

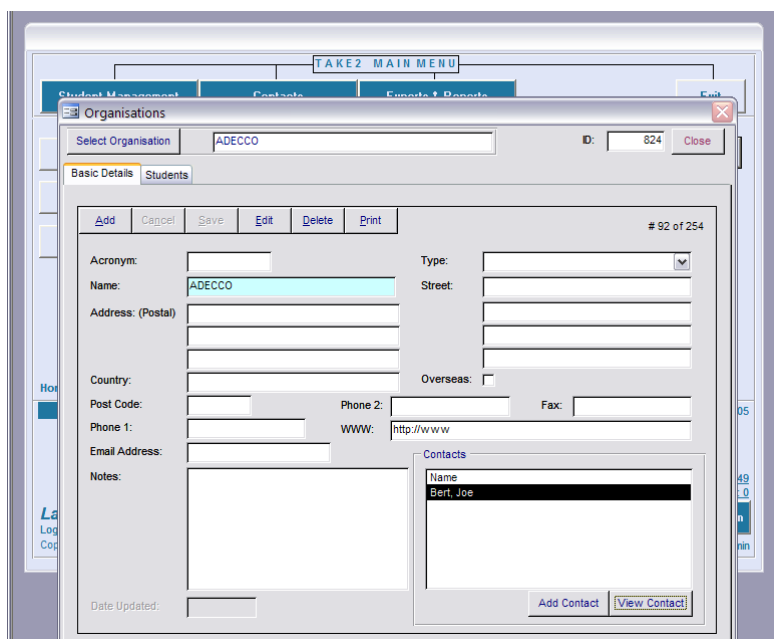
Tip Sheet No.44

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.**

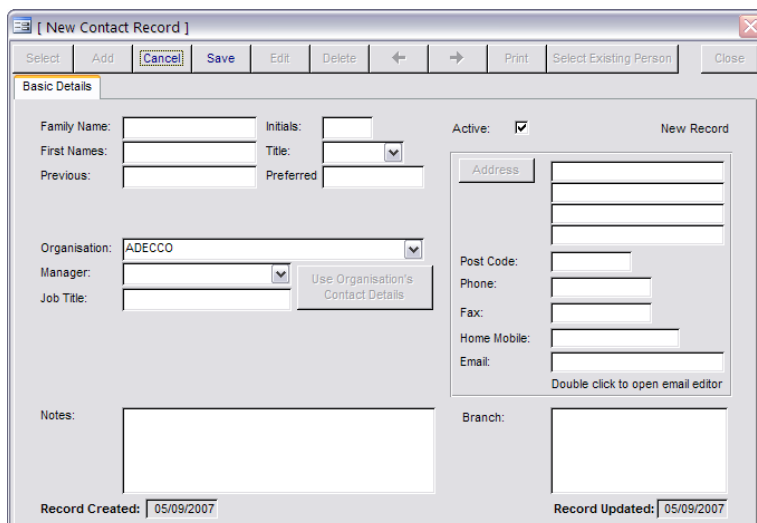


The screenshot shows the 'Organisations' form with the following details:

- Menu: TAKE2 MAIN MENU
- Buttons: Student Management, Contacts, Events & Reports, Exit
- Form Title: Organisations
- Select Organisation: ADECCO
- ID: 824
- Buttons: Add, Cancel, Save, Edit, Delete, Print
- Acronym: [Empty]
- Name: ADECCO
- Address (Postal): [Empty]
- Country: [Empty]
- Post Code: [Empty]
- Phone 1: [Empty]
- Phone 2: [Empty]
- WWW: http://www
- Overseas:
- Notes: [Empty]
- Contacts List:

Name
Bert, Joe
- Buttons: Add Contact, View Contact

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

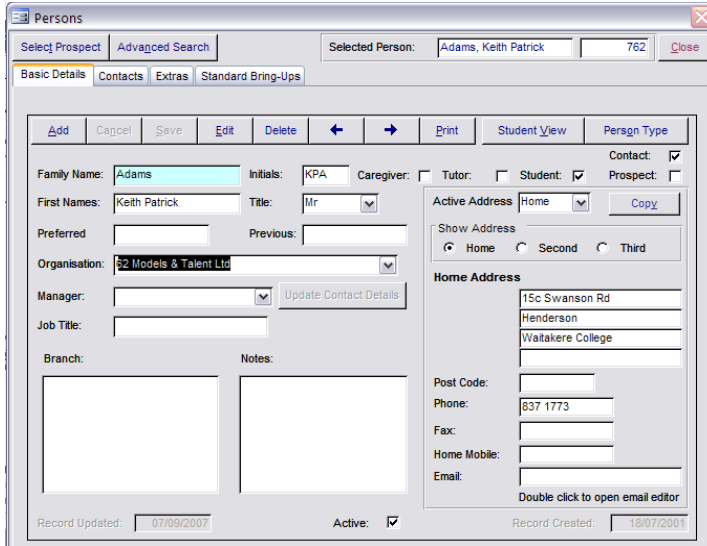


The screenshot shows the 'New Contact Record' form with the following details:

- Form Title: [New Contact Record]
- Buttons: Select, Add, Cancel, Save, Edit, Delete, Print, Select Existing Person, Close
- Basic Details:
 - Family Name: [Empty]
 - First Names: [Empty]
 - Previous: [Empty]
 - Initials: [Empty]
 - Title: [Empty]
 - Preferred: [Empty]
 - Organisation: ADECCO
 - Manager: [Empty]
 - Job Title: [Empty]
 - Notes: [Empty]
 - Record Created: 05/09/2007
- Active: New Record
- Address: [Empty]
- Post Code: [Empty]
- Phone: [Empty]
- Fax: [Empty]
- Home Mobile: [Empty]
- Email: [Empty]
- Branch: [Empty]
- Record Updated: 05/09/2007

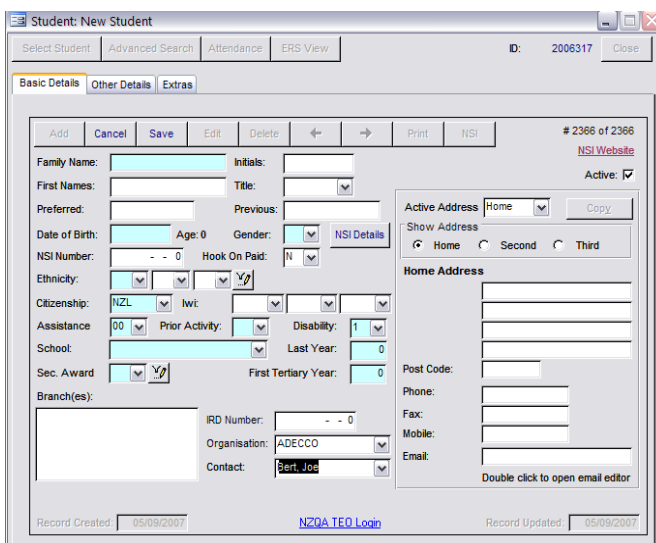
Nominate an Existing Person as an Organisation Contact Person

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**.

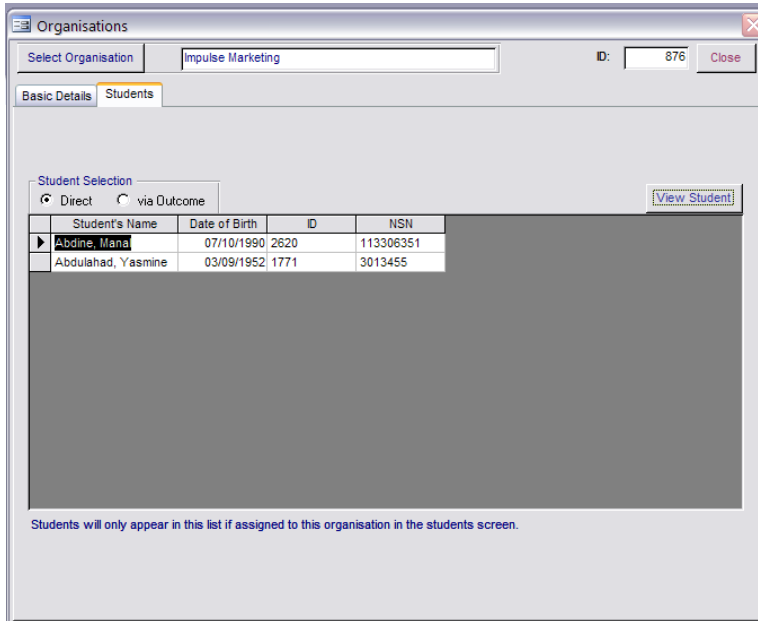


Attaching a Contact Person to a Student

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



Organisations

Select Organisation: ID:

Basic Details | **Students**

Student Selection

Direct via Outcome

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

Students will only appear in this list if assigned to this organisation in the students screen.

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.