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DCI Mobile APP Tutorial

fmshragroup.dcisoftware.com



Prepared by HR Alliance



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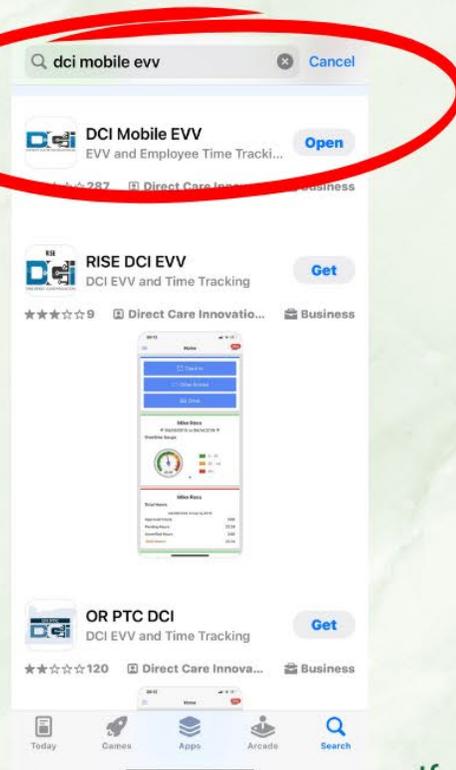
Contact Us

i If you have any questions or concern contact us fms@hragroup.net



How to Install DCI EVV Mobile App

If you can't login with the correct information you must reinstall the mobile app



If you have any questions or concern contact us fms@hragroup.net



How to Login

Web login form with fields for Username* and Password or PIN*. A blue Login button is highlighted with a red arrow. A link for 'Forgot Password?' is visible below the button.

Username `firstname.lastname`
Example: `pamela.ramirez`

Temporary Password `Password123!`

Mobile app login screen showing the year 2024 and a blue Next button. A red arrow points to the Next button.

2024

Mobile app location permission dialog with a map and options: Allow Once, Allow While Using App, and Don't Allow. A red arrow points to the 'Allow While Using App' option.

Mobile app alert dialog with the text: 'Alert: This app collects and stores location data at the moment of clock in/out to enable visit verification per your employer's requirements. If you transport a client as part of services or need to Not Now Acknowledge'. A red arrow points to the 'Acknowledge' button.

Note: Your account will be lockout if you attempt to enter wrong password 3 times. Please contact us to unlock your account fms@hragroup.net

If you have any questions or concern contact us fms@hragroup.net



How to Clock In

Login EN

pamela.ramirez

.....

Remember me

Login

[Forgot Password?](#)

Step 1

Home

Clock In

pamela.ramirez

← 06/09/2024 To 06/15/2024 →

Overtime Gauge

No entry in current week

pamela.ramirez

Total Hours

06/09/2024 To 06/15/2024

Approved Hours:	20.26
Pending Hours:	8.52
Unverified Hours:	0.00
Total Hours	28.78

News Posts

No records found!

Step 2

[Back](#) **Clock In**

Client Client Name

Service Code

Cost Center

Continue

Step 3

If you have any questions or concern contact us fms@hragroup.net



How to Clock In

Step 4

Mobile app screenshot showing the 'Clock In' screen. The 'Service Code' dropdown menu is open, displaying options: Mileage, OT Exempt CLS - H2015 (checked), and Training. The 'Continue' button is highlighted with a red arrow.

Step 5

Mobile app screenshot showing the 'Clock In' screen. The 'Continue' button is highlighted with a red arrow.

Step 6

Mobile app screenshot showing the 'Clock In' screen. The 'Confirm Clock In' button is highlighted with a red arrow.



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How to Clock Out

|Clock Out|

 Continue to Clock Out

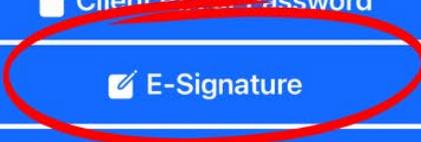
Client Name: Client Name
Service Code: OT Exempt CLS - H2015
Clock In Time: 03:57 PM (EST)

Step 1

< Back |Clock Out Verification|

Clock Out Verification Required

Client PIN or Password

 E-Signature

Picture

FOB

Voice

Portal Signoff

Client Name: Client Name
Service Code: OT Exempt CLS - H2015
Clock In Time: 03:57 PM (EST)

Step 2

< Back |Signature|

Step 3



Clear

Save

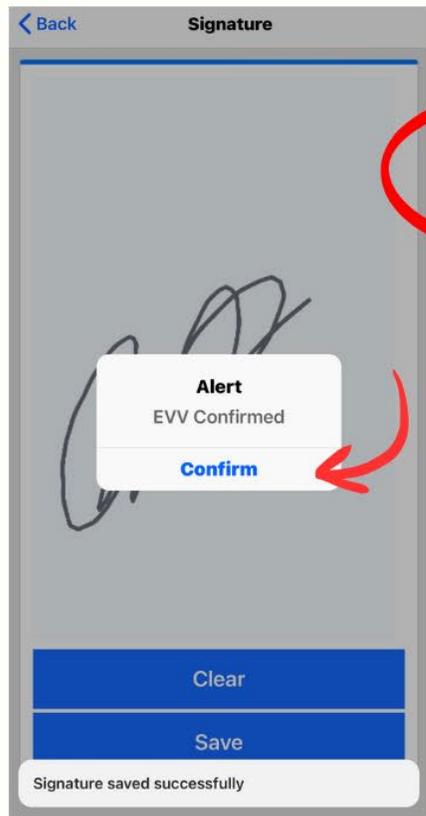
Clear

Save 

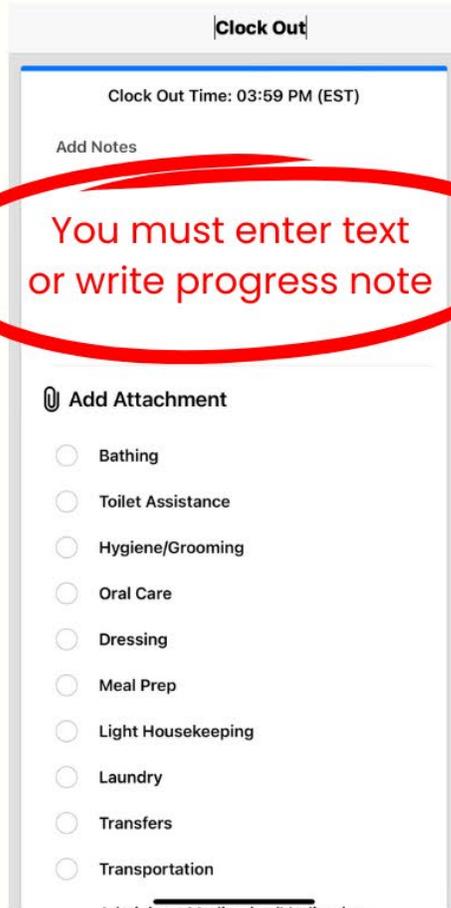
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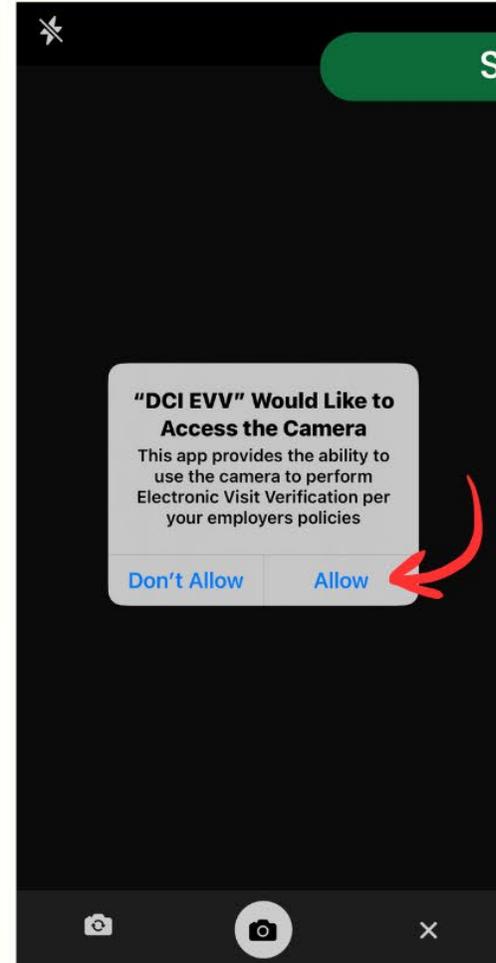
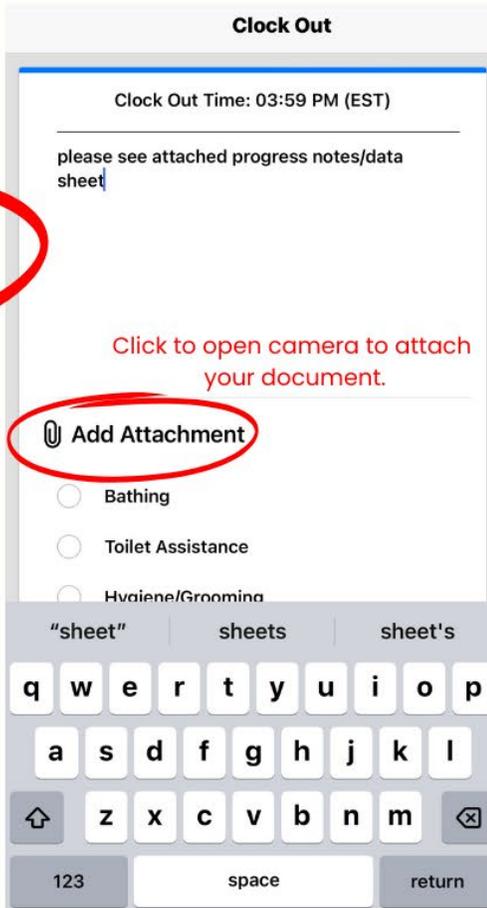
How to Clock Out



Step 4



Step 5



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How to Clock Out

Clock Out

Clock Out Time: 03:59 PM (EST)

please see attached progress notes/data sheet

Add Attachment

- Bathing
- Toilet Assistance
- Hygiene/Grooming
- Oral Care
- Dressing
- Meal Prep
- Light Housekeeping
- Laundry
- Transfers
- Transportation

Step 7

Clock Out

Clock Out Time: 03:59 PM (EST)

please see attached progress notes/data sheet

Select activities perform

Add Attachment

- Bathing
- Toilet Assistance
- Hygiene/Grooming
- Oral Care
- Dressing
- Meal Prep
- Light Housekeeping
- Laundry
- Transfers
- Transportation

Clock Out

- Toilet Assistance
- Hygiene/Grooming
- Oral Care
- Dressing
- Meal Prep
- Light Housekeeping
- Laundry
- Transfers
- Transportation
- Administer Medication/Medication Reminder
- Companionship
- Community Activity
- Miscellaneous
- N/A

Confirm Clock Out

Client Name: Client Name
Service Code: OT Exempt CLS - H2015
Clock In Time: 03:57 PM (EST) verified by Signature

Step 8

Punch Information

Online

Client Name: Client Name
Service Code: OT Exempt CLS - H2015
Clock Out Time : 03:59 PM (EST) verified by Signature
Notes: please see attached progress notes/data sheet

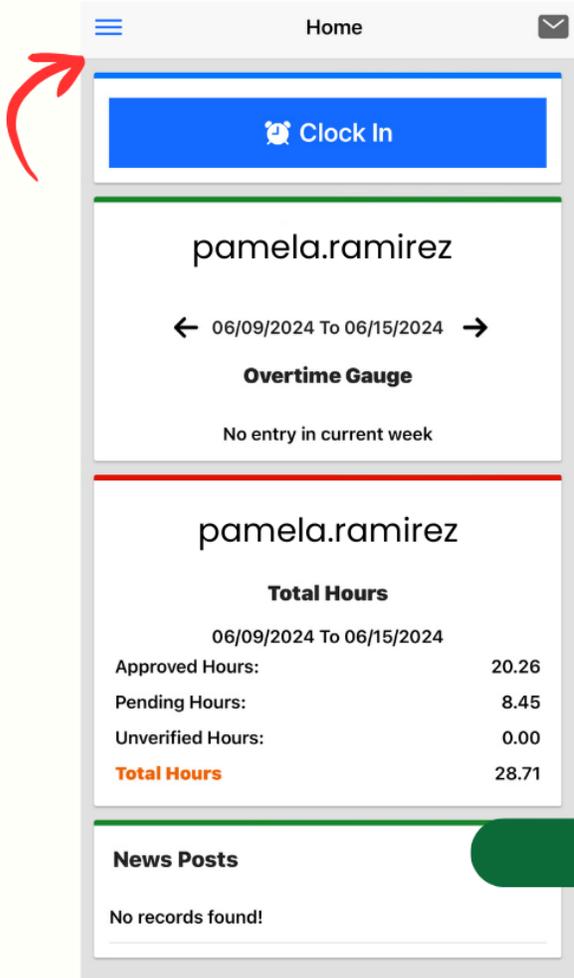
Home

Step 9

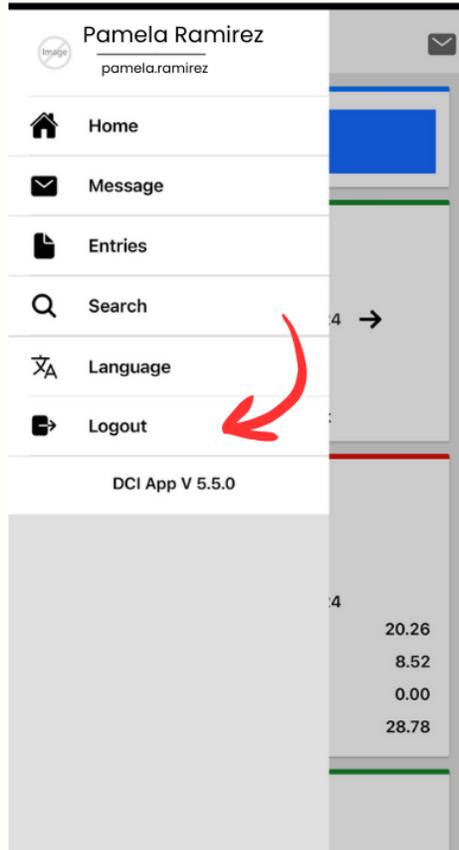


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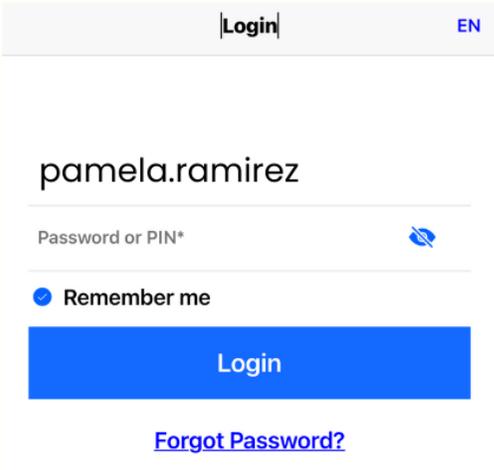
How to Clock Out



Step 10



Step 11



Step 12

If you have any questions or concern contact us fms@hragroup.net



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Contact Us

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 fms@hragroup.net

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