

# Employee - View and Search Punches

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**Description:** In this topic, the user will learn how to search for and view punches they have entered. Every punch stays in the system forever, allowing for search and review as needed.

**Role Required:** Employee (base user)

**Permission Required:** N/A

1. Log in to DCI
2. Click **Home** on the main menu
3. Click **Entries** on the submenu
4. Use the filters to search for specific punches and click **Search**
5. The Entries table will display the first 30 results
  - a. Click the **Load More** button at the bottom to view more results
  - b. Export to a CSV file by clicking **Export**
6. **Click anywhere in the punch entry row** to open the Punch Details page
7. Add notes and/or attachments as needed

## Related articles

- [Enter a Punch - Web Portal](#)
- [Managing Entries - Guide](#)
- [Entries Restriction - Day\(s\) of Week and Holidays](#)
- [Add or Edit a Punch for an Employee](#)
- [Employee - View and Search Punches](#)