

Deltek Touch Time for GovCon

User Guide

March 1, 2013

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Overview

Deltek Touch Time for GovCon, the touch screen version of the Web-based Time Collection module, enables you to enter, view, and submit timesheet information from your touch screen device.



The official name of the application is *Deltek Touch Time for GovCon*. This document only uses it at first mention. The succeeding instances of the application name display *Touch Time for GovCon*.

In addition, the application name in Google Play and Apple App Store displays *Touch Time for Deltek GovCon*.

Adding Custom Notes to This Guide

If you would like to add custom notes to this guide that are specific to your company, Adobe® Reader® X provides this ability. If you do not already use Adobe Reader X, you can download it [here](#) free from Adobe.

To add a custom note using Adobe Reader X, complete the following steps:

1. On the Reader toolbar, click **Comment** at far right.
2. In the **Annotations** pane that displays, click  **Sticky Note**. The cursor changes to match the button.
3. Position the cursor at the location in the guide where you want the note to appear, and click. A note icon is inserted at the location and a text box pops up.
4. Enter your information in the text box.
5. Continue adding notes as needed.
6. Save the document.



Deltek recommends that you save the document to a slightly different filename so as to keep the original from being overwritten.

When reading the document, place cursor over a note icon to see the information. Double-click a note icon to edit the information.

If You Need Assistance

If you need assistance installing, implementing, or using Touch Time for GovCon, Deltek makes a wealth of information and expertise readily available to you.

Customer Services

For over 20 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 Customer Care Connect Web portal.
- Phone and email support from Customer Care analysts
- Technical services
- Consulting services
- Custom programming
- Classroom, on-site, and Web-based training



Find out more about these and other services from the Customer Care Connect site.

Customer Care Connect Site

The Deltek Customer Care Connect site is a support Web portal for Deltek customers who purchase an Ongoing Support Plan (OSP).

The following are some of the many options you have at the Customer Care Connect site:

- Download the latest versions of your Deltek products
- Search Deltek's knowledge base
- Ask questions, exchange ideas, and share knowledge with other Deltek customers through the Deltek Connect Customer Forums
- Display or download product information, such as release notes, user guides, technical information, and white papers
- Submit a support case and check on its progress
- Transfer requested files to a Customer Care analyst
- Use Quick Chat to submit a question to a Customer Care analyst online
- Subscribe to Deltek communications about your Deltek products and services
- Receive alerts of new Deltek releases and hot fixes



If you need assistance using the Customer Care Connect site, the online help available on the site provides answers for most questions

Access Customer Care Connect

To access the Customer Care Connect site, complete the following steps:

1. Go to <http://support.deltek.com>.
2. Enter your Customer Care Connect **Username** and **Password**.
3. Click **Log In**.



If you do not have a username and password for the Customer Care Connect site, contact your firm's Deltek Touch Time for GovCon Administrator.

If you forget your username or password, you can click the **Account Assistance** button on the login screen for help.

Additional Documentation

The following table lists the additional 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 Customer Care Connect site.

Document Name	Description
Deltek Touch Time for GovCon 1.0 Release Notes	This document contains pre-installation information for the application, as well as information about new features and known issues.
Deltek Touch Time for GovCon 1.0 Technical Installation Guide	This document contains information on how to install the application on servers and mobile devices. It also contains information about the installation prerequisites.

Before You Begin

Before you begin using the Touch Time for GovCon application, it is important that you review the following information.

System Requirements

The following requirements must be met to run Touch Time for GovCon:

- You must install Deltek Time and Expense 9.0 with Service Pack 1 and Hot Fix Bundle 1. Install Deltek Time and Expense 9.0, then install Service Pack 1 to upgrade to 9.01.
- You must install Deltek Time and Expense 9.01 GA and Hot Fix Bundle 1.
- You must install TEES IIS on a server that runs Windows Server 2008 (64-bit) or Windows Server 2008 R2. Windows Server 2003 is no longer supported.
- If you are going to access Touch Time for GovCon from the Internet, open a port in your firewall to access the Touch Time virtual directory, which will be installed on the IIS server. Deltek recommends that you use HTTPS protocol in your production deployment.
- You must install Touch Time for GovCon on an IIS Web server. You can use existing IIS Web server, but not an embedded WebLogic Web server.
- Touch Time for GovCon supports native device browsers and mobile applications downloaded from the Goggle Play and Apple Appstores.



You access the application either by entering your organization's Touch Time for GovCon URL in the browser or installing the application from Google Play Store or Apple App Store.

Mobile Device Requirements

The Touch Time for GovCon application supports mobile devices that run on the following operating systems:

- Apple iOS 5 and higher
- Android 2.3.3 and higher (excluding 3.x)

Getting Started

Use the information in this section to log on to and log off from Touch Time for GovCon.

Log on to Touch Time for GovCon (Native Application)

1. Download Touch Time for Deltak GovCon from Google Play Store or Apple App Store.
2. Launch Touch Time for GovCon from your device. On your first login, it prompts you to accept Terms and Use of Service and Usage Statistics Tracking.
3. On your first login, enter your organization's Touch Time for GovCon URL using the format <https://<server>/deltaktouch/govcon/time/>, where <server> refers to the host name of your Deltak Touch server.
4. Tap **Connect**.
5. Tap the **Login ID**, **Password**, and **Domain** fields to enter the corresponding values.
6. Tap **Log in**.
7. On your first login, take one of the following actions (the availability of these options depend on company policy):
 - To create a PIN, enter a four-digit security PIN, then re-enter it to confirm. The next time you log in, use this PIN instead of your user name and password.
 - To skip PIN creation, tap **Skip PIN Setup**. You then have to enter your password when you access the application in the future. To enable PIN security for future use, you must set your PIN security.

When you log on, the current day's timesheet displays.

Log on to Touch Time for GovCon (Browser Version)

1. In your browser, enter the Touch Time for GovCon URL provided by your administrator, using the format <https://<server>/deltaktouch/govcon/time/>, where <servername> refers to the host name of your Deltak Touch server. On your first login, it prompts you to accept Terms and Use of Service and Usage Statistics Tracking
2. Tap the **Login ID**, **Password**, and **Domain** fields to enter the corresponding values.
3. Tap **Login**.
4. On your first login, take one of the following actions (the availability of these options depend on company policy):
 - To create a PIN, enter a four-digit security PIN, then re-enter it to confirm. The next time you log in, use this PIN instead of your user name and password.
 - To skip PIN creation, tap **Skip PIN Setup**. You then have to enter your password when you access the application in the future. To enable PIN security for future use, you must set your PIN security.

When you log on, the current day's timesheet displays.

Log off from Touch Time for GovCon

1. Tap **Settings**.

2. On the Settings screen, tap **Log out**.



If you do not want the application to remember your credentials and favorites, tap **Forget Me on this Device**. The Terms and Use of Service and Usage Statistics Tracking screens display.

Enter a PIN Instead of a Password

If your System Administrator has enabled the PIN feature, you can log on to Touch Time for GovCon using a PIN instead of a password. You must also set your PIN security. After you have established your PIN, you can also use it for other functions within Touch Time for GovCon, such as signing your timesheet.

Enable PIN Security

1. Tap **Settings**.
2. In the **Use PIN** field, tap the **On/Off** switch to set it to **On**. The PIN Setup screen displays.
3. Enter your preferred four-digit security PIN and then re-enter it to confirm.
4. This returns you to the Settings screen.

Reset PIN

You can reset your PIN on the Logon screen, provided that you have previously enabled PIN security.

1. Log out of the application.
2. On the Logon screen, tap **Reset PIN**. A message displays stating that you need to log on again using your **Login ID** and **Password**.
3. Tap **OK**.
4. Log on using your **Login ID** and **Password**.
5. Enter your new four-digit security PIN, then re-enter it to confirm.

Invalid Login Attempt

You will receive an “Invalid Login” message under the following conditions:

- You entered invalid **Login ID**, **Password/PIN**, or **Domain** information.
- Your password is inactive.
- You are using a PIN but changed your password in the Web version of Time & Expense and the existing PIN and new password have not yet synchronized.

Disable PIN Security

1. Tap **Settings**.
2. In the **Use PIN** field, tap the **On/Off** switch to set it to **Off**.

Change User and/or Domain

Use the logon screen to change user and/or domain.

Change Server

You can select a different server from the Login screen.

1. Tap **Settings**.
2. Tap **Log out**.
3. On the Login screen, tap **Server**.
4. Enter the server name in **Server URL**, then tap **Connect**.
5. Tap the **Login ID**, **Password**, and **Domain** fields to enter the corresponding values.
6. Tap **Log in**.



If you logged on using a PIN and you want to change servers, tap **Change User** on the PIN Entry screen after logging out. Accept Terms and Use of Service and Usage Statistics Tracking, then enter the new server URL.

Timesheets

Use the information in this section to create, edit, and submit timesheets.



If you are a new user, you may want to go to GovCon and copy the previous timesheet into the next timesheet before you use Touch Time. This way, you can start off with some projects in your first timesheet that you do on mobile, making the first time you use Touch Time more convenient.

Change Timesheet Period

1. Tap **Calendar**.
2. On the Calendar screen, tap the date for which you want to update or enter time.
3. The timesheet period that contains the date you selected displays on the Timesheet screen. By default, the Timesheet screen displays the date of your current timesheet.



To view periods/weeks for the previous month, tap <. To view periods/weeks for the next month, tap >.

View Timesheet

1. Tap **Timesheet**.
2. Swipe the calendar to select a date, or tap the date for which you want to view or enter hours.

Check Timesheet Status

The status of a selected timesheet and time period displays on **Timesheet** (below +). It determines which processing options are available to you.

- **Missing** – Indicates a missing timesheet for the selected period
- **Draft** – Timesheet is not yet submitted, or timesheet was reopened
- **Submitted** – Timesheet has been submitted but not yet approved by the supervisor
- **Approved** – Timesheet has been approved by all supervisors but has not been processed
- **Processed** – Timesheet has been successfully exported
- **Rejected** – Timesheet was submitted but was rejected by the supervisor



The timesheet status is **Closed** if the period is closed or if the timesheet is read only.

Enter Time on Timesheet (Quick Entry)

1. Tap the hour field of a selected line.

2. Scroll through the time picker, then tap a value.
3. Tap **Done**.
4. To edit more details, tap the project name or >.

Enter Time on Timesheet Line (Detailed Entry)

1. On **Timesheet**, tap anywhere on a timesheet line except the hour field. The Edit Charge screen displays with details for the selected line.
2. Tap the field that you want to update, then enter or tap appropriate values.
3. Tap **Done** to save the line.

Add a Charge to Your Timesheet

1. On **Timesheet**, tap **+**. The Charge Lookup screen displays.
2. Tap **All Charges** to search among all available charges. Tap **Favorites** to select a charge from your favorite charges.



By default, search is performed by project ID and only if you selected **All Charges**.

3. To perform a search using a search type other than project IDs, tap **Search Project ID** and select a search type.



Search types are user-defined fields and the labels may change depending on your company's preferences.

4. Enter a search string in the **Search String** field and perform the search.
5. Tap a charge. The Add Charge screen displays.
6. Enter values in the required fields in the Add Charge screen, then tap **Done**.
The charge is added to your timesheet.

Copy a Timesheet Charge

To copy a timesheet charge from the Timesheet screen:

1. Touch and hold the line until **Copy Charge** displays.
2. Tap **Copy Charge**. The new line displays below the original line.



To copy a timesheet charge from the Add Charge screen or Edit Charge screen, tap **Copy Timesheet Line**.

Delete a Timesheet Charge

To delete a timesheet charge from the Timesheet screen, perform any of the following:

- Swipe the timesheet charge and tap Delete

- Touch and hold the charge until **Delete Charge** displays, then tap **Delete Charge**.
- Tap the charge, then tap **Remove from Timesheet** on the Edit Charge screen.



Please note that you cannot remove a timesheet line from the timesheet if the timesheet line was saved previously. In this case, the system zeroes out the hours. This behavior is due to audit constraints.

Submit Timesheet

1. Confirm the hours and charge codes on your timesheet are correct.
2. Tap **Submit**.
3. Enter your password. If PIN security is set up, enter your PIN.
4. Tap **Done**.

Revise a Submitted Timesheet

1. On **Timesheet**, perform the necessary revisions. You can modify hour values, delete charges, add charges, and modify charge details.
2. Tap **Save**.
3. On the Revision Explanation screen, enter your explanation for the revision that you made in the **Explanation** field.
4. Tap **Done**. The timesheet reverts to **Draft** status.
5. Tap **Submit**.
6. Enter your password, then tap **Done**.

Add a Charge to Favorites

1. On **Timesheet**, tap **+**. The Charge Lookup screen displays.
2. Tap **All Charges**.
By default, search is performed by project ID.
3. To perform a search using a search type other than project IDs, tap **Search Project ID** and select a search type.



Search types are user-defined fields and the labels may change depending on your company's preferences.

4. Enter a search string in the **Search String** field and perform the search.
5. Tap the charge that you want to add to **Favorites**.
6. Tap the **ON/OFF** switch in the **Favorite** field to set it to **ON**.

Remove a Charge from Favorites

1. On **Timesheet**, swipe Tap **+**.
2. On the Lookup screen, tap **Favorites**.

3. Tap the charge that you want to remove from Favorites.
4. Tap the **ON/OFF** switch in the **Favorite** field to set it to **OFF**.

View Timesheet Summary

1. Tap **Summary** to view the timesheet summary or to submit your timesheet.
 - **Day** – This option displays the hours you submitted for each day of the selected timesheet, including overtime charges, if any exist. It also displays the status of the timesheet and the total hours.

Tapping a date in the Day view displays the timesheet for that date, where you can make the necessary revisions, if there are any.
 - **Week** – This option displays the total number of hours you submitted for the selected timesheet, including overtime charges, if any exist. It also displays the status of the timesheet.
 - **Charge** – This option displays the hours per charge that you submitted for the selected timesheet, including overtime charges, if any exist. It also displays the status of the timesheet and the total hours.
 - **Pay Type** – This option displays the hours per pay type that you submitted for the selected timesheet. It also displays the status of the timesheet and the total hours.



From the Summary screen, you can tap a date to display the timesheet for that date. You can then make revisions to the timesheet as needed.

Add/Edit Charge Screen

The Add Charge screen displays when you tap a charge on the Charge Lookup screen. The Edit Charge screen displays when you tap an existing charge on the timesheet. Use the Add/Edit Charge screen to perform detailed timesheet entry.

- **Hours** – Tap this field to enter the hour value using the time picker.
- **Hour Comments** – Tap this field to enter your comments.
- **Favorite** – Tap the **ON/OFF** switch to set it to **ON** to automatically add the selected charge to **Favorites**.
- **Autopopulate** – Tap the **ON/OFF** switch to set it to **ON** to automatically add the selected charge to your timesheets.
- **Remove from Timesheet** – Tap this to remove the selected charge from your timesheet.



The rest of the fields on this screen are user-defined fields. Their labels may change depending on your company's preferences.

View Audit Information

Click Audit on the screen to view audit information for the selected timesheet.

- **Status** – This tab displays the signature and approval details (approver and date of approval) for the current revision.

- **Revision** – This tab displays the explanation for the revisions made to the timesheet, if there are any.
- **Save/Sign Warnings** – This tab displays the warnings the user received when saving and/or submitting the timesheet.

Reopen Timesheet

You can only reopen a timesheet if you have the rights to do so. You can do this on the **Calendar** or **Summary** screen.

Settings

Configure Touch Time for GovCon Settings

Use the Settings screen to set up user options. Tap **Settings** to display this screen.

- **User ID** — This field displays the user ID of the user currently logged on to the application.
- **Domain** — This field displays the domain name.
- **Use PIN** — This option is available if the administrator enabled PIN security for the application.



For more information, see [Enable PIN Security](#).

- **Usage Tracking** — Slide to turn on or off usage tracking using Google Analytics. Setting it to **ON** tracks the number of times you access Touch Time for GovCon and submit a timesheet through the application.
- **Mobile Hours Increment** – Use this option to set how the hours will increment. For example, selecting **Quarter** enables you to enter hours in 15-minute increments. Your options are **Whole**, **Quarter**, and **Half**. If you selected an option that is not compatible with your Timesheet Class, the application will use the hour increment specified in your Timesheet Class.
- **Display Non-work Days** — Tap the **ON/OFF** switch to set it to **ON** to display non-work days (weekends and holidays).
- **Default Add to Favorites** — Tap the **ON/OFF** switch to set it to **ON** to automatically add new charges to **Favorites**.
- **Default Auto Populate** — Tap the **ON/OFF** switch to set it to **ON** to automatically add a new charge to your timesheet. When you set this option to **ON**, the **Autopopulate** option on the Add or Edit charge screen is set to **ON** by default.
- **Timesheet Line Sort** — Use this option to sort the charges on your timesheet by **Line number**, **Charge ID**, or **Charge description**. Changes made to the sorting order are applied when you save the timesheet.
- **Time Zone** – This field displays the selected time zone.
- **Version** – This field displays the application version number.
- **Help** – Tap to launch the online help.
- **Privacy Policy** – Tap to view the Legal Notices and Privacy Statement information page of Deltek.
- **About** – Tap to view the device and operating system information. You can also send the same information to an email address by tapping **Email Info**. This information may be requested by Deltek support if you have an issue with the application.
- **Log Out** – Tap this to log off.
- **Forget Me on this Device** – Tap this to delete your account information from the device. If you select this option, you need to accept the license agreement and enter your account information, such as user ID and domain, the next time you log on to Touch Time for GovCon.



Deltek is the leading global provider of enterprise software and information solutions for professional services firms, government contractors, and government agencies. For decades, we have delivered actionable insight that empowers our customers to unlock their business potential. Over 14,000 organizations and 1.8 million users in approximately 80 countries around the world rely on Deltek to research and identify opportunities, win new business, optimize resource, streamline operations, and deliver more profitable projects. Deltek – Know more. Do more.®

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