

# Mobile App - Employee - Dashboard & Menu Navigation

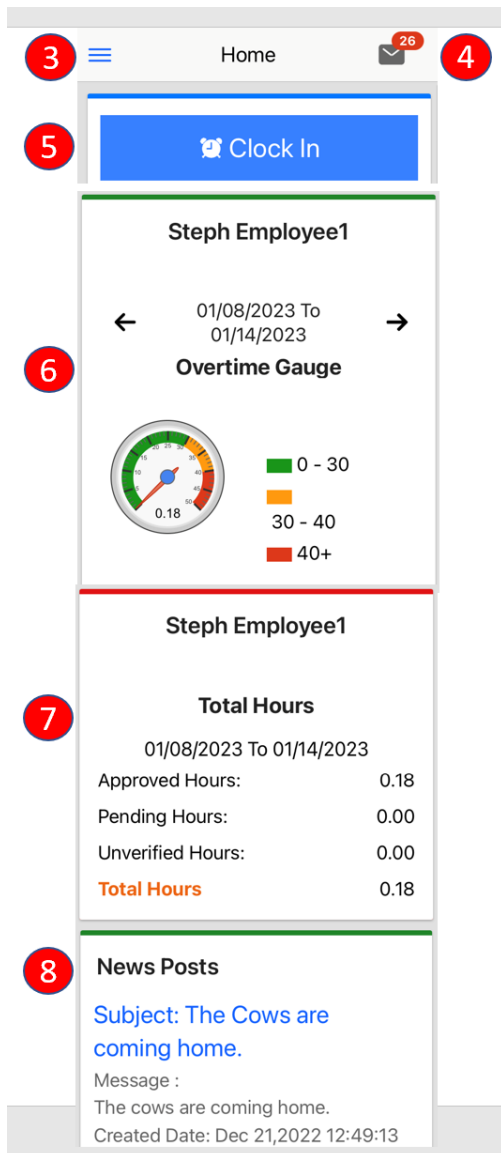
**Description:** In this topic, the user will learn how to navigate the DCI mobile app dashboard and menu as an employee.

**Role Required:** Employee (base user)

**Permission Required:** N/A

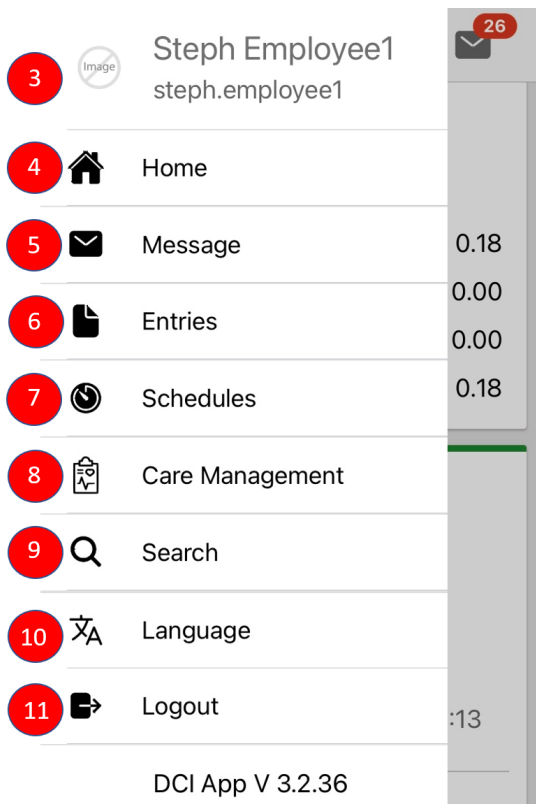
## Dashboard

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. Clock In - Click the blue **Clock In** button to start a shift. If there is an open shift (clocked in but not out), upon next log in the button will change from **Clock In** to **Continue to Clock Out**.
6. Overtime Gauge - The overtime gauge shows progress towards forty hours. This does not indicate eligibility for overtime but provides a visual representation of the hours worked in a week. Overtime eligibility is specific to certain programs. Contact the program coordinator to learn more.
7. Total Hours Gauge - Displays a breakdown of the hours worked in a week. Hours are displayed in the following statuses:
  - a. Approved - Ready for payment
  - b. Pending - Hours that have been worked, but still need to be approved.
  - c. Unverified - Hours that we entered by a supervisor or employer. Must be verified by the employee before they can be approved for payment.
  - d. Total hours - Sum of approved, pending, and unverified hours.
8. News Posts - Displays important messages from the program, employer, or supervisor.



## 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 employee image. Select the Action button to add an image.
4. Home - Click to return to the dashboard
5. Message - Click to open the messaging module
6. Entries - Click to access all of the time entries for services provided
7. Schedules - Click to access the schedule. *Only active if the scheduling module is enabled.*
8. Care Management - Click to access care management. *Only active if care management is enabled for the client(s).* View pending and published care notes. Select an active client to view the client image, details, plan of care, and punch entries associated with the client.
9. Search - Click to search for specific messages or entries
10. Language - Click to select a preferred language. *Only active if multi-lingual is enabled for the program.*
11. 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

- [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?](#)