

Deltek Ajera Time & Expense 4.1

Installation Guide

August 21, 2026



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This edition published August 2026.

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Overview

Ajera Time & Expense integrates with Ajera, a project-based accounting system, and allows you to view, enter, update, and submit timesheets and expense reports from anywhere at any time using your touch screen device and synchronize that data to the Ajera database.

This document provides instructions for the installation and configuration of the Ajera Time & Expense.

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:

1. On the Reader toolbar, click **Comment** at the 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.

Note: 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, cursor over a note icon to see the information. Double-click a note icon to edit the information.

Downloading Deltek Products using Deltek Software Manager

You can use Deltek Software Manager (DSM) to download complete Deltek products, hot fixes, cumulative updates, and sub-releases. You can access DSM through the Deltek Support Center or use Deltek Software Manager Lite to download Deltek products.

Accessing DSM from within the Deltek Support Center

To access DSM from within the Deltek Support Center:

1. In your Web browser, go to <https://deltek.custhelp.com>.
2. Enter your Deltek Support Center **Username** and **Password** and click **Login**.
3. When the Deltek Support Center page displays, click **Product Downloads**.
4. On the Deltek Software Manager screen, click **Launch Deltek Software Manager**.
5. Click **Settings** at the top right of the dialog box to use the Settings dialog box to specify the folder where you want to download Deltek products and click **OK**.

Note: When you log on for the first time, DSM asks you to select a default folder where Deltek products are to be downloaded.

You can change this folder anytime in the Settings dialog box.

6. In the left pane, expand the Deltek product that you want to download, if it is not already expanded.
7. Select the product type that you want to download.

Options include:

- **Complete**
- **Cumulative Updates**
- **HotFixes**
- **Sub-Release**

8. In the table, select the check box that corresponds to the Deltek product that you want to download.

The right pane displays a message stating that the product has been added to the download queue.

Note: To view the items in the download queue, click **View Download Queue** at the bottom of the left pane.

9. Click **Download** at the bottom of the left pane to download the product to the folder that you selected.

Accessing DSM Lite

To access Deltek Software Manager Lite:

1. In your Web browser, go to <https://dsm.deltek.com/DeltekSoftwareManagerLite>.
2. Enter your Deltek Support Center **Username** and **Password** and click **Logon**.
3. When the Deltek Software Manager Lite page displays, select a product from the drop-down list.
4. Click the product type that you want to download.

Note: The download behavior and download folder may differ depending on the browser and browser settings that you are using.

DSM Documentation and Troubleshooting

- To view the online help for Deltek Software Manager, click [here](#).
- To view a tutorial on how to use Deltek Software Manager, click [here](#).
- To view more information on troubleshooting Deltek Software Manager, click [here](#).

Note: When you click a link, you will be asked to log into DSM if you aren't already logged in.

Prerequisites

Before you install Ajera Time & Expense, it is important to understand the following information:

- Ajera Time & Expense works with Ajera 10.30.06 and higher.

Note: When installing Ajera Time & Expense on a dedicated server, ensure that the Ajera Web service URL can be accessed from the Touch Server. This includes ensuring that the required TCP/IP ports (for example, 443) are open and the Vision server can be resolved via DNS from the Touch Server.

You must own Ajera.

- 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.
- If you are going to access Ajera Time & Expense from the Internet, open a port in your firewall to access the Ajera Time & Expense virtual directory, which will be installed on the IIS server. Deltek recommends that you use HTTPS protocol in your production deployment. HTTPS encrypts the data in transit.

Note: When Ajera Time & Expense is not exposed to the Internet, a VPN can be used to connect the mobile device to the corporate network on which Ajera resides to provide the connection needed for Ajera Time & Expense. However, while the most common VPN configurations will most likely work without problems, Deltek has not tested all possible VPN types and configurations to ensure compatibility.

- Ajera Time & Expense requires that the server be accessed using Secure Sockets Layer (SSL)/Transport Layer Security (TLS).
- When using SSL, you must have a certificate issued by a trusted certificate authority. You must not use self-signed certificates. Wild card certificates work if they come from a trusted certificate authority; however, they are not recommended as best practice.
- Ajera Time & Expense supports applications from *Apple App Store* and *Google Play*.

Note: The Ajera Time & Expense URL has the format `https://<server>/deltektouch/ajera/expense`, where <server> refers to the host name of your Touch Server.

- Ajera Time & Expense installer installs PHP 8.5.9 in this release.

Note: Apple's iOS requires connections to servers with TLS 1.2.

Starting with iOS 9, Apple's iOS mobile operating requires that server connections be made with TLS 1.2. Other protocols may be enabled. For connections to be successful, TLS 1.2 must be enabled. If you try to connect to IIS servers running Ajera Time & Expense, an error message displays, such as "invalid server URL" if TLS 1.2 is not enabled.

To resolve this issue, the following must be performed to Touch Server:

1. Supported transport layers enabled (if not already) - TLS 1.2
2. Restart the server.

Supported Mobile Operating Systems

Ajera Time & Expense supports mobile devices that run on the following operating systems:

- Apple iOS and iPadOS 18.0 and higher
- Android 14.0 and higher

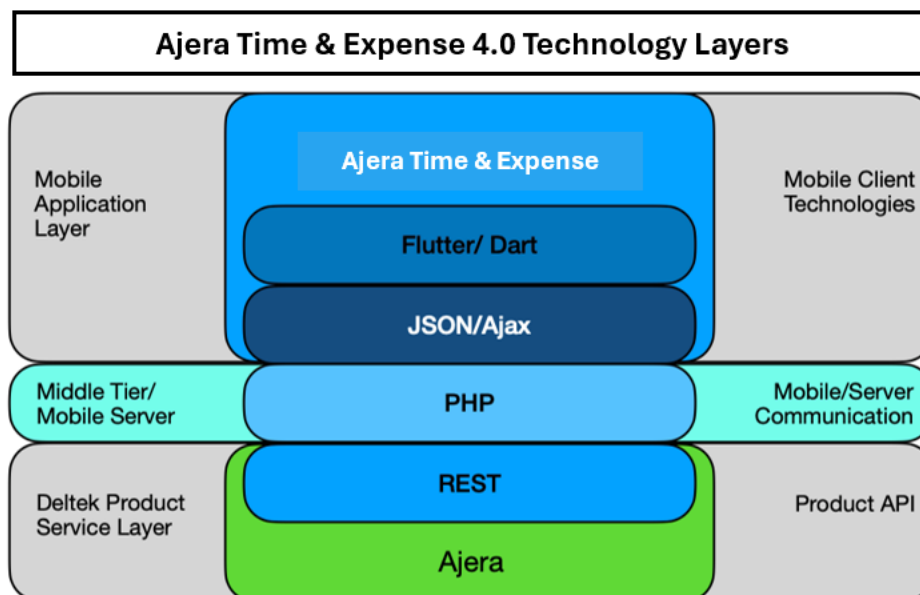
Deltek Touch Infrastructure

The Deltek Touch infrastructure is composed of the application tier, middle tier, and services tier. The Touch Server (middle tier) is used to optimize service delivery and transform data when necessary. The Touch Server only communicates with the product service layer and does not have access to the database.

The Touch application (client tier) is a hybrid application created using HTML 5 and CSS 3 but with the ability to access the native device capabilities.

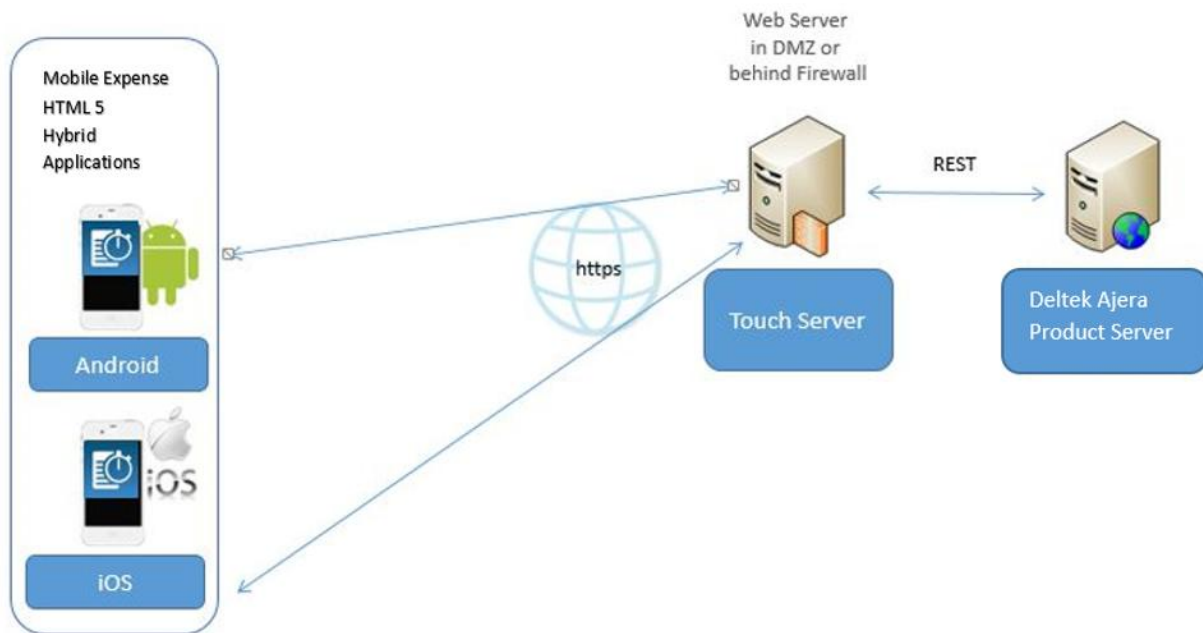
Note: This infrastructure applies to Deltek Ajera Time & Expense, Deltek Touch CRM, Deltek Touch for GovWin CM, and Deltek Touch CRM for Ajera.

Technical Platform



Supported Deployment Scenarios

You may install the Ajera Time & Expense application on another IIS server or as a separate directory on an existing Vision IIS server.



Microsoft IIS Web Server Setup for Ajera Time & Expense

If you're installing Ajera Time & Expense on Windows Server 2016, 2019, or 2022, you need to enable Microsoft IIS before running the installer. The installer checks for Microsoft IIS and will stop if it is not found.

Note: Ajera Time & Expense requires **Anonymous Authentication** and does not support **Basic Authentication**.

To install and configure Microsoft IIS Web server:

1. Click **Start » Windows Administrative Tools » Server Manager**.
2. On the left pane, click **IIS**.
3. On the right pane, scroll down to see the **ROLES and FEATURES** section.
4. From the **Tasks** drop-down list, select **Add Roles and Features**.
5. On the Add Roles and Feature Wizard, click **Next**.
6. Select the **Role-based or feature-based installation** option.
7. On the Select Destination Server page, verify if the **Select a server from the server pool option** is selected. Click **Next**.
8. On the Select server roles page, expand **Web Server (IIS) » Web Server » Application Development**, select the **CGI** and **ISAPI** extensions.
9. On the Select server roles page, expand **Web Server (IIS) » Web Server » Management Tools**, and then select **IIS Management Scripts and Tools**.
10. Click on **Next**.
11. On the Select features page, click **Next**, and then click **Install**

Install Ajera Time & Expense

Before you proceed, make sure that you downloaded the server component from Deltek Software Manager (DSM). Once the server part is installed, download the application from *Google Play* or *Apple App Store* and install it in your device.

Attention: For more information about DSM, see [Downloading Deltek Products using Deltek Software Manager](#) in this document.

To install the Deltek Touch application, complete the following steps:

1. Run **DeltekMobileAjera410.exe** to launch the Ajera Time & Expense installation program.
2. On the **Welcome to the Deltek Ajera Time & Expense Installation Wizard** page, click **Next**.
3. On the **Choose Application Install Directory** page, verify if the default location for the Deltek Touch software is correct, and click **Next**. Otherwise, click **Browse** to navigate to the installation folder.

Note: The default folder is C:\Program Files (x86)\Deltek\Touch on a 32-bit machine and C:\Program Files\Deltek\Touch on a 64-bit machine.

4. *This step only applies if Ajera is NOT installed in the same server as Ajera Time & Expense.* On the IIS Website Information page, select or enter the default Web site and virtual directory name, and click **Next**. Wait until the installer finishes validating PHP.
5. On the **Deltek Ajera Web Services URL** page, enter the Ajera API URL. You can find this in Ajera, Setup, Utility, Setup integrations, API Settings tab.

Note: When installing Ajera Time & Expense on a dedicated server, ensure that users can access the Ajera API URL from the Touch Server.

6. On the **Customer Experience Improvement Program** page, select the **Send Installation Data to Deltek** option if you want to participate.
7. On the Pre-Installation Summary page, review the installation details that you provided.
 - If you want to change any settings, click **Back**, and make the necessary updates.
 - If you are done, click **Install** to begin the installation.

Note: If there are errors, the `DeltekTouchInstall.log` file displays.

8. During the installation process, one of the following scenarios occur on the **Setup Status** page:

- If you do not have Microsoft Visual C++ installed in your computer, the Microsoft Visual C++ Redistributable (x86) window displays, containing the Microsoft Software License Terms. Click **I agree to the license terms and conditions** and click **Install**. Wait until the Setup Successful message displays and click **Close**.
- If you have Microsoft Visual C++ installed in your computer, the Modify Setup message on the Microsoft Visual C++ Redistributable (x86) window displays. Click **Close** and click **Yes** to confirm your action.

Note: The PHP upgrade, which contains the latest security fixes, requires the Microsoft Visual C++ Redistributable (x86) installation.

9. When the installation is done, on the **InstallShield Wizard Complete** page, this page contains the URL of the database that you need to access to log into Ajera Time & Expense on your mobile device. Send this URL to all the users who will be using Ajera Time & Expense. Click **Finish**.

Upgrade Ajera Time & Expense

Before you proceed, make sure that you downloaded the server component from Deltek Software Manager (DSM). Once the server part is installed, download the application from *Google Play* or *Apple App Store* and install it in your device.

Attention: For more information about DSM, see [Downloading Deltek Products using Deltek Software Manager](#) in this document.

To upgrade the Deltek Touch application, complete the following steps:

1. Run **DeltekMobileAjera410.exe** to launch the Ajera Time & Expense installation program.
2. On the **Welcome to the Deltek Ajera Time & Expense Installation Wizard** page, click **Next**.
3. On the **Deltek Ajera Web Services URL** page, enter the Ajera API URL. You can find this in Ajera, Setup, Utility, Setup integrations, API Settings tab.

Note: When installing Ajera Time & Expense on a dedicated server, ensure that users can access the Ajera API URL from the Touch Server.

4. On the **Pre-Installation Summary** page, review the installation details that you provided.
 - If you want to change any settings, click **Back**, and make the necessary updates.
 - If you are done, click **Install** to begin the upgrade.

Note: If there are errors, the `DeltekTouchInstall.log` file displays.

5. During the installation process, one of the following scenarios occur on the Setup Status page:
 - If you do not have Microsoft Visual C++ installed in your computer, the Microsoft Visual C++ Redistributable (x86) window displays, containing the Microsoft Software License Terms. Click **I agree to the license terms and conditions** and click **Install**. Wait until the Setup Successful message displays and click **Close**.
 - If you have Microsoft Visual C++ installed in your computer, the Modify Setup message on the Microsoft Visual C++ Redistributable (x86) window displays. Click **Close** and click **Yes** to confirm your action.

Note: The PHP upgrade, which contains the latest security fixes, requires the Microsoft Visual C++ Redistributable (x86) installation.

6. When the upgrade is done, the **InstallShield Wizard Complete** page will display. Click **Finish**.

Appendix A: Configuration File

The configuration file (configuration.ini) is a setting file that Deltek uses to provide environment information to mobile applications.

By default, the **configuration.ini** file is in **C:\Program Files\Deltek\Touch\Ajera\Expense\ajerashared\backend\configuration**.

Take note that the **configuration.ini** file contains two sections: **SERVER_DATA** and **ALLOWED_HOSTS**. It is important to remember to house these settings in their appropriate section when editing the file.

This table lists the configuration file settings and their descriptions.

Note: When you add value to a setting, make sure to include the quotation marks.

For example: URL="https://johnsmithcorp.com/cpweb"

Section	Setting	Description	Default Value
SERVER_DATA	URL	This setting refers to the Ajera Time & Expense Web URL.	"https:"<Ajera Time & Expense server URL>/ajera"
SERVER_DATA	PRODUCT	This setting refers to the Deltek product.	"Ajera Time & Expense"
SERVER_DATA	DEBUGGERFL	If this setting is set to true , the debugging mode is enabled, and it writes potential error messages in the PHP log file.	"false"

[illegible]

		2C A1 A1 1B 2C A1 1B 2C A1 1B 2C A1 1B 2C A1 1B 2C A1" Attention: For more information, see "Certificate Validation" in this guide.	
[ALLOWED_HOST]	ALLOWEDHOST[]	This setting allows you to add a list of host names that can perform requests on the Ajera Time & Expense Server. The host names usually use the same domain as the Ajera Time & Expense Server URL. The allowed hosts are entered in the [ALLOWED_HOST] section following this format: ALLOWEDHOST[] = "te.domain.com" Example value: ALLOWEDHOST[] = "host1234.mycompany.com" Note: Square brackets are required. Note: You may add multiple host names in this setting. By default, this setting is empty, and validation will only occur when you enter host names. Any host attempting to make requests but is not in the allowed hosts lists will be logged to the PHP error log.	

Appendix B: If You Need Assistance

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

Customer Services

Deltek has always 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 Deltek Support Services 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 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.

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 Ajera Time & Expense 4.1 Release Notes	This document contains a summary of the pre-installation information, new features and enhancements, database changes, and software issues resolved.