

# Add Objectives to an Incident

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The **Objectives** tab on the *Incident Dashboard* contains a list of tasks that should be actively managed to resolve the incident. The list includes objectives set up in the IRG during *Planning* and those added during *Response*.

When you open the tab, if you are not currently assigned to a position, the list shows objectives for **All Positions**. If you have already been assigned to a position, the list of objectives is filtered using **My Objectives** to show only the objectives that are assigned to you.

If the list of objectives is filtered by **Assignment** and you add an objective, the new objective will be automatically assigned to the filtered position unless you change this option. If you assign a new objective to the **Incident Level**, remember that the objective will not be connected to a position and will not appear in the list of objectives when it is being filtered by position.

**Note:** Notifications about new objectives assigned to you appear on the Incident Dashboard, just above the Recent Events ticker, unless you are the person who created the objective.

### Helpful Links

- [Juvare.com](#)
- [Juvare Training Center](#)
- [Announcements](#)
- [Community Resources](#)

## To add an objective

1. On the *Home* page, point to **Response** and click **Incidents**. The list of incidents page opens.
2. Locate the incident in the list and, on that row, click **View**. The *Incident Dashboard* opens.
3. Click the **Objectives** tab.
4. On the left, below the list of objectives, click **Add Objective**. The *Add Objective* window opens.

5. Enter this information.

Field	Description
<b>Objective</b>	Name of the objective.
<b>Description</b>	Details about the objective, including tasks, contacts, and locations.
<b>Assigned to</b>	The ICS Chart position that should complete the task during an incident. <b>Incident Level</b> can be selected if the tasks require a larger effort.  <i>Tip: ICS Chart positions that will be activated automatically for the IRG are indicated with a darker grey icon, while positions that are not normally activated for the IRG have a lighter icon.</i>
<b>Priority</b>	Significance of the objective or urgency with which it should be completed.

<b>Operational Period</b>	Period in which the objective should be completed.
<b>Status</b>	Initial status you want assigned to the objective by default when an incident is activated.
<b>Template</b>	Custom fields you want added to the objective to attach or solicit specific information from the person completing the objective.

6. Click **OK**. The window closes and the new objective appears in the list according to your filters.