Deltek

Deltek Costpoint®
Mobile Time and Expense in the Cloud
2.7

Administrator Guide

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Contents

Overview

Costpoint Mobile Time and Expense by Deltek, the native mobile version of the standard timesheet and expense applications, enables you to view, enter, update, submit, and approve timesheet data and expense reports, depending on your role, from anywhere at any time using your touch screen device, and synchronizes that data to the Costpoint Time & Expense database.

This product is for iOS, iPadOS, and Android devices.

Note: The official name of the application is Costpoint Mobile Time and Expense. This document uses it only at the first mention. Succeeding instances of the application name display Costpoint Mobile T&E.

In addition, the application name in the *Apple App Store* and *Google Play Store* displays Costpoint Time and Expense.

This document provides instructions for the configuration of Costpoint Mobile T&E.

Features Not Supported

The following Costpoint Time & Expense (Web) features are not available in Costpoint Mobile T&E:

- **Interim Charges**: You cannot create interim charges in Costpoint Mobile T&E. However, you can charge interim charges already in the timesheets. Interim charge edit occurs upon timesheet signing.
- **Hours Proration**: Hours proration is supported, but the Day view only displays the entered hours. Prorated hours after signing the timesheet will display in the Summary view.
- **Timesheet Printing**: You will not be able to print timesheets. You will need to use browser-based timesheets.
- **Timesheet Comments**: You will not be able to enter or view the OVERALL timesheet comments and notes.
- **Unhide Outstanding Expenses**: You can only hide outstanding expenses displayed on the Outstanding Expenses tab. To display a hidden outstanding expense again in Costpoint Mobile T&E, you need to log into Costpoint, navigate to **Time & Expense » Expense » Expense Reports » My Outstanding Expenses,** and clear the **Hide** checkbox for that outstanding expense.

Note: Succeeding instances of Costpoint Time & Expense (Web) display Costpoint Time & Expense.

Mobile Device Requirements

Costpoint Mobile T&E supports mobile devices that run on the following operating systems:

- Apple iOS 17 and higher
- iPadOS 17 and higher
- Android 12 and higher

In addition, you must have the following default browsers:

- Safari for Apple iOS and iPadOS devices
- Google Chrome for Android devices

> **Note:** For Samsung devices, you must have the default Samsung Internet browser.

User Authentication

Costpoint Mobile T&E does not introduce users and passwords or define its own models. Instead, it uses existing product user provisioning and authentication.

SAML Single Sign-On (SAML SSO) Mode

You can configure Costpoint to act as a Security Assertion Markup Language (SAML) Service Provider to allow you to log into Costpoint Mobile in the SAML Single Sign-On (SAML SSO) mode. In this scenario, you do not provide credentials such as a password on the login page. Instead, a SAML compliant server acts as a SAML Identity Provider responsible for verifying your identity.

SAML SSO mode authentication is supported for the following third-party authentication servers:

- Microsoft Active Directory Federation Services (ADFS)
- Microsoft Azure
- Okta
- Ping

Note: If you are set up for SAML SSO authentication in Costpoint, you can use that username and password for Costpoint Mobile T&E with the same SAML SSO authentication once the mobile application entity is set up.

The device must be encrypted and have a passcode or screen lock set up in order to allow Costpoint Mobile T&E to bypass the PIN/Biometric Login screen.

Important: Costpoint Mobile T&E does not currently support multiple SAML Service Providers within a single system.

Consider the following guidelines when configuring third-party authentication servers.

- On the specific third-party authentication server's Admin Portal or Console, register and configure Costpoint Mobile T&E.

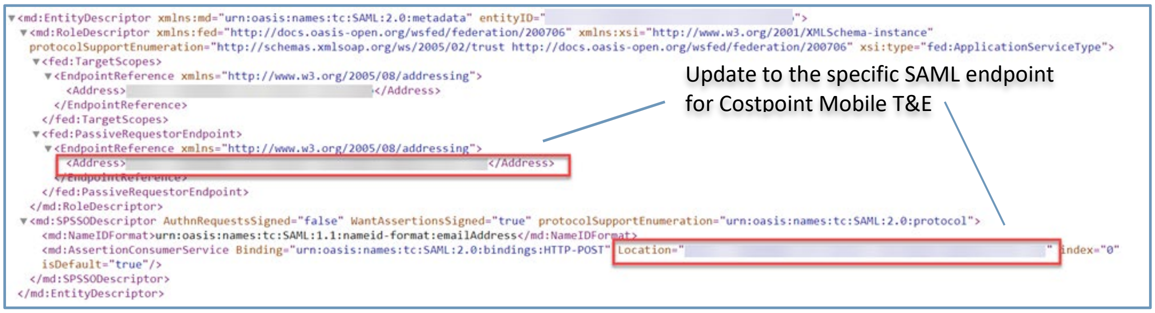
> **Note:**
>
> - If you already have one Azure setup for Costpoint and you would like to add another one for Costpoint Mobile T&E, you must use a different entity ID URL for Costpoint Mobile T&E.
> - The Entity ID is a unique identifier for a SAML entity. The Entity ID for Costpoint Mobile T&E must be unique (no other application is set up with the same name) and should be a URL that starts with **https://**, for example: https://CostpointTEMobile
> - The Reply URL is the location to which Azure AD will send the authentication response. The Reply URL format is: **Your organization's Costpoint Mobile T&E URL+ /cpshared/backend/samltokenreturn.php**
>
>   **For example**:
>
>   If the Costpoint Mobile T&E URL is: https://johnsmithcorp.com/deltektouch/costpoint/te
>
>   The Reply URL is: https://johnsmithcorp.com/deltektouch/costpoint/te/cpshared/backend/samltokenreturn.php
> - The **enterprise.properties** file should contain an entry for the LDAP servers with both the authentication providers listed, starting with the Costpoint authentication provider followed by the Costpoint Mobile authentication provider.
>
>   **For example**:
>
>   For the system T10QCM14CLSYS7, AZUREWEBSAML1 is the authentication provider for Costpoint while AZUREMOBILESAML1 is the authentication provider for Costpoint Mobile.
>
>   In the **enterprise.properties** file, you will have the following entry:
>
>   **T10QCM14CLSYS7.ldap.ldapServers=AZUREWEBSAML1,AZUREMOBILESAML1**

The overall configuration process is very specific for each SAML Identity Provider. However, there are a few key things to keep in mind when configuring another SAML Provider. These are discussed in the *Deltek Costpoint Security Guide*.

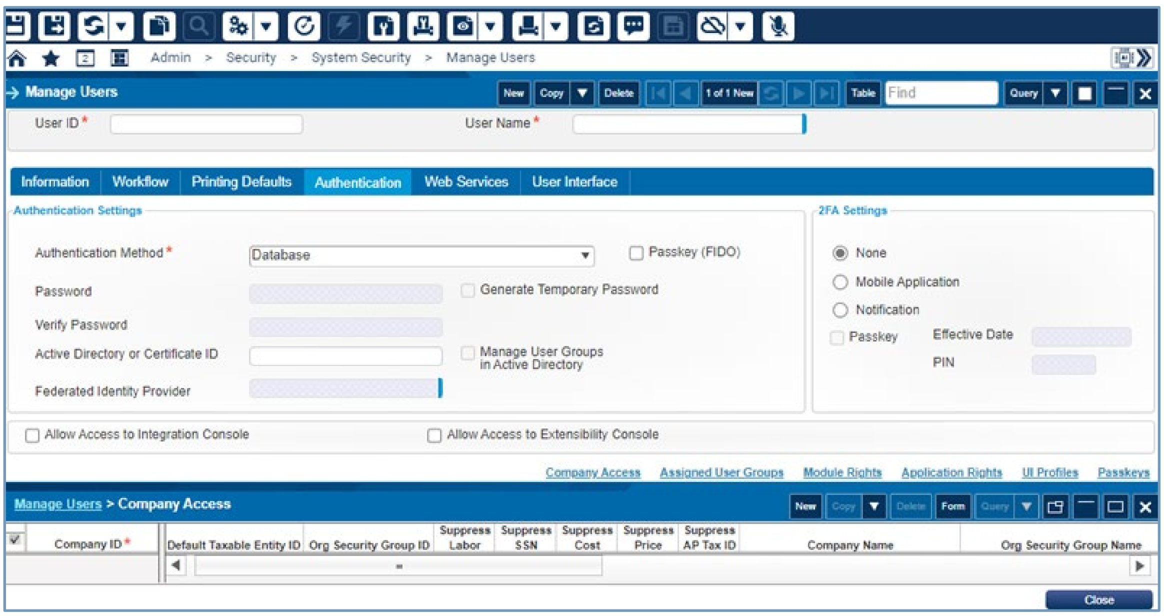
- For ADFS, see the "Configure SAML Single Sign-on between Costpoint and Microsoft AD FS" section.
- For Microsoft Azure, see the “Configure SAML Single Sign-on between Costpoint and Microsoft Azure” section.
- For other SAML providers (Okta and Ping), see the “Configure SAML Single Sign-on between Costpoint and Other SAML Identity Providers” section.

- Download the federation metadata XML file. For Azure and ADFS, you may copy the XML file into the Costpoint Mobile T&E configuration file. For Ping and Okta, you may put the XML file in a common location and import.
- For Azure and ADFS, you may reuse the federation metadata XML that you generated for the Costpoint Web application if you are using the same system. However, make sure to correct the Costpoint Assertion Consumer Service (ACS) URLs to point to the specific SAML endpoint references for Costpoint Mobile T&E before uploading the federation metadata XML file into ADFS or Azure.

For example:



- If you are setting up new users to use SAML SSO authentication, use the **Admin » Security » System Security » Manage Users** screen in Costpoint.



If a user is already set up for SAML SSO authentication in Costpoint, you will need to assign the mobile authentication provider to the user or user group on the third-party authentication server.

> **Attention:** For more information, see "Log Into Costpoint Mobile T&E using SAML Identity Provider Authentication" in the *Costpoint Mobile Time and Expense User Guide.*

Biometric Authentication

You can log into Costpoint Mobile T&E using the biometric authentication feature. This functionality is controlled by a server setting which, if enabled, allows you to enable or disable the biometric login on the Settings screen in Costpoint Mobile T&E.

> **Attention:** For more information on how to enable the biometrics login, see "Settings Screen" in the *Costpoint Mobile Time and Expense User Guide*.

You can use the Biometric authentication feature under the following conditions:

- The **ALLOW_BIOMETRICS** setting in the configuration.ini file is set to **true**. The Costpoint Mobile T&E installer will automatically update this setting.

  > **Attention:** For more information on how to enable the biometric authentication setting, see "Update the Biometric Authentication Setting" in this guide.

- You are using a device that supports biometric authentication:
  - Fingerprint on Android devices
  - Touch ID on all supported Apple devices
  - Face ID on all supported Apple devices

    > **Known Issue on Android Devices:** Some older Android devices will no longer support Face ID. To use Face ID, devices must support Class 3 biometric strong face authentication.

- The device has at least one fingerprint or has a Face ID setup (which implies that the device is encrypted and also has a passcode, which are required).

  > **Attention:** For more information on biometric authentication behavior on different devices, see "Biometric Authentication" in the *Costpoint Mobile Time and Expense User Guide*.

- If you are using Two-Factor Authentication (2FA) with Microsoft Authenticator and Face ID on iOS devices, you may be stuck when trying to approve an authentication from Microsoft Azure.

  This is a known issue with the Microsoft Authenticator application, and the workaround is to use PIN instead of Face ID with the application.

Set Up the Costpoint Mobile T&E Application

Use the following checklist as a guide for setting up Costpoint Mobile T&E Collection.

Step	Procedure	✓
1	Allow access to the Costpoint Mobile T&E application.	
2	Verify application rights assigned to user roles.	
3	Configure the charge lookup options.	
4	Enable or disable ICR processing in capturing expense.	
5	Set up the “MANUAL” batch expense type.	
6	Set up a task at the expense level both for the expense report type and expense type.	
7	Set up the timesheet and expense classes for a subcontractor.	
8	Assign a seat license and provide module access to a subcontractor.	
9	Make timesheets available offline.	
10	Configure UDTs to allow manual entry.	
11	Configure your timesheet class to use the Time Clocking features.	

Step 1: Allow Access to the Costpoint Mobile T&E Application

You must enable access to the Mobile Time application or the Mobile Expense application to access and use Costpoint Mobile T&E.

To allow users to access Costpoint Mobile T&E:

1. On the Costpoint menu, click **Time & Expense » Configuration » General Controls » General Settings,** and then click the Miscellaneous tab.
2. In **Mobile Options**, select **Allow Mobile Access**, and select one or both options:

- To allow access to the Time application, select the **Allow Mobile Time Application** option.
- To allow access to the Expense application, select the **Allow Mobile Expense Application** option.

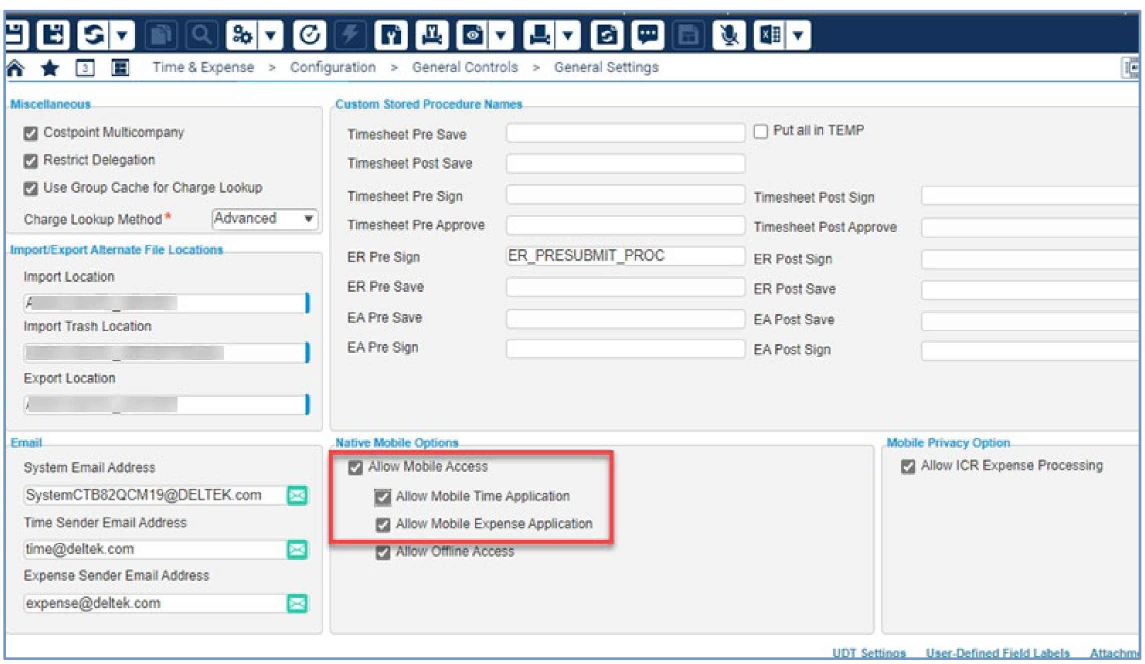
Note:

- Selecting **Allow Mobile Time Application** displays **Time** in Costpoint Mobile T&E.
- Selecting **Allow Mobile Expense Application** displays **Expense Reports** and **Capture Receipt** in Costpoint Mobile T&E.
- If you have access only to the Mobile Time application or to the Mobile Time and Mobile Expense applications, Costpoint Mobile T&E displays the Timesheet screen upon login.
- If you have access only to the Mobile Expense application, Costpoint Mobile T&E displays the Expense Reports screen upon login.

Note: You can also provide access to Costpoint Mobile T&E at the timesheet class or expense class level through the **Allow Mobile Access** option on the Timesheet Classes or the Expense Classes screen. This option, which is enabled and selected by default, overrides the options on the General Settings screens, allowing you to provide or deny specific timesheet/expense class users access to Costpoint Mobile T&E.

For more information on this option, see “Basic Information Tab” in the Deltek Time & Expense Help System under **Time » Time Controls » Timesheet Classes**.

Note: If both options are cleared and you logged into Costpoint Mobile T&E, you will remain on the PIN and Biometric Login screen of the application with the following message: “Your organization does not allow access to the Costpoint Mobile Time or Costpoint Mobile Expense. Contact your administrator for further information.”



Step 2: Verify Application Rights Assigned to User Roles

Since Costpoint Mobile T&E utilizes the web services of Costpoint applications, you may need to verify that users have appropriate rights. These four required applications are:

Application	Name	Application Rights	Note
ADMDESKTOP	Manage MyDesktop	Full	
TMMTIMESHEET	Timesheet	Full	This application is required for entering timesheets.
EPMEXPRPT	Expense Report	Full	This application is required only if you are using expense reports.
EPMEXPOUTSTANDING	My Outstanding Expenses	Full	This application is required only if you are using expense reports.

Any Costpoint Mobile T&E user will need appropriate rights for the applications mentioned above. Since Costpoint Time & Expense security is based on Costpoint user groups, you can perform one of the following options.

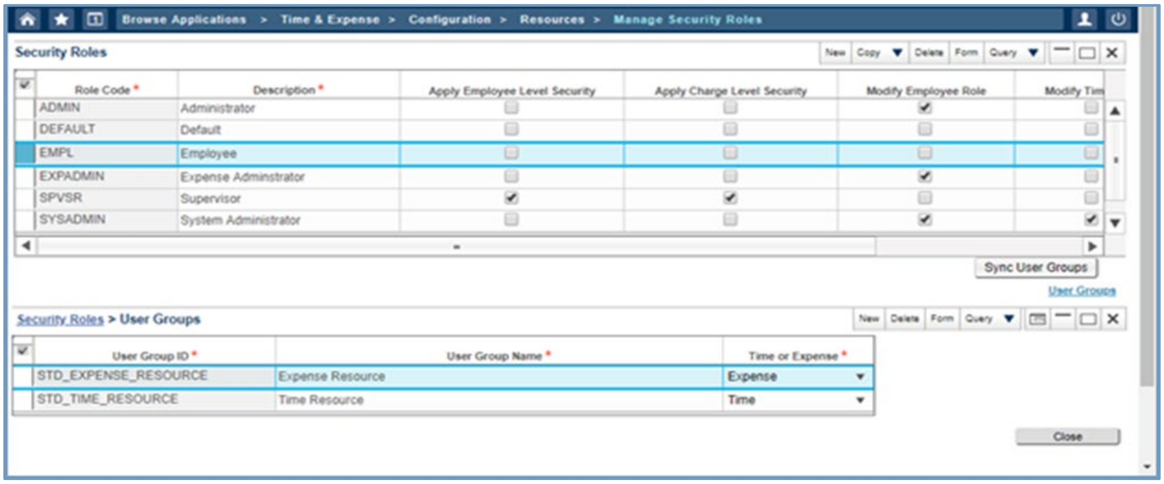
- **Option 1**: Verify that each specific Time & Expense user group has rights.
- **Option 2**: Grant application rights in the Costpoint EVERYONE user group.

Attention: For more information, see the *Deltek Time & Expense Technical Guide*.

Option 1: Verify that Each Specific Time & Expense User Group Has Rights

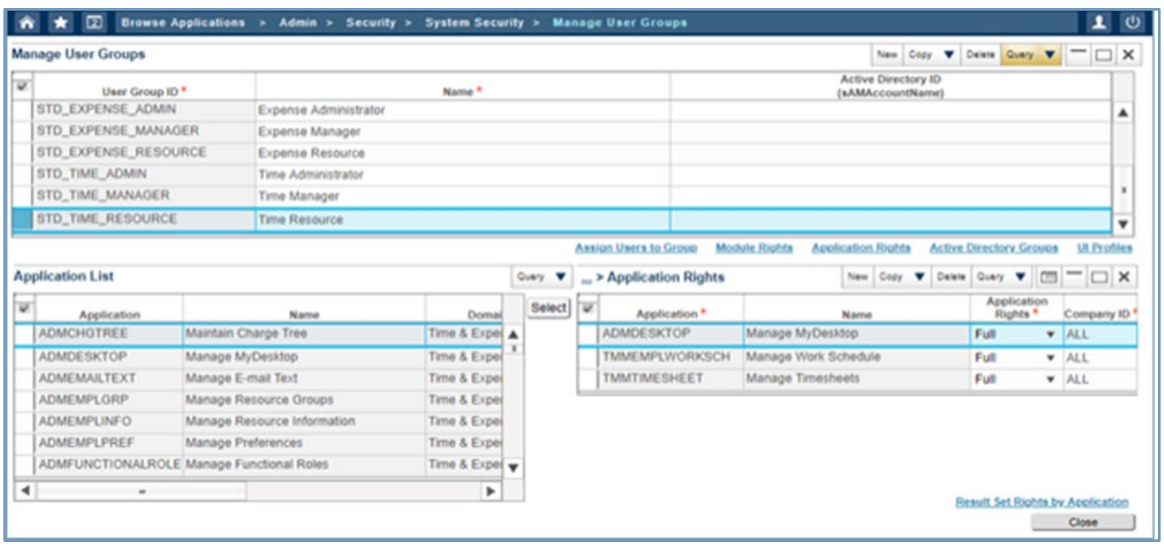
For this option, you need to verify that the required applications are granted to the appropriate Time & Expense user groups. The user groups that you need to verify are based on how your security roles are set up in Costpoint Time & Expense.

For every security role, you can determine the user groups that you need to review on the Manage Security Roles screen, as shown below:



Note: On the Costpoint menu, click **Time & Expense » Configuration » Resources » Security Roles** to display the screen.

On this screen, the **Employee** security role is mapped to two Costpoint user groups, **STD_EXPENSE_RESOURCE** and **STD_TIME_RESOURCE**. Thus, you need to verify these groups on the Manage User Groups screen.



Note: On the Costpoint menu, click **Admin» Security » System Security » Manage User Groups** to display the screen.

In this example, **STD_TIME_RESOURCE** already gives FULL rights to the ADMDESKTOP application, but no rights are assigned to the SYMABOUT application. Thus, you need to grant rights for the SYMABOUT application.

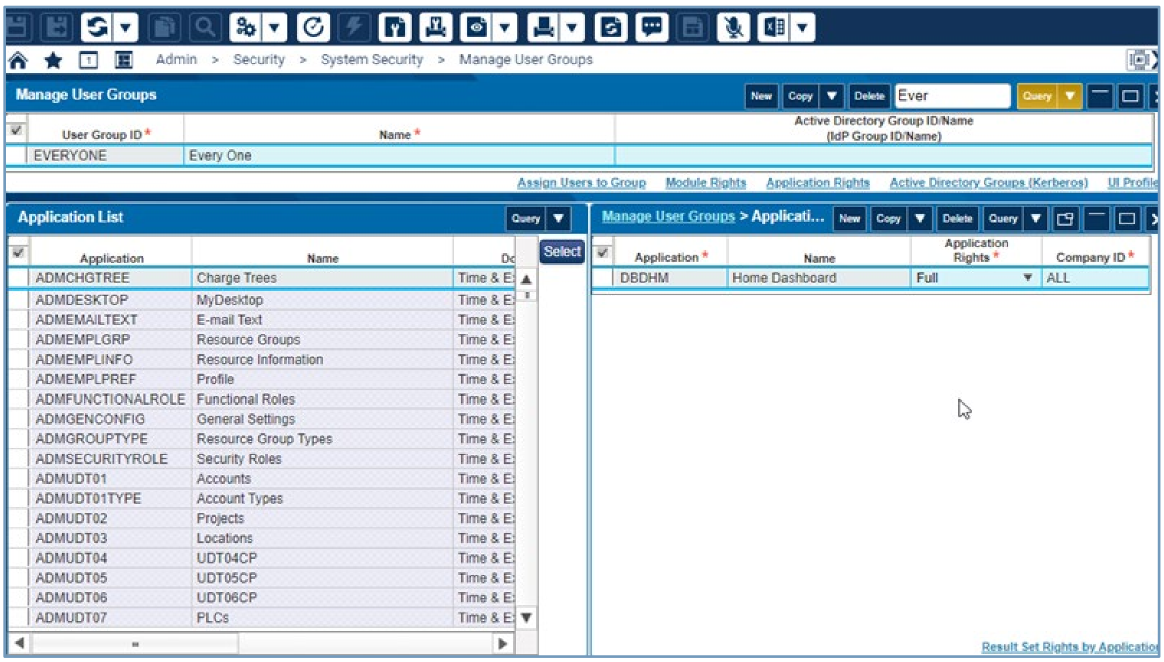
Note: You need to verify all Costpoint User Groups that are mapped to Time and Expense security roles. In this example, you also need to verify **STD_TIME_RESOURCE**.

Option 2: Grant Application Rights in the Costpoint EVERYONE User Group

For this option, you need to add rights to the **EVERYONE** user group if you have no concern granting the required applications to all users.

You need to verify **EVERYONE** on the Manage User Groups screen.

> **Note:** On the Costpoint menu, click **Admin» Security » System Security » Manage User Groups** to display the screen.



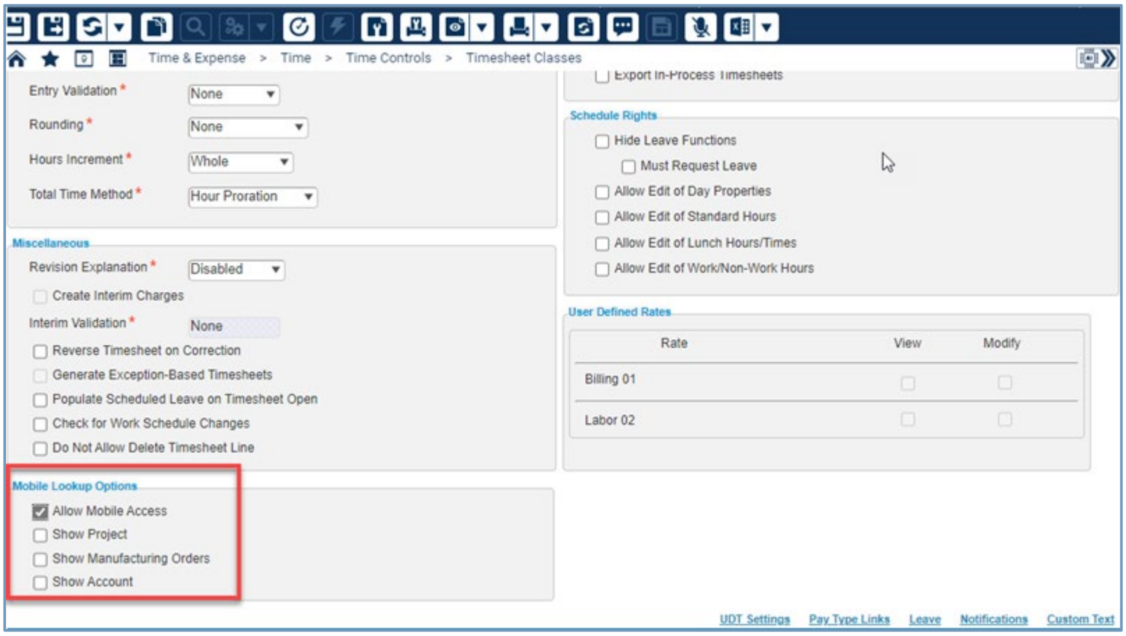
In this example, **EVERYONE** already gives FULL rights to the ADMDESKTOP application, but no rights are assigned to the SYMABOUT application. Thus, you need to grant rights for the SYMABOUT application.

Step 3: Configure the Charge Lookup Options

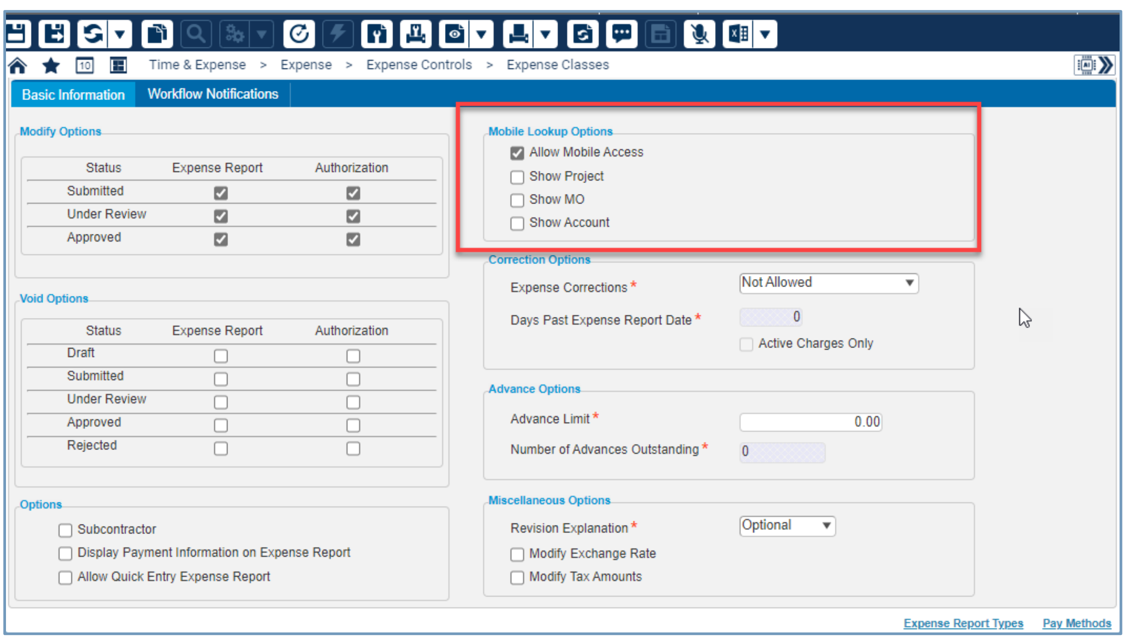
Use this procedure to configure the charge lookup options that will be available to users on the Charge Lookup screen of Costpoint Mobile T&E.

To configure the charge lookup options:

1. On the Costpoint menu, click **Time & Expense » Time » Time Controls » Timesheet Classes**.
2. On the Basic Information tab, use the Search feature to select the timesheet class that you want to configure for Costpoint Mobile T&E.
3. In **Mobile Lookup Options**, select the checkbox next to each lookup option you want to enable:
   - **Show Project**
   - **Show Manufacturing Orders**: This option is available only to Costpoint users.
   - **Show Account**



4. Click **Save**.
5. On the Costpoint menu, click **Time & Expense » Expense » Expense Controls » Expense Classes**.
6. On the Basic Information tab, use the Search feature to select the expense class that you want to configure for Costpoint Mobile T&E.
7. In **Mobile Lookup Options**, select the checkbox next to each lookup option you want to enable:
   - **Show Project**
   - **Show MO**: This option is available only to Costpoint users.
   - **Show Account**



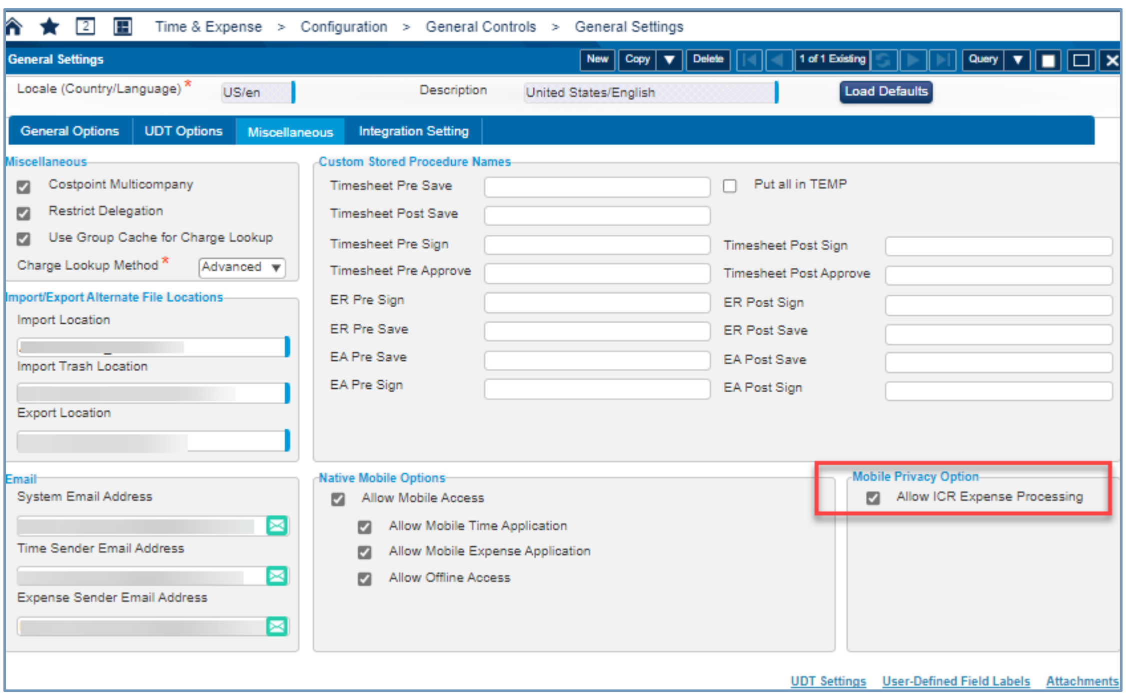
8. Click **Save**.

Step 4: Enable or Disable ICR Processing in Capturing Expense

Costpoint Mobile T&E is integrated with an intelligent character recognition (ICR) technology when you use Capture Receipt. With this feature, Costpoint Mobile T&E automatically scans and analyzes the captured or selected image, maps the captured data to the Expense Report screens, and populates the matched fields.

To enable or disable ICR processing in capturing expense:

1. On the Costpoint menu, click **Time & Expense » Configuration » General Controls » General Settings,** and then click the Miscellaneous tab**.**
2. In **Mobile Privacy Options**, select whether to enable or disable ICR processing in capturing expenses.
   - To enable ICR processing, select the **Allow ICR Expense Processing** option. The **Use ICR for Expenses** field, which defaults to **On**, displays on the Settings screen in Costpoint Mobile T&E.
   - To disable ICR processing, clear the **Allow ICR Expense Processing** option. The **Use ICR for Expenses** field on the Settings screen in Costpoint Mobile T&E is hidden.



Step 5: Set Up the "MANUAL" Batch Expense Type

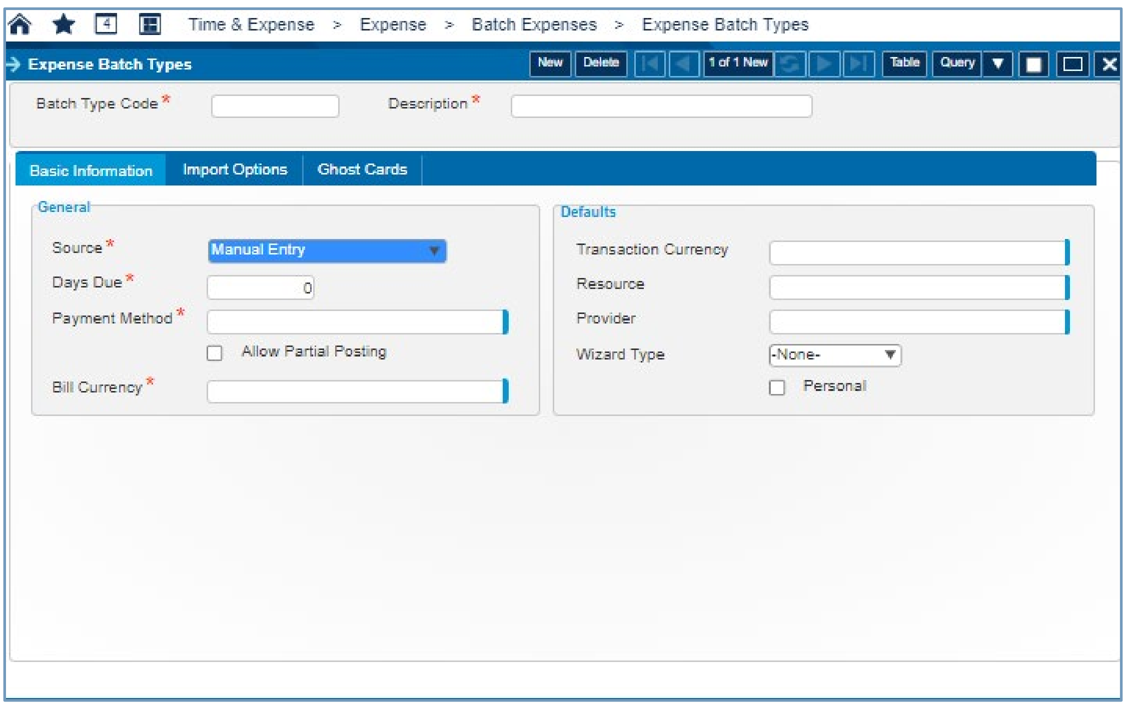
This step applies only if you have not yet set up a batch expense type called MANUAL.

Use this procedure if you have access to the Mobile Expense application and are planning to utilize the Capture Receipt feature. You need to have a batch expense type called **MANUA**L and the **Batch Type Source** to **Manual** to manually add expenses either from a credit card or from another source using Costpoint Mobile T&E.

Attention: For more information, see “Expense Reports” in the *Costpoint Mobile Time and Expense User Guide*.

To set up the “MANUAL” Batch Expense Type:

1. On the Costpoint menu, click **Time & Expense » Expense » Batch Expenses » Expense Batch Types**, and then click the Basic Information tab.
2. In **General**, specify the following fields:
   - **Batch Type Code**: Enter **MANUAL**.
   - **Description**: Enter up to 30 characters for the batch type description.
   - **Source**: Set to **Manual Entry**.
   - **Days Due**: Enter the number of days in which the expenses that use this batch type will be due.
   - **Payment Method**: Select the payment method that is used by this batch type. The valid values are all payment methods that have been set up in the system with the exception of the Advance payment method.
   - **Bill Currency**: Select the bill currency that should be used to process this expense batch type.



Step 6: Set up a Task at the Expense Level Both for the Expense Report Type and Expense Type

Make sure that a task (for example, approval, review, or attachment task) at the expense level is set up both for the expense report type and expense type.

Attention: For more information, see “Expense Reports” in the *Costpoint Mobile Time and Expense User Guide* and the following topics in the Deltek Time & Expense Help System:

- “Tasks Subtask” under **Expense » Expense Controls » Expense Types**
- “Expense Report Types Subtask” under **Expense » Expense Controls » Expense Classes**

Step 7: Set Up the Timesheet and Expense Classes for a Subcontractor

This step applies only if you are providing access to a subcontractor.

Use these procedures to indicate that the timesheet class or the expense class is for subcontractors.

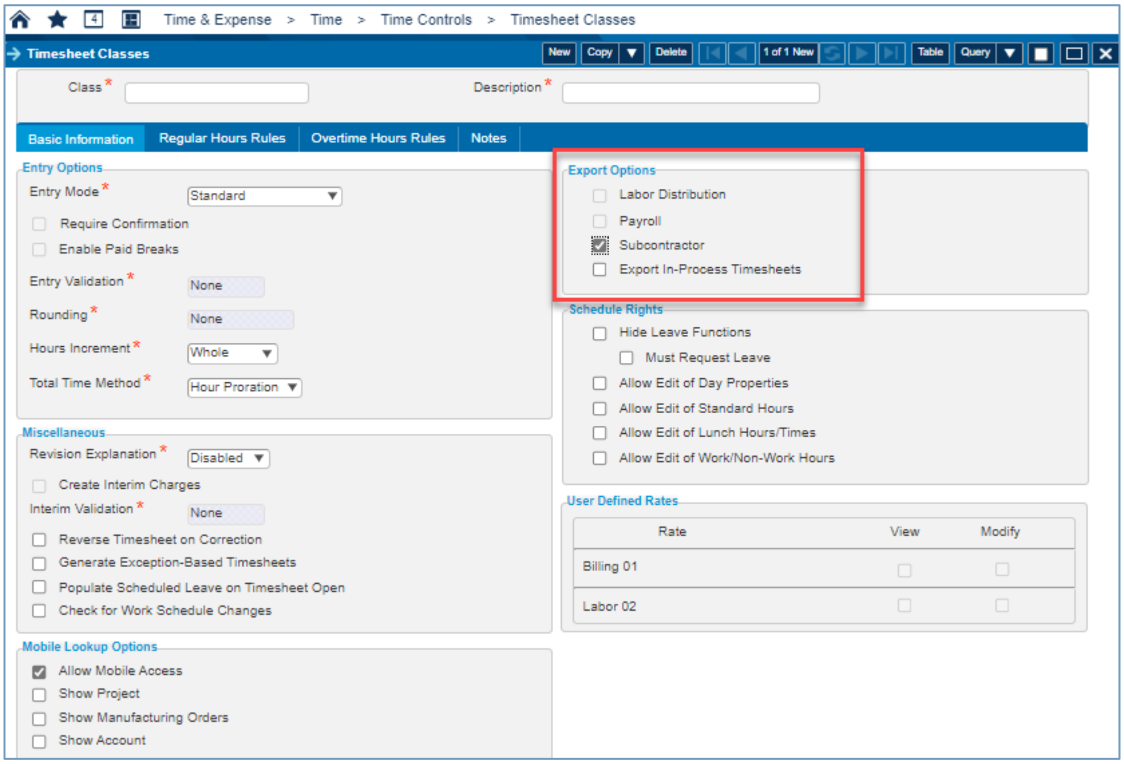
Attention: For more information, see “Mobile Time Access for Subcontractors” and “Mobile Expense Access for Subcontractors” in the *Costpoint Mobile Time and Expense User Guide*.

Note: Before you perform this step, make sure that you have enabled the subcontractor's access to the Mobile Time application or the Mobile Expense application to access and use Costpoint Mobile T&E.

For more information, see “Allow Access to the Costpoint Mobile T&E Application” in this guide.

To indicate that the timesheet class is for subcontractors:

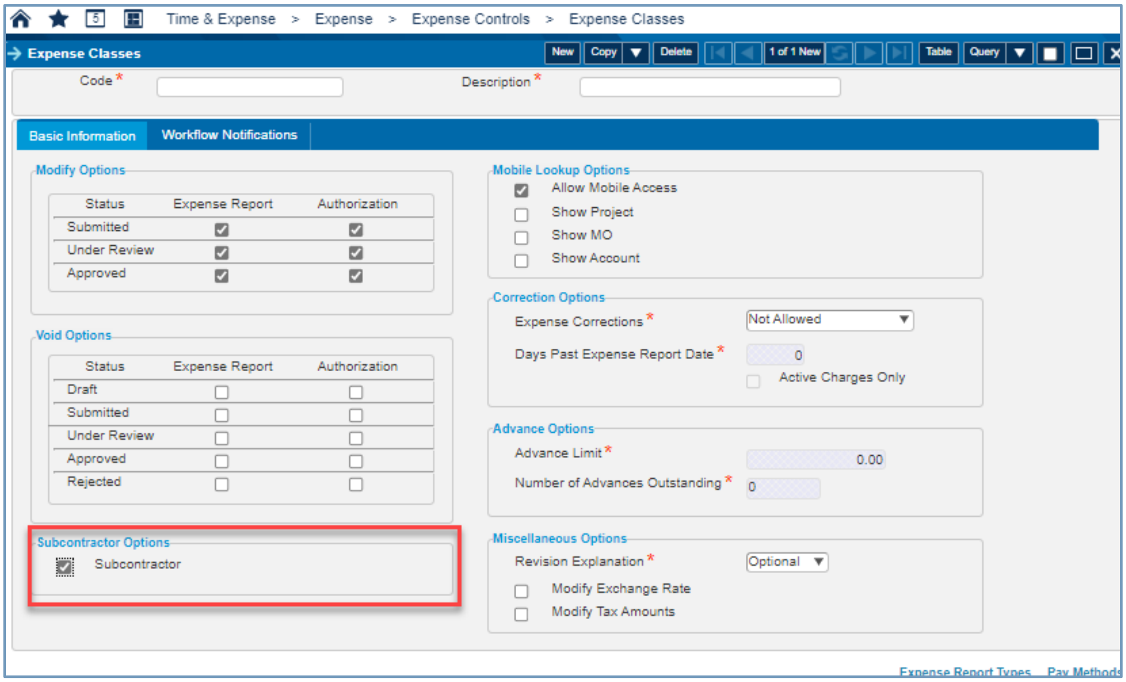
1. On the Costpoint menu, click **Time & Expense » Time » Time Controls » Timesheet Classes**, and then click the Basic Information tab.
2. In **Export Options**, select **Subcontractor**.



Attention: For more information on the Basic Information screen, see "Basic Information Tab" in the Deltek Time & Expense Help System under **Time » Time Controls » Timesheet Classes**.

To indicate that the expense class is for subcontractors:

1. On the Costpoint menu, click **Time & Expense » Expense » Expense Controls » Expense Classes**, and then click the Basic Information tab.
2. In **Subcontractor Options**, select **Subcontractor**.



Attention: For more information on the Basic Information screen, see "Basic Information Tab" in the Deltek Time & Expense Help System under **Expense » Expense Controls » Expense Classes**.

Step 8: Assign a Seat License and Provide Module Access to a Subcontractor

This step applies only if you are providing access to a subcontractor.

Use this procedure to assign a seat license to a subcontractor user and select the module access you want a subcontractor to have.

Attention: For more information, see "Mobile Time Access for Subcontractors" and "Mobile Expense Access for Subcontractors" in the *Costpoint Mobile Time and Expense User Guide*.

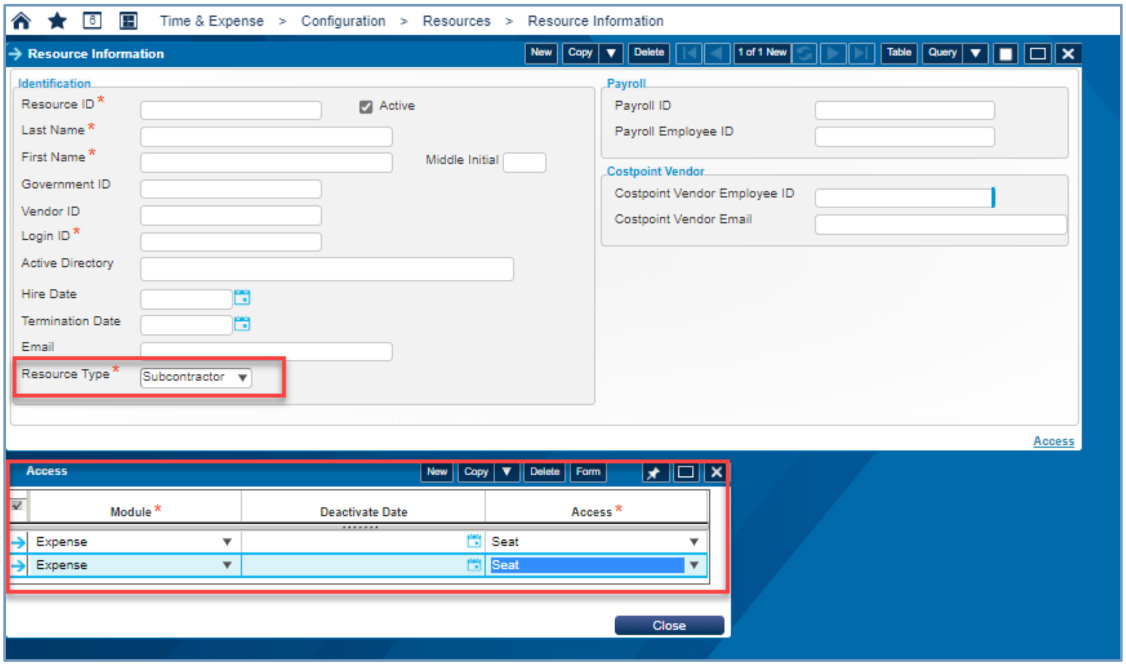
Note: Before you perform this step, make sure that you have enabled the subcontractor's access to the Mobile Time application or the Mobile Expense application to access and use Costpoint Mobile T&E.

For more information, see "Allow Access to the Costpoint Mobile T&E Application" in this guide.

To assign a seat license and provide module access to a subcontractor:

1. On the Costpoint menu, click **Time & Expense » Configuration » Resources » Resource Information**.
2. In the Identification pane, enter basic subcontractor information and set **Resource Type** to **Subcontractor**.

3. On the Access subtask screen, set the Access column of the **Time** and **Expense** modules to **Seat**.



> **Attention:** For more information on the Resource Information screen, see "Resource Information" in the Deltek Time & Expense Help System under **Configuration » Resources**.

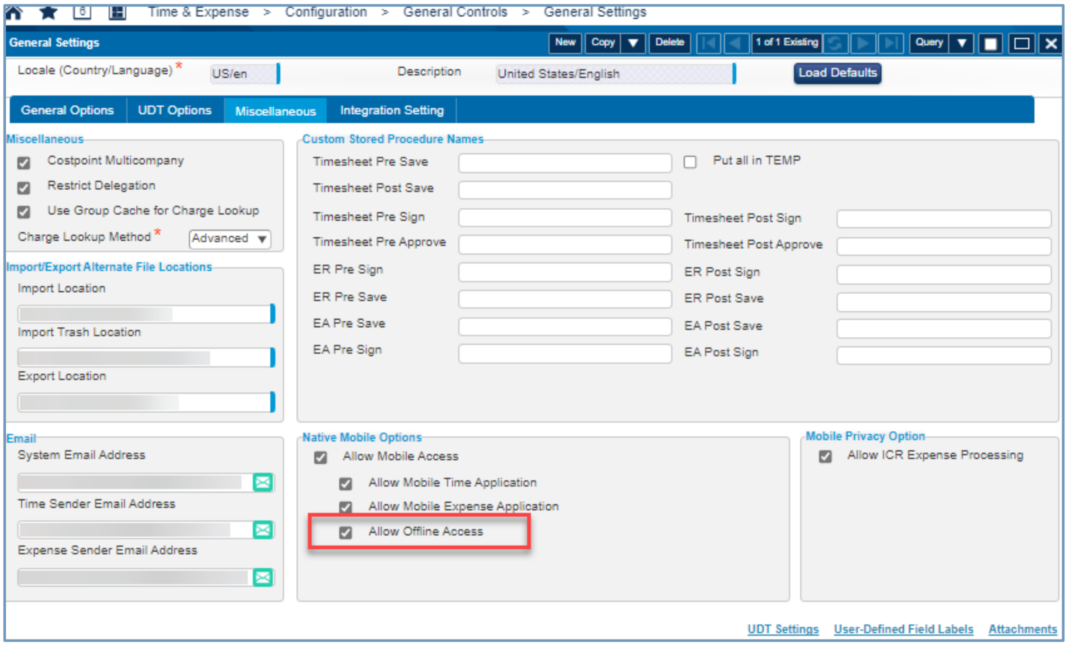
Step 9: Make Timesheets Available Offline

Use this procedure to allow time recording using your mobile device while offline. Once offline access is provided, the **Make Timesheets Available Offline** item becomes available as a menu item in Costpoint Mobile T&E.

> **Attention:** For more information, see “Offline Time Entry” in the *Costpoint Mobile Time and Expense User Guide.*

To allow offline time entry:

1. On the Costpoint menu, click **Time & Expense » Configuration » General Controls » General Settings,** and then click the Miscellaneous tab**.**
2. In **Native Mobile Options**, select **Allow Offline Access.**



Step 10: Configure UDTs to Allow Manual Entry

If a user-defined table (UDT) field is configured for manual entry in Costpoint Time & Expense, the **Manual Entry** field for that UDT field displays on the Edit Charge screen in Costpoint Mobile T&E.

To configure manual entry of a UDT:

1. On the Costpoint menu, click **Time & Expense » Time » Time Controls » Timesheet Classes**.
2. Click the **UDT10CS Links** subtask.
3. Select the **Allow Manual Entry** checkbox of the corresponding pay type.

Timesheet Classes > PAYTYPE Links

PAYTYPE*	Description	Allow Lookup	Allow Manual Entry	Overtime Type*	Level 1 Overtime Mapping
ALW	ALLOWANCE PAY TYPE	☑	☑	Level 1	
EIC	EICP	☑	☐		
HOL	Holiday Leave	☑	☑		
NOT	Not an OT pay type	☑	☑		
O	Overtime	☑	☑	Level 1	
PBC	Paid Break Charging	☑	☑		
R	Regular	☐	☑		

Step 11: Configure the Timesheet Class to Use the Time Clocking Features

Use this procedure to configure the timesheet class to use the Start-Stop Time or the Time In-Out feature.

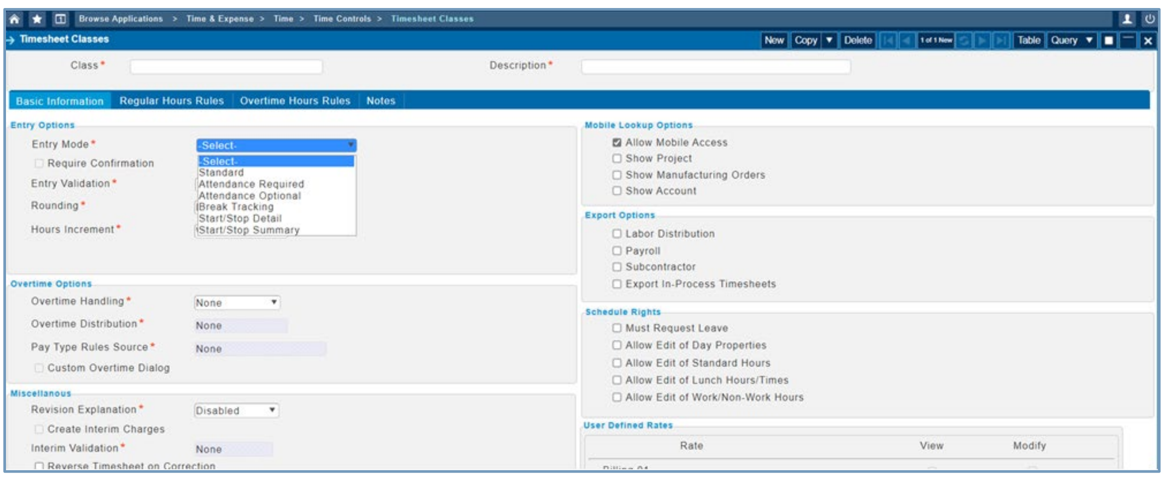
- If the Start-Stop Time feature is configured in Costpoint Time & Expense, the Start-Stop Time screen becomes available in Costpoint Mobile T&E.

- If the Time In-Out feature is configured in Costpoint Time & Expense, the Time In-Out screen becomes available in Costpoint Mobile T&E.

> **Attention:** For more information, see "Time Clocking" in the *Costpoint Mobile Time and Expense User Guide*.

To configure the timesheet class to use any of the time clocking features:

1. On the Costpoint menu, click **Time & Expense » Time » Time Controls » Timesheet Classes**.
2. Click the Basic Information tab.
3. In **Entry Mode**, do any of the following:
   - To configure the Start-Stop Time feature, select one of the following:
     - **Break Tracking:** Select this option to enable users to enter start/stop times for meals and breaks.
     - **Start/Stop Summary**: Select this option to enable users to enter start/stop times for meals, breaks, and work hours but not at the charge level.
     - **Start/Stop Detail:** Select this option to enable users to enter start/stop times for meals, breaks, and work hours at the charge level.
   - To configure the Time In-Out feature, select one of the following:
     - **Attendance Required:** Select this option to require time in/out entries for hours entered on the timesheet.
     - **Attendance Optional:** Select this option to leave entry of time in/out as optional.



> **Attention:** For more information on the Basic Information Tab screen, see "Basic Information Tab" in the Deltek Time & Expense Help System under **Time » Time Controls » Timesheet Classes**.

Appendix A: If You Need Assistance

If you need assistance installing, implementing, or using Costpoint Mobile T&E, Deltek makes a wealth of information and expertise readily available to you.

Customer Services

For over 30 years, Deltek has 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 Customer Success 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 website 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 Customer Success 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 Customer Success analyst online

Attention: For more information regarding Deltek Support Center, refer to the online help available from the website.

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 Costpoint Mobile Time and Expense User Guide	This document contains detailed information and instructions on how to use various features of the application. To access the User Guide, tap  and then tap **Help** on the Costpoint Mobile Time and Expense application.
Deltek Costpoint Mobile Time and Expense FAQ Guide	This document contains some of the commonly asked questions to give you more information about the application.

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