

Deltek Mobile Time Overview Quick Reference Card

www.deltek.com



Deltek Mobile Time Overview

Deltek Mobile Time makes it simple to enter time on your timesheet from your BlackBerry.

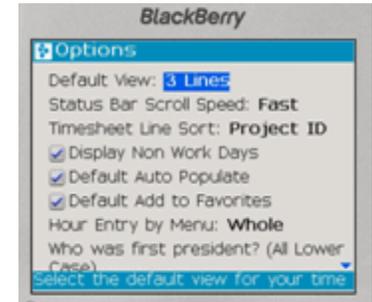
You can perform the following functions from your BlackBerry:

- View Labor Activity
- Record Labor Activity
- Update Labor Activity
- Submit Labor Activity
- Approve Labor Activity
- Reject Labor Activity

User Options

User Options are displayed during your initial login. Afterwards, select User Options from the menu options to access this screen.

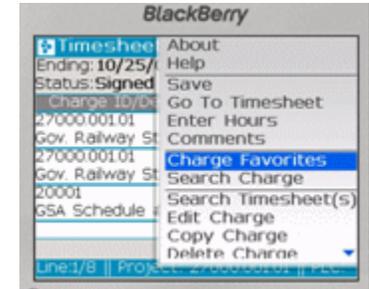
Settings on the User Options screen include default settings, status bar scroll speed, timesheet line sort and hour entry options.



Menu Options

Menu options let you access the screens that you need to perform timesheet functions.

To access your menu options, click the trackwheel or trackball, and then select the desired option.



Login and Timesheet Options

Login and Timesheet information is explained on separate Quick Reference Cards.

Note about Trackwheels and Trackballs

Please note that Deltek Mobile Time supports both trackwheel and trackball BlackBerry types.