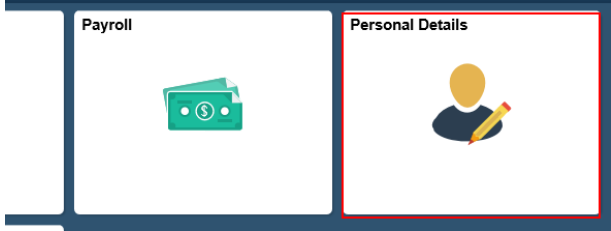
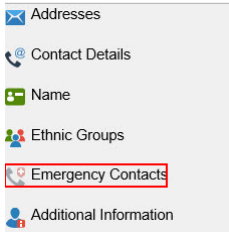





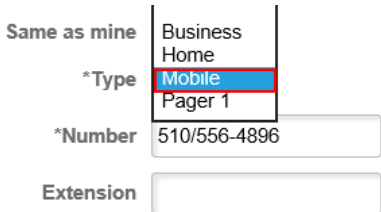
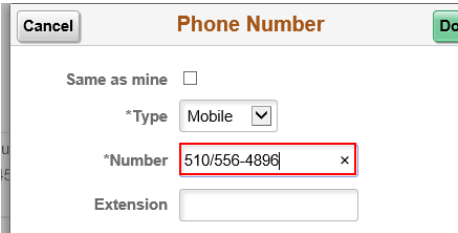
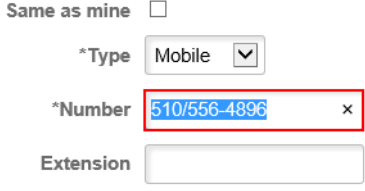
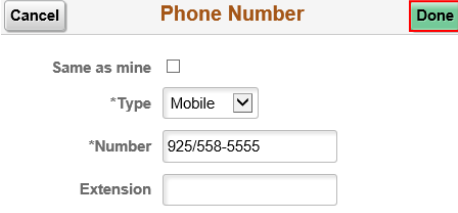
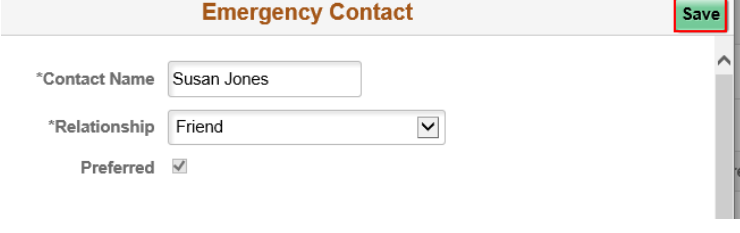
Editing Emergency Contact Information

Step	Action
1.	<p>Click the Personal Details button.</p> 
2.	<p>Click the Emergency Contacts link.</p> 
3.	<p>The Information panel displays your current emergency contacts.</p> <p>Currently you have a single emergency contact, Susan Jones. Susan's phone number has changed.</p> <p>In the example, you will edit the phone information for Susan. Her new phone is her new cell phone, 925/558-5555.</p>
4.	<p>Click the the row for Susan Jones in the Emergency Contacts grid.</p> <p>Emergency Contacts</p> 

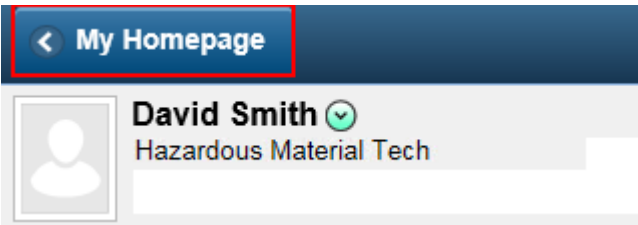


Step	Action						
5.	<p>The Emergency Contact dialog page displays. This page lists your emergency contact's address and phone information. It also lists the contact's relation to you and whether the contact is your preferred emergency contact.</p> <p>If you have only one emergency contact listed, that contact is marked by default as your preferred contract. You must have one contact listed as your preferred contact.</p> <p>You can edit the information on this page. For this example, you will edit the phone information.</p>						
6.	<p>Click the row in the Phone Number grid for the phone number you want to edit. In this case, click the row for phone 510/556-4896.</p> <p>Note: you can use the Plus (Add a New Phone Number button) to add additional phones for this contact. For this example, you will not add additional phone numbers</p> <div><p>Phone Numbers</p><div><div><div>+</div></div></div><table><tr><th>Phone</th><th>Extension</th><th>Type</th></tr><tr><td>510/556-4896</td><td></td><td>None</td></tr></table></div>	Phone	Extension	Type	510/556-4896		None
Phone	Extension	Type					
510/556-4896		None					
7.	<p>The Phone Number dialog page displays. Use this page to edit the contact's phone information.</p> <p>Use the Same as mine check box to indicate that the contact shares a phone with you. If you have a home and business number listed, you can select which will be associated with the contact.</p> <p>For this example, Susan does not share phone number with you.</p> <p>You will change the number listed to indicate that the new number is 925/558-5555 and that this is her Mobile phone.</p>						
8.	<p>Click the Type list.</p> <div><div><div>Cancel</div><div>Phone Number</div><div>Done</div></div><div><div>Same as mine</div><div>*Type</div><div>Mobile</div><div>*Number</div><div>510/556-4896</div><div>Extension</div><div></div><div>Delete</div></div></div>						



Step	Action
9.	<p>Click the Mobile list item.</p> 
10.	<p>Click in the Number field.</p> 
11.	<p>Enter the desired information into the Number field. Enter a valid value e.g. "925/558-5555".</p> 
12.	<p>Click the Done button.</p> 
13.	<p>Click the Save button.</p> 
14.	<p>The system displays a confirmation message indicating that the contact's information was successfully updated.</p>



Step	Action
15.	<p>Click the My Homepage button.</p>  <p>The screenshot shows a blue button with a left arrow and the text "My Homepage". Below it is a user profile for David Smith, a Hazardous Material Tech, with a green checkmark icon.</p>
16.	<p>End of Procedure.</p>