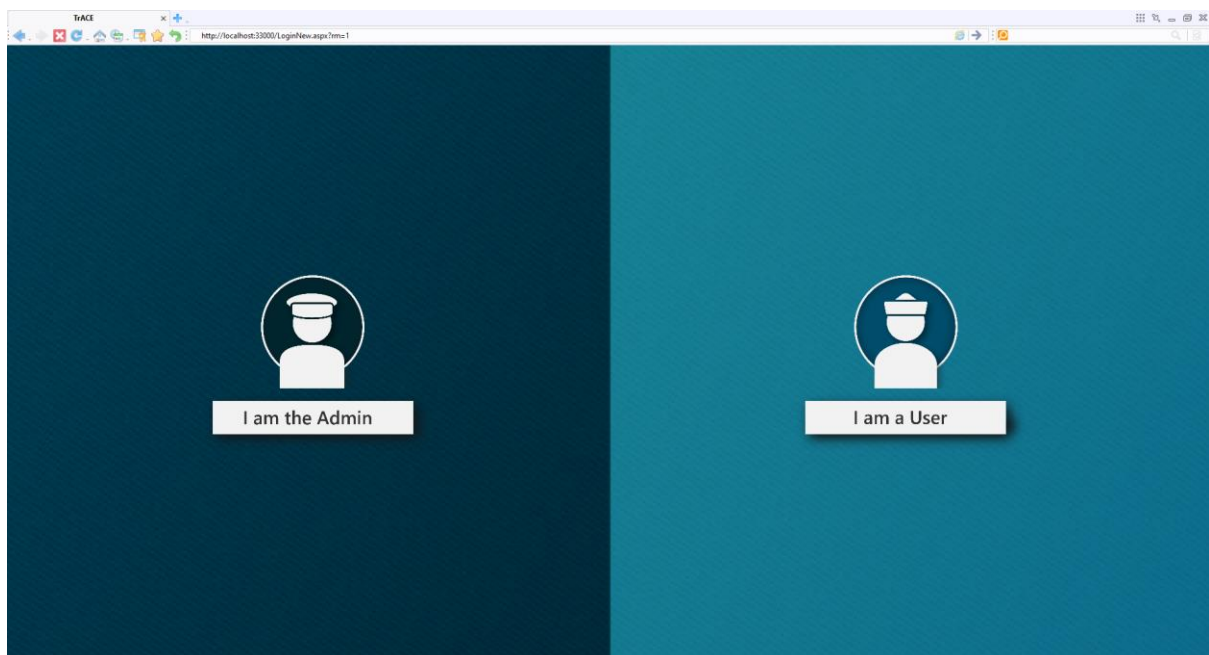


## Steps to Sign Off Crew in TrACE LMS software:

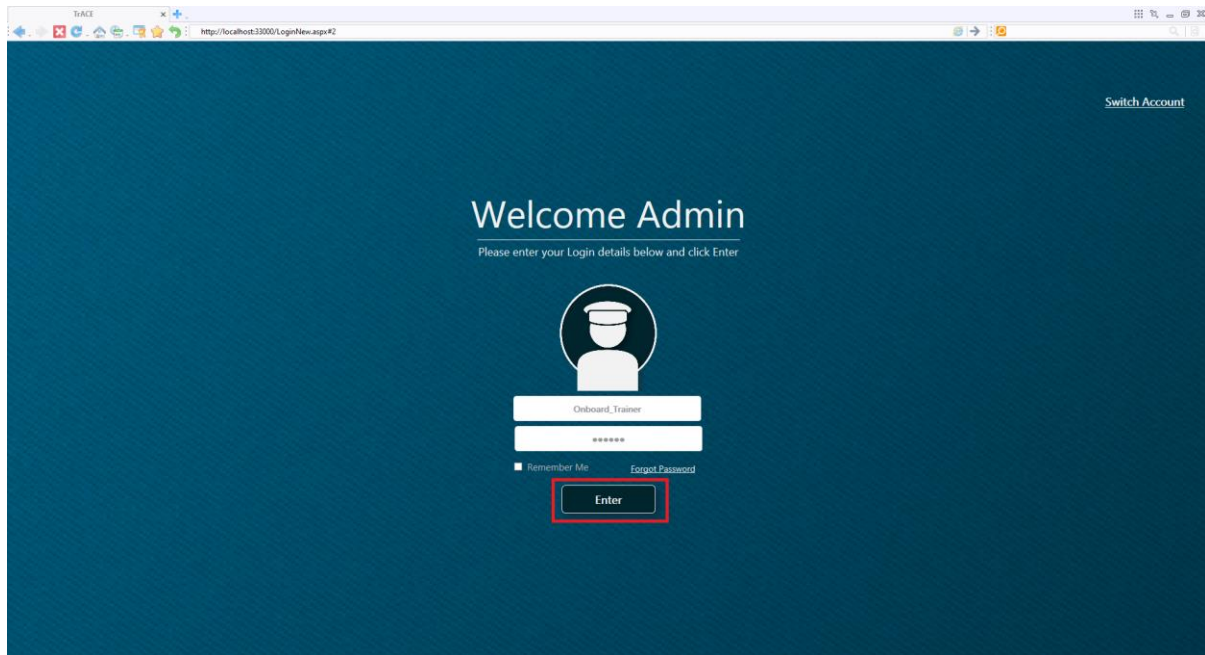
Step 1: Click on **“TrACE Launch”** icon. The below screen will appear. Click on **“Enter”** button.



Step 2: After clicking on **“Enter”** button, click on **“I am the Admin”** as shown in the below screen.



Step 3: After clicking on **“I am the Admin”**, the below screen will appear. Login with the provided credentials and click on **“Enter”** button as highlighted in the below screen.



Step 4: After logging, the below **“Home Page”** will appear. Click on **“User Data Management”** icon as highlighted in the below screen.



Step 5: After clicking on “User Data Management” icon, the below screen will appear, click on the “Sign Off” button as highlighted in the below screen in order to sign off the particular crew.

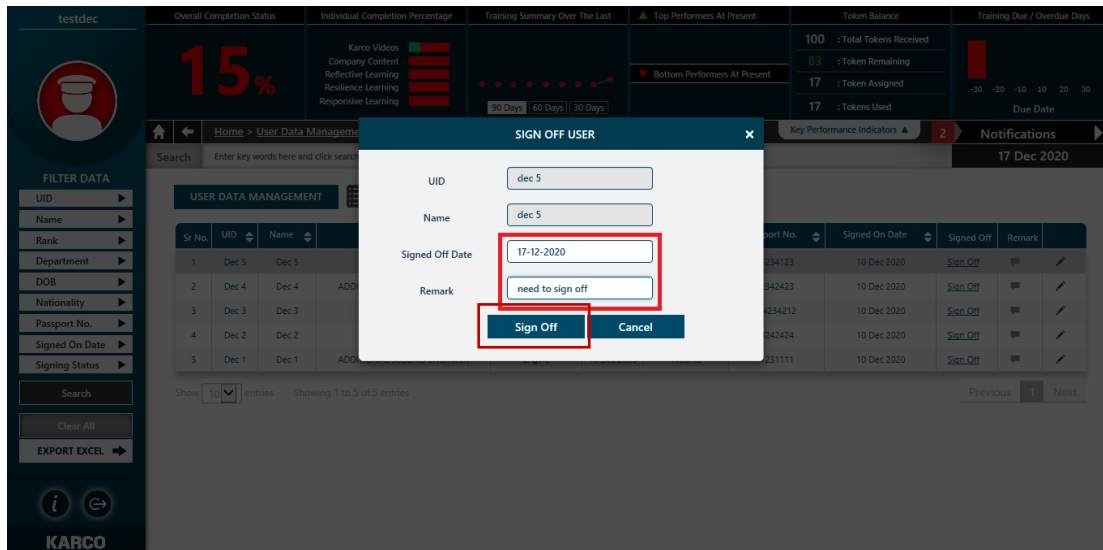
Sr No.	UID	Name	Rank	Department	DOB	Nationality	Passport No.	Signed On Date	Signed Off	Remark
1	Dec 5	Dec 5	ABLEBODY SEAMAN 3	Deck	10 Dec 2020	American Samoa	1234123	10 Dec 2020	Sign Off	
2	Dec 4	Dec 4	ADDITIONAL SECOND ENGINEER	Engine	10 Dec 2020	Algeria	2342423	10 Dec 2020	Sign Off	
3	Dec 3	Dec 3	ADDITIONAL MASTER	Deck	10 Dec 2020	American Samoa	34234212	10 Dec 2020	Sign Off	
4	Dec 2	Dec 2	ABLEBODY SEAMAN 2	Deck	10 Dec 2020	Algeria	3242424	10 Dec 2020	Sign Off	
5	Dec 1	Dec 1	ADDITIONAL SECOND ENGINEER	Engine	10 Dec 2020	Albania	1231111	10 Dec 2020	Sign Off	

Step 6: After clicking on the “Sign Off” button, the below popup message will appear, click on “OK” button as highlighted in the below screen.

Are you sure you want to Sign off?

Cancel OK

Step 7: After clicking on “OK” button, the below popup will appear. Put the “Signed Off Date” and “Remarks” into the box and click on “Sign Off” button as highlighted in the below screen.



Step 8: After clicking on “Sign Off” button, the crew member will be signed off.