

International Liaison Contacts System

The International Liaison Contacts System enables Sussex users to:

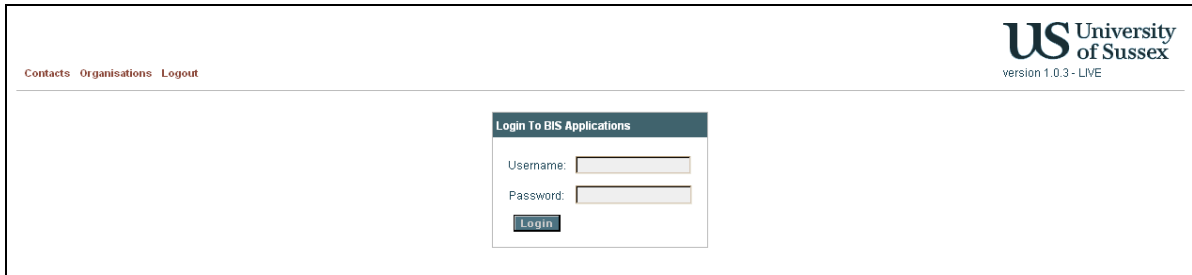
- Create and maintain individual contacts
- Create and maintain organisations and sub-organisations
- Manage user accounts for access to the online PG application system
- This can all be done online

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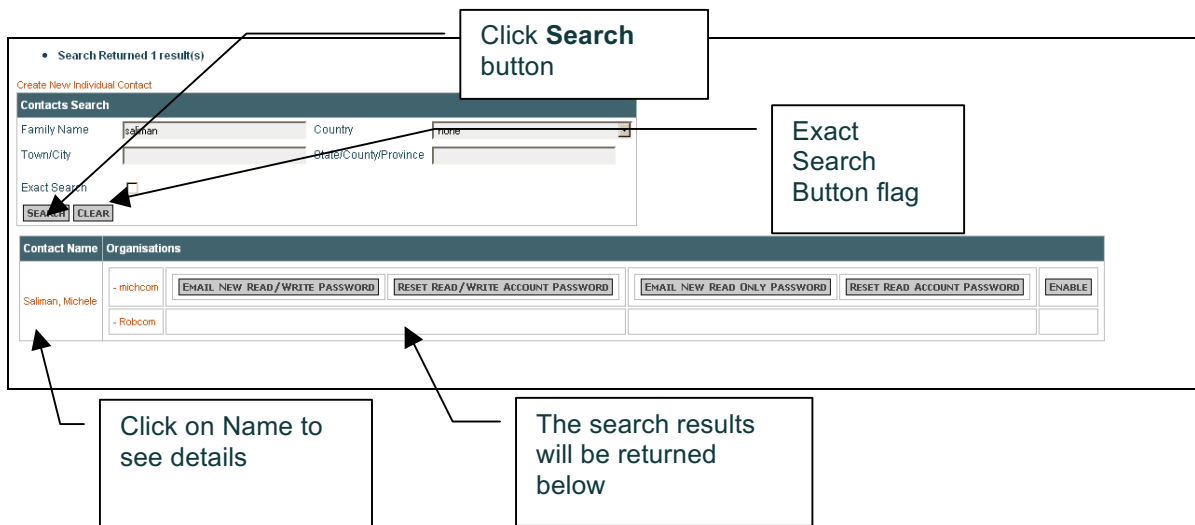
Logging onto the system

- Click on the link: <https://bis2.sussex.ac.uk/contacts/> . This can also be found on the BIS Logon page <http://www.sussex.ac.uk/its/bis/logon>
- Use your email username and password to logon to the system



Searching for Contacts and Organisations

- Click on the **Contacts** or **Organisations** link in the top-left of the screen
- Enter any of the search criteria: **Family or Organisation Name, Country, Town/City, State/County/Province**
- Click **SEARCH**



- You can tick the '**Exact Search**' flag to limit your search. For example search for 'Green' with Exact search ticked will only retrieve the name 'Green': without, it will retrieve the names 'Green', 'Greenwood' and 'Woodgreen'.

Searching for Contacts and Organisations

Contacts Organisations Logout

Contact Details

Title:	Ms	Forename(s): *	Michele	Family Name: *	Saliman
Salutation:		Email Address:	m.o.saliman@sussex.ac.uk	Town/City:	Brighton
State/County/Province:		Country:	United Kingdom	Telephone:	
Mobile 1:		Mobile 2:		Fac:	
Extension:					

Notes:

Created By: Michele Saliman Created Date: Jan 15, 2008
Updated By: Michele Saliman Updated Date: Jan 15, 2008

- After searching for a contact or organisation (see above) click on the **Name** to enter the contact record
- Make changes
- Click on the Contacts page to save your contact
- Click to on the Organisations page to save your organisation

Mailing Address For Michele Saliman

Line 1	<input type="text" value="6 New Row"/>
Line 2	<input type="text"/>
Line 3	<input type="text"/>
Line 4	<input type="text"/>
Line 5	<input type="text" value="Albania"/>
Postcode:	<input type="text"/> <input type="text"/>
International Postcode:	<input type="text"/>

- To make changes to the address details; enter changes
- Click the button to save

Creating a New Contact

The screenshot shows a 'Contacts Search' form with fields for Family Name, Country (set to 'none'), Town/City, and State/County/Province. There is an 'Exact Search' checkbox and 'SEARCH' and 'CLEAR' buttons. A callout box with an arrow points to a link above the form that says 'Create New Individual Contact'.

- a. Above the search screen for **Contacts** click the link to '**Create New Individual Contact**'

Tip: Make sure your contact isn't already there before you create a new record

The 'Create Contact' form has fields for Title (set to 'Dr'), Forename(s) (* 'Mickey'), and Family Name (* 'Mouse'). A 'CREATE' button is at the bottom.

- b. Enter the Title, Contact Forename(s) and Family Name
- c. Click the **CREATE** button
- d. In the next screen complete contact record
- e. Click **UPDATE CONTACT** to save
- f. To enter a new address click the **CREATE NEW ADDRESS** button

The 'Contact Details' page shows the contact information for Mickey Mouse. It includes fields for Title, Forename(s), Family Name, Salutation, Email Address, Town/City, State/County/Province, Country, Telephone, Mobile 1, Mobile 2, and Fax. There is a 'Notes' section and a summary of creation and update dates. At the bottom, there are three buttons: 'UPDATE CONTACT', 'DELETE CONTACT', and 'CREATE NEW ADDRESS'. Callout boxes point to these buttons with the text: 'Click to save', 'Click to Delete contact', and 'Click to create address for contact'.

Creating a New Organisation

- Click the link for '**Create New Organisation**' above the Organisation search
- Enter the Organisation Name, Town/City, State/County/Province and Country
- Click the **CREATE** button
- In the next screen enter any extra information and click the **UPDATE** to save
- To enter address details for the organisation click the **ADD NEW ADDRESS** button

TIP: Make sure your contact doesn't already exist before creating a new record

Adding Contacts to an Organisation

- To add an existing contact to the organisation click on the **ADD EXISTING CONTACT** button
- Search for the **Name** of the contact
- Click '**Add**' to add the contact to the organisation
- To add a new contact click the **ADD NEW CONTACT**

Add New Contact For Disney Land Orlando

Title: Forename(s): *
 Family Name: * Salutation:
 Email Address: Town/City:
 State/County/Province: Country Code:
 Telephone: Mobile 1:
 Mobile 2: Fax:
 Extension:
 Notes:
 Role in this organisation:

- e. Enter the details of the new contact
- f. Click to create new contact record

Managing Sub Organisations

Contacts Organisations Logout

Organisation Details

Organisation Name: * Country:
 Town/City: State/County/Province:
 Telephone: Telephone 2:
 Mobile: Fax:
 Email Address: URL:
 Notes:
 Created By: Michele Saliman Created Date: Jan 15, 2008
 Updated By: Michele Saliman Updated Date: Jan 15, 2008

Contacts Belonging to Disney Land Orlando

No account manager has been set

Name	Remove	Organisation Role	Account Manager
Mouse, Mickey	remove		set as account manager
Duck, Donald	remove		set as account manager

Manage Sub Organisations For Disney Land Orlando

[Back to Disney Land Orlando](#)

Search for available Organisations

Organisation Name Country
 Exact Search

Current Sub Organisations | **Available Organisations From Search**

Disney Land Paris [add](#)

To add an sub-organisation to an organisation:

- a. Search your parent organisation in the **Organisation Search** screen
- b. Click on the Organisation Name to enter the record
- c. Click the button to add a sub-organisation
- d. In the search screen, search for your organisation
- e. Click **Add** to add the sub-organisation

The relationship between organisations and sub-organisations will now show up when searching for an organisation record.

Organisation Name	Sub Organisations	Manage Read/Write Accounts	Manage Read Accounts	Disable Account
Disney Land Orlando	- Disney Land Paris			
Disney Land Paris				

Account Management: Creating an Account Manager

Once you have added a contact to an organisation you can set up the **Account Manager(s)** for the Organisation

- Search for your Organisation
- Click Organisation Name to enter the record
- Click the link to **'set as account manager'** against the required contact record

• Mickey Mouse was assigned as the account manager for Disney Land Orlando

Organisation Details

Organisation Name: * Country:

Town/City: State/County/Province:

Telephone: Telephone 2:

Mobile: Fax:

Email Address: URL:

Notes:


Created By: Michele Saliman Created Date: Jan 15, 2008

Updated By: Michele Saliman Updated Date: Jan 15, 2008

Contacts Belonging to Disney Land Orlando

Name	Remove	Organisation Role	Account Manager
Mouse, Mickey (Account Manager)	remove		✔
Duck, Donald	remove		set as account manager

Click to set Account Manager



Account Manager: Sending Activation Email

Once you have set up the account manager (see above) you can manage their account.

- You can either send an email which will give an account manager Read/Write access to the online PG Admissions system, or Read access only
- In the Contact search, search for the account manager. The account manager name will be returned, along with various account management functions (see below)
- Click '**Email New Read/Write Password**' button to send the account manager an email, which will enable them to activate their account. This will give them read/write access to the online PG admission system.

Tip: There needs to be an email address entered for your account manager otherwise the system will not be able to send the email.



- The account holder will then be sent an email with their **Account username**, along with a link to enable them to logon online
- They then need to enter in their account username to be able to login to the online PG application system

US University of Sussex

Secure Postgraduate Application System

Postgraduate Prospectus

Applications > Set up Sussex Representative Access

Sussex representative online PG application – account set up

Welcome to the first step to verify your registered username with the University of Sussex.

Please enter your username provided in the email sent to you.

Username: *

* denotes required field

Tip: [Icons Explained](#)

Account Manager: Resetting Password

- a. If a user forgets their password, then this can be reset.
- b. The account manager will receive an email which will link to an online page where they can enter a new password.

Contact Name	Organisations					
Mouse, Mickey	- Disney Land Orlando	EMAIL NEW READ/WRITE PASSWORD	RESET READ/WRITE ACCOUNT PASSWORD	EMAIL NEW READ ONLY PASSWORD	RESET READ ACCOUNT PASSWORD	DISABLE

Click reset 'Read/Write' account password

Click reset 'Read' account password

Account Manager: Disabling Account

- a. Click **DISABLE** button to disable a user account.

Contact Name	Organisations					
Mouse, Mickey	- Disney Land Orlando	EMAIL NEW READ/WRITE PASSWORD	RESET READ/WRITE ACCOUNT PASSWORD	EMAIL NEW READ ONLY PASSWORD	RESET READ ACCOUNT PASSWORD	DISABLE