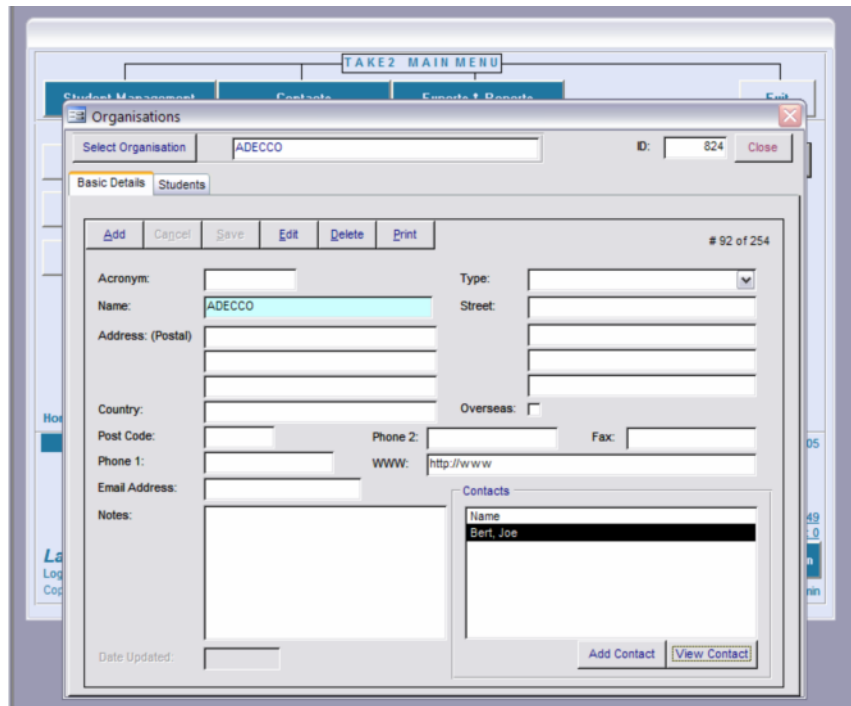


Organisation Contact Persons

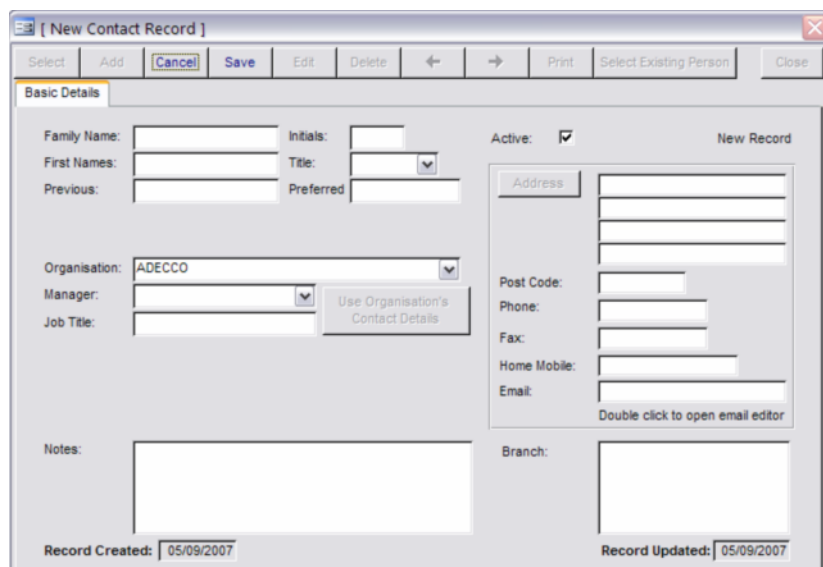
In the Access edition there are two ways to designate an existing person as being a “contact person” for an organisation.

Creating a New Person as an Organisation Contact Person

1. Click **Contacts**, then Click **Organisations**.
2. Click the drop down box and select the required organisation.
3. Click **Add Contact**.



4. Type the details of the contact. Click **Save**.



Nominate an Existing Person as an Organisation Contact Person

1. From the Main Menu, click **Contacts**.
2. Click **Persons**.
3. Select the required person.
4. Click **edit**. Tick the contact box, and select an organisation from the list.
5. Click **Save**.

The screenshot shows a software window titled "Persons" with a "Selected Person" field containing "Adams, Keith Patrick" and the number "762". The window has several tabs: "Basic Details", "Contacts", "Extras", and "Standard Bring-Ups". The "Basic Details" tab is active, showing a form with the following fields and values:

- Family Name: Adams
- Initials: KPA
- First Names: Keith Patrick
- Title: Mr
- Organisation: 32 Models & Talent Ltd
- Home Address: 15c Swanson Rd, Henderson, Waitakere College
- Phone: 837 1773

At the bottom of the window, it shows "Record Updated: 07/09/2007" and "Record Created: 18/07/2001".

Attaching a Contact Person to a Student

1. From the Main Menu, select the required student.
2. Click **Edit**.
3. From the *Organisation* field, select the required entry.
4. From the *Contact* field, select the required entry.
5. Click **Save**.

Displaying Persons Attached to an Organisation

Student's Name	Date of Birth	ID	NSN
Abdine, Mana	07/10/1990	2620	113306351
Abdulahad, Yasmine	03/09/1952	1771	3013455

1. Click the students tab of the organisations form. Students with a direct association are displayed, including contact persons for that organisation.
2. Click *Via outcome*. Students recorded with a labour market outcome and organisation through the ERS is displayed.