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

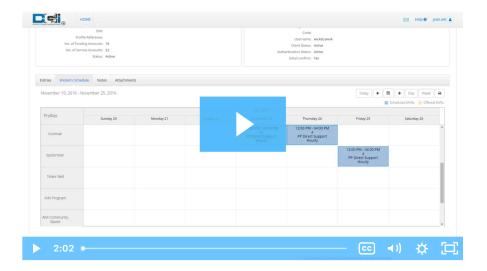
- . The schedule module displays the current week's schedule listed by employee or program for all active service accounts
- To view a different week, use the arrows or the calendar icon
- View the schedule for Today, by Day or by Week
- To see a detailed view of the current day's scheduled shifts click "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 VideoEVV 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?