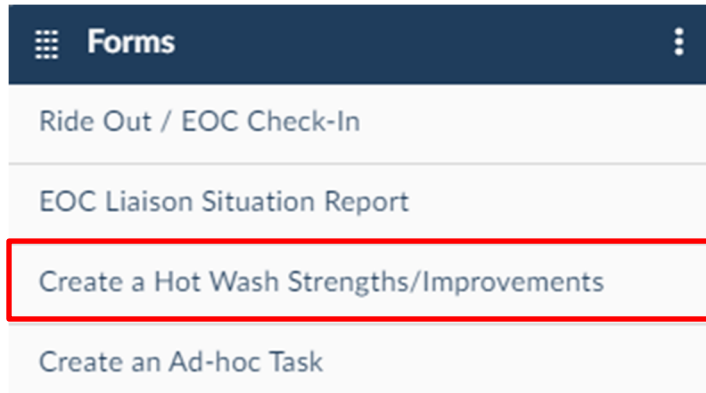


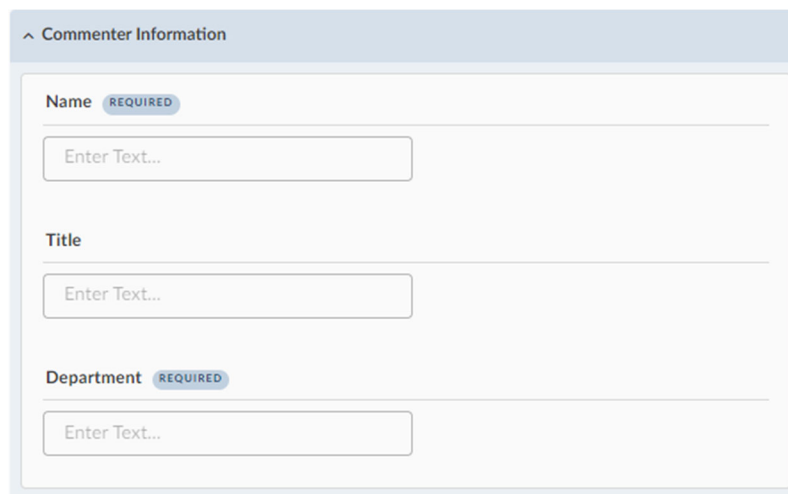
## How to Submit a Hot Wash Entry (Strengths/Improvements)

**Step 1:** From the Dashboard, under forms, click “Create a Hot Wash Strengths/Improvements”



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

**Step 2:** Enter in your personal information (Name, Title, and Department)



The screenshot shows a form titled "Commenter Information" with a light blue header. The form contains three text input fields: "Name" (with a "REQUIRED" label), "Title", and "Department" (with a "REQUIRED" label). Each field has a placeholder text "Enter Text..." and a light blue border.

**Step 3:** Select if your entry is a Strength or Improvement and type your comment in the box provided. If applicable you can designate a responsible department (if you aren't sure leave it blank).

\*If you have more than one entry you may hit “Add More” underneath and repeat



The screenshot shows a form titled "Strengths/Improvements" with a light blue header. The form is divided into three columns. The first column has a "Strength/Improvement" label (with a "REQUIRED" label) and two radio button options: "Strength" and "Improvement". The second column has a "Comment Strengths/Improvements" label and a large text input field with a placeholder "Enter Text...". The third column has a "Responsible Department" label and a text input field with a placeholder "Enter Text...". There is a "+ Add More" button in the top right corner and another "+ Add More" button in the bottom left corner.

**Step 4:** Once complete, click “Submit” at the bottom right