

Deltek Ajera Time & Expense 4.0

Release Notes

April 22, 2026



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This edition published April 2026.

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Overview

Welcome to Ajera Time & Expense 4.0 Release Notes. These release notes contain a summary of the following:

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

Pre-Installation Information

Before you begin the installation of Ajera Time & Expense, it is important to understand the information discussed in this section.

Technical Considerations

- Ajera Time & Expense supports mobile devices that run on Apple iOS 17.0 or higher and Android 13.0 or higher.
- Ajera Time & Expense requires that Ajera is accessible to your mobile device either over the Internet or via a private network to which your device is connected.
- Ajera Time & Expense works with Ajera 10.30.06 or higher.
- Ajera Time & Expense requires Secure Sockets Layer (SSL)/Transport Layer Security (TLS) to access the Touch Server.
- You must install Ajera Time & Expense on an IIS server that is installed on Microsoft Windows Server 2016, Microsoft Windows Server 2019, or Microsoft Windows Server 2022.
- Ajera Time & Expense installer installs PHP 8.4.19 in this release.
- Ajera Time & Expense supports applications from Apple App Store and Google Play.

New Features and Enhancements

This section includes summaries of the new features and enhancements included for this release.

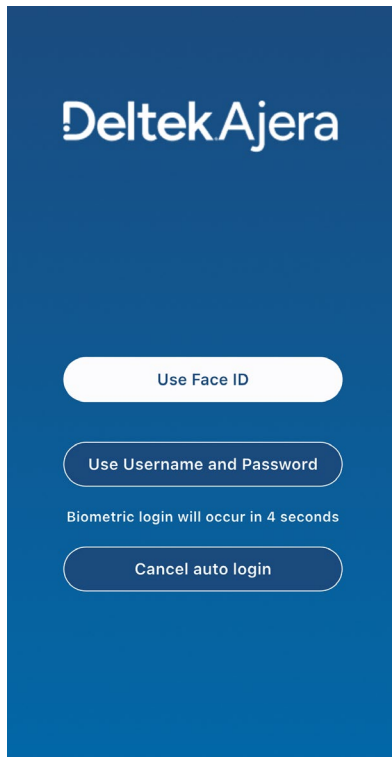
Introducing Ajera Time & Expense

Mobile Expense for Ajera is now called **Ajera Time & Expense**, reflecting the addition of timesheet functionality in addition to its existing expense features, accompanied by an updated branding. You can now track and submit both your timesheet and expenses all in one mobile application.



Faster Login with Auto-Biometric Countdown

If you have biometric login enabled, Ajera Time & Expense now automatically initiates biometric authentication a few seconds after you open the application — so you can get in faster without having to tap anything.



When you open the application with biometric login enabled, a **4-second countdown** and the message *"Biometric login will occur in 4 seconds."* appear. After four seconds, authentication starts automatically and successful login takes you to the home screen.

You do not have to wait for the countdown to finish; several options are available at any time:

- Tap **Cancel auto login** to stop the countdown and choose your preferred login method manually.
- Tap **Use Fingerprint** or **Use Face ID** to skip the countdown and trigger biometric authentication immediately.
- Tap **Use username and password** to go directly to the credential login screen.
- Switch to another app or minimize Ajera Time & Expense to permanently cancel the countdown — when you return, you will need to select a login method manually.

Note: Once the countdown is cancelled by any of the above actions, it will not restart even if you stay on the login screen. This keeps unexpected authentication prompts from interrupting your workflow.

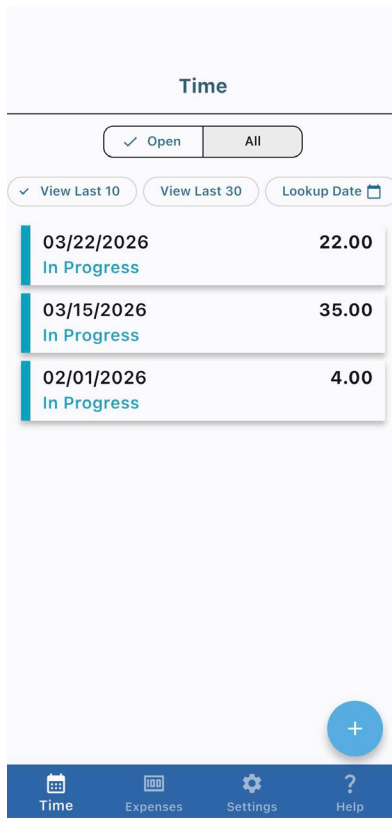
If you manually log out, the auto-biometric countdown will not display on the next login screen. You need to select your preferred login method manually. This prevents an automatic biometric prompt from triggering after an intentional logout.

Timesheet Feature

You can now access, create, update, and submit timesheets directly via the mobile application to ensure accurate and timely reporting. The menu bar features a newly added **Time** option, which, when selected, displays the **Time** screen.

Time Screen

This serves as your main location for accessing and managing your timesheets. It allows you to review your timesheet history, check status, and create new entries.



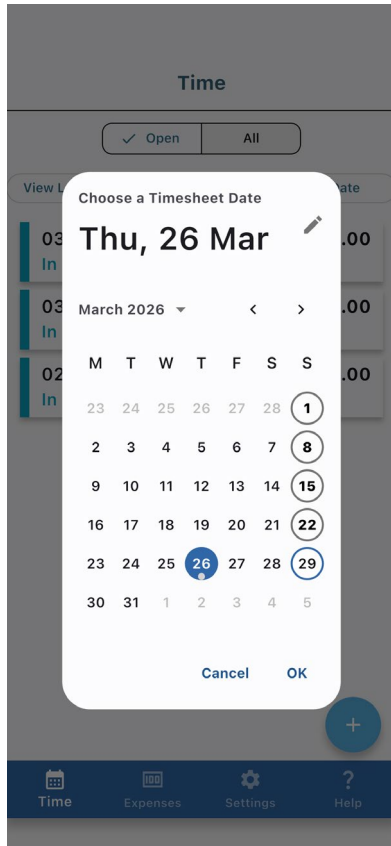
Timesheet Filtering and Lookup Date

The **Time** screen lets you choose between displaying only open (unsubmitted or rejected) timesheets or all timesheets by tapping the Open or All tab. You can also quickly review your recent timesheets using these options:

- **View Last 10:** Displays your timesheet from the last 10 weeks. This is the default setting.
- **View Last 30:** Displays your timesheet from the last 30 weeks, including today.
- **Lookup Date:** Brings up a calendar for the current month so you can search for timesheets by specific dates. Valid timesheet end dates are marked with a circle at the start of each week.

Enhanced Calendar Day Picker

The updated calendar day picker lets you select valid timesheet dates by tapping a date on the calendar or using the edit (pencil) icon to enter the date manually. Timesheet end dates are highlighted with circles; **Submitted** timesheets in blue and **Approved** in green.



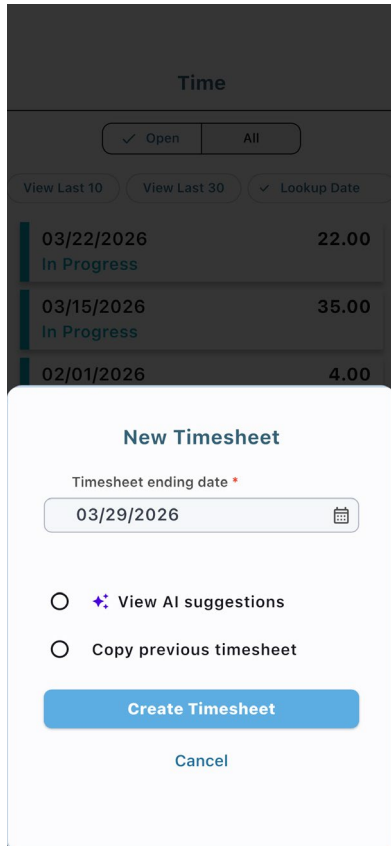
Tap a date and then tap **OK** to create or view your timesheet or change the date if needed before proceeding. You can also access the calendar from the **Lookup Date** tab, which opens the same picker to help you find specific timesheets.

Status Indicator

Each timesheet displays a color-coded status indicator on the left side, so you instantly see which timesheets are **In Progress** (teal), **Submitted** (blue), **Rejected** (orange), or **Approved** (green) or Supervisor Approved (green). The list displays the date range and total hours for each entry, making it easy to track your time submissions immediately.

Adding New Timesheets

With Ajera Time & Expense, you have three different ways to add a new timesheet. To begin, tap the split Floating Action Button (FAB) on the **Timesheet List** screen and tap **Create Timesheet**.



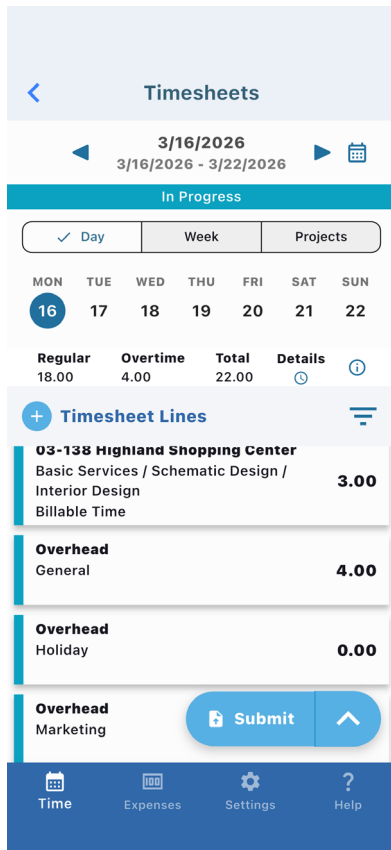
You will then be able to choose from the following options:

Option	Description
View AI suggestions	<p>Select this option to have the application suggest projects based on your activity from the past three weeks.</p> <p>The application prioritizes your most recent and frequently used projects, enabling quick selection. You can search through these suggestions, filter them, pick multiple projects at once, or tap Select All on the AI Suggestions screen. When finished, tap Create Timesheet to add them to your timesheet with the hours set to 0.00 for you to complete later.</p> <p>Each suggestion includes project number and name, phase and activity codes, frequency of use, and the last date you accessed it.</p>

Option	Description
	<p>Tap the sparkle icon to understand how the confidence score was determined.</p> <p>Note: If you are using the feature for the first time or lack sufficient history, you will receive a prompt advising you to either copy a previous timesheet or manually add projects.</p>
<p>Copy previous timesheet</p>	<p>Select this option to duplicate an existing timesheet's project lines.</p> <p>Select or enter a source timesheet using the Copy From Date field. It defaults to your most recent timesheet. All project lines will be carried over with hours reset to 0.00.</p> <p>Alternatively, you may copy a timesheet by swiping left on the desired entry.</p>
<p><i>Start from scratch</i></p>	<p>If you prefer starting fresh, select neither option to create a blank timesheet. The new timesheet opens with a status of In Progress, and any company-designated overhead lines (like Vacation, Holiday, or General) may display automatically.</p>

Timesheets Screen

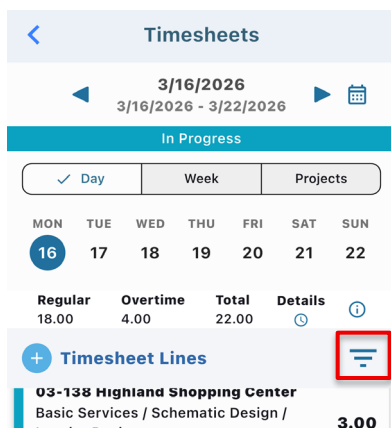
Tapping a timesheet on the **Time** screen displays the **Timesheets** screen. You can switch between Day, Week, and Projects views using the tabs at the top, and the bottom navigation bar keeps Time, Expenses, Settings, and Help within easy reach.



Filter Timesheet Lines

You can filter your timesheet entries to focus only on rows where hours have been entered. This is available in Day, Week, and Projects views.

To apply filters, tap the filter icon in the top-right corner of any timesheet view.



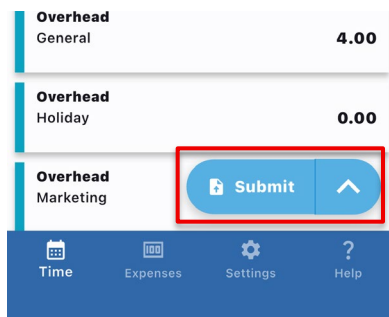
A panel slides up with the following options:

- **Projects with time entries** – Displays project rows with hours entered.
- **Overhead with time entries** – Displays overhead rows with hours entered.

When you select both options and click **Apply Filters**, only rows with hours display. When both are cleared, all rows are displayed regardless of whether time has been entered.

Submit and Help

The **Submit** button with the expandable up arrow button sits at the bottom of the screen. Tapping the up arrow displays the **Help** menu.



Calendar Table View

This calendar view allows you to easily navigate between dates when viewing your timesheets by Day. Each screen displays a single week, allowing you to easily review your recorded hours during that period.

The grid format makes it easy to see your timesheet week, highlights the current selection, and helps you find specific days for timesheet entry. Tap any date in the calendar grid to instantly switch to that day's entries.

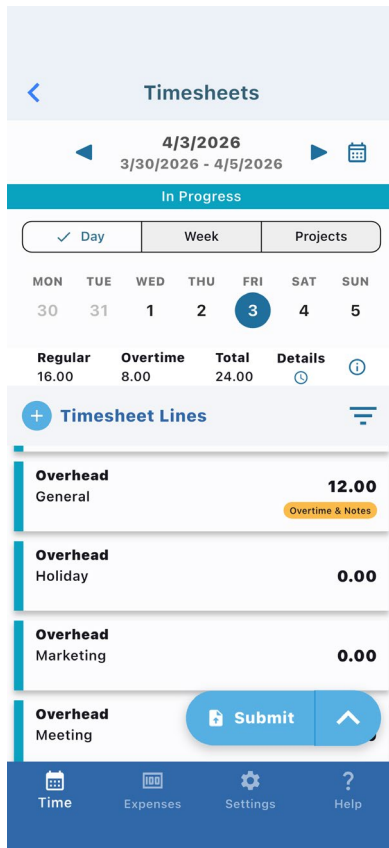
- As you select dates, related timesheet details update instantly.
- As you move through the week, the calendar keeps your selected day highlighted, and your time entries update immediately below. This makes it easy to review your entire week day-by-day or quickly jump to a specific date you need to update.
- You can navigate between weeks using forward and back buttons or jump to a specific week with the calendar picker. Add new entries, duplicate existing ones, or delete entries directly from the weekly view.

You also have the option to select date using the calendar day picker.

View Timesheets by Day

The daily timesheet view displays all your time entries for one day. At the top, you see your timesheet status (**Open**, **In Progress**, **Submitted**, or **Approved**) and the week's date range, with arrows and a calendar icon for quick navigation. The day picker highlights the current day within the week. An information bar displays your daily hours by category (Regular, Overtime, and Total).

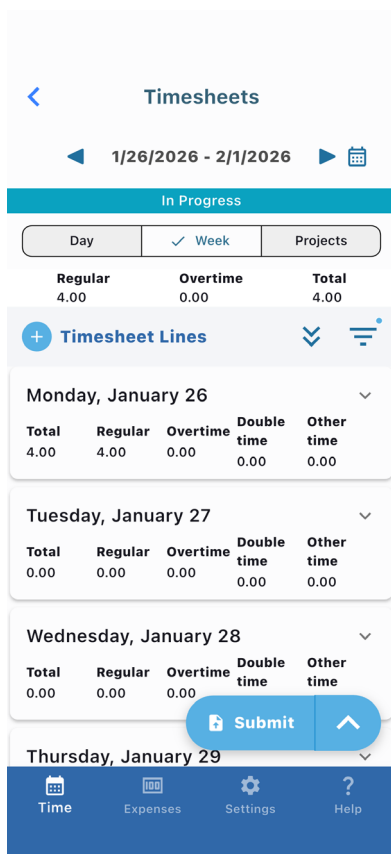
Below, each entry lists project details and hours worked. In addition, the ⓘ (Information) icon provides a breakdown of your time (Regular and Overtime hours) and an indicator shows if the line includes overtime or notes.



How to access: Tap a timesheet on the **Time** screen and then tap the Day tab to view your daily time entries on the **Timesheets** screen.

View Timesheets by Week

The weekly timesheet view displays all your time entries for the week. At the top, you see your timesheet status and the date range for the current week. It displays time entries organized by day of the week, where the displayed dates are based on your company's **Week Starts On** preference. You can navigate between weeks using the back and next arrow buttons or tap the calendar icon to jump directly to any week you need to review or edit.



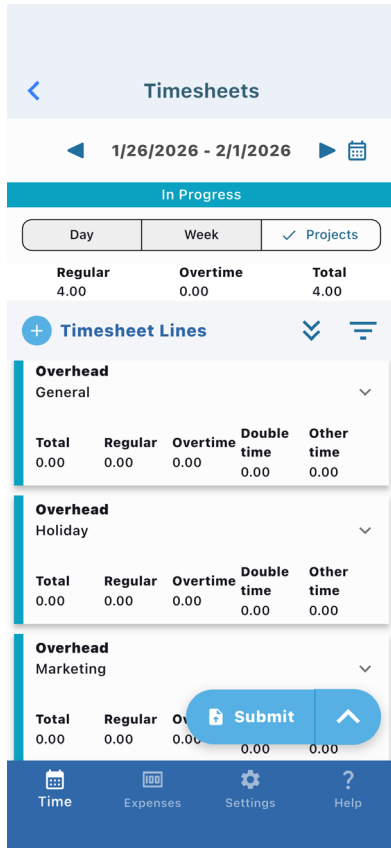
You can collapse and expand the daily section. It displays the daily and weekly totals and supports multiple pay type sections per entry (such as **Regular**, **Overtime** and other premium time). In addition, the search and filter icons let you quickly find specific projects or entries across your entire week.

How to access: Tap a timesheet on the **Time** screen and then tap the Week tab to view your weekly time entries organized by day on the **Timesheets** screen.

View Timesheets by Project

The project-based timesheet view organizes entries by project rather than by individual day, providing a clear overview of the hours allocated to each project throughout the week. The top section of the interface displays the current timesheet status along with the date range for the week. You can navigate between weeks using the back and next arrow buttons or select the calendar icon to access a specific week directly.

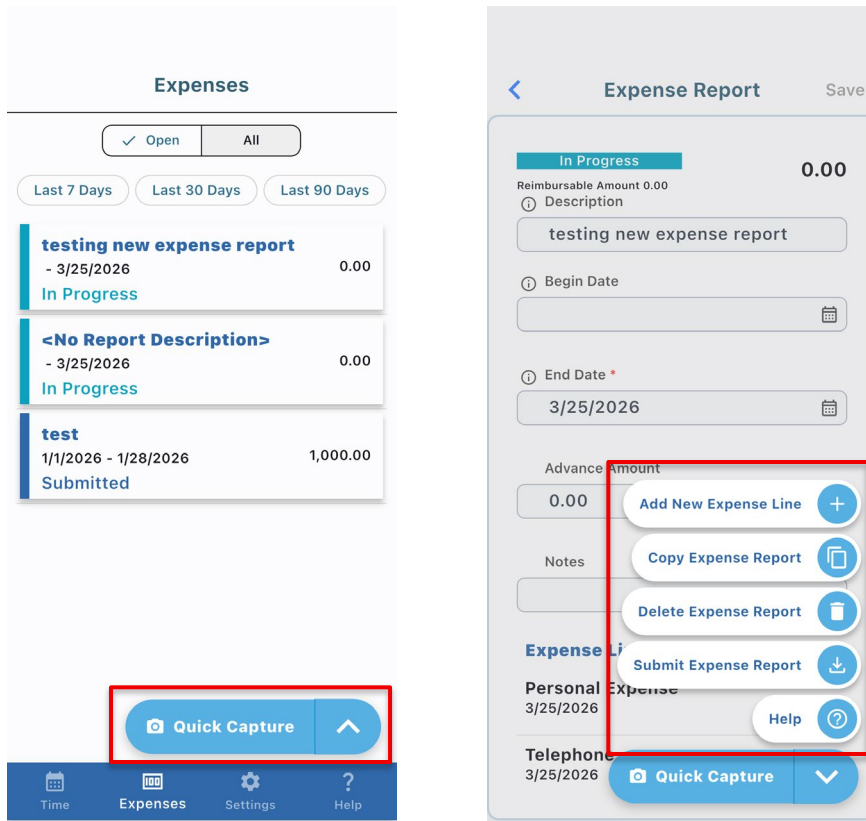
The hours summary bar presents totals for **Regular**, **Overtime** and **Total** hours worked across all projects for the week.



How to access: Tap a timesheet on the **Time** screen and then tap the Project tab to view your time entries organized by project on the **Timesheets** screen.

Split Floating Action Button (FAB)

This release introduces updates to the Floating Action Button (FAB). The mobile application now implements split FAB on both the **Time** and **Expense** screens.



It features a redesigned icon and a split expandable button, with one section dedicated to primary action and another for secondary options that display when expanded. These improvements help you quickly access frequent tasks like submitting, while keeping less common actions, such as adding a new expense report, easy to find without overwhelming the interface.

- For **Time**, the split FAB makes it easy to submit your timesheet with a single tap and offers additional functionalities via an expandable menu.

The main **Submit** button lets you quickly send in your timesheet, while the expandable section—marked by a drop-down arrow—shows extra options such as **Delete**, **Duplicate**, and other submission-related features when tapped.

- For **Expenses**, you can quickly create a new expense report by selecting it from the expandable menu. Additional options display on the **Expenses Report screen**, including **Add New Expense Line**, **Copy Expense Report**, **Delete Expense Report**, **Submit Expense Report**, and **Help**.

Adding Time

Ajera Time & Expense allows you to add time entries for a single day to either project work or overhead activities.

When you tap + **Timesheet Lines** on **Timesheets**, the **Add Time** screen displays.

The image shows two versions of the 'Add Time' screen. The left version is for a 'Project' and the right version is for 'Z-Overhead 2'. Both screens feature a calendar for the week of 9-15. The 'Project' screen has a 'Type' dropdown menu. The 'Z-Overhead 2' screen has dropdown menus for 'Project', 'Phase Description', 'Activity', 'Employee Type', and a 'Regular' input field.

Note: The date you previously selected is pre-filled, but you can select a different day from the week or navigate to another week if needed.

Field	Description
Type	<p>Use this field to enter the item type— either Project or one of the Overhead items (such as Holiday, Meeting, Paid Medical Leave, Sick, and Vacation).</p> <ul style="list-style-type: none"> If you select Project, you need to select your Project, Phase, and Activity in sequence. Each list is filtered to display only what is available and assigned to you.

Field	Description
	<ul style="list-style-type: none"> If you select an Overhead item, you do not need to enter Project, Phase, and Activity when adding or editing time, as these overhead items have been pre-configured by administrators in Ajera.
Employee Type	<p>This field only displays if your company has the Allow Changes to Employee Type preference enabled in Ajera.</p> <p>You can select a different Employee Type when adding or editing a timesheet entry, ensuring your hours are billed at the correct rate for the work you performed.</p> <p>It defaults to your assigned employee type but can be changed by tapping the field to open the Employee Type screen.</p>
<i>Time</i>	<p>After you select your project or overhead category, enter your time details by pay type.</p> <p>The following fields display based on your company's settings:</p> <ul style="list-style-type: none"> Regular Time: Always available Overtime: Only displays if activated by your company Double Time: Only displays if activated by your company Other Time: Only displays if activated by your company <p>Enter in decimal format (for example, 1.50, 0.25).</p> <p>The total hours entered across all pay types for a single entry cannot exceed 24 hours, and your total hours for the day across all entries cannot exceed 24 hours.</p>
Tax-Exempt Overtime	<p>Select this checkbox to mark your Overtime, Double Time, or Other Time hours as FLSA-compliant.</p> <p>Selecting it tells the system to apply tax-exempt treatment to the overtime premium portion of those hours in line with 2025 One Big Beautiful Bill Act's (OBBBA) requirements.</p>
<i>Notes</i>	<p>Each time field has its corresponding note field. You can enter up to 500 characters.</p> <p>This is only required if your selected project or phase has the Require Notes setting enabled</p>

Field	Description
Save	Tap this button to save your entry. It is saved to your timesheet and displays in the daily summary for the selected date.

Editing Time

You can tap on any existing time entry in your timesheet day or week view to make corrections or updates. Tap any time entry in your day view to open the **Edit Time** screen.

The screenshot shows the 'Edit Time' screen. At the top, there are 'Edit Time' and 'Close' buttons. Below that, the overhead type is 'Overhead General'. A calendar shows the date '3' selected. The form contains the following fields:

- General** (locked icon)
- Regular: 0.00
- Regular Notes: [Text input field]
- Overtime: 0.00
- Tax-exempt overtime:
- Overtime Notes: [Text input field]
- Double time: 0.00
- Tax-exempt overtime:
- Double time Notes: [Text input field]

All your existing details (overhead type, hours, pay types, and notes) are pre-populated and ready for you to update. The fields displayed are identical to those on the **Add Time** screen, but the **Type** field is read-only.

When Editing Is Restricted

To protect data integrity, some entries cannot be edited. A message displays explaining why if any of the following apply:

- The entry has already been **billed** or **paid**.
- The timesheet has been **approved**.

You can still edit entries on timesheets that have been submitted but not yet approved.

Your timesheet's daily and weekly totals update automatically as soon as you save, so your records always stay current. Any validation issues (such as missing hours) are flagged inline so you can correct them before saving.

Timesheet Editing Rules

Depending on the status of your timesheet or the status of individual entries within it, different editing options are available to you. Here is what you can and cannot do at each stage.

Submitted Timesheets

Once your timesheet has been submitted, most fields are locked and cannot be changed. However, you can still edit the **Notes** field on any existing entry. You cannot add new timesheet rows while the timesheet is in a submitted state.

Approved Timesheets

Once your timesheet has been approved, the same restrictions apply, all fields are locked except **Notes**, which remains editable. The **Add Time** option is disabled or hidden to prevent new entries from being added.

Billed and Paid Entries

Some entries may be locked at the individual entry level, regardless of your timesheet's overall status. If a specific entry has been **billed** or **paid**, all fields on that entry are locked except **Notes**. Other entries on the same timesheet that have not been billed or paid will continue to follow the rules of the timesheet's current status — **Submitted**, **Approved**, or **In Progress**.

How Locks Work Together

When a timesheet contains a mix of entry types, Ajera Time & Expense evaluates each entry independently. Entry-level locks (such as Billed and Paid) always take precedence over the timesheet's overall status, and the most restrictive lock always applies. This means a billed entry on an In Progress timesheet is still locked, while other entries on that same timesheet remain editable.

Note: Locked fields appear grayed out so you can quickly tell what is and is not editable. The **Notes** field always display active and editable regardless of lock state. Your timesheet's Submitted or Approved status is also clearly displayed so you always know where things stand.

Copying a Timesheet

To quickly log time for multiple phases of a project, swipe left on a timesheet row and tap **Copy** to duplicate it without reselecting details.

The **Copy** option only displays when all of the following conditions are met:

- The row is a **Project time** row; overhead rows cannot be copied.
- The timesheet status is **Open, In Progress, or Rejected**.
- The time entry has not been billed or paid.
- The source project and phase have a status of **Active, Preliminary, Marketing, or Billing Hold**.

The copied line displays at the bottom of the list, inheriting the project details such as **Project, Phase, Activity, and Employee Type**.

Daily Details

If your company tracks daily timesheet details, you can record your day's start and end times, work location, notes, and break information directly from your mobile application using **Daily Details** screen.

When **Daily Details** is enabled for your account, a **Details** clock icon displays in the timesheet Day view summary row.



Regular	Overtime	Total	Details	
4.00	0.00	4.00		

Tap it to open the **Daily Details** screen for that day. Your timesheet saves automatically when you navigate to the screen.

< **Daily Details** Done

Monday
1/26/2026 ▶

In Progress

Day Total 4.00

Day Start Time: 09:00 AM 🕒
 Day End Time: 05:00 PM 🕒

Work Location: office, home

Notes: testing

Break Details ⓘ

Number of Meal Breaks: 2

Meal Break 1: 45
 Meal Break 2: 45

Opt Out
 Opt Out

Field	Description
Day Start and End Times	Enter times directly using your keypad or tap the clock icon to use the scroll picker
Work Location	You have the option to enter one or more locations.
Notes	You have the option to enter any additional details
Break Details	Enter your meal and rest breaks in minutes. <ul style="list-style-type: none"> ▪ Meal Break: Select up to two meal breaks; for each, enter the duration in minutes or select Opt-Out (if you want to opt out for the selected break). ▪ Rest Break: Select up to three rest breaks; for each, enter the duration in minutes or select Opt-Out.

Note: From the **Daily Details** screen, you can navigate forward and backward between days within the same timesheet period without returning to the main timesheet view.

You cannot submit your timesheet if any meal or rest break entry is incomplete, meaning a break count was selected but no duration was entered and **Opt Out** was not selected. A warning message prompts you to return to **Daily Details** to resolve any incomplete entries before submitting them again.

Note: Days where you have not opened **Daily Details** or have not selected any breaks are not considered incomplete and will not block submission.

Daily Statistics

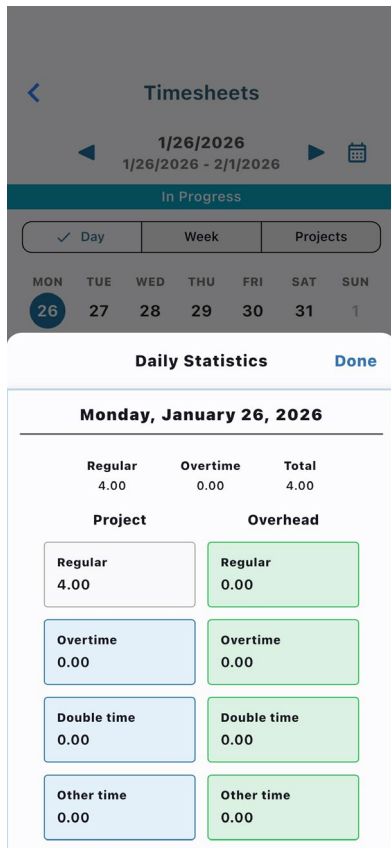
You can get a quick breakdown of how your time is distributed for any given day right from the **Timesheets** Day view without having to scroll through individual entries.

Tap the ⓘ (Information) icon next to **Details** in your Day view summary row.

Regular	Overtime	Total	Details	ⓘ
4.00	0.00	4.00	🕒	ⓘ

A Daily Statistics modal slides up from the bottom of the screen, displaying a summary of your hours for the currently selected day. The modal is available regardless of your timesheet status.

Note: The Daily Statistics modal is read-only. The displayed hours reflect the total of all entries for the selected day, regardless of individual entry lock status. Hours are listed by pay type, including Regular time and any additional pay types enabled by your company (such as Overtime, Double Time, or other premium time.).



Field	Description
Day and Date	The modal displays the selected day's date at the top followed by a breakdown of your hours organized into two columns (Project and Overhead).
Project	Displays hours logged against project time entries.
Overhead	Displays hours logged against overhead time entries.

Both **Project** and **Overhead** are always displayed, even if no hours exist for a particular category, giving you a complete picture at a glance.

Note: The statistics displayed always correspond to the day currently selected in your Day view. To view a different day's summary, change the selected day and tap the icon again.

Tap **Done** or anywhere outside the modal to dismiss it.

Submitting Your Timesheet

When your timesheet is ready, tap **Submit** on the **Timesheets** screen to send it for approval.

Click to Certify

If your company has **Click to Certify** enabled, a certification message displays when you tap **Submit**. You must accept the message to complete the submission. This confirms that the time you entered is accurate and is recorded on your timesheet accordingly.

Unsubmitting a Timesheet

You can unsubmit a timesheet that has been submitted but not yet approved, giving you the flexibility to make corrections before submitting it again.

To unsubmit a timesheet:

1. On the **Time** screen, tap a submitted timesheet.
2. On the **Timesheets** screen, tap the **Unsubmit** button in the bottom-right corner of the screen.

After tapping **Unsubmit**:

- Your timesheet status changes from **Submitted** to **In Progress**.
- All unlocked entries become editable and ready for corrections.
- The **Unsubmit** button changes to **Submit**.
- The certification record is also cleared (for users with **Click to Certify** enabled).
- Each time you resubmit, the **Click to Certify** prompt displays again so you can verify your time is accurate.

Note: Entries that have been billed or paid remain locked and cannot be edited regardless of the timesheet status. In addition, the **Unsubmit** button only displays on timesheets with a Submitted status. It is not available for timesheets that are Approved, In Progress, or Rejected.

Viewing and Correcting Rejected Time Entries

If a manager rejects one or more of your time entries, you can view exactly which days were rejected, understand why, make your corrections, and resubmit. Rejected entries are clearly flagged with orange:

- An **orange warning indicator** displays on the specific calendar day numbers that have been rejected in your timesheet week view.
- An **orange alert icon** displays on any timesheet line item that contains a rejected day.
- If multiple days on the same line are rejected, each affected day displays its own **orange calendar indicator**.

- If multiple lines share a rejection on the same calendar day, that day's indicator remains visible until all rejections on it are resolved.

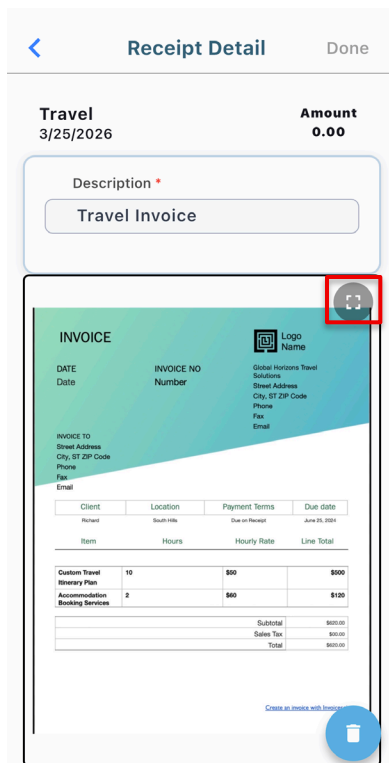
On **Timesheets**, a **Rejected** status displays at the timesheet level when a Project Manager manager has rejected time. The rejections made by a Project Manager do not change the timesheet-level status in the list, but orange indicators will still display within the timesheet to guide you to the affected entries.

Resubmitting Your Timesheet

After correcting all rejected days, you will need to manually resubmit your timesheet. The timesheet-level **Rejected** status remains in place until every rejected day has been corrected and the timesheet is resubmitted.

Full-Screen Viewing for Images and PDFs on Expenses

You can now open images and PDFs in a dedicated full-screen view, making it easier to review documents, invoices, contracts, and other content without straining to see details in a smaller inline viewer.



When full-screen viewing is enabled on a supported screen, a **full-screen button** displays in the top-right corner of the image or PDF viewer. Tap it to expand the content to a full-screen view with a clean black background for maximum visibility. When you are done, tap the button again to return to the **Receipt Detail** screen.

Software Issues Resolved

There are no software issues resolved in this release.

Database Changes

There are no changes to the database 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 Deltek Support Services 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 Deltek Support Services 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 Ajera Time & Expense 4.0 Installation Guide	This document provides instructions for the installation and configuration of the mobile application.