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

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<		Log In
Username	Del_001	0
Password		0
System	T10M0BM17EW	0
(4)	T10MOBM17EW	~
(;) 1 2 3 a w e	T10MOBM17EW 4 5 6 7 8 r t v u i	9 0 0 D
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Terms and Use of Service

• User must click the Terms and Use of Service button



To start the Deltek Costpoint setup procedure please read and accept the Terms and Use of Service.

Terms and Use of Service

Terms and Use of Service

 User must accept the Terms and Use of Service

Terms and Use of Service

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By clicking "I accept these terms" below, Licensee agrees to the terms of the most recent written License and Services Agreement entered into between Licensee and Deltek, Inc. or their predecessors, and, if none, by the terms available at www.deltek.com/terms (the "Agreement") and these terms, which together constitute a legally enforceable agreement governing Licensee's use of this application (the "Application"). Licensee must comply with all applicable third party terms of agreement when using the Application (for example, any agreement with a wireless service or wireless data provider). You may contact Deltek at DeltekTouch@deltek.com for questions regarding the Application.

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I accept these terms

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)

•	
Enter a PIN code to allow fast and easy	
access in the future: Minimum digits: 6	
1 2 3	
4 5 6 7 8 9	
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Confirm PIN

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

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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

3/5/2019 - 3/11/2019 RSi-TPD year 201 Op TUE WED THU FRI SU 5 6 7 8 1 Total Hours: C 1 DZ1000 1 veena test 01801-010 / 0.2 / R 2 VPC 2 Veena's override 01801-010 / VORG / R 3 VHOL
DZ1000 veena test 01801-010 / 0.2 / R VPC Veena's override 01801-010 / VORG / R
DZ1000 1 veena test 01801-010 / 0.2 / R 2 VPC 2 Veena's override 01801-010 / VORG / R 3 VHOL
VPC ² Veena's override 01801–010 / VORG / R
3 VHOL
VHOL / 0.2 / VHP
4 LEAVE-SICK VSICK / 0.2 / VSP

Lookup Charge Favorites

• Choose a Favorite

	Lookup
Favori	tes Lookup Charges
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VPC Veena's override VORG	
DZ1000 veena test 01801-010 / R	
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Lookup Charge

• Lookup a Charge that is not in Favorites

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	Favorites Lookup Charges
	Project ID 🔹
	Q Search String Q
	No charges found
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Add Charge

- Enter the additional required information
- Press Done

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< /	Add Charge	Done
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

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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
 - Link to how to videos
 - Link to FAQs page
- Easy Logout



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

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100.00

(8.00)

300.00

292.00

01/01/2018

10/04/2018 Taken

Adjustment

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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

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Tasks	
Approve Timesheets	
Weekly - 6/02/2017 Walker, Deltek (DEL_003)	
Weekly - 6/09/2017 Saunders, Deltek (DEL_005)	
Weekly - 6/16/2017 Lehti, Mary (DEL_006)	
Weekly - 8/25/2017 Administrator, Deltek (DEL_ADMIN)	
Weekly - 10/21/2016 Saunders, Deltek (DEL_005)	
Weekly - 6/09/2017 Harkins, Deltek (DEL_004)	
Weekly - 5/11/2018 Adams, Deltek (DEL_001)	
Weekly - 5/04/2018 Adams, Deltek (DEL_001)	
Weekly - 7/20/2018 Jones, Deltek (DEL_MGR)	

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

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► Saund	lers, [Deltek (D	EL Approv	/e
Ending 6/09/2017 Status Approved Revision 4		Total Regu	Audit Day Vi	ev
Day	Week	Charge	Рау Туре	
Date			Reg	
Sat - 6/3/17			0.00	3
Sun - 6/4/17			0.00	
Mon - 6/5/17			8.00	2
10100.40.4	t	8.00		
Tue - 6/6/17			8.00	2
10100.40.4	t	8.00		
Wed - 6/7/17			8.00	
		8 00		
10100.40.4		0.00		

Search Timesheet

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

_	Search	Q
		~
Period		>
Function	Supervisor	>
Group	All	>
Last Name		
D		
Open		
Signed		
Approved		
Rejected		
Processed		

Search Period

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

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`	Search	~
Period	05/24/2019 Weekly	>
Function	Supervisor	>
Group	All	>
Last Name		
ID		
	1	
Open		
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Select Timesheets

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

<	Search	Review
Select All	05/24/2019 Weekly	
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Administr 5/29/201	ator, Deltek (DEL 5	Oper
Adams, D 5/25/201	eltek (DEL_001) 8	Oper
Adams, D 5/24/201	eltek (DEL_001) 9	Oper
Walker, De 5/24/201	eltek . (DEL_003) 9	Oper
Lehti, Mar 5/24/201	y (DEL_006) 9	Oper
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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

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User Name	Deltek Adams
Domain	T10M0BM17EW
Users Tracking	
Mobile Hours	Quarter
Display Non-work Days	Off
Default Add to Favorites	Off
Default Autopopulate	Off
Show Charge Detail in Day Summary	On
Timesheet Line Sort	Line Number
Time Zone	Central (CDT)
Visual Confirmation	Timed Confirmation

Settings Continued

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

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Time Zone	Central (CDT)	
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About		>
Privacy Policy		>

Change Pin

Forget Me On This Device