

Description: In this topic, the user will learn how to edit a punch. Edits can be made to a punch if the punch is in a pending status. Edits can only be made in the web portal, not on the mobile app.

1. Log in to DCI by navigating to
 1. All states except WI & NC Cap: acumen.dcisoftware.com and use the login credentials provided to you by Acumen
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
 1. **Add Reason Codes** and **Notes** are required
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
 1. 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