

# Canned Statements

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**Description:** In this topic, the user will learn how to create canned statements for a service code. A canned statement is an acknowledgment for an employee to select when entering punches. If added to a service code an employee must select at least one **canned statement** per shift.

\*Please note: Cost Center and Funding Source must be created prior to the Service Code.

**Role Required:** Super User

**Permission Required:** Funding Source Admin

## Add Canned Statement to a New Service Code

1. Log in to DCI
2. Select **Settings** from the main menu
3. Select **Funding Sources** from the submenu
4. Enter the name of the funding source in the filter and click **Search**
5. **Click anywhere in the funding source row** to open the Funding Source Details page
6. Click **Actions**
7. Select **New Service Code** from the drop-down menu
8. Complete the form wizard
  - i. Existing Canned Statements: To use an existing canned statement(s), click the **checkbox** to select.
  - ii. New Canned Statements: Click the blue **New Canned Statement hyperlink**. Enter the new statement in the Add Statement text field. Click the blue **plus sign (+)** to populate the new statement in the Added Statement box. Repeat for additional canned statements.
    - a. Click the blue **plus sign (+)** next to Canned Statements
9. Click **Save** and **Yes** to confirm

## Add Canned Statement to an Existing Service Code

1. Log in to DCI
2. Select **Settings** from the main menu
3. Select **Funding Sources** from the submenu
4. Select **Funding Sources** from the submenu
5. Enter the name of the funding source in the filter and click **Search**
6. **Click anywhere in the funding source row** to open the Funding Source Details page
7. Scroll down to locate the service code to edit
8. **Click anywhere in the service code row** to open the details page
9. Click **Actions**
10. Select **Edit Service Code** from the drop-down menu
11. Click the blue **plus sign (+)** next to Canned Statements
  - a. Existing Canned Statements: To use an existing canned statement(s), click the **checkbox** to select.
  - b. New Canned Statements: Click the blue **New Canned Statement hyperlink**. Enter the new statement in the Add Statement text field. Click the blue **plus sign (+)** to populate the new statement in the Added Statement box. Repeat for additional canned statements.
12. Click **Save** and **Yes** to confirm

## Related articles

- [Business Rule List](#)
- [Business Rules](#)
- [Service Codes - Create, View, Edit, or Deactivate](#)
- [Authorization Remaining Balances as Time in the Mobile App](#)
- [System Set-Up - Admin Guide](#)