

## Enter a Punch Entry - Web Portal (Historical Entry)

1. Log in to the DCI Web Portal
  - a. All States & Programs Except NC Cap and WI: [acumen.dcisoftware.com](https://acumen.dcisoftware.com)
2. Click the blue **Add Entry** button on the dashboard
3. Complete the **Add New Entry** form wizard
  - a. Entry Type - Punch defaults
  - b. Employee Name - Auto-populates the name of the employee logged in
  - c. Account Type - Hourly will auto-populate
  - d. Client - **Type and select the client's name from the list.** Type a minimum of three characters to generate results and select the Client's name from the list.
  - e. Service Code – **Select the service code**
  - f. Service Date – **Select the date** the service took place
  - g. Check In/Check Out - **Enter the clock in/clock out times.** Both fields are required. Clicking in the field displays a time drop-down in half-hour increments. Specific time can be entered directly into the field.
  - h. EVV Method - Select **Portal Signoff**
  - i. Clock In EVV Location
  - j. Clock Out EVV Location
  - k. Check Out Date - The checkout date will be automatically generated based on the check in day and cannot be edited
  - l. Add Reason Codes – why the time entry is entered historically (**Not EVV compliant**)
    1. For EVV Exempt SDEs, **Live-in Caregiver** will be selected
  - m. Add Notes – short description of services provided during the visit
  - n. Select at least one **statement/task**
4. Click **Save** and **Yes** to confirm

## Edit a Punch Entry - Web Portal (Historical Entry)

1. Log in to the DCI Web Portal
  - a. All States & Programs Except NC Cap and WI: [acumen.dcisoftware.com](https://acumen.dcisoftware.com)
2. Click **Home** on the main menu
3. Click **Entries** on the submenu
4. Search for the entry by using the search filters and click **Search**
5. Click **on the entry** in the table
6. Click **Actions**
7. Click **Edit Entry** in the drop-down menu
8. **Edit fields as needed** in the Edit Entry form wizard
  - a. **Add Reason Codes** and **Notes** are required before saving the edit
9. Click **Save** and **Yes** to confirm
10. The original punch status changes to Rejected
11. A new punch with the updates is generated and is in Pending status
  - a. The new punch will have a Ref. Entry # listed which links it to the original punch
12. To view the original and new punch, select **Entries** on the submenu
13. Both punches are listed in the Entries table below the search box

## Review Entries

1. Click the **Home** on the main menu
2. Select **Entries** on the submenu
3. View the complete list of entries
  - Verify that all time is submitted
  - The employer approves the time before pay schedule deadline
  - Unvalidated Entries – Temporary status. Punch will be in pending or rejected status after system processes