
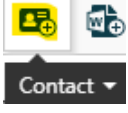


# Create contact (Person with CPR)

<p>This guide describes how to manually create a “Person (with CPR)” as a contact in Workzone. Please note that employees and students are generally created automatically as “AU person” through the Employee Master Data system and STADS.</p>		
Instruction	Explanation	Navigation
<p><b>Is the person already an AU person?</b></p>	<p>Open Workzone</p> <p>Select <b>New Search -&gt; Contact -&gt; AU-person</b></p> <p>Enter the person’s CPR in the search field.</p> <p>If the contact is not found, it must be created manually as a Person (with CPR).</p>	
<p><b>Create contact</b></p>	<p>Open Workzone.</p> <p>Select <b>Contact -&gt; Person (with CPR)</b></p>	
<p><b>Fill in the contact details</b></p>	<p>Fill in at a minimum:</p> <ul style="list-style-type: none"> <li>• ID: Enter CPR without a dash. (If a foreign employee or student has not received a Danish CPR, create the contact with the temporary CPR.)</li> <li>• Name 1: First and middle name</li> <li>• Name 2: Last name</li> <li>• Read access: AUPERSON</li> </ul> <p>Optionally fill in:</p> <ul style="list-style-type: none"> <li>• Address 1: Street name and number</li> <li>• Postal code: Postal code and city</li> <li>• Country: If not Denmark</li> <li>• Email: Personal email (<b>NOT</b> AU email)</li> </ul> <p>The ID field is autogenerated when you save the contact.</p>	
<p><b>Save</b></p>	<p>Click <b>Save</b> to complete the creation. The contact is now created and can be linked as a party to cases.</p>	