## **Client Sign Off - Video**

Description: In this topic, the user will learn how to sign off on punch entries for services received.

Role Required: Client

Permission Required: N/A

## **Review Punch Entries**

- 1. Log in to DCI
- 2. Click Entries Requiring Sign Off on the submenu
- 3. Click the blue Entry ID in the punch row to view punch details
- 4. On the punch entry row, click **S** to sign off or **R** to reject.
- 5. Process multiple entries at once by selecting the checkboxes by the punches, then clicking the green Sign Off button or the red Reject button.
- 6. Process all entries at once by clicking the blue Select All button, then the green Sign Off button or the red Reject button.

A punch should be rejected if:

- · Any information in the punch entry row is incorrect
- The shift was not worked

If a punch entry is rejected, please notify a supervisor so they may follow up with the employee.

## Click the video below to launch the video player in a new tab.



## **Related articles**

- Reimbursements Client Creates Reimbursement Entry FI Mode Only
- Create a Vendor Payment Entry Employer & Client FI Mode Only
- Authorizations Widget
- Authorizations Overview
- Attestation (\*EVV) Workflow for Clients and Guardians