

## Introduction

Employee Analytics gives access to four different areas. This article will be focusing on the employee Emergency Contacts section. To access navigate to Employee Admin Tools > Employee Analytics > Emergency Contacts.

## Emergency Contacts

Emergency Contacts allow the Customer to access a listing of their employee's Emergency Contacts. This allows the customer to easily access and find all employees Emergency Contacts on a grand scale. Allowing a quick and easy way to access this data.

Legal Name	Employee Name	Employee ID	Contact 1			Contact 2				
			Name	Home Phone	Mobile Phone	Work Phone	Name	Home Phone	Mobile Phone	Work Phone
University Training Mana...	Daniel L Adams	1004	Sally A Adams	888-785-7852	888-123-1234	888-234-2345	Gomez Adams	888-789-4561		
University Training Mana...	Danielle A Adams	1025	Jim Adams	888-789-4561	888-123-4567	888-123-4567 x8	Harry Henderson	888-456-1234		

## Export

You may export all data from the screen by selecting the Export All Data icon in the upper right-hand corner of the screen. This will pull all data into a Microsoft Excel Worksheet that user may then filter and manipulate further inside of Microsoft Excel.

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## Column Chooser

By selecting the Column Chooser icon in the upper right-hand corner of the screen you may filter, sort and select further data to pull into your report. Such as the following information:

- Contact 1
  - Relationship
  - Email Address
- Contact 2
  - Relationship
  - Email Address

(More Contacts may be available)
- Name
- Prefix
- First

- Preferred
- Middle
- Last
- Suffix
- Status
- Status Description
- DBA
- Assigned Manager
- Assigned Supervisor
- Work Location
- Status
- Organizations (Depends on the organization setup for the specific Customer)
- Location
- Department
- Team

**Emergency Contacts**

▼ Expand All Groups ▲ Collapse All Groups ↻ Clear Grouping/Filters

Drag a column header here to group by that column

Legal Name ▼	Employee Name ▼	Employee ID ▼	Contact 1			Contact 2				
			Name ▼	Home Phone ▼	Mobile Phone ▼	Work Phone ▼	Name ▼	Home Phone ▼	Mobile Phone ▼	Work Phone ▼
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