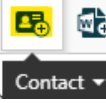


How to create a contact (AU-Person)

<p>This guide describes how to manually create an AU person as a contact in WorkZone. Please note that employees and students are generally created automatically via the Employee Master Record and STADS.</p>		
Instruction	Explanation	Navigation
<p>Create contact</p>	<p>Open Workzone. Click Contact -> AU-Person</p>	
<p>Enter contact details</p>	<p>Complete at least the following fields:</p> <ul style="list-style-type: none"> • Name 1: first name and middle name • Name 2: last name • AUCPR: enter the CPR number without a hyphen (if a foreign employee/student has not yet received a Danish CPR number, create the contact using the temporary CPR) • AUID: numbers only • Address 1: street name and number • Postal code: postal code and city • Country: if other than Denmark • Email: private email address (NOT AU email) • Read access: AUPERSON <p>The ID field is automatically generated when you save the contact.</p>	
<p>Save</p>	<p>Click Save to complete the creation. The contact has now been created and can be linked as a party to cases.</p>	