Employee Emergency Contact Report Instructions
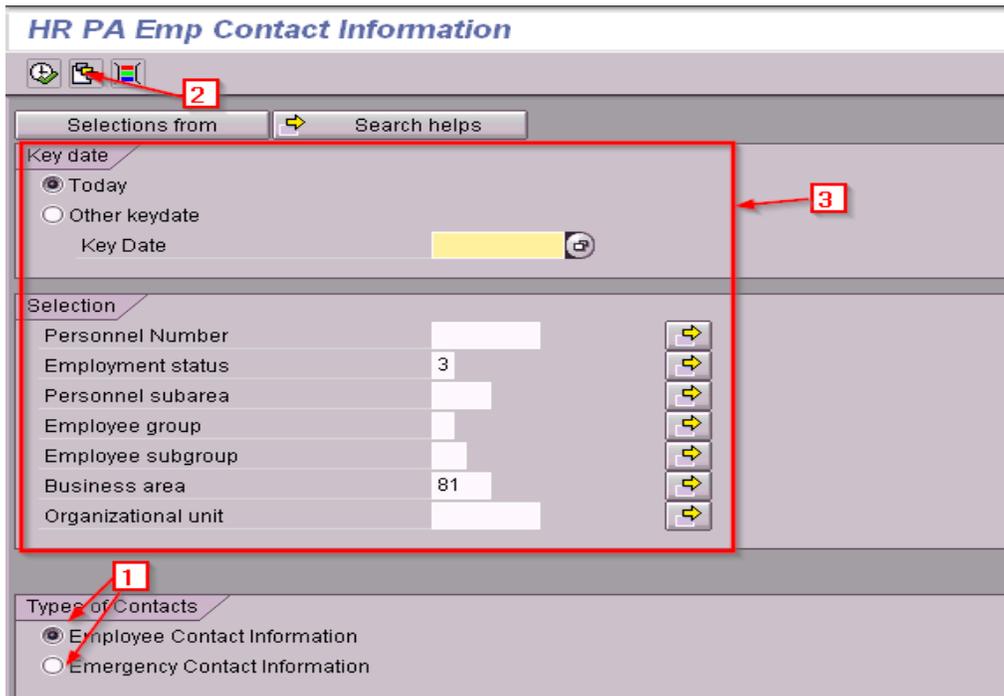## New SAP R/3 Standard Report: Y_DC6_14000171

Effective 7/5/2013

Report Purposes
This report can be used to gather
- Employee contact information or
- Emergency contact information

Step #1: Select the appropriate radio button for the type of contact information desired

Step #2: A variant can be selected or created and saved by selecting additional criteria

Step #3: If running without a variant, enter any additional criteria needed to limit the report

Step #4: Results can be exported to Microsoft Excel
- Select the "Print Preview" icon
- After previewing the print results, select the "MS Excel" icon
- Follow the prompts to export and save the file