## How to Populate the 24/7 Contact Role

The HCS Coordinator at the facility should use The Coordinator's Update tool as they do for all their person-based roles.

The 24x7 Emergency Contact is considered a location or office, so is grouped differently. When the coordinator goes into this tool, instead of choosing the "Manage Role Assignments" tab as they usually do for adding role info, they should click on the "Organizational Offices" tab as below:

			Alterne -	L My Content -	<b>⊕</b> Pest	Q Search	0			
Main Page	Location	Manage People	Organizational Of	Managa Ro Assignment		Reports				
Add a New Parson										
Form Name: Organizational Offices										
Business Offices Energency Offices										

And then click on the Emergency Offices tab to get this next screen where they can make the role assignments as they do for person based roles:

		Attome -	L My Content -	@Pret	å				
	Organizational Offices Business Offices	Emergene	- Officers				_		
	Emergency Offices								
	Select a Emergency Contact to Assign/Modify for Z Test Hospital (PTI)								
	Click on the hot links for a definition of the role								
$\subset$	Chief Executive Officer or Provident 24 Jun 2 Facility Contact	Modly Modly							
	Energency Department Transma Conter	Modily NA							
	Emergency Medical Supplies Receiving Office	NA							