

Mobile App - Other (Punch) Entries

Description: In this topic, the user will learn how to enter a punch for Other Entries on the DCI Mobile App. The Other (punch) Entries button in the mobile app will be visible if the user has an active service account for any of the following:

- Vacation
- Sick
- PTO
- Training
- Admin (Administration)
- Group Service
- Parenting Program

Other entries are not entered in real time. They are historical entries entered after the service or time has taken place.

*Please note: Not all programs or organizations have other entry options.

Role Required: Employee (base user)

Permission Required: N/A

Other (Punch) Entries Enabled

1. Open the DCI mobile app
2. Log in to personal profile
3. Click the blue **Other Entries** button on the dashboard
4. Click **Account Type** and select the account type from the drop-down
 - a. The user must have an active service account for it to be listed in the drop-down
5. Select the **Cost Center** for the service account by typing and selecting it from the list or select the **Group Service** or **Parenting Program** name by typing and selecting it from the list
6. Enter the **Date**
7. Enter the **In Time** (Start Time)
8. Enter the **Out Time** (End Time)
9. Enter optional notes or add optional attachments
10. Click **Save**

Related articles

- [Messaging Module - Navigation - Mobile App](#)
- [Message - Send a Message](#)
- [Group Service - Supervisor Guide](#)
- [What is the "Needs Review" column on my employees' pending entries?](#)
- [Authorization Remaining Balances as Time in the Mobile App](#)