Approve Client Parenting Program Attendance - Video

Description: In this topic, the user will learn how to approve client parenting program attendance. Attendance should be approved directly after the end of the month, or as instructed.

Role Required: Super User, Supervisor

Permission Required: Parenting Program Admin

Approve Client Attendance

1. Log in to the DCI web portal
2. Click **Home** on the main menu
3. Click **Parenting Programs** on the submenu
4. Use the filters to search for the program and click **Search**
5. **Click anywhere in the program row** to open the Program Details page
6. Click the green **Approve Attendance** button
7. Select the **date range** to approve and click **Submit**
8. The table will display all clients in the program. Review each row.
9. Click the green **Verify All** button to verify for all clients at once, or the green **Verify** button in each row to verify individually. If attendance was already generated, the Verify button will not be available.
10. Click **Yes** to confirm

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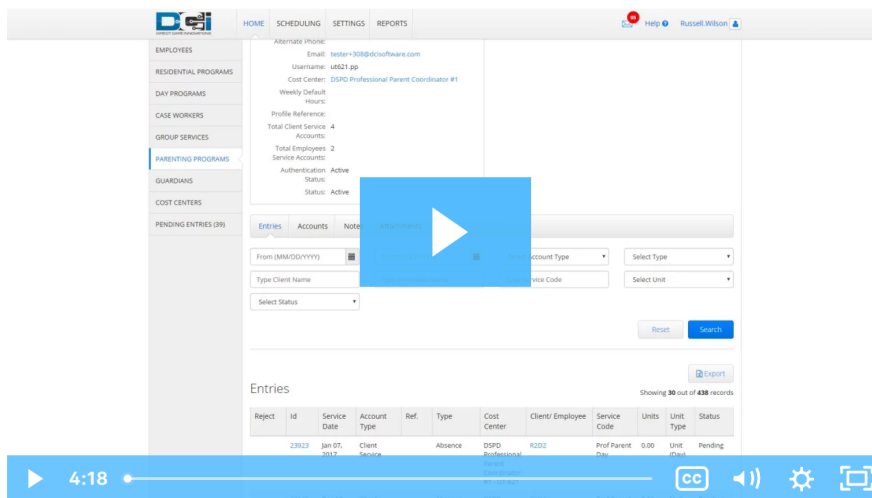
Related articles

- Group Service - Supervisor Guide
- System Set-Up - Admin Guide
- Unlock a Residential, Day, or Parenting Program Profile
- Approve Client Residential Program Attendance - Video
- Approve Client Parenting Program Attendance - Video