

# Employee Self-Service

## Creating an Emergency Contact via Document Records



CloudVergent 360

# Employee Self Service

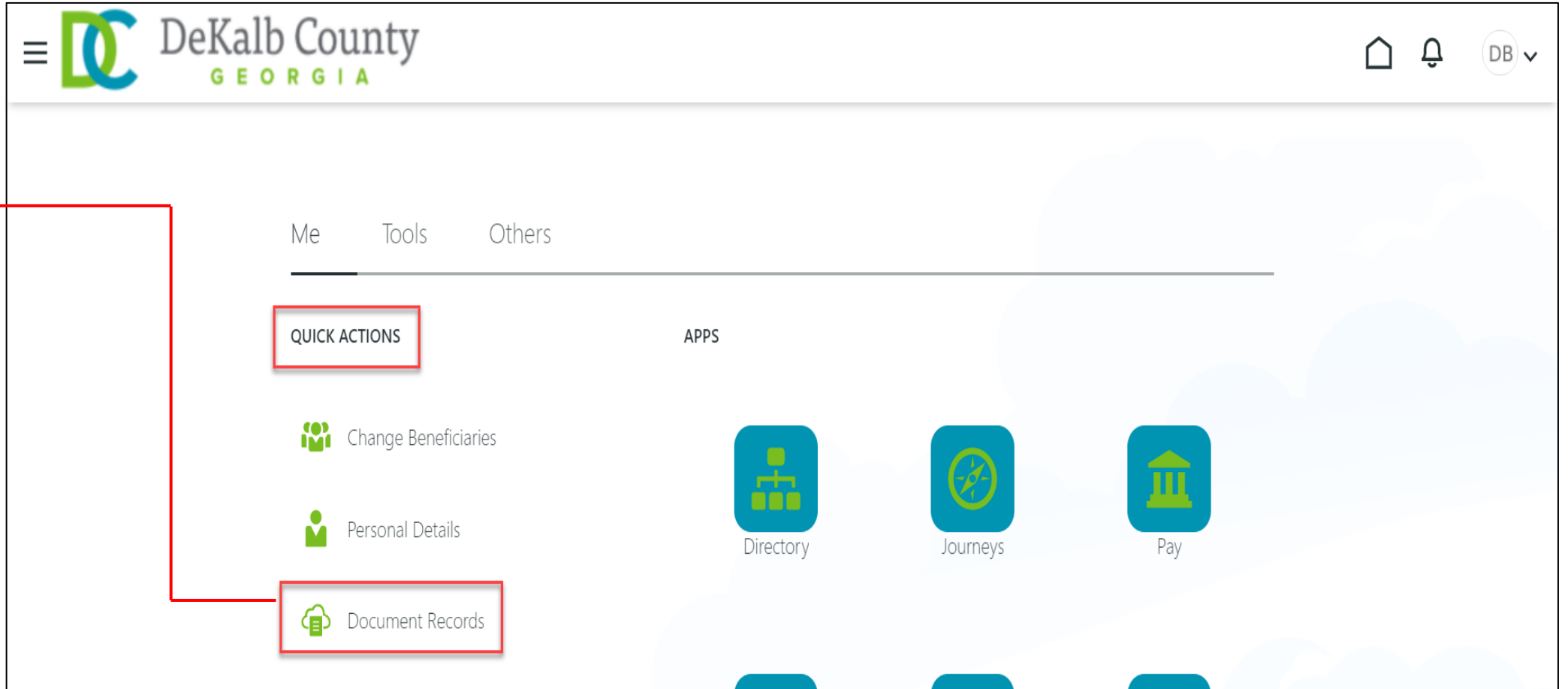
## Creating an Emergency Contact via Document Records

All emergency contacts will be created via the Document Records quick action. All other contacts should be created would be specific to dependents and beneficiaries.



# Creating an Emergency Contact via Document Records

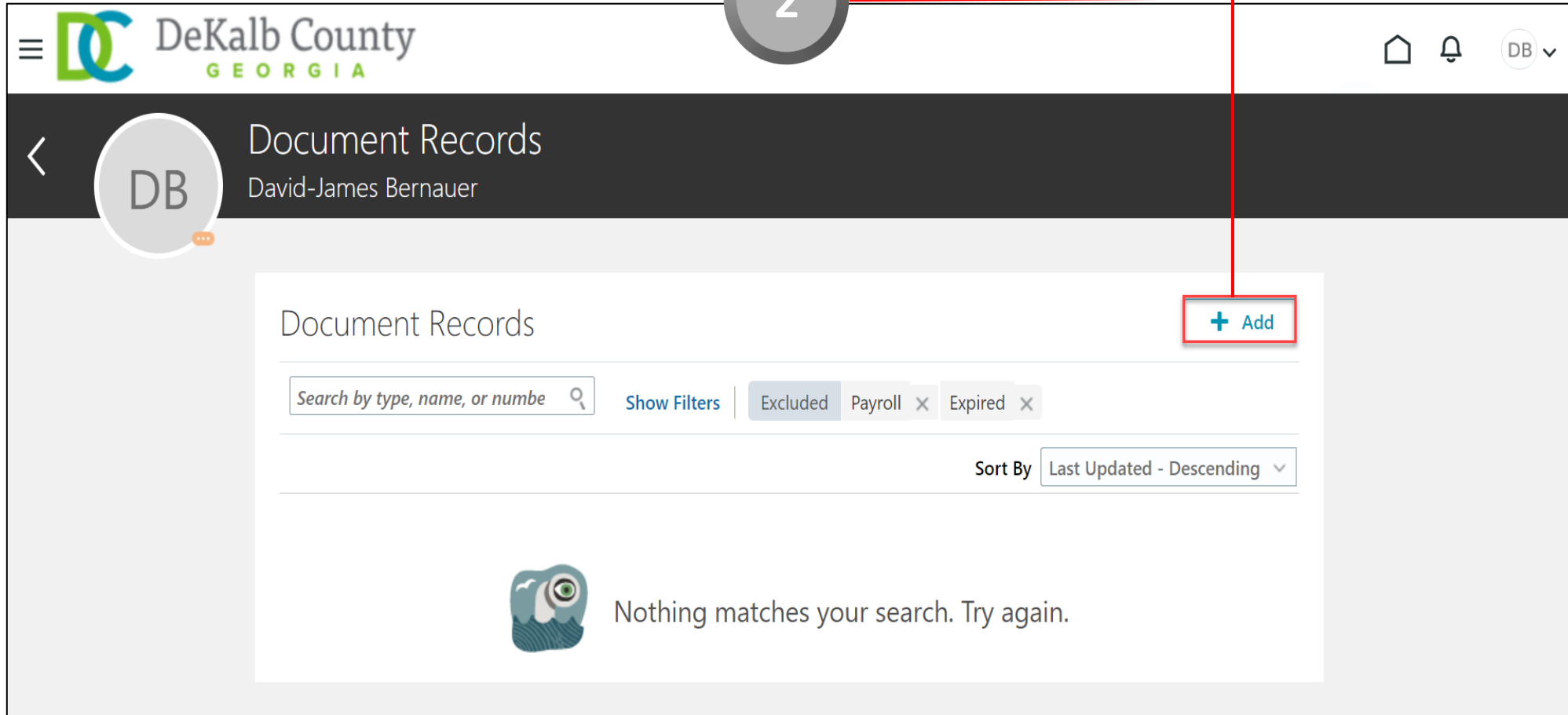
1



Select Document Records under Quick Actions

# Creating an Emergency Contact via Document Records

2 Select the Add button

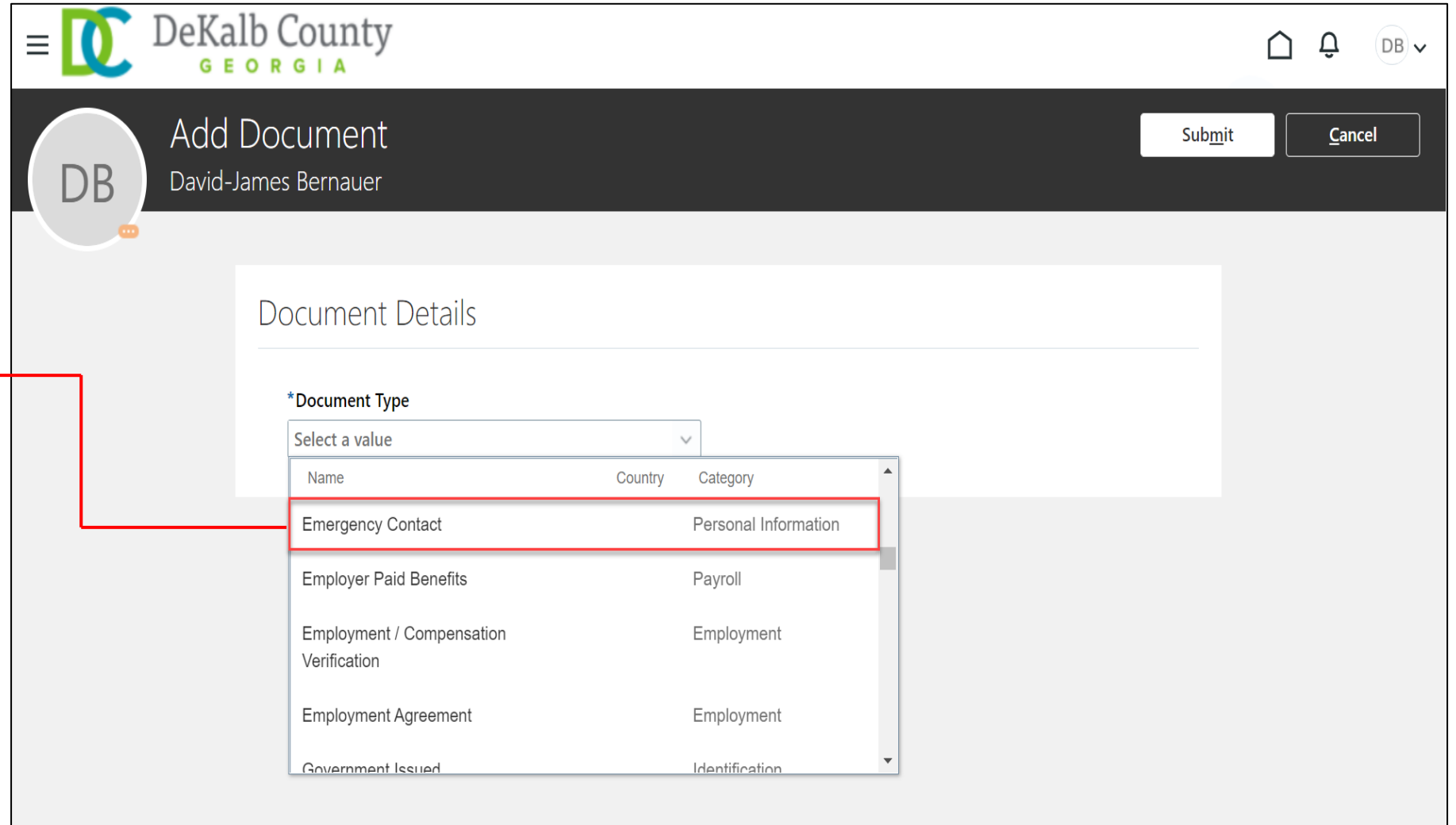


The screenshot shows the DeKalb County Georgia Document Records interface. At the top left is the DeKalb County logo. The main header area includes a back arrow, a user profile icon labeled 'DB', and the text 'Document Records' and 'David-James Bernauer'. Below this is a search bar with the placeholder text 'Search by type, name, or numbe' and a magnifying glass icon. To the right of the search bar are 'Show Filters' and two filter tags: 'Excluded' and 'Payroll x'. Further right is a 'Sort By' dropdown menu set to 'Last Updated - Descending'. At the bottom center, there is a blue circular icon with a magnifying glass and the text 'Nothing matches your search. Try again.'. A red box highlights the '+ Add' button in the top right corner of the main content area. A red line connects this button to a grey circle containing the number '2' and the text 'Select the Add button'.

# Creating an Emergency Contact via Document Records

3

From the Document Details form, select Emergency Contact from the drop-down list from the Document Type field



DeKalb County  
GEORGIA

DB Add Document  
David-James Bernauer

Submit Cancel

### Document Details

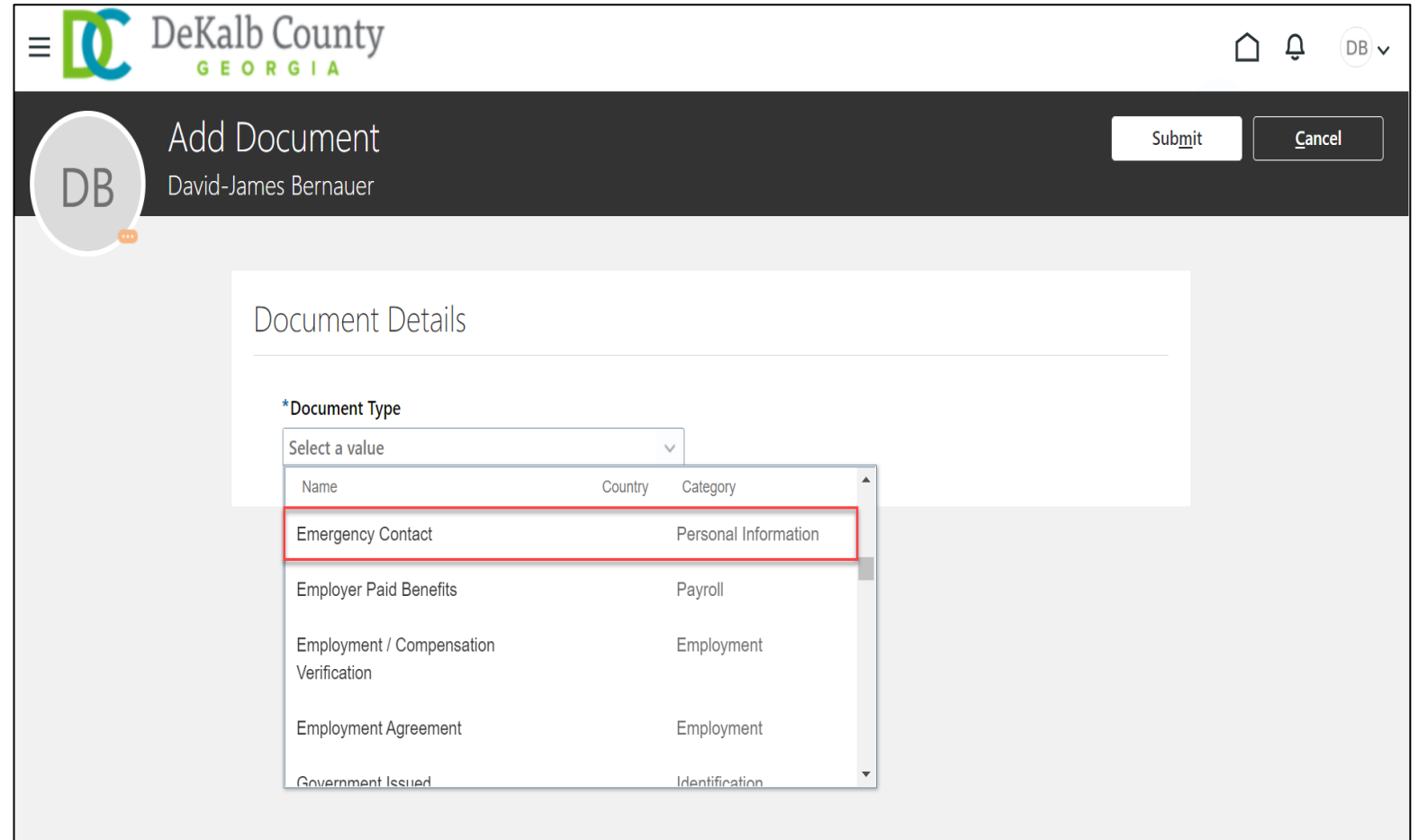
\*Document Type

Select a value

Name	Country	Category
Emergency Contact		Personal Information
Employer Paid Benefits		Payroll
Employment / Compensation Verification		Employment
Employment Agreement		Employment
Government Issued		Identification

# Creating an Emergency Contact via Document Records

**NOTE:** Employee may also type Emergency in the Document Type field, and the application will pull results from the data entered



DeKalb County  
GEORGIA

DB Add Document  
David-James Bernauer

Submit Cancel

Document Details

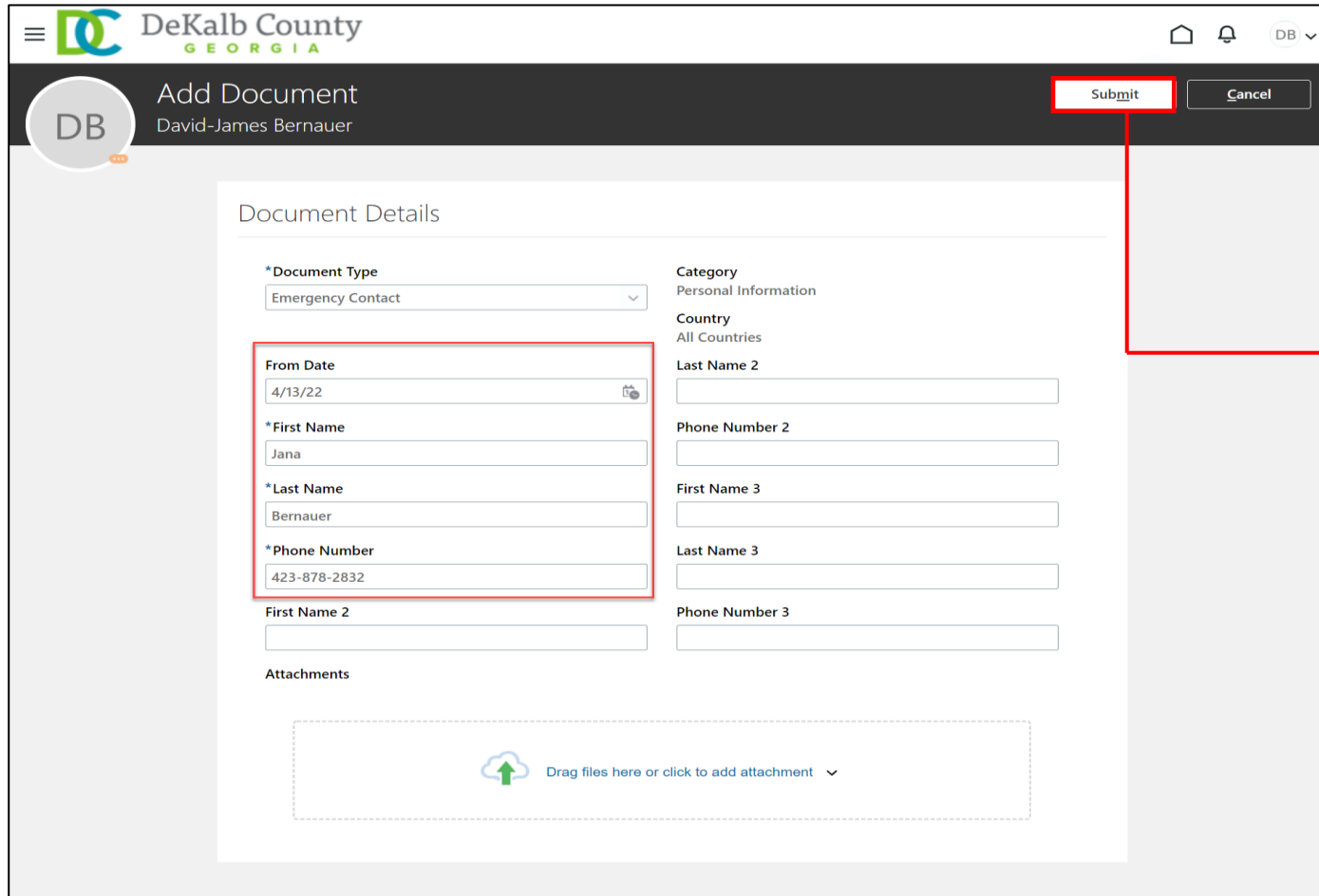
\*Document Type

Select a value

Name	Country	Category
Emergency Contact		Personal Information
Employer Paid Benefits		Payroll
Employment / Compensation Verification		Employment
Employment Agreement		Employment
Government Issued		Identification

The employee may add up to three (3) emergency contacts on this form. The first contact will be mandatory and will include First Name, Last Name, and Phone Number. Enter this information along with the From Date in the form

# Creating an Emergency Contact via Document Records



DeKalb County  
GEORGIA

Add Document  
David-James Bernauer

Submit Cancel

Document Details

\*Document Type  
Emergency Contact

Category  
Personal Information

Country  
All Countries

From Date  
4/13/22

\*First Name  
Jana

\*Last Name  
Bernauer

\*Phone Number  
423-878-2832

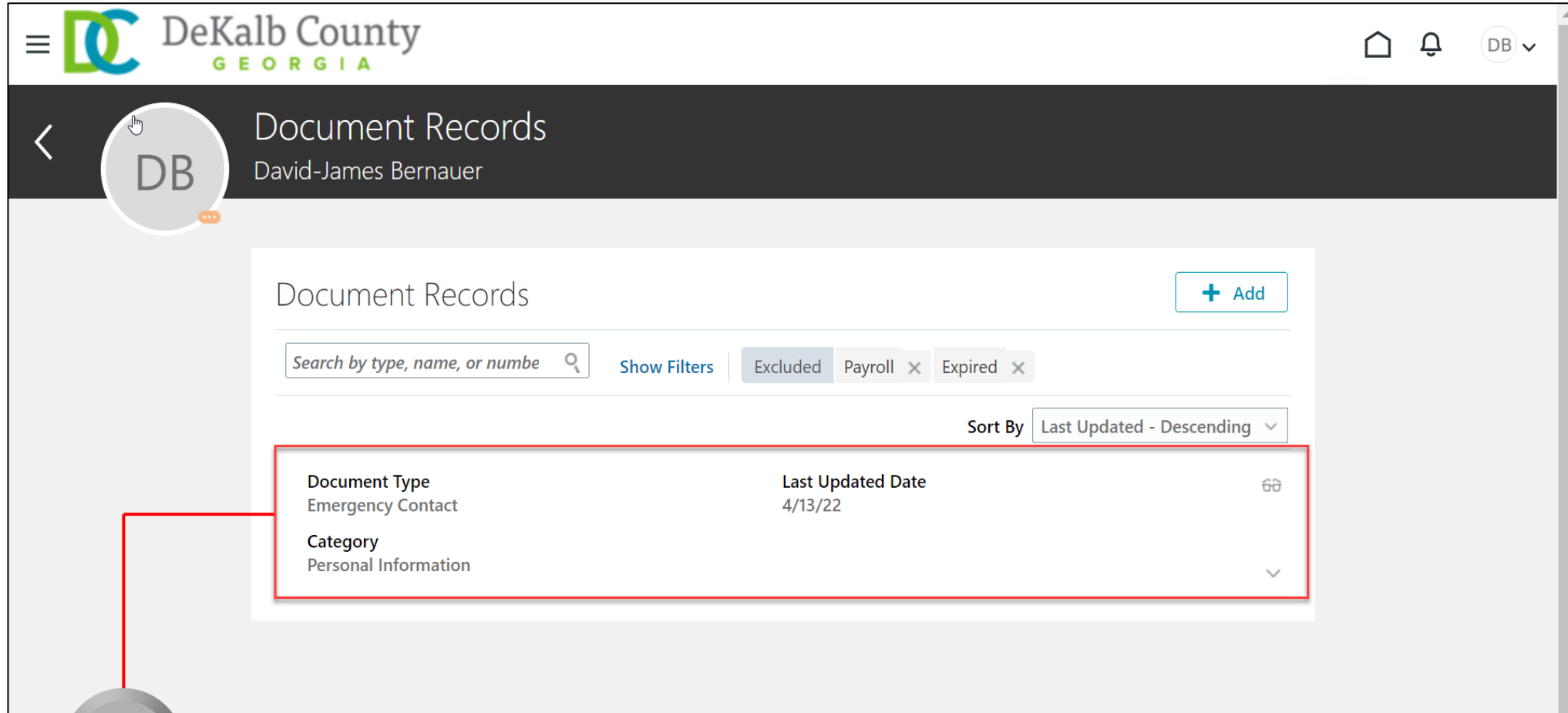
Last Name 2  
Phone Number 2  
First Name 3  
Last Name 3  
Phone Number 3

Attachments  
Drag files here or click to add attachment



4 Enter the applicable Emergency Contact details and select the Submit button

**NOTE:** An attachment may be added by dragging a file to from the employee's local drive into the Attachment are or by selecting the file from the employee's local drive

# Creating an Emergency Contact via Document Records



The screenshot shows the DeKalb County Document Records interface. At the top left is the DeKalb County Georgia logo. The user profile 'David-James Bernauer' is shown in the top left navigation bar. The main content area is titled 'Document Records' and includes a search bar, filter buttons for 'Excluded', 'Payroll', and 'Expired', and a 'Sort By' dropdown set to 'Last Updated - Descending'. A table displays one record:

Document Type	Last Updated Date	
Emergency Contact	4/13/22	
Category	Personal Information	

A red box highlights the first row of the table, and a red line connects it to a callout bubble containing the number '5'.

5

The record will display after submittal

**Note:** Select the Glasses icon to view the details