

SITUATION REPORT SUBMISSION IN VEOCI

Step 1: A link to submit the Situation Report (SitRep) will be on your Dashboard as well as emailed via Veoci to the Team Lead.



Step 2: After compiling information from your Ride-Out Team members, click the link provided in the email to begin the process. Your team information will be pre-populated. You will be able to enter the Current Situation of your Department and any Outstanding Issues/Challenges/Problems in the boxes provided. Once complete hit the “Submit” button. A confirmation box will appear in the middle of your screen which you can close out of by clicking the ‘X’.

Situation Report #109 [WORKFLOW]

Workflow Steps

- Request Department SITREPS
- University Communications
- Student Housing and Residential Life (SHRL)
- Research
- Police (UHPD)
- Plant Operations (Plant Ops)
- Office of Emergency Management (OEM)
- IT
- Houston Public Media (HPM)
- Hilton
- Fire/EHLS
- ERP Transwestern
- Dining/Parking/Shuttle
- Athletics
- Animal Care Operations (ACO)
- Other Department
- SITREP Status
- Summarize Report

Other Tools

- Submit New
- Duplicate Entry

Date
2019-04-16 11:31 am

Departments Reporting
Office of Emergency Management (OEM)

Office of Emergency Management (OEM)
Brian Hall

Office of Emergency Management (OEM) Sitrep

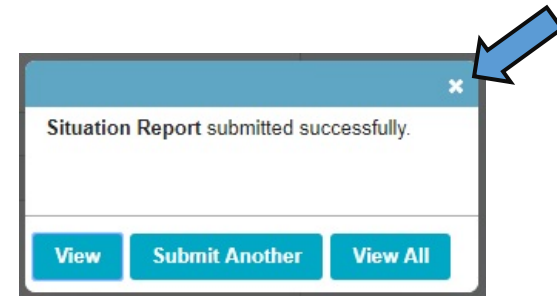
Current Situation (provide a General Update based on your Department's current situation) *

Type something

Outstanding Issues/Challenges/Problems *

Type something

Submit **Save Now**



Step 3: Once complete, you may return to the Dashboard view at the top.

