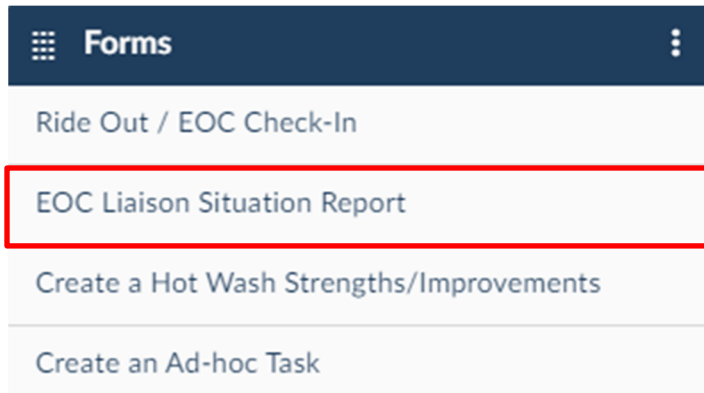


SITUATION REPORT SUBMISSION IN VEOCI

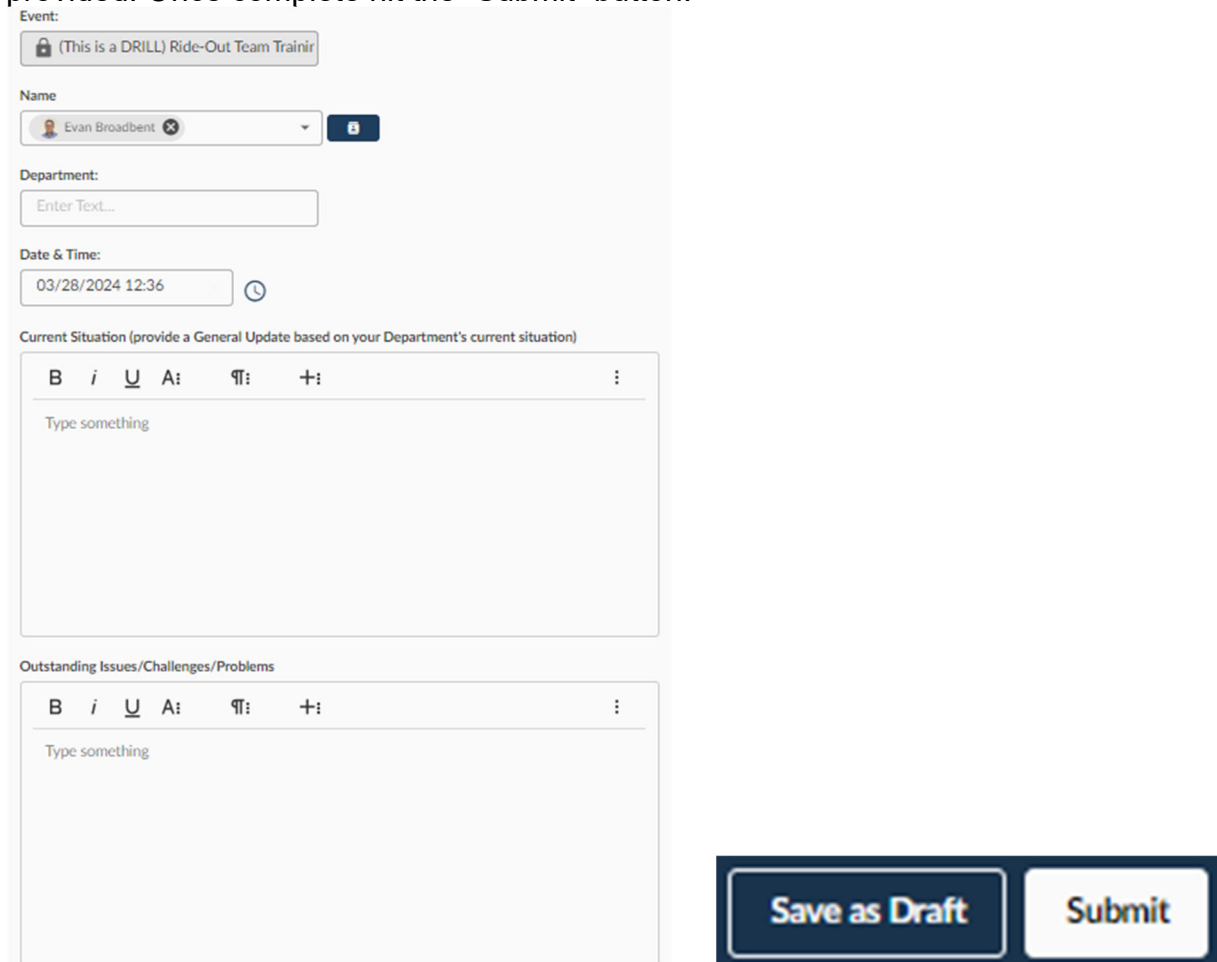
Step 1: A link to submit the Situation Report (SitRep) will be on your Dashboard as well as emailed via Veoci to the Team Lead.



The screenshot shows a dark blue header with a hamburger menu icon and the word "Forms" in white. Below the header is a list of form options: "Ride Out / EOC Check-In", "EOC Liaison Situation Report" (highlighted with a red border), "Create a Hot Wash Strengths/Improvements", and "Create an Ad-hoc Task".

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

*Fill in the Current Situation of your Department and any Outstanding Issues/Challenges/Problems in the boxes provided. Once complete hit the "Submit" button.



The screenshot shows the VEOCI Situation Report submission form. It includes the following fields and sections:

- Event:** A dropdown menu with the selected option "(This is a DRILL) Ride-Out Team Trainin".
- Name:** A dropdown menu with the selected option "Evan Broadbent" and a blue "B" button.
- Department:** A text input field with the placeholder "Enter Text...".
- Date & Time:** A date and time picker showing "03/28/2024 12:36" and a clock icon.
- Current Situation (provide a General Update based on your Department's current situation):** A rich text editor with a toolbar containing "B", "i", "u", "A:", "¶:", and "+:". The text area contains the placeholder "Type something".
- Outstanding Issues/Challenges/Problems:** A rich text editor with a toolbar containing "B", "i", "u", "A:", "¶:", and "+:". The text area contains the placeholder "Type something".

At the bottom right of the form, there are two buttons: "Save as Draft" and "Submit".

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