

# GovTA

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

### ECM Main Menu Options



- **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  Icon** – View your settings and other information, such as Licenses, Roles, etc.
- **Help  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.

Last Name	First Name	Organization	Essential Employee	Last Updated
Doe	Adam	04	Non-Essential	04/18/2023 07:14 PM EDT
Doe	Charles	0200	Non-Essential	04/18/2023 07:14 PM EDT
Doe	Betty	0000	Non-Essential	04/18/2023 07:14 PM EDT
Doe	David	0000	Non-Essential	04/18/2023 07:14 PM EDT
Doe	Edward	0000	Non-Essential	04/18/2023 07:14 PM EDT

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

OR

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

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.

## Reordering Employee Emergency Contacts

My Contacts for Doe, Jane

Employee Contacts ·

Items marked with asterisk \* are required

Emergency Contacts

▲ * Call Order	Last Name	First Name	Relation	Phone 1	Phone 2	Last Updated	Delete
	Doe	Jane	Self			07/11/2024 04:48 PM EDT	
1	Doe	Charles	Spouse	123-123-1234 (Home)		07/31/2024 08:06 AM EDT	
2	Doe	Adam	Child	987-987-9876 (Cell)		07/31/2024 08:06 AM EDT	

Add New Contact

Save Cancel

1. Select the **Employee Contacts** link from the Emergency Contacts menu on the ECM Administrator Main Menu page. The Emergency Contacts page is displayed.
2. Select the desired employee.  
**OR**  
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.

Footer Management

Text inserted below will appear at the bottom of each page containing Emergency Contact Information

Characters Remaining: 400

Save Preview Delete

## 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

Contact Footer has been saved

Text inserted below will appear at the bottom of each page containing Emergency Contact Information

Text, testing.

Characters Remaining: 398

Preview:  
Text, testing.

Save Preview Delete

## 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.

