## 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.

testdec	Overall Completion Status			Individual Completion Percentage	Training Summary Over	The Last	Top Performers At Present			Token Balance			Training Due / Overdue Days		
	<b>15</b> %			Karco Videos Company Content Reflective Learning Resilience Learning Responsive Learning	90 Days 60 Days 30 Days		Bottom Performers At Present		100 : Total Tokens Received   83 : Token Remaining   17 : Token Assigned   17 : Tokens Used		-30 -	-30 -20 -10 10 20 30 Due Date			
	♠ ←	Home >	User Data M	lanagement	Key Performance Indicators					2 No	tificatio	ns			
	Search	h Enter key words here and click search										17 Dec 2020			
FILTER DATA															
Rank	Sr No.	UID 🔶	Name 🔶	Rank	🗢 Department 🔶	ров 🖨	Nationality 🚖	Passport No.	¢	Signed On Date	¢	Signed Off	Remark		
Department	1	Dec 5	Dec 5	ABLEBODY SEAMAN 3	Deck	10 Dec 2020	American Samoa	1234123		10 Dec 2020		Sign Off	=	1	
DOB 🕨	2	Dec 4	Dec 4	ADDITIONAL SECOND ENGINEER	Engine	10 Dec 2020	Algeria	2342423		10 Dec 2020		Sign Off	-	1	
Nationality 🕨 🕨	3	Dec 3	Dec 3	ADDITIONAL MASTER	Deck	10 Dec 2020	American Samoa	34234212		10 Dec 2020		Sign Off	-	1	
Passport No.	4	Dec 2	Dec 2	ABLEBODY SEAMAN 2	Deck	10 Dec 2020	Algeria	3242424		10 Dec 2020		Sign Off	-	1	
Signed On Date	5	Dec 1	Dec 1	ADDITIONAL SECOND ENGINEER	Engine	10 Dec 2020	Albania	1231111		10 Dec 2020		Sign Off	-	1	
Search Clear All EXPORT EXCEL () (C) KARCO	Show -	10 ent	tries Show	, ving 1 to 5 of 5 entries								Previo	ous 1	Next	

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.