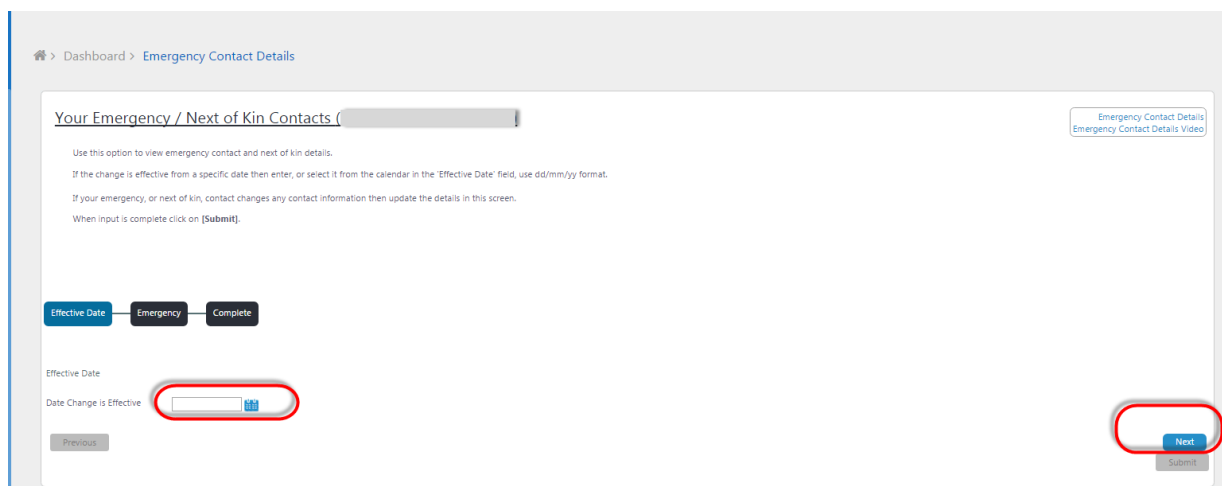


## Emergency Contact Details

This page enables you to change your Emergency / Next of Kin contact details, so that the contact information is always up to date.

### To make a change:

Enter the **“Date Change is Effective”** of the change then click **“Next”**



Dashboard > Emergency Contact Details

Your Emergency / Next of Kin Contacts ( )

Emergency Contact Details  
Emergency Contact Details Video

Use this option to view emergency contact and next of kin details.  
If the change is effective from a specific date then enter, or select it from the calendar in the 'Effective Date' field, use dd/mm/yy format.  
If your emergency, or next of kin, contact changes any contact information then update the details in this screen.  
When input is complete click on [Submit].

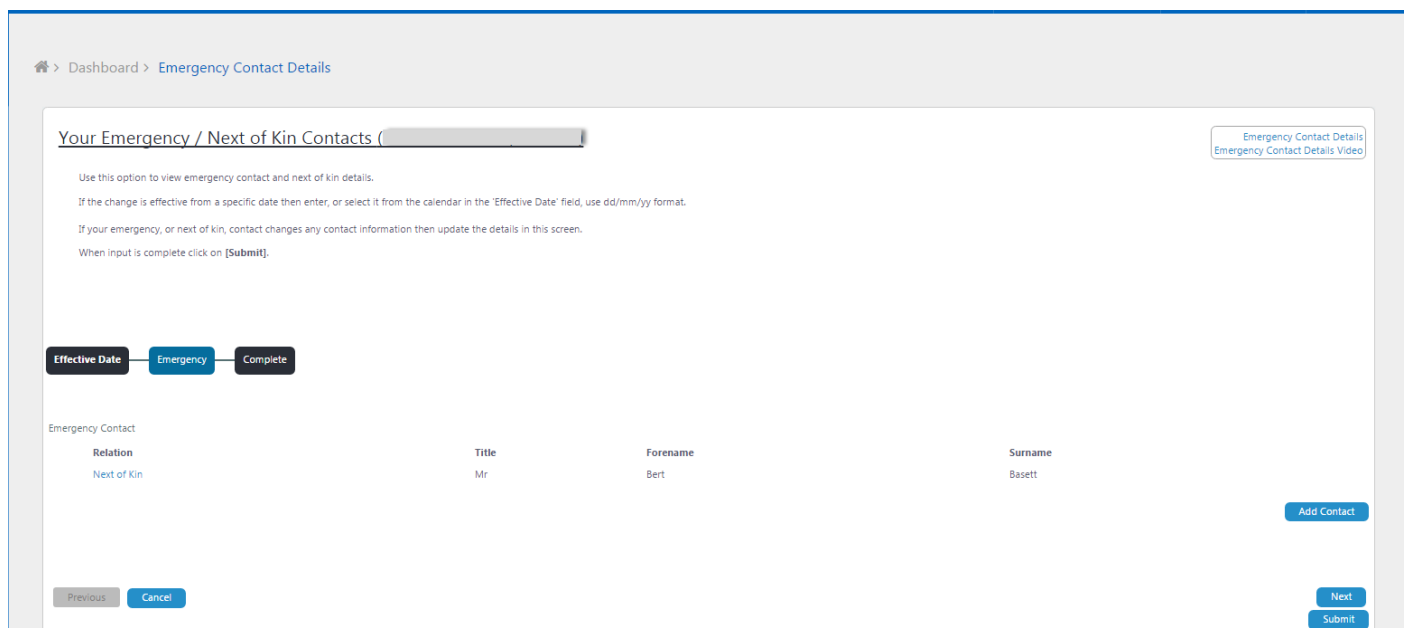
Effective Date   Emergency   Complete

Effective Date

Date Change is Effective

Previous   **Next**   Submit

This will show any existing contact details held and whether they are Emergency or Next of Kin Contacts:



Dashboard > Emergency Contact Details

Your Emergency / Next of Kin Contacts ( )

Emergency Contact Details  
Emergency Contact Details Video

Use this option to view emergency contact and next of kin details.  
If the change is effective from a specific date then enter, or select it from the calendar in the 'Effective Date' field, use dd/mm/yy format.  
If your emergency, or next of kin, contact changes any contact information then update the details in this screen.  
When input is complete click on [Submit].

Effective Date   **Emergency**   Complete

Emergency Contact

Relation	Title	Forename	Surname
Next of Kin	Mr	Bert	Bassett

Previous   Cancel   Add Contact   **Next**   Submit



Care and support  
through terminal illness

Click on the Relationship type to open up your amendment options:

Emergency Contact

Relation	Title	Forename	Surname
Next of Kin	Mr	Bert	Basett

Effective Date Emergency Complete

Emergency Contact

Relation	Title	Forename	Surname
Next of Kin	Mr	Rowland	Wilson

Add Contact

\* Contact Type: Next of Kin

\* Title: Mr

\* Forename: Rowland

\* Surname: Wilson

Relationship to Employee: Husband

Home Telephone Number: 01733 371797

Mobile Telephone Number: 07786887959

Work Telephone Number:

Address: 24 Vetchfield, Orton Brimble, Peterborough

Post Code: PE2 5FH

Remove Contact Cancel Edit Contact Save Contact

Make any required changes to the contact details and once complete click on **“Save Contact”**.

You will then be returned to the original screen where if ok you select **“Submit”**.

**To add a new contact:**

Dashboard > Emergency Contact Details

Your Emergency / Next of Kin Contact

Use this option to view emergency contact and next of kin details.

If the change is effective from a specific date then enter, or select it from the calendar in the 'Effective Date' field, use dd/mm/yy format.

If your emergency, or next of kin, contact changes any contact information then update the details in this screen.

When input is complete click on [Submit]

Effective Date Emergency Complete

Emergency Contact

Relation	Title	Forename	Surname
Next of Kin	Mr	Rowland	Wilson

Previous Cancel

Add Contact

Next Submit

Click on **“Add Contact”**



Effective Date

Emergency

Complete

Emergency Contact

Relation	Title	Forename	Surname
Next of Kin	Mr	Rowland	Wilson

Add Contact

\* Contact Type

-- Select --

\* Title

-- Select --

\* Forename

\* Surname

Relationship to Employee

Home Telephone Number

Mobile Telephone Number

Work Telephone Number

Address

Post Code

Add Contact

Cancel Add Contact

Save Contact

Effective Date

Emergency

Complete

Emergency Contact

Relation	Title	Forename	Surname
Nest of Kin	Mr	Rovland	Wilson

Add Contact

Add Contact

• Contact Type

Emergency Contact ▼

• Title

Colonel ▼

• Forename

Fred

• Surname

Mustard

Relationship to Employee

Uncle

Home Telephone Number

Mobile Telephone Number

Work Telephone Number

02074447777

Address

1 Castle Street

Aldershot

Post Code

GU12 1BD

Cancel Add Contact

Save Contact

You will then be taken back to the Summary Screen:

Your Emergency / Next of Kin Contacts (Michelle Wilson, 206247)

Use this option to view emergency contact and next of kin details.

If the change is effective from a specific date then enter, or select it from the calendar in the 'Effective Date' field, use dd/mm/yy format.

If your emergency, or next of kin, contact changes any contact information then update the details in this screen.

When input is complete click on [Submit]

Emergency Contact Details Video

Effective Date   Emergency   Complete

Emergency Contact	Title	Forename	Surname
Relation Next of Kin Emergency Contact	Mr Colonel	Rowland Fred	Wilson Mustard

Previous   Cancel   Add Contact   Next   Submit

To save all changes you need to click on **“Submit”**

Click **“OK”** once the confirmation pop-up message appears to confirm your update

t/dashboard-ui/index.html#/index/main/process/link?groupId=EMP-CONT&pr

tes

rl-test-tst-01.mccc.mariecurie.local says:

Please confirm you want to submit these details for processing.

OK   Cancel

Your information will be updated and you will receive a confirmation message

Dashboard > Emergency Contact Details

✓ Thank you for submitting your change

Close