Guardian Views Client Schedule - Video

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
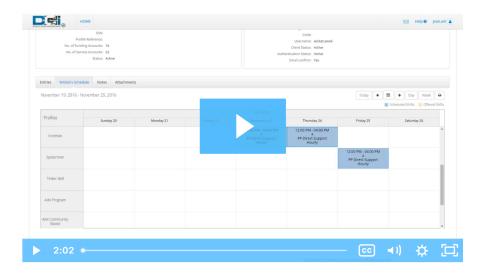6. Scroll down and click the **Schedule tab**
7. View the client's schedule

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.

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](#)