

Deltek Time & Expense™ Version 9.0 Service Pack 1

Deltek Mobile Time™ 1.1.0 New Installation
Guide

December 21, 2012

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Overview

Before you install Deltek Mobile Time to the Blackberry Enterprise server, you must first install Time & Expense with ESS version 9.0.



If you have an existing Deltek Mobile Time installation, you do **NOT** need to reinstall BlackBerry Enterprise Server. Instead, you should upgrade to the latest build Deltek Mobile Time version 1.1.0.


For instructions on upgrading to the latest version of Deltek Mobile Time, see the *Deltek Mobile Time™ 1.1.0 Upgrade Installation Guide*, which provides instructions for upgrading from previous versions of Deltek Mobile Time (1.0.0 or earlier builds of version 1.1.0) to the latest build of version 1.1.0.

You can download this guide (in PDF format) from either the Deltek Customer Care Connect site at <https://deltek.custhelp.com> or from the [Deltek Software Manager](#) site.

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, 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, and sub-releases. You can access DSM directly or through the Deltek Customer Care Connect site.

When you access DSM directly, you will be prompted to log on before you can access the application. If you access DSM from within the Deltek Customer Care site, you do not have to log on since you are already logged into the Customer Care site.

Accessing DSM Directly

To access Deltek Software Manager directly, complete the following steps:

1. Launch Deltek Software Manager by taking one of the following actions:
 - Click [here](#).
 - On your desktop, click **Start » Programs » Deltek » Deltek Time & Expense 9.0 » Deltek Software Manager**.
2. In the Deltek Software Manager logon dialog box, enter your Deltek Customer Care **User ID** and **Password**, and click **Login**.
3. To select the folder where you want to download Deltek products, click **Settings** above the right pane of Deltek Software Manager.



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

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4. Use the Settings dialog box to specify the folder where you want to download Deltek products, and click **OK**.



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

-
5. In the left pane of Deltek Software Manager, expand the Deltek product that you want to download, if it is not already expanded.



If you clicked the link in step 1 to access DSM, the application automatically selects Deltek Time & Expense 9.0 for you.

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6. Select the product type that you want to download. Your options are **Complete**, **HotFix**, and **Sub-Release**.
 7. 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.



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

8. Click **Download** at the bottom of the left pane. Deltek Software Manager downloads the product to the folder that you selected.

Accessing DSM from within the Customer Care Connect Site

To access Deltek Software Manager from within the Customer Care Connect site, complete the following steps:

1. In your Web browser, go to <http://support.deltek.com>.
2. Enter your Customer Care Connect **Username** and **Password**, and click **Log In**.
3. When the Customer Care Connect site displays, click the Product Downloads tab.
You are automatically logged into Deltek Software Manager.
4. To select the folder where you want to download Deltek products, click **Settings** above the right pane of Deltek Software Manager.



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

-
5. Use the Settings dialog box to specify the folder where you want to download Deltek products, and click **OK**.



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

-
6. In the left pane of Deltek Software Manager, 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. Your options are **Complete**, **HotFix**, and **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.



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

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9. Click **Download** at the bottom of the left pane. Deltek Software Manager downloads the product to the folder that you selected.

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](#).



The above troubleshooting link will only work if you are logged into Deltek Customer Care Connect.

Install Deltek Mobile Time on BlackBerry® Enterprise Server

Step 1: Install Deltek Mobile Time



To install Deltek Mobile Time you must be on the BlackBerry Enterprise Server and have the path C:\Program Files\Common Files\Research In Motion\Shared\Applications.

To install Deltek Mobile Time, complete the following steps:

1. Run **DeltekTimeAndExpense90MobileTime**.
2. In the Introduction screen, click **Next**.
3. In the License Agreement screen, accept the terms and click **Next**.
4. In the BlackBerry Enterprise Server Version screen, select the appropriate version and click **Next**.
5. In the Choose Install Folder screen, select the appropriate version and click **Next**.
6. In the Pre-Installation Summary screen, review the installation summary information and click **Install** to complete the installation.
7. In the Install Complete screen, click **Done**.

When the installation is complete, check the installation location and confirm that the files have been loaded to **C:\Program Files\Common Files\Research In Motion\Shared\Applications\DeltekMobileTime**.

Step 2: Set Up a Network Share

In this step you will set up a network share for deploying the Deltek Mobile Time application. If you have already set up a network share, you can skip this step.

To set up a network share, complete the following steps:

1. To locate Deltek Mobile Time files from within the BlackBerry Manager, it is recommended that you share the following folder: *c:\Program Files\Common Files\Research In Motion*.

Step 3: Set Up the Proxy on the BlackBerry Enterprise Server

To configure the proxy, complete the following steps:

1. Open BlackBerry Manager.
2. In the left navigation pane (Explorer View) of the BlackBerry Manager window, select **Blackberry Domain**.

The proxy is used to redirect application calls to the WebLogic Server and back to Deltek Mobile Time device.

3. In the left navigation pane, expand **BlackBerry Domain » Servers** and select the MDS component.
4. In the Tasks pane on the right-hand side of the screen, click the **Edit Properties** link to launch the Edit Properties screen.

5. Under Properties in the left navigation pane, select **Proxy**. Then, in the right-hand pane under **General**, double-click **Proxy Mappings** and click **New**.
6. In the Proxy Mappings dialog box, click **New** and enter the following Universal Resource Locator: <http://deltekmobiletime.com:80/>*, and then click **OK**.
7. In the Proxy String screen, use the edit screens to enter the location of your Time and Expense WebLogic Application server (for example: [hq1ops103vm:7009](#)).
8. Click **OK** to save your changes. You are prompted to save each level a total of five times until you reach the edit properties screen.
9. After your settings are saved, click the **Restart Services** link under Task Options.

The proxy setup is now complete and ready to redirect Mobile Time users to the WebLogic server.

Step 4: Set Up Software Configurations/Network Share to Push and Remove Deltek Mobile Time

1. In the right-hand pane of the BlackBerry Manager window, select the **Software Configurations** tab. In the lower portion of that screen, right-click and then click **Add New Configuration** in the Tasks pane.
2. In the Device Software Configuration screen, complete the following steps to add Deltek Mobile Time as a configuration entity.
 - In **Configuration Name** type the following with no spaces between the words: *DeltekMobileTime*.
 - In **Description**, type: *Deltek Mobile Time*.
3. In the Device Software Share Location dialog, click the **Browse** button to the right, and using a UNC value, type the shared location created above: *\\hq1ops108vm\Research In Motion*.
4. In the Device Software Configuration screen, click **Policies** to open the Application Control Policies screen.

The Application Control Policies screen enables you to set policies for applications and control how those applications are handled between the user device and the BES server. In the following steps, you will set up two policies for Deltek Mobile Time:

- The first policy enables you to deliver Mobile Time to the devices.
 - The second policy allows the BES administrator to remove the application from the devices, which is required when updates or new versions of Deltek Mobile Time are available.
5. To create a Push policy, click **New** in the Application Control Policies screen, and then complete the following fields:
 1. In **Name**, type a name for the policy (for example, "Mobile Time Push").
 2. In **Disposition**, select **Optional**.
 3. Click **OK** to save the policy.
 6. To create a Remove policy, click **New** in the Application Control Policies screen, and then complete the following fields.
 1. In **Name**, type **Remove Mobile Time**.

2. In **Disposition**, change *Optional* to *Disallowed*.
3. Click **OK** to save the policy.
7. In the Application Control Policies screen, click **Apply**, and then navigate back to the Device Software Configuration screen, where you will finish configuring the Mobile Time Push policy.
8. In the Device Software Configuration screen, click the **Application Software** plus sign (+) to expand the applications list.
9. Select the **Deltek Mobile Time** check box, and then select the **CommonLibrary1_1** check box.

Next, for both applications, select the following options:

1. In the **Delivery** Column, select **Wireless**, which indicates that Deltek Mobile Time will be pushed to mobile devices using wireless delivery.
2. In column directly to the right of **Delivery**, select the software policy (Mobile Time Push) you created in previous step.
3. Click **OK** to save your changes.

The Mobile Time application is now installed and ready to be deployed to the users.

Step 5: Set Up a Custom IT Policy to Manage Deltek Mobile Time

The IT Policy configuration option is used to direct Deltek Mobile Time to the WebLogic server.



Currently the ONLY supported proxy is through the BES servers proxy. All devices have an IT policy assigned by default. The IT policy is used to control company policy with regards to users and their devices.

For Deltek Mobile Time, we need to set up a user-defined policy to redirect the application calls to the proxy server. In our example, we will set up a new IT policy called "Deltek Mobile Time."



This step can also be configured in the clients Default or pre-configured IT Policy. In cases where there are a limited number of BlackBerry users who will be using Deltek Mobile time, one might choose to set up a separate IT policy.

To create the policy, complete the following steps:

1. In Explorer View of the BlackBerry Manager window, select **Blackberry Domain**, located near the top of the left-hand pane.
2. In the Tasks pane, click **Edit Properties**.
3. From Global Properties, select **IT Policies** and then click the browse Icon () to open the IT Policies Administration dialog box.
4. In the IT Policies Administration dialog box, click **New**.
5. In the Properties screen for the new policy, select **New Policy** and retype the name as follows: **Deltek Mobile Time Policy**, and then click **OK**.
6. Under Properties in the left-hand pane, select **User Defined Items**.
7. You now need to create two templates using the **Policy Item Customization** options. To create the templates, click the browse icon () to the right of **IT Policy Template**.

8. In the IT Policy Template Properties screen, click **New** to create the following two templates to be used with Deltek Mobile Time:

- DeltekMobileTimeHelp
- DeltekMobileTimeServer

Create the templates by typing the template names (as shown above) into the **Template Name** field, which is located in the right-hand pane. Click **OK** to save the new templates. The two new templates will then display below **Policy Item Settings**.

9. Under **Policy Items Settings**, enter the URL to the WebLogic server or Proxy server. In this case the IT Policy points directly to the WebLogic Application Server, where Time and Expense is located.

- **DeltekMobileTimeServer**
 - <http://deltekmobiletime.com>
- **DeltekMobileTimeHelp**
 - <http://deltekmobiletime.com/DeltekTC/com/deltek/tc/framework/HELP/blackberry>

DeltekMobileTimeHelp directs the user's device to the Mobile Time Help Files, which are stored on the WebLogic application server in the following location:

C:\bea10\DeltekTE90\applications\TC\DeltekTC\com\deltek\tc\framework\HELP\blackberry.

10. Select **OK** to save the IT Policy configuration changes.

Step 6: Set Up Users and Groups

Instructions in this section are based on the assumption that your BlackBerry Enterprise Server (BES) is configured with Exchange for the email system, and it will be based on this configuration.

To deploy Deltek Mobile Time, you must set up users, assign the application configuration to the users, and deploy the application using Blackberry Manager.

It is not required but recommended that you set up a Group to manage your Time and Expense Users. For our example, we will set up a group called Mobile Time Users.

To set up a group, complete the following steps:

1. In Explorer View of the BlackBerry Manager window, select **Groups** and then select the User Groups list Tab on the right.
2. To add a group, right-click in the lower portion of the screen and select **Create Group**.
3. In the dialog box, enter the name and description for your new group. (for example, "Mobile Time Users").
4. Click **OK**.

Next you will assign users to your group. These users may already be set up to use email and other applications, but the following instructions explain how to set up users and assign them to the group.

To assign users to your group, complete the following steps:

1. Under Servers in Explorer view of the BlackBerry Manager window, select the name of your enterprise server
2. Select the Users Tab, right-click and then select **Add Users** from the Tasks menu.
3. In the Exchange Users dialog, locate a new user by typing the user's name. Select the user and then click **OK** to add that user to your Blackberry Manager.
4. Next, to add the user to the Mobile Time Group along with any other Mobile time users that you are setting up, right-click on the employee's name and click **Assign to Group** on the shortcut menu.
5. In the Select Group dialog, select **Mobile Time Users** and click **OK**. Each user added to the group assumes all policy and configurations applied to that group.

To assign settings to the group, complete the following steps:

1. In Explorer View of the BlackBerry Manager window, select the group to which you want to assign the Software configuration and IT policy.
2. In Task Options, click **Device Management » Assign Software Configuration**.
3. In the Select a Software Configuration dialog, select **Deltek Mobile Time** and click **OK**.
4. In Task Options, click **IT Admin » Assign IT Policy**.
5. In the Set IT Policy dialog, select **Deltek Mobile Time Policy** from the **IT Policy** drop-down list and click **OK**.

The user is now configured to receive the Deltek Mobile Time. If the user has not been "Activated" in BlackBerry Manager, you need to generate an email to allow the user to activate his or her mobile device to work with this Blackberry Server.



Activation is NOT part of the Deltek Mobile Time application. Deltek assumes that this process has already been completed by the BES Administrator.

Users can only be associated with ONE Blackberry server at a time and deployment or activation to a user on another Blackberry can cause the user to lose communication with email and other applications.

To Send an Activation email, complete the following steps:



The information provided in the following section is intended only as an example. Any issues related to device activation should be addressed with your Blackberry Service provider.

1. Select the employee from the Group User Tab and right click on the user(s).
2. From the shortcut menu, click **Generate and Email Activation Password**. The user will receive an email via Exchange with a password, which is used to activate the device the first time:

<User Email Address> To activate your BlackBerry device over the wireless network, in the device Options screen select Enterprise Activation. In that screen, enter your corporate email address and the following password: dduzeq. This password will expire in 48 hours.

To activate the device, the user should complete the following steps:

1. From the device, the user should click **Options » Advanced Options » Enterprise Activation**.
2. To begin the activation process, the user should type the email address (the email address must be entered exactly as it appears in the BES manager), enter the password ("dduzeq" in our example), and then click **OK**.



The password, which is randomly generated and changes from user to user, expires after 48 hours.

After the activation process is complete, the user automatically receives the new IT Policy and the Software Configuration.

To confirm the "push" was received by the BlackBerry device, users should complete the following steps:

1. From the device, click **Options » Advanced Options » Applications**.
2. Confirm the presence of the following: **Deltek Mobile Time - 1.1.0.xx** and **CommonLibrary1_1_1**.
3. Confirm the presence of application Icon. Depending on the device, the icon appears under Downloads or Applications. The best practice is to move it from Downloads to another folder, such as Applications.

The activation process is now complete.

To assign users to the newly created group, complete the following steps:

1. In Explorer View, click **Group Mobile Time Users** and select the Group Configuration Tab.
2. In Task Options, click **Group Admin » Update Group Membership**.
3. In the All Users dialog, select the users to be assigned to the new group. (You can select one or highlight multiple users by using the CTRL or Shift key while selecting.)
4. With the users selected (highlighted), right-click and select **Assign to Group** from the shortcut menu.
5. In the Group Selection dialog, select the Mobile Time Users Group.



The users you added inherit the IT policy and configuration attributes of the group to which they are added. They will normally receive the “push” as soon as they are assigned to the group. You may, however, occasionally need to deploy the application and update the configuration status for the group.

To deploy the application and update the configuration status, complete the following steps:

1. In Task Options, click **IT Options » Deploy Applications**. You are then notified that the application has been queued for the users.
2. In Task Options, click **Device Management » Update Configuration Check Status**. You then receive a message confirming which devices are affected by the update.

To confirm the “push” was received by the BlackBerry device, users should complete the following steps:

1. From the device, click **Options » Advanced Options » Applications**.
2. Confirm the presence of the following: **Deltek Mobile Time - 1.1.0.xx** and **CommonLibrary1_1_1**.
3. Confirm the presence of application Icon. Depending on the device, the icon appears under Downloads or Applications. The best practice is to move it from Downloads to another folder, such as Applications.

Install Deltek Mobile Time on Blackberry® Enterprise Server 5.0

Step 1: Install Deltek Mobile Time



To install Deltek Mobile Time it is recommended but *not* required that you be on the BES server. The Deltek Mobile Time zip file must be accessible to the BlackBerry Administration Service.

To install Deltek Mobile Time, complete the following steps:

1. Run **DeltekTimeAndExpense90MobileTime**.
 2. In the Introduction screen, click **Next**.
 3. In the License Agreement screen, accept the terms and click **Next**.
 4. In the BlackBerry Enterprise Server Version screen, select the appropriate version and click **Next**.
 5. In the Choose Install Folder screen, select the appropriate version and click **Next**.
- Note that if you selected version 5.0, the *c:\DeltekMobileTime* folder is created by default.
6. In the Pre-Installation Summary screen, review the installation summary information and click **Install** to complete the installation
 7. In the Install Complete screen, click **Done**.

When the installation is complete, check the installation location and confirm that the files have been loaded to **C:\DeltekMobileTime**.

Step 2: Share the Network Folder

In this step you will set up a network share for deploying the Deltek Mobile Time Application. If you have already set up a network share, you can skip this step.

To set up a network share, complete the following steps:

1. To locate Mobile Time files from within the Blackberry Manager it is recommended that you share the following folder: *c:\Program Files\Common Files\Research In Motion*.

Step 3: Set Up Network Share

To set up a shared network drive, complete the following steps:

1. In the left navigation pane, click **Servers and components » Component View » BlackBerry Administration Service** and then select the Component Information tab.
2. Under **Software management** set up a shared drive on the BES server (for example, [\\<servername>\Applications](#)). You will refer to this location later, when you publish your application and create a software configuration.

If a network share is not present, select **Edit component** and type in the network share using UNC convention (for example: *\\<servername>\Research in Motion*).
3. In the left-hand pane of the BES Administration window, click **Software » Applications » Add or Update Applications**.

4. In the **Server File path and file** box, click **Browse** and navigate to the following location:
c:\DeltekMobileTime\DeltekMobileTime.zip. Click **Next**.
5. After the import is complete, the application will ask you to Publish, but if it doesn't, click the **Publish application** link and save your changes.
6. Confirm that the new application was published successfully in the following location:
C:\Program Files\Common Files\Research In Motion\Shared\Applications \DeltekTime-1.1.0.xx

Step 4: Set Up the Proxy on the BlackBerry Enterprise Server

To set up the proxy, complete the following steps:

1. In the left-hand pane of the BES Administration Services window, click **Servers and Components » BlackBerry Solution Topology » BlackBerry Domain » Component View » MDS Connection Service** and select the Proxy instance you want to update.

In the Instances pane, select the Proxy Mappings tab and then click **Add Proxy**, or if proxy settings do not yet exist, click **Edit Instance**.
2. To configure the proxy, complete the following steps:
 1. In the **Universal resource locator** field, type the following:
[http://deltekmobiletime.com:80/.*](http://deltekmobiletime.com:80/)
 2. In the **Description** field, enter a description of the Proxy (for example, Deltek Mobile Time).
 3. From the **Proxy** drop-down menu, select *Proxy*.
 4. In the **Proxy String** field, type the WebLogic Server name and the port specified for you Time and Expense application (for example, servername:7009).
 5. Save your changes to return to the main view.

Step 5: Set Up a Custom IT Policy to Manage Deltek Mobile Time

In this step, you will set up two custom IT policy rules, one for *DeltekMobileTimeServer* and another for *DeltekMobileTimeHelp*.

To set up a custom IT Policy, complete the following steps:

1. In the left-hand pane of the BlackBerry Administration Services Window, click **BlackBerry Solution Management » Policy » Create an IT Policy Rule**.
2. In the right-hand pane under **IT Policy Rule Information**, complete the following steps:
 1. In the **Name** field, enter the policy name (*DeltekMobileTimeServer*).
 2. In the **Description** field, enter a description of the policy.
 3. From the **Type** drop-down list, select *String*.
 4. From the **Destination** drop-down list, select *Both handheld & desktop*.
 5. Click **Save**.
3. In the right-hand pane under **IT Policy Rule Information**, complete the following steps:
 1. In the **Name** field, enter the policy name (*DeltekMobileTimeHelp*).

2. In the **Description** field, enter a description of the policy.
 3. From the **Type** drop-down list, select *String*.
 4. From the **Destination** drop-down list, select *Both handheld & desktop*.
 5. Click **Save**.
 6. When you are done, you should see both policies listed under **Name**.
4. In the left-hand pane of the BlackBerry Administration Services Window, click **BlackBerry Solution Management » Policy » Create an IT Policy**.
In the IT Policy information pane, complete the following steps:
 1. In the **Name** field, enter the following: *DeltekMobileTimeITPolicy*.
 2. In the **Description** field, enter a description of the policy.
 3. Click **Save**.
 5. After saving the IT policy, return to the BlackBerry solution management menu and select **Policy » Manage IT Policy**. Select the Deltek Mobile Time Policy (*DeltekMobileTimeITPolicy*) to add the user defined IT policy Rules.
 6. Select the User Defined tab and click **Edit**, and complete the following steps:
 1. In the **DeltekMobileTimeHelp** field, type <http://deltekmobiletime.com/DeltekTC/com/deltek/tc/framework/HELP/blackberry>.
 2. In the **DeltekMobileTimeServer** field, type <http://deltekmobiletime.com>.
 3. Click **Save All**.

Step 6: Set Up the Software Configurations to Push and Remove Deltek Mobile Time

To create configurations for deploying and removing Deltek Mobile Time, complete the following steps:

1. In the left-hand pane of the BlackBerry Administration Services Window, click **BlackBerry Solution Management » Software » Create a Software Configuration**.
2. In the Create a Software Configuration pane, complete the following steps:
 1. In the **Name** field, type *DeltekMobileTimePush*.
 2. In the **Description** field, enter a description of the configuration (for example, "Deploys Deltek Mobile Time").
 3. In the **Disposition for unlisted applications** field, select *Optional*.
 4. Click **Save**.
3. In the Create a Software Configuration pane, complete the following steps:
 1. In the **Name** field, type *DeltekMobileTimeRemove*.

2. In the **Description** field, enter a description of the configuration (for example, "Remove Deltek Mobile Time from device").
3. In the **Disposition for unlisted applications** field, select *Disallow*.
4. Click **Save**.
4. In the left-hand pane of the BlackBerry Administration Services Window, click **BlackBerry Solution Management » BlackBerry Device Software » Manage Software Configurations**.
5. In the Manage Software Configurations pane, select **DeltekMobileTimePush** and click **Edit software configuration**.
6. Select the Applications tab and click **Add application to software configuration**.
7. Click **Search** and search for *DeltekMobileTime*.
8. For the *DeltekMobileTime* configuration, complete the following steps:
 1. Under **Application** field, select the check box to the left of *Deltek Mobile Time*.
 2. From the **Disposition** drop-down list, select *Optional*.
 3. From the Deployment drop-down list, select *Wireless*.
 4. Click the **Add to software configuration** link.
 5. Click **Save All**.
9. Click **Search** and search for *DeltekMobileTime*, and complete the following steps:
 1. Under **Application** field, select the check box to the left of *DeltekMobileTimeRemove*.
 2. From the **Disposition** drop-down list, select *Disallowed*.
 3. Click the **Add to software configuration** link.
 4. Click **Save All**.

Step 7: Set Up Users and Groups

Users in most cases should already be set up. Groups allow the BES administrator to apply various policies and software configurations to a group of people sharing similar roles.

To create a group, complete the following steps:

1. In the left-hand pane of the BlackBerry Administration Services Window, click **BlackBerry Solution Management » Group » Create a group**.
2. In the Create a Group pane, complete the following steps:
 1. In the **Name** field, enter a name for the group (for example, Deltek Time Users).
 2. From the **Description** field, enter a description for the group.
 3. Click **Save**.
3. In the left-hand pane of the BlackBerry Administration Services Window, click **BlackBerry Solution Management » Group » Manage groups**.

4. In the Manage Groups pane, select the group name that you just created and then select the Software Configuration tab.

Using the Software configuration tab, you will edit and add the Deltek Mobile Time configuration, which you will use to push Deltek Mobile Time to the individual BlackBerry devices. This software configuration, created earlier in the installation procedure, enables the BES administrator to control deployment and removal of the Mobile Time application.

Select *DeltekMobileTimePush* and click **Add** to add the group, and then click the **Save All** link.

5. Select the Policies tab, and from the **IT Policies** drop-down list, select *DeltekMobileTimeITPolicy*. Click the **Save All** link.

Users assigned to this group acquire the new policy settings and the application can be deployed to their devices.