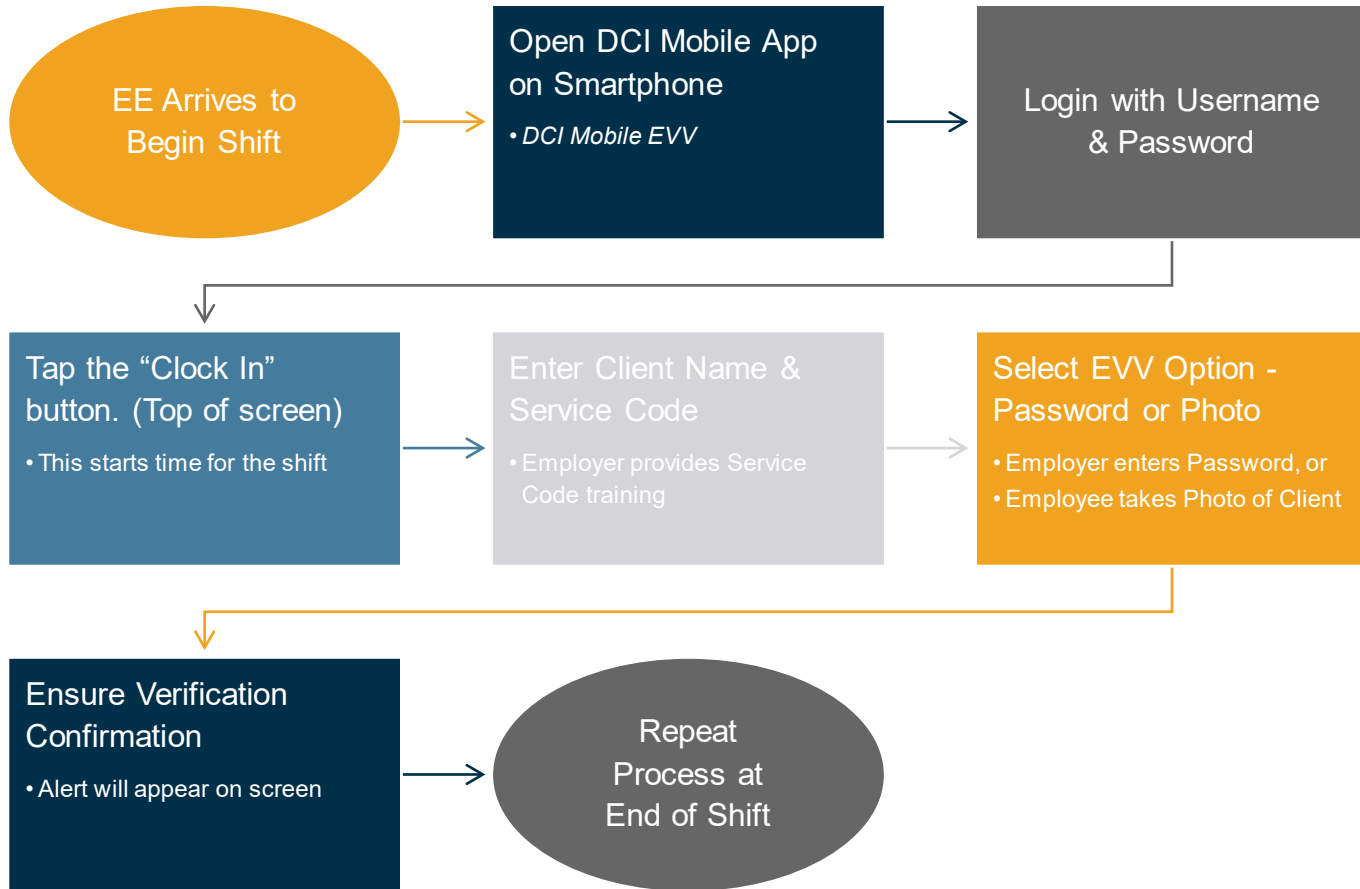




# **Mobile App Guide**

**For E-Signature EVV**

# Overview of the Employee Clock-In Mobile EVV Process



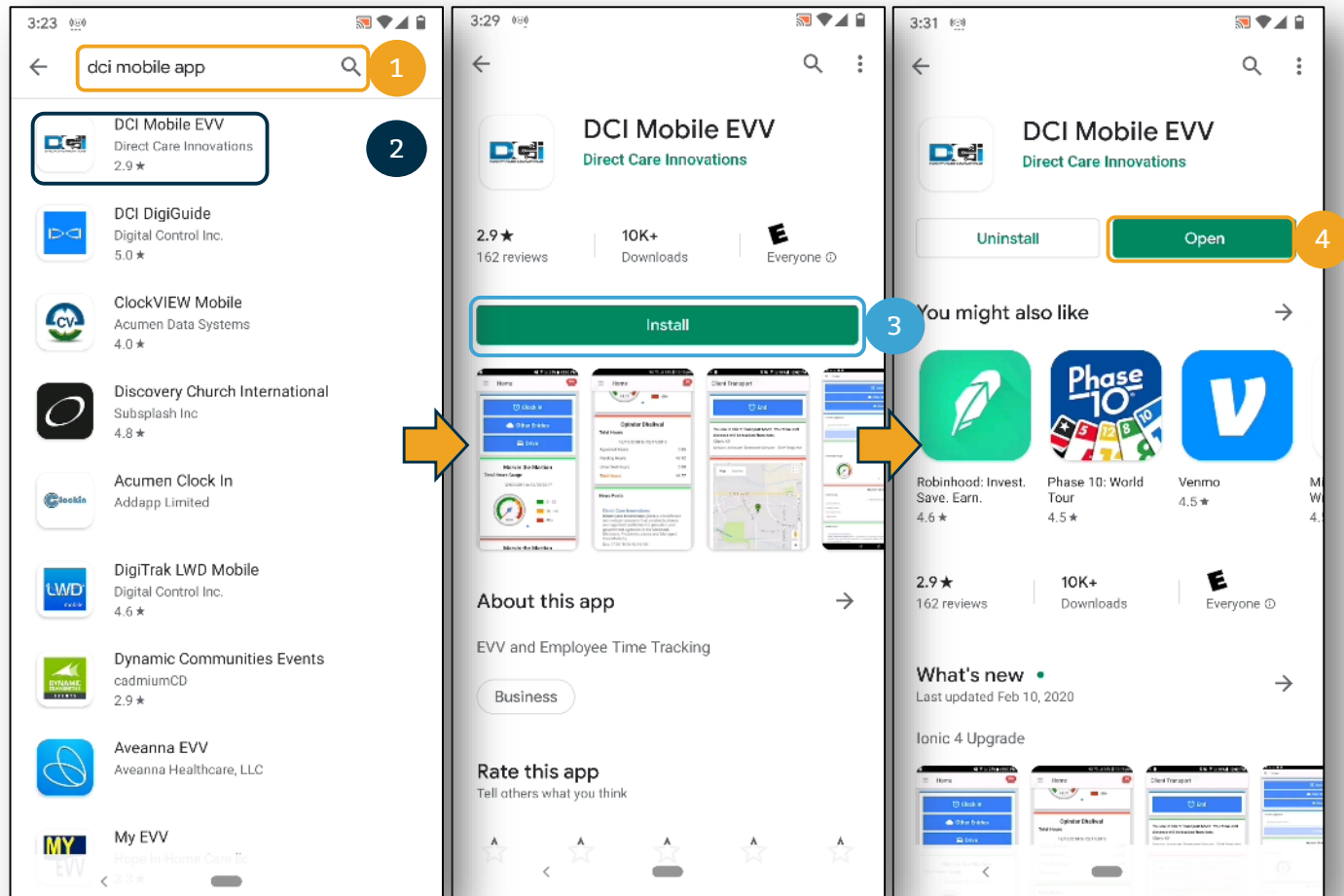
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# Download DCI Mobile App

# Downloading DCI Mobile App

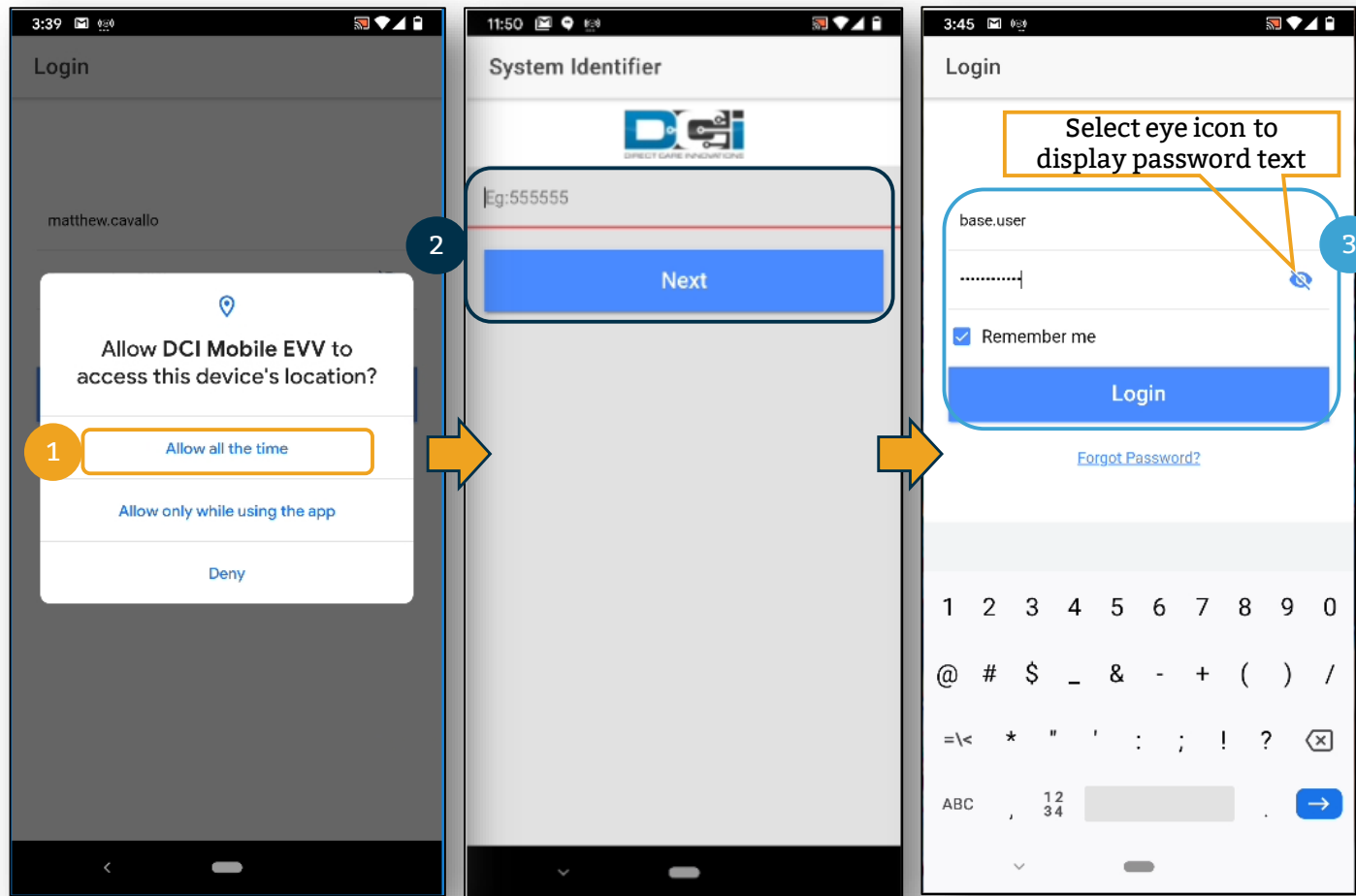
DCI Mobile EVV app is available in both the Apple App Store and Google Play Store

1. Enter DCI Mobile App into the search bar
2. Select DCI Mobile EVV from the list of available apps
3. Select Install
4. Select Open



# Mobile App Login

1. If prompted, select: Allow all the time. If not prompted move to next step
2. Enter system identify as provided in the "Ready to Start" email
3. Enter Username and password and then select Login



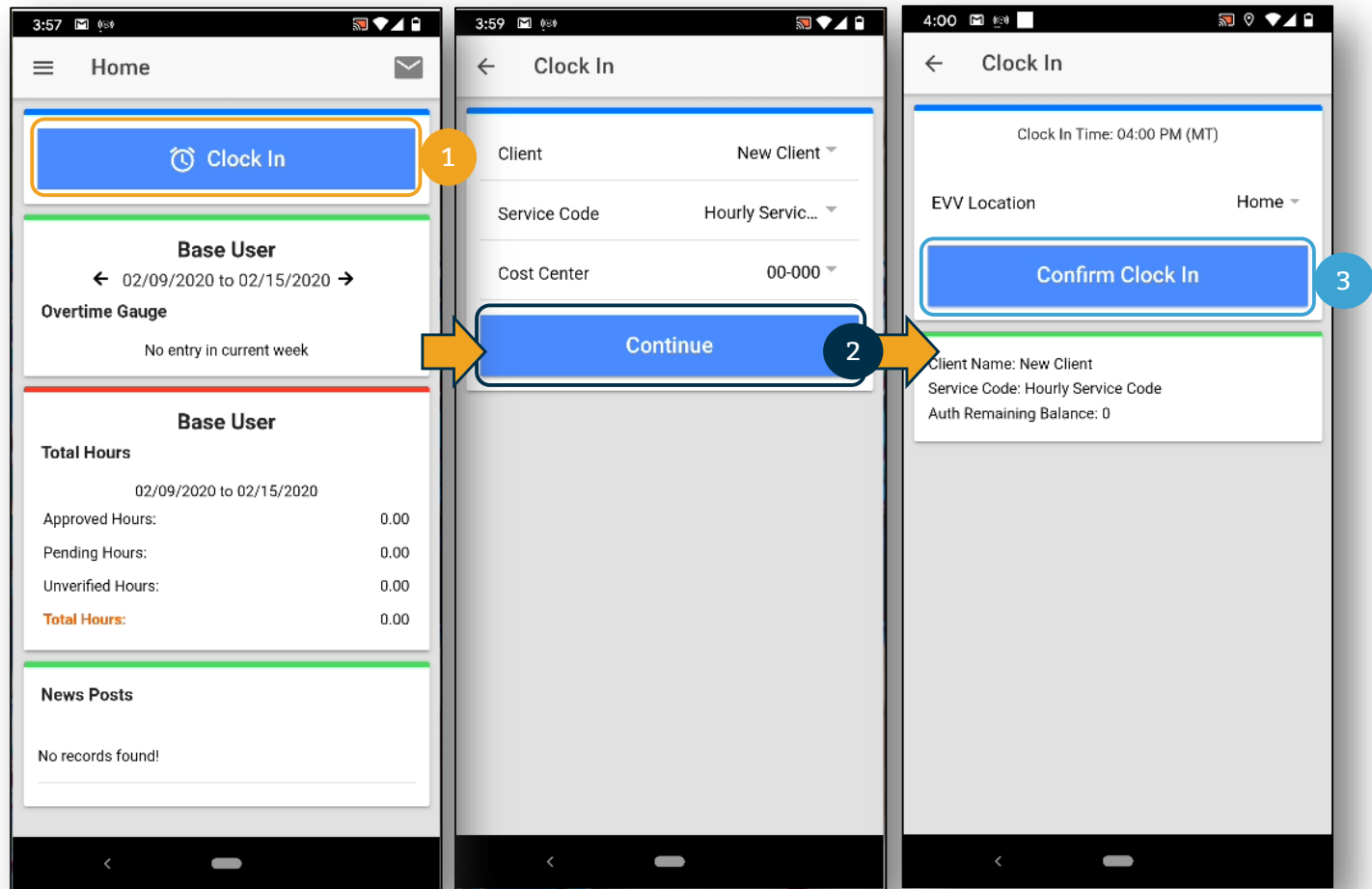
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# Mobile App Clock In/Clock Out: E-Signature

# Recording Time on Mobile App

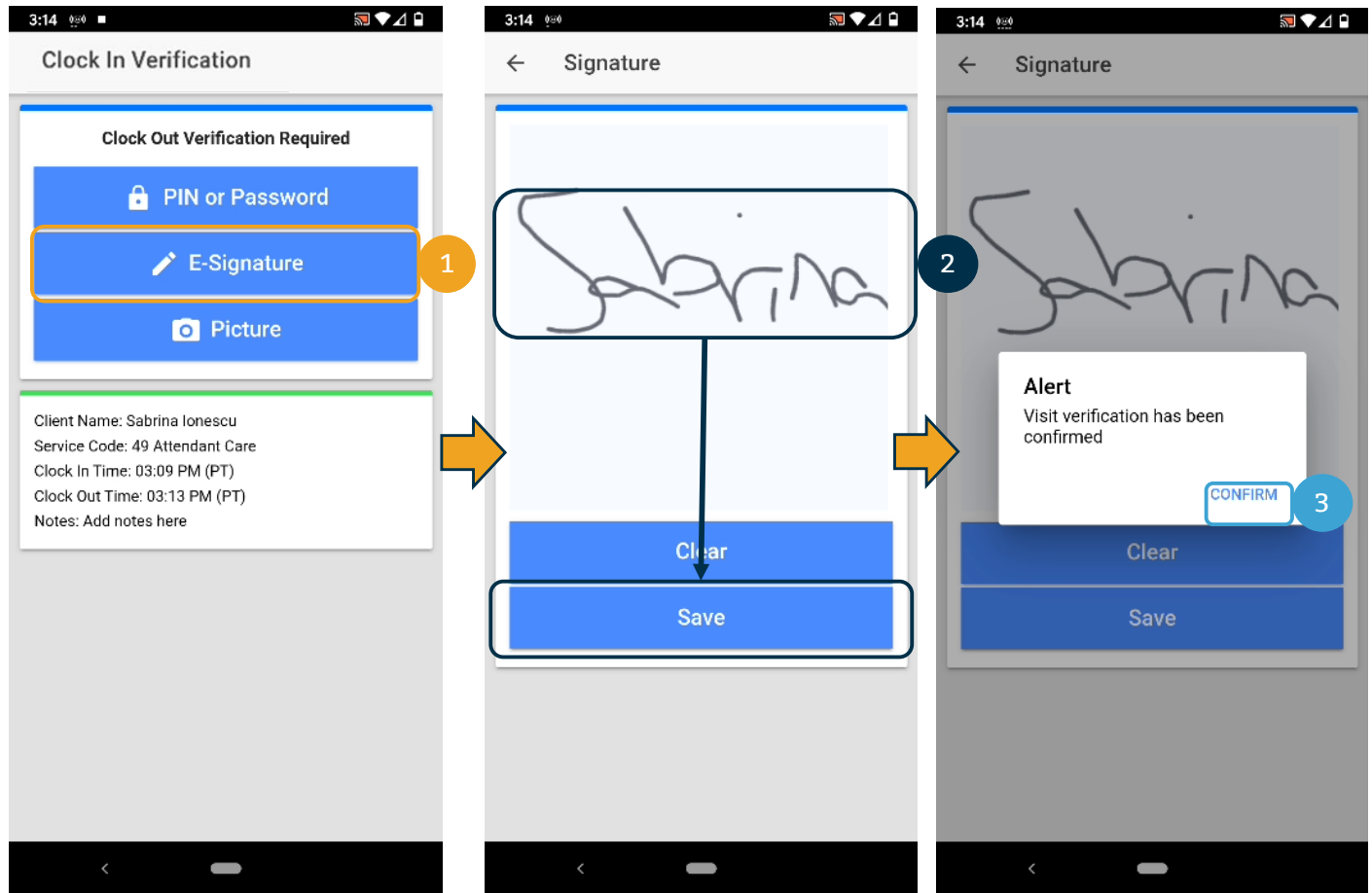
Once logged into the DCI Mobile App, to register time with Pin or Password, complete the following steps.

1. Select Clock In
2. Select Continue
3. Confirm Clock In



# Clock In Verification: Signature

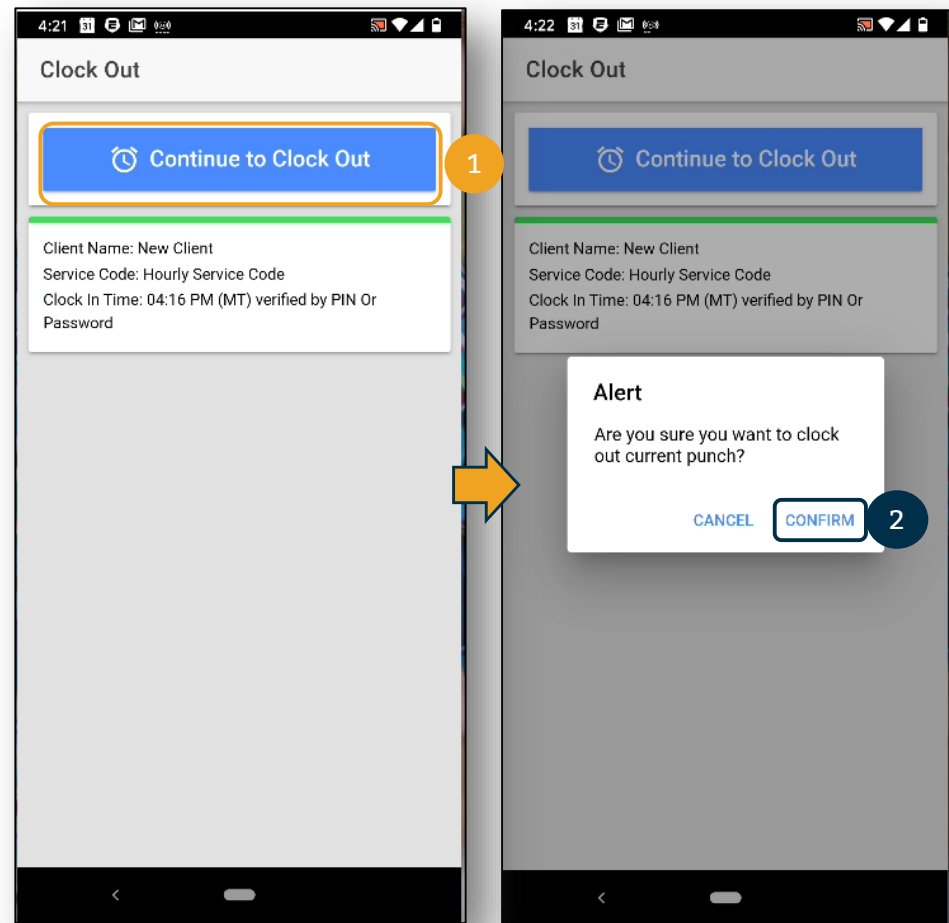
1. Select Signature
2. Hand the device to the client or authorized representative for them to draw their Signature on the screen
3. Select Confirm to validate Signature





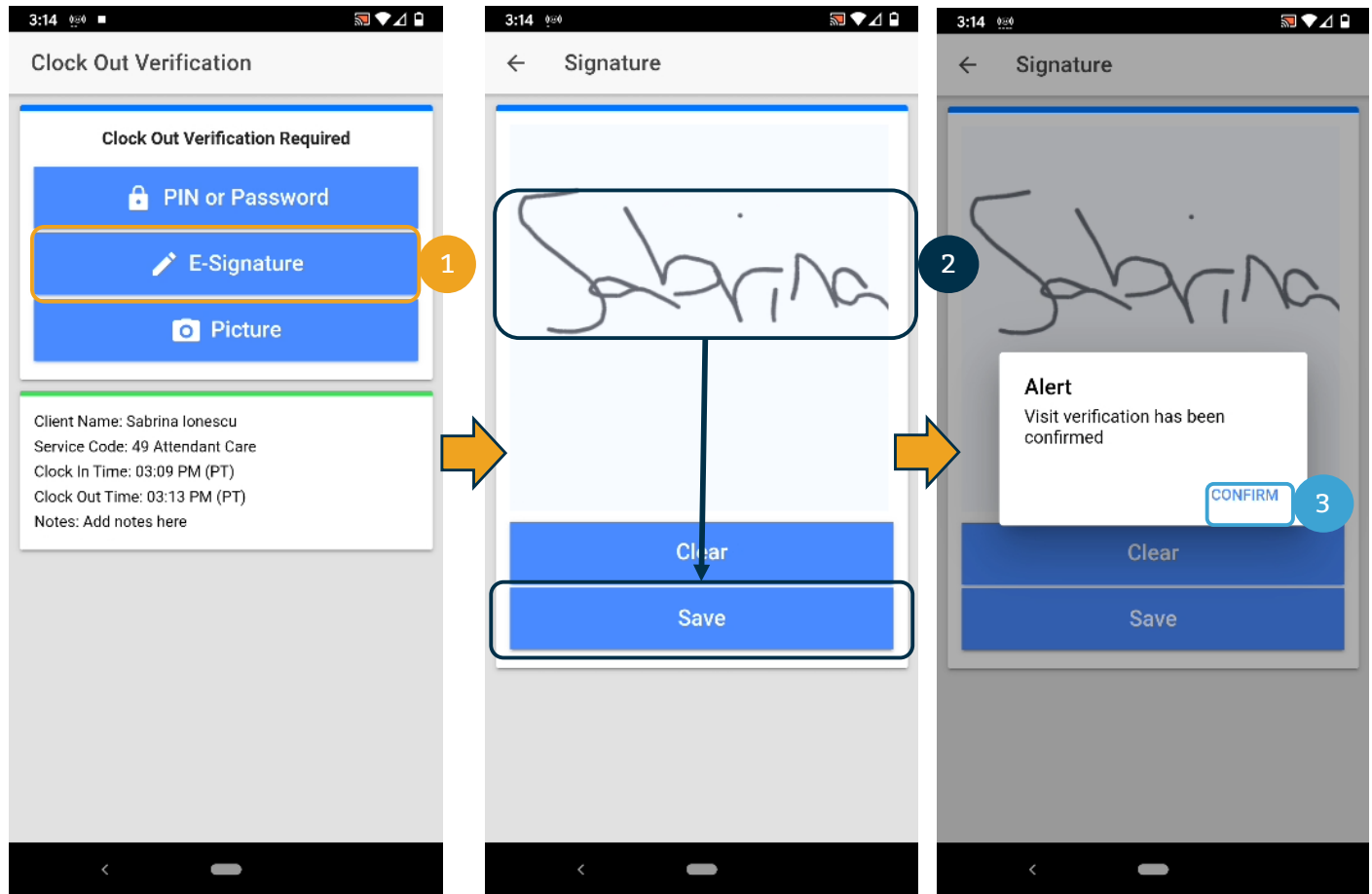
# Continue to Clock Out

1. Select Continue to Clock Out
2. Select Confirm



# Client Verification: Signature

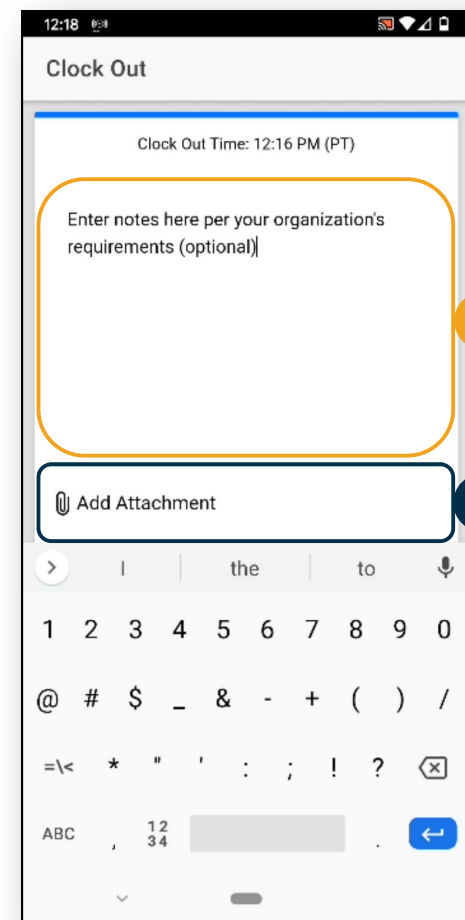
1. Select Signature
2. Hand the device to the client or authorized representative for them to draw their Signature on the screen
3. Select Confirm to validate Signature



# Adding Notes and Attachments

Once EVV verification has been completed, you are able to add notes and attachments from your visit.

1. The note functionality works using the keyboard of your mobile device. You can enter notes in DCI the same way that you would type a text message or email on your mobile device. This means that if you have talk-to-text option on your mobile device, you can use the microphone feature to enter your notes by talking. Entering notes is optional, follow your organization's requirements regarding note taking.
2. Add Attachment is an optional field that allows you to take a picture and add it to the note. This is optional as well.

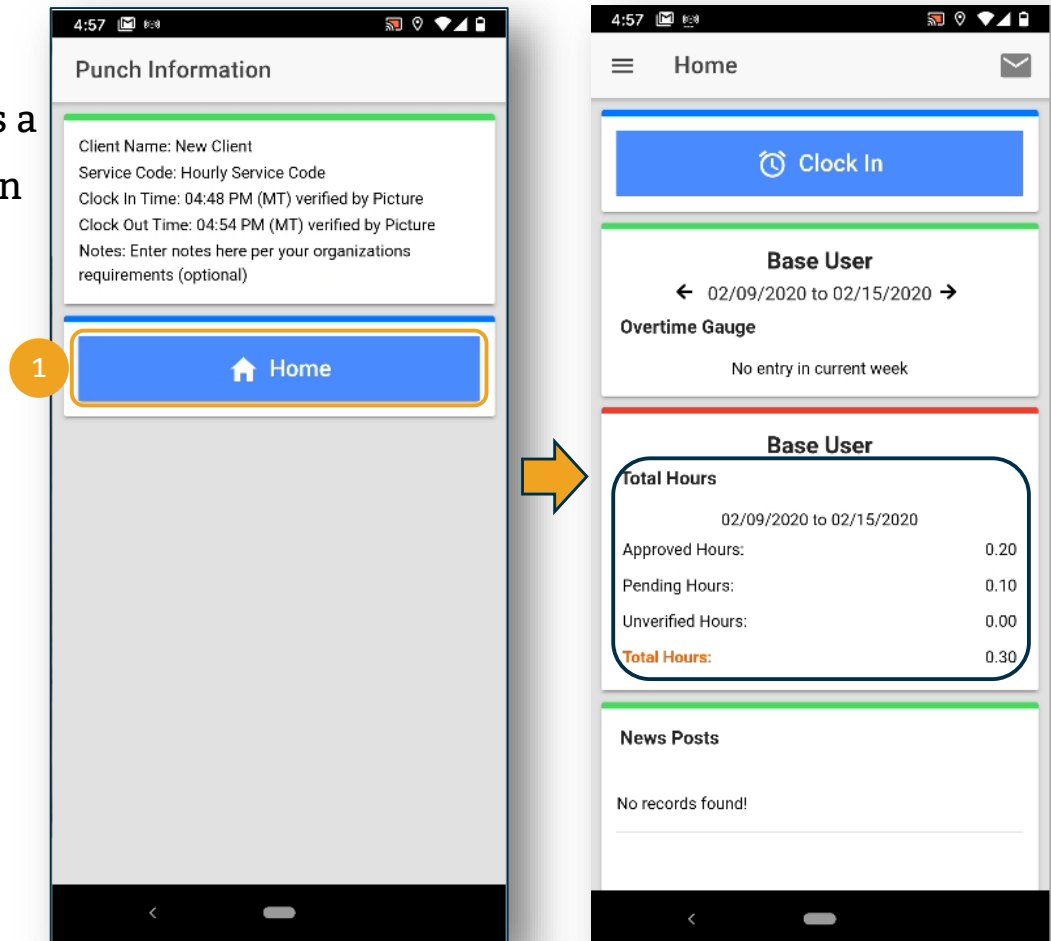


# Clock Out Verification: Picture

The clock out process for Pin or Password is now complete. There is a summary of the punch information which would include notes or images if included in the punch.

1. Select Home to return to the Home Screen

Home screen is now updated with updated with the hours worked. In this example, .2 hours were works and are waiting for approval.



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# Thank you!