

# GovTA

## GovTA ECM (Emergency Contact Management) Administrator Quick Reference Card

#### **ECM Main Menu Options**

John Doe Log Out	Home	171 🗘 嘂 ළ
ble		
९ ECM Administrator 🗸 🗸		
)t-		
Standard Reports		
Saved and Scheduled Reports		
mergency Contacts		
Employee Contacts		

- **Standard Reports** Several tasks are common to most standard reports. These tasks include selecting reports, entering the date range, and specifying report output options.
- Saved and Scheduled Reports Reports can be saved in multiple formats and locations. This page displays reports with the output destinations: To "Saved and Scheduled Reports." and To "Saved and Scheduled Reports" and emailed to me.
- Inbox Icon View messages from employees and delegates.
- **Tiles Icon** Tiles provide a quick way to view information or perform tasks such as entering time in your timesheet right from the Home page.
- *Employee* <sup>2</sup> *Icon* View your settings and other information, such as Licenses, Roles, etc.
- *Help* **(2)** *Icon* Access the help database.

### Searching for Emergency Contacts

- 1. Select the *Employee Contacts* link from the Emergency Contacts menu on the ECM Administrator Main Menu page. The Emergency Contacts page is displayed defaulting to All.
- 2. Enter the applicable search criteria.
- 3. Select the **Search** button. The information for the search criteria entered is displayed.

#### Adding Employee Emergency Contacts

- 1. Select the *Employee Contacts* link from the Emergency Contacts menu on the ECM Administrator Main Menu page. The Emergency Contact page is displayed defaulting to All.
- 2. Select the desired employee. The My Contacts for (name) page is displayed.

		Er	mergency Contacts	171 🗘 🧧
Last Name:	First Name:	Organization: Essential En	Search Clear	
				Emergency C
Last Name	First Name	Organization	Essential Employee	Last Updated
Last Name	First Name Adam	Organization 04	Essential Employee Non-Essential	Last Updated 04/18/2023 07:14 PM EDT
Last Name	Adam Charles	0rganization 04 0200	Essential Employee Non-Essential Non-Essential	Last Updated 04/18/2023 07:14 PM EDT 04/18/2023 07:14 PM EDT
Last Name  loe  loe  loe  loe  loe  loe  loe  l	First Name Adam Charles Betty	04 0200 0000	Essential Employee Non-Essential Non-Essential Non-Essential Non-Essential	Last Updated 04/18/2023 07:14 PM EDT 04/18/2023 07:14 PM EDT 04/18/2023 07:14 PM EDT
Last Name  Los  Los  Los  Los  Los  Los  Los  Lo	First Name Adam Charles Betty David	0rganization 04 0200 0000 0000	Essential Employee Non-Essential Non-Essential Non-Essential Non-Essential Non-Essential	Last Updated 04/18/2023 07:14 PM EDT 04/18/2023 07:14 PM EDT 04/18/2023 07:14 PM EDT 04/18/2023 07:14 PM EDT

4. Select the desired employee. The My Contacts for (name) page is displayed.

#### OR

Complete the applicable search options and select the **Search** button. The My Contacts for (name)page is displayed.



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## Adding Employee Emergency Contacts (Continued)

- 3. Select the Add New Contact button. The Emergency Contact Details page is displayed listing the next consecutive Call Order number.
- 4. Complete the fields.
- 5. Select the **Save** button. The message *Contact saved* is displayed.

	Emergency Contact Details	
Employee Contacts • E	nergency Contacts -	
Items marked with aster	sk* are required	
Call Order:		
First Name:		
Middle Name:		
*Last Name:		
Relation:	Company POC 👻	
Specify Other		
Relation:		
Email Address:		
*Phone 1:	*Phone 1 Type: 🗸	
Phone 2:	Phone 2 Type:	
Phone 3:	Phone 3 Type:	
	Dhun (Thun	
Phone 4:	Phone 4 Type:	
Address 1:		
Address 2:		
City:		
State:		
Zip Code:		
Country:		
Notes:		
	A	
Save Cancel		

		Emergency Contact Details	173 ᢕ 은 ⑦
Employee Contacts + E	mergency Contacts •		
Contact saved			
Items marked with aster	isk* are required		
Call Order:	3		
First Name:	Doe		
Middle Name:			
*Last Name:	Edward		
Relation:	Company POC 🗸		
Specify Other			
Relation:			
Email Address:			
* Phone 1:	246-246-2468	* Phone 1 Type: Work ~	
Phone 2:		Phone 2 Type: 🗸	
Phone 3:		Phone 3 Type: 🗸 🗸	
Phone 4:		Phone 4 Type: 🗸	
Address 1:			
Address 2:			
City:			
State:			
Zip Code:			
Country:			
Notes:			
		<i>a</i>	
Sava Cancel			
Save Cancel			<u> </u>



## **GovTA ECM (Emergency Contact Management)** Administrator Quick Reference Card

## **Reordering Employee Emergency Contacts**

				My Contacts	s for Doe	, Jane			173 💭 E
mployee Contacts	•								$\langle   \rangle   \rangle   \rangle$
ems marked with a	asterisk* are req	uired							
* * Coll Order	Lest News	First Name	Deletion	Dhama 1	Dhama 0	Emerg	ency Contacts		
	Doe	lape	Self	Phone I	Phone 2	07/11/2024 04:48 PM EDT	Delete		
1	Doe	Charles	Spouse	123-123-1234 (Home)		07/31/2024 08:06 AM EDT	TŴT		
2	Doe	Adam	Child	987-987-9876 (Cell)		07/31/2024 08:06 AM EDT	Û		
	•								
dd New Contact									
Save Cancel									
Select Main M	the <i>Emp</i> lenu pag	<i>loyee Co</i> e. The E	o <i>ntact</i> : mergei	<b>s</b> link from the E ncy Contacts pa	Emerg age is	ency Contacts me displayed.	enu on th	e ECM Adr	ministrato
Select	the desir	ed emplo	oyee.						

Complete the applicable search options and select the **Search** button. The My Contacts for (name) page is displayed.

- 3. Make the applicable changes to the call order numbers.
- 4. Select the **save** button. The message Contact saved is displayed, and the call order is updated.

Footer Management	
The ECM Administrator adds or modifies text located on the Emergency Contacts for page and the Emergency Contact Details page.	E Conter Management 172 C & C Text Inserted below will appear at the bottom of each page containing Emergency Contact Information Deacons Amaining 400 Starter Starters
Adding or Modifying ECM Footer Text	

- 1. Select *Emergency Contacts, Footer Management* on the ECM Administrator main menu page. The Footer Management page opens.
- 2. To add or modify text, type the new text.
- 3. To review the text, select *Preview*. The text displays under Preview.
- 4. Select the **Save** button. A success message displays.

	Footer Management	173 贝
Contact Footer has been saved		
Text inserted below will appear at the bottom of	each page containing Emergency Contact Information	
Test, testing.		
Characters Remaining: 3986		20
Preview:		
Test, testing,		



# GovTA ECM (Emergency Contact Management) Administrator Quick Reference Card

#### **Deleting ECM Footer Text**

- 1. Select *Emergency Contacts, Footer Management* on the ECM Administrator main menu. The Footer Management page opens.
- 2. Select the **Delete** button.
- 3. Confirm or cancel the deletion.

#### 4. A success message displays.

	Footer Management	173 - 日本 ②
Contact Footer has been deleted		
Text inserted below will appear at the bottom	of each page containing Emergency Contact Information	
Characters Remaining, 4000		<i>b</i>
Save Preview Delete		

	173 Ļ 🖄 🕐
Are you sure you want to delete the Contact Footer?	
Yes Cancel	
Text inserted below will appear at the bottom of each page containing Emergency Contact Information	
test	
	2
Characters Remaining: 3996	
Desideur	
Preview:	