

Ride-Out Team Check-Out Process

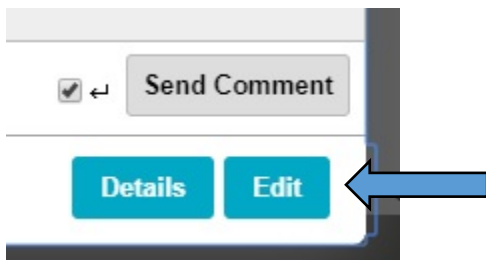
Step 1: When your Ride Out Team is deactivated, or a member is no longer working on the team, you will need to check them out in Veoci.

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
Brian	Hall	Office of Emergency Mana...	Deputy Team Lead

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)

Ride Out / Responding Location *

Center for Public Broadcasting/EOC

Status *

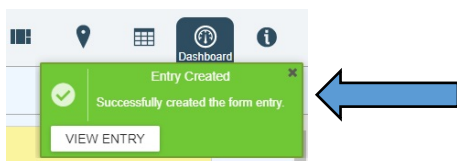
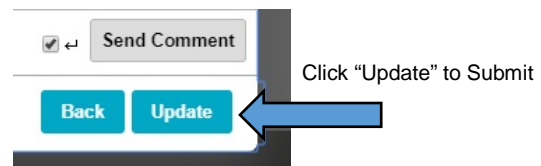
- ☐ Check-In
- ☒ Check-Out
- [Clear Selection](#)

Check-In Time *

2019-04-15 08:30 am

Check-Out Time *

2019-04-16 11:49 am



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