

MySCEmployee

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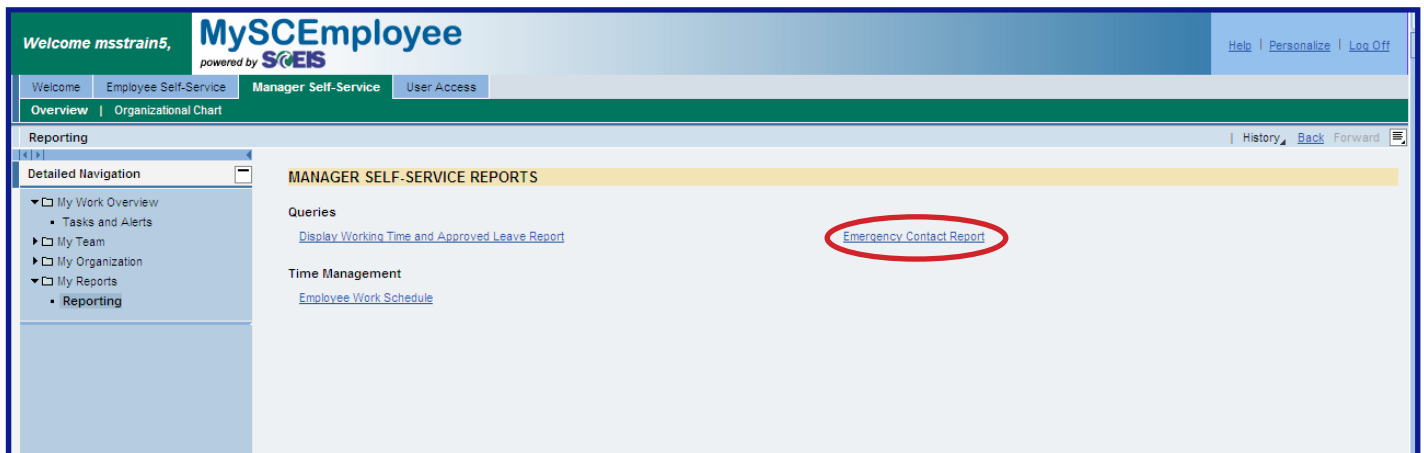
Mini Guide: Running an Emergency Contact Report in Manager Self Service

Follow these steps to run and view a report that displays the emergency contacts for one or more employees in your agency through Manager Self Service.

1. Once you've logged into Manager Self Service (MSS), expand the list of reports available in the **Detailed Navigation** window by clicking on the black arrow to the left of **My Reports**, then select **Reporting** when it appears.



2. When you reach the reporting menu, select **Emergency Contact Report** from the **Queries** list. This will launch a new window called Launchpad for Reports: LPA Reporting.



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3. In the Launchpad for Reports: LPA Reporting window select the time period for which you would like to run the **Emergency Contact Report**.

Important Note: Always leave the time period set to today as the report is set up to only pull current records.

Launchpad for Reports

LPA Reporting

Period: Today Date: 1/14/2011

Selection: Direct Reports

Select All Deselect All Filter On

Employee	ID	
Helene Francine Nieto	10002576	P
Manuela Chrystal McKay	10002451	P

Row 1 of 2

Report Result

4. Select the employee or group of employees (for example, Direct Reports) you would like to include in the **Emergency Contact Report** by using the **Selection** drop down menu.

Launchpad for Reports

LPA Reporting

Period: Today Date: 10/20/2010

Selection: Direct Reports

Select All Deselect All Filter On

Group of Organization Views

Empk	ID	
Osc	16	P
Ezek	36	P
Leo Kenny Fenton	10002681	P
Kermit Lance Zapata	10002306	P

Note: Selecting **Direct Reports** will result in a report listing all employees that directly report to you. **All Employees** selects all direct and indirect employees that you directly supervise. **Direct Organizational Units** selects all organizational units that you directly supervise. **All Organizational Units** lists all organizational units that you directly and indirectly supervise for selection.

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5. Select the employee(s) or organizational unit(s) you would like to include in this report by clicking in the blue box to the left of the employee(s) or organizational unit(s) name, then select the **Report Result** button (circled in the image below). If you do not select at least one employee you will receive an error message and will be unable able to proceed.

The screenshot shows the 'Launchpad for Reports' interface. Under the 'LPA Reporting' section, there are fields for 'Period' (Other Period), 'from' (01/01/2010), and 'To' (04/01/2010). Below these is a 'Selection' dropdown set to 'Direct Reports'. There are buttons for 'Select All', 'Deselect All', and 'Filter On'. A table lists five employees with their names, IDs, and a 'P' status. The 'Report Result' button at the bottom is circled in red.

Employee	ID	
Alice Charmaine Ho	10011877	P
Sun Coburn	10011767	P
Lou Hager	10011977	P
Fabian Casey McCord	10011967	P
Alden Erik Bartley	10011907	P

Note: To select All Employees or Organizational Units listed, click the **Select All** button. To select multiple, but not all, employees, press the **Control key** and hold it down while you click on the blue button beside the name of each employee you would like to select.

6. Review the Emergency Contact Report.

The screenshot shows the 'MSS Emergency Contact Report' interface. It features a table with the following data:

Personnel Number	Last name	First name	Address Type	Contact/Relationship	Main Number	Secondary Number	Phone Type	Alternate Number	Phone Type	Street and House No.
10002451	McKay	Manuela	Emergency Contact 1							167001 MAIN STREET
10002576	Nieto	Helene	Emergency Contact 1							

Key: Emergency Contact Report Column Headings

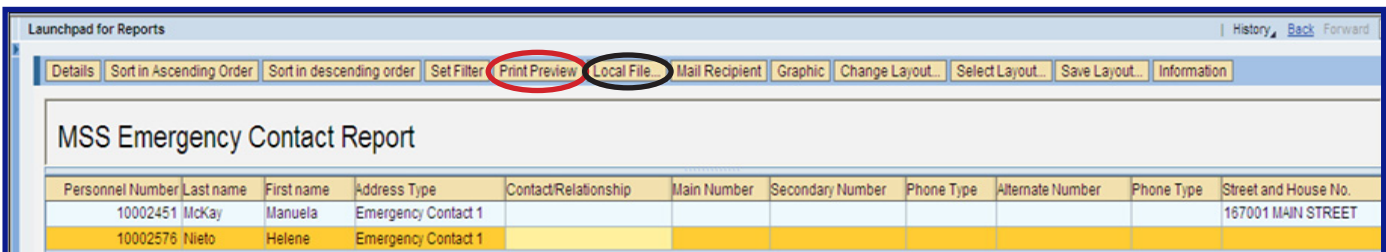
- **Pers. No.:** Employee's personnel number.
- **Last Name:** Employee's last name.
- **First Name:** Employee's first name.
- **Address Type:** An employee can have up to three emergency contacts. This field labels the type of emergency contact (i.e., emergency contact 1, emergency contact 2, emergency contact 3).
- **Contact Relationship:** Provides the name of the emergency contact and the relationship of the contact to the employee such as wife, mother, father, son, etc.

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- **Main Number:** Main phone number to reach emergency contact.
- **Secondary Number:** A secondary phone number to reach emergency contact.
- **Alternate Number:** A third phone number to reach emergency contact.
- **Phone Type:** There are two Phone Type columns, one to the right of the secondary number and one to the right of the third number. The information in the Phone Type cells describes the type of phone number that resides in the cell immediately to the left, such as work, home or cell phone.
- **Street and House No:** Address for emergency contact.
- **2nd Address Line:** Additional field for address information.
- **City:** City in which emergency contact lives.
- **State:** State in which emergency contact lives.
- **Zip Code:** Zip Code for emergency contact.

7. Once the **Emergency Contact Report** has run, you have several options for what to do next. You can as print your report as described in Step 8 of this guide or save the report to your computer as described in Step 9.

8. To print your report, select the **Print Preview** button (circled in red in the image immediately below). The report will open in a spreadsheet format as shown in the second image below. From the **File** drop down menu select **Print** (circled in red). When the Print window opens, click on the **Print** button to print to your selected printer.

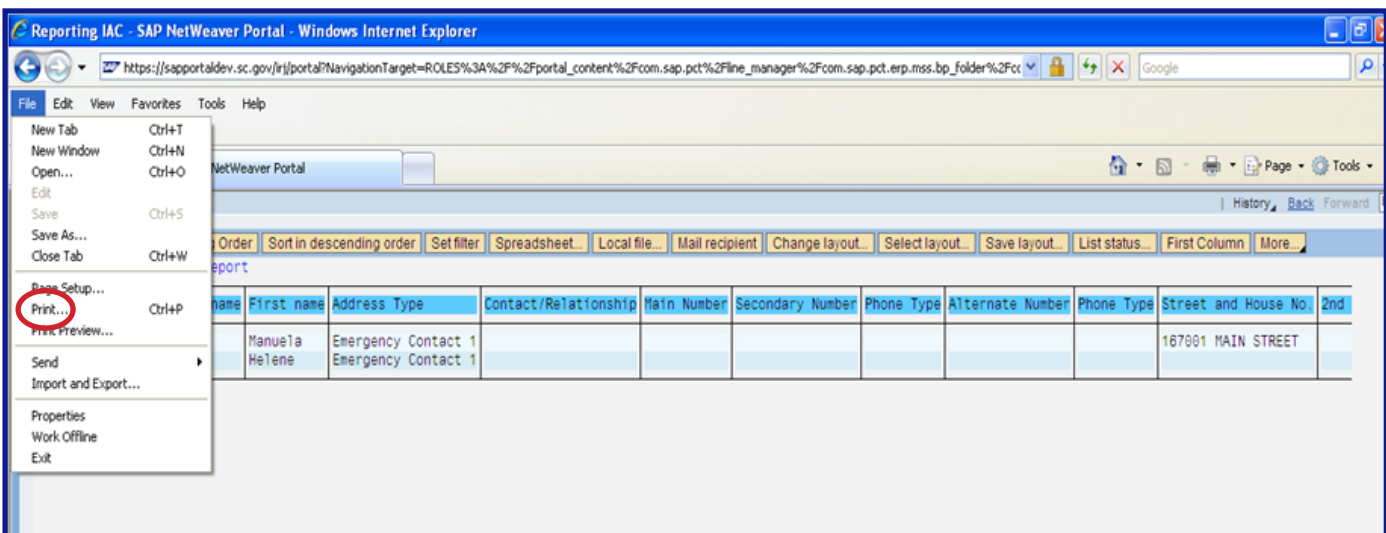


Launchpad for Reports

Details | Sort in Ascending Order | Sort in descending order | Set Filter | **Print Preview** | **Local File...** | Mail Recipient | Graphic | Change Layout... | Select Layout... | Save Layout... | Information

MSS Emergency Contact Report

Personnel Number	Last name	First name	Address Type	Contact/Relationship	Main Number	Secondary Number	Phone Type	Alternate Number	Phone Type	Street and House No.
10002451	McKay	Manuela	Emergency Contact 1							167001 MAIN STREET
10002576	Nieto	Helene	Emergency Contact 1							



Reporting IAC - SAP NetWeaver Portal - Windows Internet Explorer

File Edit View Favorites Tools Help

- New Tab Ctrl+T
- New Window Ctrl+N
- Open... Ctrl+O
- Edit
- Save Ctrl+S
- Save As...
- Close Tab Ctrl+W
- Page Setup...
- Print...** Ctrl+P
- Print Preview...
- Send
- Import and Export...
- Properties
- Work Offline
- Exit

NetWeaver Portal

Order | Sort in descending order | Set filter | Spreadsheet... | Local file... | Mail recipient | Change layout... | Select layout... | Save layout... | List status... | First Column | More...

Report

name	First name	Address Type	Contact/Relationship	Main Number	Secondary Number	Phone Type	Alternate Number	Phone Type	Street and House No.	2nd
	Manuela	Emergency Contact 1							167001 MAIN STREET	
	Helene	Emergency Contact 1								

Note: Printing from the browser will only print the current page. If you want to print multiple pages, save the report to your computer as a spreadsheet as described in Step 9, and then print.

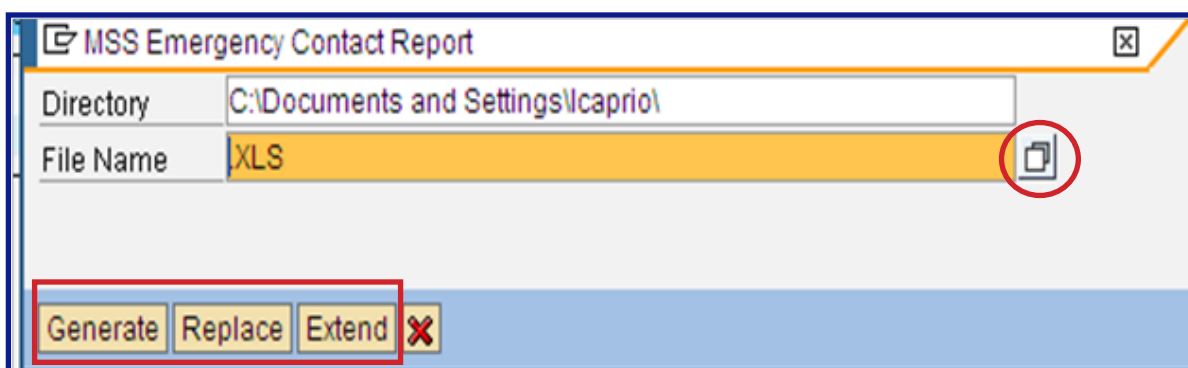
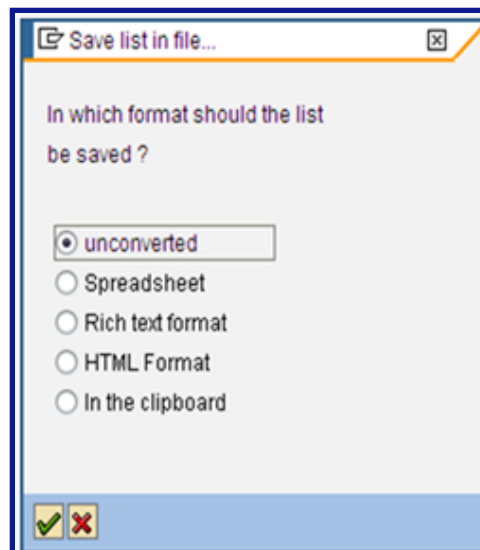
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9. To save this report to your computer, click the **Local File...** button (circled in black in the uppermost image on page 4). Determine the format in which to save the report from the **Save list in file...** window (shown in the uppermost image below), then click the **Continue** button, which is denoted with a green check mark.

Once you've selected the file format, a new window, **MSS Emergency Contact Report**, will appear and prompt you to select the location where you want to save the report. The default directory is your C: drive, but you can change the directory and the file name by clicking on the browse button (circled in the second image below).

To create a new file click the **Generate** button. To replace an existing file click the **Replace** button. To append data for an existing file click the **Extend** button. (The **Generate**, **Replace** and **Extend** buttons are boxed in red in the second image below.)

If you need to return to the report selection screen at any time, click the back button in the upper right corner of the main screen.



Important Reminder: Data saved locally maybe accessible by others. You are responsible for making sure any sensitive data is protected as outlined by your agency's security policies and any applicable state regulations.