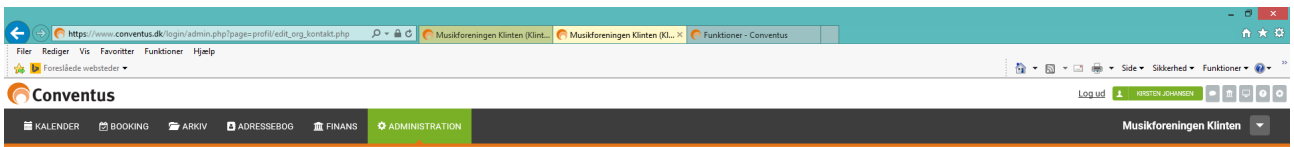


Vejledning 2 – Rediger kontaktperson

The screenshot shows the 'Kommunal startside' in the Conventus system. A callout box with the text '1. Klik på "Stamdata"' has a blue arrow pointing to the 'Stamdata' button in the 'Generelt' section. The page includes a navigation menu at the top with options like 'KALENDER', 'BOOKING', 'ARKIV', 'ADRESSEBOG', 'FINANS', and 'ADMINISTRATION'. Below the navigation, there are sections for 'Lokalbooking 2017/2018', 'Se jeres bookings', 'Søg ledige timer', 'Slet en booking', and 'Digitalt lokalebooking'. The bottom of the page shows a taskbar with various application icons and system information.

The screenshot shows the 'Generelt' profile page for 'Anden forening'. A callout box with the text '2. Klik på "Rediger" i boksen "Kontaktperson"' has a blue arrow pointing to the 'Rediger' button in the 'Kontaktperson' section. The page is divided into several sections: 'Stamdata' (General information), 'Ledelse' (Management), 'System', 'Kontaktperson' (Contact person), 'Nagle' (Nails), and 'Supplerende indstillinger' (Additional settings). The 'Stamdata' section includes fields for Type, Conventus ID, CFR-nr., DGI nr., CVR, Navn, For kortelse, Adresse1, Adresse2, Postnr., Kommune, Tlf., E-mail, Hjemmeside, and Nemkonto. The 'Kontaktperson' section includes fields for Navn, Adresse1, Adresse2, Postnr., Tlf., Mobil, and E-mail. The 'System' section includes fields for Pakke, Antal smte tilbage, Antal brugere, and Disk plads. The 'Nagle' section includes a field for the nail ID and a 'Kopiere' button. The 'Supplerende indstillinger' section includes fields for Offentlig, Kommunen, Kommunen ADM, Medlemslogin, Nyheder, and Nyhedsarkiv.



KALENDER	Rediger kontaktperson
BOOKING	Navn*: <input type="text" value="Kirsten Johansen"/>
BRUGERE	Adresse1*: <input type="text" value="Løgstørvej 88"/>
HJEMMESIDEN	Adresse2: <input type="text" value="St. Torup"/>
ADRESSEBOG	Postnr.*: <input type="text" value="8832"/>
IMPORT	Tlf.: <input type="text" value="86697430"/>
EKSPORT	Mobil: <input type="text" value="28492449"/>
ORGANISATION	E-mail*: <input type="text" value="kjo_st_torup@msn.com"/>
	<input type="button" value="Gem"/>



3. Udfyld formularen



4. Klik på "Gem", når du er færdig

