

# Guardian Views Client Schedule - Video

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**Description:** In this topic, the user will learn how to use the scheduling system as a guardian.

- View all shifts for all clients, for multiple employees, and for programs.
- Request services for a client
- Receive notifications when changes are made to the schedule

\*Please note: The DCI Scheduling Module is used by some organizations.

**Role Required:** Guardian

**Permission Required:** N/A

## **View Client Schedules**

Client schedules can be viewed after the supervisor has published them.

1. Log in to the guardian profile
2. Click **Home** on the main menu
3. Click **Clients** on the submenu
4. Search for the client by using the search filters and click **Search**
5. **Click anywhere on the client row** to open the Client Details page
6. Scroll down and click the **Schedule tab**
7. View the client's schedule

## **Schedule Details**

- The schedule module displays the current week's schedule listed by employee or program for all active service accounts
- To view a different week, use the arrows or the calendar icon.
- View the schedule for Today, by Day, or by Week.
- Click Today to see a detailed view of the current day's scheduled shifts
- Each shift will display the start and end time, total hours, and service provided.
- Scheduled Shifts (published) appear in light blue
- Offered Shifts appear in yellow
- Requested Shifts appear in orange
- Click the **Printer** icon to print the schedule in a calendar or list format

## **View Schedule Mobile App**

1. Log in to the DCI mobile app with the guardian profile
2. Click the **Menu** icon (hamburger menu) in the upper-left corner
3. Click **Clients** on the menu
4. **Click anywhere on the client row** to select
5. Click **Schedules**
6. View the client's schedule

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

HOME

Help

joan.ark

SSN:

Profile Reference:

No. of Funding Accounts: 16

No. of Service Accounts: 22

Status: Active

Code:

Username: wicket.weak

Client Status: Active

Authentication Status: Active

Email confirm: Yes

Entries

Wicket's Schedule

Notes

Attachments

November 19, 2016 - November 25, 2016

Today

Day

Week

Scheduled Shifts

Offered Shifts

Profiles	Sunday 20	Monday 21	Tuesday 22	Wednesday 23	Thursday 24	Friday 25	Saturday 26
Ironman				12:00 PM - 04:00 PM PP Direct Support Hourly	12:00 PM - 04:00 PM PP Direct Support Hourly		
Spiderman						12:00 PM - 04:00 PM PP Direct Support Hourly	
Tinker Bell							
AIM Program							
AIM Community Based							

2:02

CC

## Related articles

- [Authorizations - Overview](#)
- [Attestation \(\\*EVV\) Workflow for Clients and Guardians](#)
- [Client - FOB Attestation \(\\*EVV\)](#)
- [October 2023 Release Notes](#)
- [Client - Web Portal & Mobile App Punch Sign-Off](#)