

Purpose: This guide provides instructions for providers on how to verify an entry in an unverified status in OR PTC DCI via the Web Portal, Mobile Web, and Mobile App. Entries in unverified status are entries edited or created by a state staff worker and need to be verified for the provider to be paid for the shift.

Outcome: Provider has properly verified any unverified time entries in OR PTC DCI.

How to Verify Entries in the OR PTC DCI Web Portal

The screenshot shows the 'Entries' page in the OR PTC DCI Web Portal. The sidebar on the left has 'ENTRIES' highlighted with a blue circle and the number 2. The main content area has a search filter set to 'Unverified' with a blue circle and the number 3. A 'Search' button is highlighted with a blue circle and the number 4. Below the search filters, there is a table with one entry highlighted with a blue circle and the number 5. The table has the following columns: Id, Service Date, Type, Account Type, Ref., Client Name, Service Code, Amount, Unit Type, and Status. The entry has the following values: Id: 1979, Service Date: Jun 20, 2022, Type: Punch, Account Type: Hourly, Ref.: A2 Consumers, Client Name: A2 Consumers, Service Code: Hourly ADL/IADL-1, Amount: 0:02:00, Unit Type: Hourly, and Status: Unverified.

1. Open a web browser and navigate to orptc.dcisoftware.com.
2. Click on Entries.
3. Select the Unverified status from the Status filter.
4. Click Search to see all Unverified entries.
5. Click on the Entry you wish to verify.
6. Click Verify if the entry looks correct.

The screenshot shows the 'Punch Detail - 1979' page. The page displays the following information:

- Entry Id: 1979
- Machine Details: 159.121.202.141
- Service Date: Jun 20, 2022
- Check In: 12:48 PM
- Check Out: 02:48 PM
- Hour(s): 0:02:00
- Amount: 2.00 Hours
- Employee Time: PT (UTC-8)
- Zone:
- Client/ Program: PT (UTC-8)
- Time Zone:
- Authorization Entry: 1977
- Id:
- Pay Rate Name: Standard
- Pay Rate: 0.00
- Status: Unverified
- Created By: Sally Brown
- Created: Jun 23, 2022
- Input Method Type: Web Portal

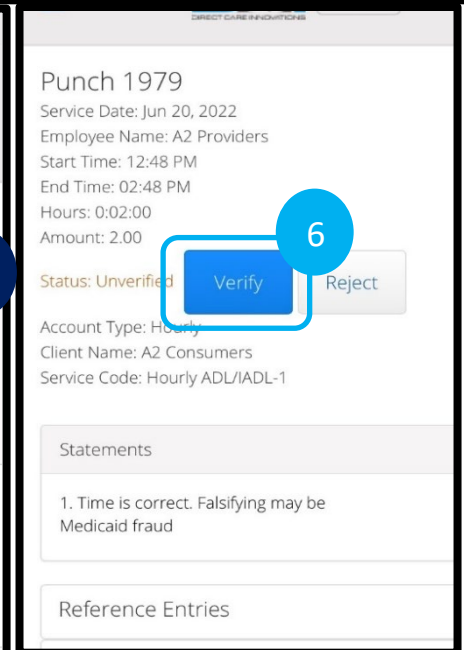
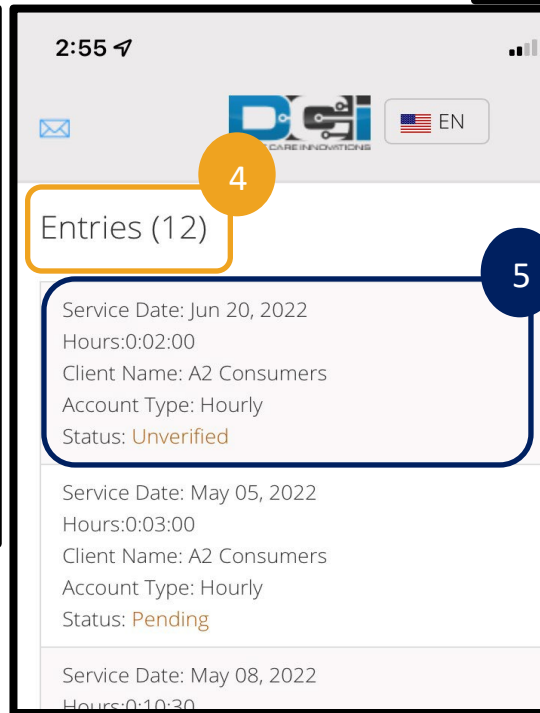
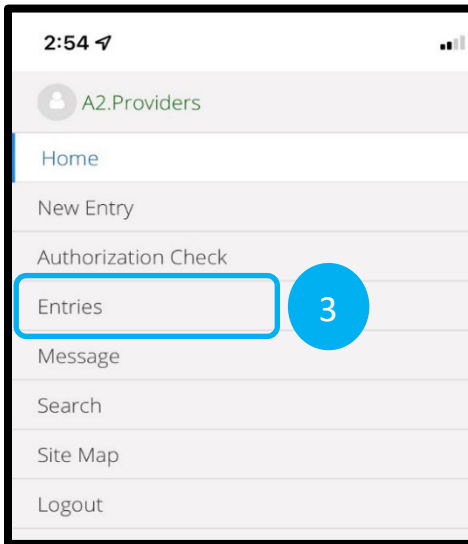
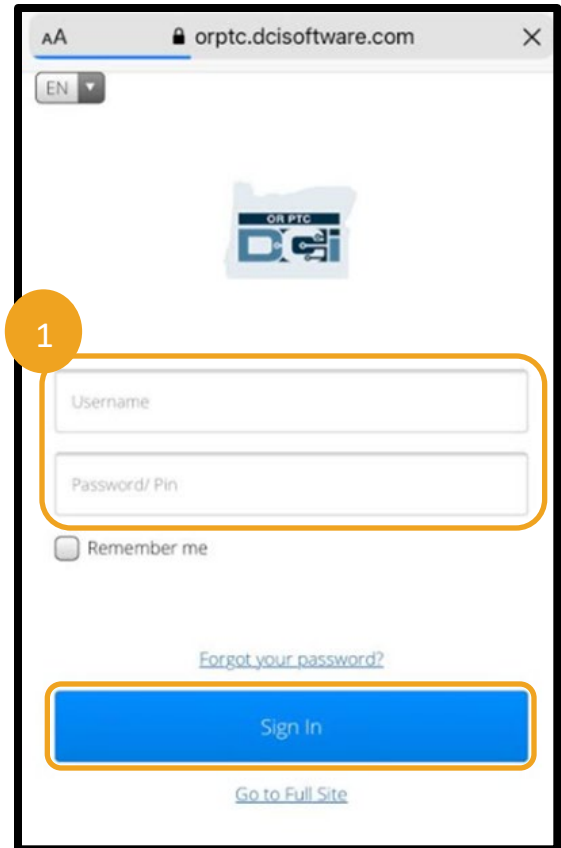
A 'Verify' button is highlighted with a blue circle and the number 6.

How to Verify Entries in the OR PTC DCI Mobile Web

1. Log into OR PTC DCI using the web browser on your smart device (orptc.dcisoftware.com).
2. Tap on the menu button in the top right corner.



3. Select the Entries option from the list.
4. Your entries will display. You can view entries all entries and verify entries, if needed.
5. Select a specific entry you would like to review.
6. If the punch is unverified, you can review the entry to make sure the entry is correct, and tap verify.



How to Verify Entries in the OR PTC DCI Mobile App

1. After logging into the OR PTC DCI Mobile App, tap the three lines in the upper left corner to open the menu.
2. Tap Entries.
3. Tap the entry you would like to verify.
4. Tap ACTION.
5. Tap Verify.
6. Tap Confirm.

