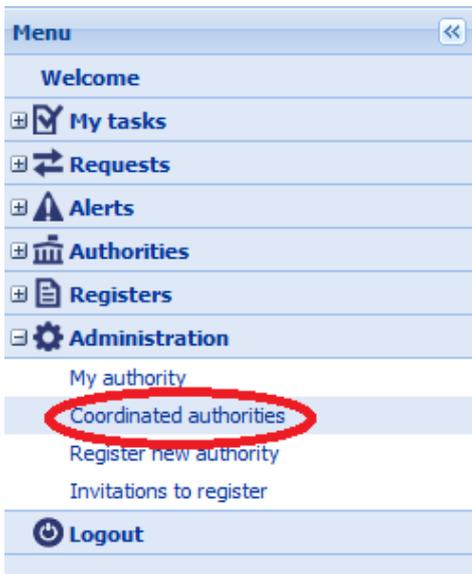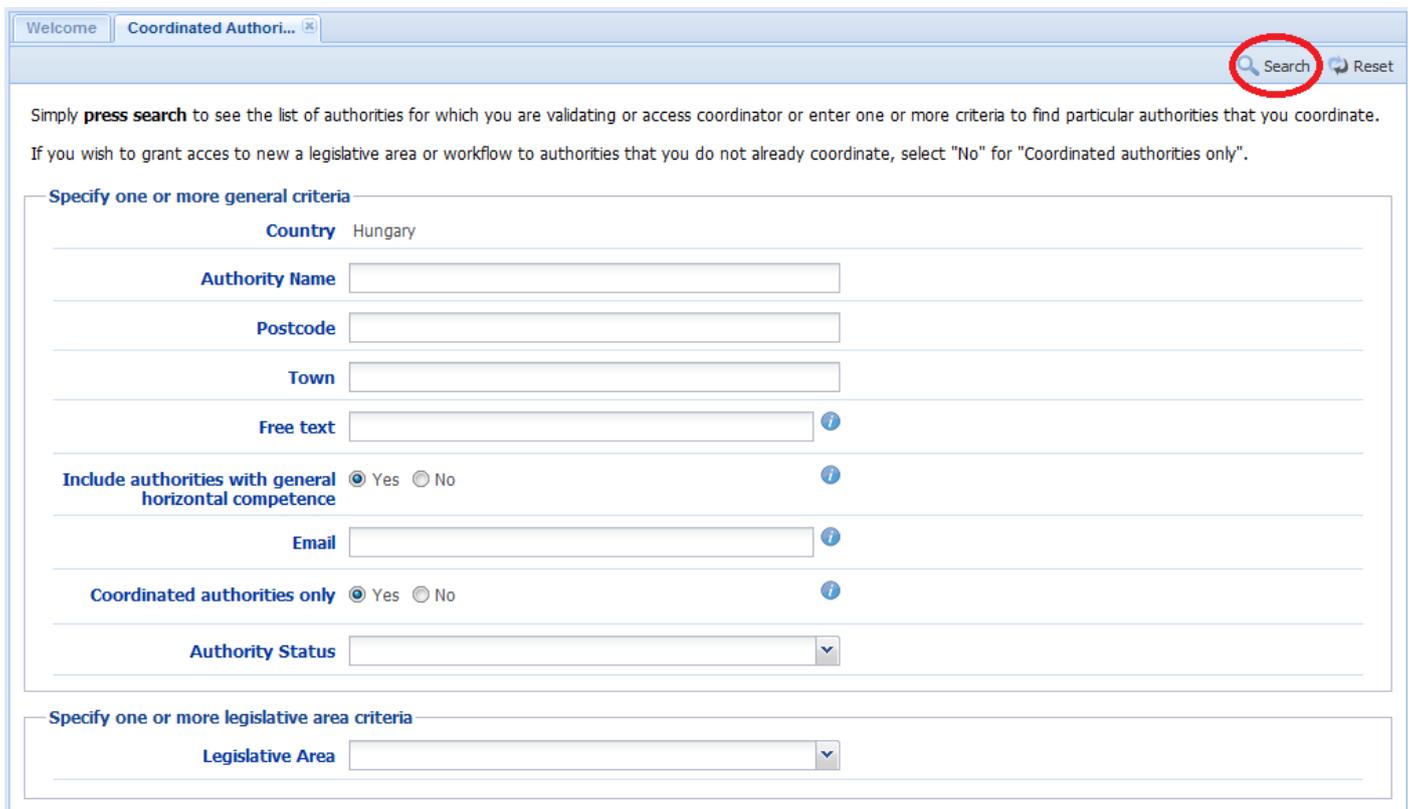# HOW TO MANAGE YOUR COORDINATED AUTHORITIES?
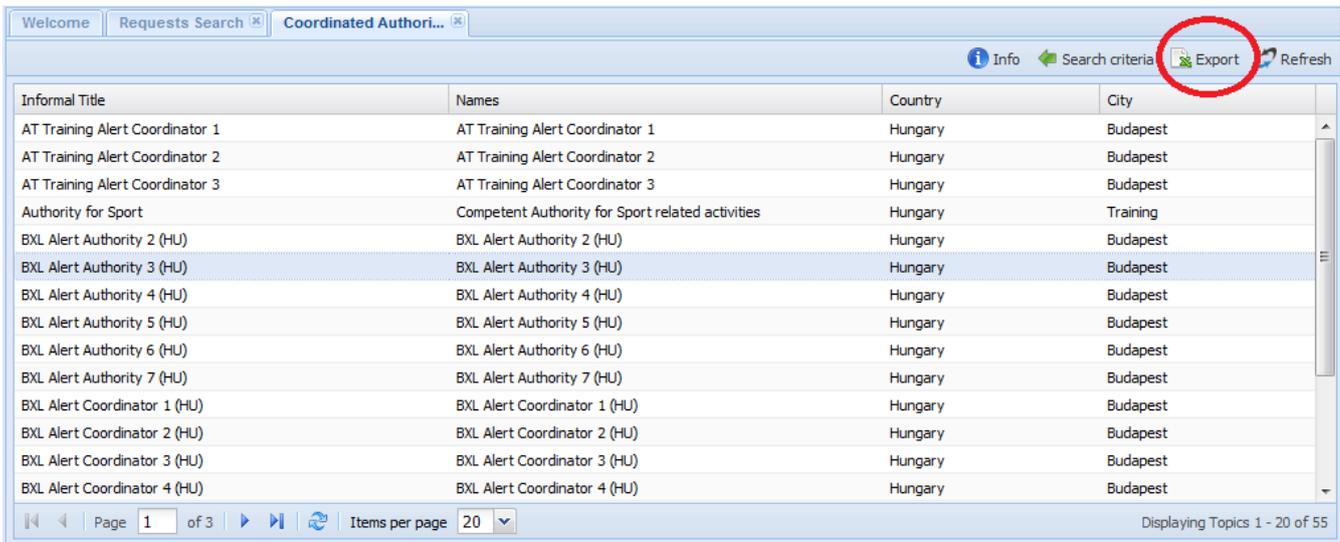
1. Click on the "Coordinated authorities" menu option.

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.

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

4. You can find the exported excel sheet under the Menu option "My reports", from where you can download or print it.
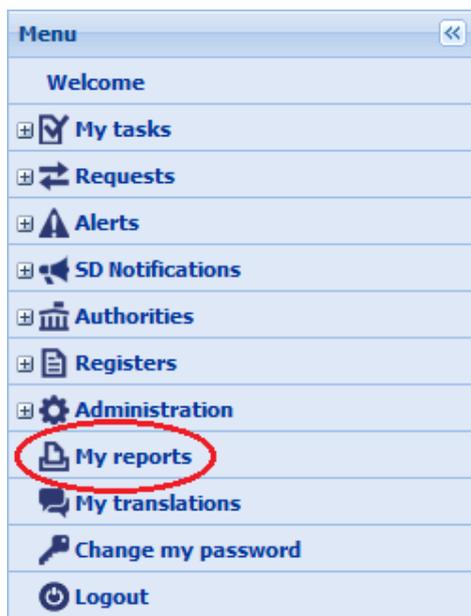
5. You can update/edit the data of a coordinated authority, by double-clicking on one of the authorities in the list of your coordinated authorities (in point 3)

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