# **Client - Web Portal & Mobile App Punch Sign-Off**

**Description:** In this topic, the client will learn how to use the DCI web portal or mobile app to sign off on punch entries. If a punch is entered after the shift has been worked rather than using real-time clock in and out via mobile app, or if the employee selected Portal Sign-Off as an EVV method on the mobile app, the client must review the punch and provide sign-off.

#### Role Required: Client, Guardian

Permission Required: N/A

#### Web Portal Sign Off

- 1. Log in to DCI
- 2. Click Entries Requiring Sign Off on the submenu
- 3. To review a single punch entry:
  - a. Click the check box in the punch row
  - b. Click S to sign off or R to reject
- 4. To approve or reject multiple entries at once:
  - a. Click the check boxes for each applicable punch
  - b. Click **S** to sign off or **R** to reject
  - c. Click Yes to confirm
- 5. To approve or reject all entries:
  - a. Click the blue Select All button
  - b. Click the green Sign Off button to approve or the red Reject button to reject
  - c. Click Yes to confirm

### Mobile App Sign Off

- 1. Log in to mobile app
- 2. Click the hamburger menu (three horizontal lines) in the upper left-hand corner
- 3. Select Entries Requiring Sign Off
- 4. To review a single punch entry:
  - a. Hold down on the entry until a blue circle with a check mark in it appears
    - b. Click Action in the upper right-hand corner
    - c. Click Sign Off or Reject
    - d. Click **Confirm** on the pop-up alert box
- 5. Approve or reject multiple entries at once:
  - a. Hold down each applicable entry until the blue circle with the check mark appears
    - b. Click Action in the upper right-hand corner
    - c. Click Sign Off or Reject
    - d. Click **Confirm** on the pop-up alert box
- 6. To approve or reject all entries:
  - a. Hold down on one entry until the blue circle with the check mark appears
  - b. Click Action in the upper right-hand corner
  - c. Click Select All. This will make the check mark appear on all entries.
  - d. Click Action in the upper right-hand corner
  - e. Click Select All
  - f. Click **Action** in the upper right-hand corner
  - g. Click Sign Off or Reject
  - h. Click Confirm on the pop-up alert box

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