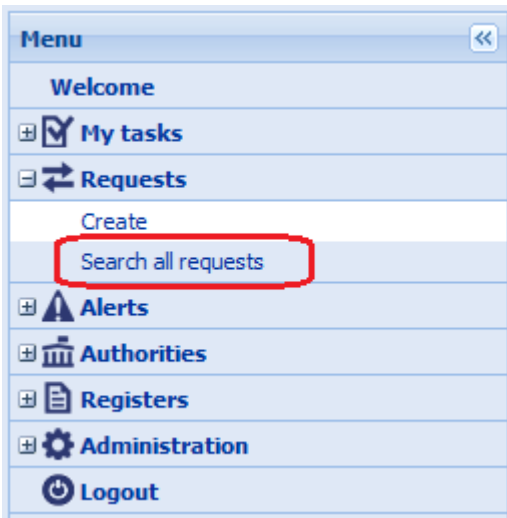


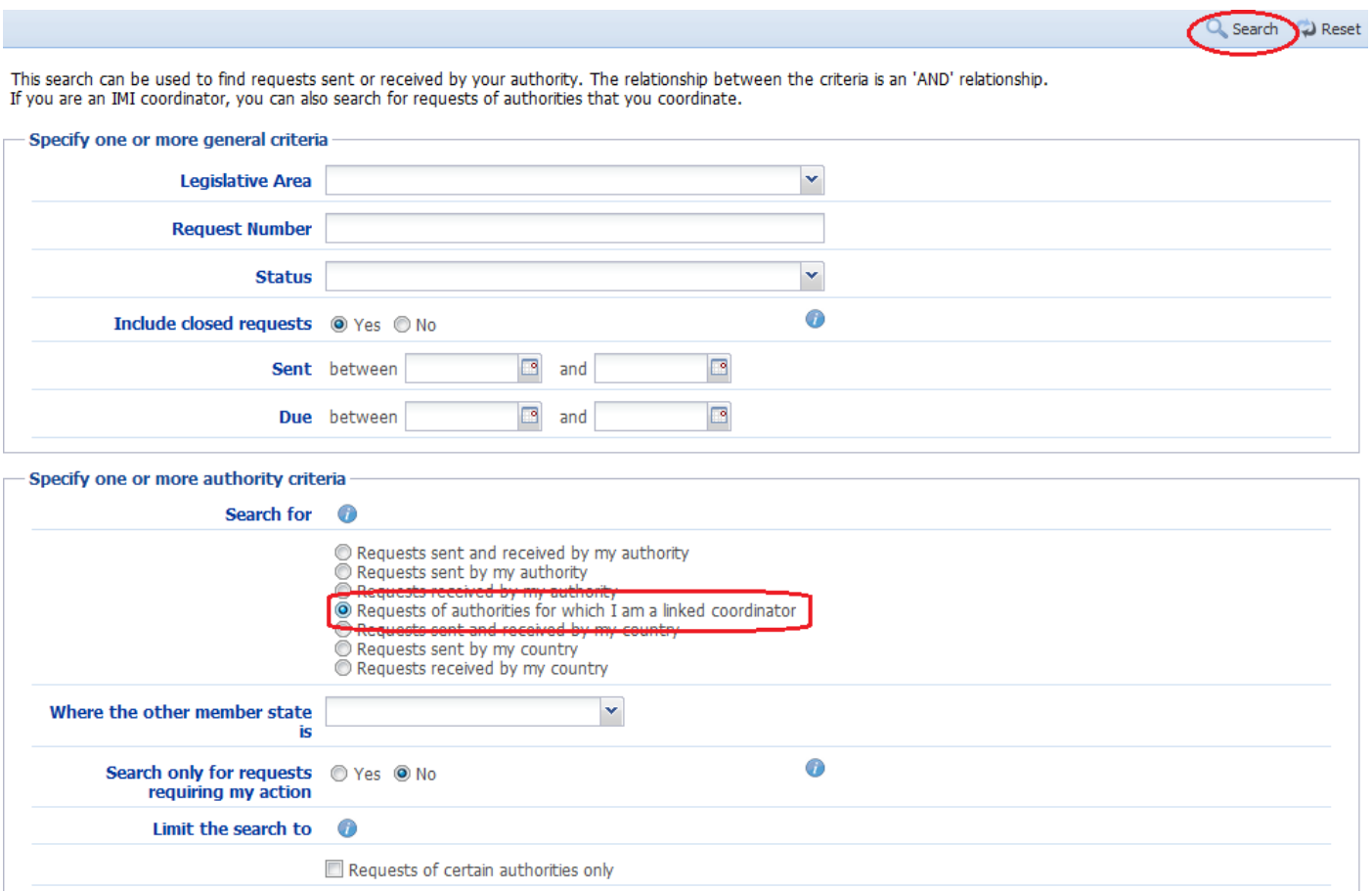
HOW TO MONITOR THE REQUESTS OF YOUR COORDINATED AUTHORITIES?

1. Click on the “Search all request” menu option.



2. According to the criteria you define you can search for the following list of requests:

- a. To search for **all requests that your coordinated authorities send or receive**, choose “Requests of authorities for which I am a linked coordinators” and click on the “Search button”.

A screenshot of a search criteria form. At the top right, there is a 'Search' button and a 'Reset' button, both circled in red. Below the buttons, there is a paragraph of text: 'This search can be used to find requests sent or received by your authority. The relationship between the criteria is an 'AND' relationship. If you are an IMI coordinator, you can also search for requests of authorities that you coordinate.' The form is divided into two main sections: 'Specify one or more general criteria' and 'Specify one or more authority criteria'. The 'Specify one or more general criteria' section includes fields for 'Legislative Area', 'Request Number', 'Status', 'Include closed requests' (Yes/No), 'Sent between' (with date pickers), and 'Due between' (with date pickers). The 'Specify one or more authority criteria' section includes a 'Search for' section with radio button options: 'Requests sent and received by my authority', 'Requests sent by my authority', 'Requests received by my authority', 'Requests of authorities for which I am a linked coordinator' (highlighted with a red box), 'Requests sent and received by my country', 'Requests sent by my country', and 'Requests received by my country'. Below this is a 'Where the other member state is' dropdown, a 'Search only for requests requiring my action' section (Yes/No), and a 'Limit the search to' section with a checkbox for 'Requests of certain authorities only'.

- b. To search for those requests that the authorities in your Member State haven't yet accepted:
(Please note that in this case the search will return those requests that the authorities in your country haven't accepted, not only of those authorities you coordinate.)

Specify one or more general criteria

Legislative Area

Request Number

Status

Include closed requests Yes No

Sent between and

Due between and

Specify one or more authority criteria

Search for Requests sent and received by my authority
 Requests sent by my authority
 Requests received by my authority
 Requests of authorities for which I am a linked coordinator
 Requests sent and received by my country
 Requests sent by my country
 Requests received by my country

Where the other member state is

Search only for requests requiring my action Yes No

Limit the search to Requests of certain authorities only

- c. To search for those requests that the authorities in your Member State haven't replied to yet:
(Please note that in this case the search will return those requests that the authorities in your country haven't replied to, not only of those authorities you coordinate.)

Specify one or more general criteria

Legislative Area

Request Number

Status

Include closed requests Yes No

Sent between and

Due between and

Specify one or more authority criteria

Search for Requests sent and received by my authority
 Requests sent by my authority
 Requests received by my authority
 Requests of authorities for which I am a linked coordinator
 Requests sent and received by my country
 Requests sent by my country
 Requests received by my country

Where the other member state is

Search only for requests requiring my action Yes No

Limit the search to Requests of certain authorities only

- d. To search for those requests that the authorities in your Member State haven't closed to yet: (Please note that in this case the search will return those requests that the authorities in your country haven't closed, not only of those authorities you coordinate.)

Specify one or more general criteria

Legislative Area

Request Number

Status

Include closed requests Yes No

Sent between and

Due between and

Specify one or more authority criteria

Search for

- Requests sent and received by my authority
- Requests sent by my authority
- Requests received by my authority
- Requests of authorities for which I am a linked coordinator
- Requests sent and received by my country
- Requests sent by my country
- Requests received by my country

Where the other member state is

Search only for requests requiring my action Yes No

Limit the search to

Requests of certain authorities only

- e. You can also select a Status (e.g. To accept/To answer/To close) and choose "Requests of authorities for which I am a linked coordinator". Please note that in this case the search will return all requests which haven't been accepted/answered/closed by your coordinated authorities AND those which haven't been accepted/answered/closed by those foreign authorities to which they sent the requests. However, after having exported the list of request into an Excel sheet (see point 3), you will be able to select those requests you are interested in by managing the excel file.

Specify one or more general criteria

Legislative Area

Request Number

Status

Include closed requests Yes No

Sent

Due

Specify one or more authority criteria

Search for

- Requests sent and received by my authority
- Requests sent by my authority
- Requests received by my authority
- Requests of authorities for which I am a linked coordinator
- Requests sent and received by my country
- Requests sent by my country
- Requests received by my country

Where the other member state is

Search only for requests requiring my action Yes No

Limit the search to

Requests of certain authorities only

3. To export a list of request, click on the "Export" button.

Request Nr.	Legislative Area	From	Requesting Authority	To	Responding Authority	Status	Due Date
12990	Professional Qualifications	France	328 CA 1 PQ SD FR Accountants -	United Kingd	343 DIMIC 1 PQ SD UK - TEST	Additional information not a	07/04/2012
12898	Professional Qualifications	France	320 DIMIC 2 PQ FR - TEST	United Kingd	343 DIMIC 1 PQ SD UK - TEST	Additional information not a	24/03/2012
12727	Professional Qualifications	France	328 CA 1 PQ SD FR Accountants -	United Kingd	345 CA 2 PQ SD UK Physiotherapis	Additional information not a	09/03/2012
12724	Professional Qualifications	France	328 CA 1 PQ SD FR Accountants -	United Kingd	343 DIMIC 1 PQ SD UK - TEST	Additional information not a	05/03/2012
12718	Professional Qualifications	France	328 CA 1 PQ SD FR Accountants -	United Kingd	343 DIMIC 1 PQ SD UK - TEST	Additional information not a	10/03/2012
12714	Professional Qualifications	France	321 DIMIC 1 PQ SD FR - TEST	United Kingd	348 CA 3 PQ UK Accountants - TES	Additional information not a	20/03/2012
12644	Professional Qualifications	France	320 DIMIC 2 PQ FR - TEST	Italy	334 CA 2 PQ SD IT Physiotherapist	Additional information not a	28/02/2012
12624	Professional Qualifications	France	320 DIMIC 2 PQ FR - TEST	United Kingd	343 DIMIC 1 PQ SD UK - TEST	Additional information not a	19/02/2012
12620	Professional Qualifications	France	320 DIMIC 2 PQ FR - TEST	United Kingd	343 DIMIC 1 PQ SD UK - TEST	Additional information not a	09/03/2012

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

Menu <<

- Welcome
- My tasks
- Requests
- Alerts
- SD Notifications
- Authorities
- Registers
- Administration
- My reports**
- My translations
- Change my password
- Logout