Add a Group Member to an Incident

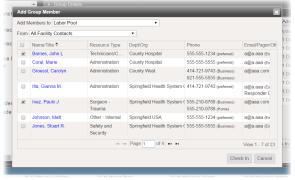
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During an incident, you can add contacts to active groups, such as the labor pool and its subgroups, to build a repository of relevant contacts.

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.



- 4. In **Add Members to**, select **Labor Pool** or a subgroup.
- For From, choose the candidates and contacts you want to view: All Facility Contacts, All Health System Contacts, or New Contact.
- If you chose All Facility Contacts or All Health System Contacts, select the check boxes for the individuals you want to add.
- If you chose New Contact, enter or select information about the contact in the Name, Organizat ion, 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

Juvare Training Center

Announcements

Community Resources