

Client/Employer: Video on the Role of the Client/Employer

By the end of this video, either in the DCI web portal or on your Employer DCI Mobile App, you will understand how to:

- View your employee and client/employer detail pages
- Manage employee shifts (punches)
 - Approve, reject or edit shifts (punches)
 - Review log notes
- Run reports pertaining to your employees
 - See your CDS Tracker
- Check for messages from Imagine Enterprises such as training required

Click the link to launch the video: <https://directcareinnovations.wistia.com/medias/zlfu960ifk>

The screenshot shows the DCI web portal interface. At the top, there is a navigation bar with 'HOME', 'EMPLOYER', and 'REPORTS' tabs. A user profile for 'peter.pan' is visible in the top right. Below the navigation bar, there are tabs for 'Entries', 'Accounts', 'Certifications', 'Notes', and 'Attachments'. A search area includes fields for 'From (MM/DD/YYYY)', 'To (MM/DD/YYYY)', 'Select Type', 'Type Service Code', 'Type Employee Name', 'Select Account Type', 'Select Unit', and 'Select Status'. There are 'Reset' and 'Search' buttons. A large blue video player overlay is centered on the page, with a white play button icon. Below the video player, a table titled 'Entries' is visible, showing a list of records. The table has columns for 'Id', 'Service Date', 'Type', 'Service Code', 'Cost Center', 'Employee Program Name', 'Ref.', 'Units', 'Unit Type', 'Status', and 'Client Sign-off'. The table shows four records with details such as service dates, types (Punch, Respite, SLN), and employee names (Frostee Rucker, Mickey Mouse).

Id	Service Date	Type	Service Code	Cost Center	Employee Program Name	Ref.	Units	Unit Type	Status	Client Sign-off
23020	Dec 05, 2016	Punch	ELS	Price Hourly Services - UT-785	Frostee Rucker	23018	-6.00	Hourly	Approved	N/A
23018	Dec 05, 2016	Punch	ELS	Price Hourly Services - UT-785	Frostee Rucker		6.00	Hourly	Approved	N/A
22304	Sep 05, 2016	Punch	Respite	Price Hourly Services - UT-785	Mickey Mouse		1.00	Hourly	Processed	N/A
12480	Jan 06, 2016	Punch	SLN	Price Hourly Services - UT-785	Frostee Rucker		1.00	Hourly	Processed	N/A

If you need additional technical assistance, contact your area Employer Services Manager:

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