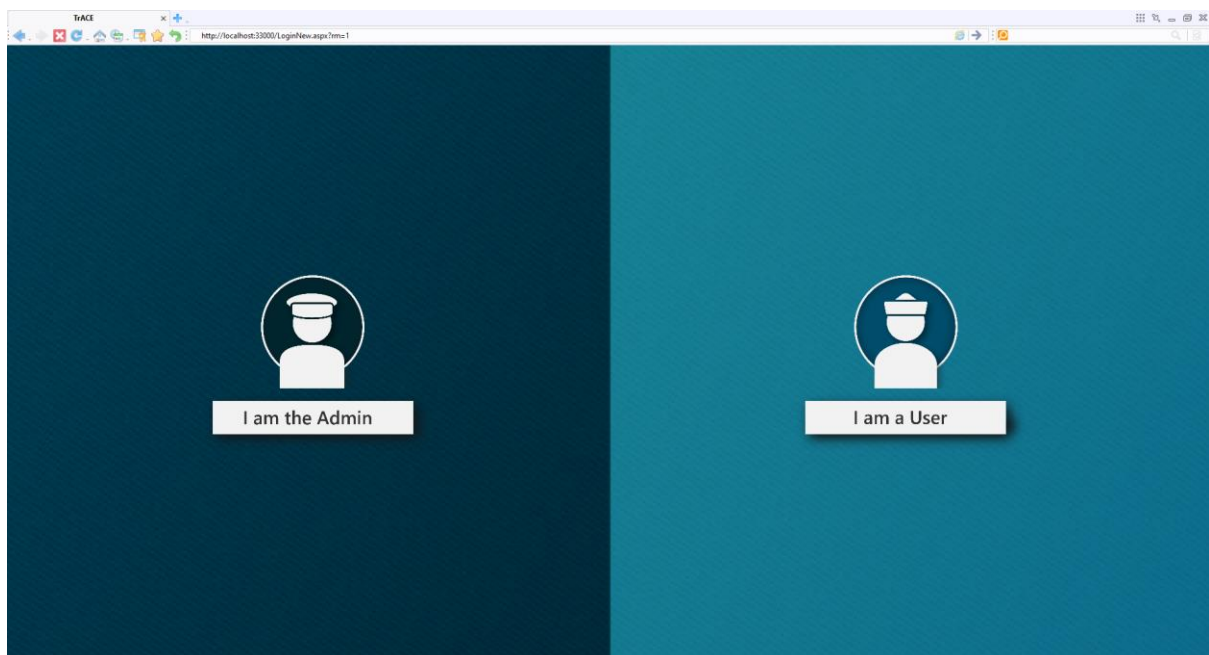# Steps to Sign Off Crew in TrACE LMS software:

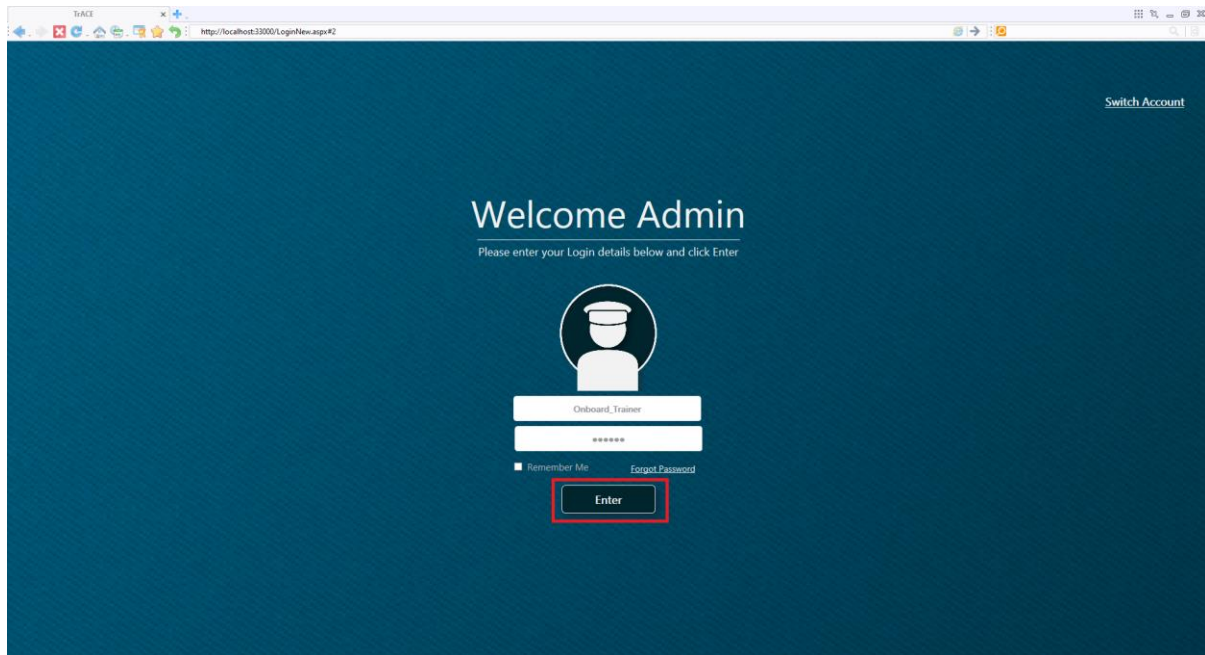Step 1: Click on **"TrACE Launch"** icon. The below screen will appear. Click on **"Enter"** button.

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.
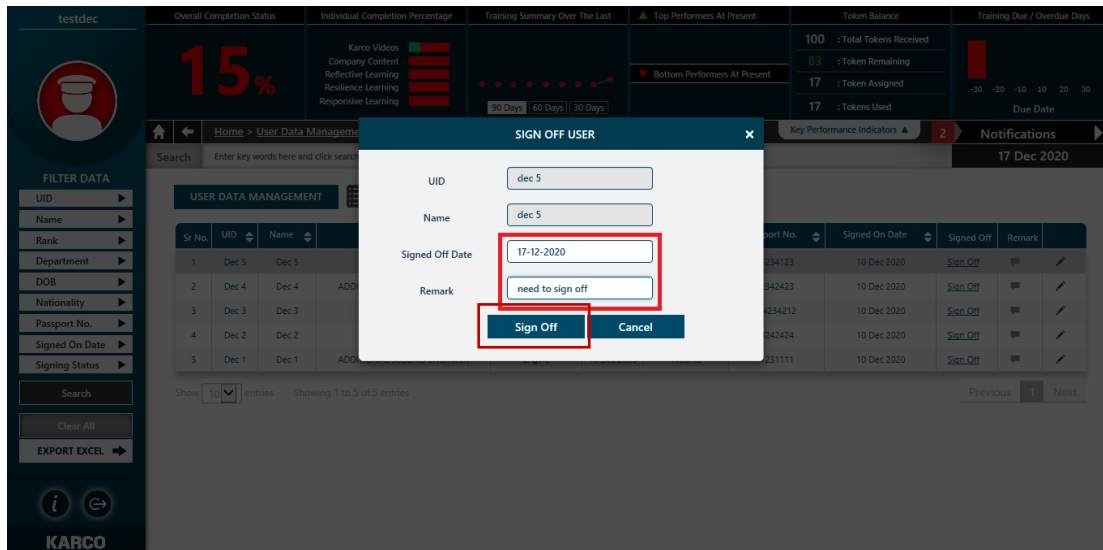

Step 6: After clicking on the **"Sign Off"** button, the below popup message will appear, click on **"OK"** button as highlighted in the below screen.

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.