

Mobile App - Employer - Dashboard & Menu Navigation - FI Mode Only

Description: In this topic, the user will learn how to navigate the DCI mobile app dashboard and menu as an employer.

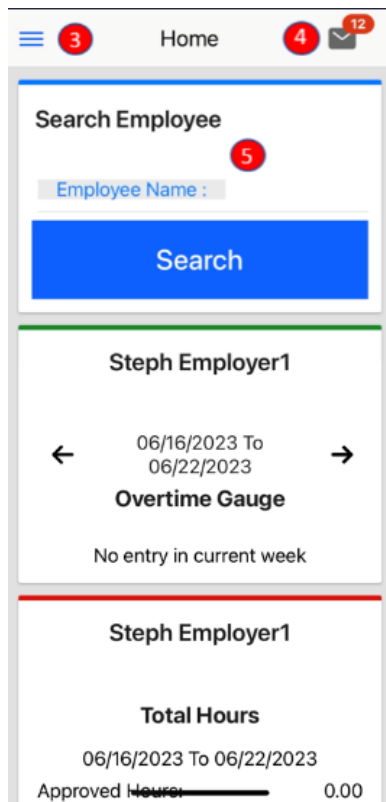
Role: Employer

Permissions: N/A

Mode: FI

Dashboard

1. Log in to the DCI mobile app
2. Arrive at the dashboard (pictured below). To navigate within the app, use your fingers to scroll and click.
3. Menu - Click the three horizontal lines icon to open the menu options (see details below for each menu item)
4. Messaging Module - Click the envelope icon to access the DCI messaging module. Message certain members of your program or receive system-generated messages and notifications. For more information on the messaging module, please visit the Help Center.
5. Search Employee - Click to enter and select an employee. Click the blue **Search** button to view the Overtime Gauge and Total Hours widget for the selected employee. Click the blue **Reset** button to clear the results.
 - a. Overtime Gauge - Shows progress towards forty hours. It does not indicate overtime eligibility but provides a visual representation of hours worked in a week.
 - b. Total Hours Gauge - Displays a breakdown of the hours worked in a week. Hours are displayed in the following statuses:
 - i. Approved Hours - Approved and ready for payment
 - ii. Pending Hours - Have been worked but still need to be approved
 - iii. Unverified Hours - Entered on behalf of the employee by a supervisor or employer and must be verified by the employee before being approved for payment
 - iv. Total Hours - Sum of all Approved, Pending, and Unverified hours.
6. Search Client - Click to enter and select a client. Click the blue **Search** button to view the Total Weekly Hours widget, showing how many hours of service the client received for the week by employee. Click the blue **Reset** button to clear the results.
7. News Posts - Displays important messages



Home 12

Total Hours

06/16/2023 To 06/22/2023

Approved Hours:	0.00
Pending Hours:	0.00
Unverified Hours:	0.00
Total Hours	0.00

Search Client 6

Client Name :

Search

News Posts 7

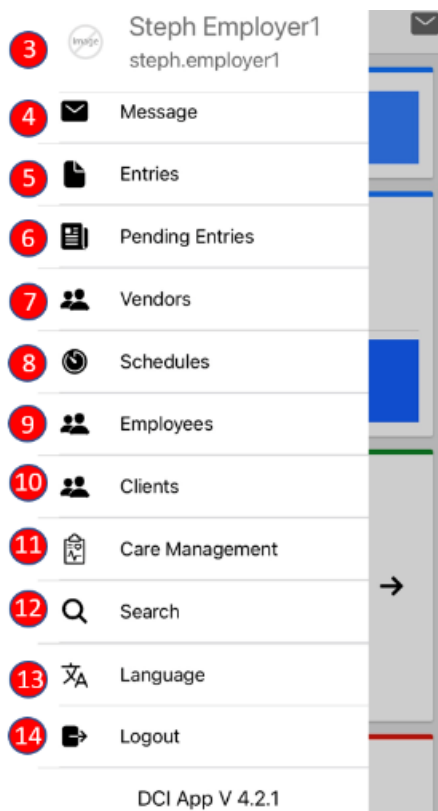
Subject: News post

Message :
News Post

Created Date: May 25,2023
02:34:23 PM

Menu

1. Log in to the DCI mobile app
2. Click the three horizontal lines icon in the upper left-hand corner to open the menu flyout options
3. Profile - Click Action to add a photo or signature
4. Message – Click to open the messaging module. Compose, view, and manage messages.
5. Entries – Click to access all time entries for the user
 - a. View the Managing Entries Guide in the Help Center for details
6. Pending Entries - Click to review and approve or reject employee entries
 - a. View the Managing Entries Guide in the Help Center for details
7. Vendors - List of vendors in the instance
 - a. Access Vendors by clicking on the vendor's name to open the details page
8. Schedules - Click to access the user's schedule. *Only active if the scheduling module is enabled for the program.*
9. Employees
 - a. Access employees associated with the user by clicking on the employee's name to open the details page
10. Clients
 - a. Access clients associated with the user by clicking on the client's name to open the details page
11. Care Management – View details of active, associated clients with Care Management enabled, pending care notes, and published care notes. *Only active if the care management module is enabled for the program.*
12. Search – Click to search by messages, clients, employees, or entries.
13. Language - Click to select preferred language. *Only active if multi-lingual is enabled for the program.*
14. Logout – Click to logout and return to the login page
 - a. Please note: The user will automatically be logged out after a certain period of time (determined by the organization)



Related articles

- [Reports Guide](#)
- [Authorizations - Overview](#)
- [Case Workers Guide](#)
- [Authorization Remaining Balances as Time in the Mobile App](#)
- [Mobile App - Logging into the Mobile App](#)