Importing IIAs

The **Import IIA** menu option is an alternative to **New Digital IIA** and allows for bulk import of IIAs instead of adding them one by one.

Import templates

The import is facilitated by the upload of a CSV file, built upon a specific template.

The template allows for a certain flexibility, giving user the option to upload multiple agreements with multiple cooperation conditions all in one go. Since some users may not need this much flexibility, but just a basic template for students study mobility, we created a standard template for that, and you can download it here: Student mobility IIA template.

If instead you want to upload one or more complex agreements, this is a template with one single agreement with four cooperation conditions, spanning the four mobility types. If you want to add or remove cooperation conditions, you have to delete those columns and headers from the file. Please compare the basic template with the four conditions one to understand what an upload with a different number of cooperation conditions would look like.

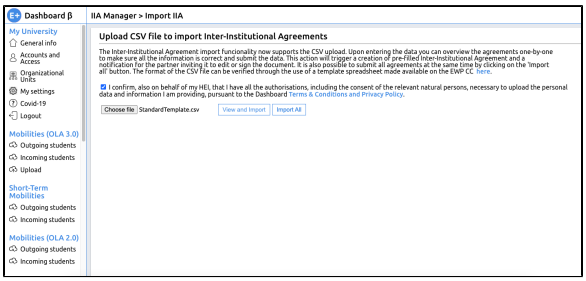
Upload step-by-step

1. Click on **Browse** to select the CSV file from your computer. CSV files are text files where data is separated into columns and cells using a specific character as a separator. If the software you are using to export/create the CSV file asks you to choose a separator for your file, you can use either commas (,) semicolons (;) or tabs (i.e. series of white spaces).

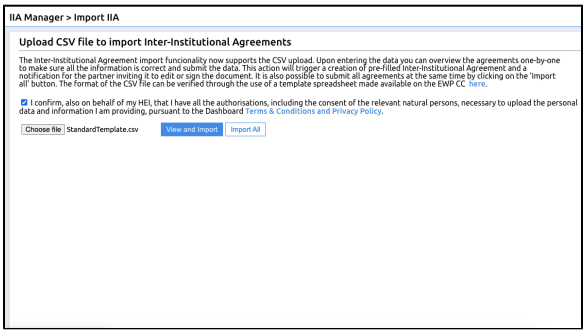
   ### Export CSV

   Download the template file, open it or import it to your spreadsheet software, edit it and then **remember to save it as a CSV file**.

   CSV files can be read and edited by Excel, LibreOffice Calc and other spreadsheet software. A CSV file has extension **.csv**, you cannot use a spreadsheet file format like **.xls**, **.ods** or .**odf.**



2. Once you have chosen the correct file, click on **View and import** to display all the data. The system will automatically read the data in the CSV file, given that the column **headers have not been modified** or removed.



3. **Check** whether all the data you input is displayed correctly and make sure that **no information is missing**.

Use your Erasmus code!

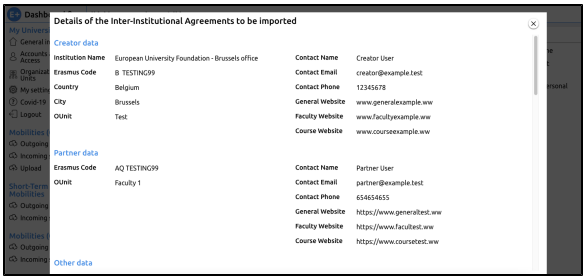
To test the upload please download one of the two templates, open it and put your Erasmus code **without spaces** in the cells that require it.

They look like this in the file:

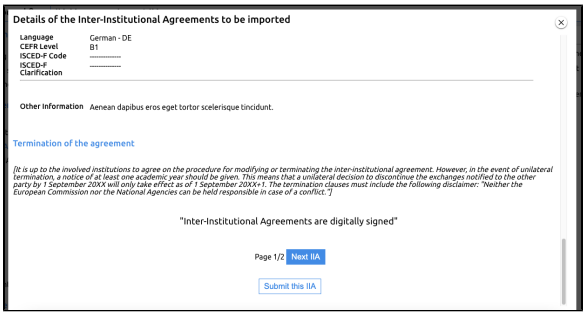
Sender EC	Receiver EC
YOUR ERASMUS CODE	AQTESTING99

Leave the AQTESTING99 there, it's a testing account that will act as a partner in the exchange so that you can test the upload without sending the agreement to a real partner.

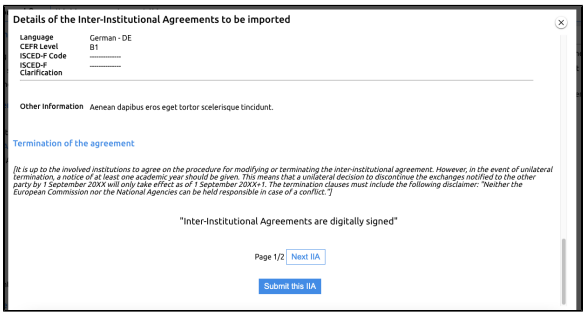
If you want, you can switch Sender and Receiver around, of course.



4. If you are trying to upload multiple IIAs (i.e. multiple rows of CSV file), click on **Next IIA** to perform similar checks on all agreements. You can move back and forth between IIAs with the **N ext** and **Previous IIA** buttons.



5. Once you have verified each IIA, you can do one of two things: by clicking on **Submit this IIA, the current IIA displayed** will be uploaded. This means that if the CSV file contains multiple IIAs, **only one will be uploaded**, unless you click **Submit this IIA** on each one of them.



6. The other option is closing the overview window and clicking on **Import all**, thus uploading all IIAs at the same time. A pop-up will appear asking for confirmation and once you press **Ok**, the upload will start, clearly indicating which IIA is getting uploaded.

   This last step is the crucial one: if something was wrong with your CSV file, the IIA may still be displayed and you may not notice anything wrong or missing, but the upload would be interrupted and one or more error message would pop up.

