

Add a Group Member to an Incident

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During an incident, you can add contacts to active groups, such as the labor pool and its subgroups, to build a repository of relevant contacts.

To add a group member

1. On the left, select **Labor Pool** or one of its subgroups.
2. Open the **Group Members** drawer.
3. Click **Add Group Member**. The *Add Group Member* window opens.

	Name/Title	Resource Type	Dept/Org	Phone	Email/Pager/Other
<input checked="" type="checkbox"/>	Barnes, John L.	Technicians/C...	County Hospital	555-555-1234 (preferred)	a@a.aaa (En
<input type="checkbox"/>	Coral, Marie	Administration	County Hospital	555-555-5555 (preferred)	a@a.aaa (En
<input type="checkbox"/>	Groessl, Carolyn	Administration	County West	414-721-9743 (Business)	a@a.aaa.com
				921-555-5555 (Business)	
<input type="checkbox"/>	Illa, Gianna M.	Administration	Springfield Health System C	414-721-9743 (preferred)	a@a.aaa (En
					Responder C
<input checked="" type="checkbox"/>	Inez, Paulo J.	Surgeon - Trauma	Springfield Health System C	555-210-8788 (Business)	a@a.aaa.com
				555-210-9788 (Home)	
<input type="checkbox"/>	Johnson, Matt	Other - Internal	Springfield USA	555-555-1234 (preferred)	a@a.aaa (En
<input type="checkbox"/>	Jones, Stuart R.	Safety and Security	Springfield Health System C	555-555-5555 (Business)	a@a.aaa (En

4. In **Add Members to**, select **Labor Pool** or a subgroup.
5. For **From**, choose the candidates and contacts you want to view: **All Facility Contacts**, **All Health System Contacts**, or **New Contact**.
6. If you chose **All Facility Contacts** or **All Health System Contacts**, select the check boxes for the individuals you want to add.
7. If you chose **New Contact**, enter or select information about the contact in the **Name**, **Organization**, **Resource Types**, **Phone**, and **Email** fields, and, if appropriate, select **Enlist in incident**.
8. Click **Check In**.

Note: **Phone** and **Email** are required fields if you are going to enlist a group member.

Helpful Links

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