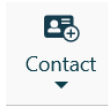

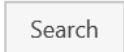


Create company contact

This guide describes how you create a company with CVR as a contact in Workzone. Once the company is created in Workzone, you can add the company as a Party on your case. Workzone makes sure that the system only contains one company for each CVR number.

Phase	Explanation	Navigation
Create contact	Open Workzone Click Contact -> Companies (with CVR)	
Importer kontakt	Click the round arrow in the field ID to import the company's information. You find the arrow on the right side of the ID field.	
Search for contact	Search for the company's information. Fill one of the following, then click Search : ID = The company's CVR or Name = free text field related to company name, i.e. 'Aarhus University'	
Import information	Check the box for the company you wish to add as a contact, then click Import selected . After completing this step, the company has been created as a contact and can be added as Party on cases in Workzone. If a company has already been added as a contact, the results list will show the existing contact - thus making sure that no company is added twice.	