

Ride-Out Team Check-Out Process

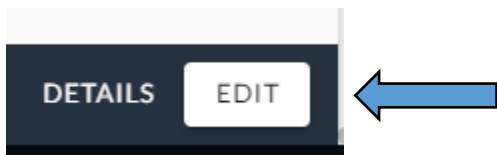
Step 1: When your Ride Out Team is deactivated, or a member is no longer working on the team, you will need to check them out in Veoci.

Step 2: From the Dashboard, click on the corresponding name in the Ride-Out Team Check-Ins Tile.



First Name	Last Name	Department	Function
Office of Emergency Management (2 items)			
Ginger	Walker	Office of Emergency Mana...	Supervisor

Step 3: Click "Edit" in the bottom right of your screen



Step 4: Select "Check-Out" at the bottom, choose the correct date/time (or just click the clock for the current date/time)



Status REQUIRED

Check-In

Check-Out

RESET

Check-In Time REQUIRED

2021-03-19 09:03 AM

Check-Out Time REQUIRED

2021-03-23 09:03 AM

RESET UPDATE

Click "Update" to Submit

*****Repeat these steps for every other member on your team**