Mobile App - Client - Dashboard & Menu Navigation

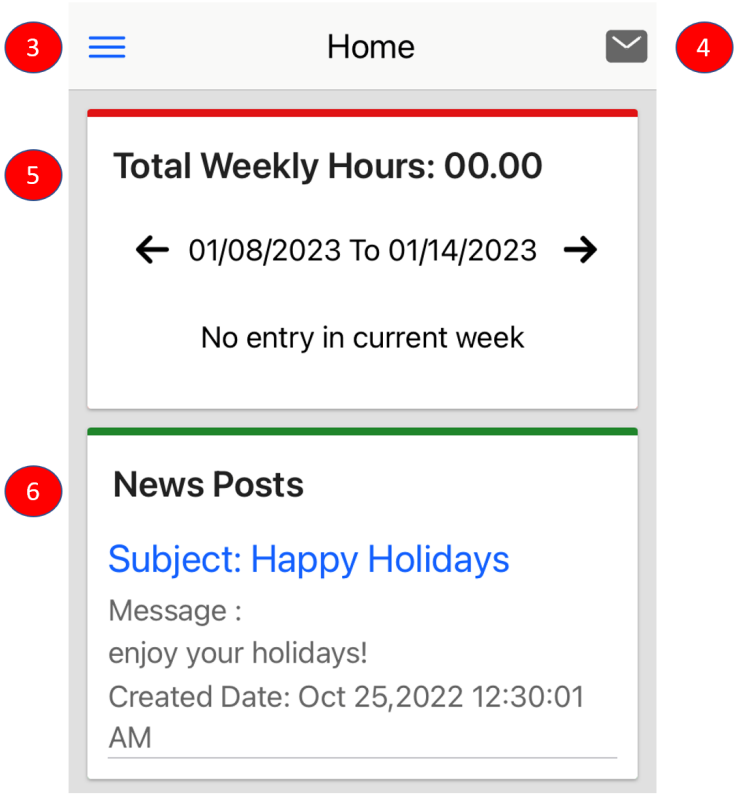
Description: In this topic, the client will learn how to navigate the DCI mobile app dashboard and menu.

Role Required: Client

Permission Required: N/A

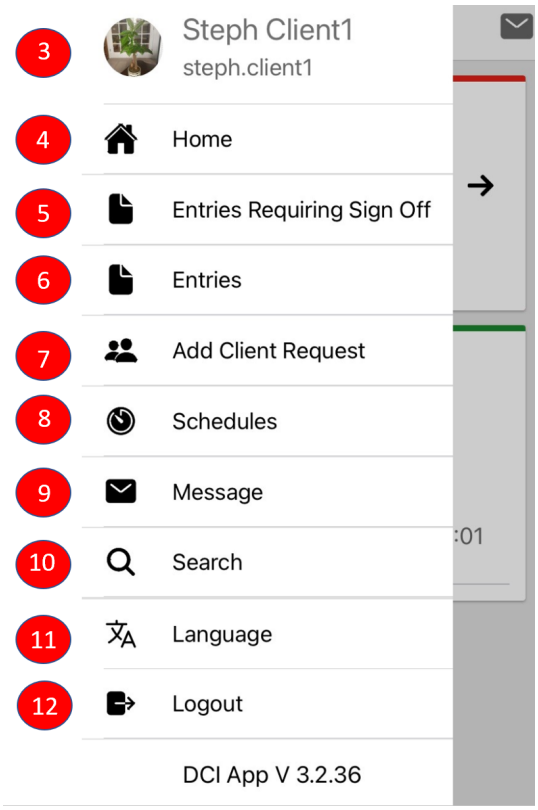
Dashboard

1. Log in to the DCI mobile app
2. Arrive at the dashboard (pictured below). To navigate within the app, use your fingers to scroll and click.
3. Menu - Click the three horizontal lines icon to open the menu options (see details below for each menu item)
4. Messaging Module - Click the envelope icon to access the DCI messaging module. Message certain members of your program or receive system-generated messages and notifications. For more information on the messaging module, please visit the Help Center.
5. Total Hours Gauge - Displays a breakdown of the hours of service received in a week. Use the arrows to navigate between weeks
6. News Posts - Displays important messages from the program



Menu

1. Log in to the DCI mobile app
2. Click the three horizontal lines icon in the upper left-hand corner to open the menu flyout options
3. Profile - Click to view the client image or signature. Select the Action button to add an image or signature.
4. Home – Click to return to the dashboard
5. Entries Requiring Sign Off – Click to review and approve or reject time entries requiring client sign off
6. Entries – Click to access all of the time entries for services received
7. Add Client Request– Click to request service. *Only active if the scheduling module is enabled for the program.*
8. Schedules – Click to access client schedule. *Only active if the scheduling module is enabled for the program.*
9. Message – Click to open the messaging module
10. Search –Click to search for specific messages or entries
11. Language- Click to select a preferred language. *Only active if multi-lingual is enabled for the program.*
12. Logout – Click to log out and return to the login page
    a. Please Note: App users are automatically logged out after a certain period of time (determined by the organization)



Related articles

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- Messaging Module - Navigation - Mobile App
- Message - Send a Message
- Create a Vendor Payment Entry - Employer & Client - FI Mode Only
- Authorizations Widget