Create production unit contact

AARHUS UNIVERSITET

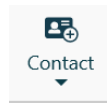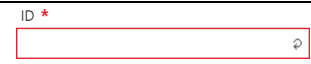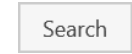|	
This guide describes how you create a production unit with p-number as a contact in Workzone. Once the production unit is created in Workzone, you can add the production unit as a Party on your case and use SmartPost to send documents to the production units Digital Post. Workzone makes sure that the system only contains one contact for each p-number.	

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