Suggested Resources:
- Video – Create, Edit, and Verify Punch Entries in the Web Portal & Mobile Web Portal for Employees - https://acumenfiscalagent.zendesk.com/hc/en-us/articles/115004897148-Create-and-Verify-Punches-An-Employee-s-Guide

Enter a Punch Entry – Mobile Web (Historical Entry)

1. Log in to the DCI Web Portal
   a. All States & Programs Except NC Cap and WI: acumen.dcisoftware.com on a mobile device
   b. NC Cap and WI Only: outreach.dcisoftware.com on a mobile device
2. Click the **Menu** in the top right corner of the screen
3. Select the **New Entry** tab from the submenu
4. Complete the **Add New Entry** form wizard
   a. Entry Type - Punch defaults
   b. Account Type – **Select the account type**
   c. 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.
   d. Service Code – **Select the service code**
   e. Service Date – **Select the date** the service took place
   f. 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.
   g. Pay Rate Name – **Select the pay rate name** if required by the program
   h. EVV Method - Select **Portal Signoff or Secure FOB**
   i. Clock In and Out EVV Location – **Select the Clock In and Out EVV Location** if required by the program
   j. If Secure FOB was selected as the EVV Method, enter the Start and End Tokens (6-digit codes) from the FOB that were generated during the shift and previously recorded
   k. Check Out Date - The checkout date will be automatically generated based on the check in day and cannot be edited
   l. If Secure FOB was selected as the EVV Method, and if required by the program, **select a Diagnosis Code**.
   m. If Portal Signoff was selected as the EVV Method, **select the Reason Code** if required by the program.
   n. If Portal Signoff was selected as the EVV Method, **add a supporting Reason Code Note** if required by the program.
   o. If Portal Signoff was selected as the EVV Method, click the blue **plus sign (+)** to populate the reason code details.
   p. If Portal Signoff was selected as the EVV Method, **select a diagnosis code** if required by the program.
   q. Notes - Enter Notes for the punch (optional)
   r. Attachments - Click the **Choose File** button to select and upload Attachments (optional)
   s. Statements – If required by the program, select the task(s)/statement(s) that was completed during the shift. If required, the entry cannot be saved without a selection.
5. Click **Save** and **Yes** to submit

Review & Reject Entries – Mobile Web

1. Log in to the DCI Web Portal on a mobile device
2. Click the **Menu** in the top right corner of the screen
3. Select the **Entries** tab from the submenu
4. 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.
   - **Please note:** Entries in a Pending status will not be paid until approved
5. Click on an entry to view the punch details
6. If needed, an entry in Pending status may be rejected. Click the red **Reject** button.
7. Click **Yes** to confirm the punch rejection

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