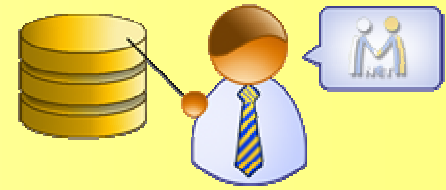


IMI Training

Allocation procedure in IMI

Agenda



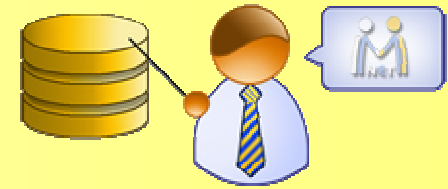
1. Background

2. Workflow when using allocation

3. Key points

4. Exercise

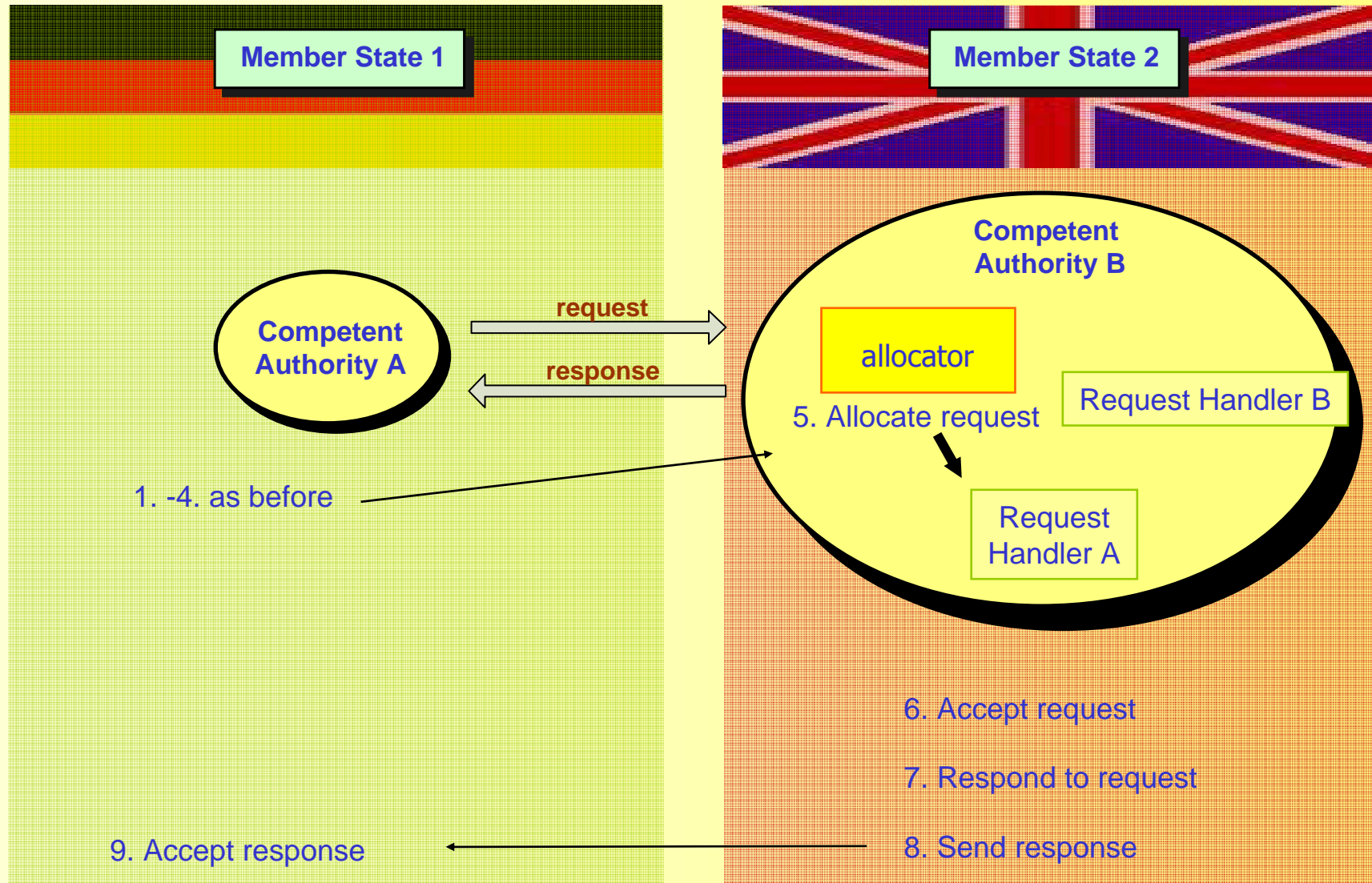
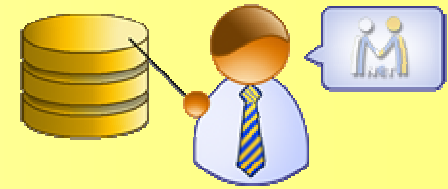
1. Background



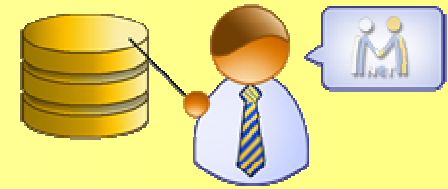
Why an allocation procedure?

- Supports larger CAs with many IMI users or CAs that are responsible for different subject matters (e.g. both doctors and pharmacists)
- Allocators can attribute requests to a specific subgroup of 'request handlers' (e.g. by subject)
- Allocators within IMI Coordinators can attribute requests to 'referral handlers' (e.g. during a referral process)

2. Allocation procedure - workflow

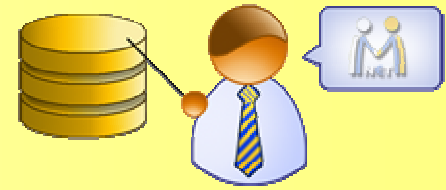


3. Allocation procedure – Key points



- Every **CA decides for itself** if it wants to use allocation procedure – via legislative settings (LDA)
- If allocation is activated, system will **automatically attribute allocator rights to all users with LDA-rights**. → LDA can attribute allocator rights to other user(s)
- Allocator sees **new requests** in its action list and receives automatic e-mail
- Allocator **attribute request to request handler(s)** – request handler(s) can accept/ forward request
- Other 'request handlers' cannot deal with the request and will not see it in their action list

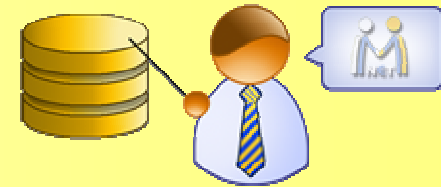
Automatic emails during allocation



CA uses allocation procedure – automatic E-Mails

- **Before allocation** (e.g. new request)
 - Automatic E-mail to allocator
 - Automatic E-mail to in copy to functional e-mail address of CA
- **After allocation**
 - Automatic E-mail to request handler that has last taken any action on the request
 - Automatic E-mail to in copy to functional e-mail address of CA

Allocation Procedure – Illustration



IMI - Microsoft Internet Explorer

10357 Professional Qualifications General Questions Request awaiting approval by Coordinator Due date 21/03/2008
 From Ireland - 297 CA 3 PQ IE Accountants - TEST
 To United Kingdom - 346 CA 5 PQ UK Doctors - TEST
 Your role: Referral handler

Request overview Request management

Last action taken

Modification by	Date	Old request status	New request status	Comments
CA 3 PQ Default	07/03/2008 03:22	Draft request	Request awaiting approval by Coordinator	

Details of the professional

Profession doctor
 Specify: General practitioner
 Title *****
 First Name *****
 Surname *****
 Nationality British
 Place of birth *****
 Date of birth (dd/mm/yyyy) *****
 Country UK
 Region / Area *****
 Town London
 Postcode *****
 Street and number *****
 E-mail *****
 Justification for the request Reasonable and justified doubts about the situation

Questions

- Questions to identify the profession
 - Identification of the profession
 - Is the profession [doctor, General practitioner] regulated in your territory? [Link](#)
 - Which are the professional activities covered by the profession [doctor, General practitioner]?

Attachments

Comments

1.

IMI - Microsoft Internet Explorer

European Commission
 Internal Market Information System
 Training Database

EUROPA > European Commission > Internal Market > IMI

Home Create Request Search Component Authority List requests Administration About Logout

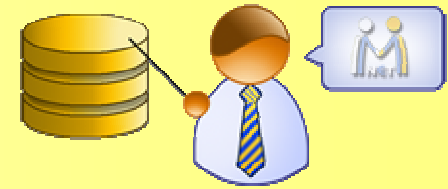
10358 Professional Qualifications General Questions Request sent - awaiting acceptance Due date 21/03/2008
 From Ireland - 292 DIMIC 1 PQ SD IE - TEST
 To France - 324 CA 5 PQ FR Doctors - TEST
 Your role: Allocator

Request overview Request management Request handlers

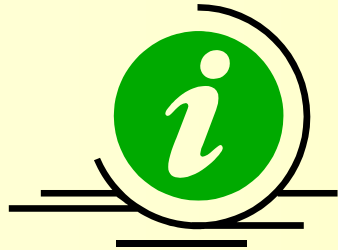
Request handlers

	Name	Language	E-mail	Telephone
<input checked="" type="checkbox"/>	CA 5 PQ FR Default	français (fr)	Markt-fax-e3@ec.europa.eu	+33 123 764 4567
<input checked="" type="checkbox"/>	Test Request Handler	français (fr)	markt-IMI@ec.europa.eu	+33 100 0000

2.



**For further information of any question,
please contact:**



markt-imi@ec.europa.eu