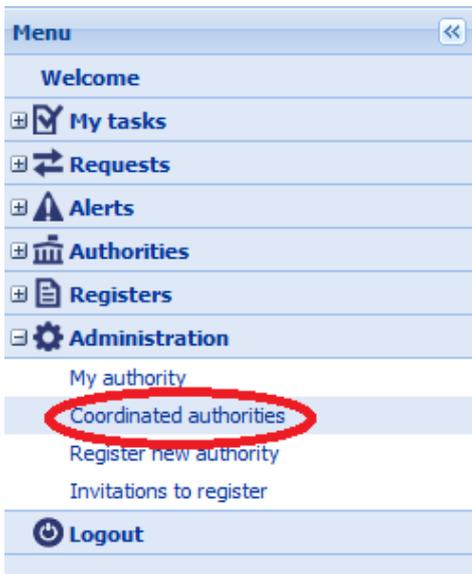
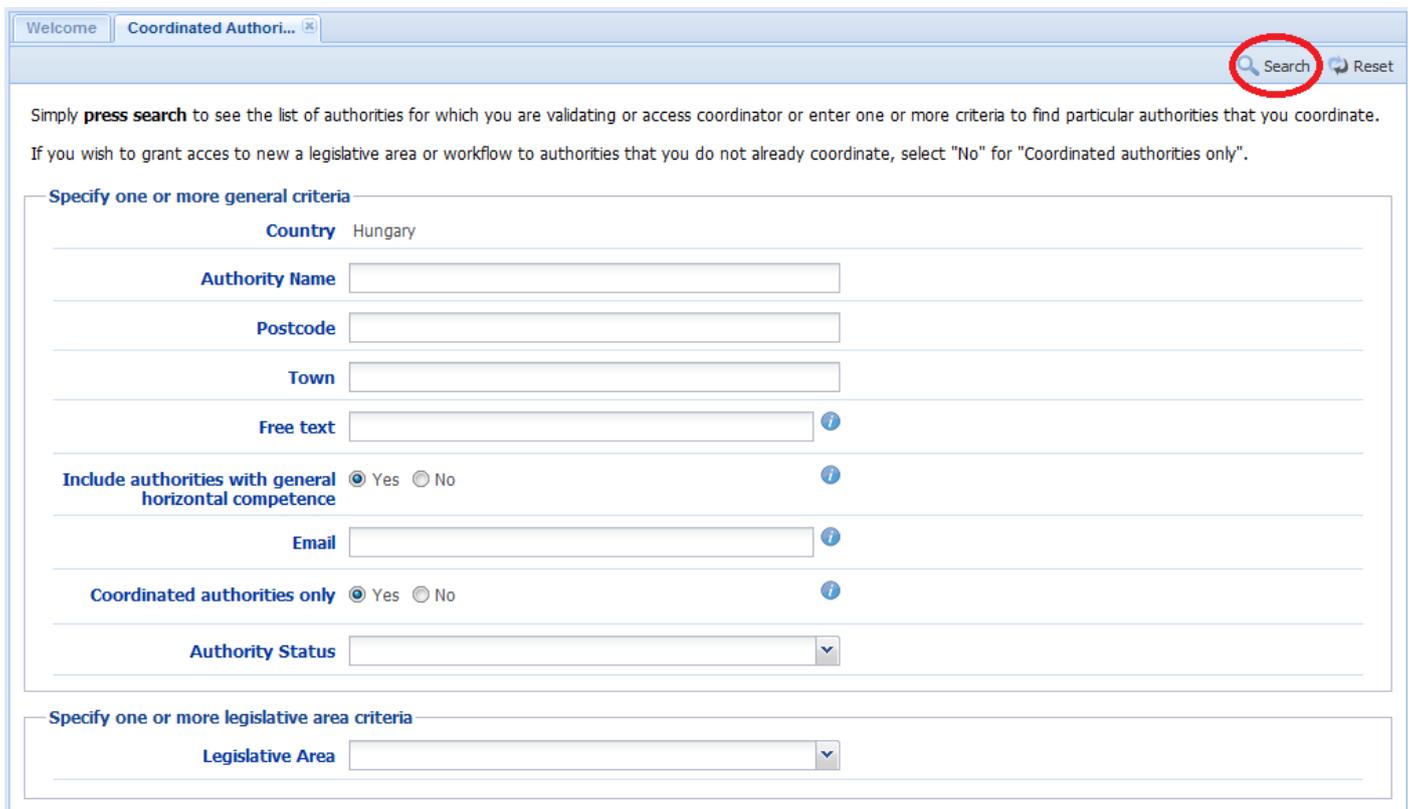


HOW TO MANAGE YOUR COORDINATED AUTHORITIES?

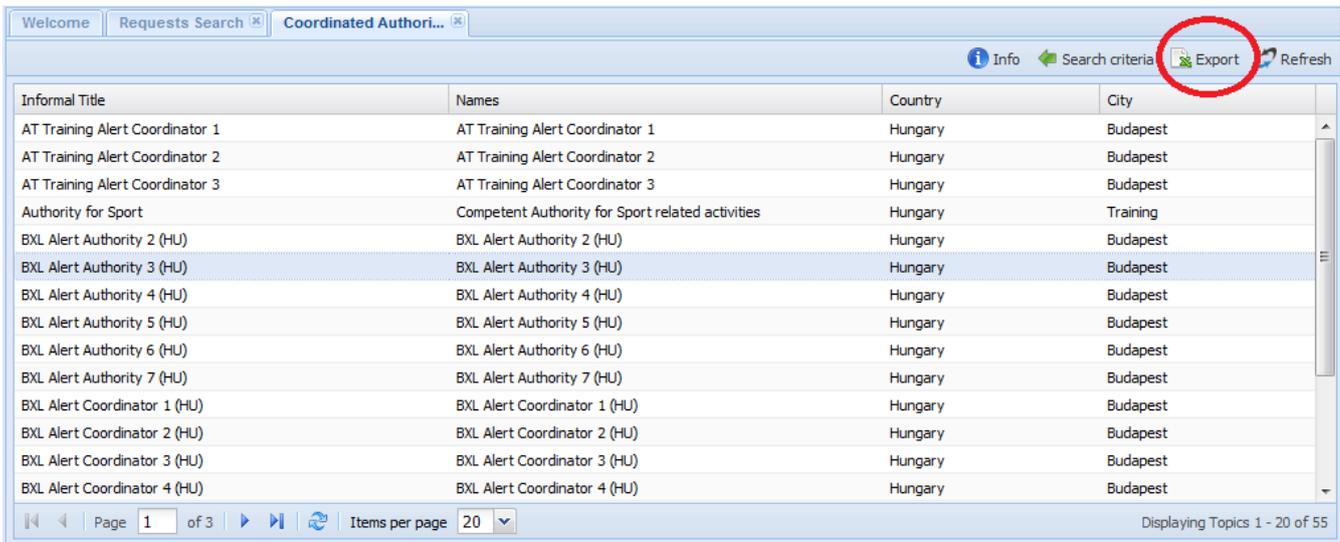
1. Click on the “Coordinated authorities” menu option.



2. Run a search among the authorities you coordinate. If you click on the “Search” button without defining any criteria, you will get the list of all the authorities you coordinate. You may define criteria to get a specific category of authorities.

A screenshot of a web application's search interface. The page title is "Coordinated Authorities". In the top right corner, there is a "Search" button (circled in red) and a "Reset" button. Below the buttons, there is a paragraph of text: "Simply press search to see the list of authorities for which you are validating or access coordinator or enter one or more criteria to find particular authorities that you coordinate. If you wish to grant access to new a legislative area or workflow to authorities that you do not already coordinate, select 'No' for 'Coordinated authorities only'." Below this text, there are two sections for specifying criteria. The first section is titled "Specify one or more general criteria" and contains several input fields: "Country" (with "Hungary" selected), "Authority Name", "Postcode", "Town", "Free text" (with an information icon), "Include authorities with general horizontal competence" (with radio buttons for "Yes" and "No"), "Email" (with an information icon), "Coordinated authorities only" (with radio buttons for "Yes" and "No"), and "Authority Status" (a dropdown menu). The second section is titled "Specify one or more legislative area criteria" and contains a dropdown menu for "Legislative Area".

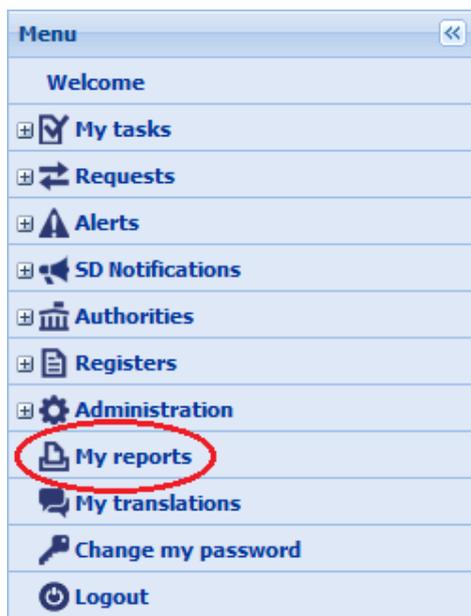
3. To export the list of competent authorities you coordinate, click on the "Export" button.



The screenshot shows a web application interface with a table of competent authorities. The table has four columns: Informal Title, Names, Country, and City. The 'Export' button is circled in red. The table contains 15 rows of data, all from Hungary, with cities including Budapest and Training.

Informal Title	Names	Country	City
AT Training Alert Coordinator 1	AT Training Alert Coordinator 1	Hungary	Budapest
AT Training Alert Coordinator 2	AT Training Alert Coordinator 2	Hungary	Budapest
AT Training Alert Coordinator 3	AT Training Alert Coordinator 3	Hungary	Budapest
Authority for Sport	Competent Authority for Sport related activities	Hungary	Training
BXL Alert Authority 2 (HU)	BXL Alert Authority 2 (HU)	Hungary	Budapest
BXL Alert Authority 3 (HU)	BXL Alert Authority 3 (HU)	Hungary	Budapest
BXL Alert Authority 4 (HU)	BXL Alert Authority 4 (HU)	Hungary	Budapest
BXL Alert Authority 5 (HU)	BXL Alert Authority 5 (HU)	Hungary	Budapest
BXL Alert Authority 6 (HU)	BXL Alert Authority 6 (HU)	Hungary	Budapest
BXL Alert Authority 7 (HU)	BXL Alert Authority 7 (HU)	Hungary	Budapest
BXL Alert Coordinator 1 (HU)	BXL Alert Coordinator 1 (HU)	Hungary	Budapest
BXL Alert Coordinator 2 (HU)	BXL Alert Coordinator 2 (HU)	Hungary	Budapest
BXL Alert Coordinator 3 (HU)	BXL Alert Coordinator 3 (HU)	Hungary	Budapest
BXL Alert Coordinator 4 (HU)	BXL Alert Coordinator 4 (HU)	Hungary	Budapest

4. You can find the exported excel sheet under the Menu option "My reports", from where you can download or print it.



5. You can update/edit the data of a coordinated authority, by double-clicking on one of the authorities in the list of your coordinated authorities (in point 3)

Authority Areas of competence Registers Settings for Services Users

Basic information i

AT Training Alert Coordinator 1

Country Hungary

Authority name magyar (hu) AT Training Alert Coordinator 1

Informal title magyar (hu) AT Training Alert Coordinator 1
English (en) AT Training Alert Coordinator 1

Authority Description

Languages Deutsch (de)
English (en)

Street and number Sonnenalle 12

Postcode 111111

Town Budapest

Region / Area

Country Hungary

Telephone +36 71349723489

Fax +36 76247202480

Web

E-mail alert@coordinator.hu

Status Active

Validating Coordinator (responsible for registration and data management)

Name	Informal title
NIMIC Hungary HU	NIMIC HU

Local Data Administrators

Surname	First name	E-mail	Telephone	Username
Hammond	Albert	hammond@ac1.hu	+36	hammoal
Magyar	Franz	magyar@alertcoordinator.hu	+36 131445414	magyafr
Sabine	Hansmann	hansmann@ac1.hu	+36 11111111111	sabinha

Add access to new legislative area

Edit Suspend authority

6. You can edit the details of users of a coordinated authority, reset their password or add new users on the "users" tab.

Authority Areas of competence Registers Settings for Rail Safety DEMO Settings for Professional Qualifications Settings for Services **Users**

Users in the authority i

Surname	First name	E-mail	Telephone	Username	Status			
Dimic 1 FR	Default	MARKT-Fax-e3@ec.eurOpa.eu	+33 123 764 4567	T321def	Active	Edit	Reset password	Print user details
Test	Basic	basic@a.b	+33	T321Pb0	Active	Edit	Reset password	Print user details
Test	Allocator	zoltan.magyar@ec.europa.eu	+33 100 0000	T321Pa0	Active	Edit	Reset password	Print user details
Test	Referral Handler	IMI-helpdesk@ec.europa.eu	+33 100 0000	T321Pf0	Active	Edit	Reset password	Print user details
Test	Request Handler	emilie.dufaure-de-lajarTE@ec.europa.eu	+33 100 0000	T321Pq0	Active	Edit	Reset password	Print user details

Add new user

Add access to new legislative area