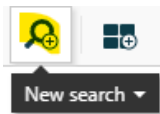



Create contact (Person without CPR)

This guide explains how to manually create a “Person (without CPR)” as a contact in Workzone. Please note: employees and students are usually created automatically as “AU person” via the Employee Master Data system and STADS.

A Person without CPR is a contact type that is rarely used. This contact type is used when a person does not have an AUID and does not need an AUID, and when the CPR information is not relevant for case processing.

Before creating a contact of the type Person without CPR, you must first check whether the person is already registered as an AU person or a Person with CPR.

Instruction	Explanation	Navigation
<p>Is the person already an AU person or person with or without CPR?</p>	<p>Open Workzone.</p> <p>Select New Search -> Contact.</p> <p>Try to search for the person using their name, email address, etc.</p> <p>If the person cannot be found, you can proceed to the next step.</p>	
<p>Create contact</p>	<p>Open Workzone.</p> <p>Select Contact -> Person (without CPR).</p>	
<p>Fill in the contact details</p>	<p>Fill in at a minimum:</p> <ul style="list-style-type: none"> • Name 1: First and middle name • Name 2: Last name • Read access: AUPERSON <p>Fill in if possible:</p> <ul style="list-style-type: none"> • Address 1: Street name and number • Postal code: Postal code and city • Country: If not Denmark • Email: Personal email (NOT AU email) <p>The ID field is autogenerated when you save the contact.</p>	
<p>Save</p>	<p>Click Save to complete the creation.</p> <p>The contact is now created and can be linked as a party to cases.</p>	

