

Guardian - Entry Sign-Off

Description: In this topic, the guardian will learn how to use the DCI web portal and mobile app to sign off on time entries. If a punch is entered after the shift 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 entry must be reviewed and signed off on by the client or guardian.

Role Required: Guardian

Permission Required: N/A

Portal Sign Off

1. Log in to the DCI web portal
2. Click **Clients** on the submenu
3. **Click anywhere on the client row** to open the client details page
4. Click the **Entries tab**
5. Entries that require signoff have a checkbox
6. To approve or reject a single entry, select the checkbox in the entry row.
 - a. Click the green **Sign Off** button to signoff or the red **Reject** button to reject
 - b. Click **Yes** to confirm
7. To approve or reject multiple entries at once, select the checkboxes for all applicable entries.
 - a. Click the green **Sign Off** button to signoff or the red **Reject** button to reject
 - b. Click **Yes** to confirm
8. To approve or reject all entries, select the checkbox on the header row. This will select all entries requiring signoff.
 - a. Click the green **Sign Off** button to signoff or the red **Reject** button to reject
 - b. Click **Yes** to confirm

To review the details of an entry, click the blue Entry ID number hyperlink in the punch row.

Mobile App Sign Off

1. Log in to the DCI mobile app
2. Click the **menu** icon (three horizontal lines) in the upper-left corner
3. Select **Clients** from the menu
4. All clients associated with the guardian will populate. Click the **client name** to select.
5. From the client details page, select **Entries Requiring Sign Off**.
6. Hold down on the entry until a blue check mark appears
7. Click **Action** in the upper-right corner
8. Select **Sign Off** or **Reject** to manage the entry
9. Optionally, click **Select All**, then **Action** to manage all entries at once.

To review the details of an entry, click on the entry to open it.

Related articles

- [Authorizations - Overview](#)
- [Authorization Remaining Balances as Time in the Mobile App](#)
- [Mobile App - Logging into the Mobile App](#)
- [Enter a Punch - Web Portal](#)
- [What devices, operating systems \(OS\), and web browsers does DCI support?](#)