

To Clock In on the Mobile App

1. Login to the app
2. Click on the blue **Clock In** button
3. Select the **Client's Name**
4. Select the **Service Code**
5. Click the blue **Continue** button
6. Click the blue **Confirm Clock In** button

Begin working your shift! You can log out of the app.

To Clock Out on the Mobile App

At the end of your shift, use the app to clock out.

1. Login to the app
2. Click on the blue **Continue to Clockout** button
3. Click **Confirm**
4. Click the blue **Confirm Clock Out** button

Congratulations, your shift has been entered.

- Suggested resource: Mobile App Guide for Employees - <https://acumenfiscalagent.zendesk.com/hc/en-us/articles/360034344252-Mobile-App-Guide-for-Employees>

Clock In on the Mobile App

1. Log in to the DCI EVV app
2. Click the blue **Clock In** Button
3. Select the **Client's Name**
4. Select the **Service Code**
5. Click the blue **Continue** button
6. Select blue **Confirm Clock In** button. **This will start the time for the shift.**
***Please note:** Users do not need to stay logged into the mobile app during their shift and cannot take any other action until clocked out.

Clock Out on the Mobile App

1. Log in to the DCI EVV app
2. Click the blue **Continue to Clockout** button
3. Click **Confirm**
4. Click the blue **Confirm Clock Out** button. **This will stop the time for the shift.**

Review Entries

1. Click the **Menu** in the top left corner of the screen
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.