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

- Messaging Module Navigation Mobile App
- Messaging Module Navigation Web Portal
- Message Send a Message
- Authorizations Widget
- Authorizations Overview