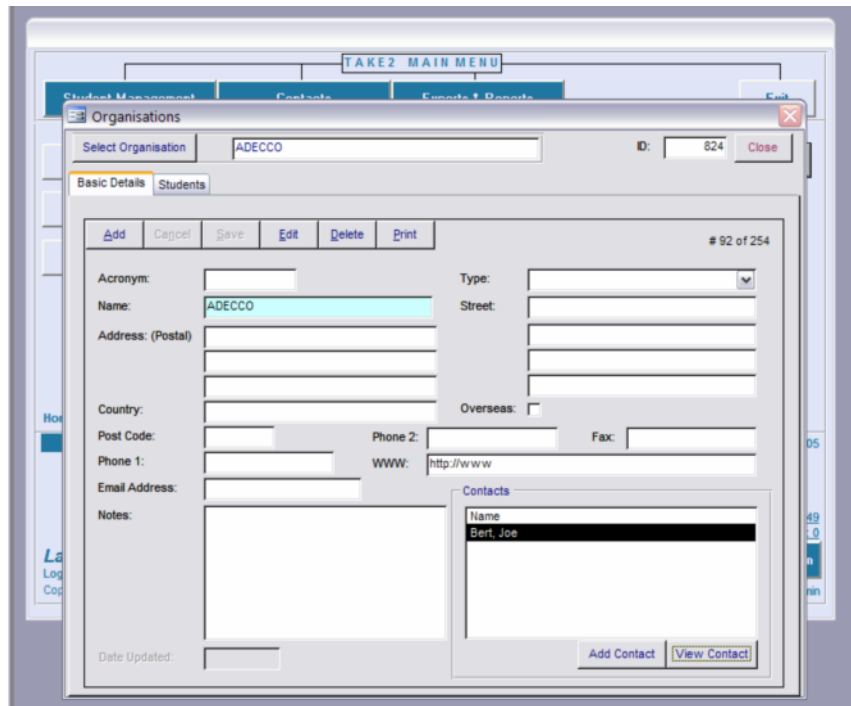


Organisation Contact Persons

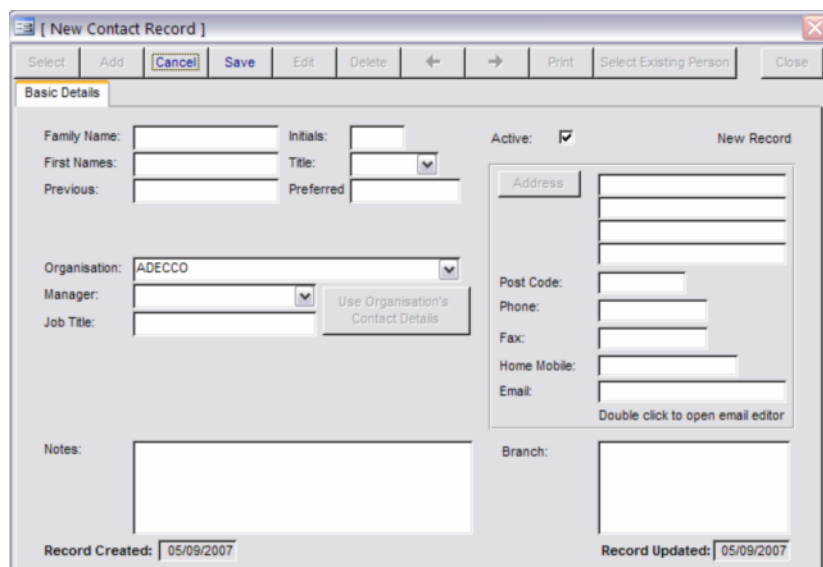
In the Access edition there are two ways to designate an existing person as being a “contact person” for an organisation.

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". Below this are tabs for "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: S2 Models & Talent Ltd
- Home Address: 15c Swanson Rd, Henderson, Waitakere College
- Phone: 837 1773
- Record Updated: 07/09/2007
- Record Created: 18/07/2001

At the bottom of the form, there are checkboxes for "Contact" (checked), "Tutor", "Student" (checked), and "Prospect". There are also buttons for "Add", "Cancel", "Save", "Edit", "Delete", "Print", "Student View", and "Persgn Type".

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.