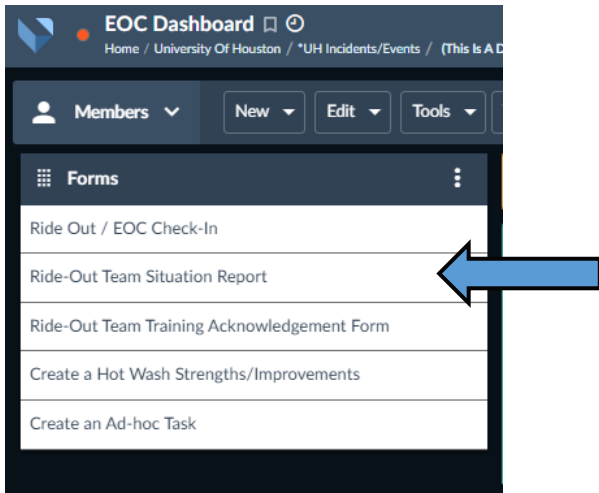
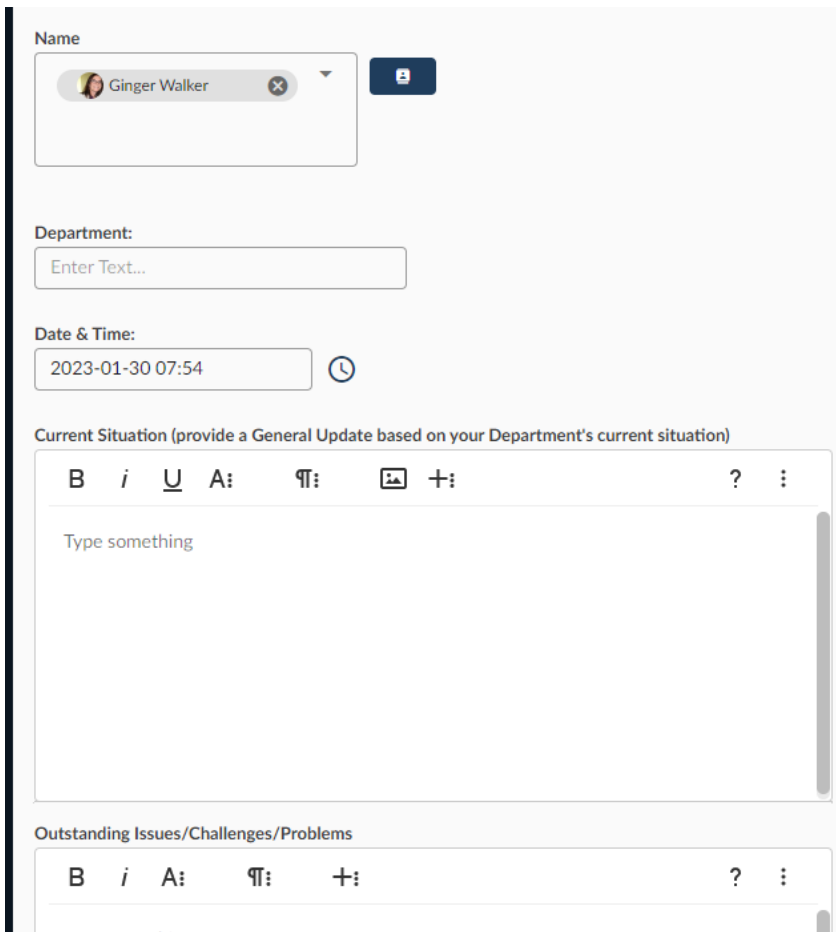


SITUATION REPORT SUBMISSION IN VEOCI

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 includes a dropdown menu with 'Ginger Walker' selected and a blue button with a speech bubble icon. Below this is a 'Department:' field with a placeholder 'Enter Text...'. The 'Date & Time:' field shows '2023-01-30 07:54' and a clock icon. The main section is titled 'Current Situation (provide a General Update based on your Department's current situation)' and contains a rich text editor with a toolbar (B, i, U, A:, ¶:, 🖼️, +:) and a text area with the placeholder 'Type something'. Below this is another section titled 'Outstanding Issues/Challenges/Problems' with a similar rich text editor.