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

#4 Client/Employer - Using DCI Web Portal to Sign Off on Shifts (Punches)

DCI allows for clients/employers to review and sign off on services provided through the DCI web portal. To do so, the client/employer must have login enabled and receive a service that requires client/employer sign-off. Please contact your Employer Services Manager if you have any questions about client/employer sign-off.

To review punches:

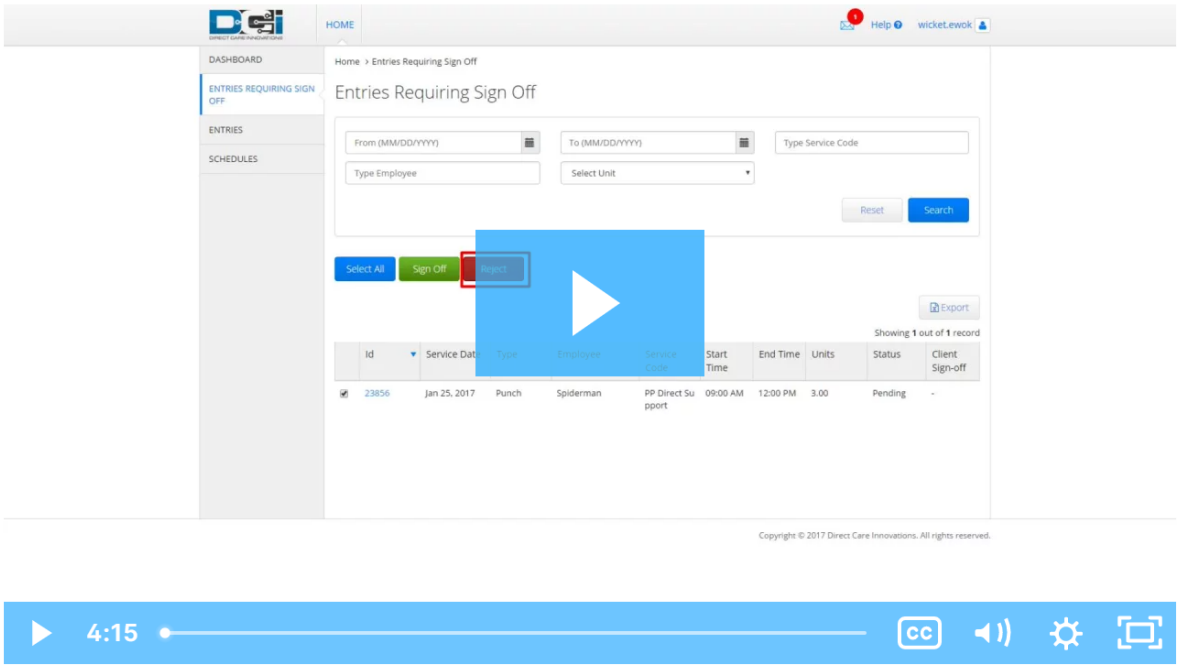
1. Sign in to your Personal Profile on the DCI website: https://ie.dcisoftware.com/Account/Login
2. Click "Entries" on the sidebar
3. To approve a single punch, click the check box in the punch row and click the green "Sign Off". You can also approve multiple entries by clicking the checkboxes for every punch you want to sign off on.
4. To approve all entries, click the check box in the Table Header, next to "Id" to select all entries in the table. Click the green "Sign Off" button.
5. To reject a single punch, click the check box in the punch row and click the red "Reject". You can also reject multiple entries by clicking the checkboxes for every punch you want to reject.
6. To reject all entries, click the check box in the Table Header, next to "Id" to select all entries in the table. Click the red "Reject" button.

A shift (punch) should be rejected if:

- Any information in the punch entry row is incorrect (i.e. incorrect date, number of units, employee, etc.)
- The shift was not worked

Communicate with your employee if you reject a shift.

Click the video below to launch the video:
https://directcareinnovations.wistia.com/medias/qjqf96o8fu


HOME
Help
wicket.ewok
DASHBOARD
ENTRIES REQUIRING SIGN OFF
ENTRIES
SCHEDULES
Home > Entries Requiring Sign Off
Entries Requiring Sign Off
From (MM/DD/YYYY)
To (MM/DD/YYYY)
Type Service Code
Type Employee
Select Unit
Reset
Search
Select All
Sign Off
Reject
Export
Showing 1 out of 1 record
Id
Service Date
Type
Employee
Service Code
Start Time
End Time
Units
Status
Client Sign-off
23856
Jan 25, 2017
Punch
Spiderman
PP Direct Support
09:00 AM
12:00 PM
3.00
Pending
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4:15