

# Client Total Hours Widget

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**Description:** In this topic, the user will learn about the client total hours widget. This widget displays in both the web portal and mobile app. The widget allows the user to view and verify the total amount of service hours a client has received from each employee by day in the pay week including the total hours for the pay week.

**Role Required:** Super User, Supervisor, Employer, Client, Guardian

**Permission Required:** N/A

## Web Portal

1. Log in to the DCI web portal
2. Arrive at the dashboard
3. The Client Total Hours Per Week widget is located just below the overtime gauge and the total hours widget.
4. In the Client Total Hours Per Week widget, type and select the client's name
5. Click the blue **Search** button to view the Total Hours Per Week widget, showing how many hours of service the client received for the week by employee.
6. Use the black arrows to select a week to view
7. The names of all employees who provided service for the client for that week are displayed below the date selector along with the hours the employee(s) worked for the client each day of the week and the weekly total.
8. Click the **Reset** button to clear the results

## Mobile App

1. Log in to the DCI mobile app
2. Arrive at the dashboard
3. Search Client
  - a. Click to enter and select a client
  - b. 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.
  - c. Use the black arrows to select a week to view
  - d. The employee's name is displayed below the date selector along with the hours the employee worked for the client each day of the week and the weekly total
  - e. Click the blue **Reset** button to clear the results
  - f. Swipe left to view the total weekly hours widget for additional employees who provided service to the client.

## Related articles

- [October 2023 Release Notes](#)
- [Client Total Hours Widget](#)