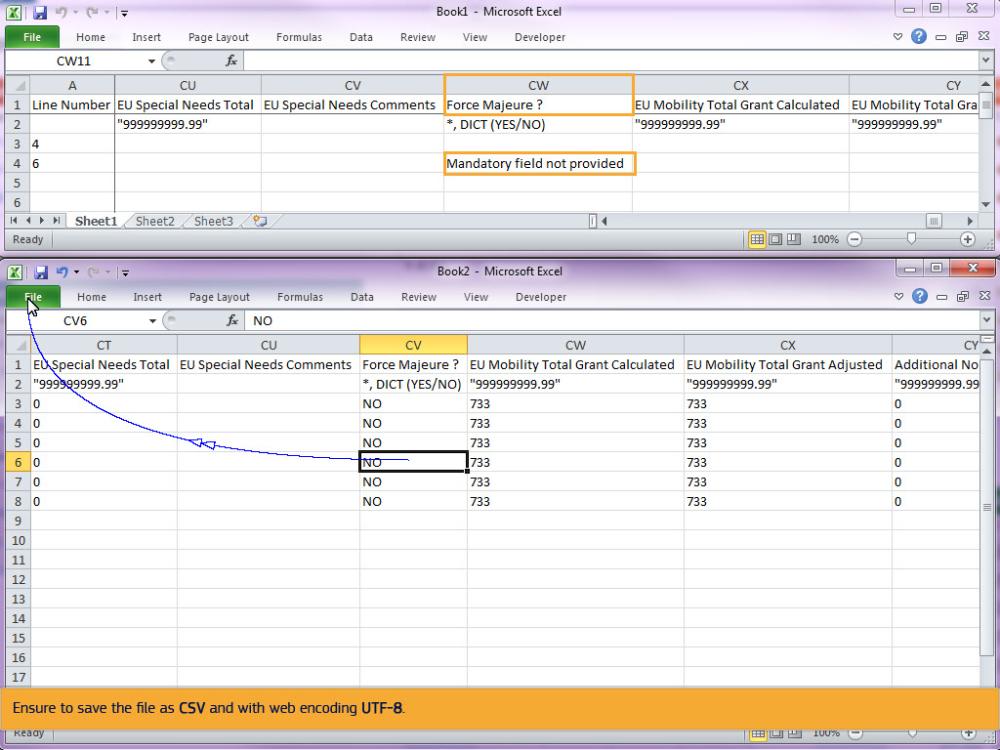
**Slide 59 - Slide 59**



**Text Captions**

Add **NO**.

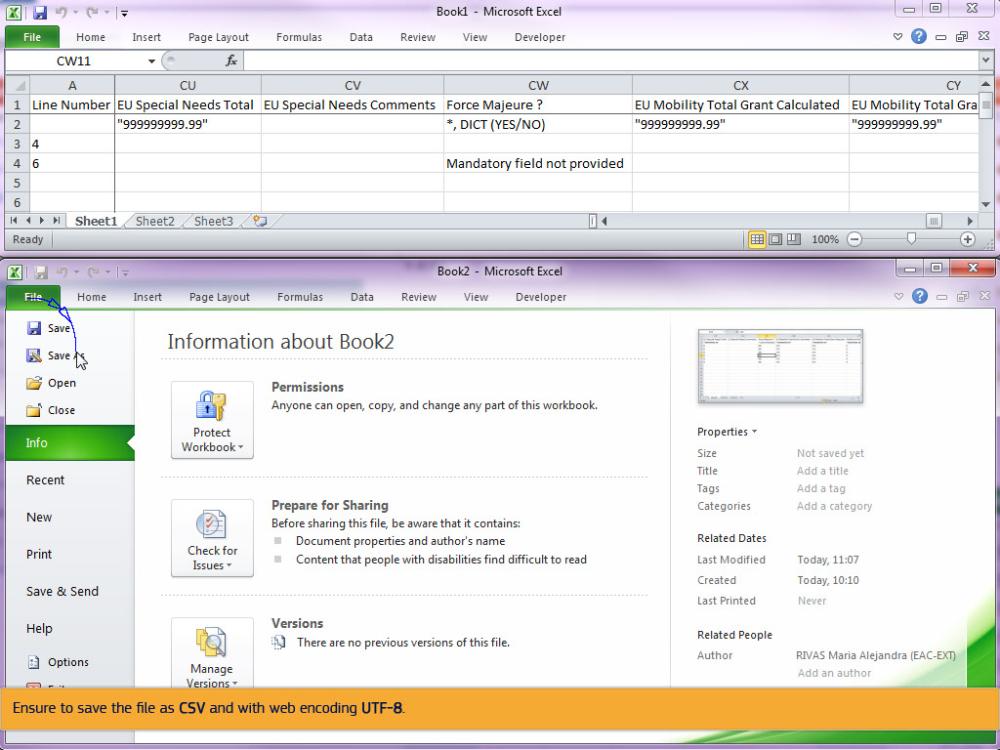
**Slide 61 - Slide 61**



**Text Captions**

Ensure to save the file as **CSV** and with web encoding **UTF-8**.

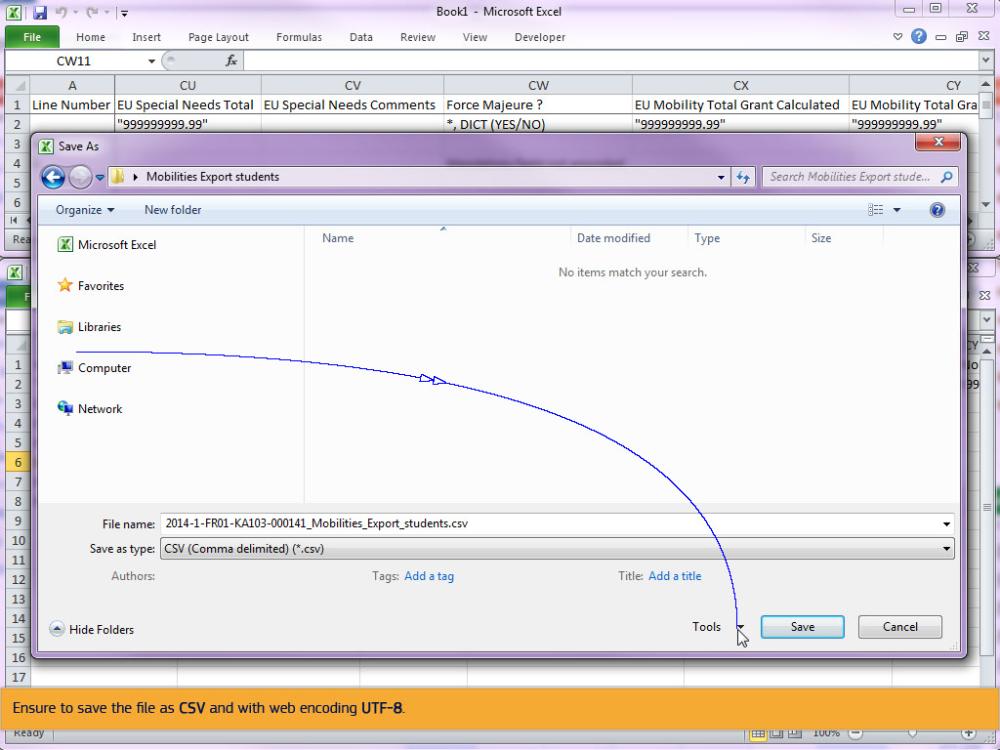
**Slide 62 - Slide 62**



**Text Captions**

Ensure to save the file as **CSV** and with web encoding **UTF-8**.

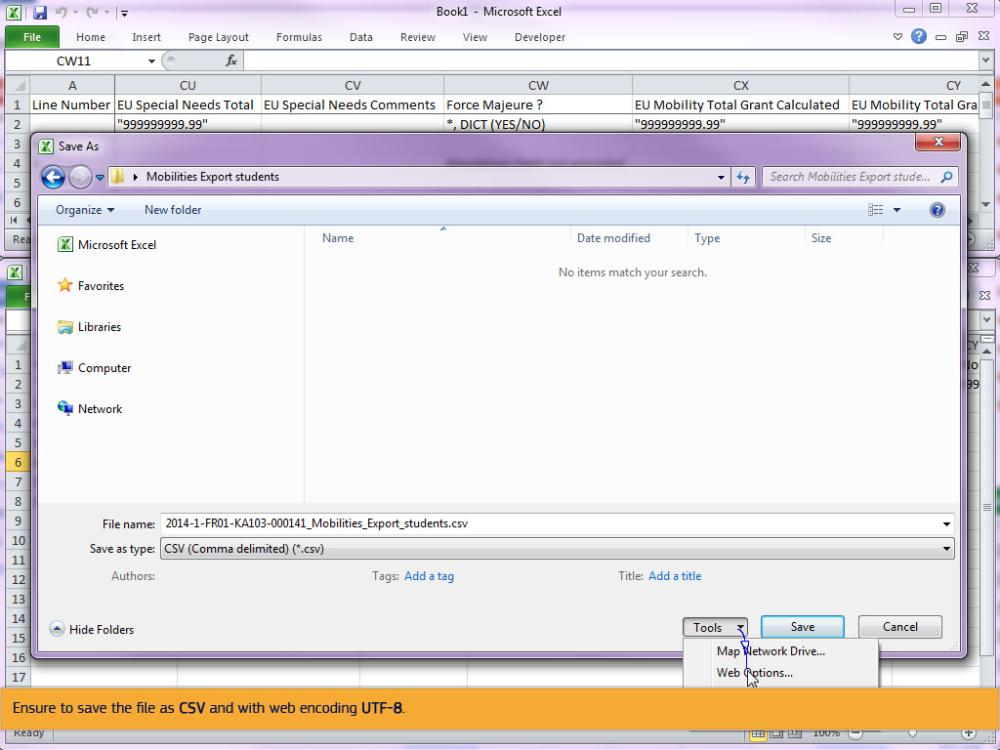
**Slide 63 - Slide 63**



**Text Captions**

Ensure to save the file as **CSV** and with web encoding **UTF-8**.

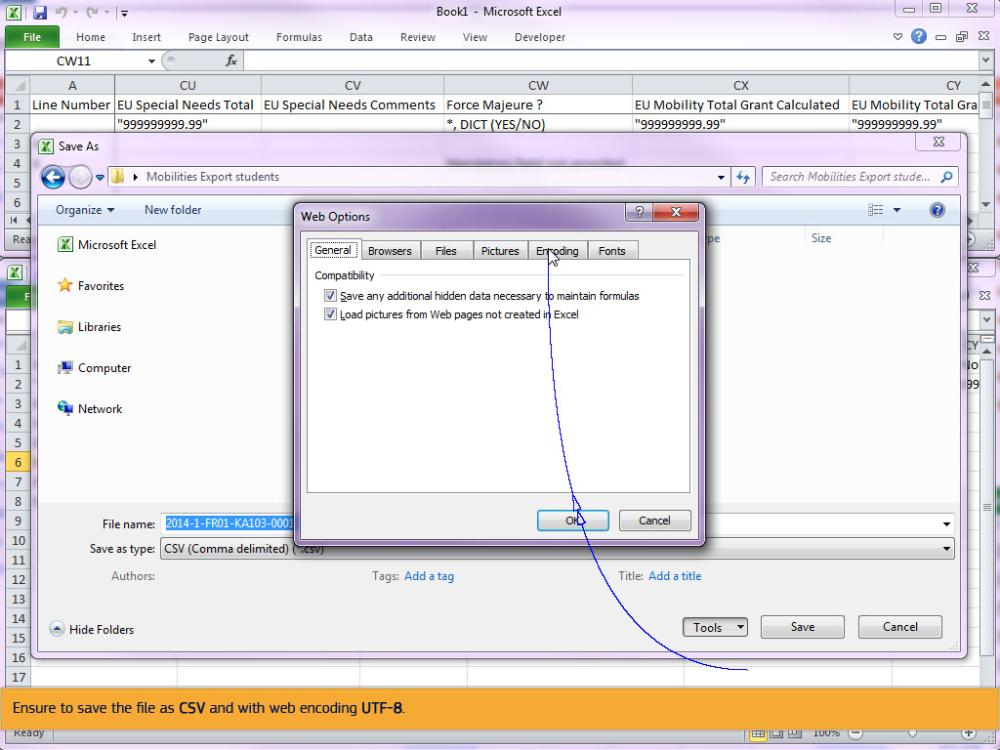
**Slide 64 - Slide 64**



**Text Captions**

Ensure to save the file as **CSV** and with web encoding **UTF-8**.

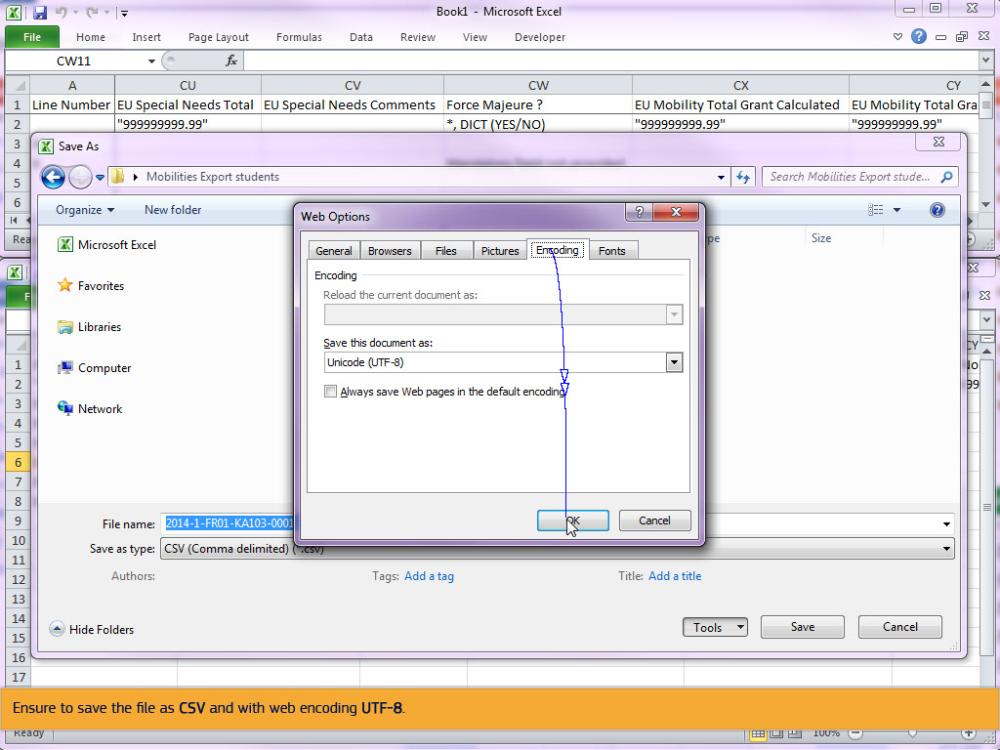
**Slide 65 - Slide 65**



**Text Captions**

Ensure to save the file as **CSV** and with web encoding **UTF-8**.

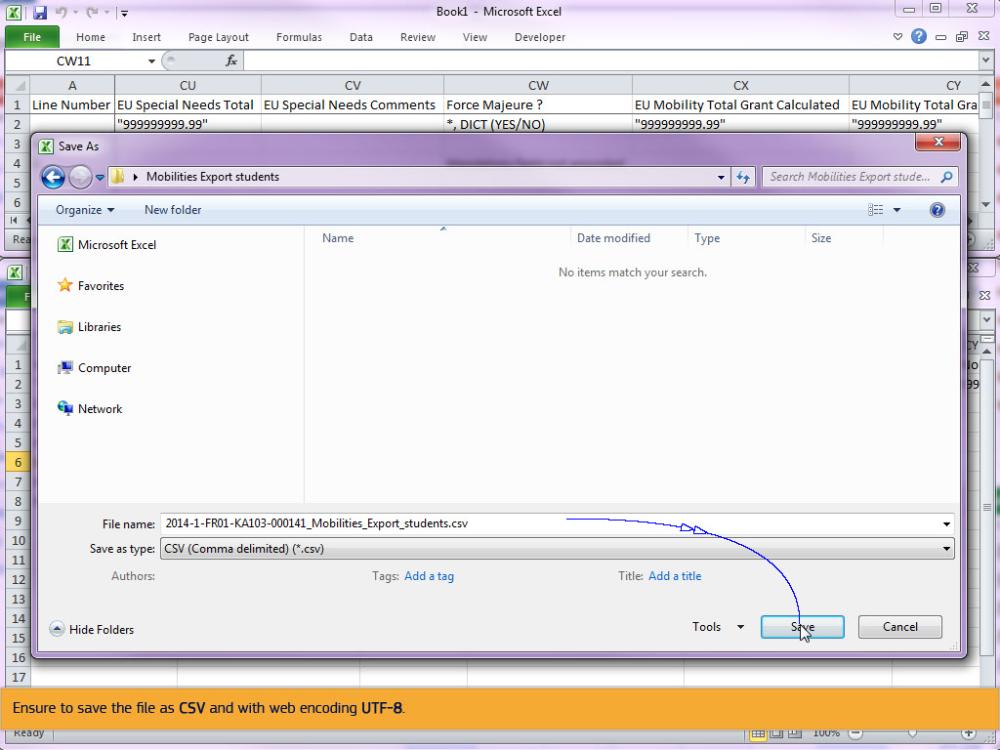
**Slide 66 - Slide 66**



**Text Captions**

Ensure to save the file as **CSV** and with web encoding **UTF-8**.

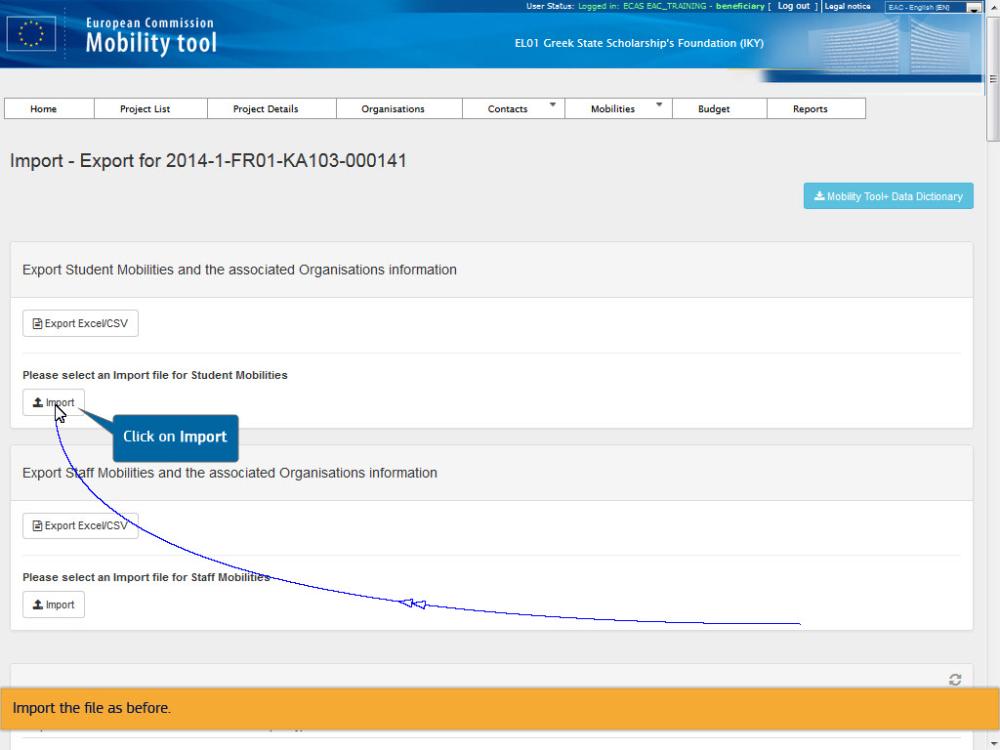
**Slide 67 - Slide 67**



**Text Captions**

Ensure to save the file as **CSV** and with web encoding **UTF-8**.

**Slide 68 - Slide 68**

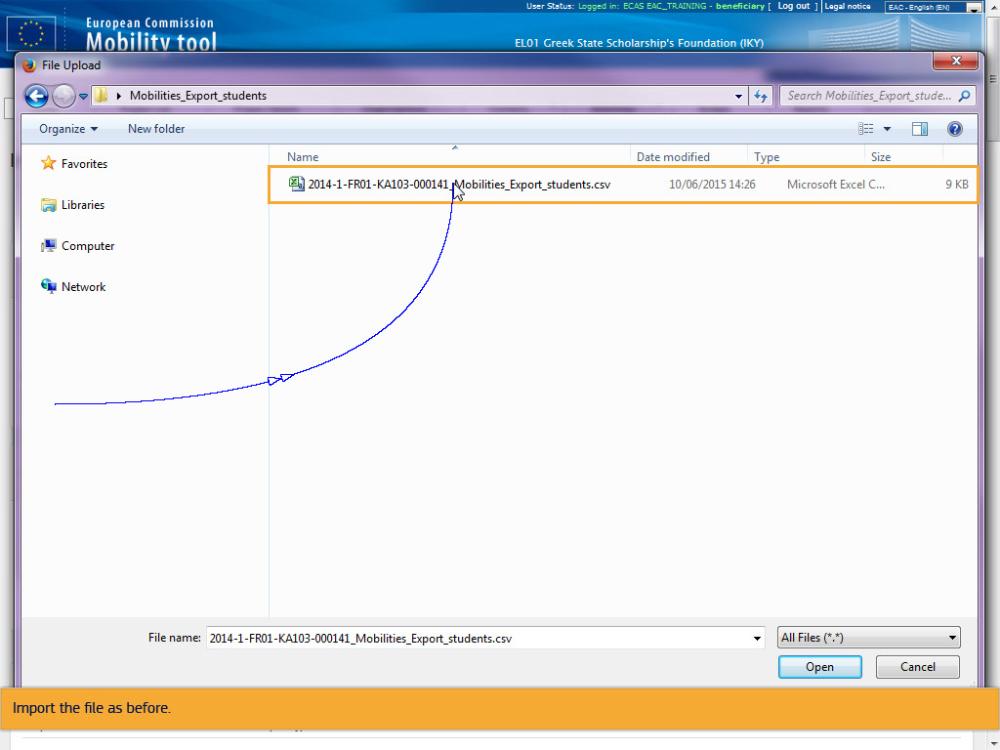


**Text Captions**

Import the file as before.

Click on **Import**

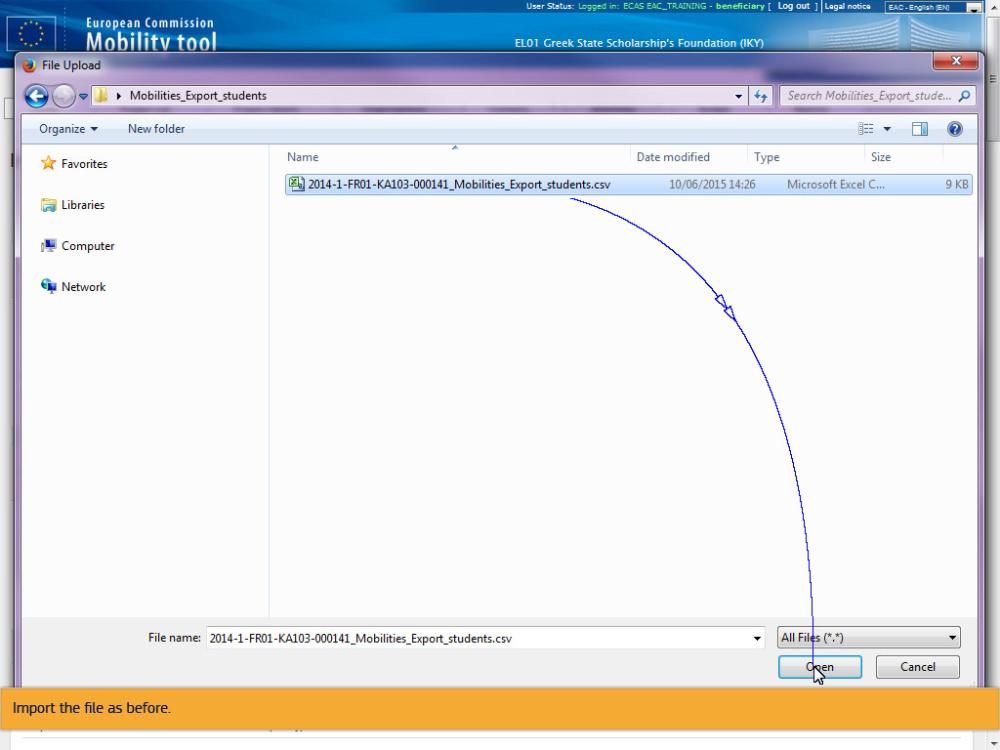
**Slide 69 - Slide 69**



**Text Captions**

Import the file as before.

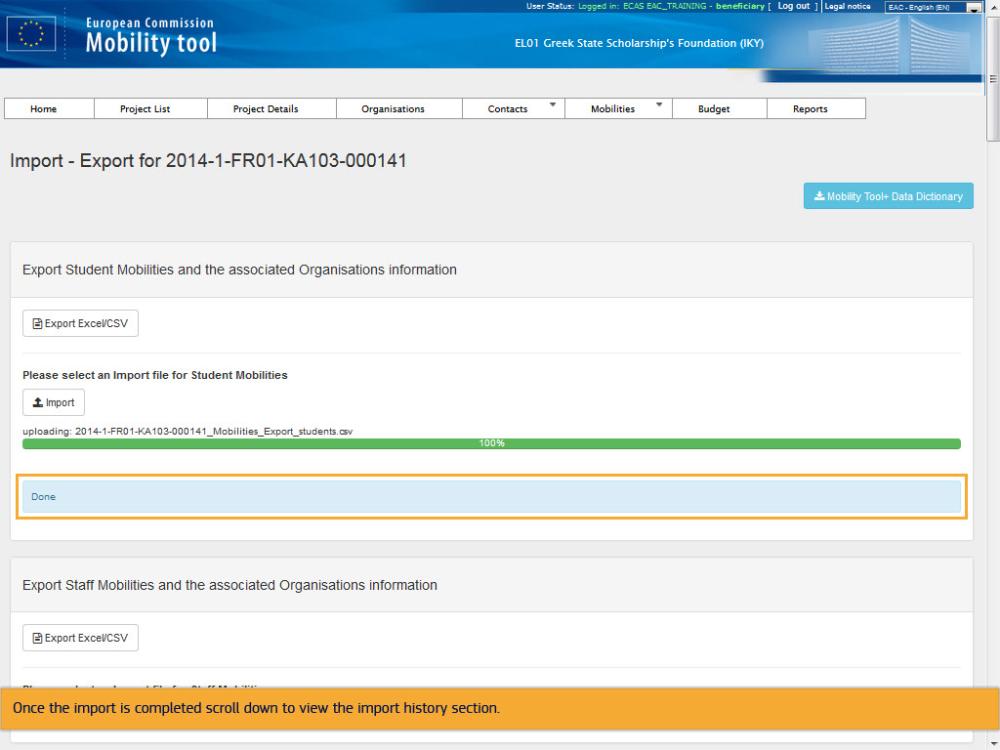
**Slide 70 - Slide 70**



**Text Captions**

Import the file as before.

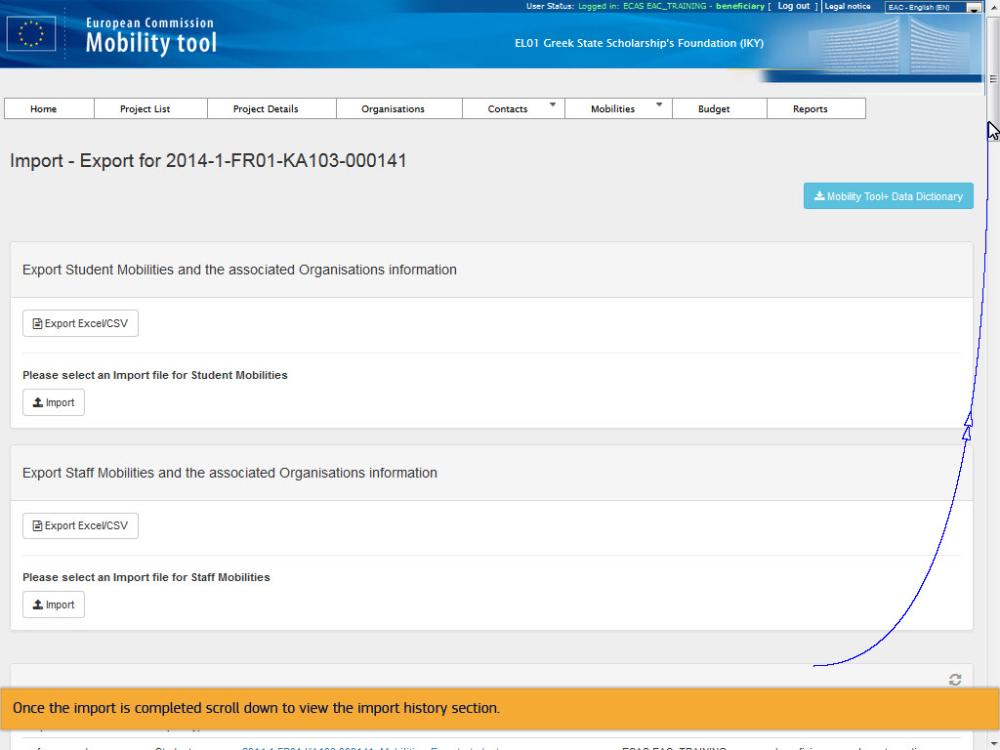
**Slide 71 - Slide 71**



**Text Captions**

Once the import is completed scroll down to view the import history section.

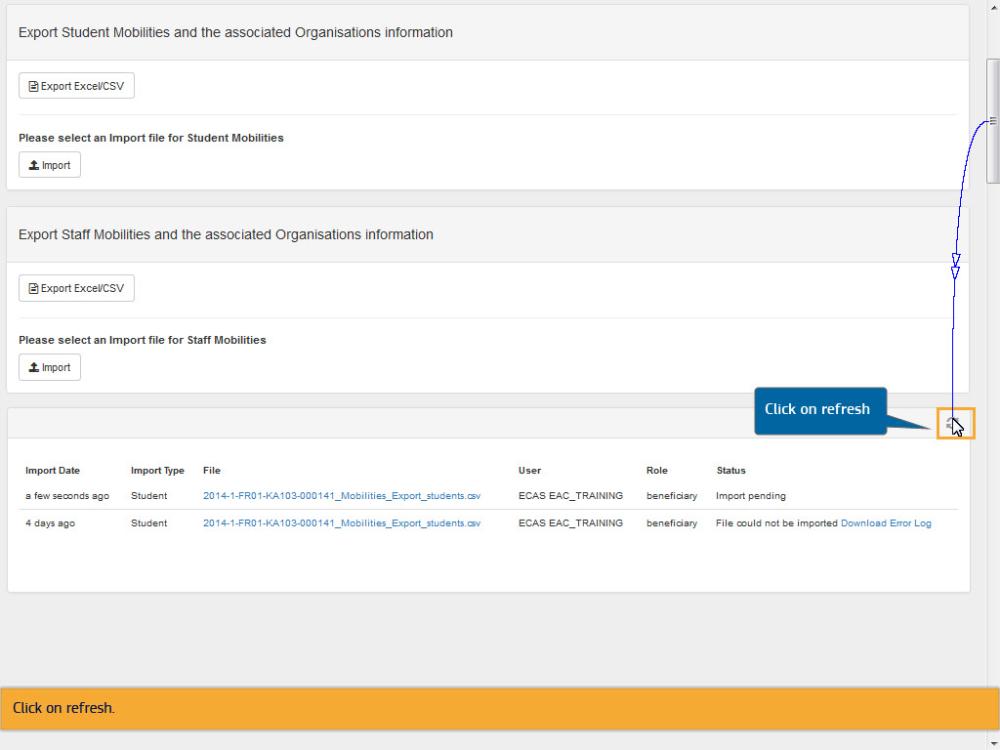
**Slide 72 - Slide 72**



**Text Captions**

Once the import is completed scroll down to view the import history section.

**Slide 73 - Slide 73**

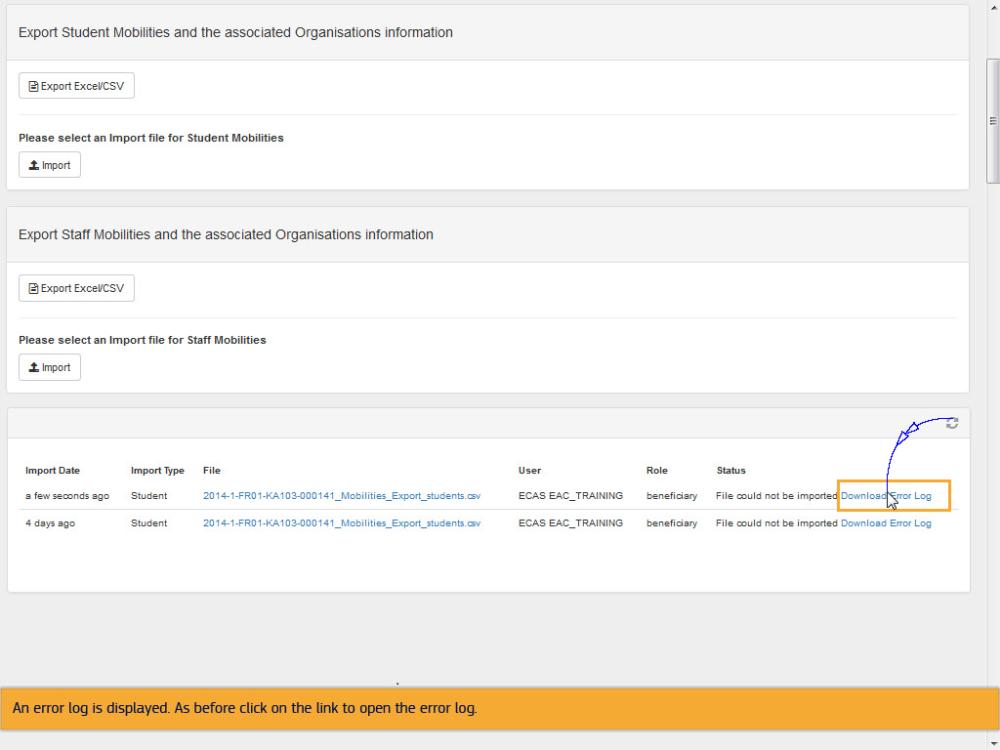


**Text Captions**

Click on refresh

Click on refresh.

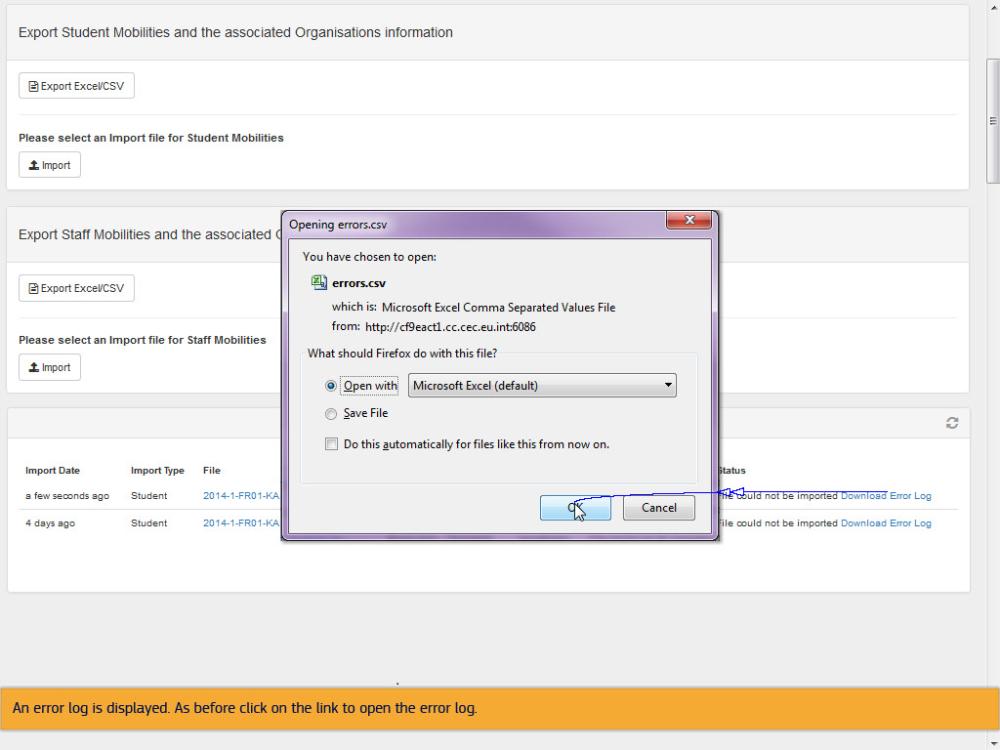
**Slide 74 - Slide 74**



**Text Captions**

An error log is displayed. As before click on the link to open the error log.

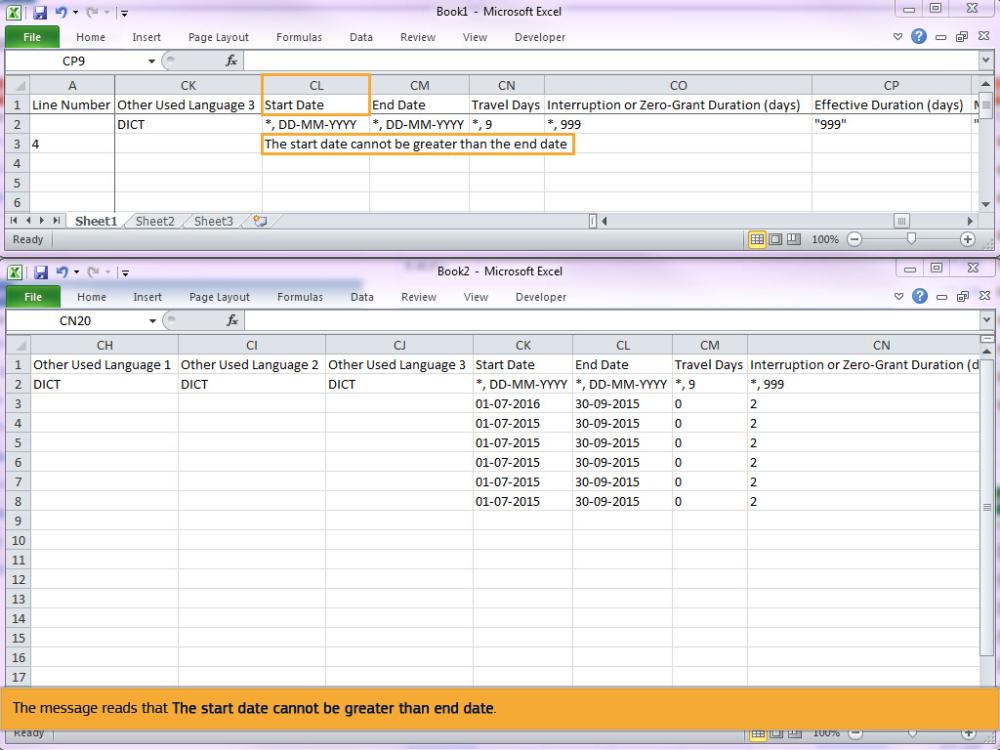
**Slide 75 - Slide 75**



**Text Captions**

An error log is displayed. As before click on the link to open the error log.

**Slide 76 - Slide 76**

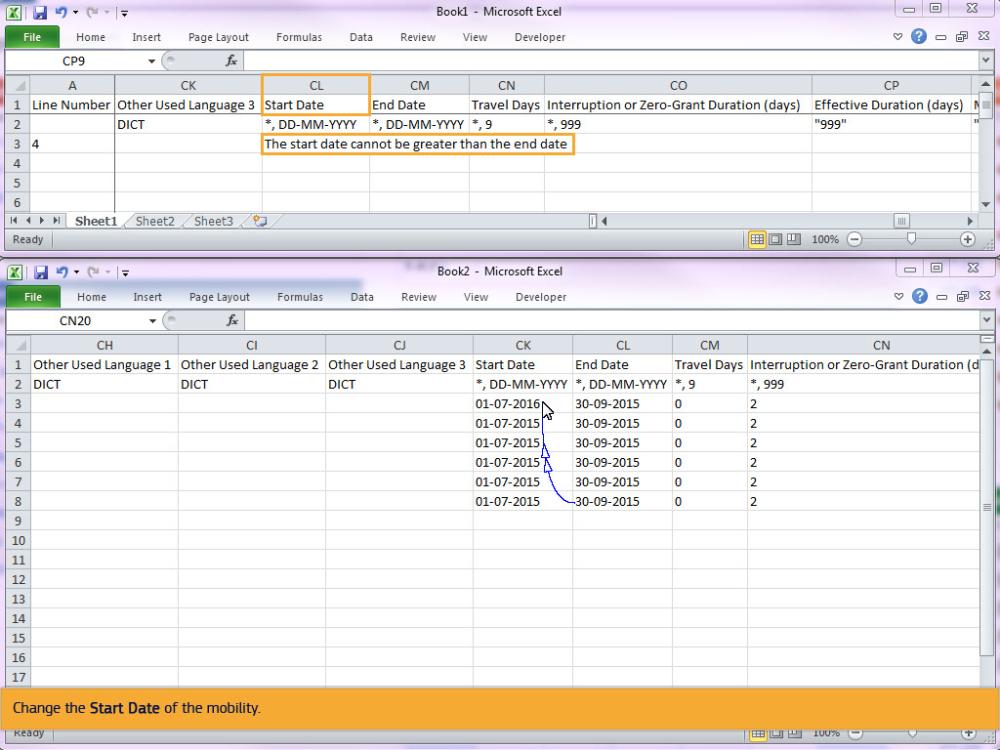


**Text Captions**

You will now see a message displayed for the **Start Date** of the mobility.

The message reads that **The start date cannot be greater than end date**.

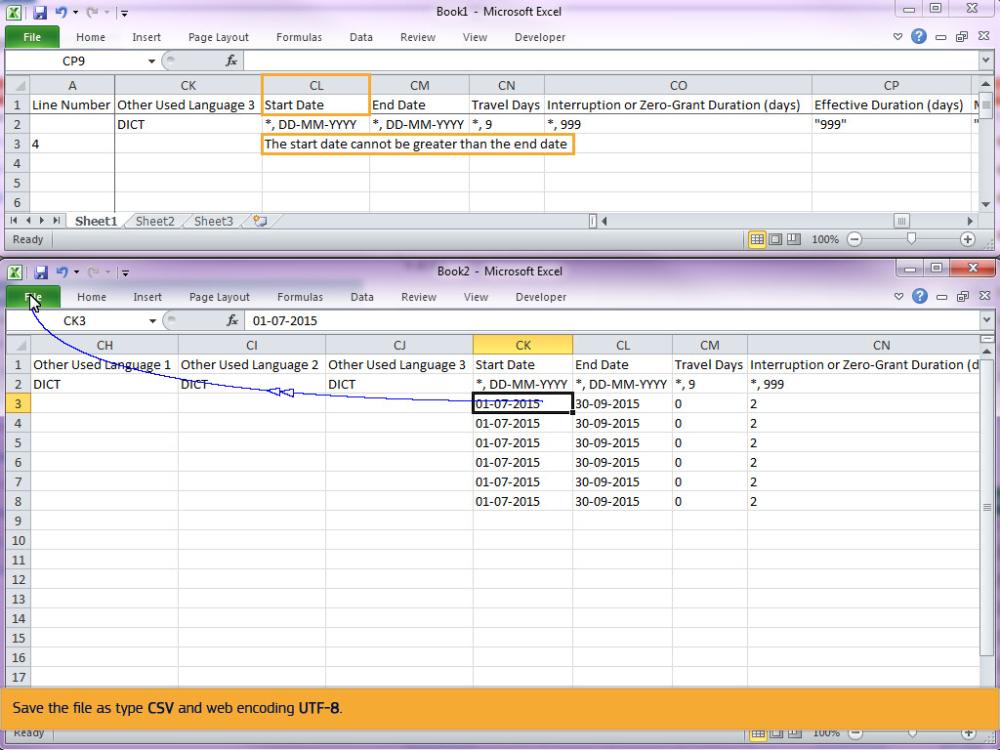
**Slide 77 - Slide 77**



**Text Captions**

Change the **Start Date** of the mobility.

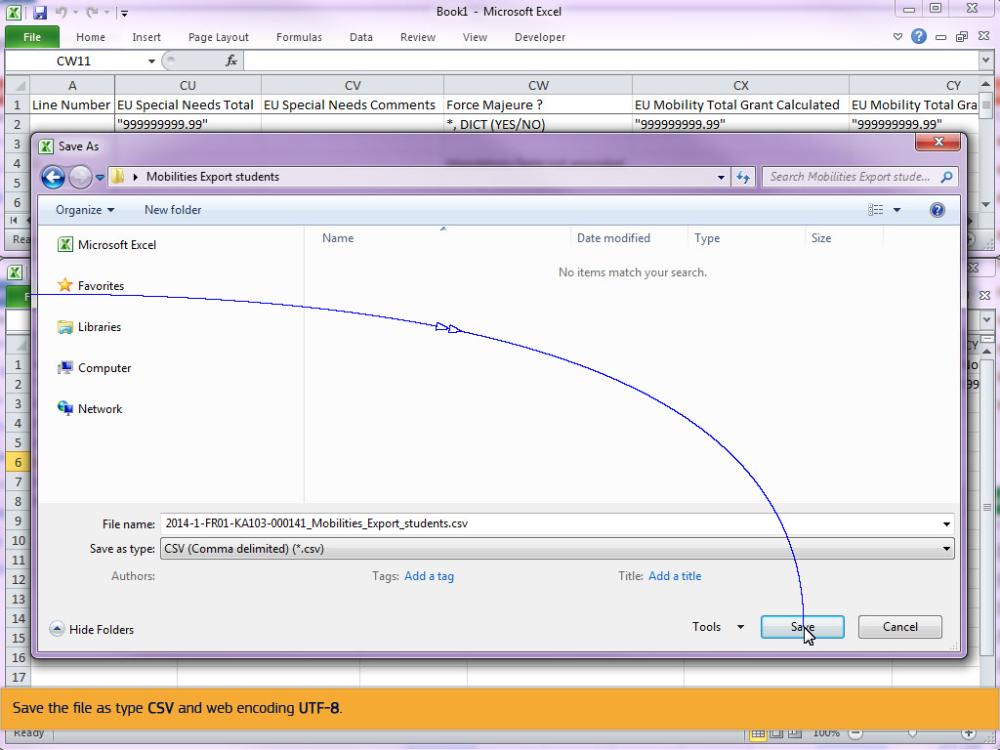
**Slide 79 - Slide 79**



**Text Captions**

Save the file as type **CSV** and web encoding **UTF-8**.

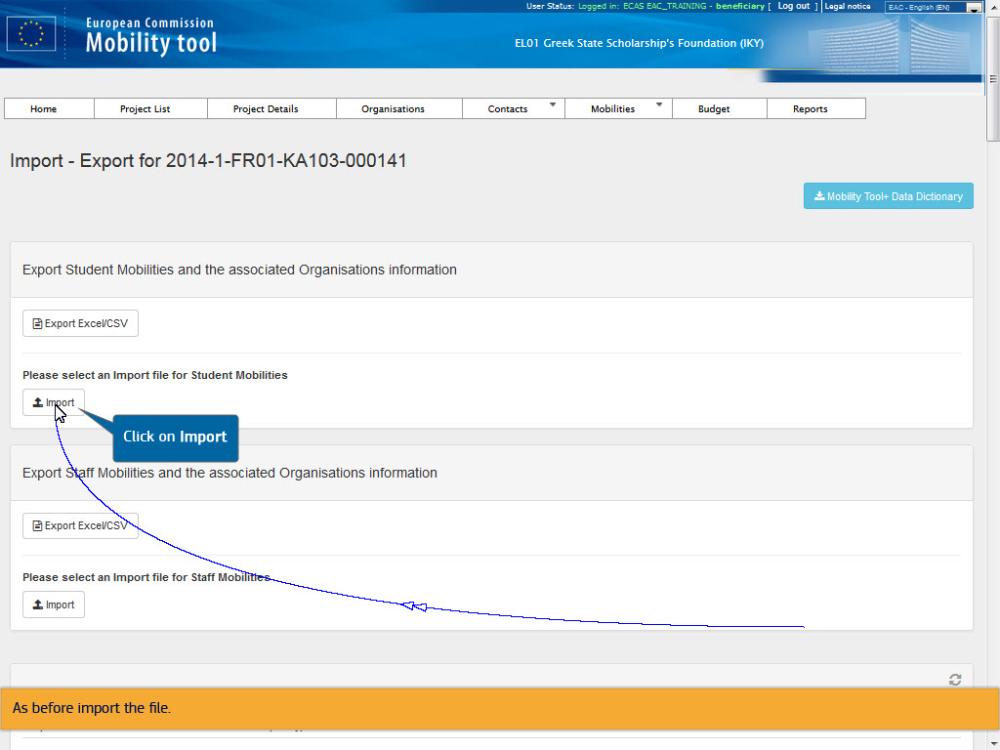
**Slide 80 - Slide 80**



**Text Captions**

Save the file as type **CSV** and web encoding **UTF-8**.

**Slide 81 - Slide 81**

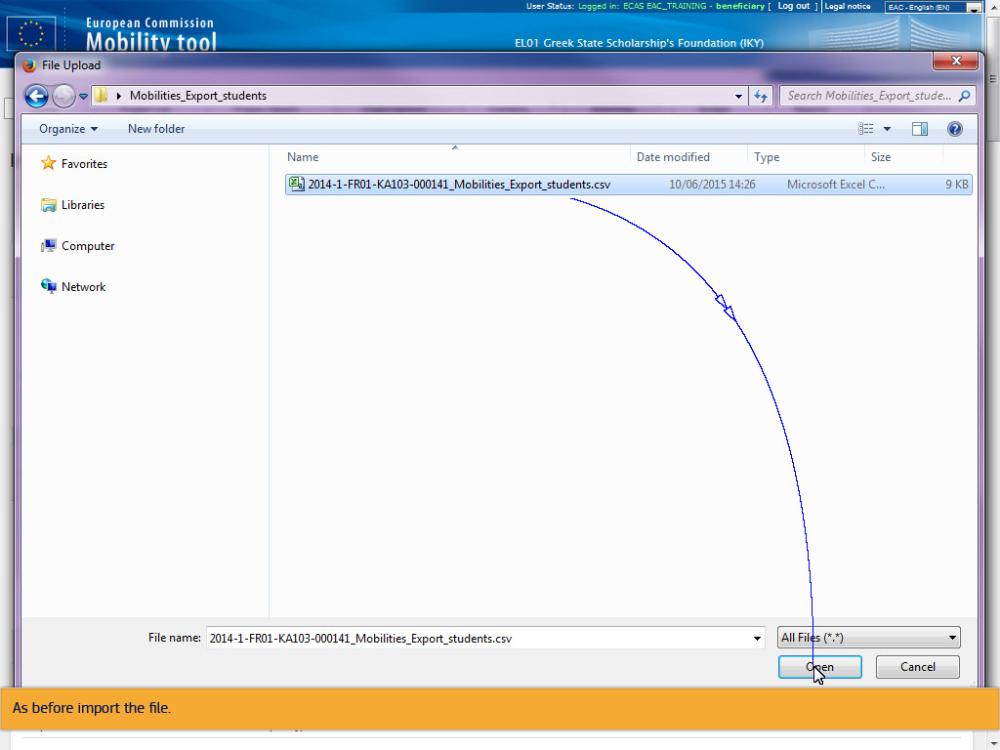


**Text Captions**

As before import the file.

Click on **Import**

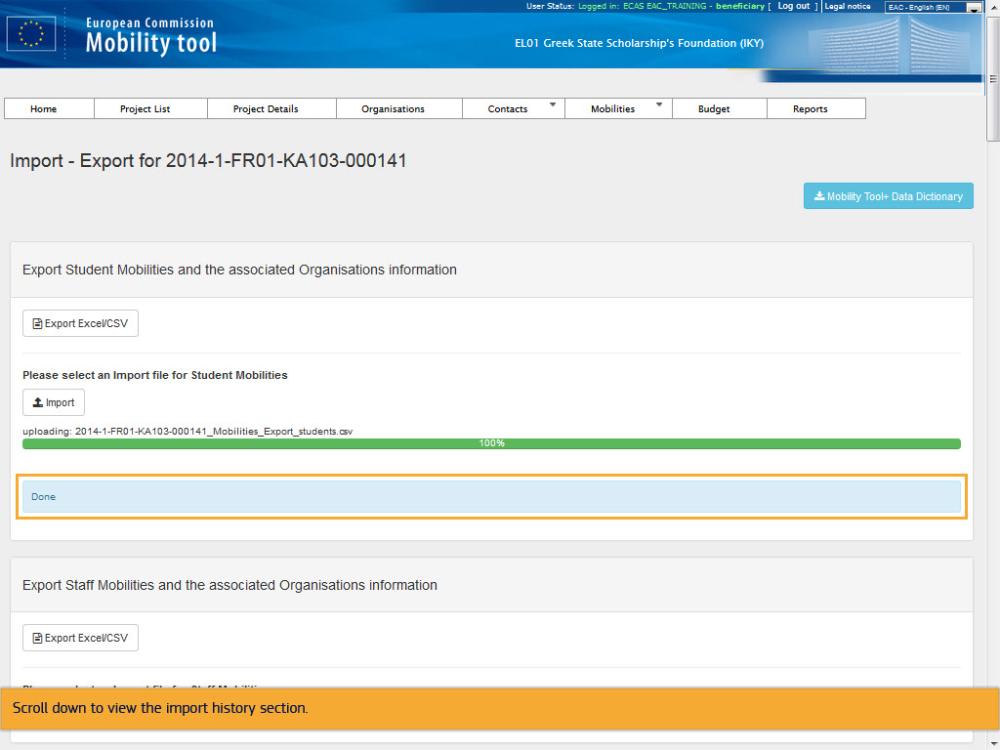
**Slide 83 - Slide 83**



**Text Captions**

As before import the file.

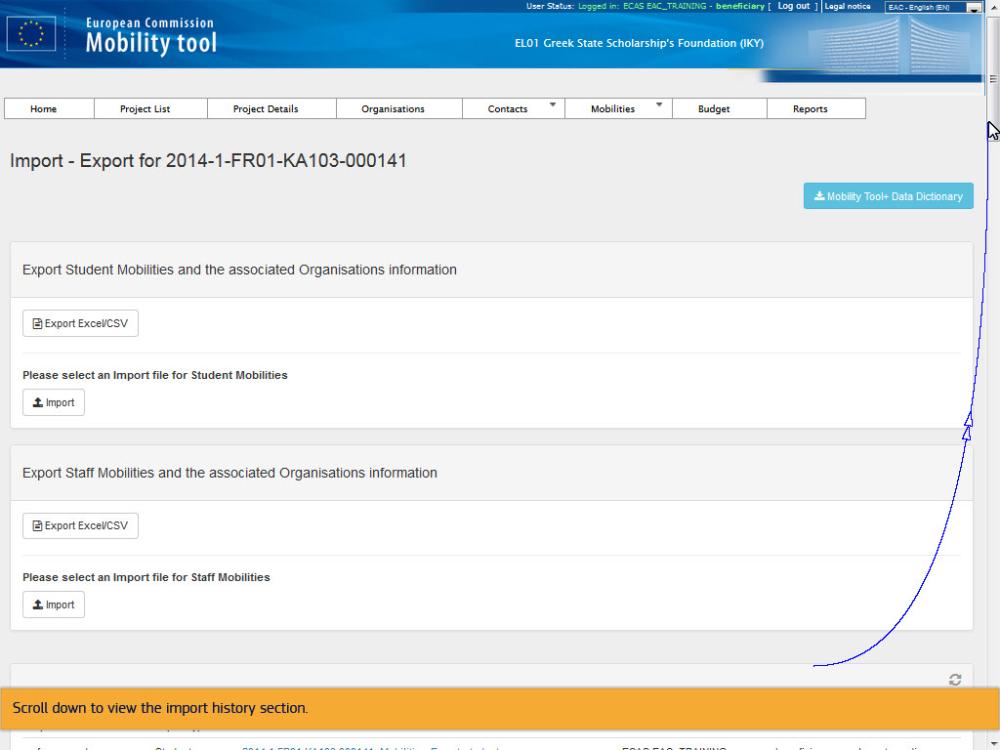
**Slide 84 - Slide 84**



**Text Captions**

Scroll down to view the import history section.

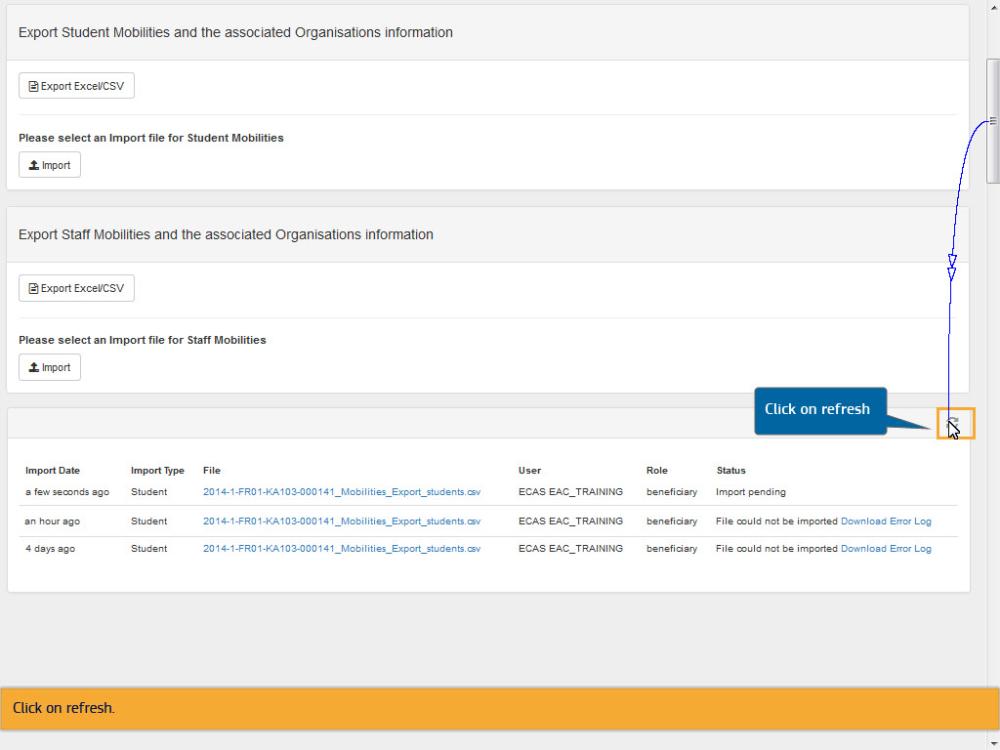
**Slide 85 - Slide 85**



**Text Captions**

Scroll down to view the import history section.

**Slide 86 - Slide 86**

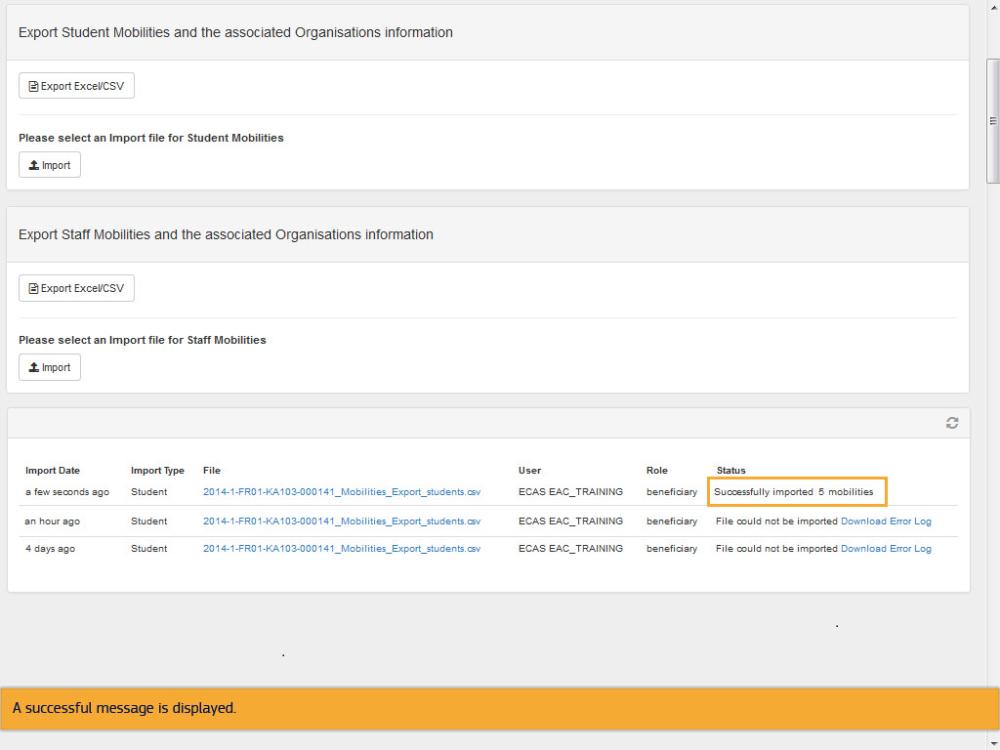


**Text Captions**

Click on refresh

Click on refresh.

**Slide 87 - Slide 87**



**Text Captions**

A successful message is displayed.

**Slide 88 - Slide 88**



**Text Captions**

End of this demo