

Mobile App - Picture Attestation (*EVV) at Punch

Description: In this topic, the user will learn how to enter a punch with picture EVV in the mobile app.

Role Required: Employee (base user)

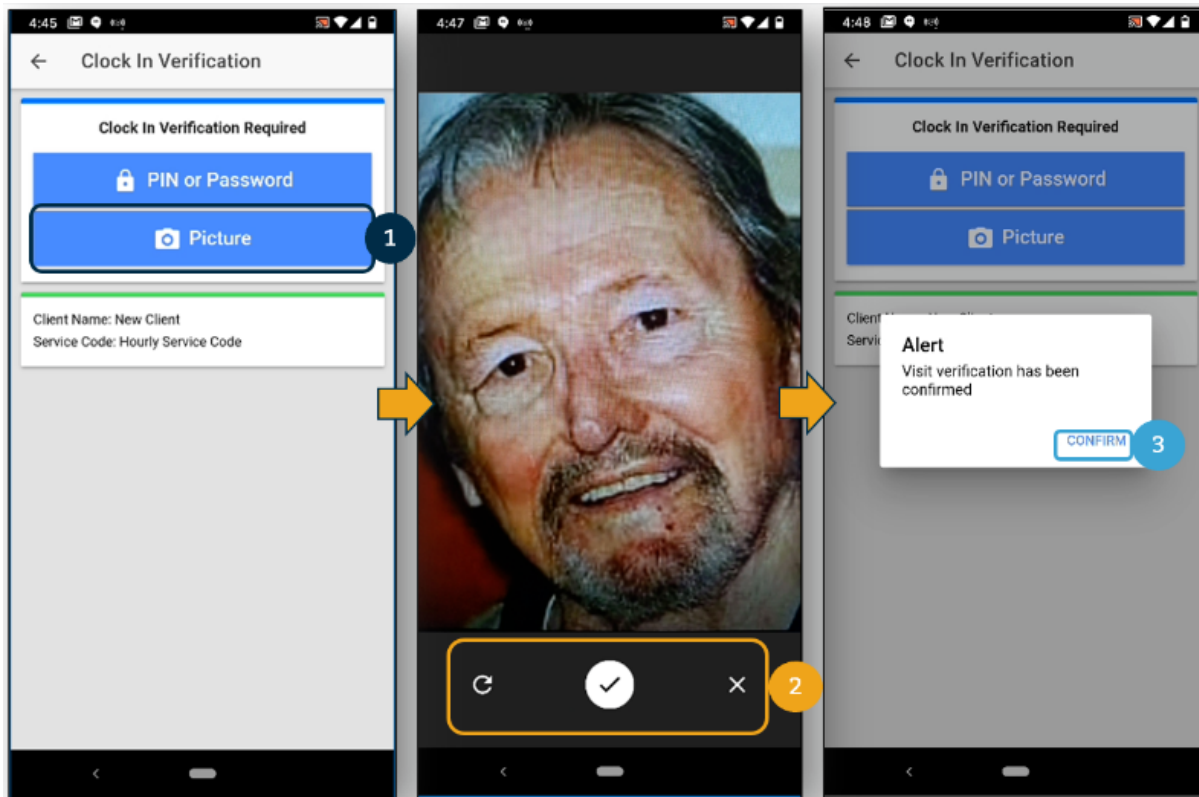
Permission Required: N/A

Clock In on the Mobile App

1. Open the DCI EVV app
2. Log in to personal profile
3. Click **Clock In**
 - a. If the **Continue to Clock Out** button is displayed instead of Clock In, this means the user did not clock out of their last shift and needs to complete the clock out process before clocking in again.
4. Complete the Clock In screen.
 - a. Client - If only one client the field will auto-populate. If more than one client, click the field to select the appropriate client then click OK to confirm.
 - b. Service Code - If only one service code the field will auto-populate. If more than one service code, click the field to select the appropriate service code then click OK to confirm.
 - c. Cost Center - The cost center will auto-populate
5. Click **Continue**
6. Click **Confirm Clock In** to complete the clock in process.
7. The clock in screen will display a summary of the clock in, including the authorization remaining balance if enabled. To edit, click the **Back Arrow** to return.
8. Select **EVV Location** if applicable and click OK
9. Click **Confirm Clock In**
 - a. The clock in is now confirmed. Users may log out or close the mobile app as it will not be needed again until the end of the shift.

Clock Out on the Mobile App

1. Open the DCI EVV app
2. Log in to personal profile
3. Click **Continue to Clockout**
4. Click **Confirm** through the alert
5. Click **Picture**
 - a. The device camera will open
 - b. Click the **Camera** icon to take the picture
 - i. Click the **Check** icon to accept the picture
 - ii. Click the **Refresh** icon to retake the picture
 - iii. Click the **X** icon to delete the picture
 - c. Click **Confirm** to validate the picture
6. Add Notes and/or Attachments (optional based on organization requirements)
 - a. Add notes functionality works using the device keyboard. If talk-to-text is enabled as an option on the mobile device, the microphone feature may be used to enter notes by speaking.
 - b. Add attachment allows a picture to be taken and added to the note
7. Click **Confirm Clock Out**
8. Shift details will be displayed. Click **Home** to return to the dashboard.



Related articles

- [Group Service - Supervisor Guide](#)
- [What is the DCI Mobile Web?](#)
- [What is the "Needs Review" column on my employees' pending entries?](#)
- [Authorization Remaining Balances as Time in the Mobile App](#)
- [Mobile App - Logging into the Mobile App](#)