Add a Group Member to an Incident

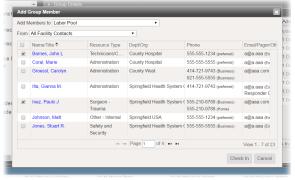During an incident, you can add contacts to active groups, such as the labor pool and its subgroups, to build a repository of relevant contacts.

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.

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

Juvare.com

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Announcements

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