

Internal Market Information System

How to copy a request



When to copy a request?

- ✓ Do you often send similar requests? Do you enter the same information again and again?
- ✓ Do you send requests about the same service provider to different authorities?

You can copy a request and save a lot of time.

First, open the request and click on 'Copy request'.

Questions

When entering free text please indicate the language you are using in the dropdown next to the text box. If possible use a language which is understood by the Requesting Authority. The Requesting Authority has indicated that it understands the following languages: dansk (da)

📁 Questions regarding the exercise of the profession

📁 Professional sanctions

1. Can you confirm that, as of [02/07/2012], [Mr. John SMITH] is not the subject of any disciplinary sanction in your territory, including with temporary effects, which is likely to have consequences for the pursuit of his/her professional activities of [architect]? [Link](#)

Answer

Answer comments

Attachments


Attachments

Name	Added by	Added on	
attachment(en) Translate into <input type="button" value="bg"/> <input type="button" value="Translate"/>	DK - Authority for Sport TEST mv	10/07/2012	<input type="button" value="View"/>

Messages

When entering free text please indicate the language you are using in the dropdown next to the text box. If possible use a language which is understood by the Requesting Authority. The Requesting Authority has indicated that it understands the following languages: dansk (da)

Messages	User	Date
No comment.		



Second, select which parts of the original request you want to copy into a new one.

The screenshot shows a web interface with three tabs: 'Request overview', 'Request management', and 'Copy request'. The 'Copy request' tab is active. Below the tabs is a section titled 'Items to copy' with an information icon. A text block explains: 'You can create a new information request by copying over selected data from the original request. Please select the items that you would like to include in the new request.' Below this are several checkboxes with labels: 'Responding Authority', 'Question Set', 'Details of the professional', 'Questions', 'Attachments', and 'Questions about attachments'. Three blue arrows point to the 'Responding Authority', 'Question Set', and 'Attachments' checkboxes, indicating they are selected. A large blue arrow points from the center of the selection area down to the 'Create New Request' button. To the right of the 'Create New Request' button is a 'Cancel' button.

Request overview Request management **Copy request**

Items to copy ⓘ

You can create a new information request by copying over selected data from the original request. Please select the items that you would like to include in the new request.

- Responding Authority
- Question Set
 - Details of the professional
 - Questions
- Attachments
 - Questions about attachments

Create New Request Cancel

Then add the missing information to complete the request.

Tips and Tricks

- ✓ You can copy all your requests:
 - open or closed,
 - sent or received.
- ✓ For received requests, the 'copy' function is available once the request has been accepted.
- ✓ When copying a received request your authority will always be defined as the requesting authority of the new request.
- ✓ You always need to set a new deadline for your new request.

For more information contact your National IMI Helpdesk

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



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