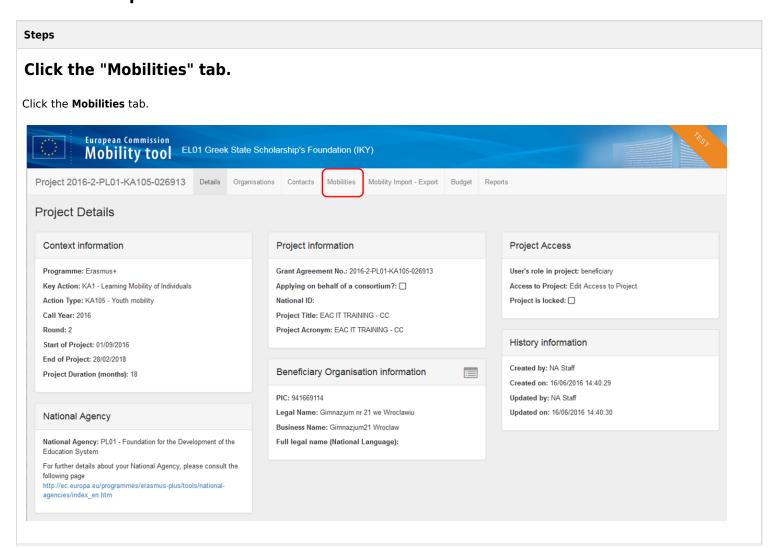
# Add mobility for 2016 KA1 and KA3 projects

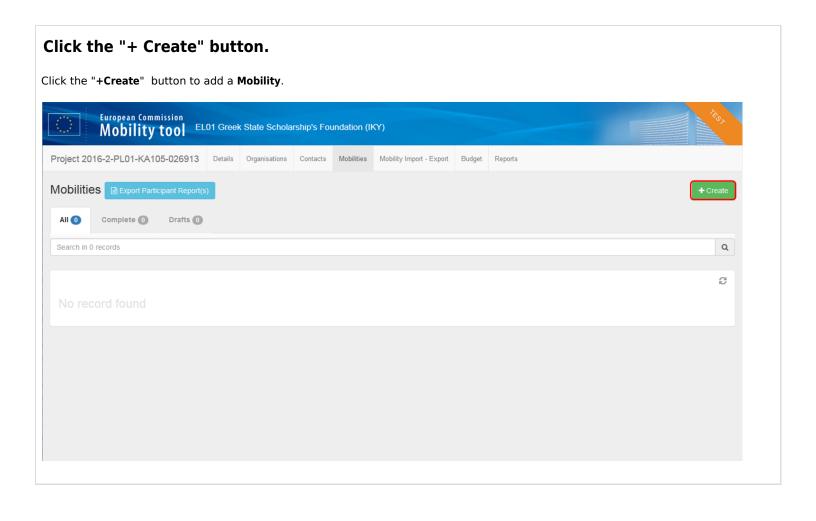
Please, note that the screen to input the mobility details for 2016 projects differs from 2015 and 2014 projects. The functionality also allows you to fill in the basic participant details and to and from location and can be saved with this brief information as a draft version of the mobility. It should be noted that those mobilities that are saved as draft, should be completely filled in before attempting to submit the beneficiary report as they will not be considered in the budget summary. It is also possible to complete all draft mobilities using the draft import and export of mobilities.

# **Quick steps**

- 1 Click the "Mobilities" tab.
- 2 Click the "+ Create" button.
- 3 Fill in the Mobility details.
- 4 Before clicking on "Save", select an "after save" option.
- 5 Click the "Save" button.
- 6 Complete the mobility details.
- 7 Click the "Save" button.
- 8 Fill in the "PARTICIPANT" section.
- 9 Fill in the "FROM/TO" section.
- 10 Fill in the "DURATION" section.
- 11 Click the "back to list" button.

## **Detailed steps**



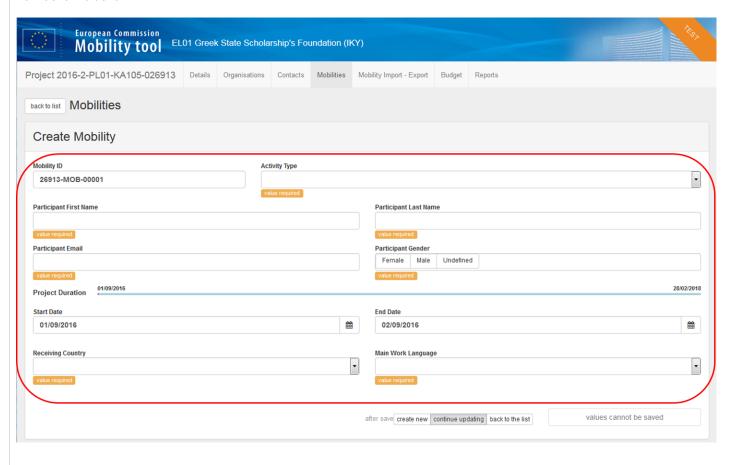


# Fill in the Mobility details.

Fill in the Mobility details. Please, note that the screen to input the mobility details differs from 2015 and 2014 projects.

All fields marked as value required are mandatory. This appears under the field in yellow and disappears when the field is completed.

The **Mobility ID** will be automatically created. The ID is created on the last 6 digits of the project reference followed by MOB and then an incremental number. This number can be overwritten but must be unique for the project. The activity type drop-down values will differ from action to action.



# Before clicking on "Save", select an "after save" option.

Before clicking Save, confirm if you wish to save the draft version or continue adding all of the details of the mobility.

Select one of the three following options that you need to perform:

#### create new

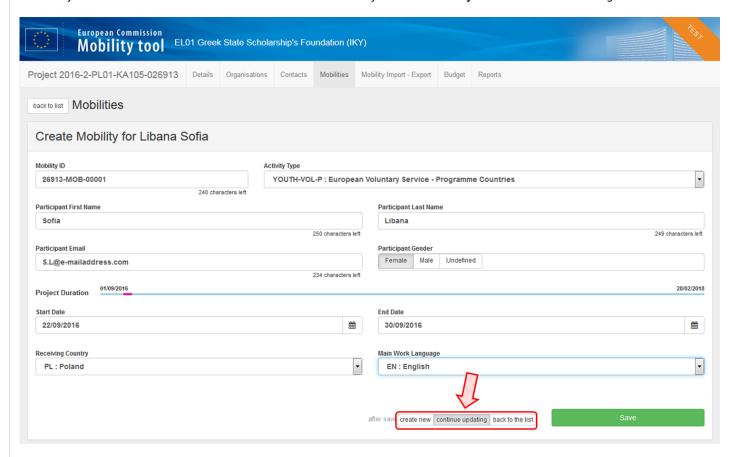
Allows you to save this basic information as a draft mobility and continue to create the next mobility, without having to return to the mobility list screen.

#### continue updating

Allows you to continue to complete the details for the mobility. This is selected by default.

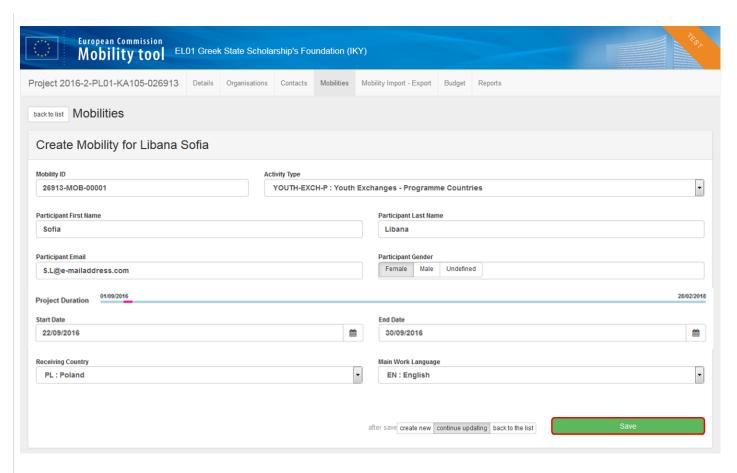
#### back to the list.

Allow you to save this basic information as a draft and returns you to the Mobility list screen without saving.



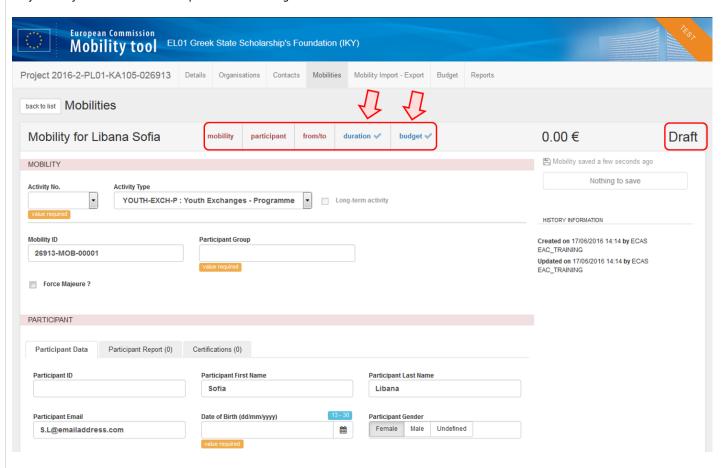
## Click the "Save" button.

In this case the continue updating option is selected. Click the Save button.



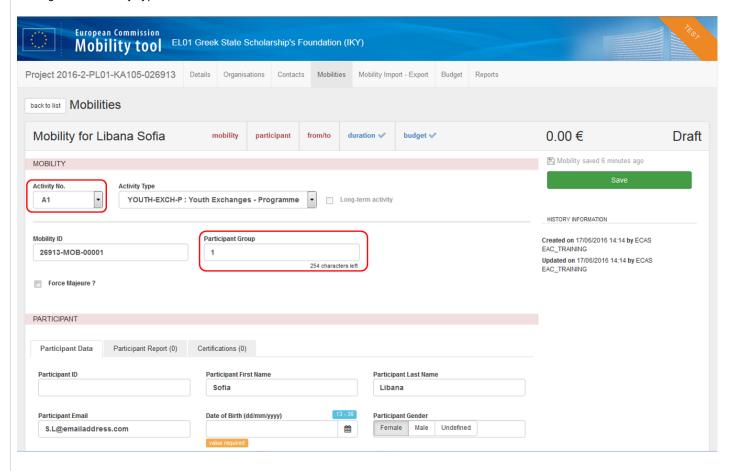
The **current mobility** details are now completed with the **Draft** status. It is possible to navigate to the different sections of the mobility by using the buttons: **mobility**, **participant**, **from/to**, **duration and budget**.

As a section is completed a check mark appears next to it. **Note:** Depending on the type of key action or activity type, certain sections may already be indicated as completed after saving the draft.



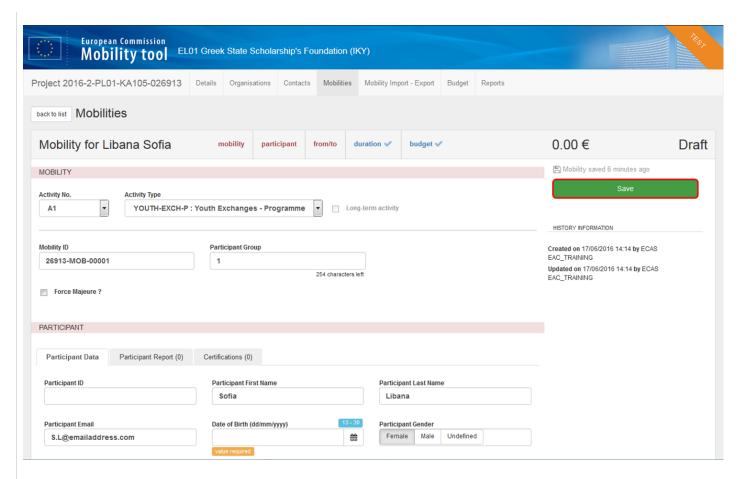
# Complete the mobility details.

The activity number should reflect the number used in the application or contract. Several activities can share the same activity number as long as the activity type is the same.



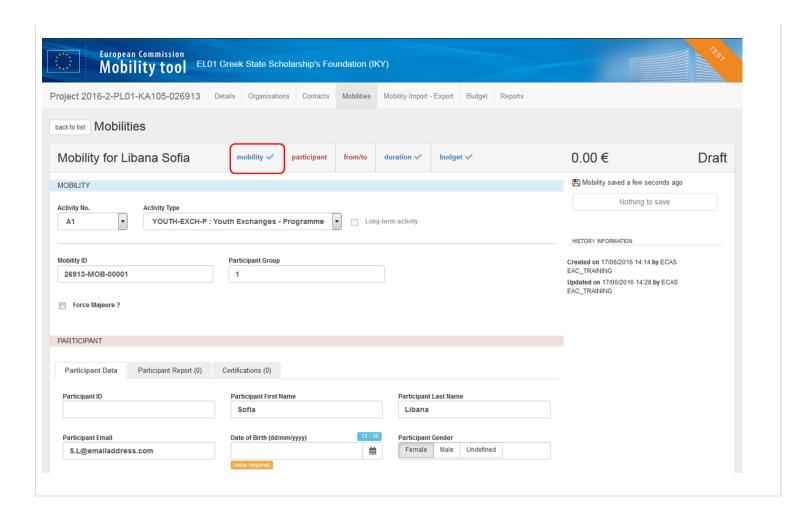
## Click the "Save" button.

Click the **Save** button to save the mobility details in draft mode at any stage.



The **mobility** tab is now marked with a check mark, as this section is now considered to be completed and all mandatory information is filled in.

For 2016 projects it is now possible to change the activity type and keep all data that applies to both types.



#### Fill in the "PARTICIPANT" section.

Click the **participant** button to navigate down the page to the participant section.

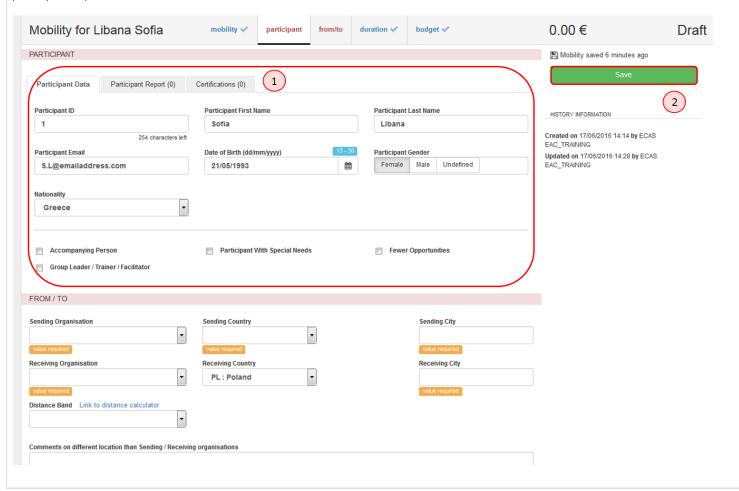
- 1. Fill in all relevant information.
- 2. Click the Save button.

The **PARTICIPANT** section is now complete and the **budget** tab is updated accordingly. If applicable, check the necessary boxes to indicate additional aspects of the participant such as **group leader** or **participant with special needs**. These check boxes will vary depending on the key action and may affect the budget fields and or additional participant tabs. For example, an accompanying person will not have to complete a participant report and therefore the tab for the participant report will not appear.

The available tabs in the participant section may also vary depending on the key action or activity type.

The Participant ID allows for alpha-numeric participant identification code to be used. It must be unique for the project.

The **Certifications** tab is for all actions **except** for **KA103** and **KA107**. The **Recognition** tab will only appear for **HE projects** (**KA103** and **KA107**) and only if the student has replied **No** to the question **Is the recognition process for your mobility period finalised?** in the normal participant report.



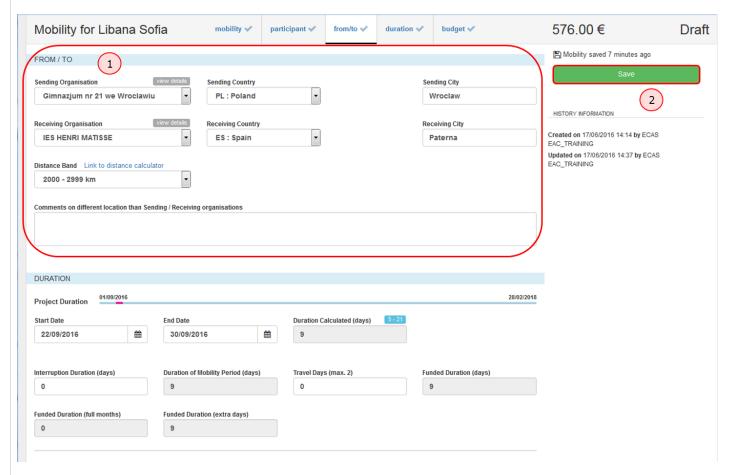
### Fill in the "FROM/TO" section.

Click the from/to button to scroll down to the section where the sending and receiving locations should be added.

When filling in the **Sending Organisation** field, the **Sending Country** and **Sending City** sections are filled in automatically. Likewise with the **Receiving Organisation** field, the **Receiving Country** and **Receiving City** are automatically filled in. Only those organisations that have been added in the National Agency project management system will be viewable here, with the **exceptions** of **KA103** and **KA107** projects, where the additional organisations can be added in the **Mobility Tool**.

To confirm the correct **Distance Band**, use the **Link to the distance calculator**. This will open an external website where it will be possible to calculate the distance between the two locations. Based on this information, enter the correct figure in kilometres. The distance band will automatically update the budget value with the correct travel grant for that activity type and distant band. A red line will appear on top of the page while the calculation is performed.

When the FROM/TO section is complete and the Save button is clicked, the budget tab is updated accordingly.



#### Fill in the "DURATION" section.

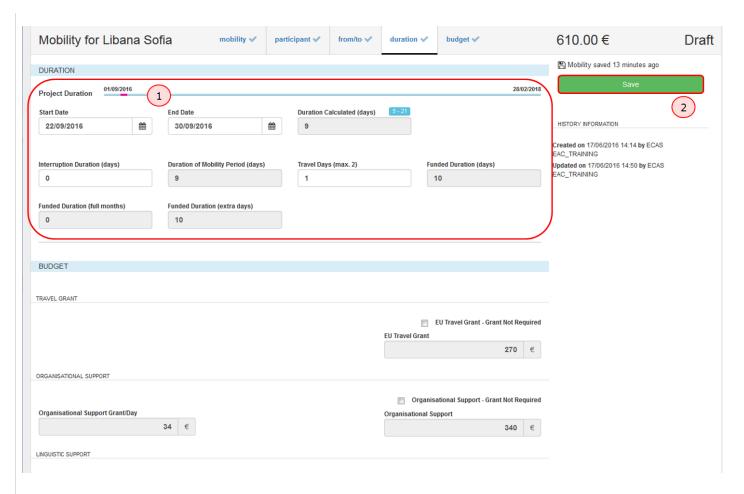
Click the duration button to scroll down to the DURATION section.

1. Complete the start and end date of the mobility. The minimum and maximum duration in days for this type of activity will be indicated above the field: **Duration Calculated (days)**, highlighted in Blue. If these limits are exceeded a warning message will be displayed.

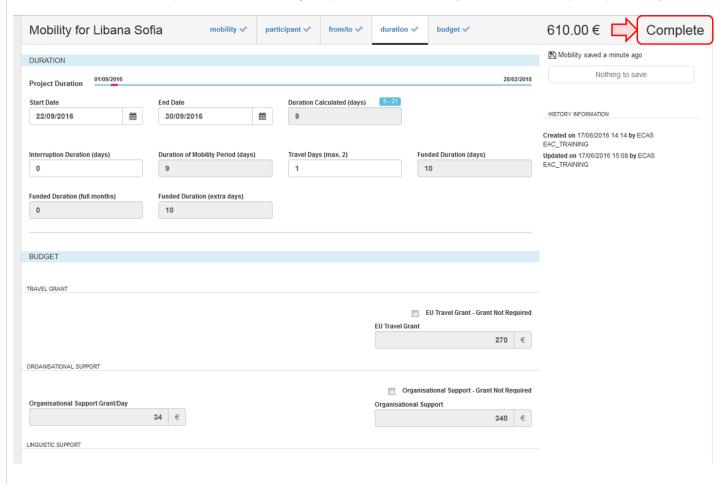
If there is a break in the mobility, the **Interruption Duration (days)** field should be filled in. This will be subtracted from the total duration of the mobility. The travel days also will be added to the total.

When the duration tab is complete, the budget tab is updated.

2. Click the Save button.

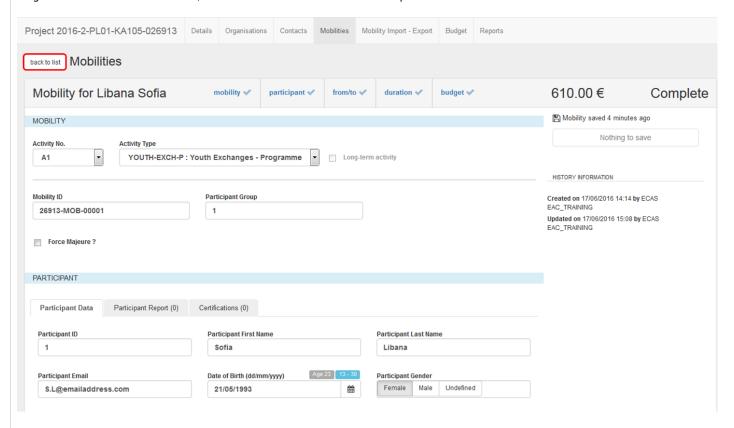


Once all sections have been updated then the Mobility completion status will change from Draft to Complete upon saving.



### Click the "back to list" button.

To go back to the list of mobilities, click the back to list button at the top left of the screen.



The added mobility detail line now appears under the tab All.

