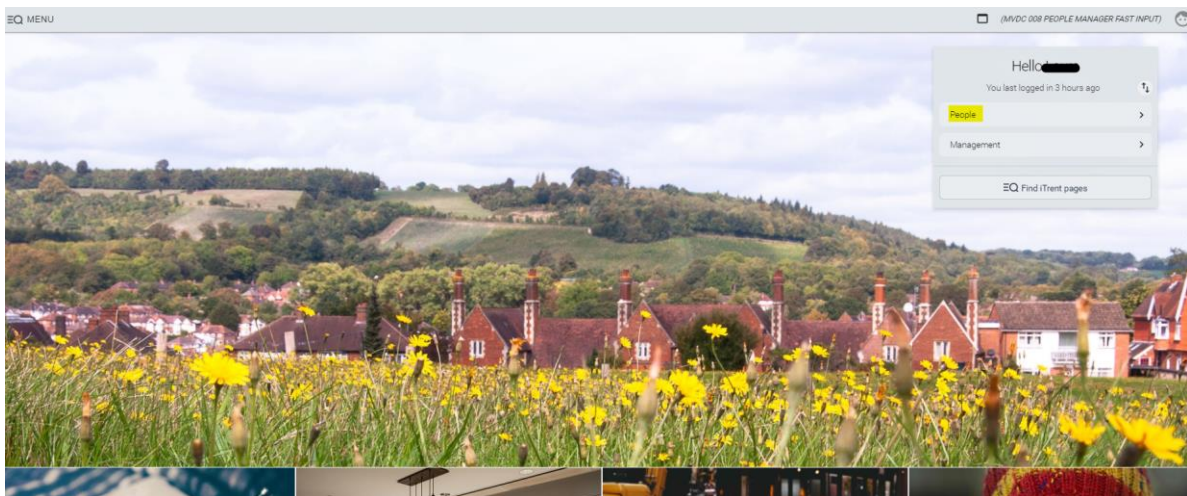
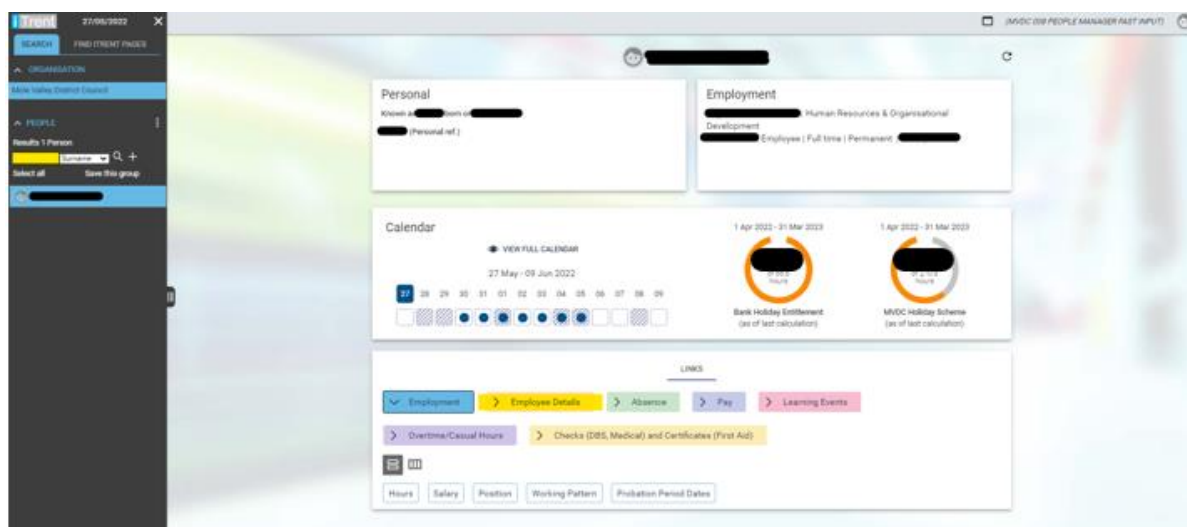


## People Manager – Viewing emergency contact details

Select **People** from right hand menu



Search for the person who you require the details for on the left hand and then select **EMPLOYEE DETAILS**



Then select **EMERGENCY CONTACTS** when available:



This will then display the emergency contact details for the employee:

Emergency contact details [redacted] MENU

Emergency contact

Name [redacted]

Relationship Partner

Contact at [redacted]

Contact email [redacted]

Primary contact

Default to employee's home address

Address

Country United Kingdom

House Name [redacted]

Number/Street [redacted]

Local Area [redacted]

POSTTOWN LONDON

COUNTRY [redacted]

POSTCODE [redacted]

SAVE DELETE