Manage Family and Emergency Contacts

The steps for how to view and maintain family and emergency contact details within Oracle Fusion will be outlined in this guide.

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Details of family and emergency contacts may be held in Oracle Fusion. To access your family and emergency contact details, navigate to the **Me** tab on the homepage and select the **Personal Information** tile.



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You will now see the Personal Info homepage. From here, select the Family and Emergency Contacts tile.



The **Family and Emergency Contacts** page will now be displayed. Any recorded contacts will be displayed here. In our example below, there are no existing contacts listed.

To add a contact, select the **Add** button, then choose either **Select a Coworker as a Contact** or **Create a New Contact** from the drop-down options. In this example we will choose **Create a New Contact**.

E ORACLE Family : Clarence July	and Emergency Contacts			9
	My Contacts	There's nothing here so far.	+ Add v Select a Condition as a Contact Create a New Contact	
)
				Water Street Be

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The **New Contact** page will now be displayed. This page contains several sections. Note that only the fields marked by an asterisk are mandatory to complete. Let's look at each of the sections in turn.

EORACLE			
New Contact			Submit
	Basic Information		
	"Last Name	" First Name	
	Title	Middle Name	
	Select a value	×	
	Enter local name		0
	*Relationship	Statutory Dependent	
	Select a value	✓ Select a value ✓	
	"What's the start date of this relationship?		
	dd/mm/yyyyy	This person is an emergency contact	
	Gender	Primary Contact	
	Select a value	Caring responsibilities	
	Date of Birth		
	dd/mm/yyyyy	60	
	Communication		
	Phones		
	Туре		
	Select a value	~	

The first section is **Basic Information**. In this section the mandatory fields are **First Name**, **Last Name**, **Relationship** and **What is the start date of this relationship?**. You can also select the check boxes to identify if this contact is your **Primary Contact** and/or an **Emergency Contact**.

New Contact			Sub <u>m</u> it Cancel
	Basic Information		
	*Last Name Jules	*First Name Emily	
	Title Mrs.	Middle Name	
	Enter local name		
	*Relationship Spouse ~	Statutory Dependent Select a value	U
	What's the start date of this relationship? dd/mm/yyyy	M This person is an emergency contact	
	Gender Select a value	C Primary Contact	
	Date of Birth 01/01/1985	Caring responsibilities	
	Communication		
	Phones Type		
	Select a value		

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The next section is **Communication**. Here you will add details of the ways in which this person may be contacted. Complete the fields as appropriate.

Use the drop-down arrows to select the **Phone Type** and the **Email Type**. Although adding a telephone number is not a mandatory field, colleagues are requested to include this for all contacts. This will make it more efficient to get in touch with your contacts in case of emergency.

In the **Validity** field you can choose when this person may be contacted (for example anytime, evenings only, weekends only) from the drop-down list

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ontact					Sub <u>m</u> it
	Date of Birth				
	01/01/1985	10			
	Communication				
	Disease				
	Type		Extension		
	Home Mobile Phone	Select a value			
	Country	Home Fax	*From Date		
	United Kingdom 44	Home Mobile Phone	11/04/2024	(Sin)	
	Area Cada	Other	To Date		
	07777	Pager	dd/mm/vvvv	100	
	"Number	Second Home Phone	Malialay		
	99887766	Third Home Phone	Anv	~]	
		Third Work Phone	L		
	Email	Work Fax Work Mobile Phone	*Errory Data		
	Home Email	Work Phone	11/04/2024	100	
	*Email		To Date		
	emmyjules@emailprovide	com	dd/mm/vvvv	(Sin)	
	Address				
	Use My Address				
	Select a value	·			

The third section is the **Address** section. Here you can choose to add an address for the contact. If the **Use My Address** radio button is selected, then a value can be selected from the drop-down list.

Alternatively, if the **Enter a New Address** radio button is selected, then the section will open, and address details may be added.

Once you have finished adding information relating to the new contact, select the **Submit** button.

ew Contact			Sub <u>m</u> it <u>C</u> and
	Address		
	Une My Address Select a value V Select a value V Select a value Select a value Select a value Select a value Country United Kingdom V Select a value Address Line 1 Address Line 2	Address Line 3 City or Town County Select a value Select a value	

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The contact has now been added to the record and summary details are visible. To view all details, select contact's name.

E ORACLE Family and Eme Clarence Jules	ergency Contacts			습 ☆ 부 🧈 🖸
	My Contacts		+ Add ~	
	Helen Jules Spouse	Helerjuligius Demail.com 44-07575-555777 Station Road ROVALEY REGIS West Midlands BdS SPT UNTED DIADODM. Emergency Contact: Viss Primary Contact: Viss Statutory Dependent		•

Select the **Arrow** to open any section that you wish to view in more detail.

If you wish to update or amend any of the information, selecting the **Pencil** icon will open the section for editing.

A contact may be deleted by selecting the **Delete** button.

				습 ☆ ᄆ 🐢 💿
✓ Helen Jules				Delete
	Relationship Relationship Spaces Relationship Start Date 23/07/2024 Emergency Contact Ver Pirmay Contact Ver Pirmay Contact Ver Pirmay Contact Ver Pirmay Contact Ver Pirmay Contact Ver	Sabutory Dependent Carlog responsibilities — Last Updated Date 2307/02/4 Last Updated By. Charence Judes		
	Name Sart Date 23/07/2024 Last Name Aites Title Mrs.	First Name Helen Lat Updatel Date 23/07/2024 Lat Updatel By Charence-Julies	^	•

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Here we can see the user has chosen the **Pencil** icon in the **Name** section. The fields are now editable and a **Middle Name** for the contact has been added. Once all the required amendments have been made, the **Submit** button is selected to update the record.

ILE			
elen Jules			
	Relationship		
	Relationship	Statutory Dependent	
	Relationship Start Date 23/07/2024	Caring responsibilities	
	Emergency Contact Ves	Last Updated Date 23/07/2024	
	Primary Contact Yes	Last Updated By Clarence.Jules	
	Country United Kingdom		
	Name		
			Submit Cancel
	"When does this name change start?	Title Mrs.	
	Emer 23/07/2024 if you're correcting a mistake in your name.	* First Name	
	*Last Name	Helen	
	Jules	Middle Name	전 전기 문화 파고 한 동안 전
		Emily	
			1993 등 동물 성 문 18
	Enter local name		
	Comments		

That brings this Quick Reference Guide to an end.