Client/Employer: Methods to Sign Off on Shifts (Punches)

<mark>There are six methods the client/employer can choose from to approve a shift (punch) worked.</mark> <mark>CHOOSE 1 Method</mark>

#2 Client/Employer – Using <mark>Employee's</mark> DCI Mobile App to Sign Off on Shifts (Punches)

E-Signature
1. The employee will click the **E-Signature** button and hand the device to the client/employer.
    a. If you want to have auto approval turned on, you must complete the add a signature and/or photo process:
        i. Profile - Click Action to add a photo of client or signature (this is for signature or photo verification to approve).
2. The client/employer uses their finger, stylus, or adaptive device to draw their signature on the screen.
    a. If the signature looks good, click **Save.**
        i. If the save button is selected without a signature entered into the device, an alert will appear, and the employee will not be able to proceed.
    b. To write the signature again, click **Clear.**
        i. Repeat as many times as necessary
3. After the signature is saved, the employee will click **Confirm** in the alert window to validate it.