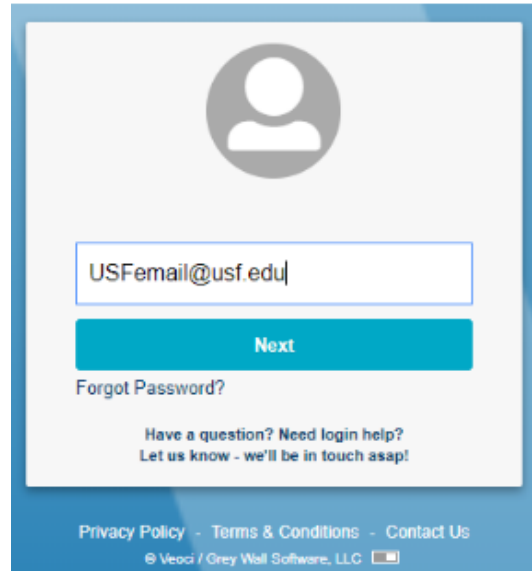
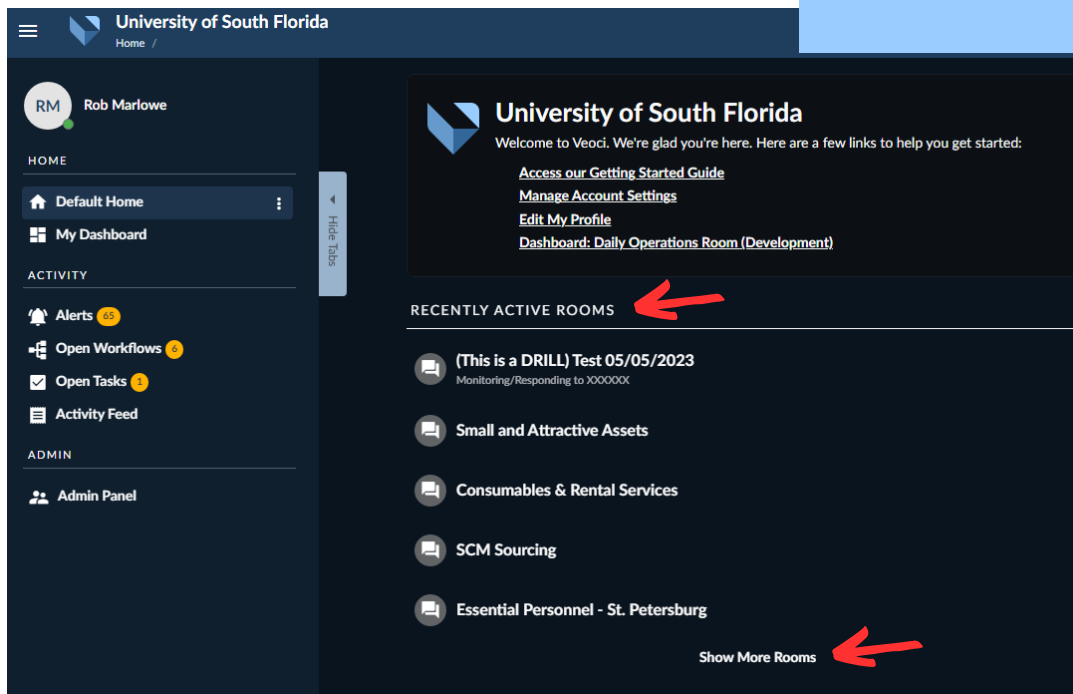


LOGGING IN

- Go to veoci.com and select the Sign In (top right corner)
- Login with email and password
- Bookmark on your browser to access this page easily next time
- To reset password, click Forgot Password



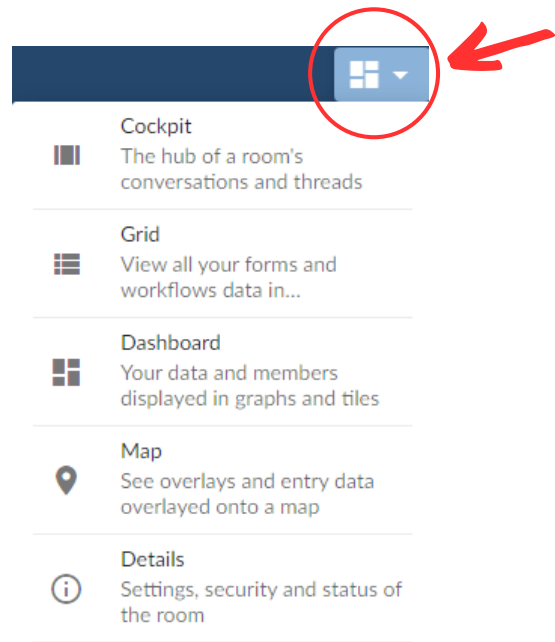
ACCESSING A ROOM



- From the home screen, select the **Room** you wish to join from **Recently Active Rooms**
- Select **Show More Rooms** to see all rooms you have access to

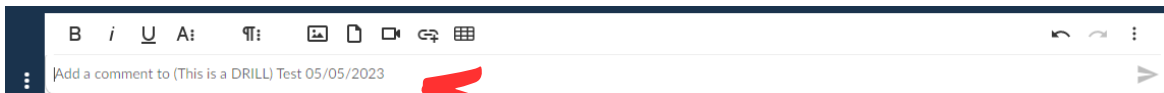
CHANGING ROOM VIEW

- When joining a Room, the default view will be the **Dashboard**.
 - The Dashboard provides quick access to forms, SitReps, schedules, requests and pending tasks for the event.
- To change room view, click the box at the top right corner of the Dashboard and select a different view from the dropdown menu.



NAVIGATING THE COCKPIT

- Use the **Cockpit** to share information with other room members.
- Type your response into the chat feed at the bottom of the page
- To tag someone in a message, type @ followed by their name and your message



SIDE ROOMS

- In the Cockpit, **Side Rooms** are found in the bottom right tile
- **TIP:** ICS-214 forms can be submitted via your ESF Side Room Dashboard

