

# Deltek Mobile Time User Options

## Quick Reference Card

[www.deltek.com](http://www.deltek.com)

### Overview

The Options screen is where you set Deltek Mobile Time preferences. Click Options on the menu from any screen to open the Options screen.



### Step 1: Default View

This option controls the number of Charge ID/Description lines that displays on the Timesheet screen. Click the space bar to select either 3 or 6 lines.

### Step 2: Status Scroll Bar Speed

This option controls the scroll speed of the timesheet Status bar. Click the space bar to select either Fast, Slow, or Medium.

### Step 3: Timesheet Line Sort

This option sets the order of rows on the timesheet. Click the space bar to select either Project ID, Project Description, or Line Number..

### Step 4: Display Non Work Days

Select this box to display non-work days (weekends and holidays).

### Step 5: Default Auto Populate

Select this box to automatically add a new charge to your timesheet. When you select this box, the Auto Populate check box on the Add or Edit charge screen is selected by default.

### Step 6: Default Add To Favorites

Select this box to automatically add new charges to Favorites.

### Step 7: Hour Entry by Menu

This option enables the Enter Hours menu. To enable the menu option, click your space bar to select Tenth, Quarter, Half, or Whole hour increments (the hour increments available for selection depend on your company's configuration settings). To disable the option, select Disabled.

# Deltek Mobile Time User Options Quick Reference Card (cont.)

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## Step 8: Security Answer

This option displays only if configuration settings allow employees to reset their passwords. In the event you forget your password, you are allowed to reset it if you correctly answer the security question. Enter the answer to the security question in this field.

## Step 9: Display Pending Tasks

Select this box to display the Pending Tasks screen after you log on.

## Step 10: Scroll Days

Select this option if you want to move between days of the timesheet period when scrolling vertically. For example, if you are vertically scrolling through charges for Monday and scroll past the last charge, the timesheet automatically moves to the next day, or if you scroll past the first charge, the timesheet moves to previous day. If you are using a trackball device, you may prefer to leave this option disabled (clear), because you can scroll between days by rolling the trackball horizontally. If you are using a trackwheel device, select this option to vertically scroll between days, or leave the option disabled and use the keyboard shortcuts.

## Step 11: Use Charge Defaults

Select this option to bypass the Add Charge screen when the charge you have selected is valid and complete. If you do not select this option, the Add Charge screen opens automatically when you select a charge, where you can edit the charge if desired before it is added to your timesheet.

## Step 12: PIN

This field displays if your system administrator has configured Deltek Mobile Time to allow logon using a Personal Identification Number (PIN) instead of a password. Enter a four digit (PIN) to use in place of your system password. The PIN is valid only for Deltek Mobile Time. Once you have established your PIN, you can also use it for other functions within Deltek Mobile Time, such as signing your timesheet. If you change your password in the Time & Expense with ESS, you may be required to use the password to log on to Mobile Time if the PIN and password have not yet synchronized.

