

Deltek®

TE10 Mobile Time End User Training

June 18, 2019



Agenda



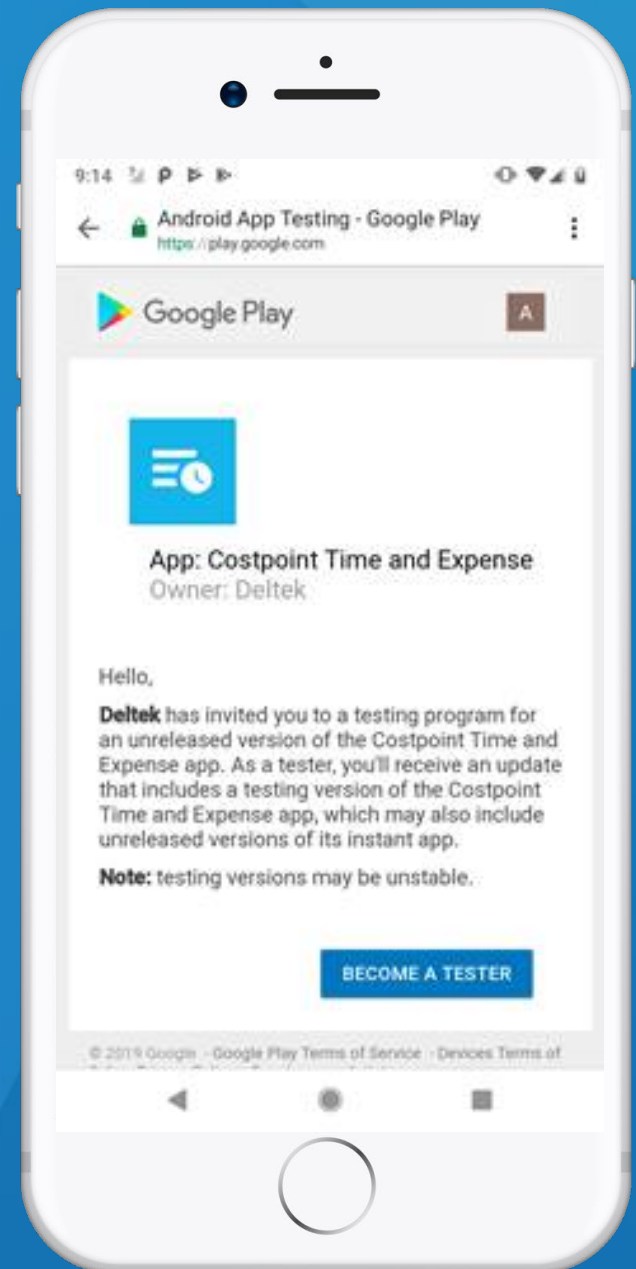
- **Mobile App Feature Training**

Feature Training

What's included in the release

User Download

- Download app from the Google Play or Apple app stores



Server URL

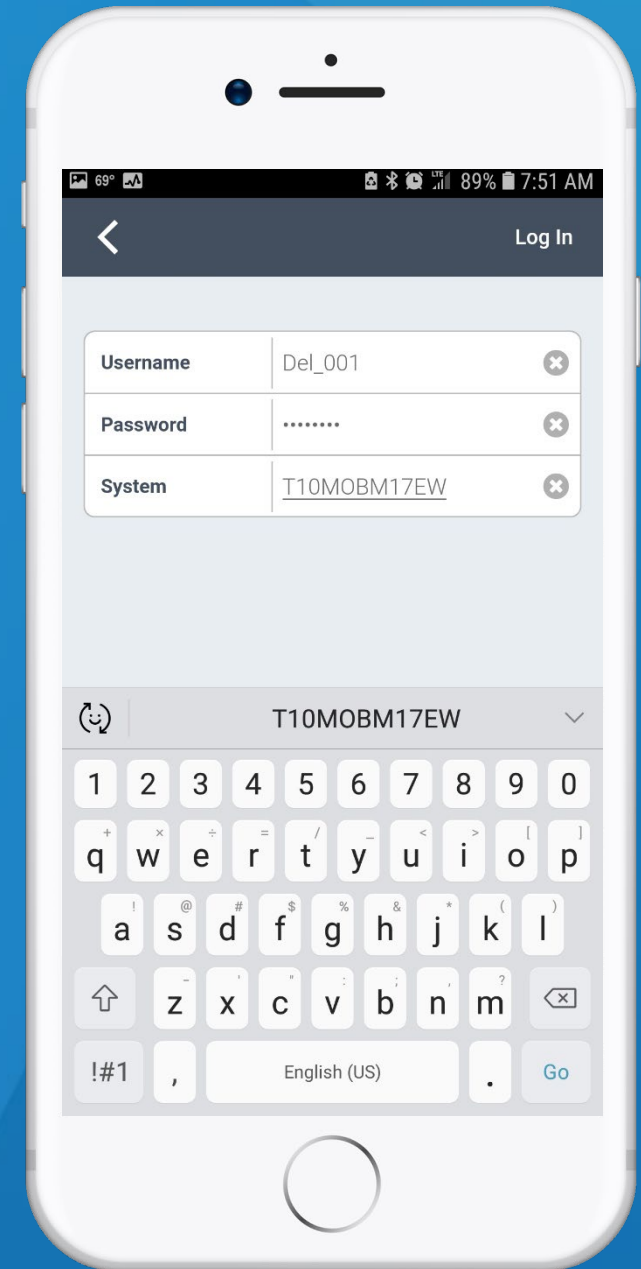
- The user can type in the server URL or click on an email link to populate it

<https://AZIMUTH-cp.deltekenterprise.com/DeltekTouch/Costpoint/TE/>



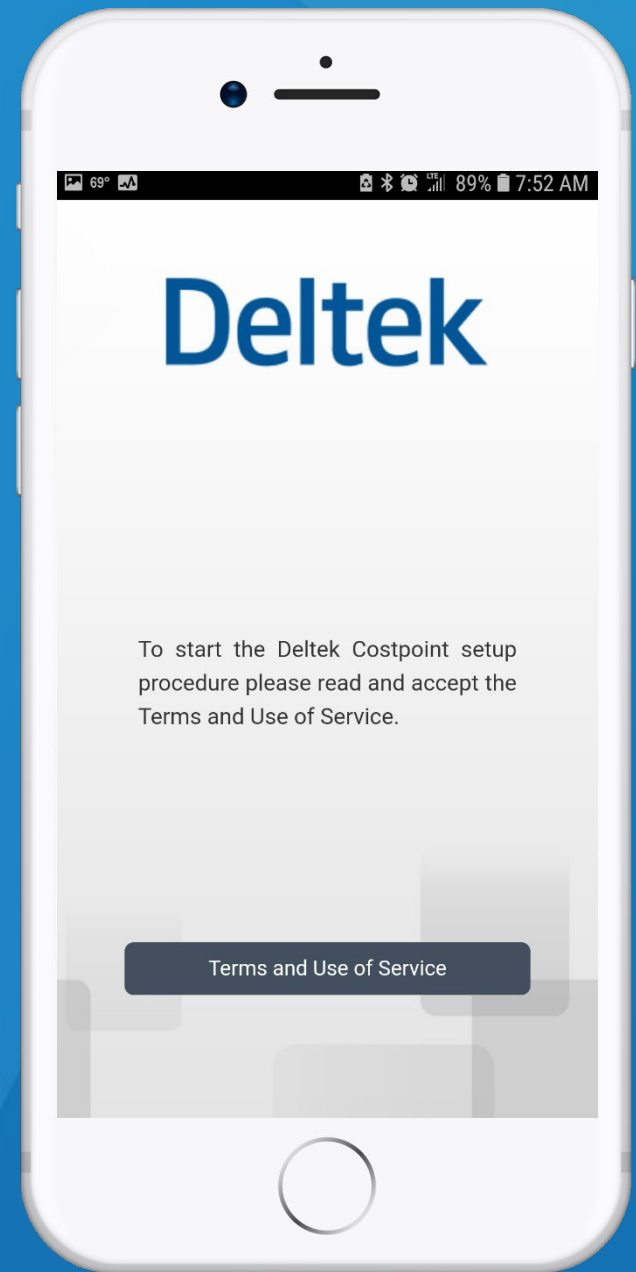
User Login Credentials

- Enter the User's Login Credentials to log into the mobile app
 - Login information is the same as what would be used in a browser
- Database, Active Directory and 2Factor Authentication are all supported
 - Single Sign-on is not supported in this version



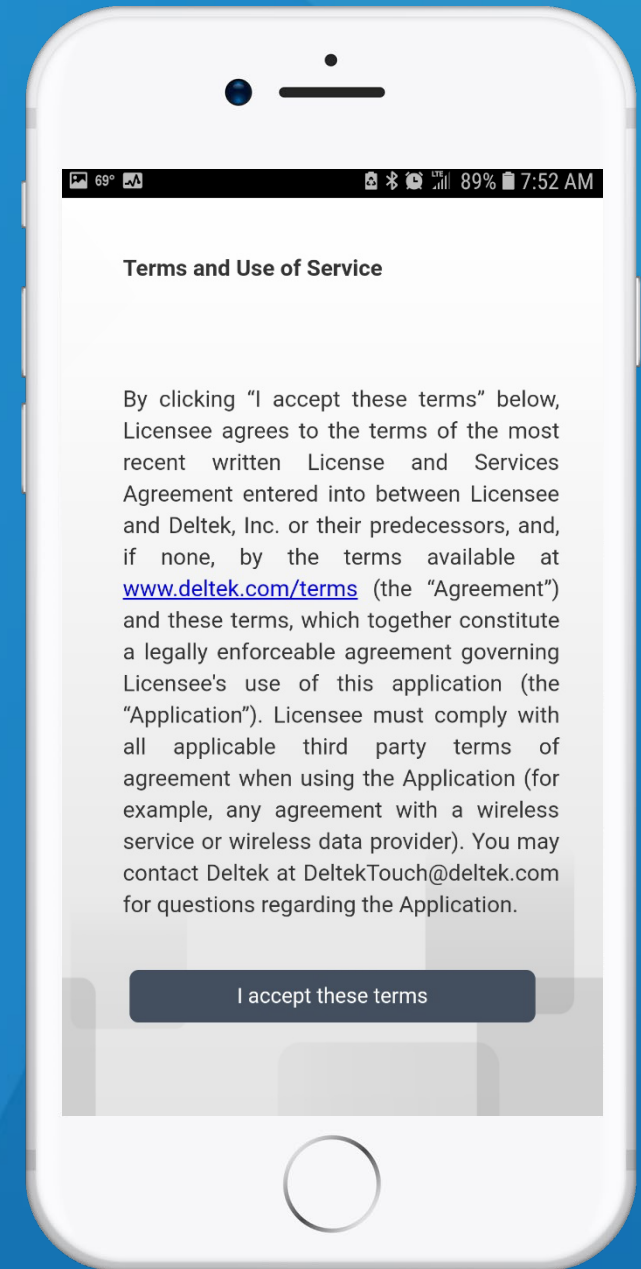
Terms and Use of Service

- User must click the Terms and Use of Service button



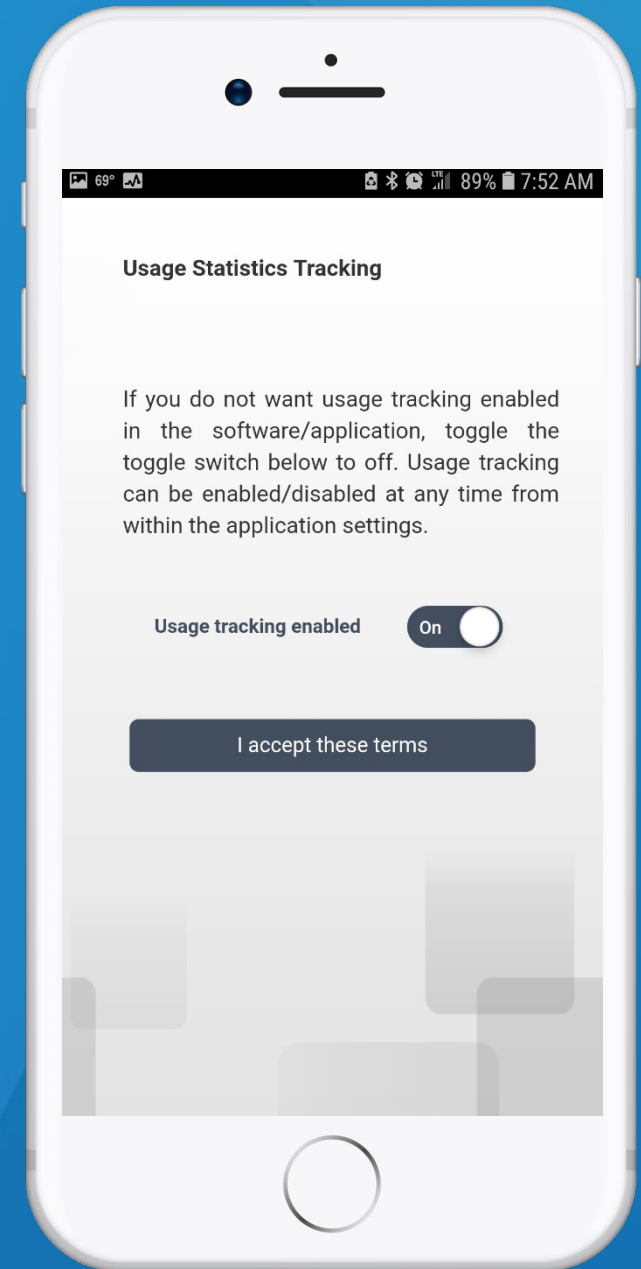
Terms and Use of Service

- User must accept the Terms and Use of Service



User Statistics

- User chooses to enable Mobile app usage tracking
 - This is only google software usage tracking and no user identification is used on this tracking
 - Default is On
 - User can chose to turn it off and no tracking will occur
- User must press the accept terms button after making a selection



Create PIN

- The user is required to create a PIN code during initial install to be used to access the app in the future
 - The minimum number of digits is displayed in the Create PIN screen
 - Default minimum is 6 digits
- Once the PIN has been entered the user will click the check mark (it will be green)



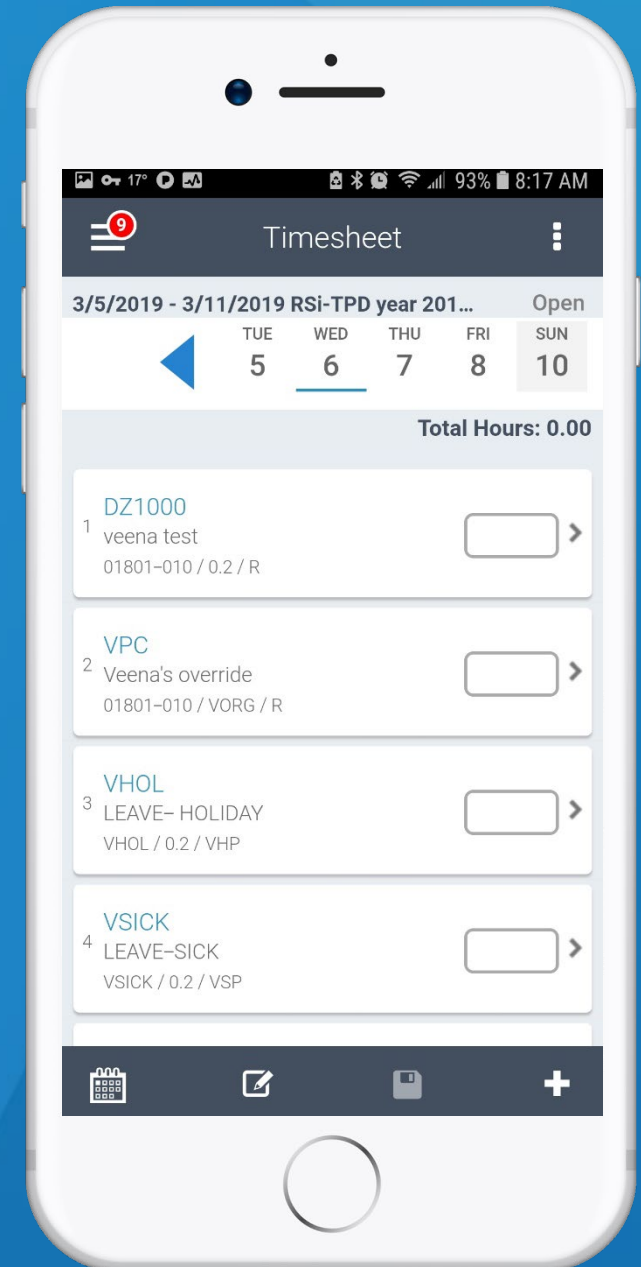
Confirm PIN

- The user will re-enter their PIN to confirm it
- Once complete they will click on the green check mark



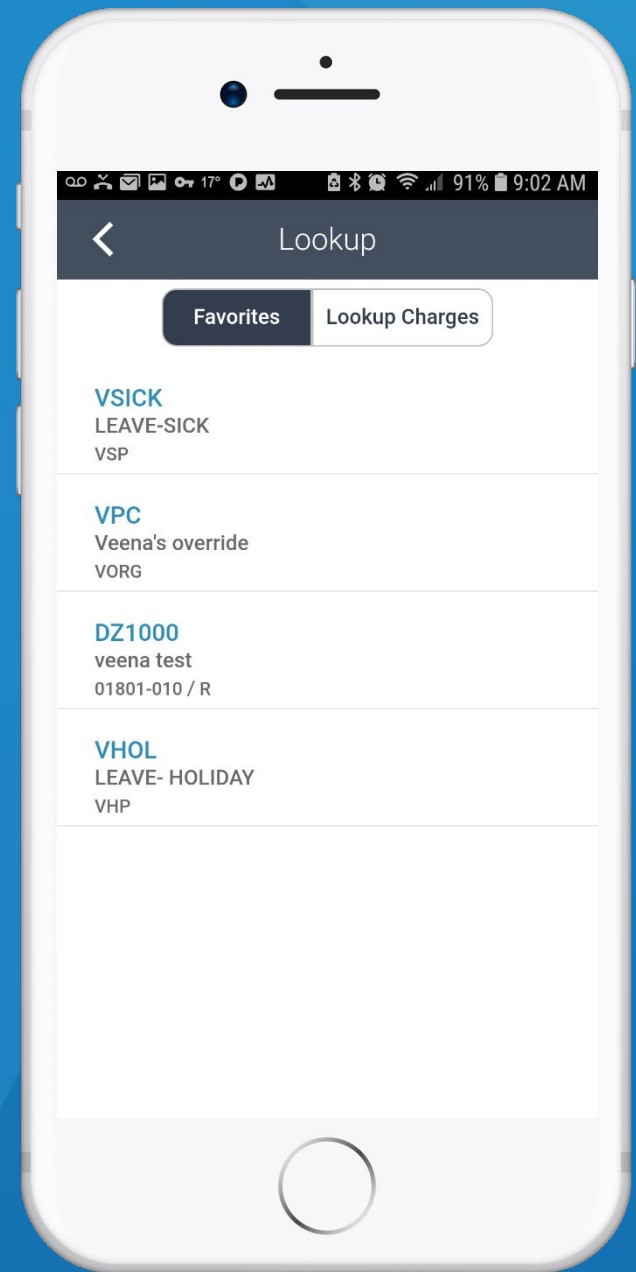
Mobile Time Entry

- Enter hours
 - Auto load charges from favorites
 - Lookup charges from favorites or charge tree
- Revise hours
- Review hours
- Functions not available with this version:
 - Time In/out or Start/Stop
 - Correcting Timesheets



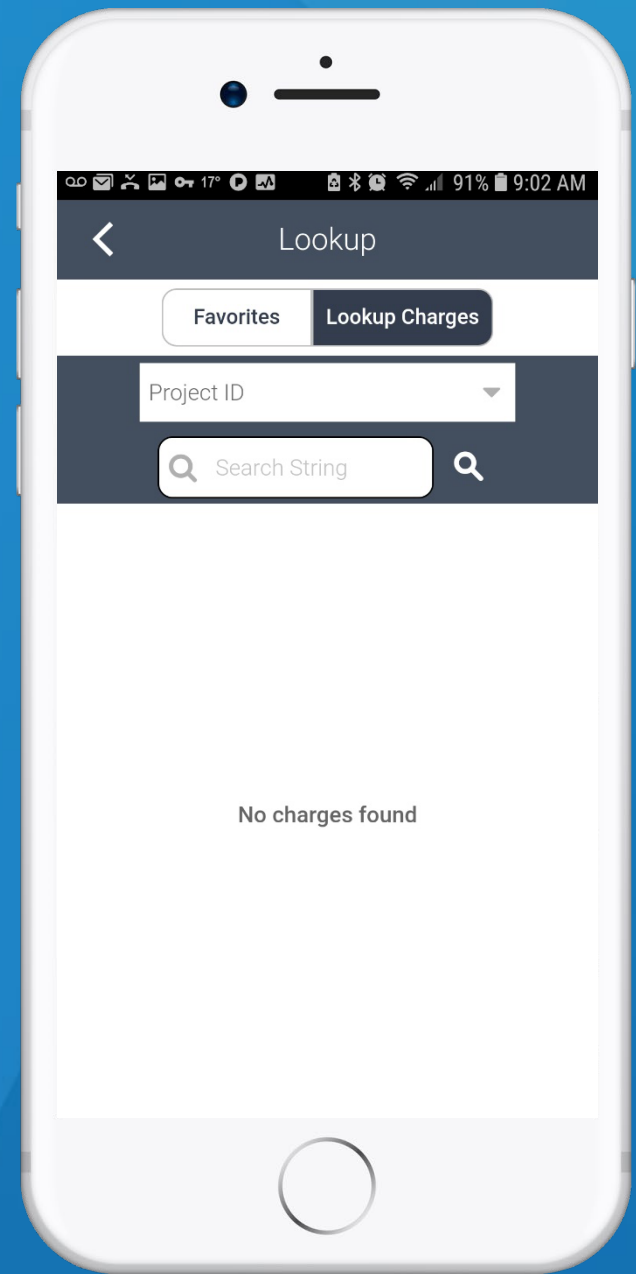
Lookup Charge Favorites

- Choose a Favorite



Lookup Charge

- Lookup a Charge that is not in Favorites



Add Charge

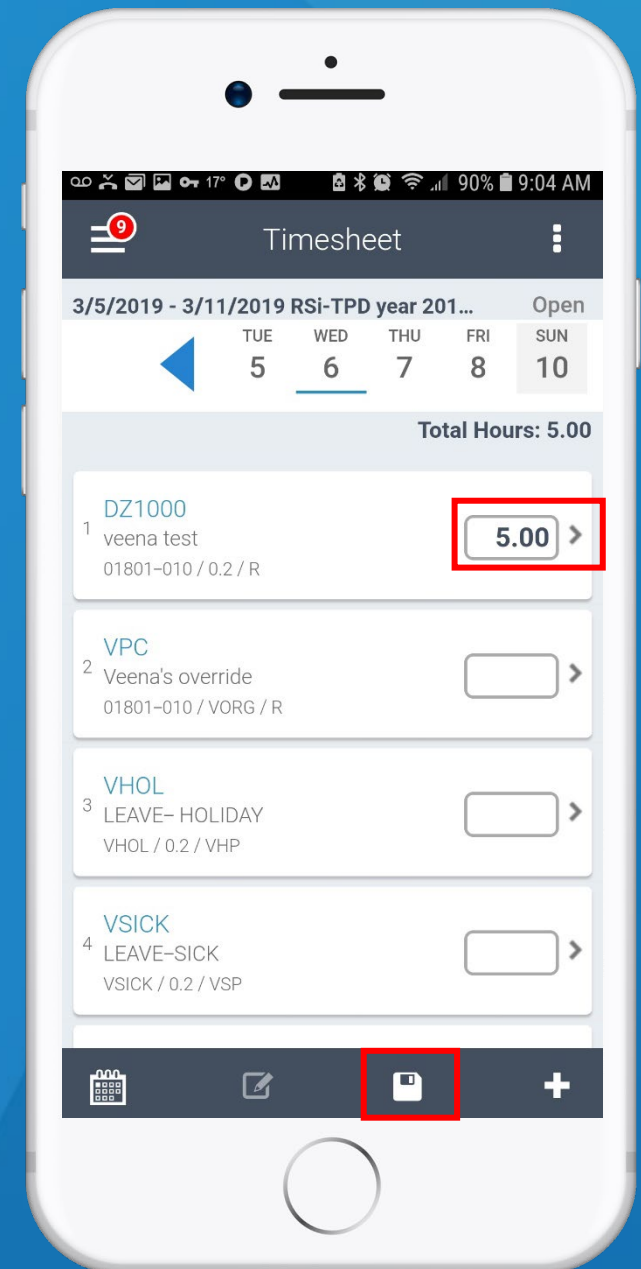
- Enter the additional required information
- Press Done

The image shows a white smartphone displaying the 'Add Charge' mobile application interface. The screen is set against a blue background. At the top, the status bar shows various icons and the time 9:02 AM with 90% battery. The app header is dark grey with a back arrow on the left, the title 'Add Charge' in the center, and 'Done' on the right. Below the header is a large text input field containing 'DZ1000' and 'veena test'. Underneath is a table-like form with several rows, each with a label on the left and a value on the right, followed by a right-pointing chevron. The rows are: 'Date' with '3/6/2019', 'Hours' (empty), 'Hour Comments' (empty), 'Account' with '01801-010', 'Project' with 'DZ1000', 'Organization' with '0.2', 'Pay Type *' with 'R', 'Tax State' (empty), and 'Travel Code' (empty). At the bottom of the phone is a circular home button.

DZ1000 veena test	
Date	3/6/2019
Hours	
Hour Comments	
Account	01801-010
Project	DZ1000
Organization	0.2
Pay Type *	R
Tax State	
Travel Code	

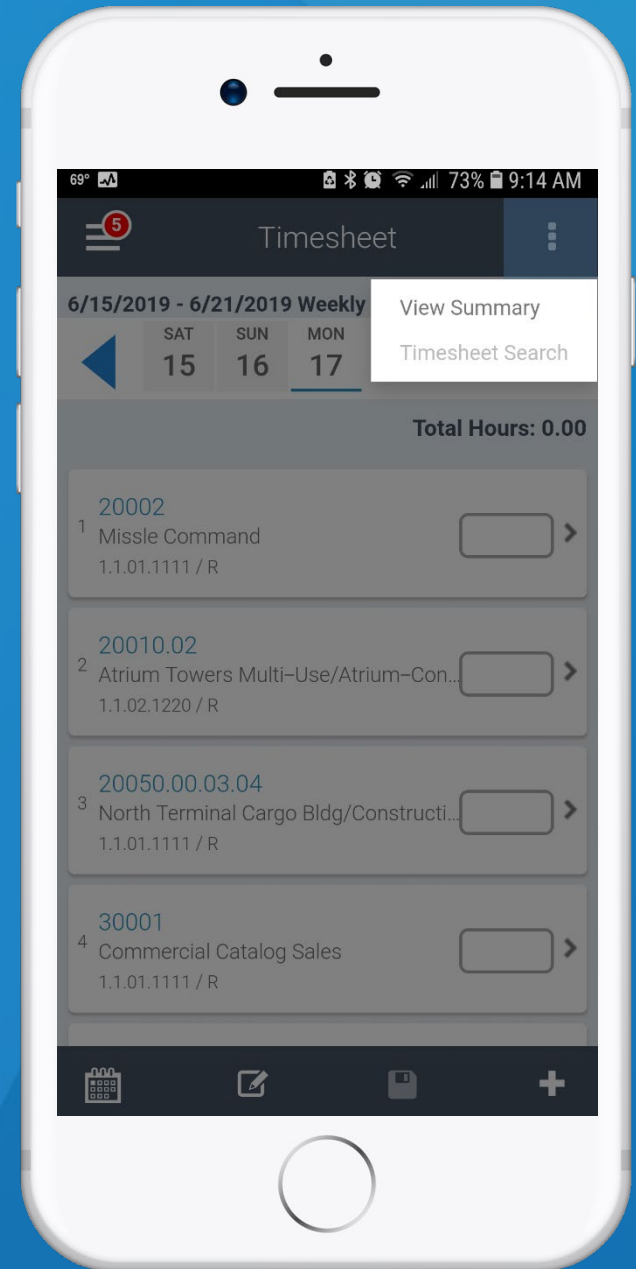
Quick Add Hours

- Click on the entry box in the row to add hours
- Enter the hours for the charge
- Click Save
- Click on the chevron to the right to edit or add information in the Add Charge screen



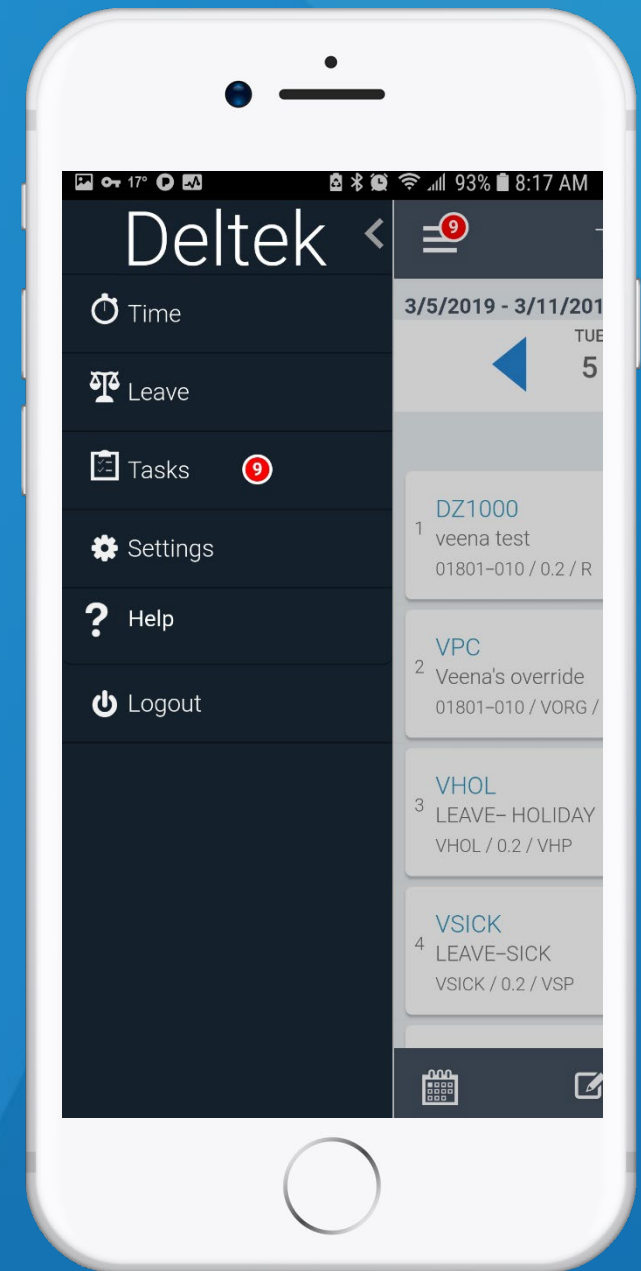
Summary View

- Employee users can View Summary
- Users that can view and approve other employees timesheets can View Summary and Search Timesheets



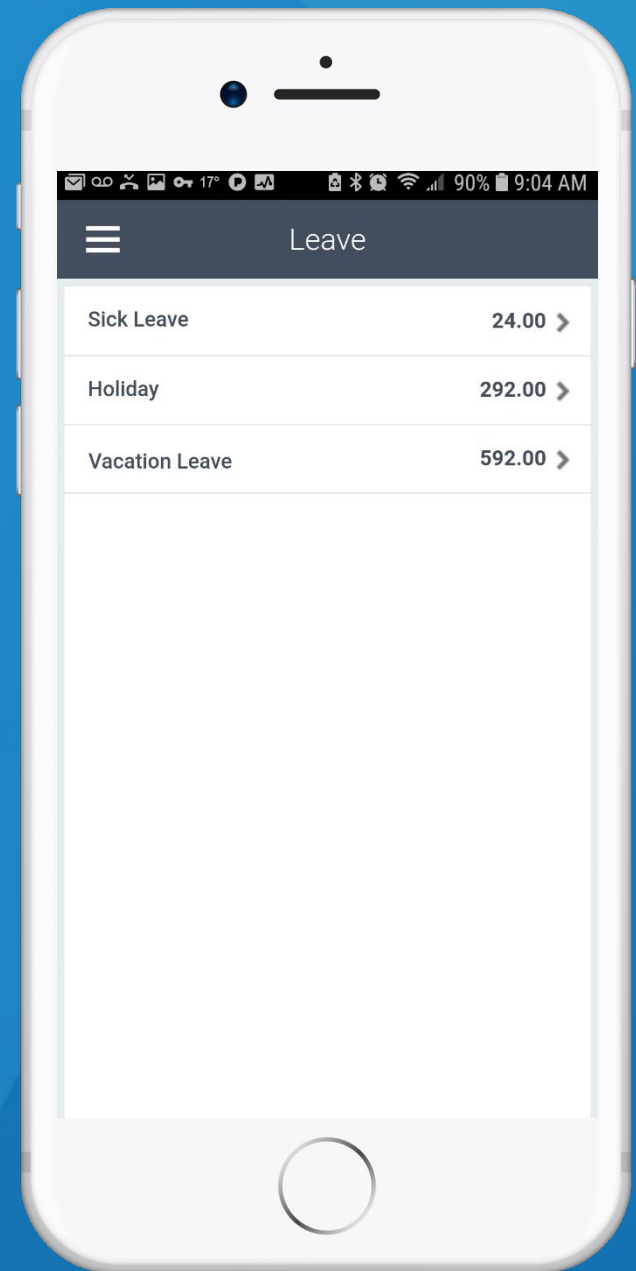
Navigation Menu

- Access Timesheet Screen
- Access Leave Balances
- Access Tasks
- Access Settings
- Access Help
- Easy Logout
 - Link to how to videos
 - Link to FAQs page



Leave Balances

- Each of the users valid leave codes are displayed
 - Balance for each is listed
- Click on the chevron to the right and access the detail transactions for the leave code



Leave Balance Detail

- Shows the activity for the leave code selected

The image shows a smartphone screen displaying a mobile application interface for 'Holiday' leave balance details. The screen is divided into two main sections: a summary table and a transaction history table.

Summary Table:

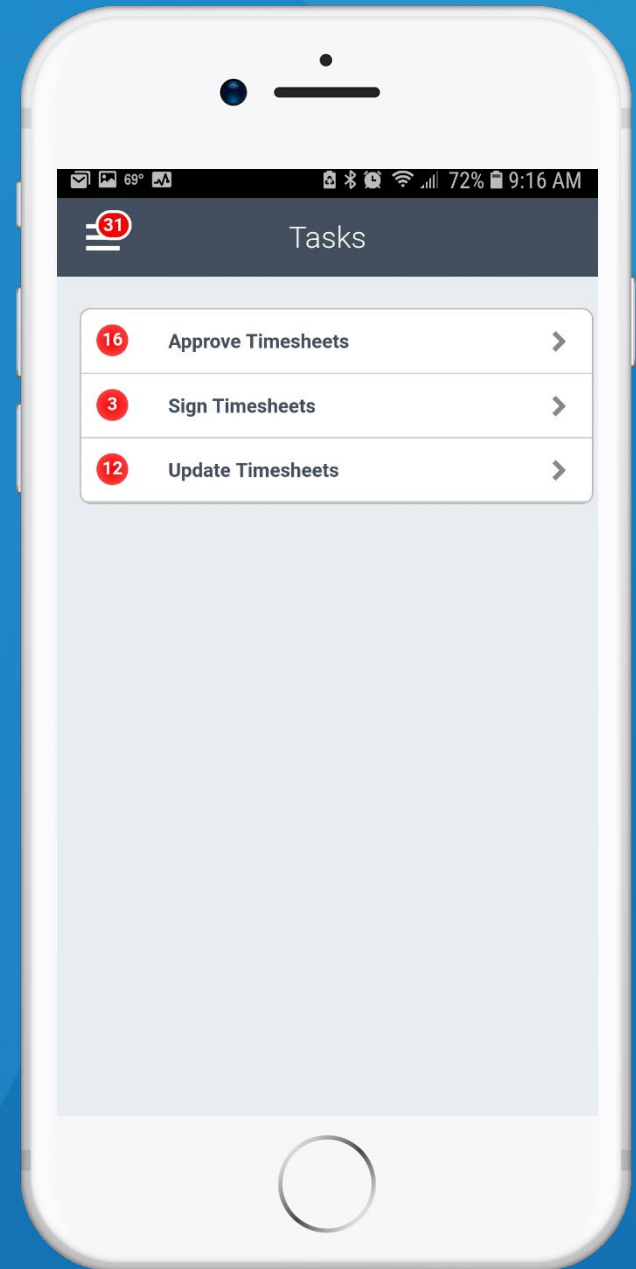
Category	Value
Beginning Balance	0.00
Accrued	0.00
Taken	(8.00)
Adjustment	300.00
Available	292.00

Transaction History Table:

Date	Trans	Hours	Balance
09/07/2006	Adjustment	200.00	200.00
01/01/2018	Adjustment	100.00	300.00
10/04/2018	Taken	(8.00)	292.00

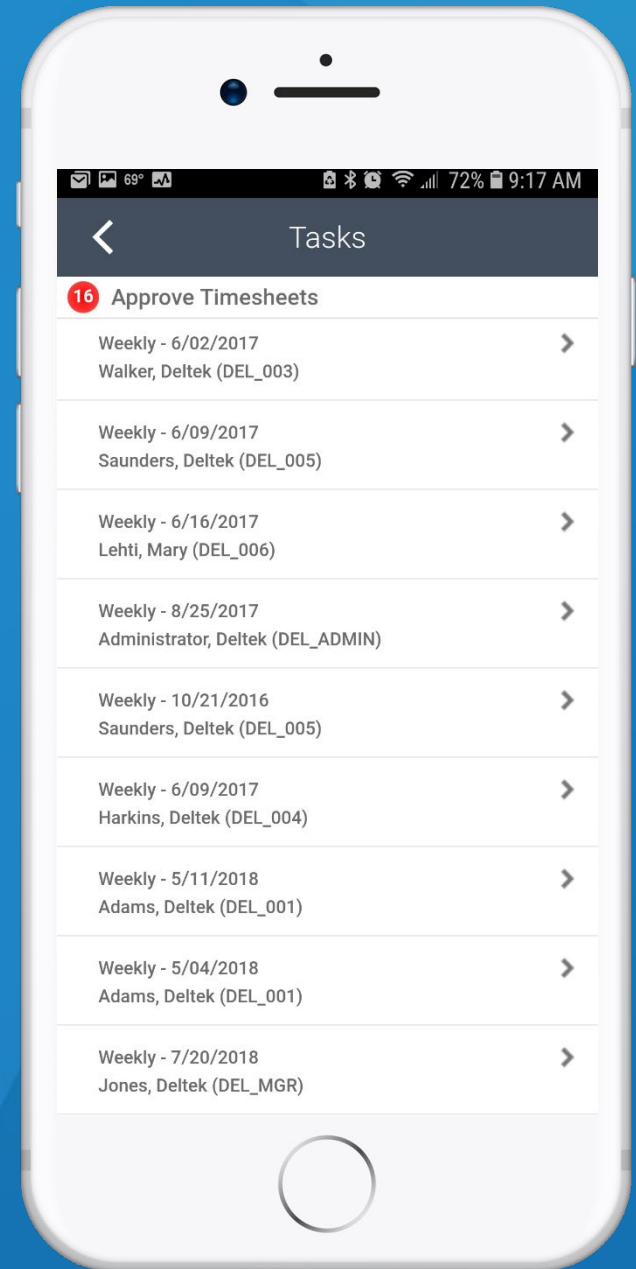
Tasks

- Visual notification when you have tasks to complete
- Quickly access and complete open pending tasks
 - Approve Timesheets
 - Sign Timesheets
 - Update Timesheets



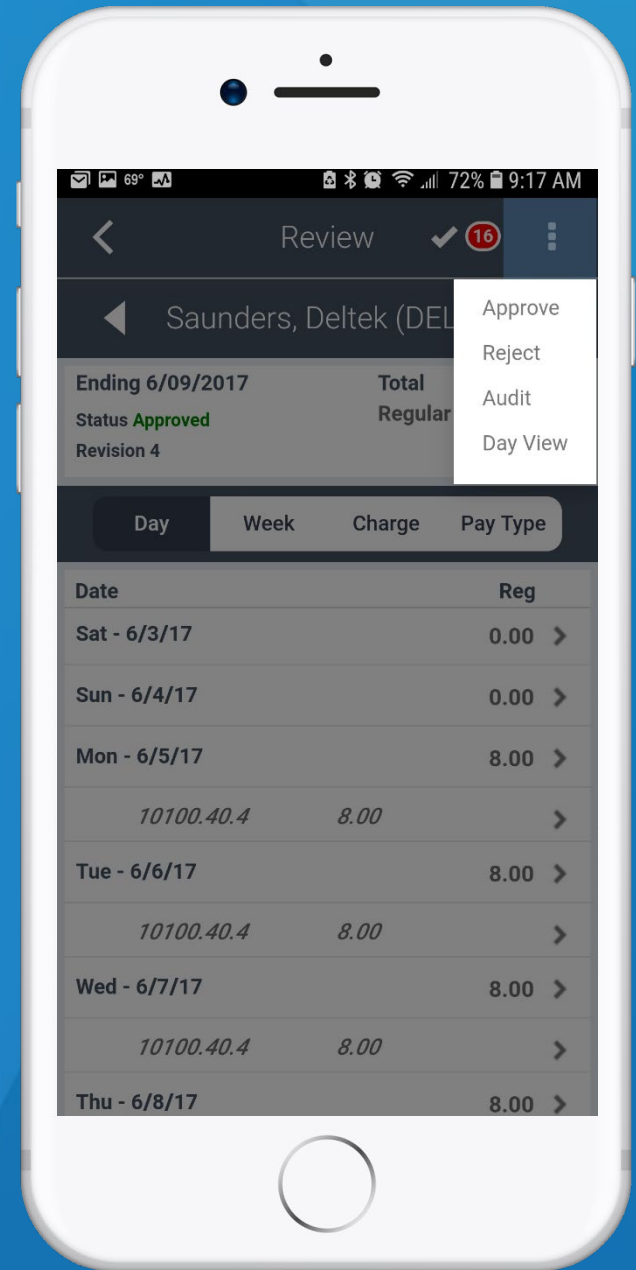
Approve Timesheets

- Approver can choose the period to approve



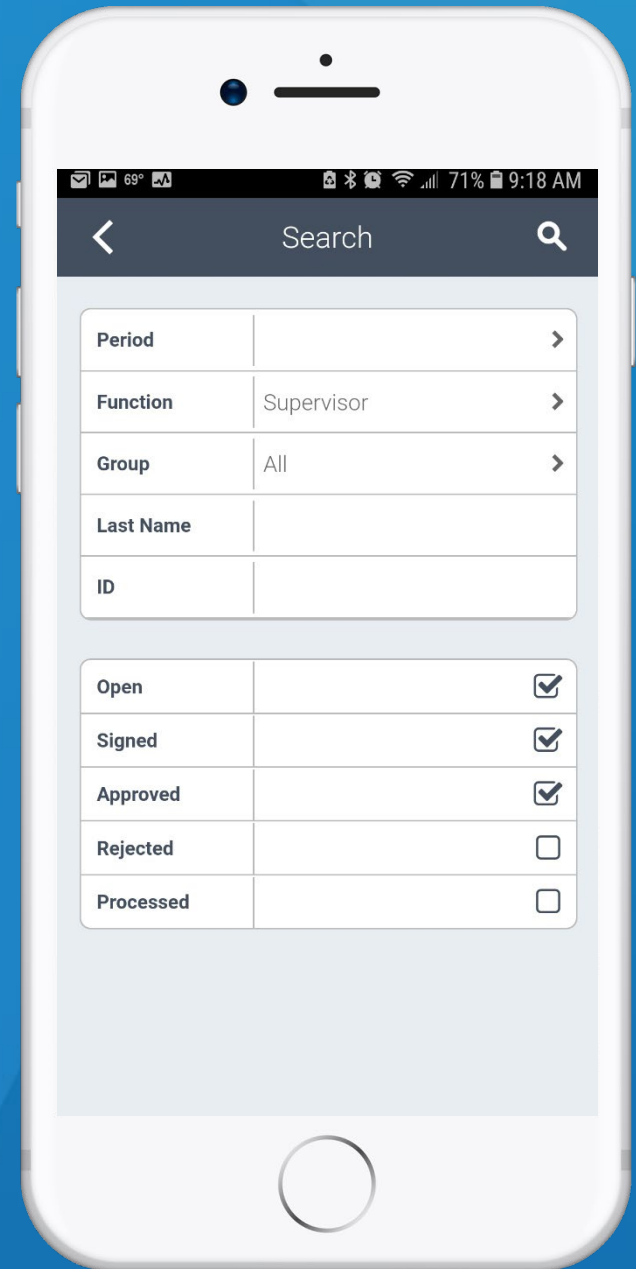
Approve Timesheet

- All timesheets load into the Approval Screen
- Options to Approve, Reject, Audit or Day View
 - Day View takes the user to the full timesheet
- Timesheets advance to next as actions are taken or through the navigation



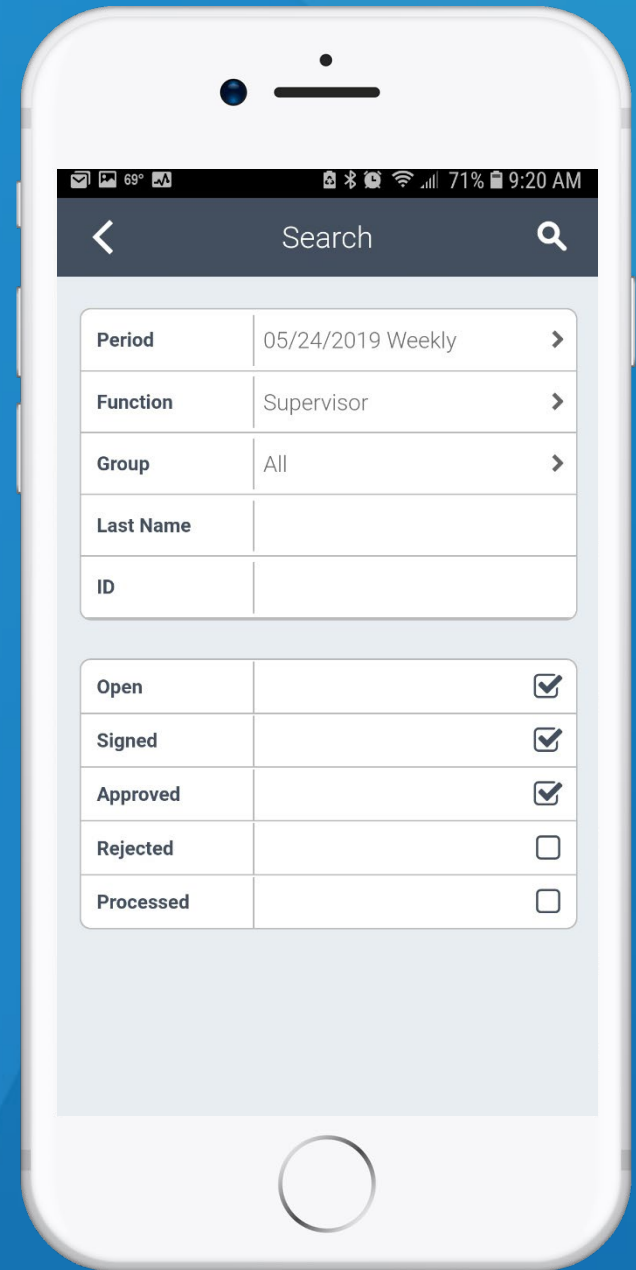
Search Timesheet

- Backup approvers or admins can search timesheets to review or take action



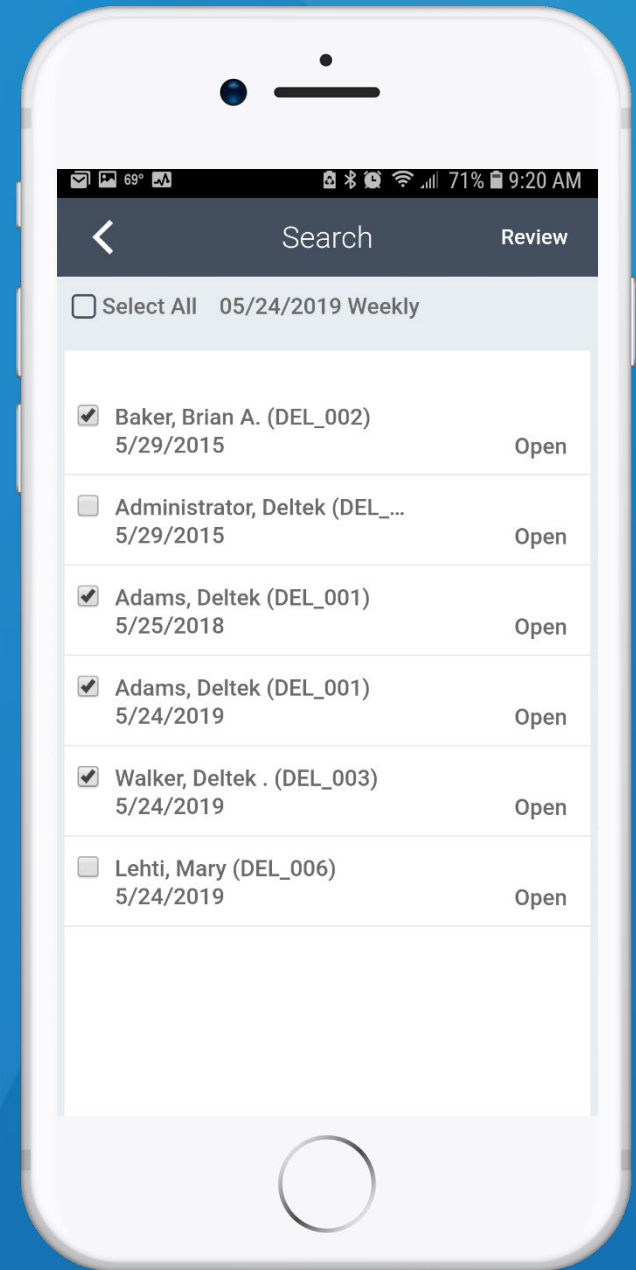
Search Period

- Select the period, function, status, etc. to filter the timesheets



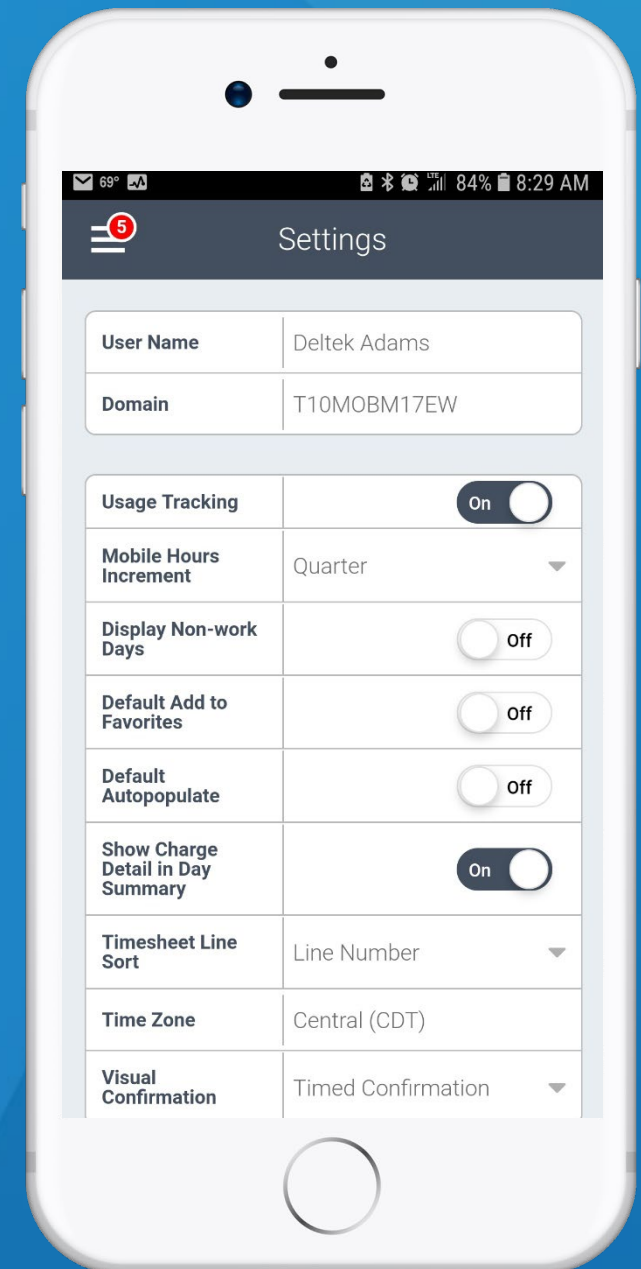
Select Timesheets

- Select the timesheets to review or take action on from the returned list



Settings

- Change Usage Tracking
- Set the mobile hours increment shown
- Choose to display Non-Work days
- Choose to default Add to Favorites
- Choose to default Autopopulate
- Choose to not show Charge Detail in Day Summary
- Change the Timesheet Line Sort
- View TimeZone
- Change the Visual Confirmation of messages



Settings Continued

- Access Help
- Access About
- Access Privacy Policy
- Change Pin
- Forget Me On This Device

