Deltek

Deltek Mobile Expenses for Ajera 3.0

Release Notes

March 28, 2024

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Contents

Overview 1
Pre-Installation Information 2
Technical Considerations 2
New Features and Enhancements 3
Improved User Interface 3
Menu Bar 3
Floating Action Button 4
Updated Expense Report Main Screen 4
Settings Screen 5
Changes to Application Behavior 6
Ability to Close the Keyboard 6
Application Orientation 6
Login and Authentication Functionality Enhancements 6
Login Screen 6
Biometrics Authentication 7
Serve URL Screen 7
Ability to Save Ajera URL 7
Removal of the PIN Screen 7
Updates to the Expenses Functionality 7
Expense Report Amount 8
Adding Expense Reports 8
Expense Line Screen 9
Removal of the Refresh Button 10
Removal of the Search Functionality 10
Software Issues Resolved 11
Database Changes 12
Appendix A: For Additional Information 13
Deltek Support Center 13
Access Deltek Support Center 13
Available Documentation for this Release 14

Overview

Welcome to Deltek Mobile Expenses for Ajera 3.0 Release Notes. These release notes contain a summary of the following:

- New Features and Enhancements
- Software Issues Resolved
- Database Changes

Note: The official name of the application is *Deltek Mobile Expenses for Ajera*. This document only uses it at first mention. The succeeding instances of the application name display *Mobile Expenses for Ajera*. In addition, the application name in *Apple App Store* and *Google Play* displays *Deltek Mobile Expenses for Ajera*.

Pre-Installation Information

Before you begin the installation of Mobile Expenses for Ajera, it is important to understand the information discussed in this section.

Technical Considerations

- Mobile Expenses for Ajera supports mobile devices that run on Apple iOS 16.0 or higher and Android 11.0 or higher.
- Mobile Expenses for Ajera requires that Ajera is accessible to your mobile device either over the Internet or via a private network to which your device is connected.
- Mobile Expenses for Ajera works with Ajera 9.0 or higher.
- Mobile Expenses for Ajera requires Secure Sockets Layer (SSL)/Transport Layer Security (TLS) to access the Touch Server.
- You must install Mobile Expense for Ajera on an IIS server that is installed on Microsoft Windows Server 2016, Microsoft Windows Server 2019, or Microsoft Windows Server 2022.
- Mobile Expenses for Ajera installer installs PHP 8.2.15 in this release.
- Mobile Expenses for Ajera supports applications from *Apple App Store* and *Google Play*.

New Features and Enhancements

This section includes summaries of the new features and enhancements made to existing features in this release.

Improved User Interface

The Mobile Expense for Ajera user interface now has a modern look and feel, providing an easier and more secure access as well as more intuitive navigation.

Menu Bar

A menu bar containing the following options is available at the bottom of the application:

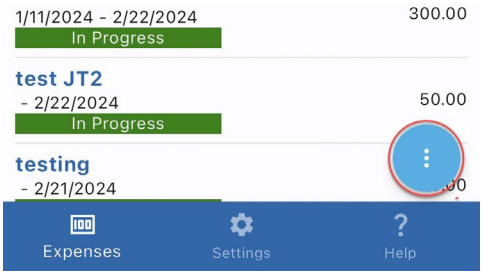
- Expenses
- Settings
- Help

This menu bar is available on the **Expenses** (expense list) and **Settings** screens.

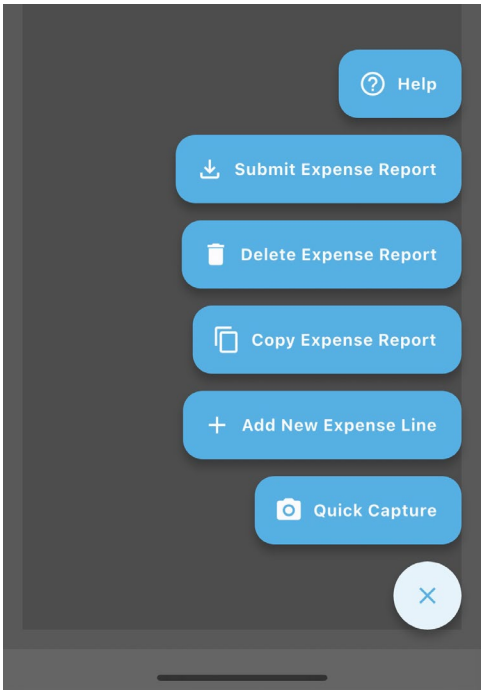
In the previous version, you accessed these options by tapping , which was located at the upper-left corner of the application.

Floating Action Button

A floating action button (FAB) on the Expenses screens.



Tapping the button displays the other actions that you can perform. For example, on the **Expense Report** screen, you have the options to access the Help, submit, delete and copy the expense report, add an expense line as well as attach receipts using **Quick Capture**.



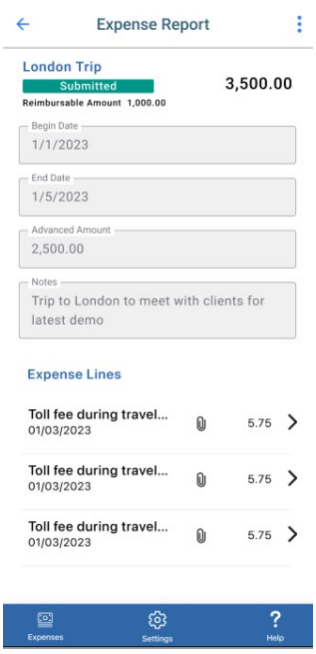
You can also copy or delete an expense report by swiping left and tapping **Copy** or **Delete** in the confirmation dialog box.

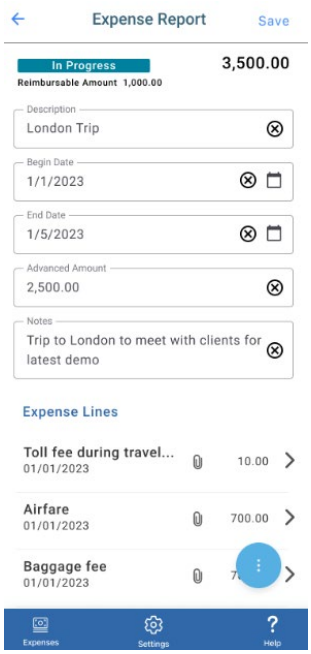
Updated Expense Report Main Screen

Below are the changes to the **Expense Report** screen:

- When you open a non-editable expense report, the main **Expense Report** screen now displays the Expense Report description as the screen's sub-heading. When you open an editable expense report, however, it displays a character field.
- You can view the expense report total, which includes the expense lines' amount, at the top portion of the page.
- You can easily distinguish non-editable fields, which are now grayed out, from editable fields.

- The **Notes** and other memo fields now expand up to four lines, allowing you to view the contents with minimum scrolling.





Settings Screen

The **Settings** screen has the following group boxes:

Log In Options

This group box contains the following new and updated options pertaining to login.

- **Use Face/Fingerprint ID —** This toggle switch allows you to enable the face or fingerprint ID for logging in, depending on what is enabled in your device.
- **Log out** – The other option to log out from the sliding menu has been removed. You can only log out by going to the Settings screen and tapping Log out.
  - Tapping **Log out** on iOS devices returns you to the page with the **Use Face/Fingerprint** and **Use Username and Password** buttons if biometrics are set up. Otherwise, it returns you to the login page.
  - Tapping **Log out** on Android devices closes the application.

  In case you do not tap **Log out**, Mobile Expense for Ajera logs you out automatically after a 24-hour timeout.

Display

This group box contains the dark mode setting:

- **Use Dark Mode** – This toggle switch allows you to enable the dark theme on your application screen.

Product Information

You can now access the **Privacy Policy** and **About Ajera** information from this new group box.

Changes to Application Behavior

Here are the updates to the application behavior designed to enhance your user experience, making it more seamless and efficient.

Ability to Close the Keyboard

You now have the option to close or hide the keyboard. On iOS devices, you can do this by swiping down.

Application Orientation

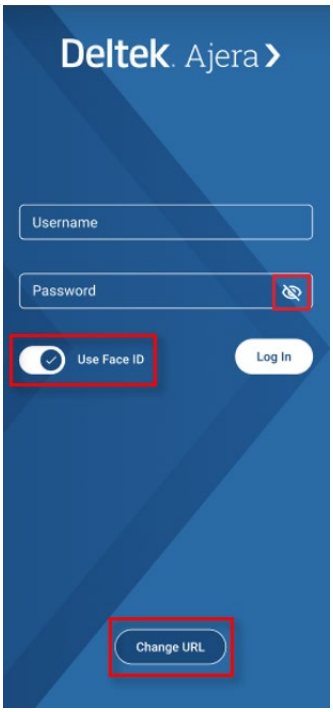
For mobile phones, the orientation is consistently locked in portrait mode. It will remain in portrait mode even if you rotate the phone horizontally. However, on tablets, you have the flexibility to rotate the device, and the orientation transitions seamlessly from portrait to landscape mode.

Login and Authentication Functionality Enhancements

Below are significant changes to the process of logging in to and accessing the Mobile Expense for Ajera.

Login Screen

Aside from the **Username** and **Password** fields, the login screen now features a biometric authentication toggle switch. the **Change URL** button, and the **Show/Hide Password** icon.



- Biometric authentication allows you to log in using your face or fingerprint ID to log into Mobile Expense.

The name of the biometric authentication toggle switch may vary, depending on what has been configured on the mobile device and how you logged in previously. In the above screenshot, it uses Use Face ID.

> **Attention:** The toggle switch only displays when your mobile device supports biometric authentication and has the biometric authentication set up. For more details, see the Biometrics Authentication section in this document.

- Tapping **Change URL** displays the Server URL screen, where you can enter and connect to a different URL.
- Tapping the **Show/Hide Password** icon allows you to verify whether you are entering your password accurately.

Biometrics Authentication

The Mobile Expense for Ajera application now allows you to log in using biometrics authentication, providing you a more convenient and safer way to log in. This functionality verifies your identity digitally using your unique body measurements or characteristics, such as your fingerprint and face and then authorizes access to the application.

On your initial login, you have the option to use fingerprint/face ID. Depending on the type of authentication that you registered on your device settings, you can use either your fingerprint and/or your face ID. You can also enable or disable the fingerprint or face ID login on the **Settings** screen.

The biometric authentication process uses the device's built-in feature to log you in via biometrics. If the biometric authentication fails, it then requires you to use your device's PIN. If both the biometrics and device PIN fail for a certain number of times, the login screen displays with the biometrics option disabled, requiring you to enter your Deltek Ajera username and password.

Serve URL Screen

The **Server URL** field allows you to enter the mobile Server URL manually. This field only supports the Hypertext Transfer Protocol Secure (HTTPS) protocol. If you enter a URL with "**http**," the application assumes it is "**https**" and thus appends the "**s**" automatically.

Ability to Save Ajera URL

The Mobile Expense for Ajera retains the latest Ajera URL you accessed but does not store your login credentials. During the initial update, you need to input your username and password again. This process allows you to set up face or fingerprint ID for subsequent logins.

Removal of the PIN Screen

For security reasons, Mobile Expense for Ajera no longer requires you to create a separate security PIN within the application. You must use biometrics authentication or your Ajera username and password. In case the biometric authentication fails, it now requires you to enter your device PIN instead.

Updates to the Expenses Functionality

It is now easier to view and edit existing expense reports using the updated **Expenses** screen, which displays when you tap **Expenses** on the menu bar. It lists all your unsubmitted reports regardless of date as well as your submitted reports (for the last 7, 30, or 90 days).

- Tapping **Open** displays expense reports with the **In Progress** and **Rejected** statuses.
- Tapping **All** displays expense reports with the **In Progress**, **Rejected**, **Submitted**, **Approved**, and **Processed** statuses.

The reports are sorted descending with the most recent report on the top. Tapping a line allows you to view the details of the selected expense report.

In the previous version, you accessed the Expense screens by tapping the sliding menu button and tapping **Expenses**.

Expense Report Amount

Each expense report in the list now displays the expense report amount.

Adding Expense Reports

To add an expense report, tap and tap **+ Add New Expense Report** on the **Expenses** screen.

- If the Intelligent Character Recognition (ICR) functionality is enabled, you have the option to either create the expense report manually or allow the mobile application to automatically scan and analyze an image on the **Expense Report** screen.

- If ICR is disabled or you do not have a receipt, manually enter the details including expense lines on the **Expense Report** screen.

Note: The receipts are used in machine learning to improve ICR over time.

Attention: For more information on how to use the camera functionality with ICR, see the *Attach a Receipt* chapter of the Deltek Mobile Expenses for Ajera User Guide.

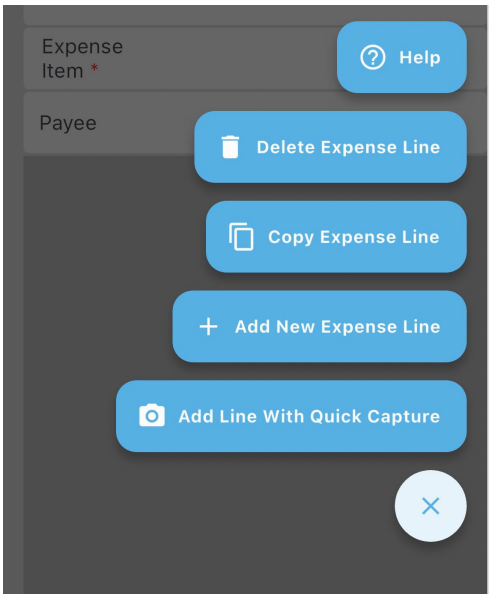
Expense Line Screen

Tapping a line under the **Expense Line** section on the **Expense Report** screen displays a new screen called **Expense Line**.

- The **Notes** and other memo fields now expand up to four lines.
- Non-editable fields are now grayed out to easily distinguish them from editable fields.

Adding, Editing, Copying, and Deleting Expense Lines

Tapping displays the other actions that you can perform on the **Expense Line** screen.



Removal of the Refresh Button

The **Refresh** button is no longer available on the **Expenses** screen.

Removal of the Search Functionality

The **Search** button is no longer available on the **Expenses** screen.

Software Issues Resolved

There are no software issues resolved in this release.

Database Changes

There are no database changes in this release.

Appendix A: For Additional Information

Deltek Support Center

The Deltek Support Center is a support Web site for Deltek customers who purchase an Ongoing Support Plan (OSP).

The following are some of the many options that the Deltek Support Center provides:

- Search for product documentation, such as release notes, install guides, technical information, online help topics, and white papers
- Ask questions, exchange ideas, and share knowledge with other Deltek customers through the Deltek Support Center Community
- Access Cloud-specific documents and forums
- Download the latest versions of your Deltek products
- Search Deltek's knowledge base
- Submit a support case and check on its progress
- Transfer requested files to a Customer Care analyst
- Subscribe to Deltek communications about your products and services
- Receive alerts of new Deltek releases and hot fixes
- Initiate a Chat to submit a question to a Customer Care analyst online

Attention: For more information regarding Deltek Support Center, refer to the online help available from the Web site.

Access Deltek Support Center

To access the Deltek Support Center:

1. Go to https://deltek.custhelp.com.
2. Enter your Deltek Support Center **Username** and **Password**.
3. Click **Login**.

Note: If you forget your username or password, you can click the **Need Help?** button on the login screen for help.

Available Documentation for this Release

The following table lists the Deltek documentation available for this release. Except where noted, all the user guides and quick reference guides listed in this table are available for download from the Deltek Support Center.

Document Name	Description
Deltek Mobile Expenses for Ajera Installation Guide	This document contains instructions on how to install the application.
Deltek Mobile Expenses for Ajera User Guide	This document contains detailed information and instructions on how to use various features of the application.

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