Employee – Group Services Enter a Punch – Mobile App

Description: In this topic, the user will learn how to enter a group services punch in the DCI mobile app. The DCI mobile app allows employees to clock in and out in real time. It is EVV-compliant, and many organizations prefer that employees use the app instead of the web portal. The mobile app can be used on any smart device, phone, or tablet, that meets the operating system requirements. The app is a free download available in both the Apple App Store and Google Play Store.

*Please note: Real-time Group Services entry in the mobile app is an instance-level setting. To enable this function, please submit a help desk ticket (Zendesk). This functionality is not applicable or enabled for all DCI users or organizations. Mobile app offline mode must be disabled when using real-time Group Services.

**Roles Required:** Employee (base user)

Permissions Required: N/A

Clock In on the Mobile App
1. Open the DCI app
2. Log in to personal profile
3. Click the blue **Group Service Clock In button** on the Dashboard
   a. The **Group Service Clock In button** will not display if the user has an open shift
      i. If the Continue to Clock Out button is displayed, the user did not clock out of their last shift and needs to complete the clock out process before clocking in again.
4. Complete the **Clock In** page

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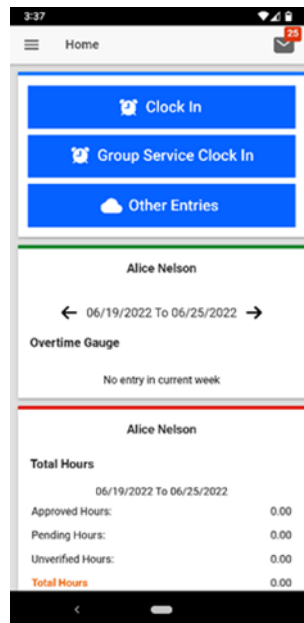
a. Click the **Group Service Name** drop-down to type and select the group service. This is limited to the group service profiles for which the employee has active service accounts.

b. Click the **Clients** drop-down to select the clients that are attending the group service

    i. Some programs require a minimum of two clients to be selected

        1. If there is only one client attending, complete the hourly clock in process instead.

c. Click **Confirm**
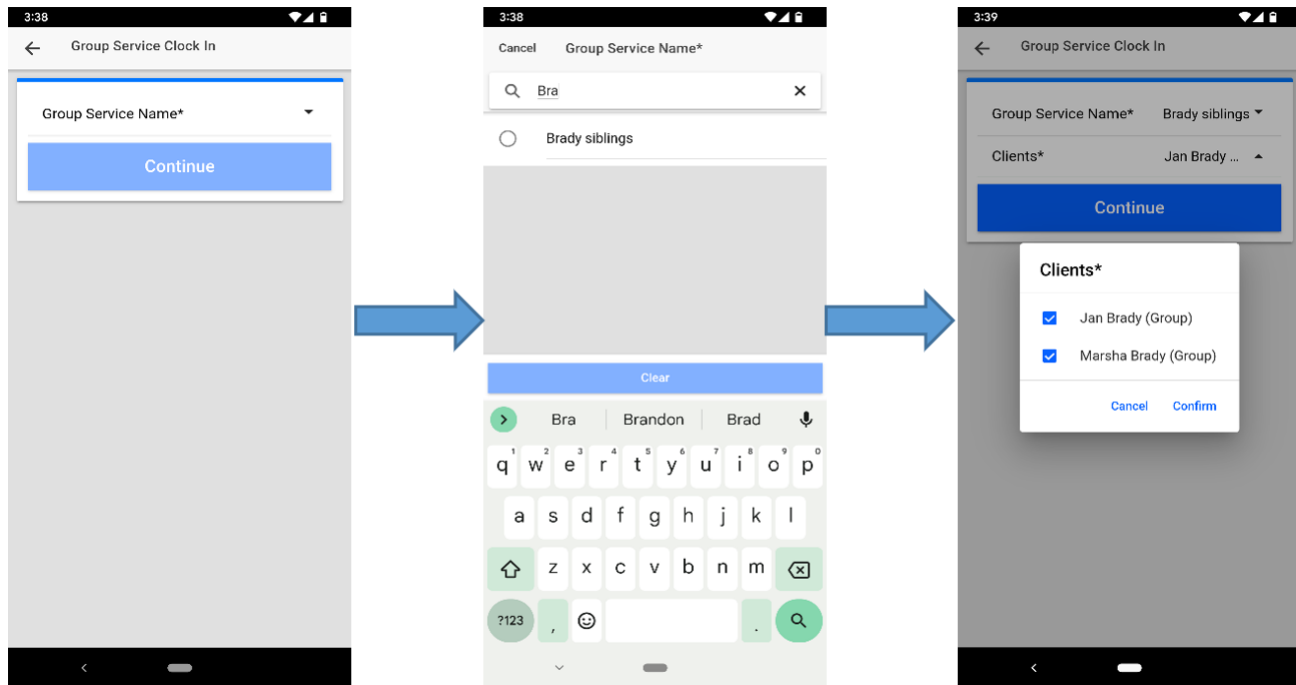
5. Click the blue **Continue** button
6. Select the EVV Location from the drop-down if required or desired and click **Ok**
7. Click the blue **Confirm Clock In** button to complete the clock in process
   a. The screen will now display a summary of the clock in
8. The user is now clocked in and can log out or close the mobile app. The app is not needed again until the end of the shift.

Clock Out on the Mobile App

1. Open the DCI app
2. Log in to personal profile
3. Click the blue **Continue to Clock Out** button
4. Click **Confirm**
5. Select the EVV Location from the drop-down if required or desired and click **Ok**
6. Add notes or attachments (both are optional)
   a. Add Notes functionality works using the mobile device keyboard. Enter notes in DCI just like typing a text message or email on a mobile device. If the device features talk-to-text, optionally use the microphone feature to enter notes by talking.
      i. Follow the organization's requirements regarding adding notes
   b. Add Attachment allows users to take a picture and add it to the note

7. Click the blue **Confirm Clock Out** button
8. Shift details are displayed. Click **Home** to return to the Dashboard.