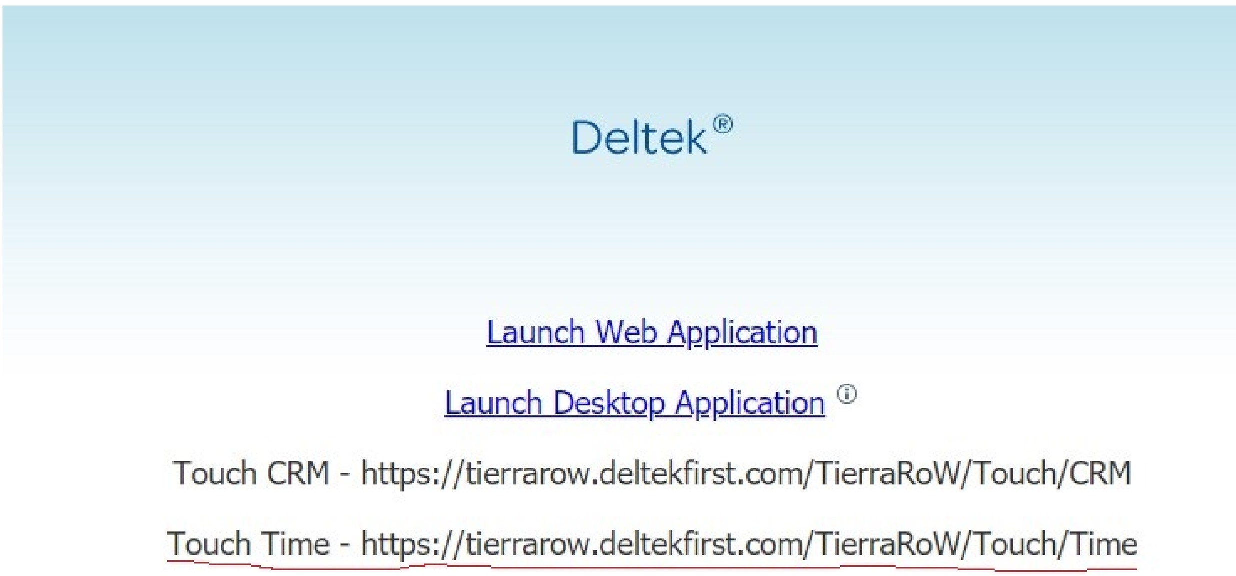
Deltek Smartphone Application instructions:

1. Locate/Install the Deltek T&E for Vantagepoint from the corresponding store for your smartphone (i.e. Apple, Google Play).
2. Once installed, the following pages will provide steps for linking the application to Deltek and using the application to enter time and expenses.

When the application requests the server name, please use the Touch Time link underlined in **Red** shown in the image.



User ID: <Your Username for Deltek>

Password: <The password you use to login to Deltek>

Database: <TierraRoW>

PIN: <4 digit code of your choosing> / (Pin is not recoverable)

Deltek Vantagepoint Time Series:

Mobile/Touch App Time Settings

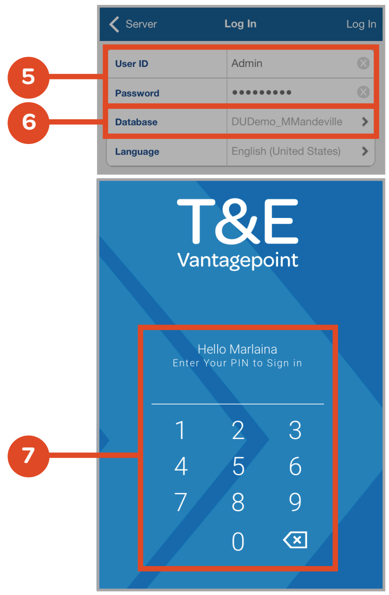
Mobile Requirements

The **Touch Time & Expense** application supports mobile devices that run on the following operating systems:

- Apple iOS 9.0 and higher
- Android 4.4 and higher
- Windows Phone 8.1 and higher

Log On

1. Tap **Deltek T&E** app icon.
2. On your first login, accept **Terms and Use of Service** and **Usage Statistics Tracking**.
3. Enter your organization's Touch Server URL or the Deltek Cloud URL.
4. Tap **Connect**.
5. Tap the **User ID** and **Password** fields to enter corresponding values.
6. Tap the **Database** field, scroll through the list, tap a database, and tap **Done**.
7. Enter a four-digit **PIN** code which you will use on your succeeding logins.



Log Out

Automatically

The application logs you out when it has been idle for a period of time.

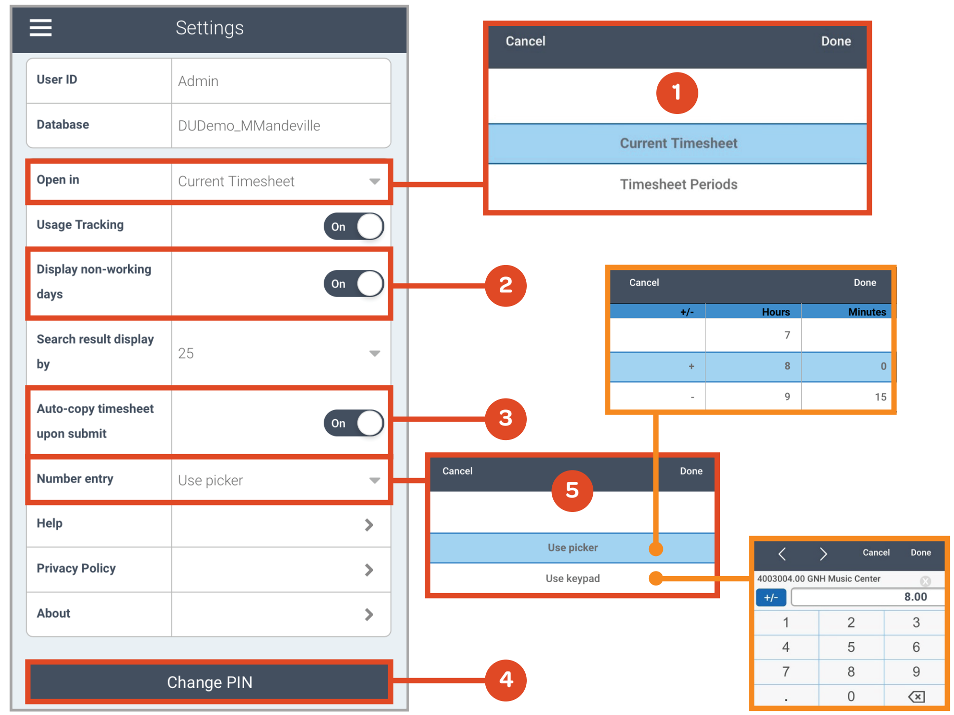
Manually

Take one of the following actions:

- Press the **Home** button of your device.
- Tap ☰ and tap **Log Out**. You will enter your PIN or password on your next login.
- Tap ☰ and tap **Settings**. Tap **Log Out**.

Settings

To access, tap the ☰ icon then tap **Settings**.



1. Select whether the application opens on the **Current Timesheet** or **Timesheet Periods** selection screen.
2. Slide **ON** to show non-working days on Timesheet.
3. Slide **ON** to automatically copy lines into next timesheet upon submit. Hours and comments are not copied.
4. Change your **PIN** login at any time.
5. Select how you want number entry fields displayed on your Timesheet: **Picker** or **Keypad**.

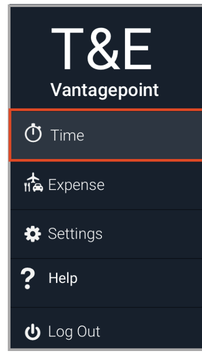
Forget Me On This Device

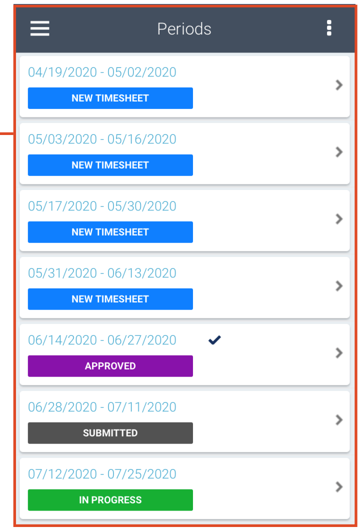
If you do not want the application to remember your credentials and favorites, tap **Forget Me on this Device**. All user settings and favorites will be lost. Use this option to log in using a different User Name and Database.

Mobile/Touch App Timesheet Entry

Timesheet Entry Steps

1. To access **Timesheets**, tap the ☰ then tap **Time**.
2. Tap the timesheet period you want to update.
3. Tap the + to add a line to the timesheet.
4. Search for or tap the **project** to add to timesheet. Select **Phase/Task** if needed.
5. Enter Line details that apply: **Date**, **Hours**, **Labor Code**, **Labor Category** and **Comments**.
6. Tap **Done** when finished or tap **Find Project** to search for a different project.
7. Add additional lines as needed by tapping the + sign.
8. Tap the 💾 at the bottom of the screen when finished.
9. Submit your timesheet by tapping the 📥 at the bottom of the screen.





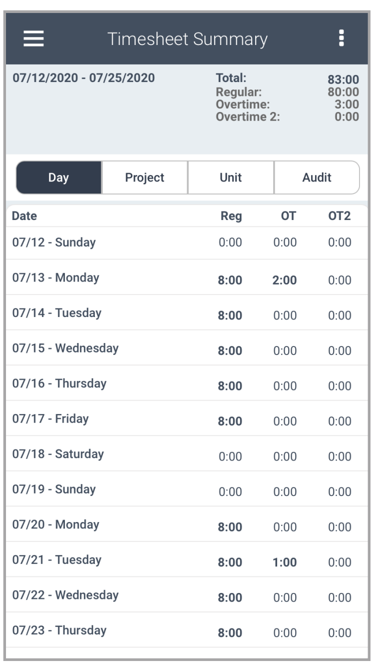
View Options

3 Ways to View Your Timesheets

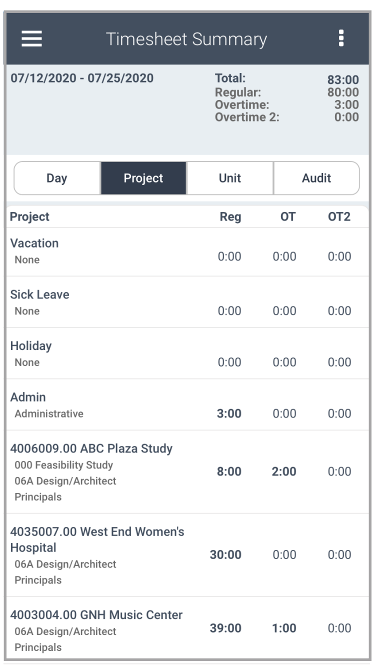
To access, tap the **Ellipsis** icon.

Options Within the Summary View

By Day

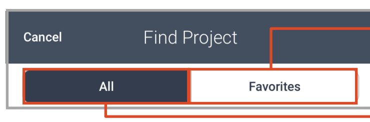


By Project



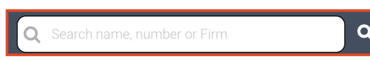
Projects

Finding a Project

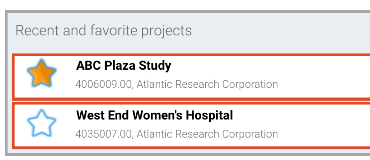


Tap **Favorites** button to filter for only Favorite projects.

Tap **All** button to filter for all projects.



Manually search for project by entering part of a name, number or client in the **Search** field. When list appears, tap **Continue Search on Server** to search more projects.



Tap the **STAR** to mark the project as a FAVORITE.

Tap the **STAR** again to de-select.

Copying Resource Planning Assignments onto Your Timesheet

Tap the **Assignments** button to view and select projects for which you have resource planning assignments.

Selected projects display on your timesheet with phase, task, and labor code.

Hours must be entered manually.

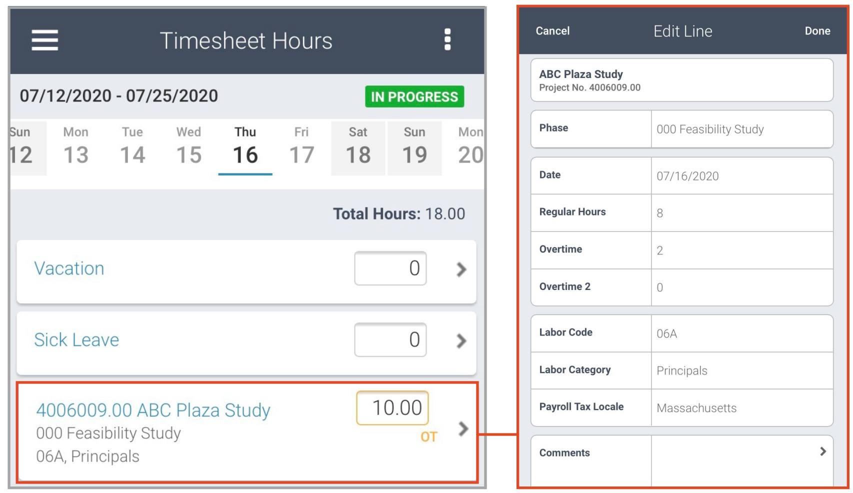
Information: The **Assignments** button will display on the **Find Project** screen if you use Vantagepoint Resource Planning.

Mobile/Touch App Timesheet Entry

Timesheet Hours

Entering Hours

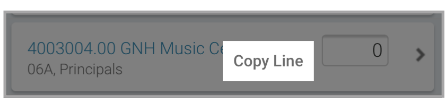
- Hours entered directly on Timesheet are REGULAR hours only.
- To enter OVERTIME hours, Start/End times, or select a different Labor Code, Labor Category, Payroll Tax Locale or Comments, tap anywhere else on the line.
- Lines with Overtime hours will display **OT** on the Timesheet.



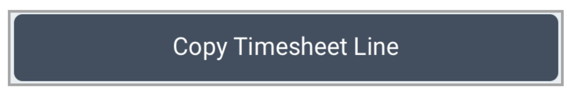
Copying a Timesheet Line

Choose either one of the following ways to copy a Timesheet Line:

Touch and hold the line until **Copy Line** displays, and tap it.



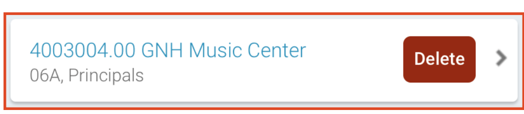
Tap the timesheet line to display the **Edit Line** screen, and tap **Copy Timesheet Line**.



Deleting a Timesheet Line

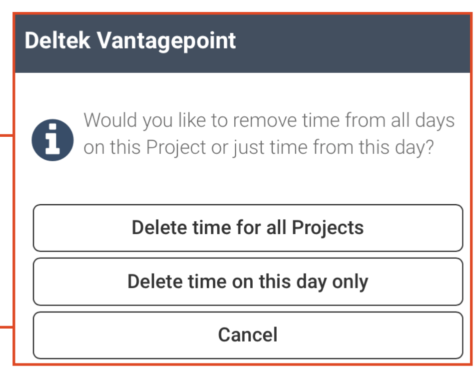
1. Choose either one of the following ways to delete a Timesheet Line:

   Swipe across the selected line in either direction (left-to-right or right-to-left), and tap **Delete**.



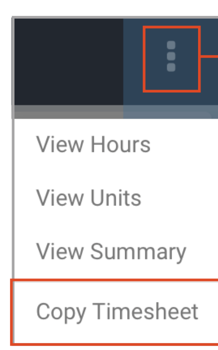
   Tap the line to display the **Edit Line** screen, and tap **Remove from Timesheet**.

2. Tap either **Delete time for all Projects** or **Delete time on this day only**.



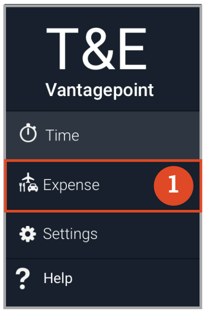
Copying a Timesheet

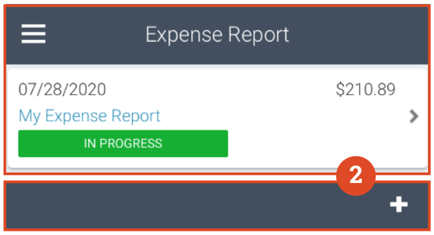
1. On **Periods**, tap a timesheet period that you want to copy into another timesheet.
2. On **Timesheet Hours**, tap ⋮ then **Copy Timesheet**.
3. Tap the timesheet to which you want to copy the projects.
   - Only the **In Progress** and **New** timesheets display.
   - All details copy except for the hour values and comments.
4. Enter or tap appropriate timesheet details. Tap **Save** or **Submit**.

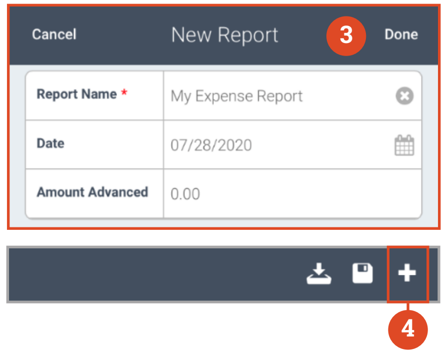


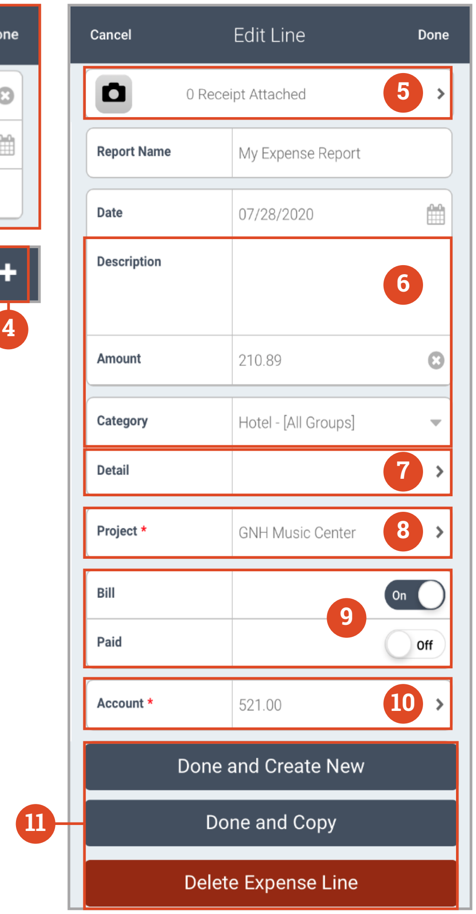
Mobile/Touch App Expense Entry

Expense Report Entry Steps



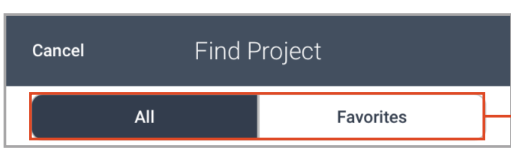




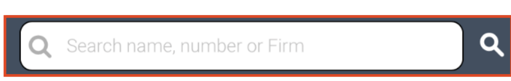


1. Tap and select **Expense** from the menu.
2. Tap an existing Expense Report to open it or tap the to create a new Expense Report.
3. Enter the information in the **Report Name**, **Date** and **Amount Advanced** fields (if applies) then tap **Done**.
4. Tap the to add expense lines to your report.
5. Tap the **Camera** field to attach a receipt photo. Tap the to open camera, or the to select a photo from your mobile image library.
6. Enter Line details that apply: **Description**, **Amount**, and **Category**.
7. Tap **Detail** to open the **General Detail** dialog box. Tap **Done** when finished.
8. Tap **Project** to search for Project to add to Expense Report. Select **Project/Phase/Task** as needed.
9. Slide buttons to mark expense as billable or company paid.
10. Select GL Account if field displays.
11. Lastly, do one of the following:
    - Tap Done to complete the line.
    - Tap **Done and Create New** to start a new expense report line.
    - Tap **Done and Copy** to copy the line details to a new expense line.
    - Tap **Delete Expense Line** to remove the current line from the expense report.

Finding Projects

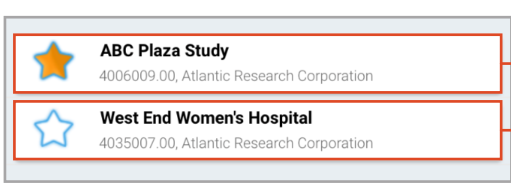


Filter projects by tapping **All** or **Favorites**.
Only FAVORITE projects will be displayed under the **Favorites** button.



Enter a part of a name, number, or client in the search field. Deltek T&E first searches through your favorite and recently used projects.

- Tap the project to select it.
- Tap **Continue Search on Server** to search more projects.
- Select phases and/or tasks if applies.

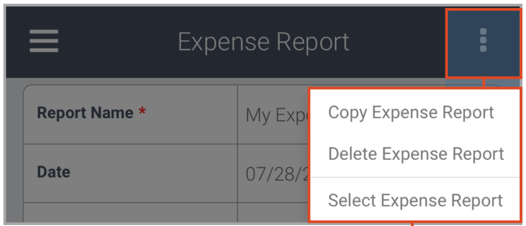


Tap the **STAR** to mark the project as a FAVORITE.

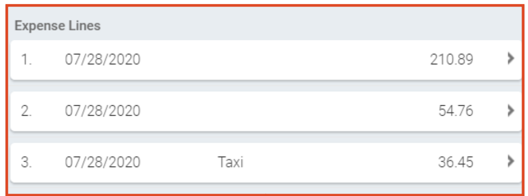
Tap the **STAR** again to de-select.

Mobile/Touch App Expense Entry

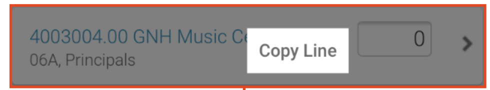
Editing Existing Lines



Tap the **Options** icon to copy, delete, or select a different expense report.



Tap on the line to edit



To copy an expense line, touch and hold the line until **Copy Line** displays, then tap it.

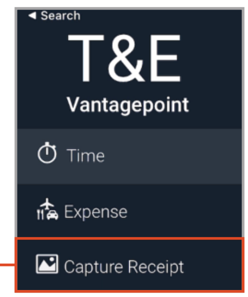
Intelligent Character Recognition (ICR)

Enabling ICR in Settings

Enable ICR in **Settings > Expense > Options**. This turns it on for ALL Users!

Adding Receipt to Expense Report

1. On the Mobile App Main Menu, tap **Capture Receipt**.
2. Line up the receipt in the camera view. The app will auto capture a photo of the receipt.
3. Use the **Feature** buttons to crop image, stitch multiple receipts together, delete, or retry.
4. Tap **Submit** at the bottom right corner when done.
5. Select one of the following options:
   - **Create New Expense Report**
     1. Enter report name.
     2. Date and Amount will autopopulate based on receipt image, including handwritten tip amount.
     3. Expense Category may populate based on settings and intelligence.
   - **Add to Existing Expense Report**
     1. Select Expense Report from list.
     2. New line will be added to the report.
6. Select **Project/Phase/Task**.
7. Tap **Save**.



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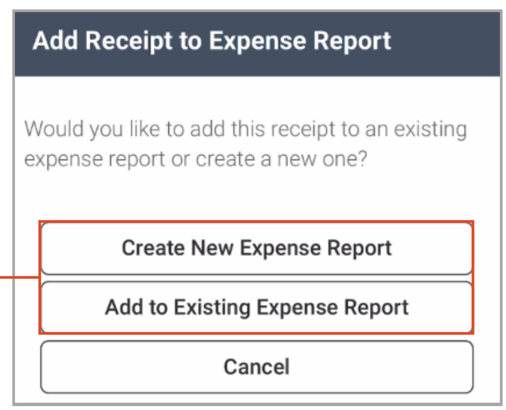

5

Adding Additional Receipts to an Existing Expense Report

1. Tap the + at the bottom right corner of the screen.
2. Tap the camera icon at the top of the screen.
3. Hover camera over receipt until it is auto-captured.
4. If multiple pages, click **Stitch More** and capture the additional pages.
5. Tap **Submit**. New line will be added to existing receipt.