Deltek

Deltek Mobile Expense for Ajera 3.0

User Guide

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Contents

Overview

Deltek Mobile Expense for Ajera works with Ajera, a project-based accounting system, and allows you to view, enter, update, and submit Ajera expense reports from anywhere at any time using your touch screen device.

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

This document contains detailed information and instructions on how to use various features of the application.

> **Note:** Mobile Expense for Ajera is only available for use with Ajera 9.0 and higher. Touch server must be installed and configured using the guidelines in the *Deltek Mobile Expense for Ajera Installation Guide*.

Mobile Device Requirement

The Mobile Expense for Ajera application supports mobile devices that run on Apple iOS 16.0 and higher.

Getting Started

In Deltek Ajera, the administrator sends you the Ajera API URL via email. Copy and paste the URL in the **Server URL** field when prompted.

Install Mobile Expense for Ajera

This procedure helps you install Mobile Expense for Ajera.

To install the application:

1. On Apple App Store, search for the application (Deltek Mobile Expense for Ajera).
2. Download and install the application by tapping the appropriate buttons.
3. Tap the installed application and follow the screen prompts to accept the terms of agreement and usage tracking.

Log In to Mobile Expense for Ajera

Initial logins differ slightly from subsequent logins.

To log in to the application:

1. Tap Deltek Mobile Expense for Ajera.

   Note: For the initial login, you log in with your username and password and then configure Mobile Expense for Ajera to use a fingerprint ID or face ID for subsequent logins.

2. On the Terms and Use of Service screen, tap **I accept these terms**.
3. On the **Server URL** screen, enter the mobile Server URL from the email sent by your Ajera Administrator and tap **Go**.
4. On the **Login** screen, enter your username and password in the corresponding fields. You can tap  to verify whether you are entering your password accurately.
5. Toggle the **Use Fingerprint/Face ID** switch to turn it off if you prefer to consistently log in using your Ajera username and password.

   This toggle switch only displays when the fingerprint or face ID is enabled on your device.

6. Tap **Log In**.

   Mobile Expense for Ajera remembers your credentials and Server URL on your succeeding logins. To log in using a different username, tap **Forget Me on this Device** on **Settings**. All your user settings and favorites will be lost.

   When updating from version 2.x to 3.0, the Mobile Expense for Ajera application does not retain the previously used Ajera URL from the 2.x application. When updating the mobile application for the first time, you need to enter your username and password again. This step allows you to configure face or fingerprint ID for future logins.

   Furthermore, if the application is open for more than 24 hours, it logs you out automatically. A notification displays indicating that your session has timed out, and the login screen displays. Any unsaved changes will be lost.

Fingerprint or Face ID Authentication

Fingerprint or face ID authentication identifies you or any user digitally through fingerprint or face pattern recognition and then authorizes access to the application.

If the fingerprint or face ID feature has been enabled on your device, the **Use Fingerprint/Face ID** option is available on the **Login** screen. 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.

> **Note:** When you update you Mobile Expense for Ajera from 2.0 to 3.0, you are required to re- enter your username and password. This step enables you to set up face or fingerprint ID for future logins.

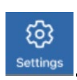
Administrators control this feature through server-side configuration. When the administrator switches on the fingerprint/face ID feature on the server's setting, you can use this feature in Mobile Expense for Ajera.

Change the Server URL

Use this procedure to change the Server URL.

> **Note:** When updating from version 2.x to 3.0, the Mobile Expense for Ajera application does not retain the previously used Ajera URL from the 2.x application. When updating the mobile application for the first time, you need to enter your username and password again. This step allows you to configure face or fingerprint ID for future logins.

To change the Server URL:

1. On the menu bar, tap 

.
2. On **Settings**, tap **Forget Me on this Device**.
3. On the Terms and Use of Service screen, tap **I agree to these terms**.
4. On the **Server URL** screen, enter the new URL.
5. Tap **Go**.

Status

Mobile Expense for Ajera uses the following status for expense reports:

- **In Progress** — Expense reports that have not yet been submitted. You can edit, view, or copy these expense reports.
- **Submitted** — Expense reports that have been submitted but not yet approved. You can view or copy these expense reports.
- **Approved** — Expense reports that have been submitted and approved at one level but not yet processed. You can view or copy these expense reports. Use Ajera to edit these.
- **Processed** — Expense reports that have been submitted and approved at all levels. You can view or copy these expense reports. Use Ajera to edit these.

Screen Display

Familiarize yourself with the Mobile Expense for Ajera's basic layout, including the menu bar, various screens, settings, and Help.

When using mobile phones, the application remains locked in portrait mode, regardless of the device's orientation. On tablets, however, the application's orientation adjusts according to the device's orientation.

Menu Bar

A menu bar is always available at the bottom part of the **Expenses** and **Settings** screens. Aside from the menu bar, you can also perform different tasks by tapping the floating action button on the Expenses screens.

Expense Report

This screen displays when you tap **Expenses** on the menu bar. It lists all your unsubmitted reports regardless of date. If you tap **All**, you can also view your submitted reports (for the last 7, 30, or 90 days). 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.

Settings

This screen displays when you tap **Settings** on the menu bar. It helps you configure the Mobile Expense for Ajera settings according to your preferences.

Help

The online help for this application displays when you tap **? Help** on the menu bar.

Intelligent Character Recognition (ICR) Technology

Mobile Expense for Ajera uses the camera functionality with ICR.

With this feature, the application automatically scans and analyzes the captured or selected image, maps the captured data to the **Expense Report** or **Expense Line** screen, and populates the matched fields. You can stitch (add multiple pages), crop, or rotate the captured or selected image.

You can only use this feature, however, if the **Use ICR with Mobile** option is selected (turned on) in Deltek Ajera. By default, this option is not selected (turned off) and a company administrator needs to turn it on in **Company Preferences** for you to see and use the ICR feature (using **Quick Capture** button) in the mobile application.

Filtering Expense Reports

There are several ways to filter the expense report list on the **Expenses** screen.

- To view expense reports with the In Progress or Rejected status only, tap Open. This is selected by default.
- To view expense reports regardless of status, tap **All**.
- For submitted reports, you can tap **Last 7 Days**, **Last 30 Days**, and **Last 90 Days**. This is based on end dates only.
- For open reports, the list displays all your unsubmitted reports regardless of date.

Using the Search Field

Mobile Expense for Ajera allows you to search for projects, phases, and expense items.

Tapping the **Project** field displays the **Project Search** screen, allowing you to search for and select a project. If the selected project has an associated phase, it automatically opens the **Phase Search** screen.

Tapping the Expense Item field on the **Expense Line** screen displays the **Expense Item Search** screen, allowing you to find and select the expense item that you need.

You can enter search characters in the search field. The displayed search help text indicates what you need to find. For example, Search name or number.

In addition, when a record is selected in a search, Mobile Expense for Ajera displays and highlights the selected record in the list on the **Project Search**, **Phase Search**, or **Expense Item Search** screen.

Favorites and Recent Projects

A key functionality in Mobile Expense for Ajera is the option to designate frequently used projects as "favorites."

Upon the initial opening of the **Project Search** screen, only the **Search** field is visible, and the list remains empty. As you begin entering characters relevant to the project name or number, the mobile application automatically searches for matching projects and displays them in the list.

Subsequently, in your successive use of the Project Search screen, your favorites (if any) and the most recent 30 projects are automatically presented in ascending alphabetical order.

To mark a project as a favorite, simply tap the star icon next to the project. To remove the favorite status, tap the star icon again. Once you have at least one favorite, the screen will reveal the All and Favorites tabs. The All tab combines recents and favorites, while the Favorites tab exclusively displays favorites in the list.

Log Out of Mobile Expense for Ajera

Use this procedure to log out of the application.

To log out of Mobile Expense for Ajera:

1. On the menu bar, tap 

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2. On **Settings**, under **Login Options**, tap **Log Out**.

In case you do not tap **Log out** or the application is open for more than 24 hours, Mobile Expense for Ajera logs you out automatically. A notification displays indicating that your session has timed out, and the login screen displays. Any unsaved changes will be lost.

Expense Report

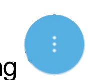
Tapping **Expenses** displays the **Expense Report** screen.

It displays the expense report list, which includes all your open reports regardless of date. If you tap **All**, you can also view your submitted reports for the last 7, 30, or 90 days. You can create, update, or submit an expense report from within Mobile Expense for Ajera.

Each expense report has general information about the report and lines associated with the report.

Expenses Screen

Use the fields and options on the **Expenses** screen to view all available expense reports.

Field	Description
Open	Tap this tab to view the list of unsubmitted and rejected expense reports.
All	Tap this tab to view the list of all expense reports regardless of status.
<Filter>	Tap the corresponding filter to view all available expense reports regardless of status for the last 7, 30, or 90 days. If you select **All**, the filter defaults to the last 90 days.
<Expense Report>	Each expense report displays the following information: ▪ Description (or the text No Report Description) ▪ Expense report date — It displays the date range from the start date to the end date. In cases where there is no start date, it presents a dash alongside the end date, indicating that the start date is empty. The formatting of the date adheres to the device's settings. ▪ Expense report status — It displays the status with the corresponding color. ▪ Total amount of all expense lines — It displays the total amount of all expense lines. This is the same amount shown on the **Expense Report** screen that displays when you tap the expense report.
Floating Action Button	▪ If ICR is enabled, tapping  displays options to add a new expense report manually or use **Quick Capture**. ▪ If ICR is not enabled, tapping  directs you to the **Expense Report** screen, where you can add expense report details including expense lines.
Menu Bar	Tap the corresponding tab go to the **Expense Report** or **Settings** screen or go back to **Expenses** screen.

Display the Expenses Screen

Use this procedure to access the Expenses screen.

To display the Expenses screen:

1. On the menu bar, tap 
.
2. It displays a list of all your reports.

Expense Report Screen

Use the following fields and options on the **Expense Report** screen to view or enter expense report details:

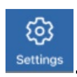
Field	Description
<Expense Report Description>	For a non-editable expense report, this field displays the Expense Report description. For an editable expense report, however, it displays a character field.
<Status>	This field displays the Expense Report status. The color of the button varies, depending on the status. ▪ **New** — Newly created expense reports ▪ **In Progress** — Expense reports that have not yet been submitted. You can edit, view, or copy these expense reports. ▪ **Submitted** — Expense reports that have been submitted but not yet approved. You can view or copy these expense reports. Use Ajera to edit these. ▪ **Approved** — Expense reports that have been submitted and approved at one level but not yet processed. You can view or copy these expense reports. Use Ajera to edit these. ▪ **Processed** — Expense reports that have been submitted and approved at all levels. You can view or copy these expense reports. Use Ajera to edit these.
<Total>	This currency field displays the total of all lines regardless of types of payments.
Reimbursable Amount	This field displays the total reimbursable amount = Total - Advanced - Credit Card Paid Items - Personal Items. **Note:** The personal items are deducted twice because the company paid for them with the credit card.
Begin Date	The date order and format follow the device settings. For example, if the device uses a format that applies to a European country, the day displays before the month.

Field	Description
End Date	The date order and format follow the device settings.
Advanced Amount	Enter the advanced amount.
Notes	Enter additional information.
Expense Lines	This section displays the list of all expense lines. Tap a line to open the **Expense Line** screen. Below the Expense Lines header, you can view the total number of available expense lines.

Display the Expense Report Screen

Use this procedure to access the **Expense Report** screen.

To display the Expense Report screen:

1. On the menu bar, tap 

.
2. On **Expenses**, tap an expense report.

Expense Line Screen

Use the following fields and options on the **Expense Line** screen to view or enter expense line details:

Field	Description
Date	Enter or select the expense report begin date, which must be between report begin date (if populated) and end date. If you select a date outside the expense report dates, the mobile application prompts you to expand the expense report dates.
Project	Tapping the field displays the **Project Search** screen, allowing you to search for and select a project. If the selected project has an associated phase, it automatically opens the **Phase Search** screen. **Note:** The displayed search help text indicates what you need to find. For example, Search name or number. Tap the back button to go back to **Expense Line**.
Phase	Tapping this field displays the **Phases Search** screen, allowing you to view all phases in a hierarchy and select a phase. You can search for name or number. This is a required field if the selected project has an associated phase. Tap the back button to go back to the **Project Search** screen.

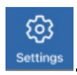
Field	Description
Expense Item	Scroll through the list or use the search and tap the expense item that you need.
Payee	Enter the name of the payee.
Units	This field displays for expense items that are based on units, such as mileage. Updating the value in this field automatically updates the displayed calculation at the top portion of the screen.
Unit Rate	This field displays for expense items that are based on units, such as mileage. If the expense item is unit-based, the rate automatically displays in this field. Updating and saving the value in this field automatically updates the displayed calculation at the top portion of the screen.
Amount	This field supports a number with two decimals and uses the thousands separator. ▪ If the expense item is unit-based, this is read-only and not a required field. If you enter units and unit rate, the mobile application automatically calculates the amount. ▪ If the expense item is not unit-based, this field becomes editable. You can enter a number without decimals or thousands separator. Updating and saving the value in this field automatically updates the displayed calculation at the top portion of the screen.
Reference	Enter a reference. This is usually used for groupings in reports.
Credit Card	Tap the drop-down field to view the list of available credit cards and select the one you need. The option you select in this field affects the reimburse amount. Updating the selected option in this field automatically updates the displayed calculation at the top portion of the screen.
Personal Expense	Select this check box for personal expenses. It is only enabled when you select a credit card. If you select this check box, the **Project** and **Phase** fields must be empty. The mobile application deducts the amount of this line from the expense report total. Updating the value in this field automatically updates the displayed calculation at the top portion of the screen.
Notes	Enter additional information.
Attachments	Tap this field to view existing attachments or upload new attachments.
Rejected by Manager Notes	This field only displays for rejected expense lines.

Field	Description
	It displays the notes from the person who rejected this expense line.
Rejected By	This field only displays for rejected expense lines. It displays the name of the person who rejected the expense line.

Display the Expense Line Screen

Use this procedure to access the **Expense Line** screen.

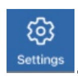
To display the Expense Line screen:

1. On the menu bar, tap 

.
2. On **Expenses**, tap an expense report.
3. On **Expense Report**, under **Expense Lines**, tap the line that you want to edit.

View Expense Report Details

Use this procedure to view the details in the selected expense report.

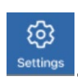
1. On the menu bar, tap 

.
2. On **Expenses**, filter the expense reports.
3. Tap an expense report in the list to view the corresponding expense report details.

View an Expense Line

Use this procedure to view an expense line.

To view an expense line:

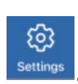
1. On the menu bar, tap 

.
2. On **Expenses**, tap the expense report in the list to view the corresponding expense report details.
3. On **Expense Report**, under **Expense Lines**, tap the line that you want to view.

Add an Expense Report

Use this procedure to add an expense report.

To add an expense report:

1. On the menu bar, tap 

.
2. On **Expenses**, tap  and tap **+ Add Expense Report**.

3. On the new **Expense Report**, enter or tap necessary details. You can tap ⋮ to do any of the following tasks:
   - Access Help.
   - Submit an expense report.
   - Delete an expense report.
   - Copy an expense report.
   - Add an expense line.
   - Use Quick Capture.
4. When you are done, tap **Save**.

Add an Expense Line

You can add an expense line to an existing or a new report.

To add an expense line:

1. On the menu bar, tap Settings.
2. On **Expenses**, take one of the following actions:
   - Tap the expense report you need to update.
   - Tap ⋮ and tap **+ Add Expense Report**.
3. On **Expense Report** or **Expense Line**, tap ⋮ and tap **+ Add New Expense Line**.
4. On **Expense Line**, enter or tap necessary details.
5. When you are done, tap **Done**.

   The mobile application redirects you to the main **Expense Report** screen. In addition, a message displays informing you that the expense line has been saved.

Edit an Expense Report

Use this procedure to edit an expense report.

To edit an expense report:

1. On the menu bar, tap Settings.
2. On **Expenses**, filter the expense reports.
3. Tap an expense report in the list to view or edit the corresponding expense report details.
4. On **Expense Report**, make any changes to this report as appropriate.
5. When you are done, tap **Save**.

If you tap the back button with unsaved changes, the application prompts you to save the expense report.

Edit an Expense Line

Use this procedure to edit an expense line.

To edit an expense line:

1. On the menu bar, tap 

.
2. On **Expenses**, tap the expense report in the list to view the corresponding expense report details.
3. On **Expense Report**, under **Expense Lines**, tap the line that you want to edit.
4. On **Expense Line**, enter or tap necessary details.
5. When you are done, tap **Save**.

Receipts

You can view and manage receipts associated to an expense report.

Receipts Screen

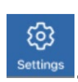
Use the fields and options on the **Receipts** screen to view and manage receipts.

Field	Description
<Expense Line and Amount>	This sub-header displays the expense line name, expense line date, and expense line amount.
<Receipt Description>	This field displays the receipt description. Tap the field to display the **Receipt Details** screen, where you can edit the description.
Delete	Swipe left on the receipt description you want to delete, and tap **Delete**.

Display the Receipts Screen

Use this procedure to access the **Receipts** screen.

To display the Receipts screen:

1. On the menu bar, tap 

.
2. On **Expenses**, tap the expense report in the list to view the corresponding expense report details.
3. On **Expense Line**, tap the field with the number of receipts attached.

Receipt Details

Use the fields and options on the **Receipt Detail** screen to edit or delete receipts.

Field	Description
<Expense Line and Amount>	This sub-header displays the expense line name, expense line date, and expense line amount.
<Receipt Description>	This field displays the receipt description. Tap the field to edit the description.
Delete	Tap to delete the receipt.

Display the Receipt Details Screen

Use this procedure to access the **Receipt Details** screen.

To display the Receipt Details screen:

1. On the menu bar, tap .
2. On **Expenses**, tap the expense report in the list to view the corresponding expense report details.
3. On **Expense Line**, tap the field that displays the number of receipts attached.
4. On **Receipts**, tap the field displays the receipt description.

View Receipt List

Use this procedure to view all available receipts.

To view receipt list:

1. On **Expense Report**, tap an expense line with tap .
2. On **Expense Line**, in the **Receipts Attached** field, tap .

Attaching a Receipt

You can attach a receipt to an expense report by using the Quick Capture feature (if ICR is enabled) or taking a photo or selecting an existing photo of the receipt from your camera gallery (if ICR is disabled).

Attach a Receipt Without Using ICR

Use this procedure to attach a receipt to an expense line without using ICR.

To attach a receipt to an expense line without using ICR:

1. On **Expense Report**, tap the expense line to which you want to attach a receipt.
2. On **Expense Line**, in the **Receipts Attached** field, tap .
3. On **Receipts**, tap .

You have the option to either take a photo or select an existing photo of the receipt from your camera gallery.

4. On **Receipt Detail**, enter the necessary information and tap **Done**.

Attach a Receipt Using ICR

Use this procedure to attach a receipt using ICR.

To attach a receipt using ICR:

1. On **Expenses**, tap and tap **Quick Capture**.
2. On the captured image, you can crop, rotate, or delete it. You also have the option to capture or select another image.
3. When you are done, tap **Submit**.

   Mobile Expense for Ajera automatically scans and analyzes the captured image, maps the captured data to the **Expense Line** screen, and automatically populates the matched fields if they are marked for ICR in Deltek Ajera.
4. If there are open expense reports, the **Select Expense Report** screen displays. Tap an existing open expense report in the list or tap **Create New Report**.
   - If you tap the existing expense report, the **Edit Line** screen for the expense report with the ICR fields populated.
   - If you are creating a new report, the **Begin** and **End** date fields are populated with the expense line's date.

Delete a Receipt

Use this procedure to delete a receipt.

To delete a receipt:

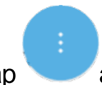
1. On the menu bar, tap Settings.
2. On **Expenses**, tap the expense report in the list to view the corresponding expense report details.
3. On **Expense Line**, tap the field with the number of receipts attached.
4. On **Receipts**, take one of the following actions:
   - Swipe from right to left on the receipt description you want to delete, and tap **Delete**.
   - Tap the field displays the receipt description, and on **Report Details**, tap .
5. Tap **Done**.

Copy an Expense Report

The **Units**, **Amount**, and **Reference** values are not copied. In addition, any expense associated with a project or phase that does not have a valid status (for example, **Hold** or **Closed**) is not copied.

To copy an expense report:

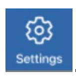
1. On the menu bar, tap 

.
2. On **Expenses**, take one of the following actions:
   - Swipe from right to left on a line and tap **Copy**.
   - Tap the expense report and, on **Expense Report**, tap  and tap **Copy Expense Report**.
3. On the new **Expense Report**, make any changes to this report as appropriate.
4. Tap **Save**.

Copy an Expense Line

Use this procedure to copy an expense line.

To copy an expense line:

1. On the menu bar, tap 

.
2. On **Expenses**, scroll through the list and tap the expense report with the line you want to copy:
3. On **Expense Report,** take one of the following actions:
   - Swipe from right to left on a line and tap **Copy**.
   - Tap the expense line and, on **Expense Line**, tap  and tap **Copy Expense Line**.

Note: The Mobile Expense for Ajera copies only the values of the following fields:

- Credit Card
- Date
- Expense Item
- Payee
- Personal Expense
- Phase
- Project

For the other fields, it sets them to blank

Submit an Expense Report

You can only submit the expense report in Mobile Expense for Ajera if approvals are set up in Ajera and there is at least one expense line in the mobile application.

To submit an expense report:

1. On **Expenses**, scroll through the list and tap the report containing the line that you want to submit.
2. On **Expense Report**, tap  and tap **Submit Expense Report**.

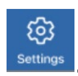
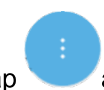
   When you tap the submit option first without saving, the mobile application automatically saves the expense report.

Delete an Expense Report

When you delete an expense line, the Mobile Expense for Ajera saves the expense report automatically.

> **Note:** You cannot delete a submitted expense report.

To delete an expense report:

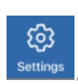
1. On the menu bar, tap  .
2. On **Expenses,** take one of the following actions:
   - Swipe from right to left on the expense report you want to delete, and tap **Delete**.
   - Tap the expense report and, on **Expense Report**, tap  and tap **Delete Expense Report**.
3. In the confirmation dialog box, tap **Delete**.

Delete an Expense Line

When you delete an expense line, the Mobile Expense for Ajera saves the expense report automatically.

> **Note:** You cannot delete a submitted expense line or the only remaining expense line, as expense reports must include at least one expense line.

To delete an expense line

1. On the menu bar, tap  .
2. On **Expenses**, tap the expense report with the line you want to delete.
3. On **Expenses Report**, take one of the following actions:
   - Swipe from right to left on the expense line you want to delete, and tap **Delete**.

- Tap the expense line and, on **Expense Line**, tap ⋮ and tap **Delete Expense Report**.

4. In the confirmation dialog box, tap **Delete**.

Settings

This screen displays when you tap **Settings** on the menu bar.

It allows you to customize the Mobile Expense for Ajera settings based on your preferences.

Settings Screen

Use the following fields and options on the **Settings** screen to customize the Mobile Expense for Ajera settings according to your preferences.

Field	Description
Login Options	In this section, you can adjust the provided options accordingly to set your preferred method for logging in and out of the application. ▪ **Use Face/Fingerprint ID** — Tap this toggle to enable the face or fingerprint ID for logging in, depending on what is enabled in your device. ▪ **Log Out** — Tap to log out of the application. In case you do not tap **Log out**, Mobile Expense for Ajera logs you out automatically after a 24-hour timeout. ▪ **Forget me on this device** — Tap to log in using a different username or you do not want the application to remember your credentials and favorites. All your user settings and favorites will be lost.
Display	In this section, you can manage the display settings of the application. ▪ **Use dark mode** — Tap this toggle to enable dark mode on your mobile device.

Product Information	In this section, you can view the device and operating system information.
	▪ **Privacy Policy** — Tap to view the Legal Notices and Privacy Statement information page of Deltek.
	▪ **About Ajera** — Tap to view the following information about Mobile Expense for Ajera and the operating system of your device:
	  ▪ Application Version
	  ▪ Operating System
	  ▪ Ajera Version
	  ▪ Touch Server Build
	▪ **Email this info** — Tapping this button opens the default email application on your device with the information mentioned above.

Display the Settings Screen

Use this procedure to access the **Settings** screen.

To display the Settings screen:

1. On the menu bar, tap .

Configure Mobile Expense for Ajera Settings

Use the **Settings** screen to view or modify the Mobile Expense for Ajera settings.

To configure Mobile Expense for Ajera settings:

1. On the menu bar, tap .
2. On **Settings**, view or modify the appropriate fields and options.

Enable Fingerprint or Face ID Login

Depending on the type of authentication that you registered on your device settings, you can use either your fingerprint and/or your face ID when logging in to Mobile Expense for Ajera.

To enable fingerprint or face ID login:

1. On the menu bar, tap .
2. On **Settings**, in the **Login Options** section, tap the **Use Face/Fingerprint ID** toggle.

Turn On Dark Mode

Use the **Dark Mode** feature to change your device's display from a light to a dark appearance.

To turn on dark mode:

1. On the menu bar, tap .
2. On **Settings**, in the **Display** section, tap the **Use Dark Mode** toggle. To switch back to light mode, tap the toggle again.

Delete Information from the Application

Use the **Forget Me On this Device** feature to delete all information details from the application, including login information, favorites, and settings.

To delete information from an application:

1. On the menu bar, tap .
2. On **Settings**, in the **Login Options** section, tap the **Forget Me On this Device**.

3. In the confirmation dialog box, tap **Forget Me**. The **Terms and Use of Service** screen displays.

Email Product Information

Use the **Email this info** feature to send details regarding Mobile Expense for Ajera and your device's operating system via email, which is helpful when you need to provide your administrator or support with details about your application.

To email Deltek Ajera information:

1. On the menu bar, tap 

.
2. On **Settings**, in the **Product Information** section, tap **About Ajera**.
3. On **Deltek Ajera**, tap **Email this info**.

   It opens the default email application on your device with the following information:

   - Application Version
   - Operating System
   - Ajera Version
   - Touch Server Build

Appendix A: If You Need Assistance

If you need assistance installing, implementing, or using Deltek Mobile Expense for Ajera, Deltek makes a wealth of information and expertise readily available to you.

Customer Services

For over 30 years, Deltek has maintained close relationships with client firms, helping with their problems, listening to their needs, and getting to know their individual business environments. A full range of customer services has grown out of this close contact, including the following:

- Extensive self-support options through the Deltek Support Center.
- Phone and email support from Customer Care analysts
- Technical services
- Consulting services
- Custom programming
- Classroom, on-site, and Web-based training

Attention: Find out more about these and other services from the Deltek Support Center.

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:

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

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

Additional Documentation

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 Expense for Ajera Release Notes	This document contains a summary of the technical considerations, major features, and known issues of the application.
Deltek Mobile Expense for Ajera Installation Guide	This document contains instructions on how to install the application.

About Deltek

Better software means better projects. Deltek delivers software and information solutions that enable superior levels of project intelligence, management and collaboration. Our industry-focused expertise makes your projects successful and helps you achieve performance that maximizes productivity and revenue. www.deltek.com