

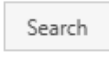


Create Production Unit

This guide describes how to create a contact of the type Production Unit with a P-number as a contact in WorkZone.

When a production unit is created with a P-number in WorkZone, you can use SmartPost to send documents to the production unit via Digital Post. Please note that only Danish production units have Digital Post.

WorkZone ensures that multiple contacts with the same CVR or P-number cannot be created.

Instruction	Explanation	Navigation
<p>Create contact</p>	<p>Open Workzone.</p> <p>Select Contact -> Production Unit.</p>	
<p>Import contact</p>	<p>Click the small curly arrow in the ID field to import the production unit's information. The arrow is located on the right side of the field.</p>	
<p>Search for contact</p>	<p>Search for the production unit. Enter either:</p> <p>ID = the production unit's P-number</p> <p>or</p> <p>Name = keyword, e.g., "Randers Library"</p> <p>Click Search</p>	
<p>Import information</p>	<p>Select the production unit you want to import and click Import selected.</p> <p>The production unit is now created as a contact and can be assigned as a party to cases.</p> <p>If the production unit already exists as a contact in WorkZone, the existing contact will be displayed. No duplicate contacts will be created.</p>	