

Time Entry - Account Type Group Service

Description: In this topic, the user will learn about the group service account type. The group service account type is for 1: multiple service, meaning one employee working with more than one client.

The group service account type may be entered using the following methods:

- Mobile app
- Web portal

Role Required: Employee (base user)

Permission Required: N/A

Enter a Group Services Punch in the Mobile App

1. Log in to the DCI mobile app
2. Click the blue **Group Service Clock In** button on the dashboard
3. Click the Group Service Name drop-down to open the search field
4. Type the group service name in the search field and select it
5. Click the Clients drop-down
6. Select clients who attended the group service. Must select at least one.
7. Click **Confirm**
8. Click the blue **Continue** button
9. Select the EVV Location from the drop-down if applicable and click **Ok**
10. Click the blue **Confirm Clock In** button. The user is now clocked in for the shift.
11. At the conclusion of the shift, log in to the DCI mobile app.
12. Click the blue **Continue to Clock Out** button
13. Click **Confirm**
14. Select the EVV Location from the drop-down if applicable and click **Ok**
15. Add Notes (optional): Enter notes per organizational requirements
16. Add Attachment (optional): Click to take and add a picture
 - i. Select the camera icon in the middle to take the picture
 - ii. Select the checkmark to save the picture
 - iii. Select the X to retake the picture
17. Click the blue **Confirm Clock Out** button. The user is now clocked out of the shift.

Enter a Group Services Punch in the Web Portal

1. Log in to the DCI web portal
2. Click the blue **Add Entry** button on the dashboard
3. Complete the form wizard
 - a. Entry Type **(required)**: Defaults to Punch. Other options may be available per organization.
 - b. Employee Name **(required)**: Prefilled with the name of the employee logged into the system
 - c. Account Type **(required)**: Select group service. Available account types will depend upon authorizations.
 - d. Group Service Name **(required)**: Enter the group service name then select it from the list
 - e. Service Date **(required)**: The date the service took place. Must be in the past. Please ensure it is within the acceptable date range for the organization.
 - f. Check In/Check Out **(required)**: Clock in/clock out times
 - g. EVV Location (optional): Select if applicable
 - h. Check Out Date: Tied to the service and cannot be edited. Check Out Date will be automatically generated based on check out time.
 - i. Notes (optional): Enter notes per organizational requirements
 - j. Attachment (optional): Click the blue **Add Attachment** link to upload attachment(s) per organizational requirements
 - k. Clients **(required)**: Check the clients that attended the group service. Must select at least one.
4. Click **Save** then **Yes** to confirm
 - a. If the punch errors when attempting to save, the user may not have an account for that type of punch, or there may not be an active authorization for the client selected.

Web portal entries require the client or authorized client representative to sign off on (approve) an entry/entries to verify the service provided.

Related articles

- [Messaging Module - Navigation - Mobile App](#)
- [Messaging Module - Navigation - Web Portal](#)
- [Message - Send a Message](#)
- [Group Service - Supervisor Guide](#)
- [Authorization Remaining Balances as Time in the Mobile App](#)