Maintaining the SAP emergency contact screen is important so that emergency contact information is easily accessible. Collecting and entering the emergency contact screen should also be part of the new employee onboarding process. Maintaining the data makes it possible to generate an emergency contact list. Martin-Gatton CAFE department HR Administrators should utilize SAP transaction *ZHR_Addresses* to generate a department emergency contact list.

Setting the Criteria

- Access transaction: ZHR_Addresses
- Select your organization unit(s), enter the *Employment Status* field, and enter "**10**" in the *Address Record Type* field.

Running the Report

- Click the Execute icon.

Viewing the Data

- The emergency contact data will be displayed.

Last name First name	Street and House Number	Telephone no.
SMITH P	Barbara Smith	8595555555
JONES DARCI	John J. Jones	8595555556