

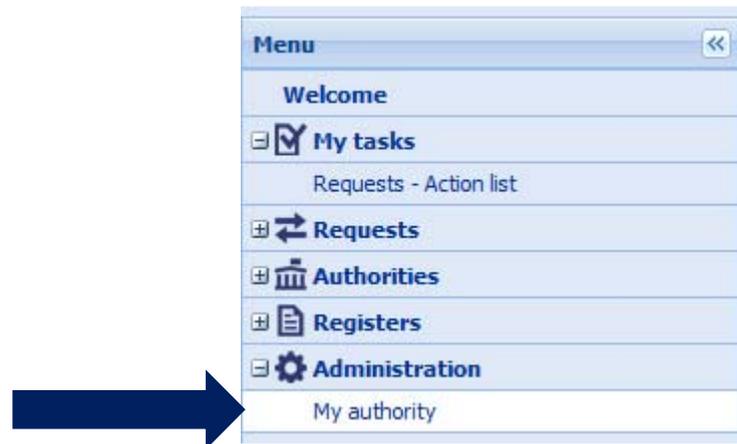
Internal Market Information System

How to update your authority's data

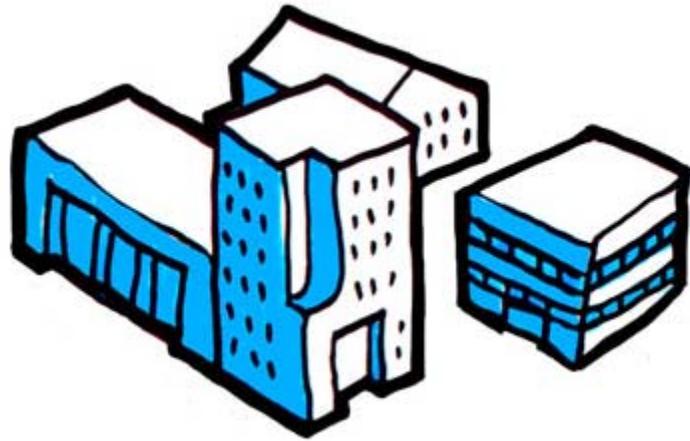


Keep your data up-to-date!

- ✓ If you are a Local Data Administrator, your task is to **regularly update the data** concerning your authority.
- ✓ This will allow others to easily find your authority in IMI.
- ✓ In order to update data select the 'My Authority' menu option and click on the 'Edit' button available on each tab.



Updating basic information about the authority



Updating basic information about the authority



come My Authority ⓧ

Authority Areas of competence Registers Settings for Professional Qualifications Users

Basic information i

CA Doctors CZ

Country Czech Republic

Authority name

čeština (cs)	Doktoři Česká Republika
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Informal title

čeština (cs)	CA Doktoři CZ
English (en)	CA Doctors CZ

Authority Description

čeština (cs)	
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Languages English (en)

Street and number Teststreet 52

Postcode 4001

Town Prague

Region / Area Test

Country Czech Republic

Telephone +420 402 280 596

Fax +420 456 789 123

Web <http://www.imi.europa.eu>

E-mail cs04@imi.cs

Status Active

Validating Coordinator

Validating Coordinator (responsible for registration and data management) -

Name	Informal title
NIMIC Česká Republika	NIMIC CZ

Local Data Administrators

Surname	First name	E-mail	Telephone	Username
Cdoctraining	CZ		+420 402 280 596	cdoctcz
mv	mv	ec@ec.ec	+420	mvUserPQ

Request new access to legislative area

Edit

Updating the areas of competence of the authority

Updating the areas of competence of the authority

- ✓ The areas of economic activity are based on the so-called NACE classification, the 'Statistical Nomenclature of Economic Activities in the European Community'.
- ✓ The policy areas are based on a list of European policies and allow you to indicate the fields relevant to your authority's activities.
- ✓ Tick the box 'Authority with general horizontal competence' if your authority is a general administrative authority, e.g. commune, municipality, local or district authority, regional government or council.

Updating the areas of competence of the authority

come My Authority X

Authority **Areas of competence** Registers Settings for Professional Qualifications Users

Areas of competence i

Authority with general horizontal competence

Areas of economic activity -

SECTION Q — HUMAN HEALTH AND SOCIAL WORK ACTIVITIES

Policy areas -



Authority **Areas of competence** Settings for Professional Qualifications

Areas of competence i

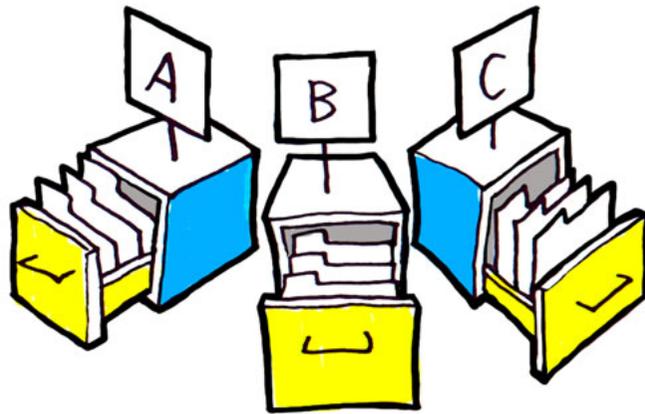
Authority with general horizontal competence

Areas of economic activity -

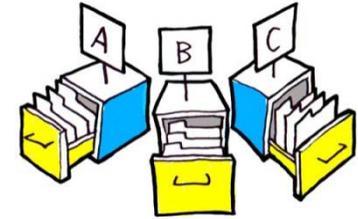
Find

- SECTION P — EDUCATION
- SECTION Q — HUMAN HEALTH AND SOCIAL WORK ACTIVITIES
- SECTION R — ARTS, ENTERTAINMENT AND RECREATION

Registers



Updating the registers

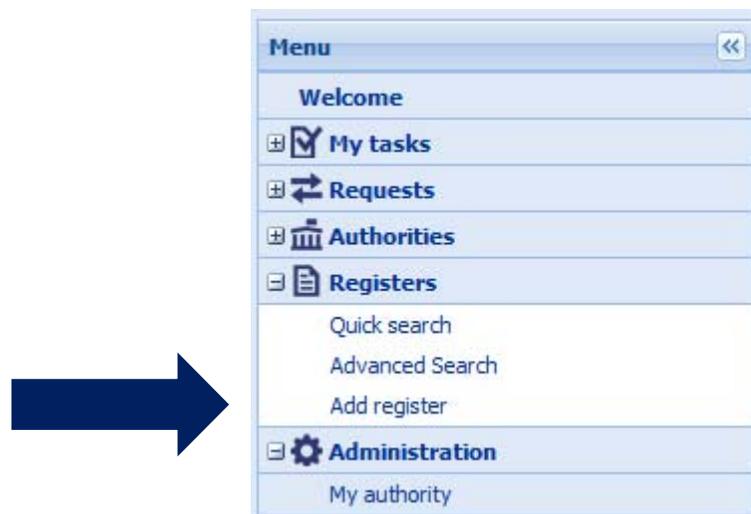


- ✓ On the tab 'Registers' you can find all the registers managed by your authority in IMI.
- ✓ To edit or delete registers click on the 'chain' icon.

The screenshot shows the IMI interface with the 'Registers' tab selected. A blue arrow points to the 'chain' icon in the first row of the table. The table has three columns: 'Register Informal Title', 'Register Name', and 'Register Weblink'.

Register Informal Title	Register Name	Register Weblink
 interesting register	Very Intersting register	

- ✓ If you wish to add a new register, select the menu option 'Add register'.



Updating your authority's settings for Professional Qualifications

(concerns only authorities with access to the
PQ Legislative area)



Updating your authority's settings for Professional Qualifications



Select the tab 'Settings for Professional Qualifications'

✓ 'General Information' subtab – make sure that all relevant sectors, professions and keywords are selected for your authority.

✓ 'Information request' subtab - select and update the request coordinator(s) for your authority. You can also modify the settings for allocation.

Professional Qualifications

General Information



Sectors

Select the keyword(s) which indicate the Authority's area of competence *

Available keywords

Architects and construction related professions
Aviation related professions
Catering and other food related professions
Education and training related professions
Engineering related profession
Financial professions



Selected keywords

Beauty care related professions

Find

Search the list

Restore full list

Professions

Select the keyword(s) which indicate the Authority's area of competence *

Available keywords

Accountants
Actuary
Aeronautical engineer
Aesthetician
Agricultural engineer
Agricultural machinery mechanic



Selected keywords

Doctors

Find

Search the list

Restore full list

Keywords

Select the keyword(s) which indicate the Authority's area of competence *

Available keywords

Diploma
Local
Recognition
Regional
Responsible for receiving applications of recognition
Supervision



Selected keywords

National

Find

Search the list

Restore full list

Professional Qualifications Information Request



To change the request coordinator - first click on 'Edit', then search via the magnifying glass 

General information **Information Request**

Status -

Access: Active

Role in the Workflow -

Authority (Requests)

Settings -

Is this Authority subject to approval by the Coordinator before sending requests and replies? No

Is this Authority exceptionally allowed to refuse incoming requests on behalf of its Member State? (Normally only Coordinators have the right to refuse requests on behalf of their Member State. Competent Authorities can forward requests for which they are not competent to another Authority or to a Coordinator) No

Is this Authority allowed to accept incoming requests? (If you set this to NO, the Competent Authority can send requests but will not receive incoming requests from other Member States) Yes

Does this Authority use the allocation process to allocate requests to its users? (If you set this to NO, all users with request handling privileges will have access to ALL of the Authority's requests. If you set this to YES, request handlers will have to be granted access to individual requests by an allocator. It is recommended that only large Authorities with many users choose to use the allocation process) Yes No 

Request Coordinator(s) – may be linked to information requests of this authority in this legislative area   -

Name	Informal title	
DIMIC PQ Česká Republika	DIMIC PQ CZ	X

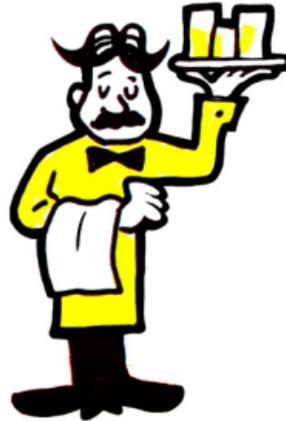
Users with access to this workflow +

Save changes

Cancel

Updating your authority's settings for Services

(concerns only authorities with access to the
SD Legislative area)



Updating your authority's settings for Services



Select the tab 'Settings for Services'

✓ 'General Information' subtab - make sure that all relevant service activities and competences are selected and indicate the geographical coverage of your authority.

✓ 'Information request' subtab - select and update the request coordinator(s) for your authority. You can also modify the settings for allocation.

Services

General Information



Service Activities i

Select the keyword(s) which indicate the Authority's area of competence *

Available keywords

- * Competence not sector specific
- Accounting services
- Advertising and marketing services
- Agricultural and aquaculture services
- Auditing services
- Business and management consultancy and related services



Selected keywords

Architectural services

Find

Search the list

Restore full list

Competences/Responsibilities

Select the keyword(s) which indicate the Authority's area of competence *

Available keywords

- (Professional liability) insurance
- Accreditation issues
- Building/construction permits
- Consumer protection
- Granting of permits/licences/authorisations
- Health/safety/hygiene issues



Selected keywords

Commercial communications/advertising

Find

Search the list

Restore full list

Geographical coverage

Select the keyword(s) which indicate the Authority's area of competence *

Available keywords

- Local
- Regional (federal/autonomous)



Selected keywords

National
Regional (other)

Find

Search the list

Restore full list

Services Alert



First click on 'Edit', then search via the magnifying glass
Do not forget to confirm the changes by saving.



Legislative area Services

General information **Alert** Information Request

Status -

Access: Active

Role in the Workflow -

Alert Coordinator

Settings -

Does this Alert Coordinator have final approval for the alerts it broadcasts on behalf of its member state? Yes

Alert Coordinator(s) – may be linked to alerts of this authority in this legislative area

Name	Informal title
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This coordinator is linked as Alert Coordinator to the following authorities: -

Authority name	Informal title	Authority type
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Users with access to this workflow +

Save changes Cancel

Services Information Request



First click on 'Edit', then search via the magnifying glass
Do not forget to confirm the changes by saving.



General information	Alert	Information Request
Status		-
Access: Active		
Role in the Workflow		-
Authority (Requests)		
Settings		-
Is this Authority subject to approval by the Coordinator before sending requests and replies?		No
Is this Authority exceptionally allowed to refuse incoming requests on behalf of its Member State? (Normally only Coordinators have the right to refuse requests on behalf of their Member State. Competent Authorities can forward requests for which they are not competent to another Authority or to a Coordinator)		No
Is this Authority allowed to accept incoming requests? (If you set this to NO, the Competent Authority can send requests but will not receive incoming requests from other Member States)		Yes
Does this Authority use the allocation process to allocate requests to its users? (If you set this to NO, all users with request handling privileges will have access to ALL of the Authority's requests. If you set this to YES, request handlers will have to be granted access to individual requests by an allocator. It is recommended that only large Authorities with many users choose to use the allocation process)		<input type="radio"/> Yes <input checked="" type="radio"/> No
Request Coordinator(s) – may be linked to information requests of this authority in this legislative area		-
Name		Informal title
NIMIC Denmark		NIMIC DK
		X

Updating your authority's settings for Posting of Workers

(concerns only authorities with access to the
PW Legislative area)



Updating your authority's settings for Posting of Workers



Select the tab 'Settings for Posting of Workers'

✓ 'General Information' subtab - make sure that all relevant keywords are selected for your authority.

✓ 'Information request' subtab - select and update the request coordinator(s) for your authority. You can also modify the settings for allocation.

Posting of Workers General Information



Legislative area Posting of Workers

General information | Information Request

Status -

Access: Active

Role -

Competent Authority

Keywords -

Select the keyword(s) which indicate the Authority's area of competence *

Available keywords

- Economic Affairs
- Employment
- Immigration
- Industrial relations
- Internal market
- Labour inspection

Selected keywords

- Health and safety at work

Find Search the list Restore full list

Access Coordinator (responsible for access to the legislative area) -

Name	Informal title
NIMIC Denmark	NIMIC DK

Save changes Cancel

Posting of Workers Information Request



First click on 'Edit', then search via the magnifying glass
Do not forget to confirm the changes by saving.



Legislative area Posting of Workers

General information | **Information Request**

Status -

Access: Requested

Role in the Workflow -

Authority (Requests)

Settings -

Is this Authority subject to approval by the Coordinator before sending requests and replies? No

Is this Authority exceptionally allowed to refuse incoming requests on behalf of its Member State? (Normally only Coordinators have the right to refuse requests on behalf of their Member State. Competent Authorities can forward requests for which they are not competent to another Authority or to a Coordinator) No

Is this Authority allowed to accept incoming requests? (If you set this to NO, the Competent Authority can send requests but will not receive incoming requests from other Member States) Yes

Does this Authority use the allocation process to allocate requests to its users? (If you set this to NO, all users with request handling privileges will have access to ALL of the Authority's requests. If you set this to YES, request handlers will have to be granted access to individual requests by an allocator. It is recommended that only large Authorities with many users choose to use the allocation process) Yes No

Request Coordinator(s) – may be linked to information requests of this authority in this legislative area  -

Name	Informal title
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Managing the users of your authority



Managing the users of your authority

On the 'Users' tab you can:

- ✓ register a new user;
- ✓ reset a user's password;
- ✓ edit user details.



Note that changes to user details can only be made via this tab and will be automatically reflected on the other tabs.

Welcome | My Authority ✕

Authority | Areas of competence | Registers | Settings for Professional Qualifications | **Users**

Users in the authority ⓘ

Surname	First name	E-mail	Telephone	Username	Status			
Cdoctraining	CZ		+420 402 280 596	cdoctcz	Active	Edit	Reset password	Print user details
mv	mv	ec@ec.ec	+420	mvUserPQ	Active	Edit	Reset password	Print user details

Add new user

Do not forget to choose the user roles.
The username can be changed once registration has been completed



User

User

First name John *

Surname Smith *

Username smithJ **Attention! You must communicate the username to the user outside the system.**

Language English (en) *

E-mail john.smith@doctors.cz *

Telephone +420

Assigned roles

Authority roles (Active)

Local Data Administrator
Gives the user the right to manage data about its own authority, to register and manage additional users for its own authority and to change each user's rights in IMI.

Professional Qualifications

Information Request

The authority's access to this Workflow is: (Active)

Request viewer
Gives the user the right to view, save or print the full details of requests that its authority has access to, without being able to take any action.

Request handler
Gives the user the right to send/ respond to requests in the name of its own authority (in addition to being able to view, save or print the full details of its authority).

Allocator
Gives the user the right to see an overview of requests in order to assign them to Request handlers within its own authority for follow-up.

Save user details Delete user Cancel

Tips and Tricks

✓ How to search the lists?

1. Type in the word you are looking for
2. Click on 'search the list'
3. Select the keyword
4. Click on the arrow to move the keyword to the right

The image shows two screenshots of a software interface, illustrating the steps to search for a keyword and move it to a selected list.

Top Screenshot: The interface is titled "Sectors" and contains the instruction "Select the keyword(s) which indicate the Authority's area of competence *". Below this, there are two main areas: "Available keywords" and "Selected keywords". The "Available keywords" list includes: Architects and construction related professions, Aviation related professions, Beauty care related professions, Catering and other food related professions, Education and training related professions, and Engineering related profession. A search bar at the bottom left contains the text "maritime", and a "Search the list" button is highlighted with a blue box. To the right of the "Available keywords" list are four arrow buttons: a single right arrow (>), a double right arrow (>>), a single left arrow (<), and a double left arrow (<<).

Bottom Screenshot: This screenshot shows the same interface after the search. The "Available keywords" list now includes "Maritime activities and related professions", which is highlighted in blue. A large blue arrow points from the "Search the list" button in the top screenshot to this new keyword. The "Selected keywords" area remains empty. The search bar still contains "maritime".

Tips and Tricks

✓ How to change or select a request coordinator?

1. Go to the subtab 'Information request' of the Legislative Area
2. Click on the magnifying glass icon
3. Search for the coordinator
If you do not specify any criteria, all possible request coordinators will be displayed

The image shows a screenshot of a web application interface. At the top, there is a table titled "Request Coordinator(s) – may be linked to information requests of this authority in this legislative area". The table has columns for "Name", "Informal title", and a delete icon. The first row contains "DIMIC PQ Česká Republika" and "DIMIC PQ CZ". A magnifying glass icon is highlighted with a red box and an arrow pointing down to a search dialog box.

Request Coordinator(s) – may be linked to information requests of this authority in this legislative area

Name	Informal title	
DIMIC PQ Česká Republika	DIMIC PQ CZ	X

Authority Search

Enter one or more criteria to search for coordinators that could be linked to the information requests of this authority.

Specify one or more general criteria

Country: Czech Republic

Authority Name:

Postcode:

Town:

Free text:

Include authorities with general horizontal competence: Yes No

4. Select the request coordinator and click on 'Select'.

The screenshot shows a software window titled "Authority Search". At the top right, there is a "Select" button with a green plus icon and a "Search criteria" button with a green left arrow icon. Below this is a table titled "Authority Search Result" with three columns: "Informal Title", "Names", and "Country". The table contains four rows of data. The third row, "NIMIC CZ", is selected, indicated by a checked checkbox in the first column. At the bottom of the window, there is a pagination bar showing "Page 1 of 1", "Per Page 5", and "Displaying Topics 1 - 4 of 4".

	Informal Title	Names	Country
<input type="checkbox"/>	DIMIC PQ CZ	DIMIC PQ Česká Republika	Czech Republic
<input type="checkbox"/>	Ministerstvo školství	Ministerstvo školství, mládeže a tělovýchovy	Czech Republic
<input checked="" type="checkbox"/>	NIMIC CZ	NIMIC Česká Republika	Czech Republic
<input type="checkbox"/>	Training DIMIC (CZ)	Training DIMIC (CZ)	Czech Republic

For more information

http://ec.europa.eu/internal_market/imi-net/docs/first-user_en.pdf

or contact your **National IMI Helpdesk**

http://ec.europa.eu/internal_market/imi-net/imi_helpdesks/index.html



Internal Market Information System