

Approve Client Residential Program Attendance - Video

Description: In this topic, the user will learn how to approve client residential program attendance. Attendance should be approved directly after the end of the month, or as instructed.

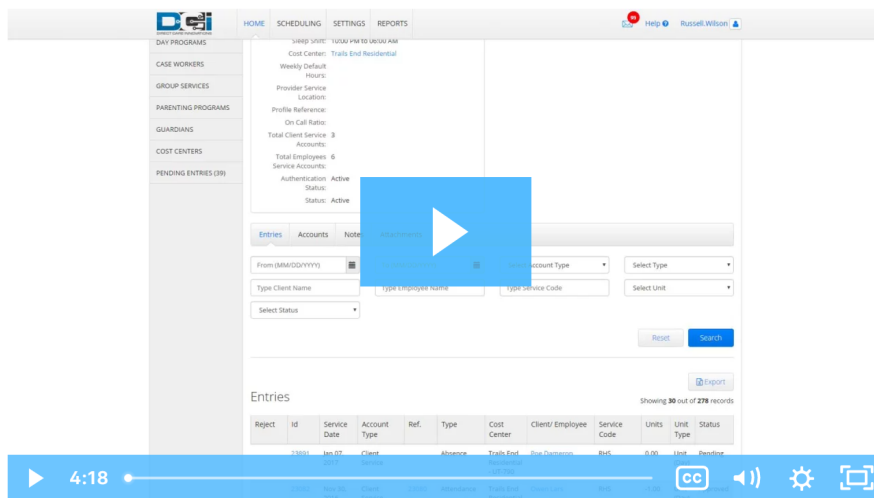
Role Required: Super User, Supervisor

Permission Required: Residential Program Admin

Approve Client Attendance

1. Log in to the DCI web portal
2. Click **Home** on the main menu
3. Click **Residential Programs** on the submenu
4. Use the filters to search for the program and click **Search**
5. **Click anywhere in the program row** to open the Program Details page
6. Click the green **Approve Attendance** button
7. Select the **date range** to approve and click **Submit**
8. The table will display all clients in the program. Review each row.
9. Click the green **Verify All** button to verify for all clients at once, or the green **Verify** button in each row to verify individually. If attendance was already generated, the Verify button will not be available.
10. Click **Yes** to confirm

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



Related articles

- [Group Service - Supervisor Guide](#)
- [Unlock a Residential, Day, or Parenting Program Profile](#)
- [Residential Program Profile Overview](#)
- [Approve Client Residential Program Attendance - Video](#)
- [Approve Client Parenting Program Attendance - Video](#)