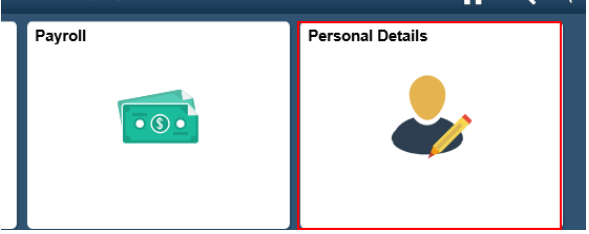
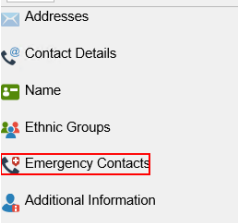
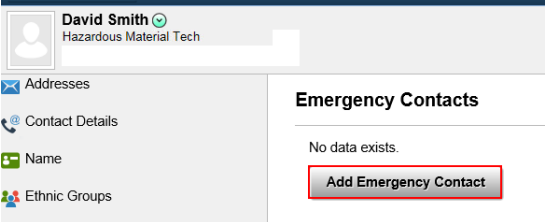
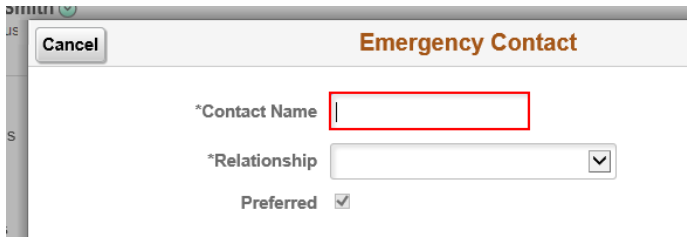
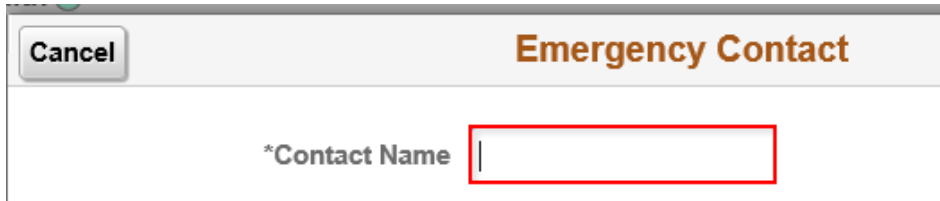
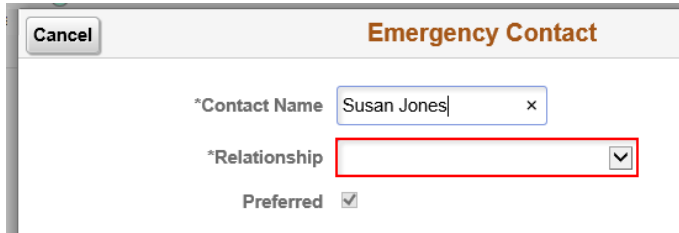





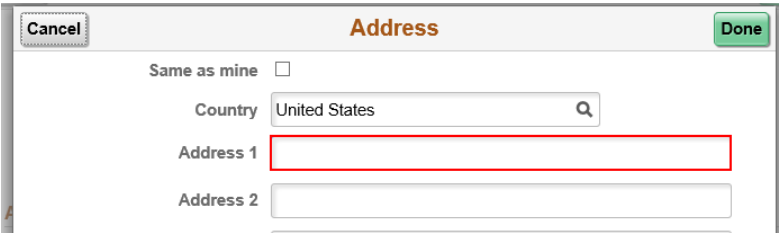
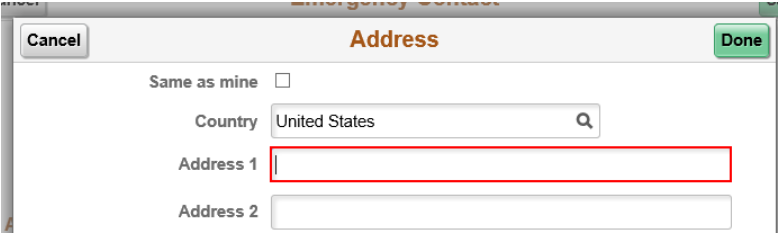

## Adding Emergency Contact Information

Step	Action
1.	<p>Click the <b>Personal Details</b> tile.</p> 
2.	<p>Click the <b>Emergency Contacts</b> link.</p> 
3.	<p>The <b>Emergency Contacts</b> page displays in the <b>Information</b> panel.</p> <p>Currently you have no emergency contacts listed in the system. Use the <b>Add Emergency Contact</b> button to add a contact.</p> <p>For this example, you will add Susan Jones, a friend. Susan's contact information is:</p> <p>1803 Devon Court Concord, CA 94520 510/556-4896 (cell phone)</p>
4.	<p>Click the <b>Add Emergency Contact</b> button.</p> 



Step	Action
5.	<p>The <b>Emergency Contact</b> dialog page displays. Use this page to add your contact's information.</p> <p>The <b>Contact Name</b> and <b>Relationship</b> fields are required fields. You must enter/select values in these fields in order to save the contact.</p> <p>The <b>Preferred</b> check box is selected by default since this is the first contact you will add. You must designate one contact as your preferred contact. You cannot not have more than one preferred contact.</p>
6.	<p>Click in the <b>Contact Name</b> field.</p> 
7.	<p>Enter the desired information into the <b>Contact Name</b> field. Enter a valid value e.g. "<b>Susan Jones</b>".</p> 
8.	<p>Click the <b>Relationship</b> list.</p> 
9.	<p>Click the <b>Friend</b> list item.</p> 
10.	<p>Next, you will add address information for the contact. Address information is optional. You can save a contact without adding any address information.</p> <p>Use the <b>Add Address</b> button in the <b>Address</b> grid to begin adding address information for the contact.</p>

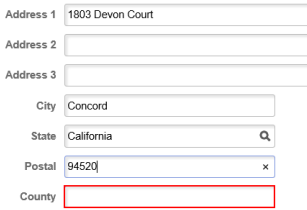
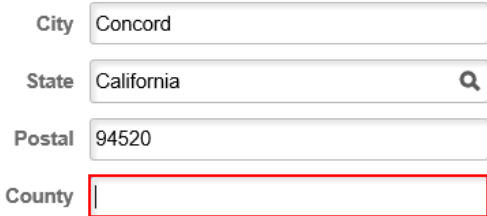
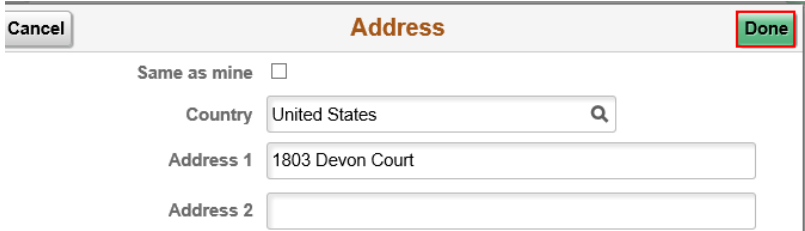
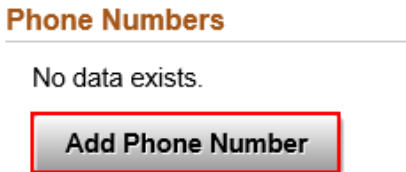


Step	Action
11.	<p>Click the <b>Add Address</b> button.</p> <p><b>Address</b></p> <p>No data exists.</p> <p><b>Add Address</b></p>
12.	<p>The <b>Address</b> dialog page displays. Use this page to add address information for the contact.</p> <p>If the contact's address is the same as your address, select the <b>Same as mine</b> check box. The system will populate your address in information. You will be able to select whether to use your home address or your mailing address.</p> <p>For this example you will enter your contact's address:</p> <p>1803 Devon Court Concord, CA 94520 Contra Costa County</p>
13.	<p>Click in the <b>Address 1</b> field.</p> 
14.	<p>Enter the desired information into the <b>Address 1</b> field. Enter a valid value e.g. "<b>1803 Devon Court</b>".</p> 
15.	<p>Click in the <b>City</b> field.</p> 

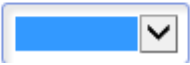
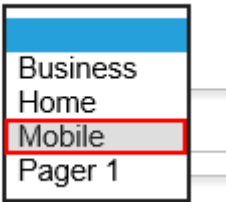
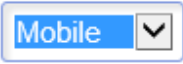





Step	Action
16.	<p>Enter the desired information into the <b>City</b> field. Enter a valid value e.g. "<b>Concord</b>".</p> <p>Address 1 1803 Devon Court</p> <p>Address 2</p> <p>Address 3</p> <p>City <input type="text"/></p> <p>State <input type="text"/></p>
17.	<p>Click in the <b>State</b> field.</p> <p>Country United States</p> <p>Address 1 1803 Devon Court</p> <p>Address 2</p> <p>Address 3</p> <p>City Concord</p> <p>State <input type="text"/></p> <p>Postal</p>
18.	<p>Enter the desired information into the <b>State</b> field. Enter a valid value e.g. "<b>CA</b>".</p> <p>Same as mine <input type="checkbox"/></p> <p>Country United States</p> <p>Address 1 1803 Devon Court</p> <p>Address 2</p> <p>Address 3</p> <p>City Concord</p> <p>State <input type="text"/></p>
19.	<p>Click the <b>Ca</b> object.</p> <p>CA <b>Ca</b>lifornia</p>
20.	<p>Click in the <b>Postal</b> field.</p> <p>Address 2</p> <p>Address 3</p> <p>City Concord</p> <p>State California</p> <p>Postal <input type="text"/></p> <p>County</p>
21.	<p>Enter the desired information into the <b>Postal</b> field. Enter a valid value e.g. "<b>94520</b>".</p> <p>Address 1 1803 Devon Court</p> <p>Address 2</p> <p>Address 3</p> <p>City Concord</p> <p>State California</p> <p>Postal <input type="text"/></p> <p>County</p>

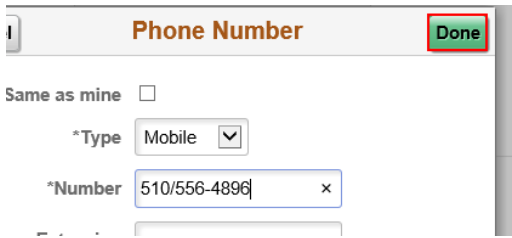
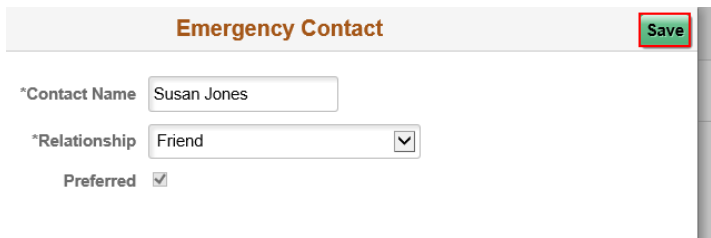
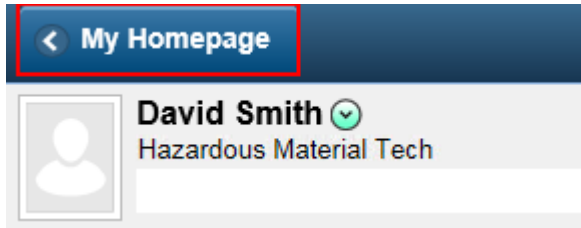


Step	Action
22.	<p>Click in the <b>County</b> field.</p> 
23.	<p>Enter the desired information into the <b>County</b> field. Enter a valid value e.g. "<b>Contra Costa</b>".</p> 
24.	<p>Click the <b>Done</b> button.</p> 
25.	<p>Notice the <b>Address</b> grid now displays the address you just entered.</p> <p>Next, you will enter phone information for your contact. Phone information is required. You cannot save the contact without entering phone information.</p> <p>For this example, you will use your contact's cell (mobile) number:</p> <p>510/556-4896</p> <p>Use the <b>Add Phone Number</b> button to begin adding your contact's phone information.</p>
26.	<p>Click the <b>Add Phone Number</b> button.</p> 



Step	Action
27.	<p>The <b>Phone Number</b> dialog page displays. The <b>Type</b> and <b>Number</b> fields are required fields. You must enter/select a value in these fields in order to save the phone information.</p> <p>If your contact shares a phone with you, you can use the <b>Same as mine</b> checkbox. The system will populate the fields on this page with your phone information. If you have stored more than one type of phone information in the system, you can use the <b>Type</b> field to select the phone number you want to use for the contact. You cannot edit your phone information using this page.</p> <p>For this example, you will use your contact's cell (mobile) phone number:</p> <p>510/556-4896.</p>
28.	<p>Click the <b>Type</b> list.</p> <p>Same as mine <input type="checkbox"/></p> <p>*Type </p>
29.	<p>Click the <b>Mobile</b> list item.</p> <p>*Type </p>
30.	<p>Click in the <b>Number</b> field.</p> <p>Same as mine <input type="checkbox"/></p> <p>*Type </p> <p>*Number </p>
31.	<p>Enter the desired information into the <b>Number</b> field. Enter a valid value e.g. "<b>510/556-4896</b>".</p> <p>Same as mine <input type="checkbox"/></p> <p>*Type </p> <p>*Number </p>



Step	Action
32.	<p>Click the <b>Done</b> button.</p> 
33.	<p>The <b>Emergency Contact</b> dialog page displays. The <b>Phone Number</b> grid now displays the phone number you just added.</p> <p>You can use the <b>Add Phone Number</b> button (the <b>Plus</b> sign) to additional phone numbers. You can store up to 4 phone numbers for a contact, one of each of the following types:</p> <ul style="list-style-type: none"><li>-- Business</li><li>-- Home</li><li>-- Mobile</li><li>-- Pager 1</li></ul> <p>You cannot list multiple phone numbers for a type., e.g. you cannot list two business phones or two home phones, etc.</p>
34.	<p>Click the <b>Save</b> button.</p> 
35.	<p>Notice the system displays a confirmation message indicating that you successfully added an emergency contact.</p> <p>The <b>Emergency Contact</b> grid now displays a single contact, Susan Jones--the contact you just added. This contact is listed as your preferred contact.</p> <p>You must designate one contact as your preferred contact and you can have only one contact designated as preferred.</p>
36.	<p>Click the <b>My Homepage</b> button.</p> 



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Step	Action
37.	End of Procedure.