

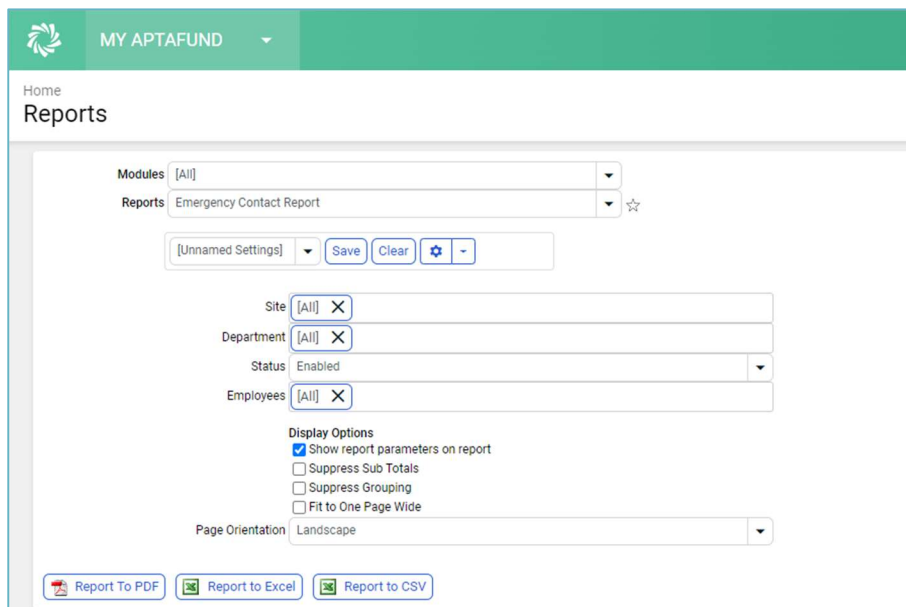
Emergency Contact Report

APTAWEB-3441

Introduction

Per an idea in the Customer Idea Portal, clients can now run an Emergency Contact report with selections to choose employees by Site and Department. This report could be used for calling contacts quickly in the case of an emergency.

To access the Emergency Contact Report, go to My AptaFund > Reports and select the Emergency Contact Report. All or specific Sites and all or specific Departments can be selected. The report will list All, Enabled or Disabled employees depending on the selection.



The screenshot shows the 'MY APTAFUND' interface with a 'Reports' section. The 'Emergency Contact Report' is selected. The form includes fields for 'Modules' (set to [All]), 'Reports' (set to Emergency Contact Report), and 'Settings' (set to [Unnamed Settings]). Below these are filters for 'Site' ([All]), 'Department' ([All]), 'Status' (Enabled), and 'Employees' ([All]). There are also 'Display Options' checkboxes for 'Show report parameters on report' (checked), 'Suppress Sub Totals', 'Suppress Grouping', and 'Fit to One Page Wide'. The 'Page Orientation' is set to 'Landscape'. At the bottom, there are buttons for 'Report To PDF', 'Report to Excel', and 'Report to CSV'.

Figure 1: Emergency Contact Report Prompt Screen

Emergency Contact Report
 Site: [All]; Department: Elem; Status: Enabled; Employees: [All]; Created On: 6/7/2024 9:21:53 AM

Employee Name	Home Address	Home Phone	Emergency Contact	Contact Phone	Contact Mobile
Anderson, Cathrene E	5057 Oakley Bellevue, IA 52031-1728		Seymore Anderson	222-333-4444	
Bates, Dawn A	3382 Texas Road Bellevue, IA 52031-8986				
Francis, Phyllis A	265 South Hill Drive Bellevue, IA 52031-1038				

Figure 2: Sample Emergency Contact Report

