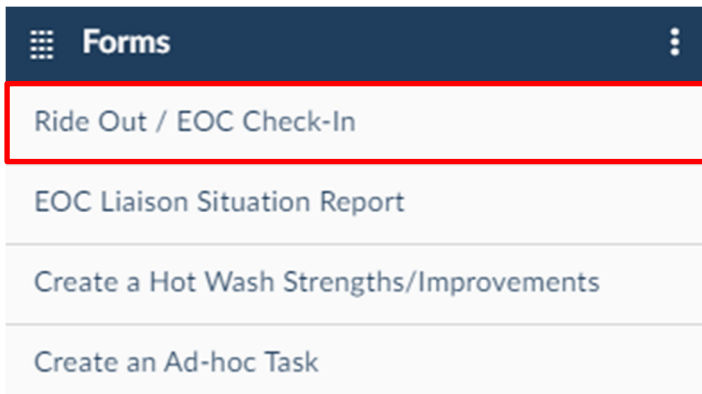


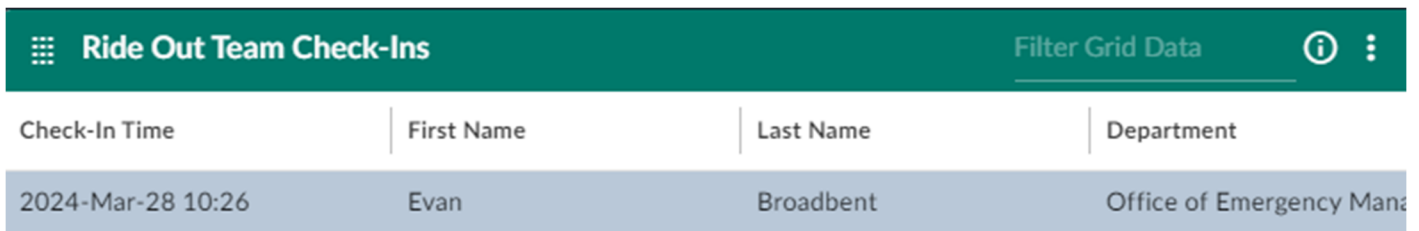
Ride-Out Team Check-Out Process

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.



The screenshot shows a dark blue header with a hamburger menu icon and the word "Forms". 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 "Ride Out / EOC Check-In" item is highlighted with a red rectangular border.

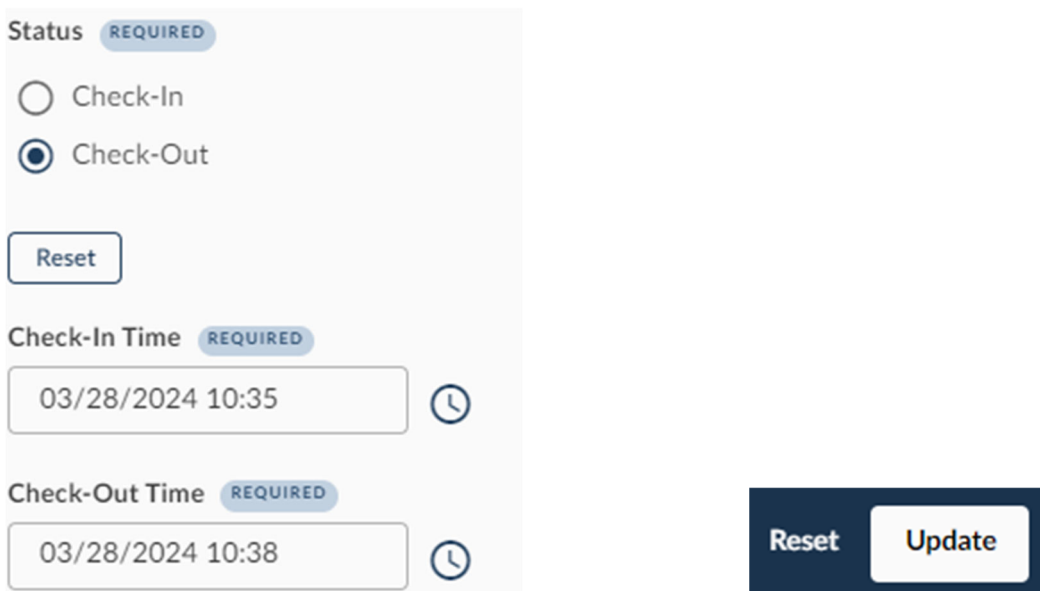
Step 2: From the Dashboard, click on the corresponding name in the Ride Out/Incident Check-Ins Tile.



Check-In Time	First Name	Last Name	Department
2024-Mar-28 10:26	Evan	Broadbent	Office of Emergency Management

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.



The screenshot shows a form with the following elements:

- Status:** A label "REQUIRED" and two radio buttons: "Check-In" (unselected) and "Check-Out" (selected).
- Reset:** A button with the text "Reset".
- Check-In Time:** A label "REQUIRED" and a text input field containing "03/28/2024 10:35" with a clock icon to its right.
- Check-Out Time:** A label "REQUIRED" and a text input field containing "03/28/2024 10:38" with a clock icon to its right.
- Bottom Right:** A dark blue button with "Reset" and a white button with "Update".

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