

Ride-Out Team Check-Out Process

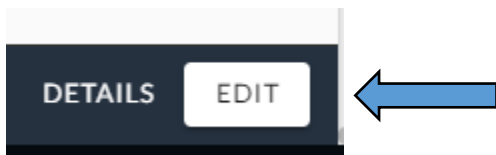
Step 1: When your Ride Out Team is deactivated, or a member is no longer working on the team, you will need to check them out in Veoci.

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

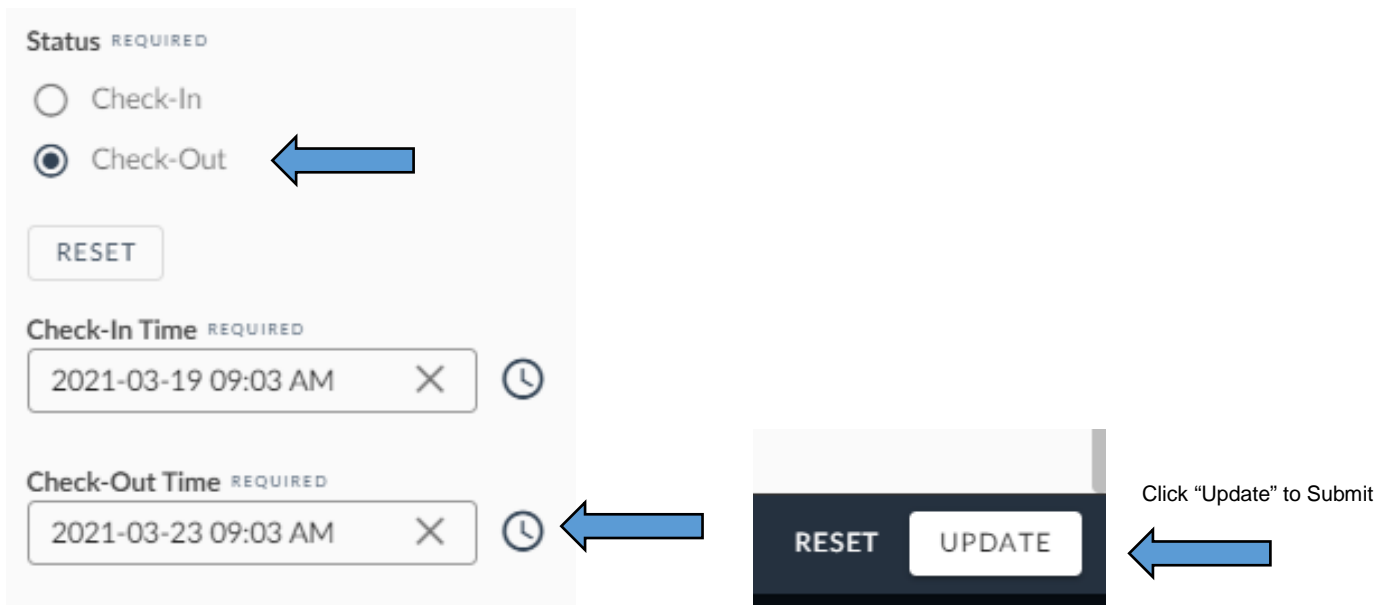


First Name	Last Name	Department	Function	Edit
Office of Emergency Management (2 items)				
Ginger	Walker	Office of Emergency Mana...	Supervisor	
Brian	Hall	Office of Emergency Mana...	Deputy Team Lead	

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)



Status REQUIRED

☐ Check-In

☒ Check-Out

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**