# Mobile App - Guardian - Dashboard & Menu Navigation

Description: In this topic, the user will learn how to navigate the DCI mobile app dashboard and menu as a guardian.

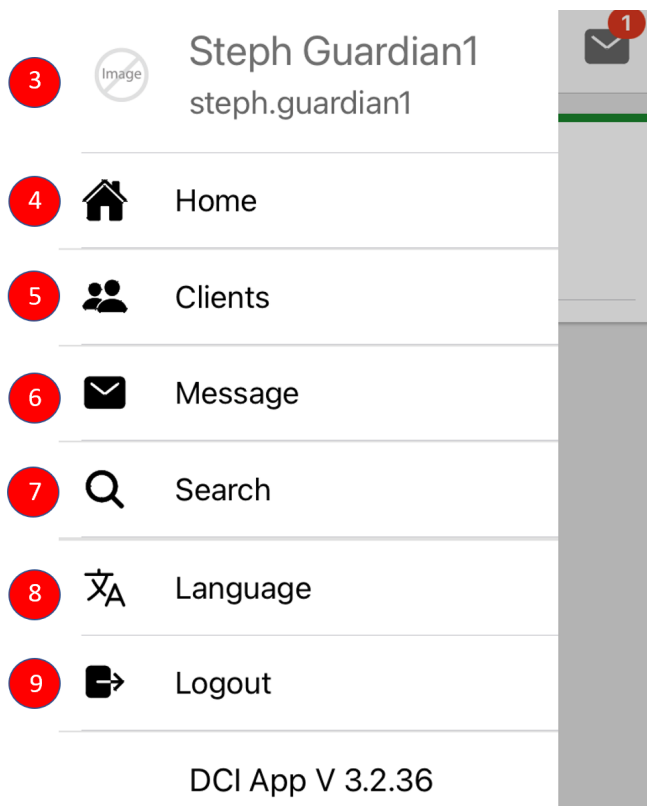**Role Required:** Guardian

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 our messaging module please visit the Help Center.
5. Search Client - Click to enter and select a client. Click the blue **Search** button to view the Total Weekly Hours widget, showing how many hours of service the client received for the week by employee. Use the black arrows to select a week to view. The employee's name displays below the date selector along with the hours the employee worked for the client each day of the week. Click the blue **Reset** button to clear the results. Swipe left to view the total weekly hours widget for additional employees who provided service to the client.
6. News Posts - Displays important messages from the program
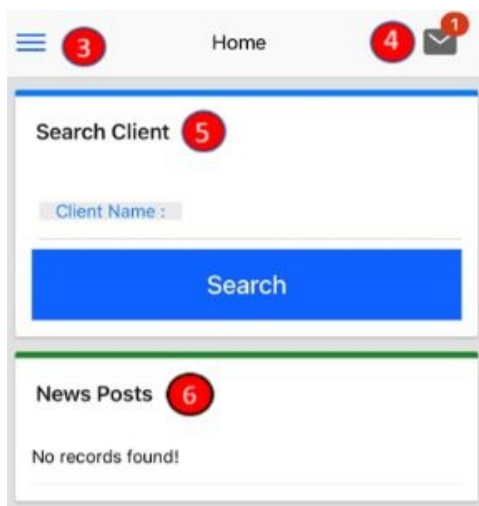
Menu

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 guardian image or signature. Select the Action button to add an image or signature.
4. Home – Click to return to the dashboard
5. Clients – Click to access client(s). See additional, detailed information regarding this tab below.
6. Message – Click to open then messaging module
7. Search –Click to search for specific messages, clients, or entries.
8. Language- Click to select a preferred language. *Only active if multi-lingual is enabled for the program.*
9. 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)

③ Steph Guardian1
steph.guardian1

④ 🏠 Home

⑤ 👥 Clients

⑥ ✉ Message

⑦ 🔍 Search

⑧ 文A Language

⑨ ➡ Logout

DCI App V 3.2.36

Additional Information - Clients tab

1. Client - Select a client to open details
2. Photo– Client photo will display if one is on file
3. Client Details - Client ID number, cost center, phone, and status.
4. Plan of Care – If the care management module is enabled, click to access.
5. Entries – Click to access all time entries for services the client has received
6. Entries Requiring Sign Off – Click to sign off on any time entries that require a client or guardian signature
7. Schedules – If the scheduling module is enabled, click to access.
8. Add New Client Request– If the scheduling module is enabled, click to request service for the client.
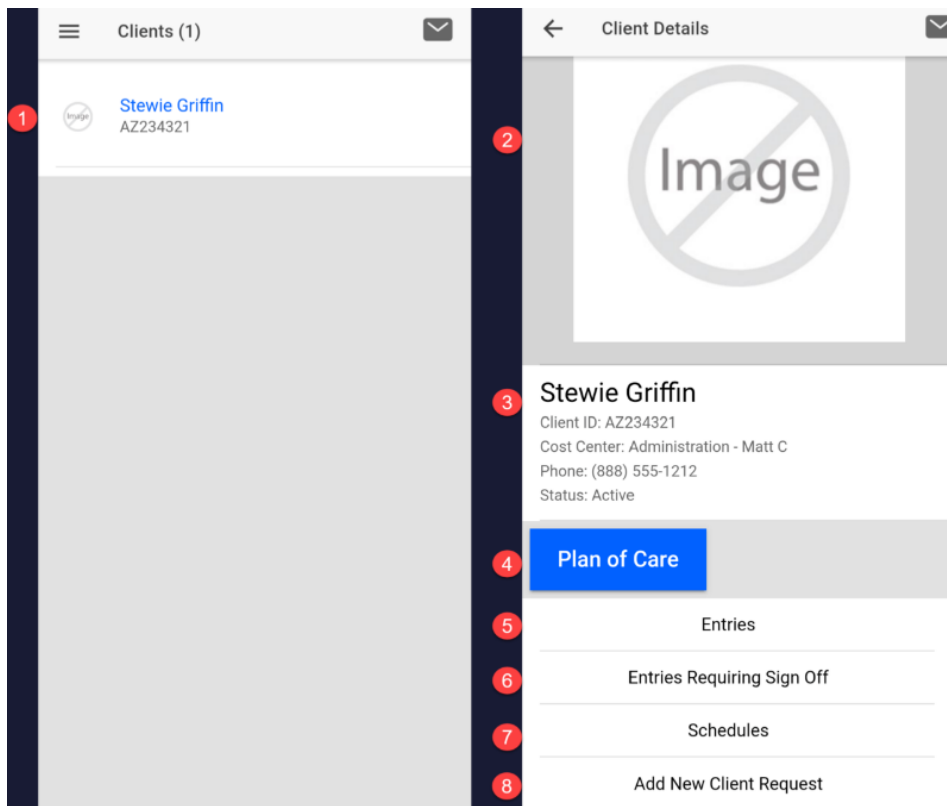
Related articles

- Authorizations - Overview
- Case Workers Guide
- Authorization Remaining Balances as Time in the Mobile App
- Mobile App - Logging into the Mobile App
- What devices, operating systems (OS), and web browsers does DCI support?