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.

![Forms](image)

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

![Ride Out Team Check-Ins](image)

**Step 3:** Click “Edit” on the bottom right of the window.

**Step 4:** Select “Check-Out” at the bottom, choose the correct date/time (or just click the clock for the current date/time). Click “Update” on the bottom right of the window.

![Check-Out](image)

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