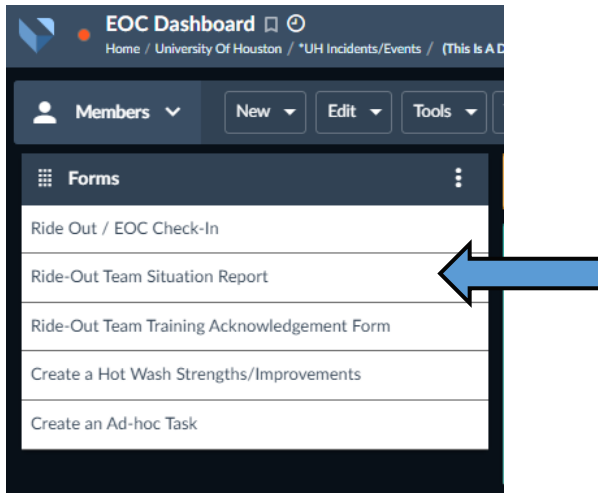


SITUATION REPORT SUBMISSION IN VEOCI

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.

A screenshot of the Situation Report submission form. The form is titled 'Name' and has a text input field for 'Type name or email'. Below this is a dropdown menu showing 'Brian Hall' with a close button. The 'Department:' field is a text input with the placeholder 'Enter Text...'. The 'Date & Time:' field shows '2021-03-23 09:11 AM' with a close button and a clock icon. The 'Current Situation (provide a General Update based on your Department's current situation)' section has a text area with the placeholder 'Type something'. The 'Outstanding Issues/Challenges/Problems' section also has a text area with the placeholder 'Type something'.