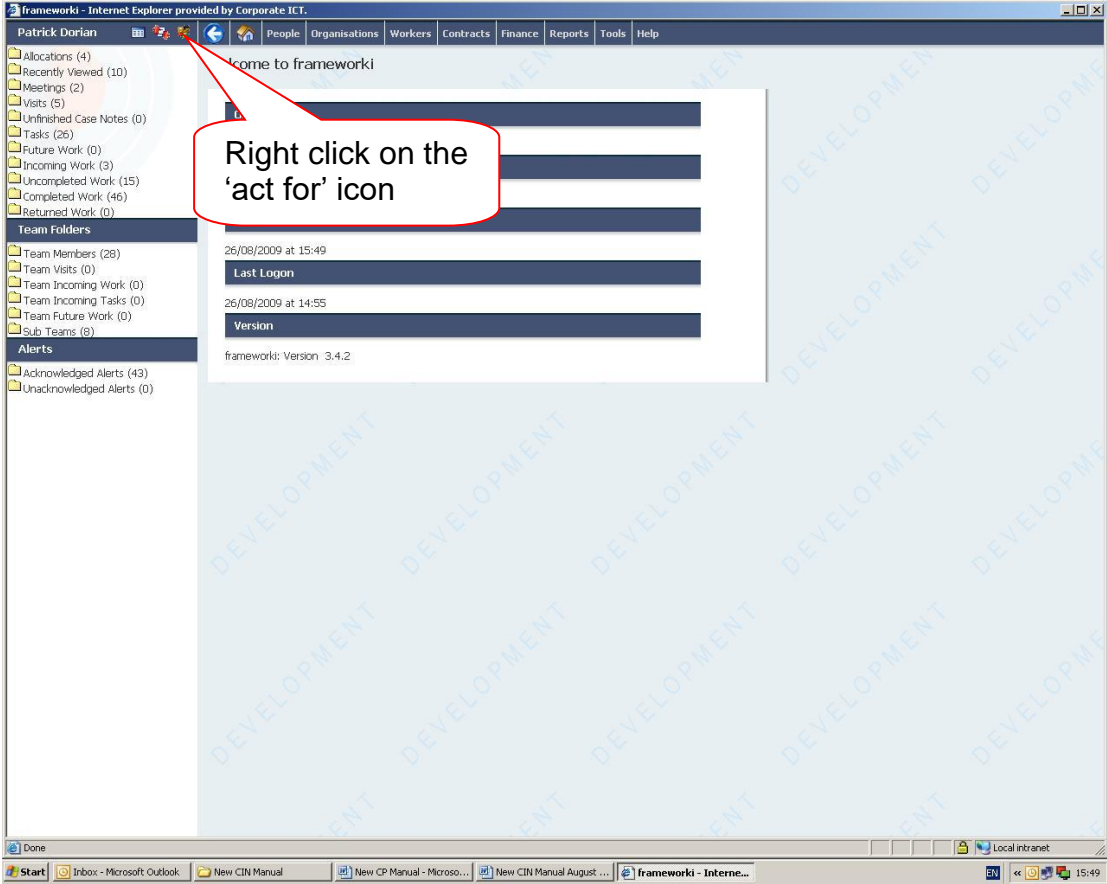
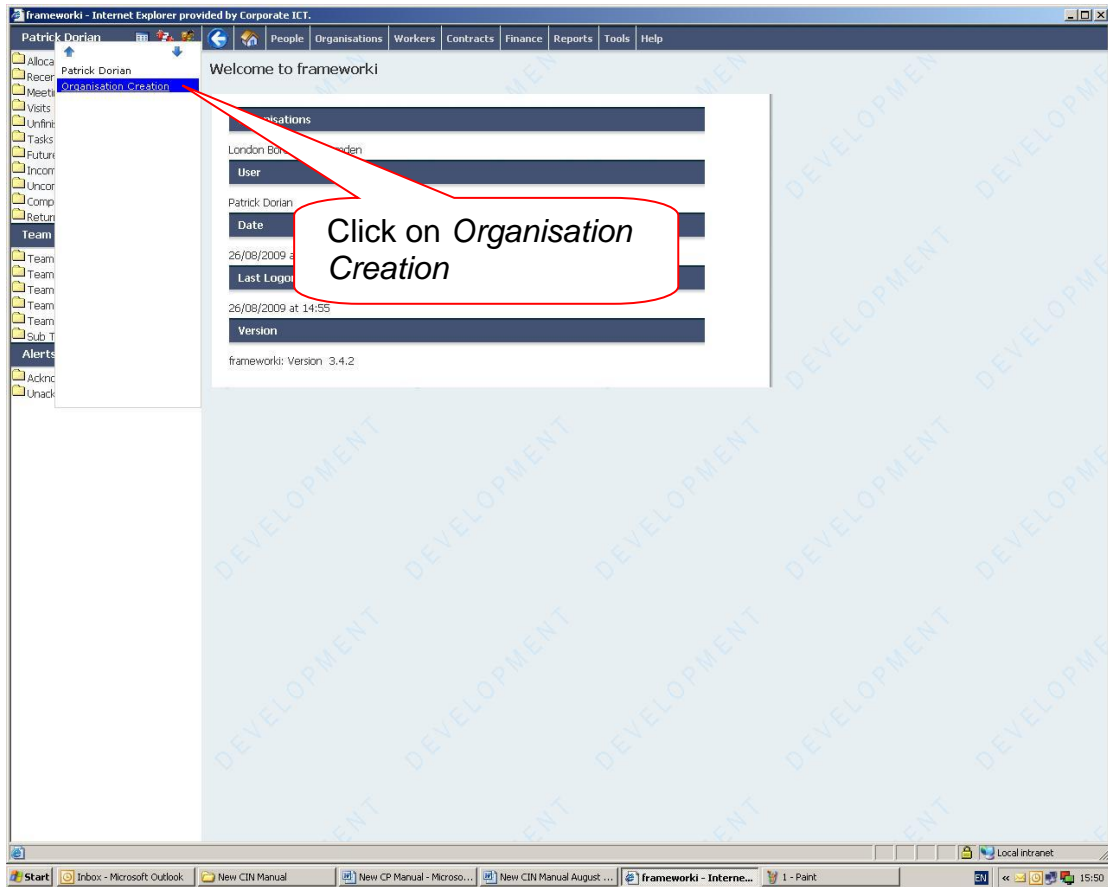


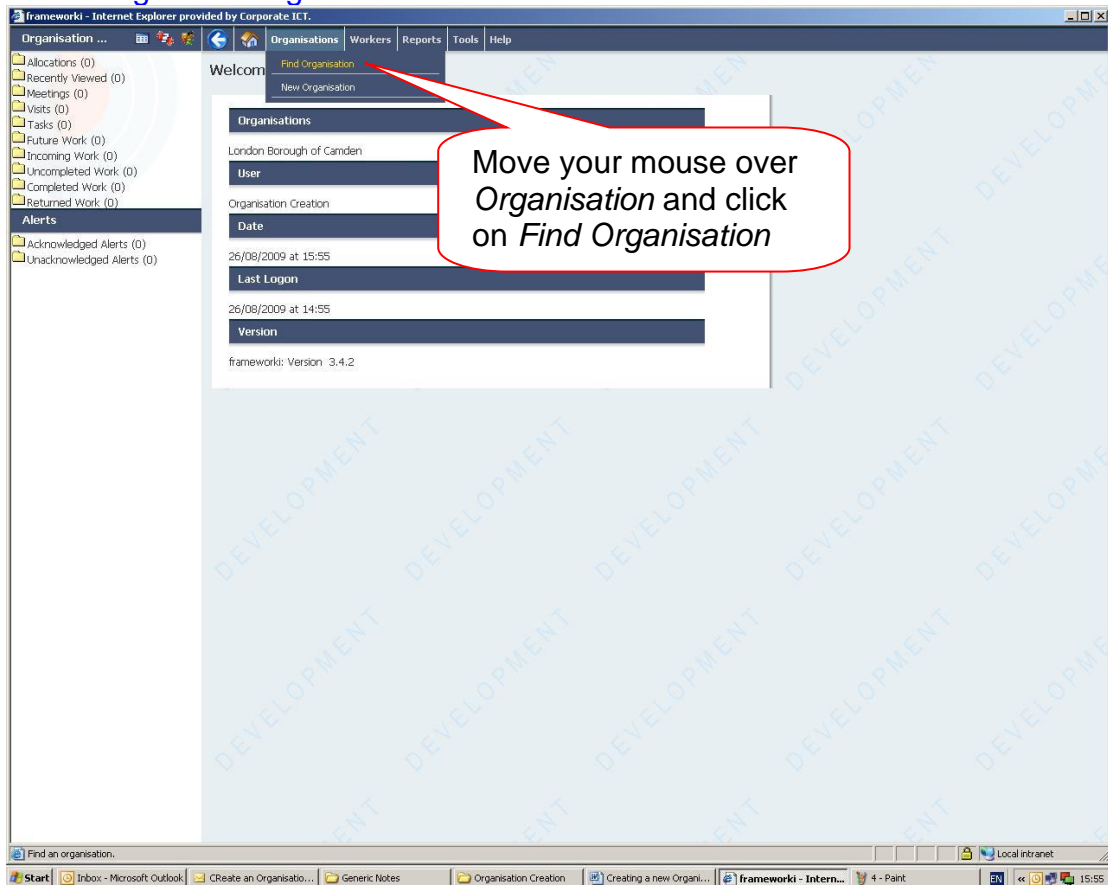
Searching and Creating an Organisation on Framework-i

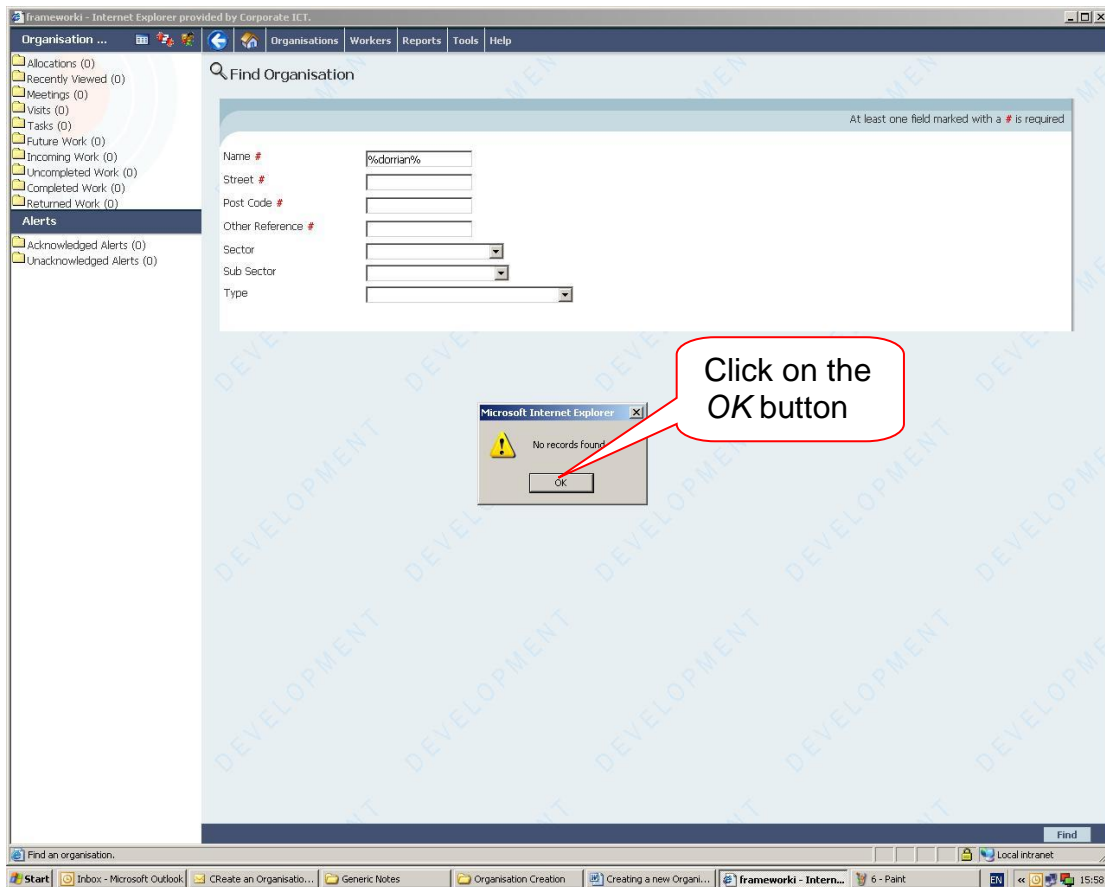
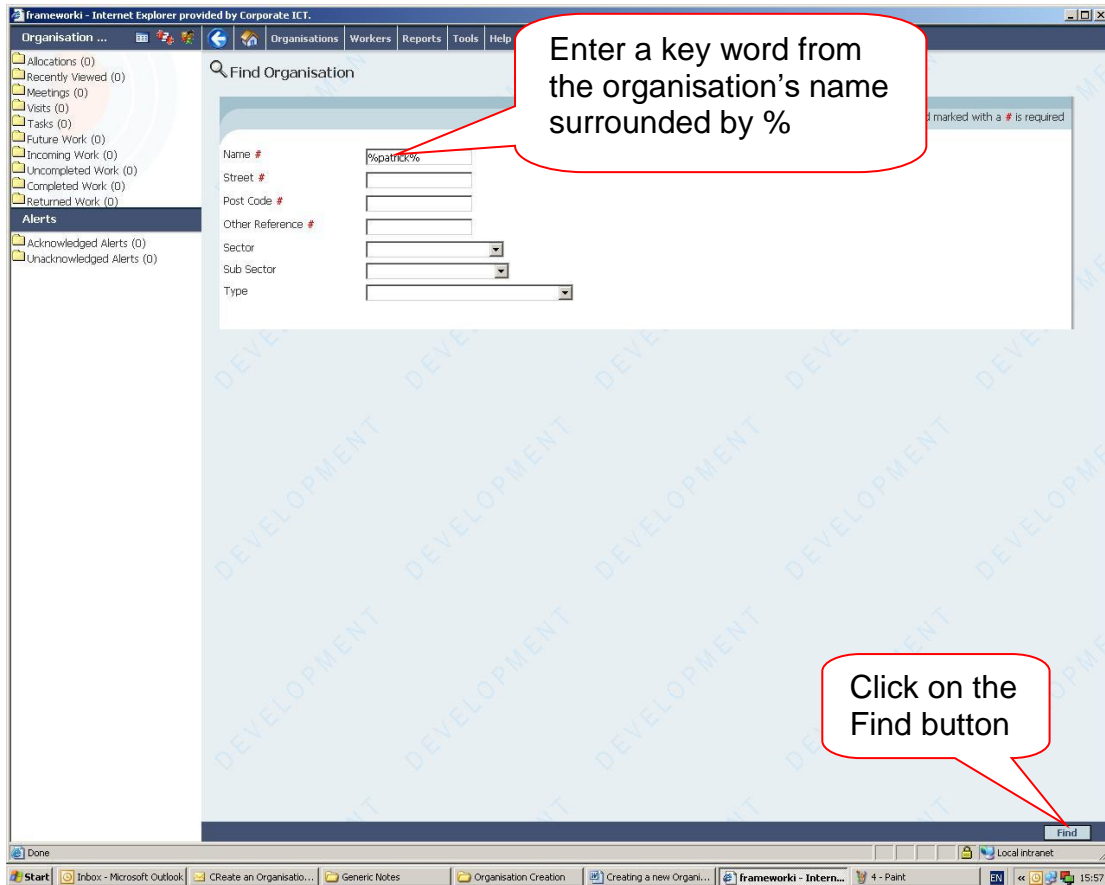
'Acting For' Organisation Creation





Searching for an Organisation





If you find the Organisation then this procedure ends here

Creating an Organisation

framework - Internet Explorer provided by Corporate ICT.

Organisations Workers Reports Tools Help

Find Organisation
New Organisation

Name # [Dorrian Surg] Street # [] Post Code # [] Other Reference # [] Sector [] Sub Sector [] Type []

Alerts
Acknowledged Alerts (0)
Unacknowledged Alerts (0)

Find

Create a new organisation.

Start | Inbox - Microsoft Outlook | Create an Organisatio... | Generic Notes | Organisation Creation | Creating a new Organi... | framework - Intern... | 7 - Paint | Local intranet | 15:58

Move your mouse over Organisations and click on New Organisation

framework - Internet Explorer provided by Corporate ICT.

People Organisations Workers Contracts Reports

New Organisation - Main Details

Progress: Main Details -> Address -> Telephone Numbers -> Workers -> Reference

Name * [Dorrian Surgery] Description [] Sector [Public] Sub-Sector [Health] Department [] Type [GP Surgery / Practice] Service Area [N/A or Both] Notes []

Available
 Referable
 Purchaser
 Approved Supplier

<< Back Next >> Cancel Finish

Start | Inbox - Microsoft Outlook | Create an Organisatio... | Generic Notes | Organisation Creation | Creating a new Organi... | framework - Intern... | 8 - Paint | Local intranet | 16:01

Enter the Organisation's name

Select a Sector

Select a Sub-Sector

Select a Type

Select Available and Referable

Click on the Next button

framework - Internet Explorer provided by Corporate ICT.

Organisation ... People Organisations Workers

Add Organisation Address - New Organisation

Progress: Main Details -> Address -> Telephone Numbers

Find Address - enter search criteria

At least one field marked with a # is required to conduct a search

House No. # Street Name #

Post Code # Search through all addresses in UK

Other Details

Fields marked with a * are required

Address Type *

From * To

Correspondence

<< Back Next >> Cancel Finish

Done

Start | Inbox - Microsoft Outlook | Create an Organisation... | Generic Notes | Organisation Creation | Creating a new Organisation... | framework - Intern... | 16 - Paint | Local intranet | 16:10

Enter the House No/Post Code/Street Name

Select an Address Type

Click on the Find Address button

Enter today's date

Select Correspondence

Click on the Next button

framework - Internet Explorer provided by Corporate ICT.

Organisation ... People Organisations Workers Contracts Reports Tools Help

Add Telephone Numbers - New Organisation

Progress: Main Details -> Address -> Telephone Numbers -> Workers -> References -> Web

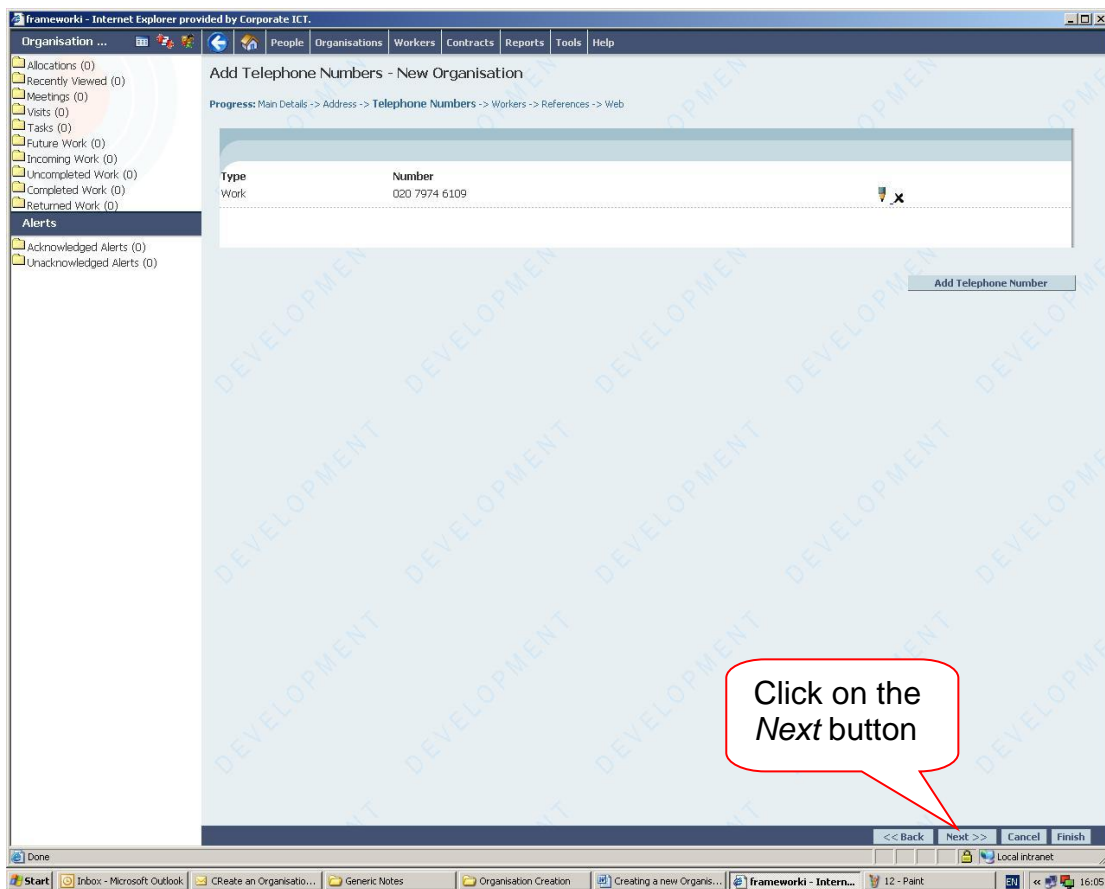
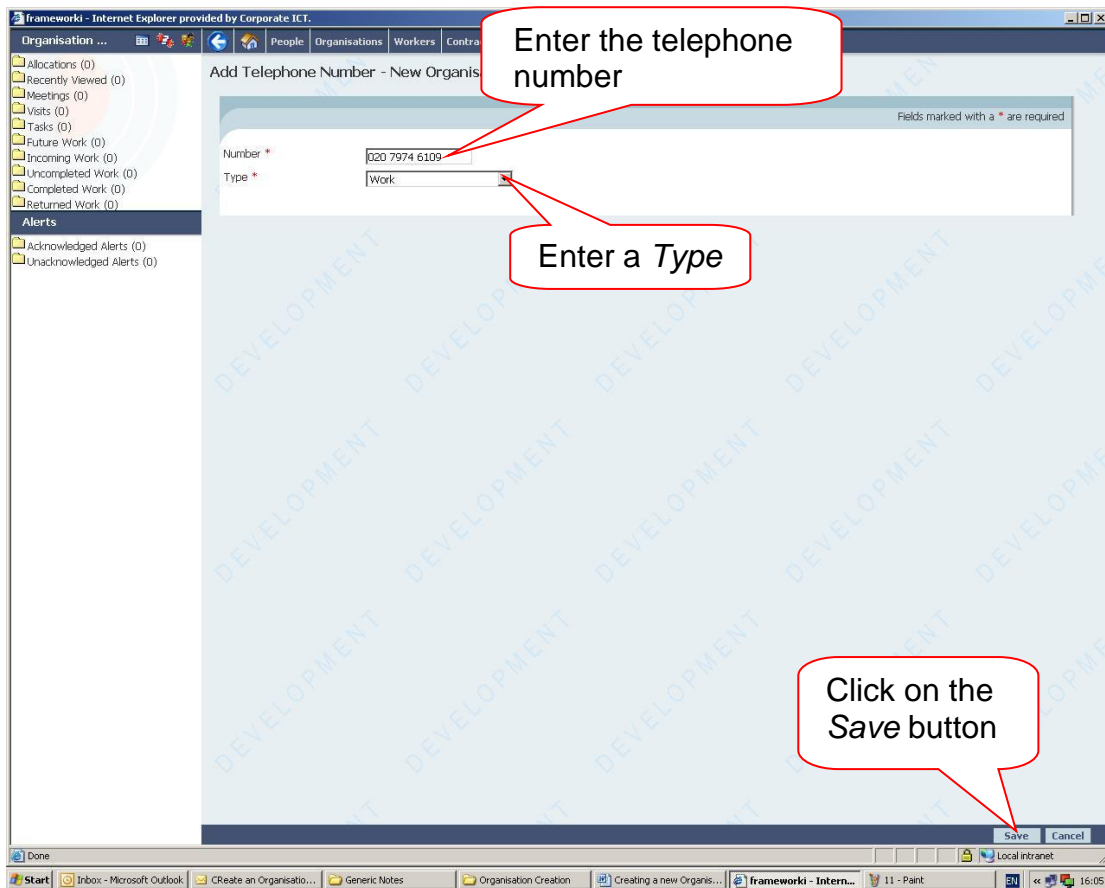
Type	Number
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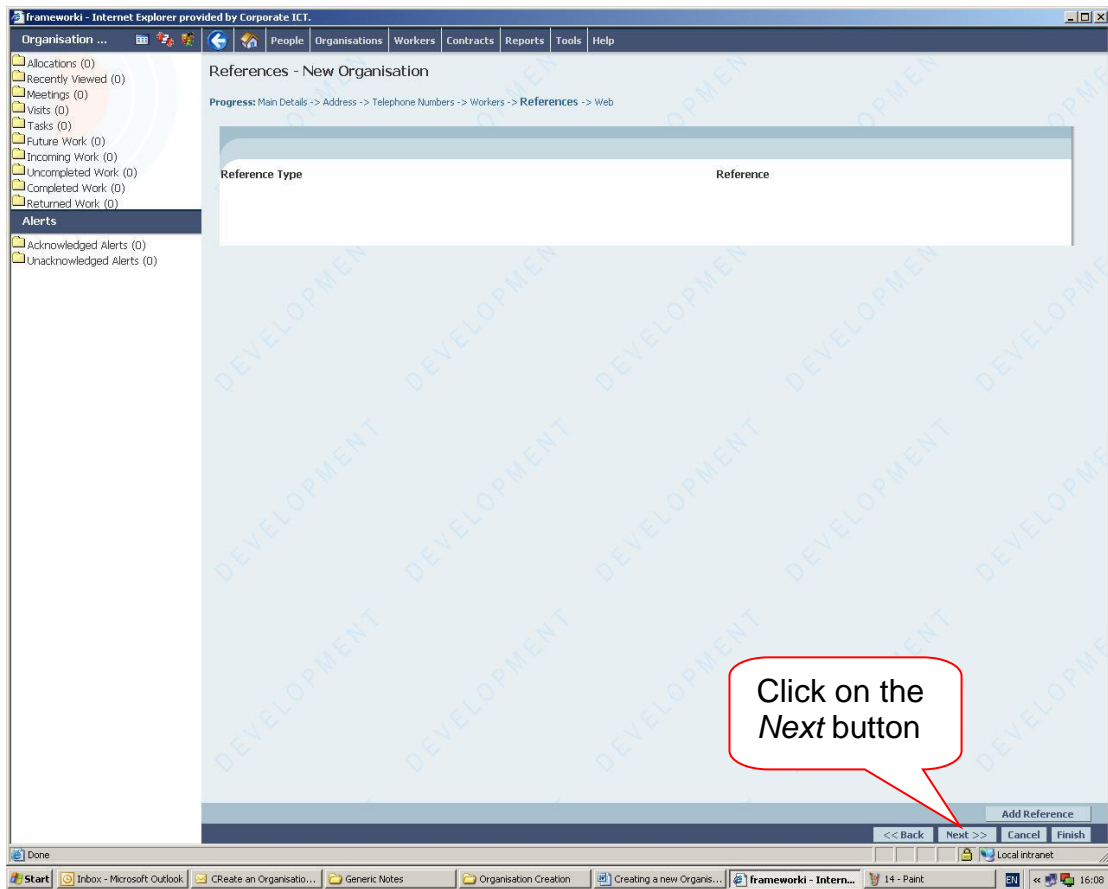
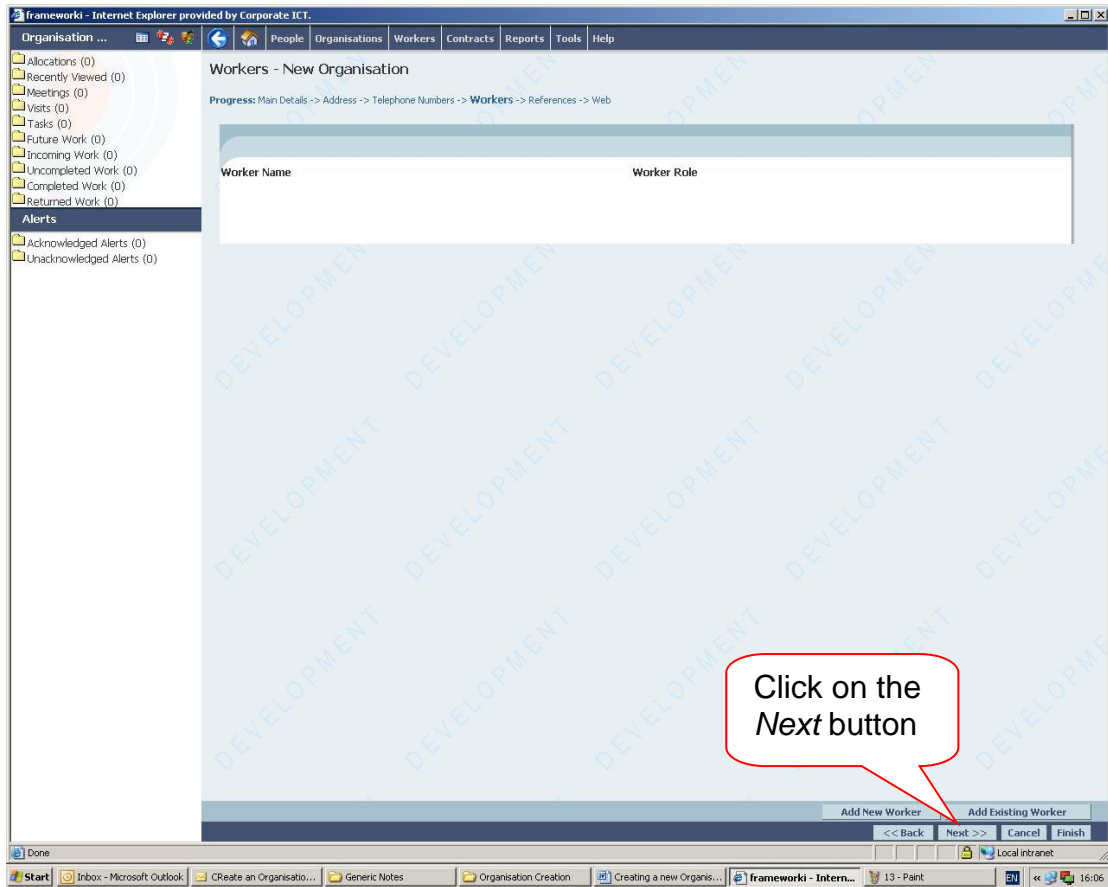
<< Back Next >> Cancel Finish

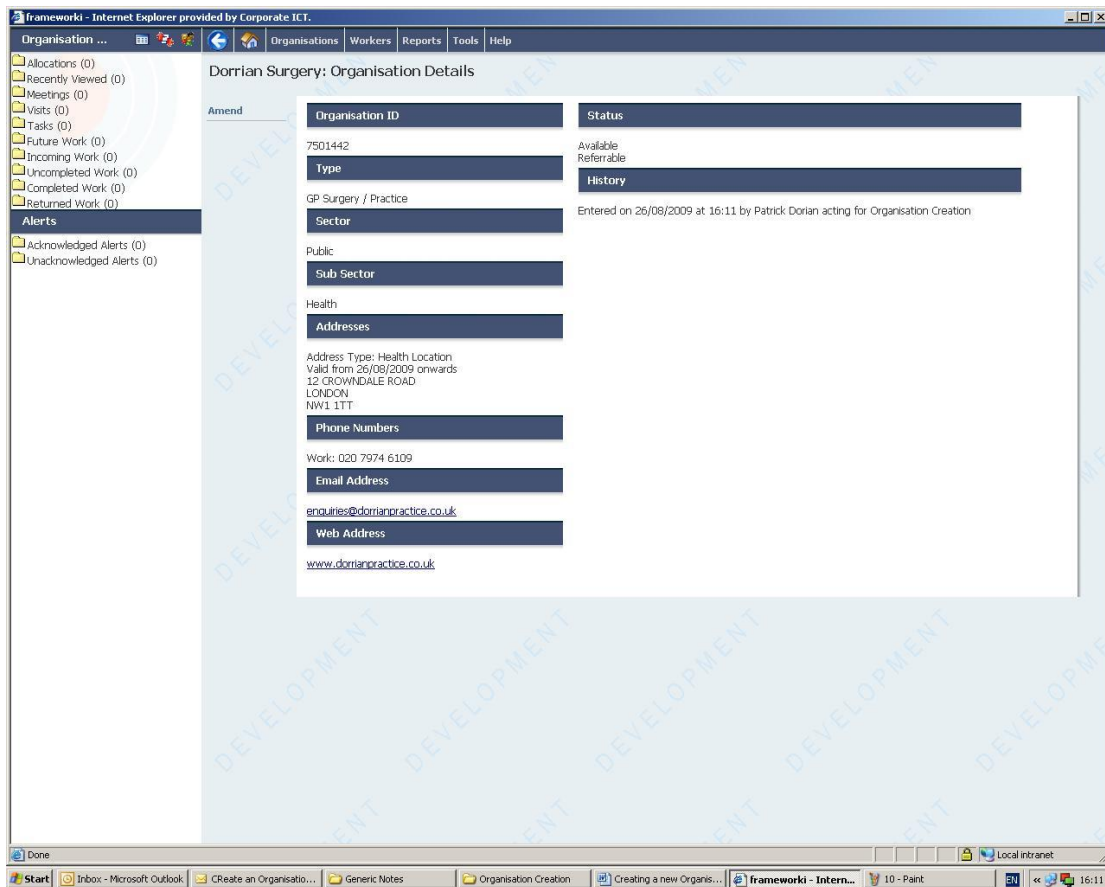
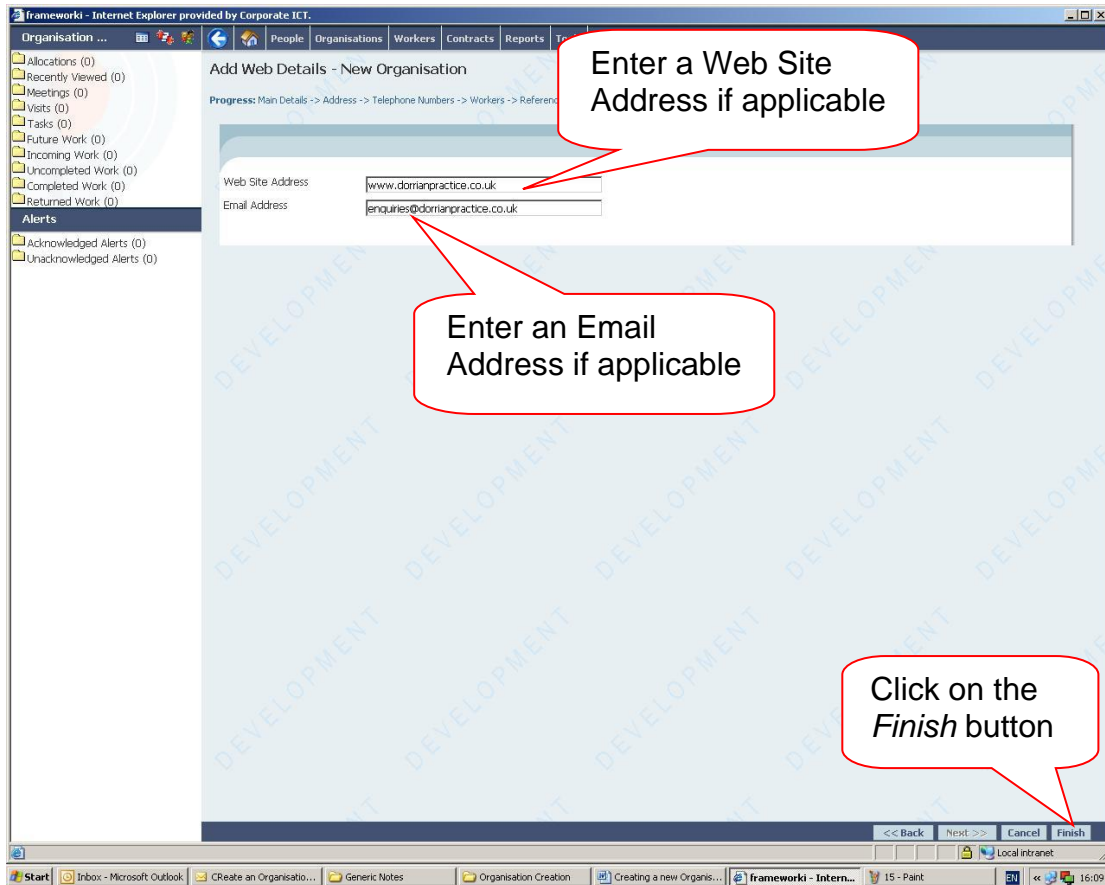
Done

Start | Inbox - Microsoft Outlook | Create an Organisation... | Generic Notes | Organisation Creation | Creating a new Organisation... | framework - Intern... | 10 - Paint | Local intranet | 16:04

To record a Telephone Number click on the Add Telephone Number







The organisation can be updated by using the *Amend* option