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.

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Client Name: Charles Townsend									
Clock In Time: 09:59 AM (MT)									
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