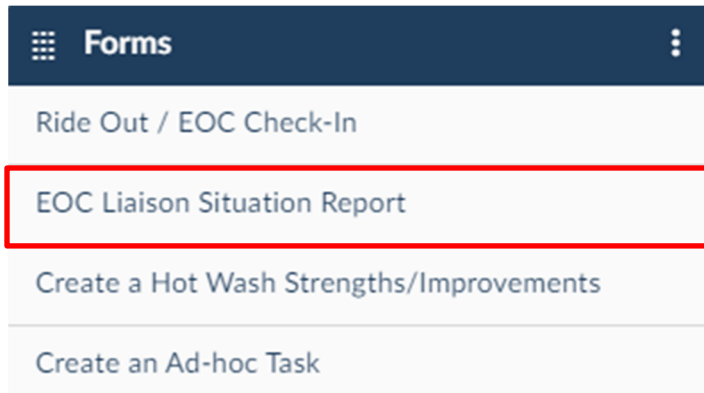# SITUATION REPORT SUBMISSION IN VEOCI
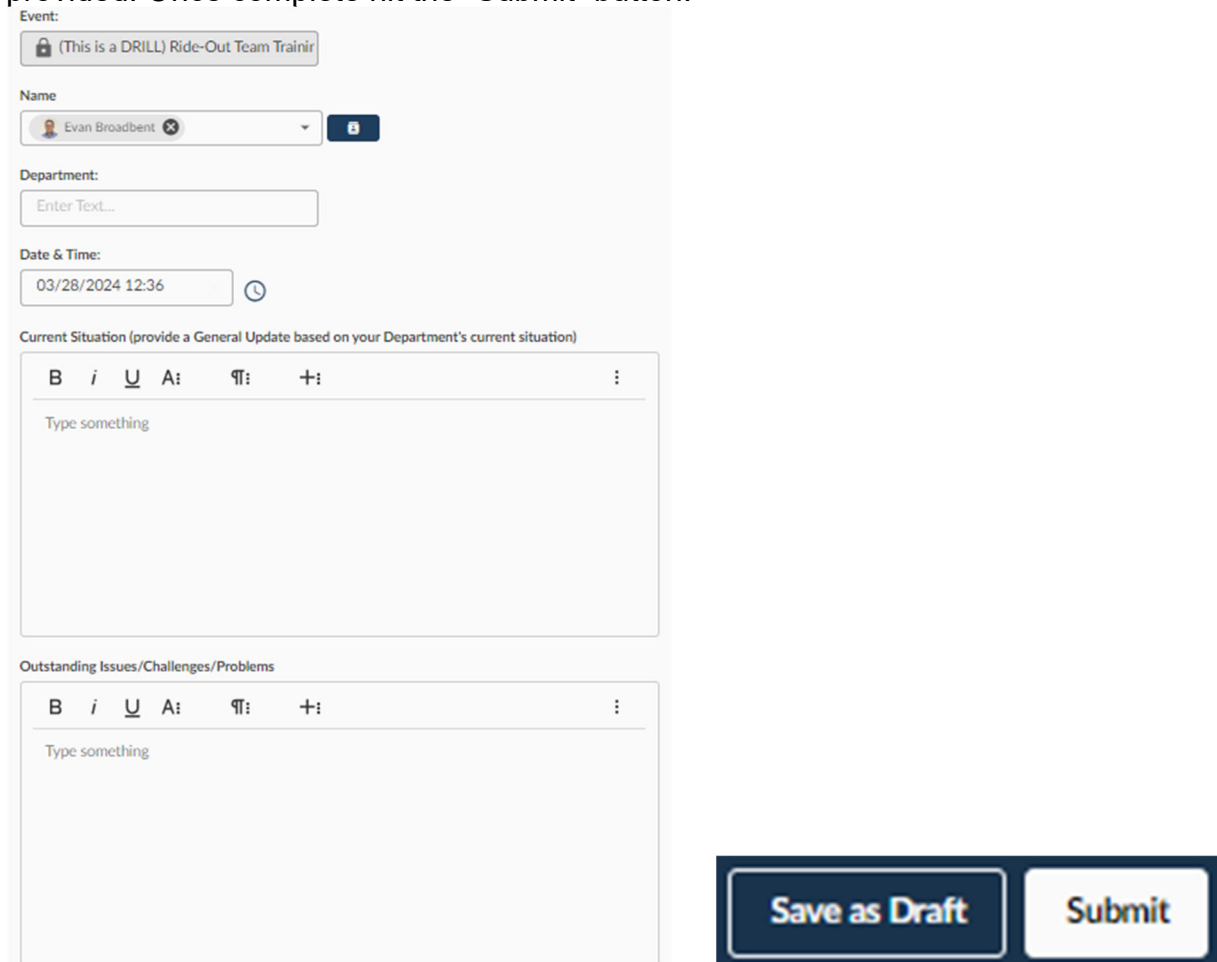
Step 1: A link to submit the Situation Report (SitRep) will be on your Dashboard as well as emailed via Veoci to the Team Lead.

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

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

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