

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



1. Navigate to your emergency contacts



2. View your emergency contacts



3. Make amendments to your emergency contacts

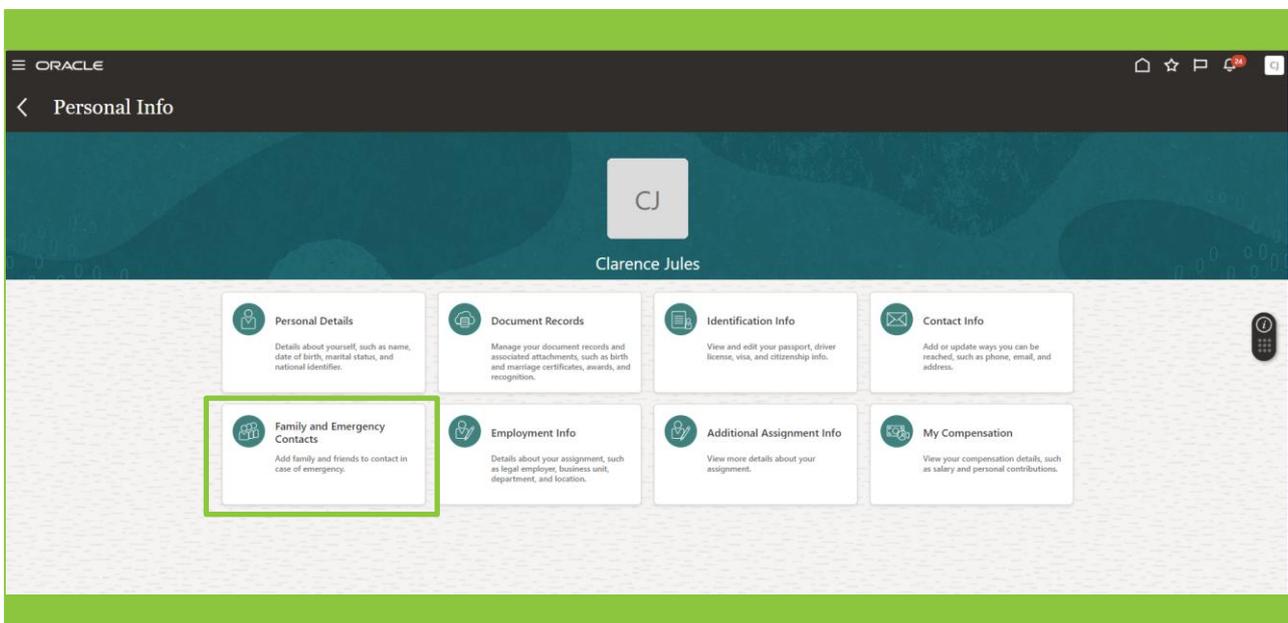
01

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.



02

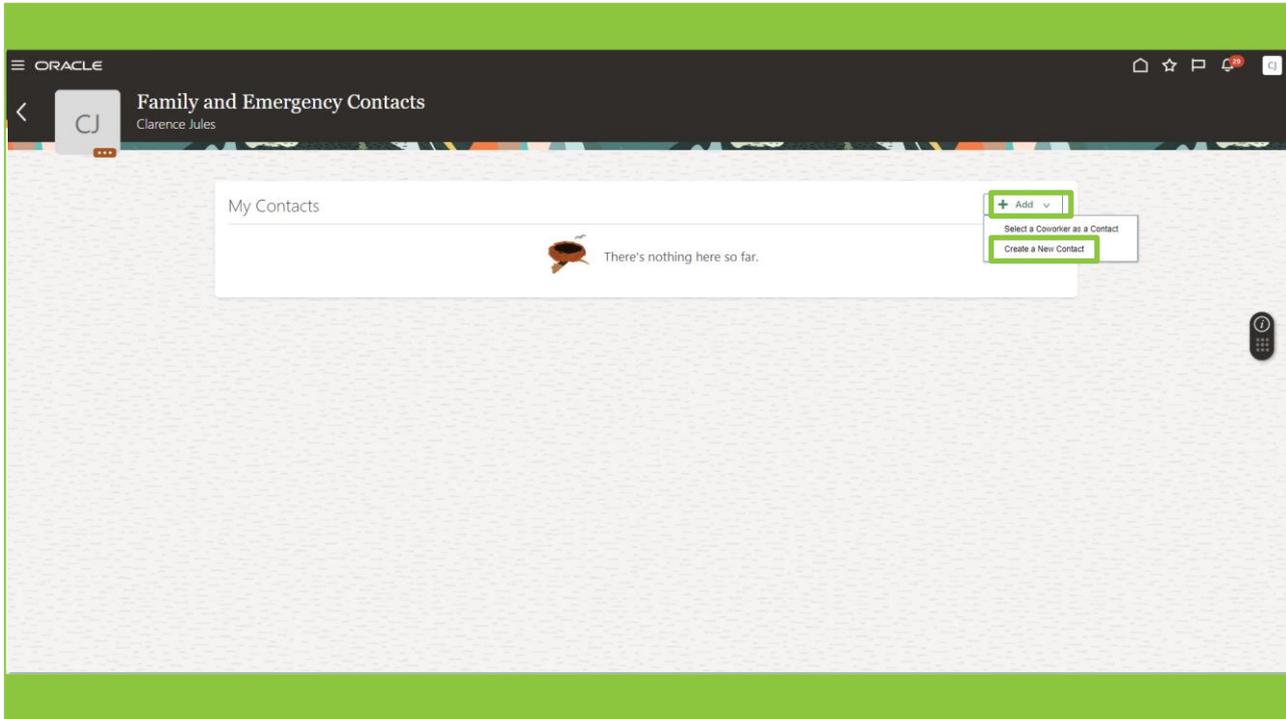
You will now see the Personal Info homepage. From here, select the **Family and Emergency Contacts** tile.



03

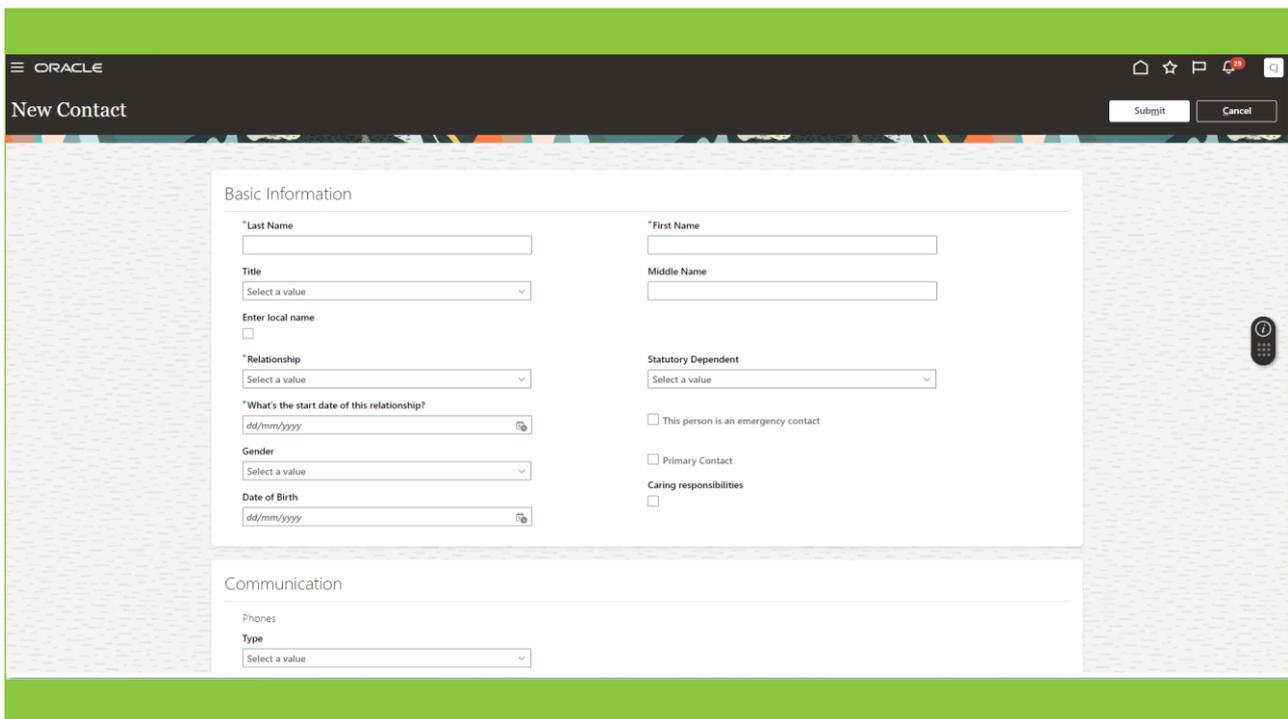
The **Family and Emergency Contacts** page will now be displayed. Any recorded contacts will be displayed here. In our example below, there are no existing contacts listed.

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**.



04

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.



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**.

The screenshot shows the 'New Contact' form in Oracle. The 'Basic Information' section is highlighted. Fields with green boxes include: Last Name (Jules), First Name (Emily), Relationship (Spouse), and 'What is the start date of this relationship?' (dd/mm/yyyy). Checkboxes for 'This person is an emergency contact' and 'Primary Contact' are checked and highlighted. Other fields include Title (Mrs.), Middle Name, Statutory Dependent, Gender, and Date of Birth (01/01/1985).

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

The screenshot shows the 'New Contact' form in Oracle, focusing on the 'Communication' section. Fields with green boxes include: Phone Type (Home Mobile Phone), Email Type (Home Email), and Validity (Any). Other fields include Date of Birth (01/01/1985), Country (United Kingdom 44), Area Code (07777), Number (99887766), Extension, From Date (11/04/2024), To Date (dd/mm/yyyy), and Address (Use My Address).

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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.

New Contact

Submit Cancel

Address

Use My Address

Select a value

Select a value

Station, Road, BIRMINGHAM, West Midlands, B42 1JG, UNITED KINGDOM

Enter a New Address

Country  
United Kingdom

\*Type  
Select a value

\*Address Line 1

Address Line 2

Address Line 3

\*City or Town

County  
Select a value

Postcode  
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.

ORACLE

Family and Emergency Contacts  
Clarence Jules

My Contacts + Add

Helen Jules  
Spouse

Helenjules@email.com  
44-07575-555777  
Station  
Road  
ROWLEY REGIS  
West Midlands  
B65 9PT  
UNITED KINGDOM  
Emergency Contact Yes  
Primary Contact Yes  
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.

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.

That brings this Quick Reference Guide to an end.