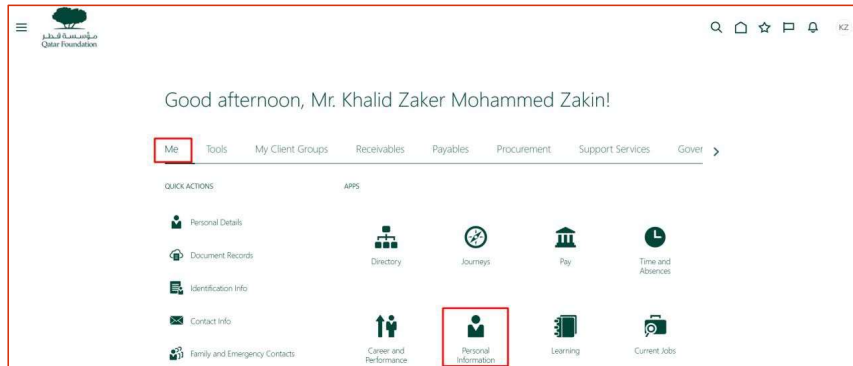


# Program agenda

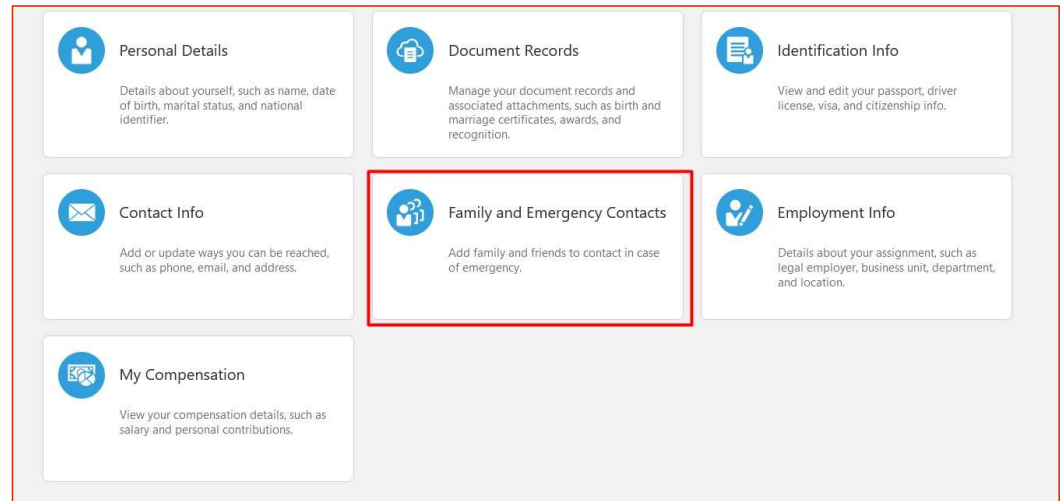
Family and Emergency contacts

## Add Family and Emergency contacts

- Once the employee signs in, the home page will be displayed.
- Click on the **Me** tab and then click on **Personal Information** icon.



- Click on **Family and Emergency Contacts** card.



## Add Family and Emergency contacts

- Click on **Add** to add a contact or click on **Contact Name** under My Contact to edit.
- Upon clicking on the **Add** tab, select **Create a New Contact** from the drop down menu. If the contact information belongs to an employee, then select Select a Coworker as a Contact.

- Enter the details in the **Basic Information** section.
- Enter other relevant fields.

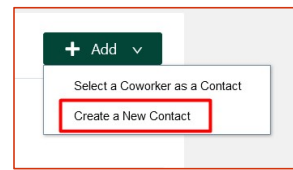


Family and Emergency Contacts  
Mr. Khalid Zaker Mohammed Zakin

My Contacts

Mr. Mohammed Zaker Zakin  
Brother

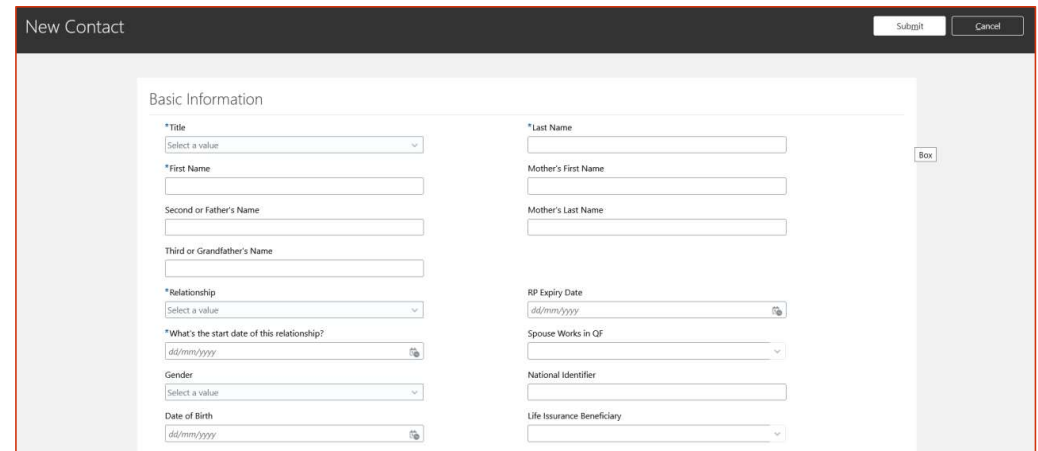
+ Add



+ Add

Select a Coworker as a Contact

Create a New Contact



New Contact

Submit Cancel

Basic Information

\*Title  
Select a value

\*First Name

Second or Father's Name

Third or Grandfather's Name

\*Relationship  
Select a value

\*What's the start date of this relationship?  
dd/mm/yyyy

Gender  
Select a value

Date of Birth  
dd/mm/yyyy

\*Last Name

Mother's First Name

Mother's Last Name

RP Expiry Date  
dd/mm/yyyy

Spouse Works in QF

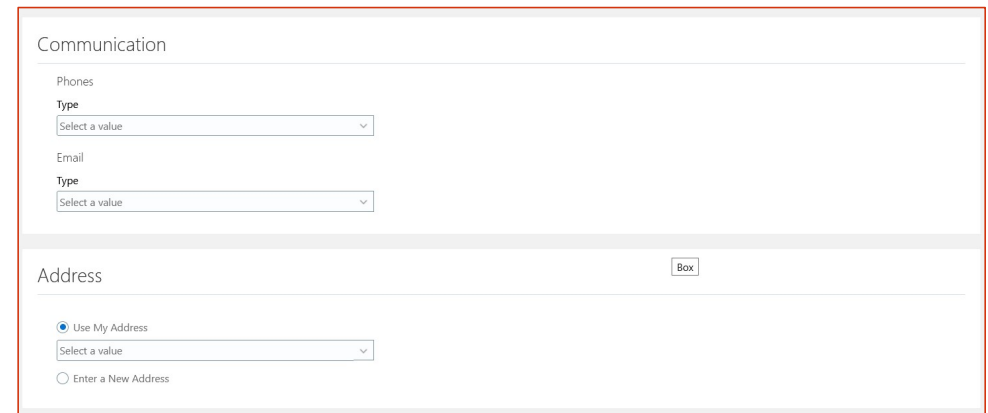
National Identifier

Life Insurance Beneficiary

Box

## Add Family and Emergency contacts

- Scroll down to **Communication** section and **Address** section.
- Enter the details.



The screenshot shows two sections of a form. The top section is titled "Communication" and contains two dropdown menus. The first is labeled "Phones" (sic) and "Type" with a "Select a value" dropdown. The second is labeled "Email" and "Type" with a "Select a value" dropdown. The bottom section is titled "Address" and contains a "Box" label, a radio button labeled "Use My Address" which is selected, and a "Select a value" dropdown. Below this is an unselected radio button labeled "Enter a New Address".

- Once done, scroll up and click on the **Submit** button. Once submitted, this update will go for approval to the ER team.



The screenshot shows a dark grey bar containing two buttons. The "Submit" button is white with a red border and is highlighted with a red box. The "Cancel" button is white with a grey border.


## Update Family and Emergency contacts

- Click on **Contact Name** under My Contact to edit.
- There will be various sections to edit.
- Each section will have a **Pencil icon** to edit.

My Contacts + Add v

Mr. Mohammed Zaker Zakin
Brother


Relationship ^

Relationship Brother	RP Expiry Date 
Relationship Start Date 23/09/2004	Spouse Works in QF
Emergency Contact Yes	National Identifier
Country Qatar	Life Insurance Beneficiary
Statutory Dependant —	Sponsorship Chaperone
Nationality	Allowed up to Age 19

Box

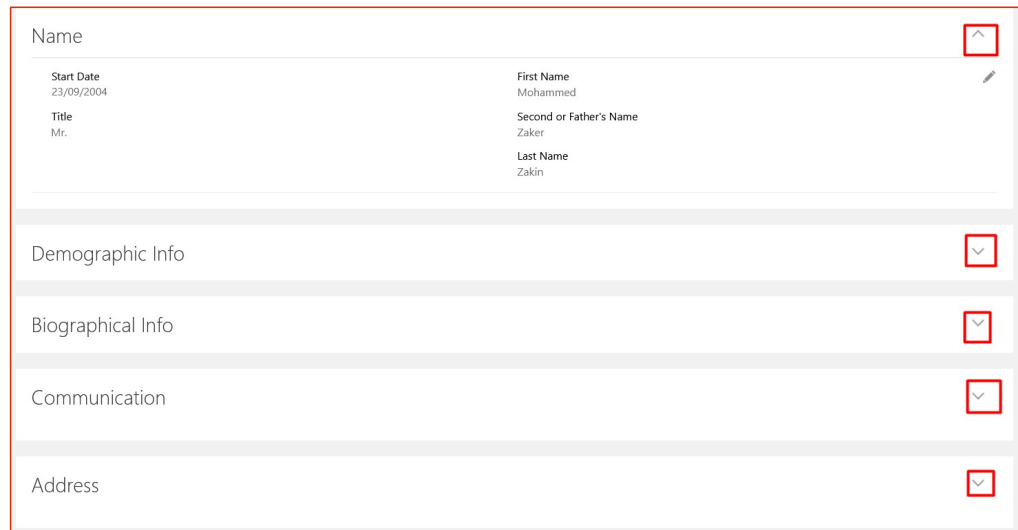
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Name ^

Start Date 23/09/2004	First Name Mohammed 
Title Mr.	Second or Father's Name Zaker
	Last Name Zakin

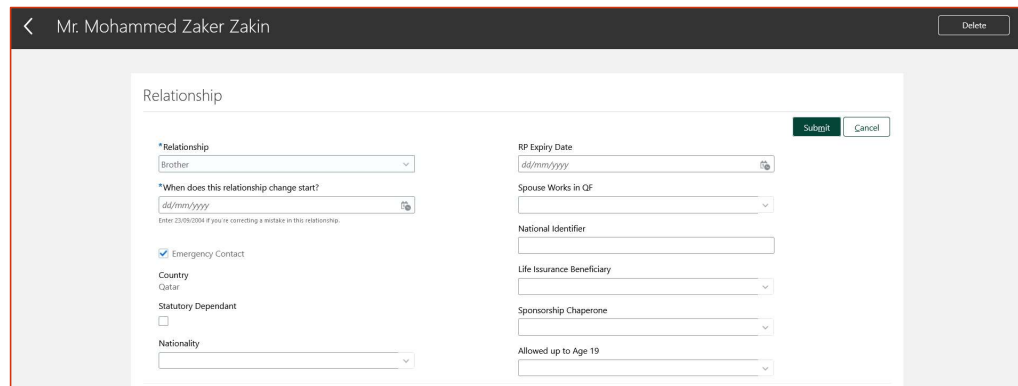
## Update Family and Emergency contacts

- Some of the sections will be **Collapsed**. Click on the arrow to expand.
- Click on the **Pencil icon** to edit if any data exist or Click on **Add** button to enter data.



The screenshot shows a user profile form for 'Mr. Mohammed Zaker Zakin'. The 'Name' section is expanded, showing fields for Start Date (23/09/2004), Title (Mr.), First Name (Mohammed), Second or Father's Name (Zaker), and Last Name (Zakin). Below the name section are four collapsed sections: Demographic Info, Biographical Info, Communication, and Address. Each collapsed section has a downward-pointing arrow icon.

- To update the contact information of a beneficiary, click on **Pencil icon** under **Relationship** section.
- Enter the details.
- Once done, scroll up and click on **Submit** button. Once submitted this will go for approval to ER team.



The screenshot shows the 'Relationship' form for 'Mr. Mohammed Zaker Zakin'. The form is titled 'Relationship' and has a 'Delete' button in the top right corner. The form contains several fields:

- \*Relationship**: A dropdown menu with 'Brother' selected.
- \*When does this relationship change start?**: A date field with 'dd/mm/yyyy' format and a calendar icon. A note below reads: 'Note: 23/09/2004 if you're correcting a mistake in this relationship.'
- Emergency Contact**: A checked checkbox.
- Country**: A dropdown menu with 'Qatar' selected.
- Statutory Dependant**: An unchecked checkbox.
- Nationality**: A dropdown menu.
- RP Expiry Date**: A date field with 'dd/mm/yyyy' format and a calendar icon.
- Spouse Works in QF**: A dropdown menu.
- National Identifier**: A text input field.
- Life Insurance Beneficiary**: A dropdown menu.
- Sponsorship Chaperone**: A dropdown menu.
- Allowed up to Age 19**: A dropdown menu.

At the bottom right of the form, there are 'Submit' and 'Cancel' buttons.