Guardian View Client Schedule - Video

Description: In this topic you will learn how to use the scheduling system as a guardian.

The DCI Scheduling module is a useful tool for guardians:

- View all shifts for all clients, for multiple employees and programs

- Request services for a client

- Receive notifications when changes are made to the schedule

*Please note: The DCI Scheduling Module is used by some organizations for questions reach out to your coordinator.

Role Required: Guardian

Permission Required: N/A

View Client Schedules

Client schedules can be viewed when your coordinator has published it.

1. Log in to your guardian profile
2. Click **Home** on the main menu
3. Click **Clients** on the sub menu
4. Search for the client by using the search filters and click **search**
5. Click **anywhere on the row of the client** to open the Client Details screen
6. On the Client Details screen, scroll down and click the **Schedule** tab
7. View the client's schedule

Schedule Details

- The schedule module displays the current week's schedule listed by employee or program for all active service accounts

- To view a different week, use the arrows or the calendar icon

- View the schedule for Today, by Day or by Week

- To see a detailed view of the current day's scheduled shifts click "Today"

- Each shift will display start and end time, total hours, and service provided

- Scheduled Shifts (published) will appear in light blue

- Offered Shifts will appear in yellow

- Requested Shifts will appear in orange
- Click the **Printer** icon to print your schedule in a calendar or list format

View Schedule Mobile App

When the schedule has been created and published, it will be viewable.

1. Log in to your personal profile
2. Click Menu icon, (hamburger menu) in the upper left corner
3. Click **Clients** on the menu
4. Select the client by clicking anywhere on the row
5. Click **Schedules**
6. View the client schedule

Click the video below to launch the video player in a new tab.

Related articles

- Authorization Check - Video
- EVV Workflow for Clients and Guardians
- Guardian Profile - Create, Edit, View or Deactivate & Link to Client
- Scheduling Module - Guardian
- What are the definitions of the Client, Guardian, and Employer profile types?