

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

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

#3 Client/Employer - Using **Employee's** DCI Mobile App for Voice Sign Off of Shifts (Punches)

Using Employee's DCI Mobile App

1. Open the DCI EVV app
2. Log in to personal profile
3. Click **Continue to Clockout**
4. Click **Confirm** through the alert
5. Click **Voice**
 - a. If the device requires, allow the app to record audio by selecting **While using the app**.
 - b. The voice verification window will open
 - c. Click the **Red Play** button at the bottom of the page to start the voice recording
 - i. A computer voice will recite a phrase for the client/employer to repeat
 - ii. Hand the device to the client/employer to record the verification message in their voice
 - d. Click the **Red Stop** button at the bottom of the page again to stop the voice recording
 - e. Click **Save**
 - f. Click **Confirm** to validate the voice recording
6. Add Notes and/or Attachments
 - a. Add notes functionality works using the device keyboard. If talk-to-text is enabled as an option on the mobile device, the microphone feature may be used to enter notes by speaking.
 - b. Add attachment allows a picture to be taken and added to the note of additional log notes
7. Click **Confirm Clock Out**
8. Shift details will be displayed. Click **Home** to return to the dashboard.

