



July 2021 Release Notes

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This guide contains updates or enhancements to the following functionality:

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Preferred Language Options

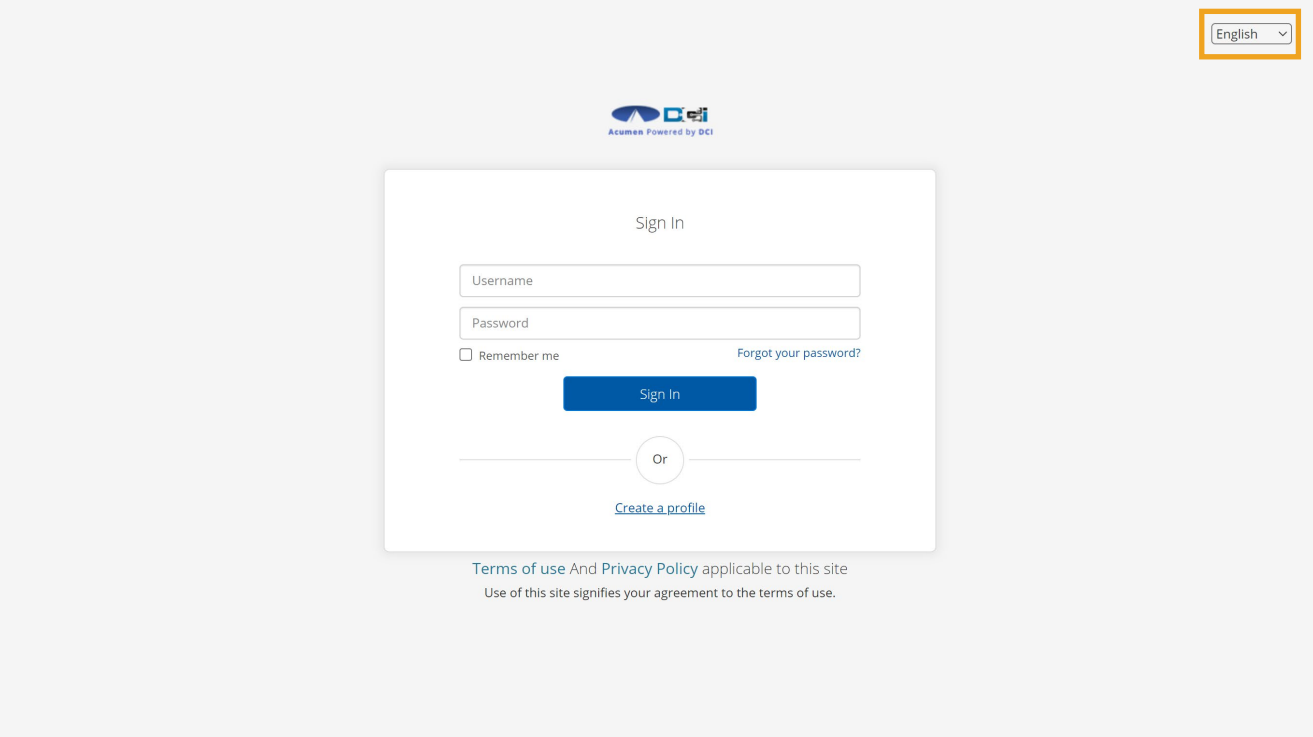
Preferred Language Options

- 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.



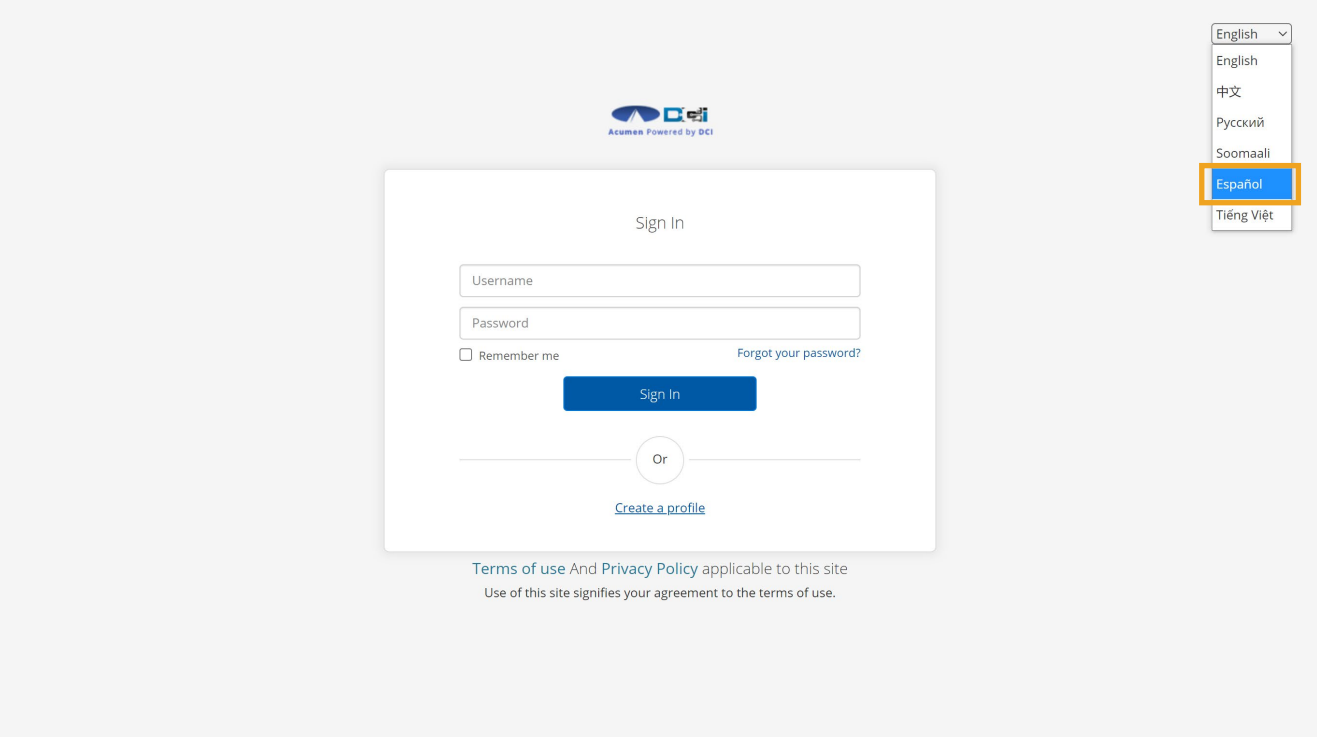
The screenshot displays the login interface for a web portal. At the top right, there is a language selection drop-down menu currently set to "English". Below this, the "Acumen Powered by DCI" logo is visible. The main login form is titled "Sign In" and contains the following elements:

- Username input field
- Password input field
- Remember me
- [Forgot your password?](#)
-
- Or separator
- [Create a profile](#)

At the bottom of the form, there is a link for "Terms of use And Privacy Policy applicable to this site" and a note: "Use of this site signifies your agreement to the terms of use."

Select Preferred Language from Language Options

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



The screenshot shows a sign-in page for Acumen Powered by DCI. The page features a central sign-in form with fields for Username and Password, a 'Remember me' checkbox, and a 'Forgot your password?' link. A blue 'Sign In' button is positioned below the form. Below the form, there is an 'Or' separator and a link to 'Create a profile'. At the bottom of the page, there is a link to 'Terms of use And Privacy Policy applicable to this site' and a note that 'Use of this site signifies your agreement to the terms of use.' On the right side of the page, there is a language selection dropdown menu with the following options: English, 中文, Русский, Soomaali, Español (highlighted with an orange box), and Tiếng Việt.

Preferred Language is Set

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



The screenshot shows the DCI web portal login page. At the top right, there is a language dropdown menu set to "Español". The DCI logo is centered at the top, with the tagline "Acumen Powered by DCI" below it. The main content area is a white box with the title "Iniciar sesión". It contains two input fields: "Nombre de usuario" and "Contraseña". Below these fields are two links: "Recuérdame" (with an unchecked checkbox) and "¿Olvidó su contraseña?". A blue "Iniciar sesión" button is centered below the links. Below the button is a horizontal line with a circle in the center, and a link "Crear un perfil" below it. At the bottom of the page, there is a footer with the text "Condiciones de uso Y Política de privacidad aplicable a este sitio" and "El uso de este sitio significa su aceptación de los términos de uso."

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.

The screenshot shows the home screen of the web portal. The top navigation bar includes the DCI logo, 'HOME', 'CARE MANAGEMENT', and a user profile for 'ann.perkins'. A language dropdown menu is highlighted with a red box, showing 'English' as the selected option. The main content area displays a dashboard for 'Ann Perkins' for the period '07/18/2021 To 07/24/2021'. It features an 'Overtime Gauge' showing 'No entry in current week' and a 'Total Hours' summary table.

Total Hours	07/18/2021 To 07/24/2021
Approved:	0.00
Pending Hours:	0.00
Unverified Hours:	0.00
Total Hours:	0.00

Select Preferred Language from Language Options

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

The screenshot displays a user interface for a care management system. At the top right, a user profile for 'ann.perkins' is visible with a language dropdown menu. The dropdown menu is open, showing the following options: English, 中文, Русский, Soomaali, Español, and Tiếng Việt. The 'Tiếng Việt' option is highlighted with a blue box. The main content area shows a dashboard for 'Ann Perkins' with a date range of '07/18/2021 To 07/24/2021'. The dashboard includes an 'Overtime Gauge' widget showing 'No entry in current week' and a 'Total Hours' widget showing 'Approved: 0.00', 'Pending Hours: 0.00', 'Unverified Hours: 0.00', and 'Total Hours: 0.00'. Below these widgets, there is an 'Overdue Care Notes Widget' showing 'No records to display' and an 'Expiring Certifications' section.

Preferred Language is Set

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

The screenshot shows the DCI web portal interface in Vietnamese. The top navigation bar includes the DCI logo, the text "Acumen Powered by DCI", and user information: "TRANG CHỦ", "QUẢN LÝ CHĂM SÓC", "Trợ giúp", "Số đồ trang web", "ann.perkins", and a language dropdown set to "Tiếng Việt".

The main content area is titled "Trang chủ / Bảng điều khiển" and features a sidebar with the following menu items: "BẢNG ĐIỀU KHIỂN", "MỤC NHẬP", "CÁC TÀI KHOẢN", "CHỨNG NHẬN HỒ SƠ", "LỊCH TRÌNH", and "THỜI GIAN KHẢ DỤNG".

The main content area displays a summary for "Ann Perkins" for the period "07/18/2021 đến 07/24/2021". It includes a section for "Máy đo giờ làm việc ngoài giờ" (Overtime hours) with a legend: 0 đến 30 (green), 30 đến 40 (yellow), and 40+ (red). Below this, it states "Không có mục nhập trong tuần hiện tại" (No entries for the current week).

To the right, there is a table titled "Tổng số giờ" (Total hours) for the same period:

Loại giờ	07/18/2021 đến 07/24/2021
Đã phê duyệt:	0.00
Giờ Đang chờ xử lý:	0.00
Giờ Chưa được xác minh:	0.00
Tổng số giờ:	0.00

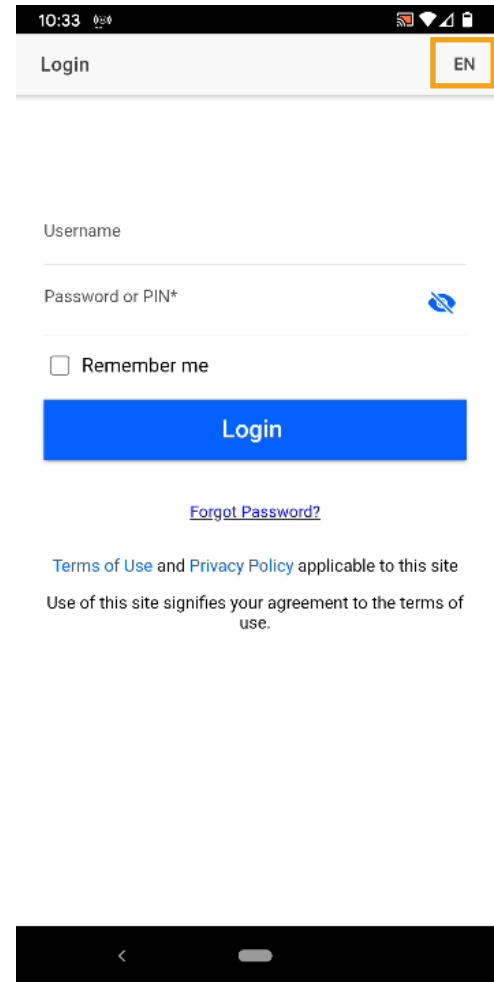
Below the table, there is a section titled "Tiện ích Ghi chú việc Chăm sóc Quá hạn" (Overdue Care Note Utility) which displays "Không có hồ sơ nào để hiển thị" (No records to display).

At the bottom, there is a section titled "Chứng nhận Hết hạn" (Expired Certificate).

Setting Preferred Language on the DCI Mobile App

Select Language Drop-Down on the Mobile App Login Screen

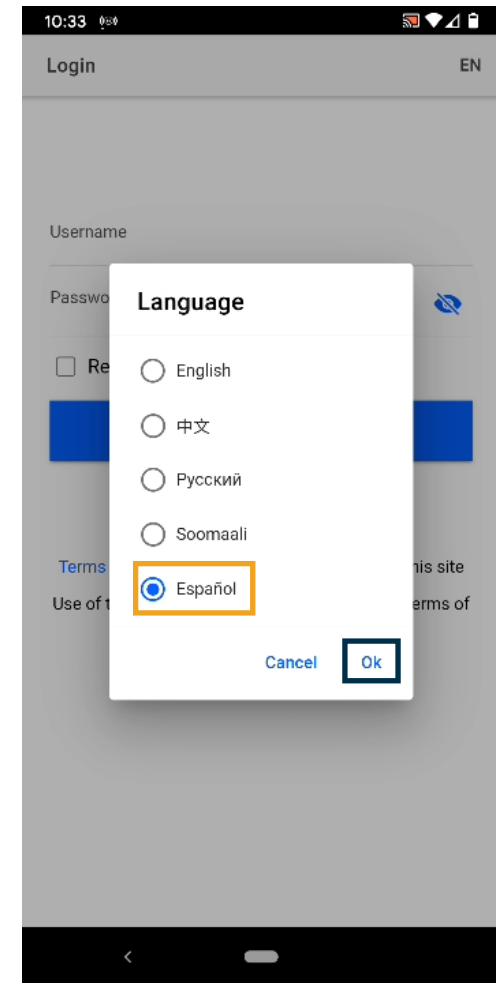
- At the login screen of the mobile app, select the language drop-down to choose the preferred language from the available options.



The screenshot displays the mobile app's login interface. At the top, the status bar shows the time 10:33 and battery level 69%. The app header features a 'Login' button and a language drop-down menu currently set to 'EN'. Below the header, there are input fields for 'Username' and 'Password or PIN*' with a visibility toggle icon. A 'Remember me' checkbox is present below the password field. A prominent blue 'Login' button is centered on the screen. Below the button, there is a link for 'Forgot Password?'. At the bottom, there are links for 'Terms of Use' and 'Privacy Policy' with a disclaimer: 'Use of this site signifies your agreement to the terms of use.' The bottom navigation bar is visible at the very bottom of the screen.

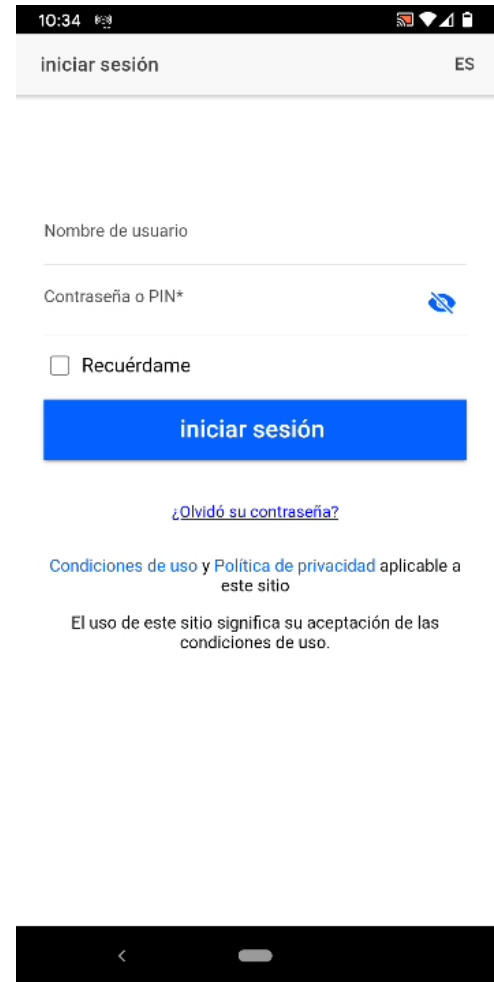
Select Preferred Language from Language Options

- 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.



10:34 ES

iniciar sesión ES

Nombre de usuario

Contraseña o PIN* 

Recuérdame

iniciar sesión

[¿Olvidó su contraseña?](#)

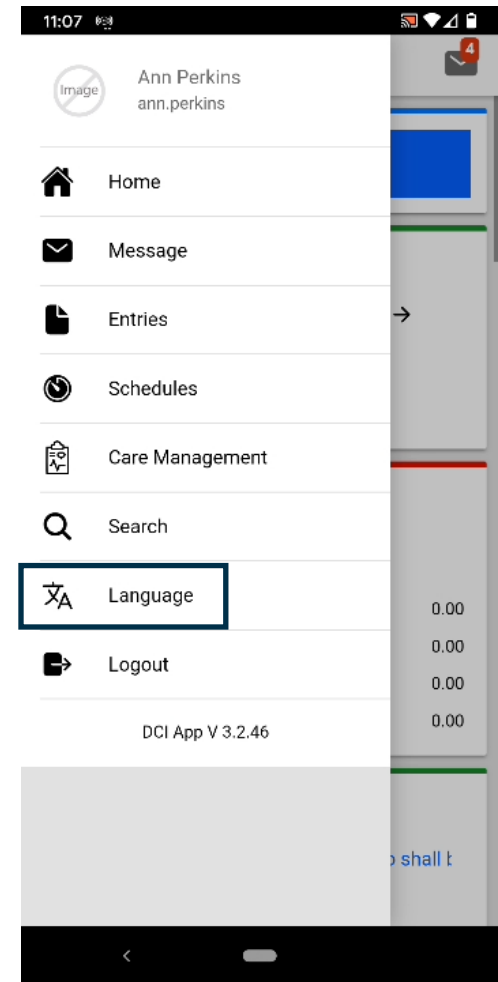
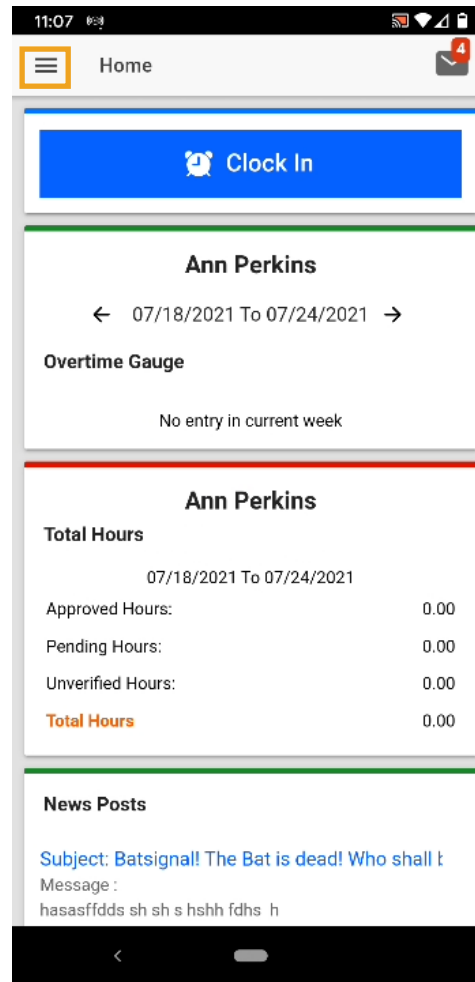
[Condiciones de uso](#) y [Política de privacidad](#) aplicable a este sitio

El uso de este sitio significa su aceptación de las condiciones de uso.

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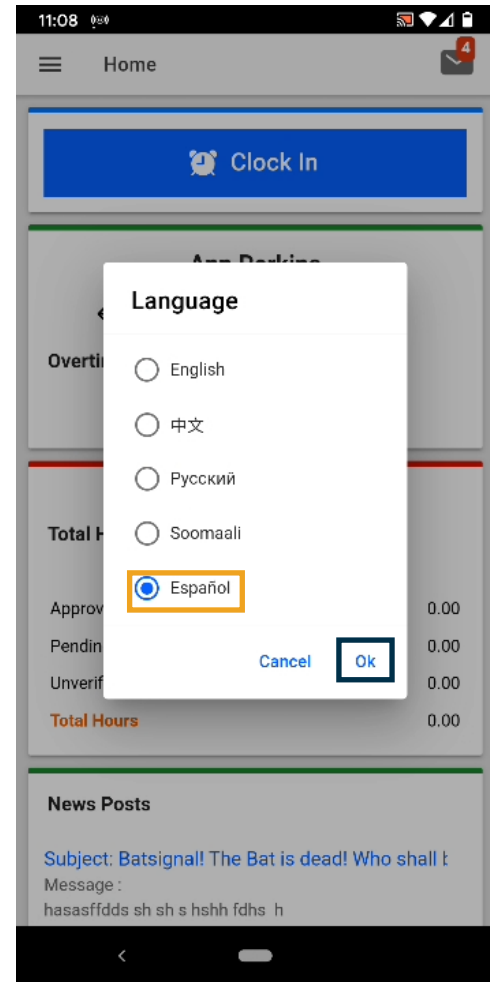
Select Language on the Home Screen of the Mobile App

- 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.



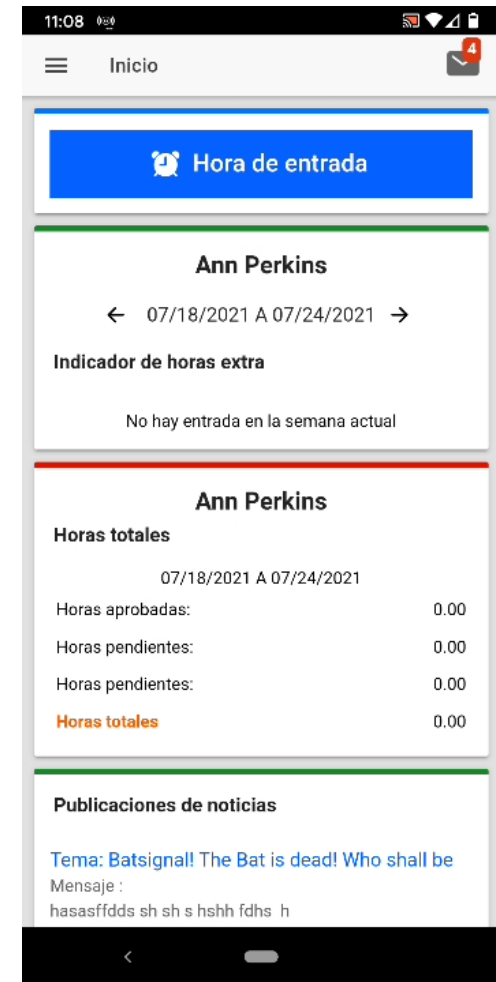
Select Preferred Language from Language Options

- 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

The screenshot displays the DCIS software interface. The top navigation bar includes tabs for HOME, PAYROLL, BILLING, SCHEDULING, CARE MANAGEMENT, AUTHORIZATION, SETTINGS, REPORTS, and IMPORT. The user is logged in as matthew.cava... The main content area shows the 'Employee Details - Ann Perkins' page. The 'Basic Demographics' section includes address, phone, mobile number, email, username, and time zone. The 'Other Details' section includes average caregiver rating, domestic worker status, employee number, weekly hours, holiday schedule, cost center, preferred language, and employment status. The 'Actions' menu is open, and the 'Edit Employee' option is highlighted.

Basic Demographics	Other Details
Address: 5416 E Baseline Rd Suite 200 Mesa, AZ 85206-0000	Average Caregiver Rating: 0
Phone: (999) 999-9999	Domestic Worker: No
Mobile Number: (480) 628-6115	Domestic Worker 7 Day Exemption: No
Email: matthewc+207@dcisoftware.com	Domestic Worker Preferred Day of Rest: Sunday
Username: ann.perkins	Employee Number: CO2233
Time Zone: MT (UTC-07)	Weekly Hours Available: 40.00
Type: Hourly Non Exempt	Holiday Schedule: Default H
SSN: ###-##-#### Show	Cost Center: Colorado
Allow SSN Retrieval: No	Preferred Language: English
Training System: 11391149	Custom Reports List: None
Reference:	Employment Status: Active
Mobile Device Id: a122bc42642e7818	Authentication Status: Active
Status: Active	Photo Set: No
	Signature Set: No
	Email confirm: Yes
	Mobile Number Verified: Yes

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.

The screenshot shows the 'Edit Employee Details' interface. The left sidebar contains a navigation menu with 'EMPLOYEES' selected. The main content area has three tabs: 'Basic Demographics', 'Employee Information' (highlighted with an orange box), and 'Authentication Information'. The 'Employee Information' tab contains the following fields:

- Domestic Worker: Yes No
- Domestic Worker 7 Day Exemption: Yes No
- Domestic Worker Preferred Day of Rest: Sunday
- Employee Number: CO2233
- Weekly Hours Available: 40.00
- Professional Id1: Professional Id1
- Professional Id2: Professional Id2
- Payroll Id: Payroll Id
- Certification Template: Select Certification Template
- Holiday Schedule: Default Holiday Schedule - 1
- Cost Center: Colorado Cost Center - Colorado Cost Center
- Hire Date: Month, Day, Year
- Custom Reports List: None
- Preferred Language: English (highlighted with a dark blue box)

Buttons for 'Cancel' and 'Save' are located at the bottom right of the form.

Select Preferred Language

- Select Preferred Language from drop-down list.

Acumen Powered by DCI

HOME PAYROLL BILLING SCHEDULING CARE MANAGEMENT AUTHORIZATION SETTINGS REPORTS IMPORT Help matthew.cava...

Edit Employee Details

Basic Demographics Employee Information Authentication Information

Domestic Worker: Yes No

Domestic Worker 7 Day Exemption: Yes No

Domestic Worker Preferred Day of Rest: Sunday

Employee Number: CO2233

Weekly Hours Available: 40.00

Professional Id1: Professional Id1

Professional Id2: Professional Id2

Payroll Id: Payroll Id

Certification Template: Select Certification Template

Holiday Schedule: English

Cost Center: 中文

Hire Date: Русский

Custom Reports List: Español

Preferred Language: English

Tieng Viet

Cancel Save

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.

The screenshot shows the 'Edit Employee Details' page in the Acumen system. The left sidebar contains a navigation menu with 'EMPLOYEES' selected. The main content area is titled 'Edit Employee Details' and has three tabs: 'Basic Demographics', 'Employee Information', and 'Authentication Information'. The 'Employee Information' tab is active. The form contains several fields: 'Domestic Worker' (radio buttons for Yes/No, No is selected), 'Domestic Worker 7 Day Exemption' (radio buttons for Yes/No, No is selected), 'Domestic Worker Preferred Day of Rest' (dropdown menu set to Sunday), 'Employee Number' (text field with value CO2233), 'Weekly Hours Available' (text field with value 40.00), 'Professional Id1' and 'Professional Id2' (text fields), 'Payroll Id' (text field), 'Certification Template' (dropdown menu), 'Holiday Schedule' (dropdown menu), 'Cost Center' (dropdown menu), 'Hire Date' (Month, Day, and Year dropdown menus), 'Custom Reports List' (dropdown menu), and 'Preferred Language' (dropdown menu with 'Español' selected). The 'Preferred Language' field is highlighted with a yellow border. At the bottom right, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted in blue.

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.

The screenshot shows the 'Edit Employee Details' form in a software application. The form is divided into three tabs: 'Basic Demographics', 'Employee Information', and 'Authentication Information'. The 'Employee Information' tab is active. The form contains several fields and controls:

- Domestic Worker:** Radio buttons for 'Yes' and 'No' (selected).
- Domestic Worker 7 Day Exemption:** Radio buttons for 'Yes' and 'No' (selected).
- Domestic Worker Preferred Day of Rest:** A dropdown menu set to 'Sunday'.
- Employee Number:** Text input field containing 'CO2233'.
- Weekly Hours Available:** Text input field containing '40.00'.
- Professional Id1:** Text input field containing 'Professional Id1'.
- Professional Id2:** Text input field containing 'Professional Id2'.
- Payroll Id:** Text input field containing 'Payroll Id'.
- Certification Template:** Dropdown menu set to 'Select Certification Template'.
- Holiday Schedule:** Dropdown menu set to 'Default Holiday Schedule - 1'.
- Cost Center:** Dropdown menu set to 'Colorado Cost Center - Colorado Cost Center'.
- Hire Date:** Three dropdown menus for 'Month', 'Day', and 'Year'.
- Custom Reports List:** Dropdown menu set to 'None'.
- Preferred Language:** A dropdown menu set to 'Español', highlighted with a yellow box.

At the bottom right of the form, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted in blue.

Thank you!