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.
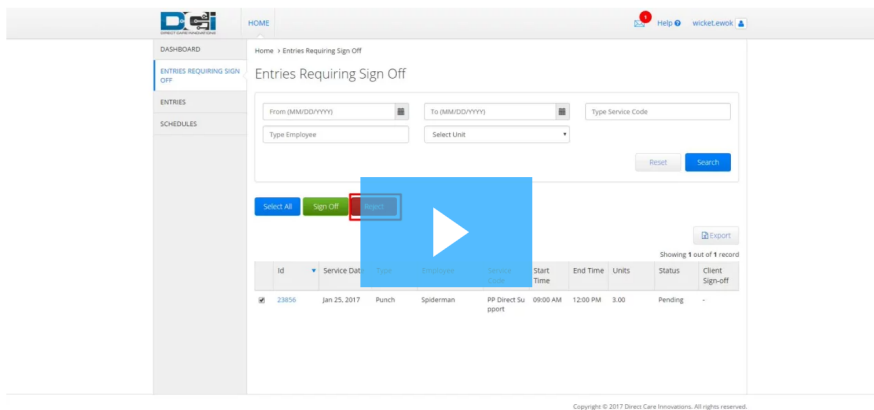
Related articles

- Authorizations - Overview
- Reimbursement - Client Creates Reimbursement Entry - FI Mode Only
- Attestation (*EVV) Workflow for Clients and Guardians
- Client - FOB Attestation (*EVV)
- How do I add a signature and/or picture to my client profile via the mobile app?