

# Day Program or Group Service - Search, View, Approve, Reject, or Export Client Attendance

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**Description:** In this topic, the user will learn how to search, view, approve, reject, or export client day program or group service attendance for pending entries and all entries by object (client, program or group, or cost center). Day program and group service attendance are approved like employee punches.

**Role Required:** Super User, Supervisor, or Employer in the Cost Center where the entry was made

**Permission Required:** Day Program Admin, Group Service Admin

**Attendance is created by:**

- Day Program - Created by the client or program manager from the day program profile
- Group Services - Created when an employee selects the client when entering a group service punch

## For Pending Entries

1. Log in to DCI with personal profile
2. Click **Home** on the main menu
3. Click **Pending Entries** on the submenu
4. Use the filters to search for an attendance entry or group of entries and click **Search**
5. In the entries table below the search box, locate the punch for which to take action.
  - a. Click **A** to approve the punch and **Yes** to confirm OR
  - b. Click the red **R** to reject the punch and **Yes** to confirm
  - c. Optionally, click anywhere in the entry row to view the punch detail page and take action:
    - i. Click **Actions**
    - ii. Select **Approve** or **Reject** from the drop-down menu
6. Click **Export** to export the entries table to a CSV file
  - a. Click the **Load More** button to load the next 30 entries

## All Entries by Object

1. Log in to DCI with personal profile
2. Click **Home** on the main menu
3. Click one of the following tabs on the submenu to open the object page:
  - a. **Clients** - Shows all entries for a particular client
    - i. Use the filters to search for the client and click **Search**
    - ii. **Click anywhere in the client row** to open the Client Details page
    - iii. Click the **Entries** tab
      1. Optionally, use the Select Type filter to sort by **Attendance** and click **Search**
    - iv. **Click anywhere on the entry row** to open the Attendance Detail page
      1. Click **Actions**
      2. Select **Approve** or **Reject** from the drop-down menu
  - b. **Day Programs or Group Services** - Only punches for these programs or services will appear on these pages (excludes punches not made within the program or service such as Training, Admin, Hourly, etc.)
    - i. Use the filters to search for the program or service and click **Search**
    - ii. **Click anywhere in the program or service row** to open the details page
    - iii. Click the **Entries** tab
      1. Optionally, click the **Type column header** to sort by Attendance entries
    - iv. **Click anywhere on the entry row** to open the Attendance Detail page
      1. Click **Actions**
      2. Select **Approve** or **Reject** from the drop-down menu
  - c. **Cost Centers** - Shows all entries for a particular cost center
    - i. Use the filters to search for the cost center and click **Search**
    - ii. **Click anywhere in the cost center row** to open the Cost Center Details page
    - iii. Click the **Entries** tab
      1. Optionally, use the Select Type filter to sort by **Attendance** and click **Search**
    - iv. **Click anywhere on the entry row** to open the Attendance Detail page
      1. Click **Actions**
      2. Select **Approve** or **Reject** from the drop-down menu

## Related articles

- [Approve Client Residential Program Attendance - Video](#)
- [Approve Client Parenting Program Attendance - Video](#)
- [Day Program or Group Service - Search, View, Approve, Reject, or Export Client Attendance](#)
- [Residential and Parenting Programs - Absence Entries](#)

