July 2021 Release Notes

Contents

This guide contains updates or enhancements to the following functionality:
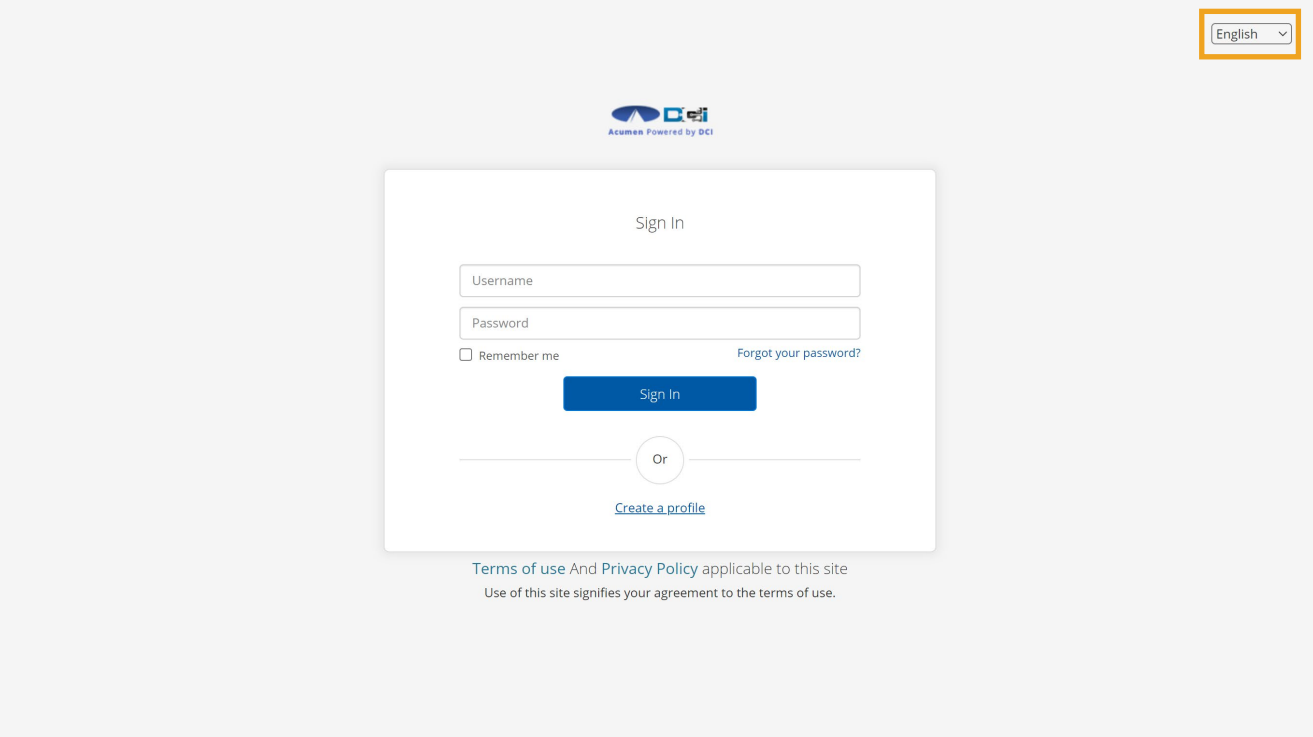
Preferred Language Options

Preferred Language Options

- The DCI system is equipped with multi-language functionality for base users (Employee Profiles with no roles/permissions) and Client Profiles. This allows users with these profile types to navigate the Portal, Mobile App, and Mobile Web in their preferred language.

- The following languages are currently available:

  - English

  - Spanish

  - Vietnamese

  - Russian

  - Mandarin

  - Somali

Setting Preferred Language on the DCI Web Portal

Select Language Drop-Down on the Web Portal Login Screen

- At the login screen of the web portal, select the language drop-down to choose the preferred language from the available options.
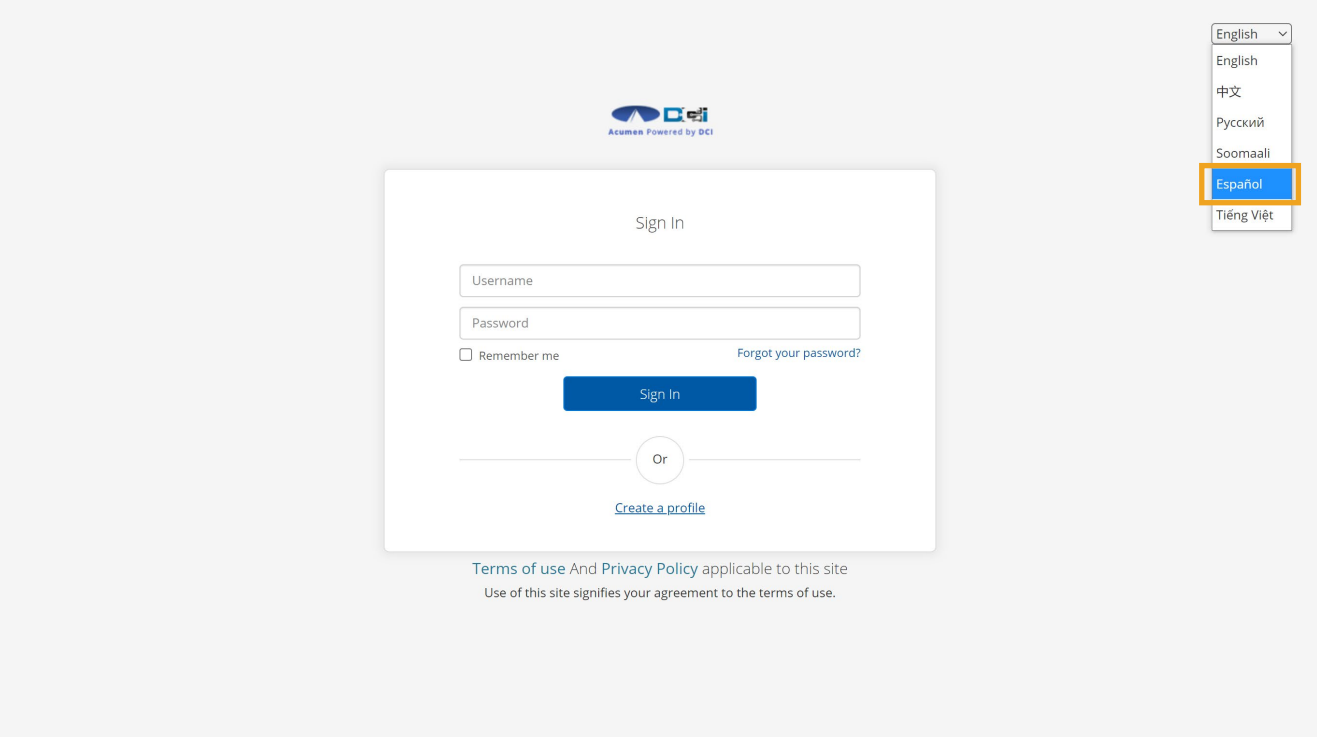
Select Preferred Language from Language Options

- Click on the preferred language from the language options to set the preferred language.

Preferred Language is Set

- The preferred language is now set.
- The DCI web portal will now display in the preferred language.

Select Language on the Home Screen of the Web Portal

- Preferred language may be changed at any time once logged into the web portal.
- Click on the preferred language from the language options to set the preferred language.

Select Preferred Language from Language Options

- Click on the preferred language from the language options to set the preferred language.

Preferred Language is Set

- The preferred language is now set.
- The DCI web portal will now display in the preferred language.

Setting Preferred Language on the DCI Mobile App
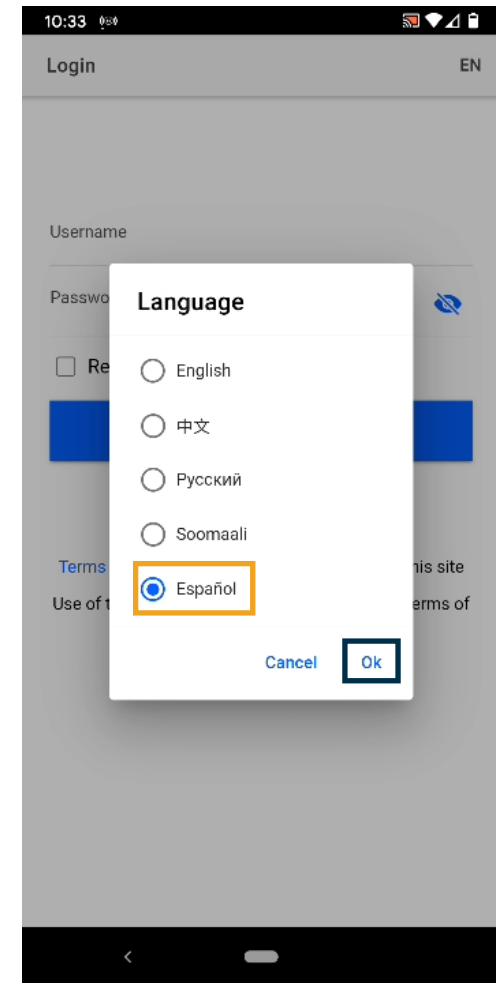
Select Language Drop-Down on the Mobile App Login Screen

- At the login screen of the mobile app, select the language drop-down to choose the preferred language from the available options.
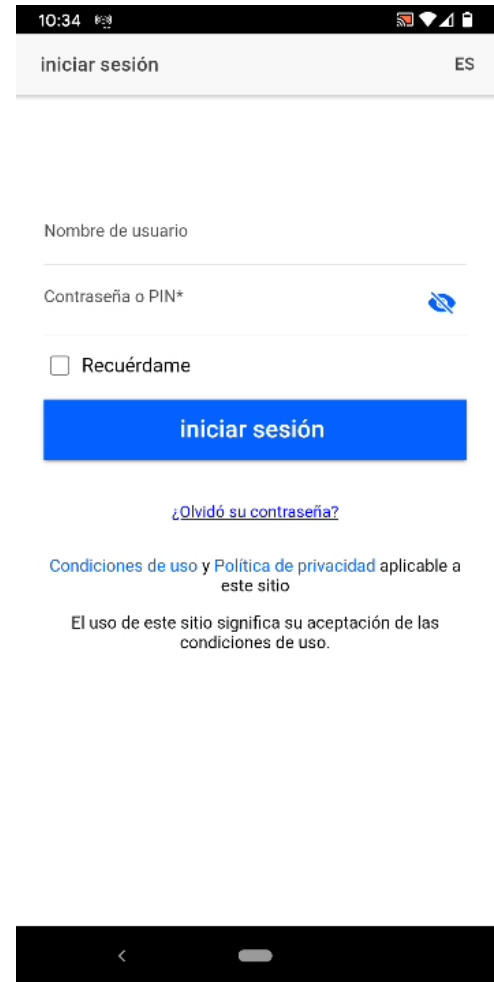
Select Preferred Language from Language Options

- Click on the preferred language from the language options to set the preferred language.
- Then click Ok to set the preferred language.

Preferred Language is Set

- The preferred language is now set.
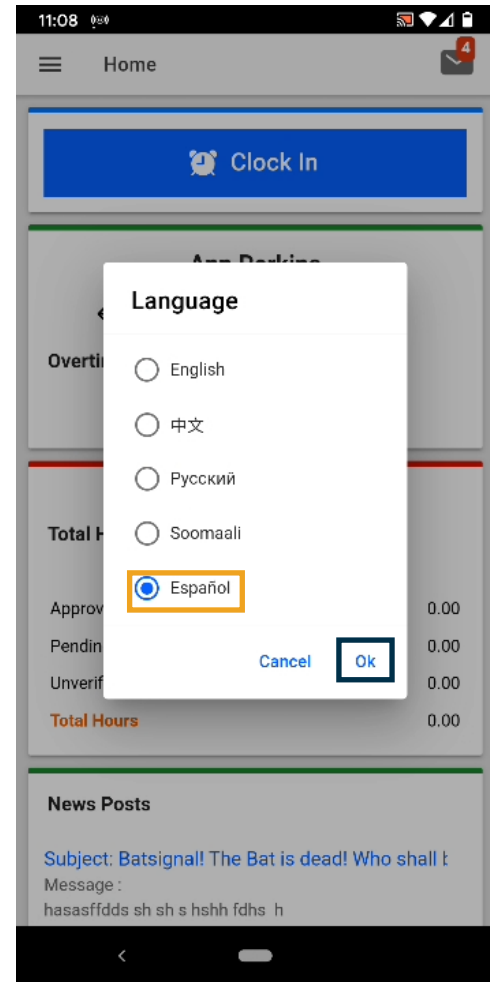- The DCI mobile app will now display in the preferred language.

Select Language on the Home Screen of the Mobile App

- Preferred language may be changed at any time once logged into the mobile app.
- Click on the menu icon to display the menu options.
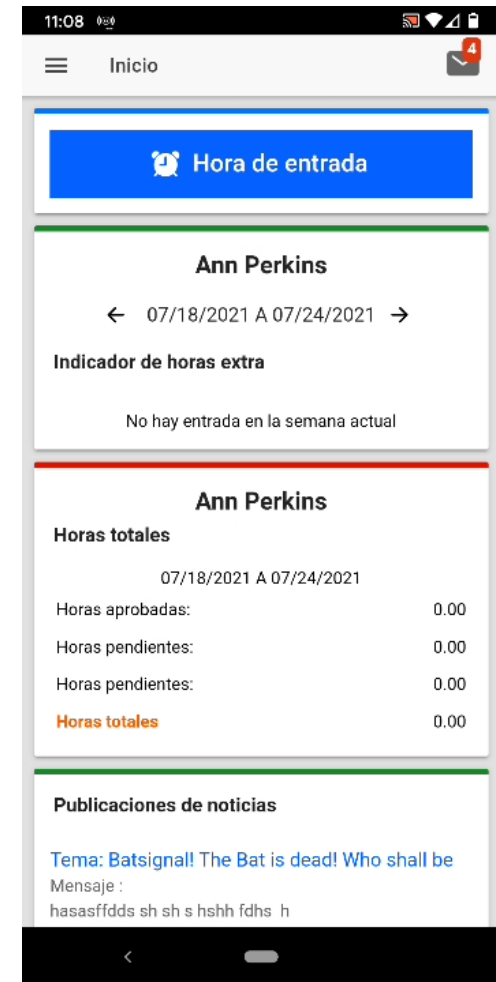- Then click the Language tab to display language options.
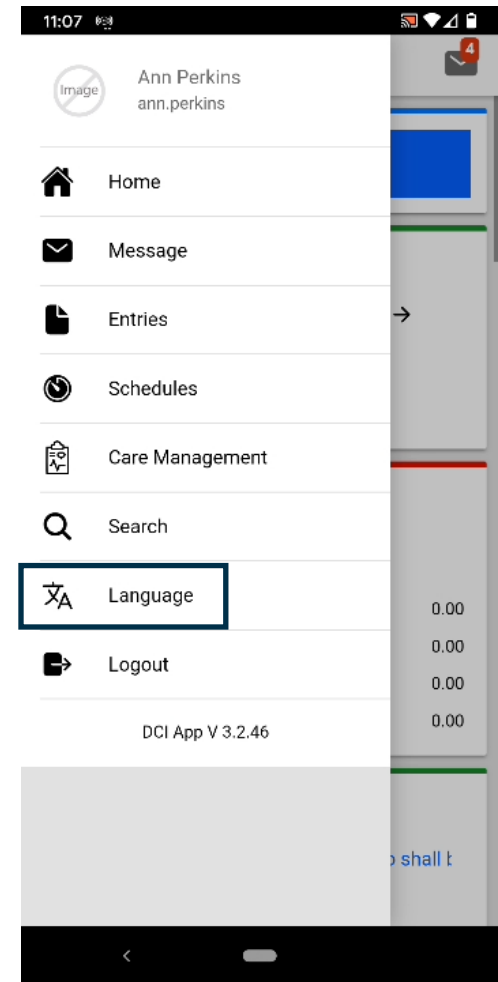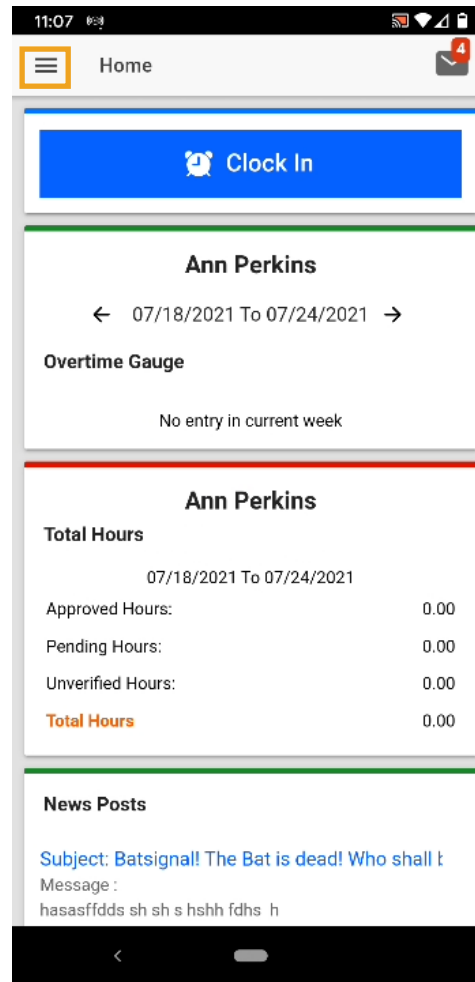
Select Preferred Language from Language Options

- Click on the preferred language from the language options to set the preferred language.
- Then click Ok to set the preferred language.

Preferred Language is Set

- The preferred language is now set.
- The DCI mobile app will now display in the preferred language.

Setting Preferred Language on Behalf of a Client or Employee

Set Preferred Language for Client or Employee Profile

- Setting a preferred language for a client or employee profile follows the same steps.
  - The only difference is the employee profile will be located on the employee tab, whereas the client profile will be on the client tab.
  - The system actions are the same once the client or employee profile is selected.
  - In this example we will use an employee profile.
- With the employee profile details open:
  - Select Actions
  - Select Edit Employee

Select the Employee Information Tab

- Once in edit mode, select the Employee information tab.
  - Note – for a client profile, this tab is named Client Information.
- Locate the Preferred Language drop-down.

Note – the default preferred language is English.

Select Preferred Language

- Select Preferred Language from drop-down list.

Save Preferred Language

- The Preferred Language drop-down now displays the language selected.
- Select Save and then confirm the changes to update the user profile.

Preferred Language is Set

- The Preferred Language drop-down now displays the language selected.
- Select Save and then confirm the changes to update the user profile.

Thank you!