

# Download the OR PTC DCI Mobile Web Quick Guide



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- [To get to the OR PTC DCI Mobile Web](#)
- [Navigating the Mobile Web](#)
- [Add a New Punch Entry](#)
- [View, Verify, Reject Entries](#)
- [Messages/Inbox](#)
- [Related articles](#)

## To get to the OR PTC DCI Mobile Web

1. Open your phone's web browser (Safari, Chrome, etc.).
2. Navigate to the site: [dcisoftware.com](http://dcisoftware.com).
3. Log in with your Username and Password or PIN.
4. Select Sign In.
5. The next page that will appear is the Provider Attestation. Read, scroll down to the bottom of this page, and select Ok.
6. The next page that will appear is a System Use Notification. Read, scroll down to the bottom of this page and select Ok.
7. Once you are logged into the site, all news posts will appear on the front screen. You can select each to view details or load more to review all news posts.

Congratulations! You are logged into the OR PTC DCI Mobile Web.

## Navigating the Mobile Web

1. In the top right corner of the screen, there are three straight lines. This is your menu icon.
2. Once you select the menu, you will see the following options:
  - a. Home
  - b. New Entry
  - c. Authorization Check
  - d. Entries
  - e. Message
  - f. Search
  - g. Log Out

## Add a New Punch Entry

1. To add a New Entry, select New Entry on the menu.

2. Complete the New Entry form. Ensure the punch type is Hourly.
3. Begin typing your consumer's name in the Client box, then select their name when the drop down appears.
4. Ensure the proper service code is selected, if needed (this will likely auto-populate).
  - a. If the consumer has switched programs recently, you may see two service codes. Make sure you have selected the correct service code based on the consumer's program for which you are claiming hours.
5. Select the date for the entry.
6. You will see the number of available hours on the authorization for the service period in question. Make sure you have enough hours for the entry you are claiming.
7. Check In Time: if you tap the box, it will give a dropdown. To enter a specific time, tap again where you want the cursor. Then you can backspace and type the correct start time.
8. Check Out Time: enter the end time using either the dropdown list or by typing the time.
9. Select Portal Signoff.
10. Add a reason code beginning with Provider for why you are creating this historical entry.
  - a. Click the blue plus sign.
  - b. Select the reason code from the dropdown list that best represents why you are creating this historical entry. As a provider, you should only select a reason code beginning with Provider.
  - c. Tap the large blue plus sign. If you do not press this, the reason code is not properly added to the entry, and it will not save.
  - d. If the reason code was added to the entry, you will see it listed below the Select Reason box.
11. Add Notes and Attachments. This is optional.
12. Check the box next to the attestation statement to confirm your time is correct.
13. Tap Save.
14. Tap Yes on the alert to finish saving.

## View, Verify, Reject Entries

1. On your menu, select the Entries option from the list.
2. The entries page will display, you will now have the ability to view your entries and confirm the status of each entry. If you tap on an individual entry you will be able to verify or reject that particular entry. Select the entry you would like to review.
3. If the punch is Unverified, you may Verify or Reject the punch.
4. If the punch is in a pending status, you still have the option to reject the entry by tapping the reject button. If the entry is incorrect, you can delete it by tapping Reject.

## Messages/Inbox

1. On your menu, select the Message options from the list. You will also find a section where you can see and read any messages or alerts sent to you.
2. From the drop down list under the Message option, you can write a new message and view your Inbox/Sent/Archive/Trash boxes.
3. To view all new messages, select "Inbox". All messages in your inbox will appear.
4. From here, you can view the message details by clicking on the message you wish to view.

## Related articles

- [Guide - OR PTC User Settings Guide](#)
- [QRG - How to Use a Fob](#)
- [Download the Common Entry Errors and Business Rule Violations Tip Sheet](#)
- [Download the OR PTC DCI Provider Guide](#)
- [Take a Course on Adding a Fob Entry to the OR PTC DCI Web Portal](#)