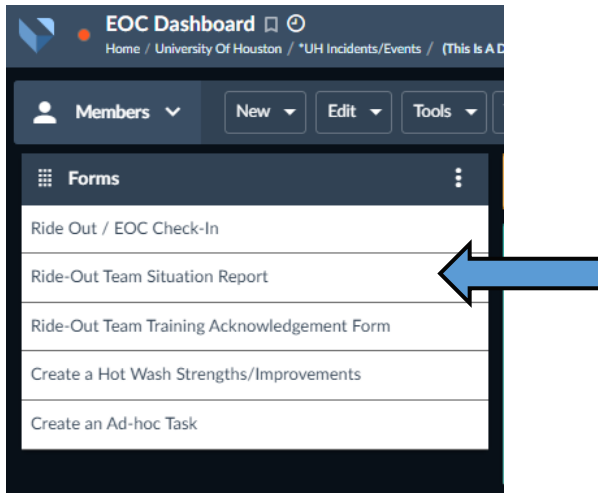# SITUATION REPORT SUBMISSION IN VEOCI

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

Step 2: After compiling information from your Ride-Out Team members, click the link provided in the email or on the dashboard to begin the process. 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 on the bottom right.