Deltek

Deltek ComputerEase 23.3

Change Management

December 6, 2023

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Overview

Deltek ComputerEase 23.3 is proof of Deltek's commitment to investing in the ComputerEase product. Version 23.3 provides your ComputerEase with an updated, more modern look and feel.

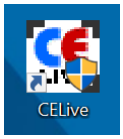
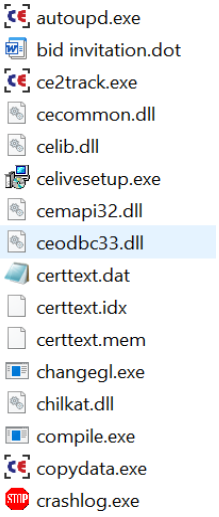
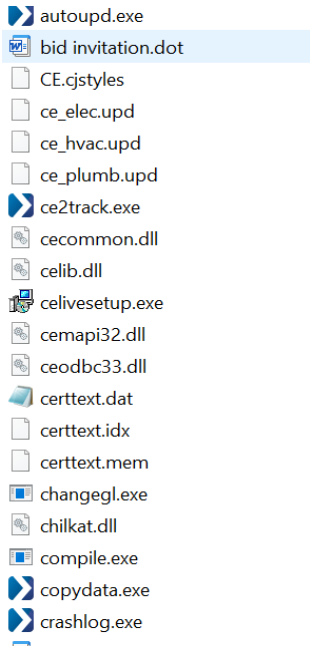
Deltek realizes that changes in your daily processes can be disruptive. First and foremost, the Flow and functionality is the same strong, familiar ComputerEase you know and love.

This document contains before and after visuals so you and your company can be prepared for the upcoming changes.

Branding

It has been four years since Deltek acquired ComputerEase; and version 23.3 now proudly represents Deltek throughout.

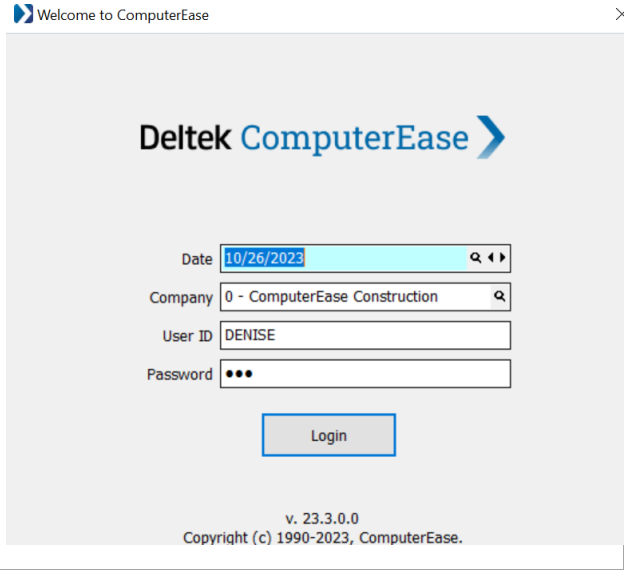
- The vintage blue and red ComputerEase logo has been replaced with the Deltek ComputerEase logo, including the signature Deltek Chevron.
- The blue and red CE Desktop Shortcuts has been replaced with the Deltek Chevron.
- The blue and red CE thumbnails have been replaced with the Deltek Chevron within Windows File Manager.

Before	After
Deltek + ComputerEase	Deltek ComputerEase
	
	

Login Screen

After you have clicked into your shortcut to initiate your session, your Login screen will reflect the new Deltek ComputerEase Logo.

Notice the **Company**, **User ID**, and **Password** fields are unchanged.

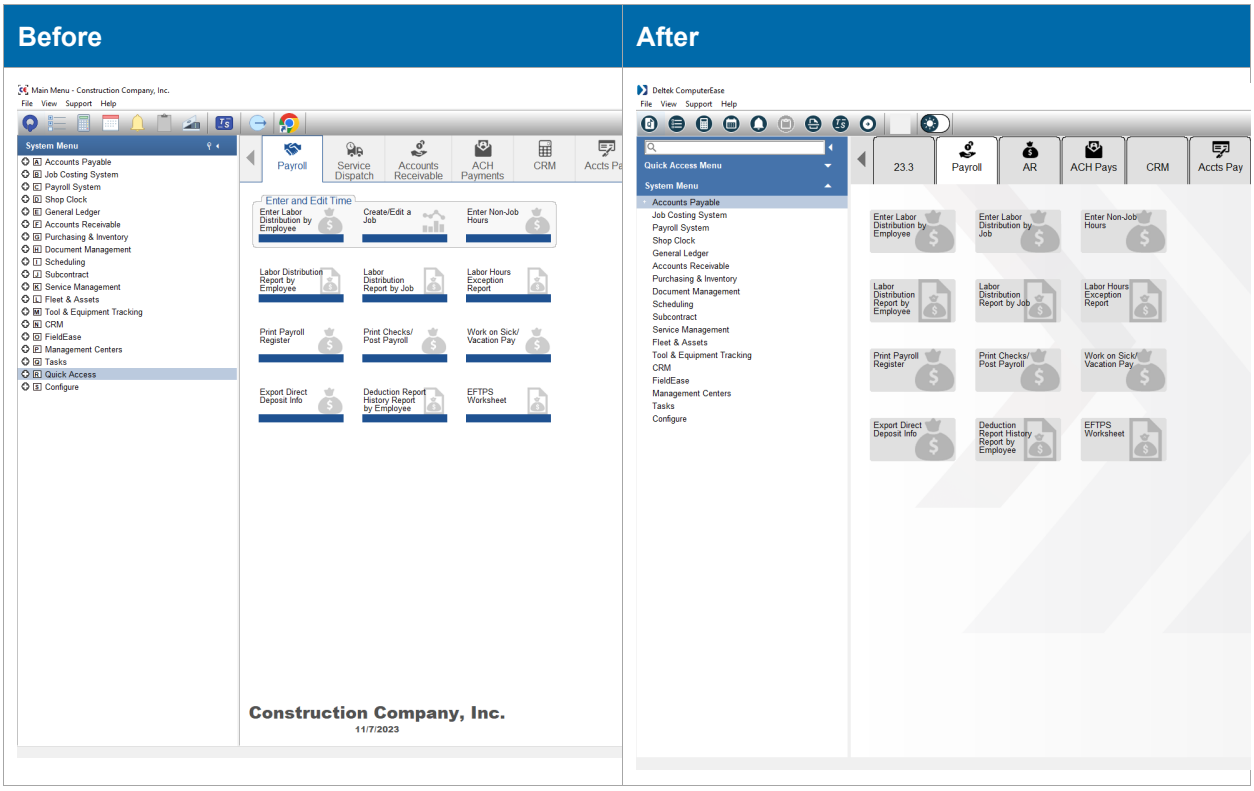
Before	After
	

First Time Login Workflow Menu

Once logged into ComputerEase, your menu and options will feel like home.

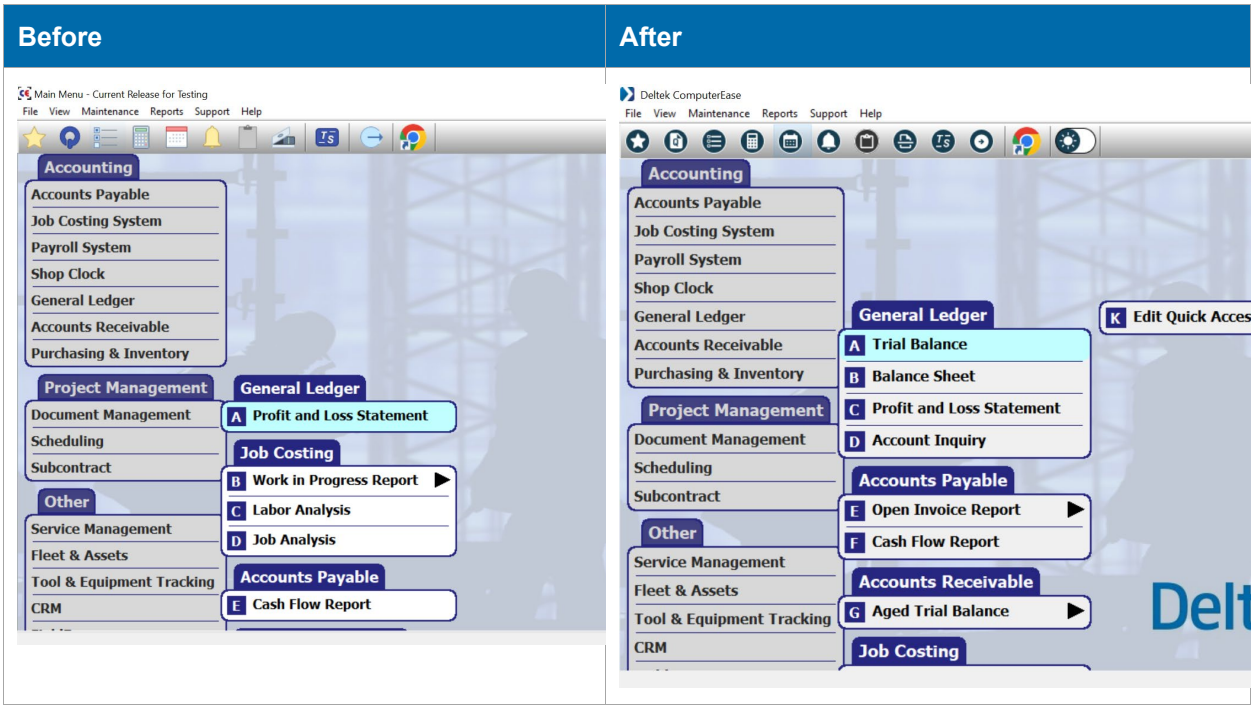
- Same menus and custom colors
- Deltek Branding
- Updated Taskbars

Notice the menu options, tabs, and workflow items are the same. Your processes can be found in all the same places.



First Time Login Classic View Menu

The classic menu has not been removed. If you are currently a Classic Menu user, when you log into ComputerEase 23.3, your menu will default to the Classic View.

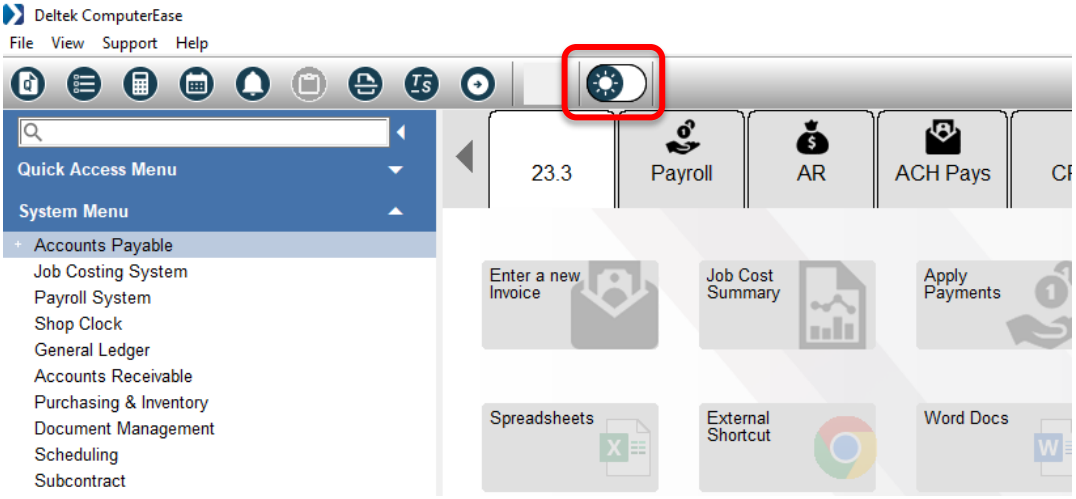


Main Menu Enhancements

Dark Mode Theme Toggle

Introducing the ComputerEase Dark Mode Theme toggle. This new and easily identifiable toggle switch makes transitioning to and from the Dark Mode Theme quick and easy (with sun and moon as a visual).

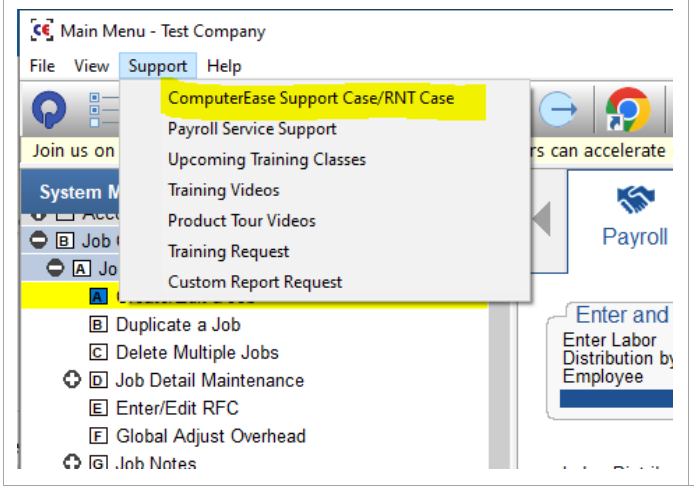
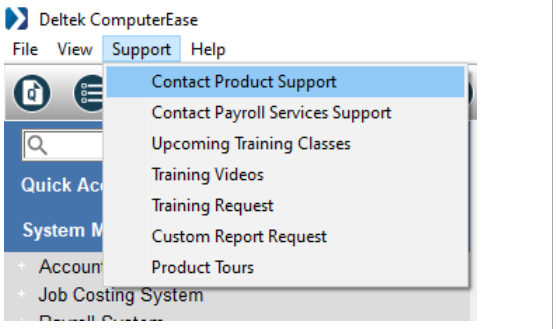
The lighter screen you are currently accustomed will now be considered Light Mode Theme.



This is the same ComputerEase you depend on to run your day to day, with a new look and feel.

Support Dropdown Revisions

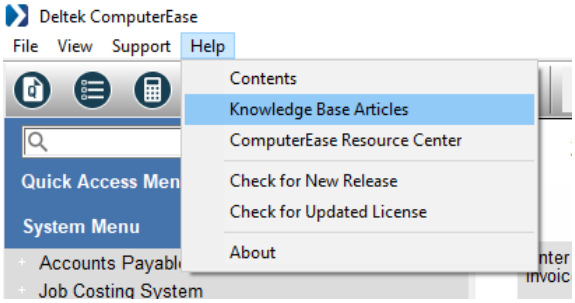
Within the **Support** dropdown, the option names have been revised slightly for more intuitive selection.

Before	After
	

Help Dropdown Options

Within the **Help** dropdown, two new options have been added:

- **Knowledge Base Articles**: This is a link to a FAQ library authored by our Customer Care team. You can press CTRL+F to find topic-specific advice, suggestions, and resolutions for common support questions.
- **ComputerEase Resource Center**



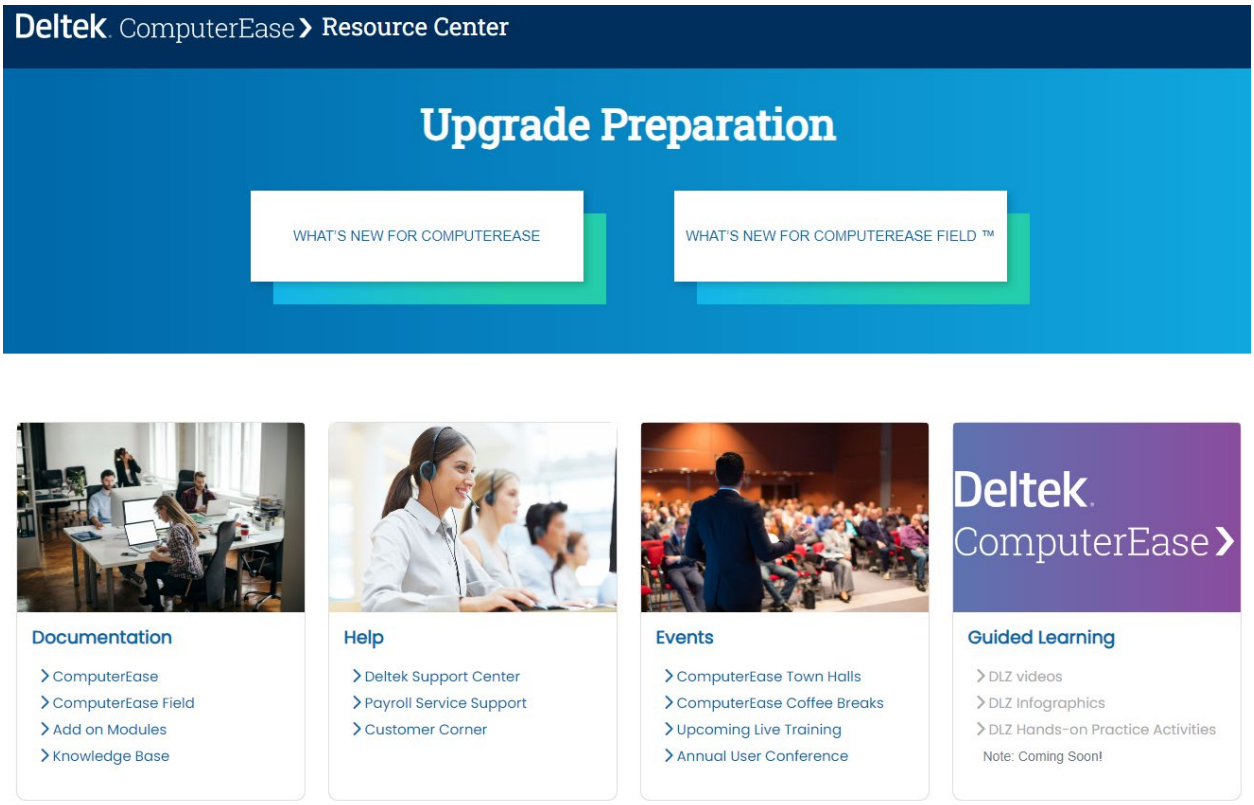
ComputerEase Resource Center

The ComputerEase Resource Center is brand new website, with content to include:

- Release Notes for current and prior updates
- Links to the Support Center and Customer Corner
- Upcoming event information and registration
- Training videos and Change Management documentation

Again, the ComputerEase Resource Center can be found within the **Help** dropdown from inside your ComputerEase software.

Tip: Bookmark this website for quick and easy access.

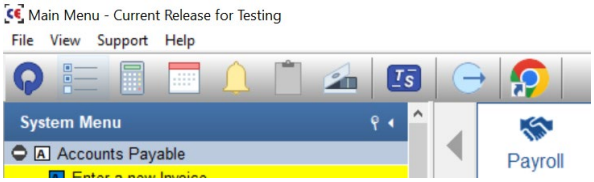
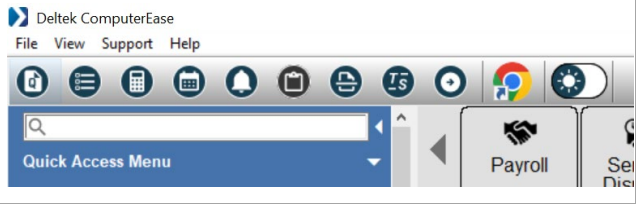


Task Bar Icons

In version 23.3, taskbars throughout the system have a new look. The functions have new, more modern images, but note that they:

- Have similar images
- Display in the same order
- Have the same hover text
- Have the same functionality

The follow images show the Main Menu taskbar.

Before	After
	

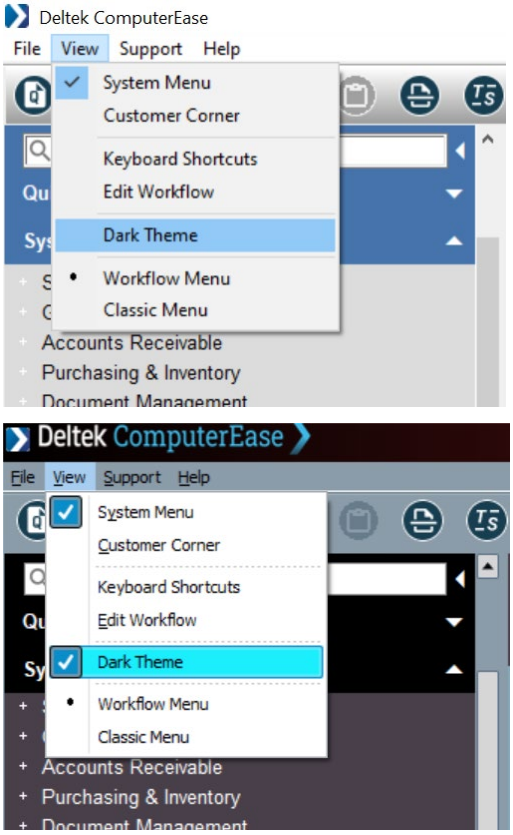
View Dropdown

For our Classic menu users, now is a perfect time to tryout the Workflow menu.

To change from Classic to Workflow, click **View » Workflow Menu**.

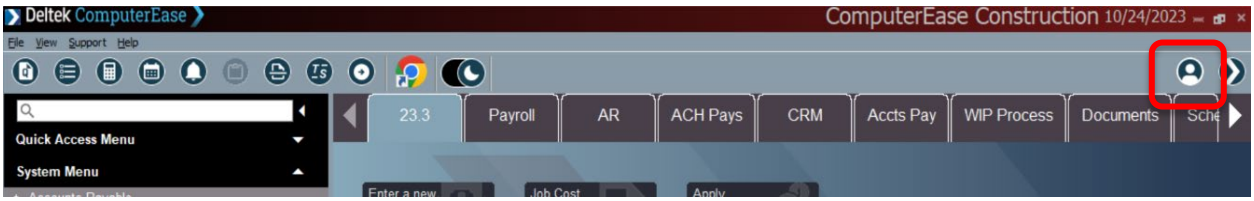
There are many benefits to using the Workflow menu. You can also use the **Dark Theme** option on the **View** dropdown as an alternative method to toggling between the Light mode theme and Dark mode theme.

> **Note:** You should close your ComputerEase process windows before toggling between Light and Dark mode theme.

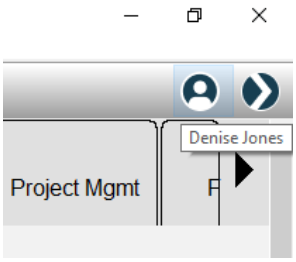


User Profile Icon

The User Profile Icon can be found in the upper right-hand corner.



Hovering on the User Profile icon displays the **Username** (or **User ID**) as it's entered in password maintenance.

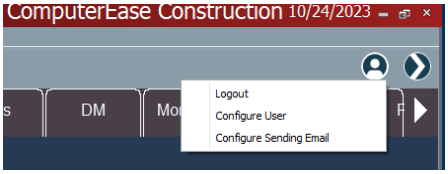


Clicking the icon provides a dropdown menu with the following options:

- **Logout**: The **Logout** icon on the taskbar has not been removed. However, adding this option to the **User Profile** dropdown felt intuitive.

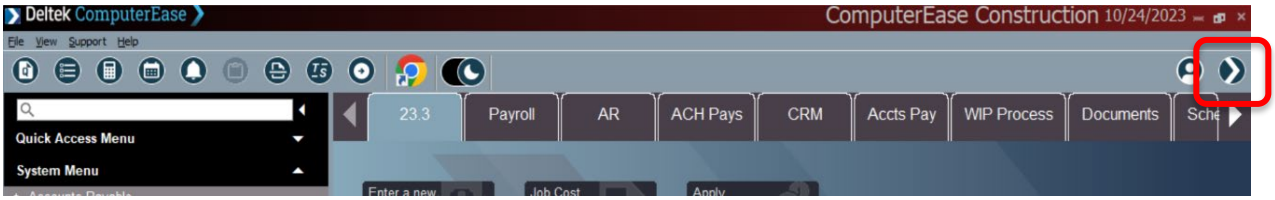
  > **Note:** Deltek recommends logging out in lieu of closing the program by clicking **X** so that any active processes are properly terminated.

- **Configure User**: Prior to version 23.3, these user settings were found within the Configure Menu.
- **Configure Sending Email**: Screen display preferences, printer defaults, and email configuration details for the user can be easily accessed using the Configure options.

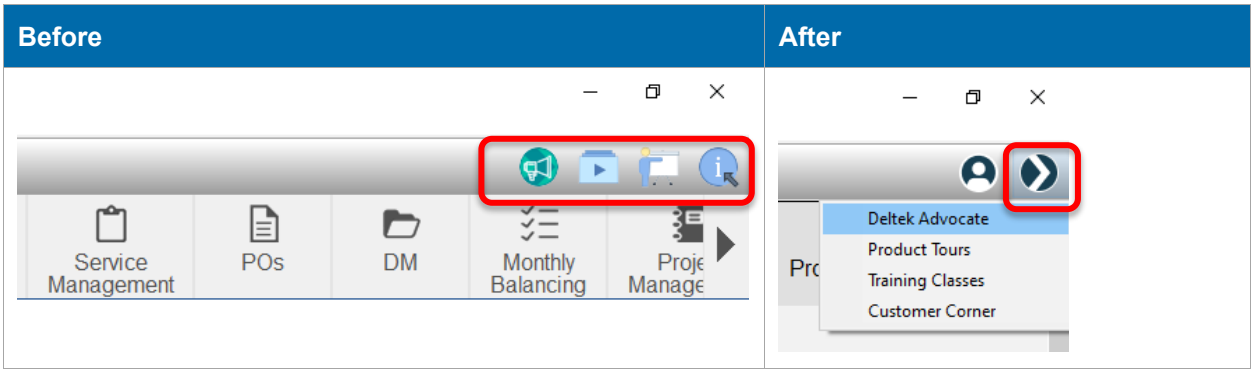


All Things Deltek

Next to the User Profile is the new **Deltek** icon.

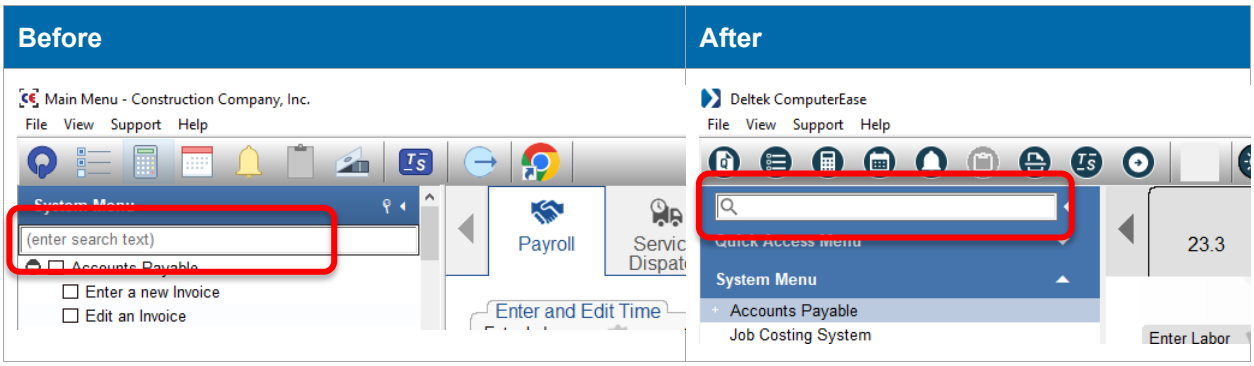


Prior to version 23.3, the Deltek options were the four icons in the upper right-hand corner of the Main Menu taskbar. These functions have now been combined into a single dropdown accessed by clicking the new Deltek icon.



Main Menu Search

Highlighted on the left-hand side is the new **Menu Search** field.



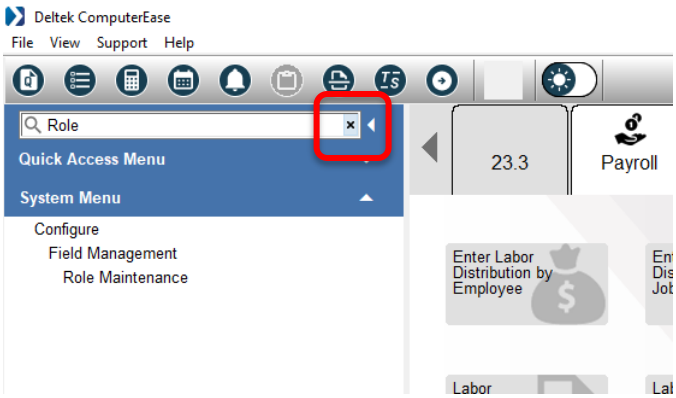
Many long-time users did not realize there was a Search tool to assist in finding menu options. So, in version 23.3, the Search tool has been visually emphasized.

To use, type your desired text in the **Search** field, and ComputerEase filters and displays just those menu options that contain your text.

Removing Search Criteria

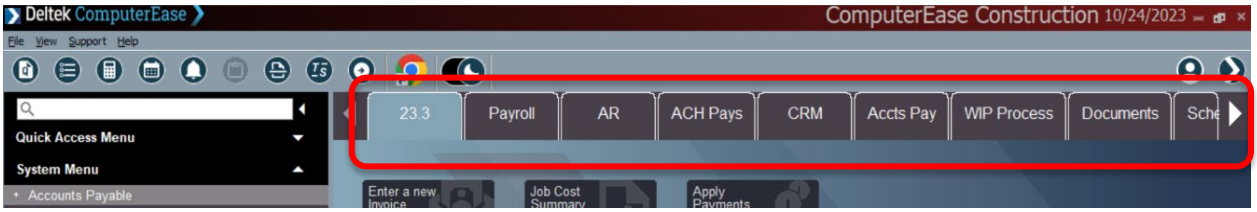
When you want to remove the Search criteria, click the X at the right of the **Search** field.

In the following example, “Role” was entered in the **Search** field, and the menu filtered to display only the menu options with “Role” in their name. To remove the search criteria, click the **X**.

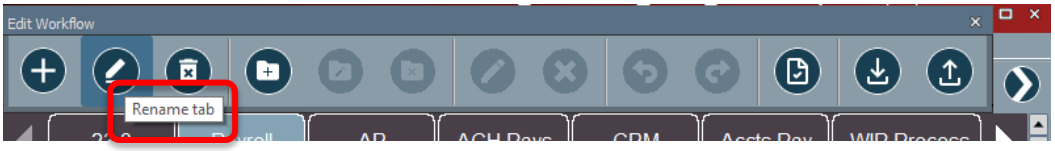


Tab Formatting – Optional Images

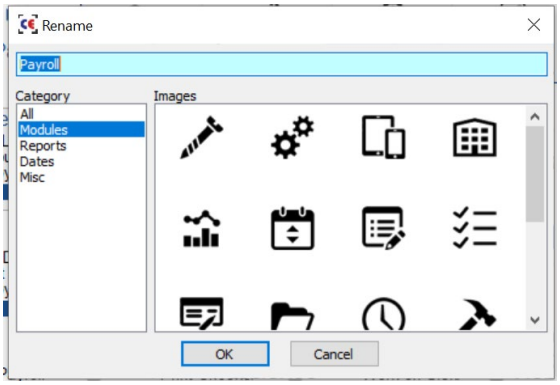
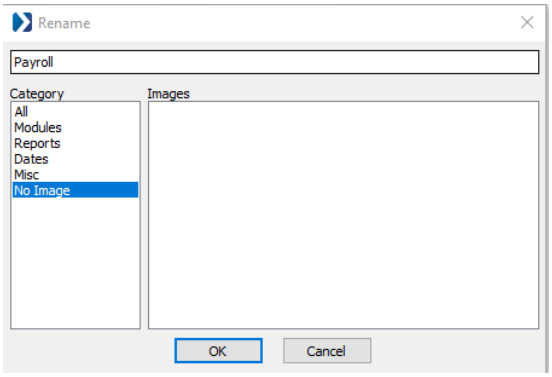
Prior to version 23.3, images on tabs were required. These tab images have now been made optional. Your current images will follow into 23.3, but you now have the option to remove them.



To remove your tab images, while in **Edit Workflow** mode, click the tab you want to edit, and then click **Rename tab**.

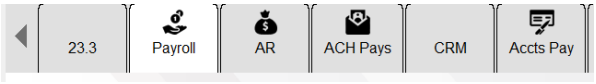


Notice that **No Image** is now an option for selection.

Before	After
	

Tab Formatting – Tab Height

Optional tab images were implemented to simplify the look of the tabs. The height of the tabs is taller if one or more tabs have an image. However, if you remove all the tab images, the tabs will automatically resize for a more sleek, shorter appearance.

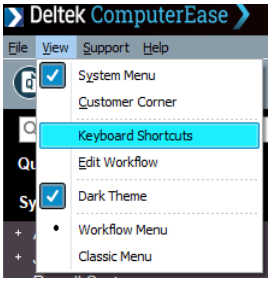
With Images	Without Images
	

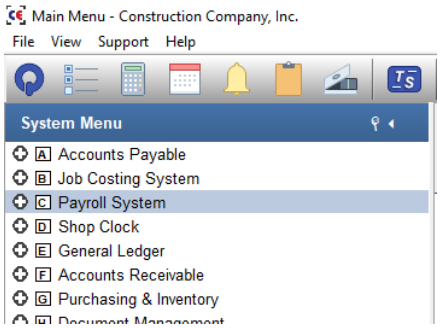
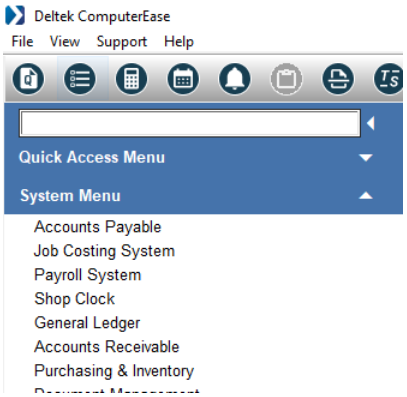
Keyboard Shortcuts

The order in which the System Menu options display is unchanged. Your existing menu configurations and permissions will convert to version 23.3.

Your existing system may have boxed alphabet letters next to your menu options. These are called keyboard shortcuts. In version 23.3, the keyboard shortcuts are hidden by default. For new users, the keyboard shortcuts are disabled.

If you want to reinstate the lettered keyboard shortcuts, click **View » Keyboard Shortcuts**.

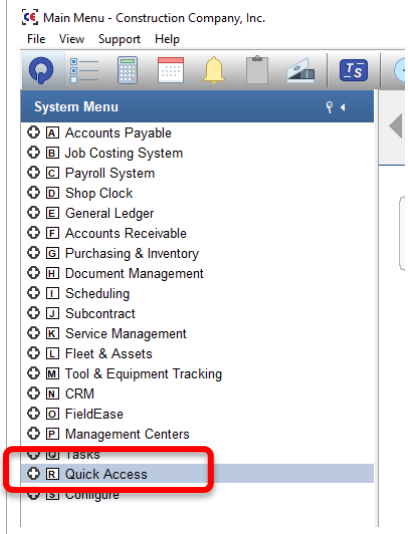
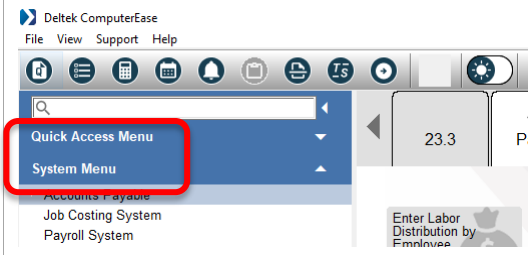


Before	After
	

Main Menu – System Menu

Your existing system has an anchored **System Menu**, as does version 23.3.

In 23.3, the **Quick Access Menu** has been anchored to the top of the **System Menu**. **Quick Access** is an option you currently have, and it can be found at the bottom of your **System Menu**.

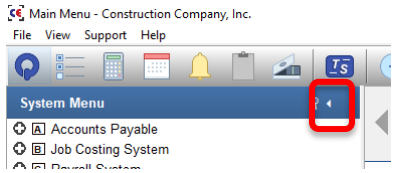
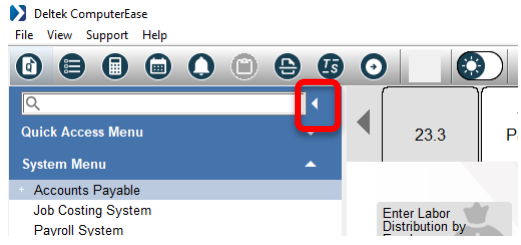
Before	After
	

Main Menu – Expand, Contract, Hide

Notice the little arrows by the anchored menu titles. These arrows allow you to expand, contract, and hide menu details.

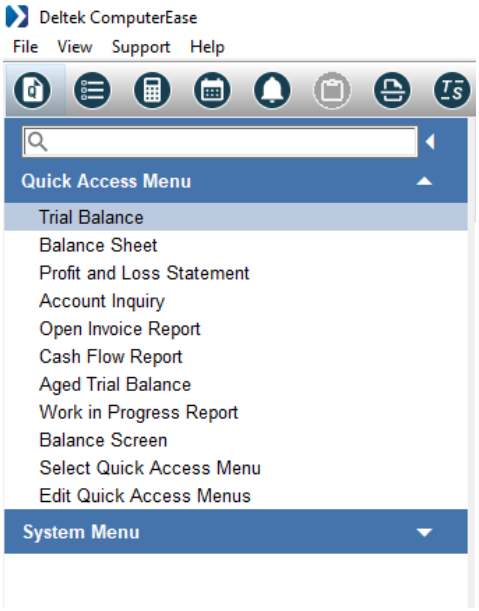
The left pointing arrow by the **Search** field hides the entire Main Menu.

The up and down arrows expand and contract the anchored **Quick Access Menu** and **System Menu**, showing and hiding details.

Before	After
	

Main Menu – Flexibility in View

This following example illustrates the power of the Quick Access Menu. In the following example, the **System Menu** has been contracted and the **Quick Access Menu** expanded.

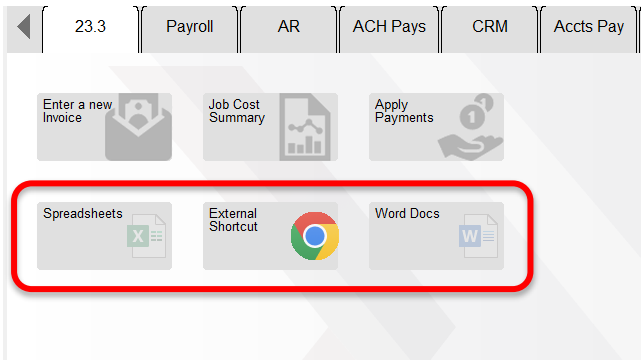


Because the Quick Access Menus are created by you, you can design your very own Quick Access favorites. After you have the perfect Quick Access menu created for yourself, it can be assigned as the default within **Configure User** (in **User Profile** dropdown).

If you have created multiple quick Access Menus, you can easily switch between them by using the **Select Quick Access Menu** option. Rather than clicking in and out of menus to find what you want, using Quick Access Menus can save you valuable time by going straight to your favorite spots.

External Workflow Items

To customize daily flow, enhancements have been made for your custom Workflow items and groups. Workflow item images have been updated with a new look and feel. Again, all your existing Workflow Items, Groups, and their details will transition to version 23.3.

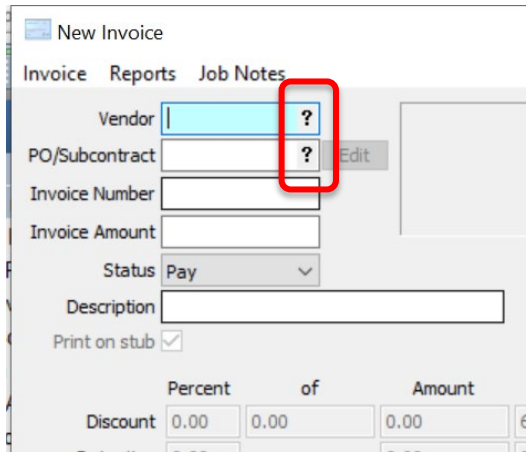
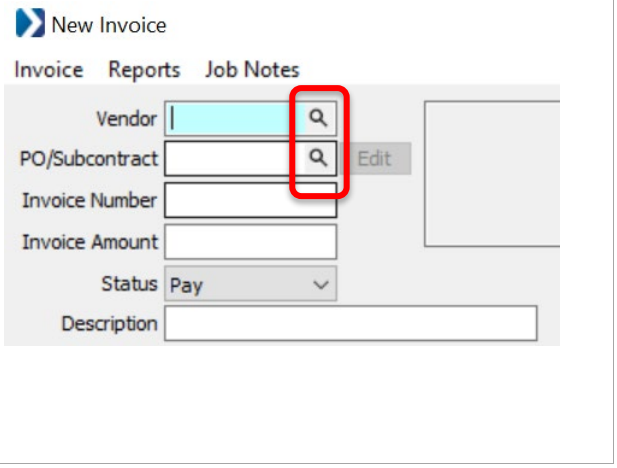


Version 23.3 now allows you to add external items to your workflow menus by using drag and drop. Simply drag your file, shortcut, or URL and drop it onto your Workflow menu. Spreadsheets, Word documents, and website URLs are examples of tasks performed outside of ComputerEase that can now

be woven into your Workflows. Now you won't forget to update that spreadsheet or make that website entry; your reminder is embedded in your ComputerEase workflow.

F2 Lookup Image

There is a new image for the F2 lookup. The question mark has been replaced with a magnifying glass.

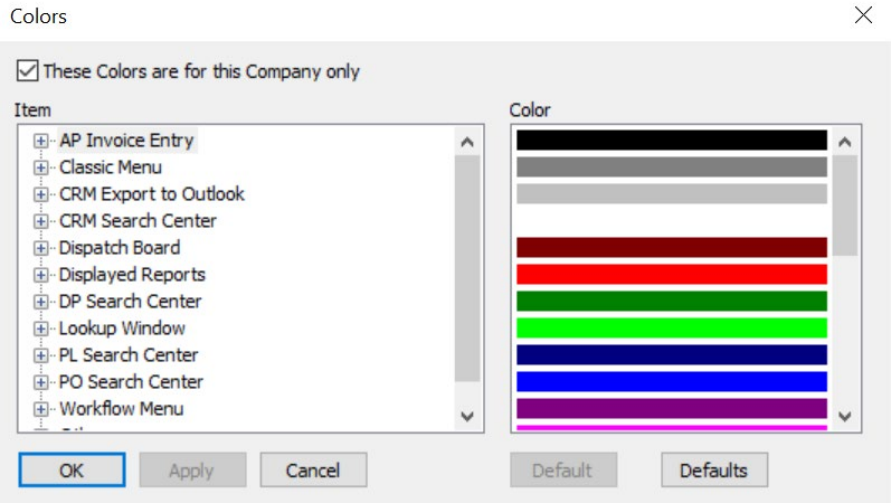
Before	After
	

Color Options

Light Mode Theme Custom Colors

Many of you have created wonderful color schemes for your Workflow menus, Classic menus, and entry screens. Your custom colors will not be lost and will now be considered your Light mode theme colors.

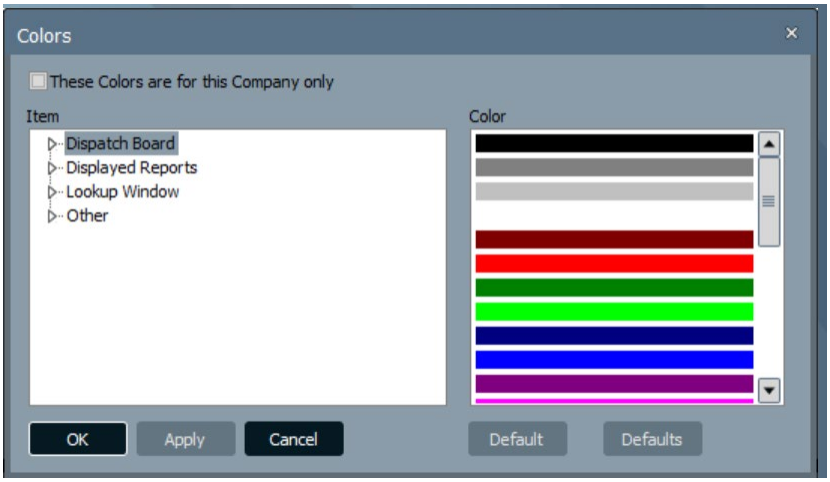
Your ability to tweak your light mode colors can still be performed through **File » Colors**.



Many times, color customizations were created so users had a visual reminder of what company they are working in. When in light mode, these customizations will still be visible.

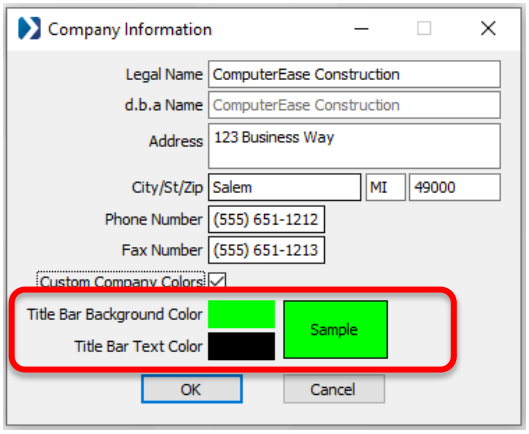
Dark Mode Theme Custom Colors

You can also define custom colors for your Dark mode theme through **File » Colors**. The list of customizable items is much smaller for dark mode.



Dark mode has a new method for identifying company colors. Individual companies can be assigned unique Title Bar colors.

Under **Configure » Company Name**, you can select a **Title Bar Background Color** and **Title Bar Text Color** for each company, taking colors to a brand-new level. This allows you to easily identify the company in which you are working.



Note: Colors assigned in **Company Name** are for Dark Mode Theme only.

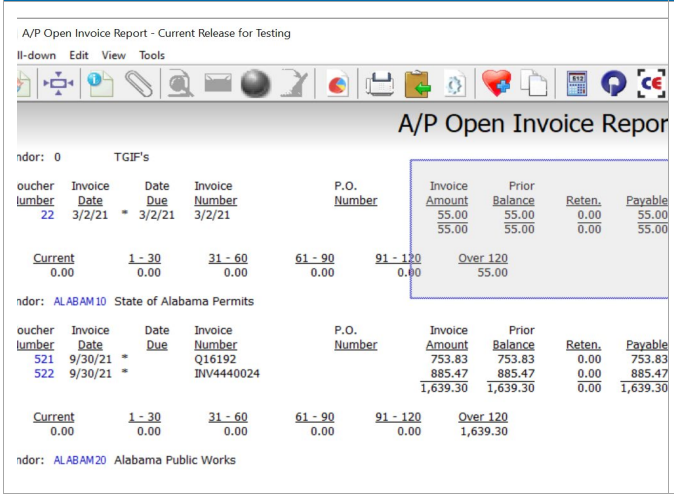
Dark Mode Examples

The Main Menu title bar and title bars for working processes will be filled with your selected company colors. The prominent colored title bar simplify company identification. For example, Company A will be red for all users, Company B will be Green for all users, or whatever colors you choose. These title bar colors also flow through to Qtool as well.

Display Reports

Displayed reports have received Dark Mode Theme color updates. Notice the green horizontal line row highlighting in the after screenshot.

Before

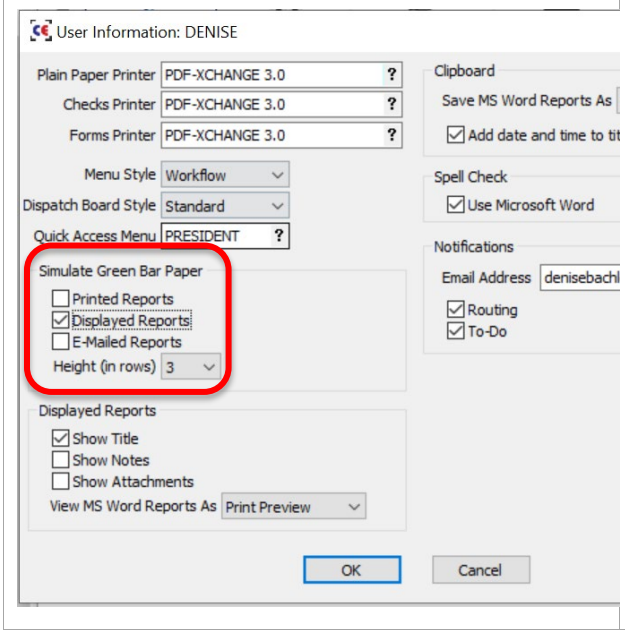


After

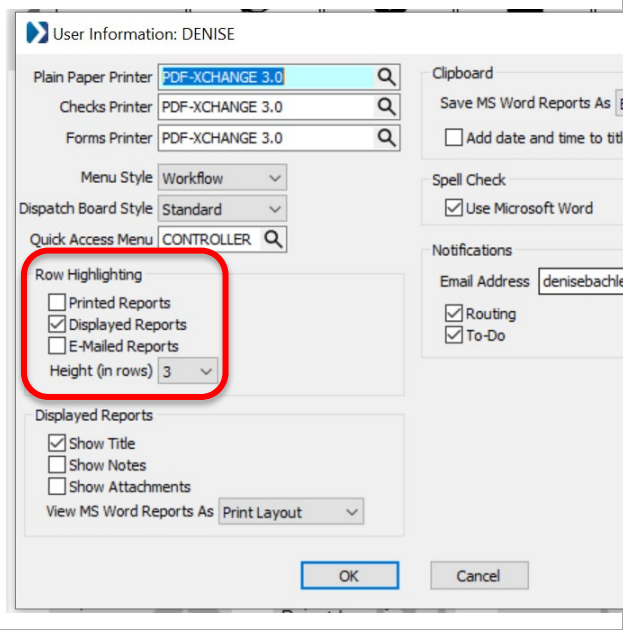
Displayed Reports – Row Highlights

Prior to version 23.3, the horizontal row highlights were referred to as **Simulate Green Bar Paper**. In 23.3, this option was renamed to **Row Highlighting**, as many of our users are not familiar with the old dot matrix green bar paper.

Before



After

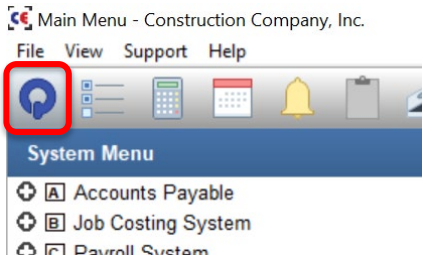
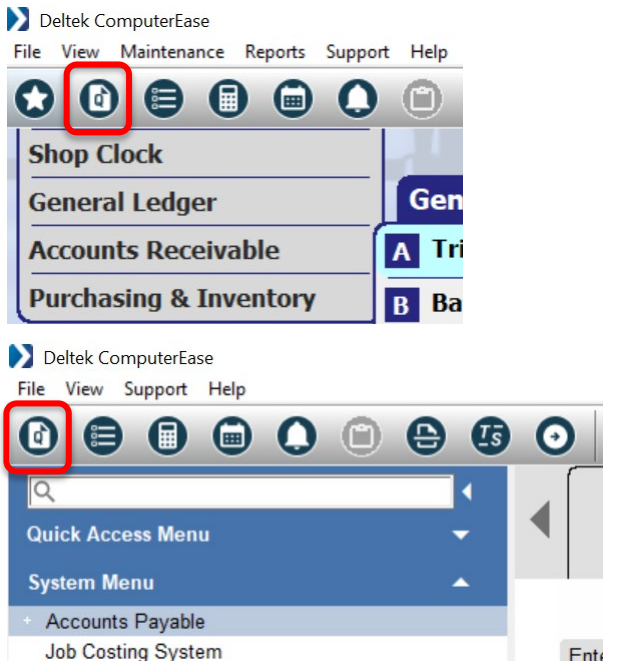


If you don’t currently see the green row highlighting on your displayed reports, you may want to turn this option on as it can simplify reading wide reports (via **User Profile icon » Configure User**).

Qtool

New Qtool Icon

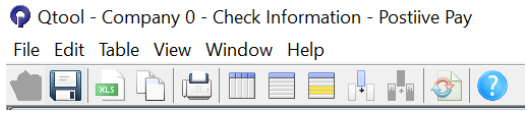
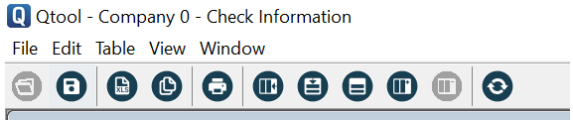
Qtool has a new icon on the Main Menu taskbar. Instead of just a Q, the icon is now a Q within a report.

Before	After
	

New Qtool Taskbar

The Qtool taskbar has been updated with:

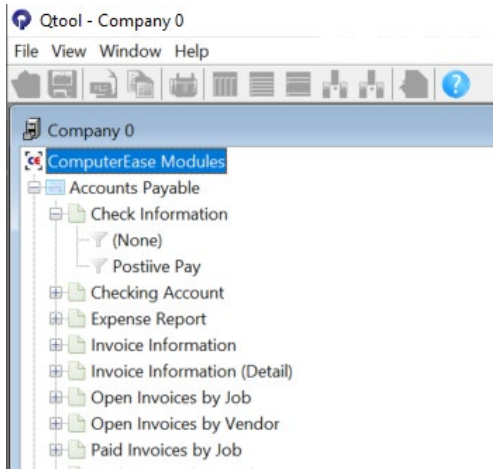
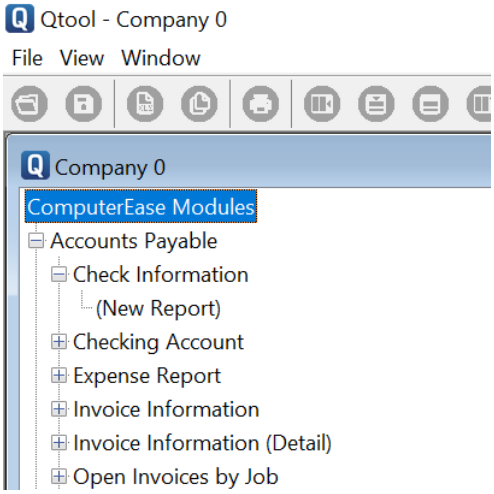
- Similar images
- Same hover text
- Same order
- Same functionality
- The **?** (About) button has been removed

Before	After
	

Removed Thumbnail Images

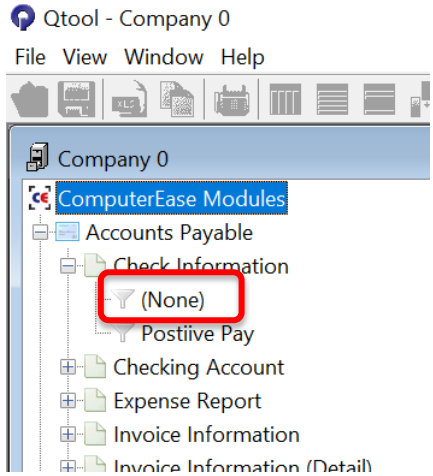
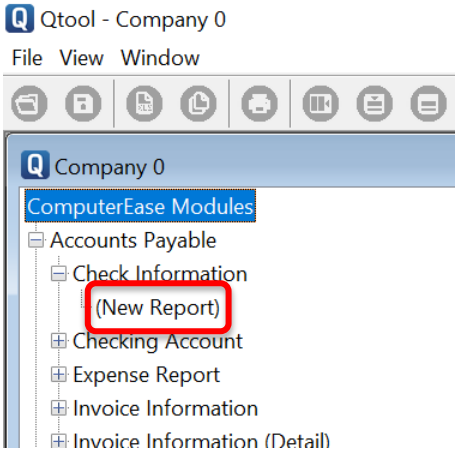
Your saved Qtool reports will flow through to version 23.3.

The thumbnail images next to the report options have been removed for a cleaner view.

Before	After
	

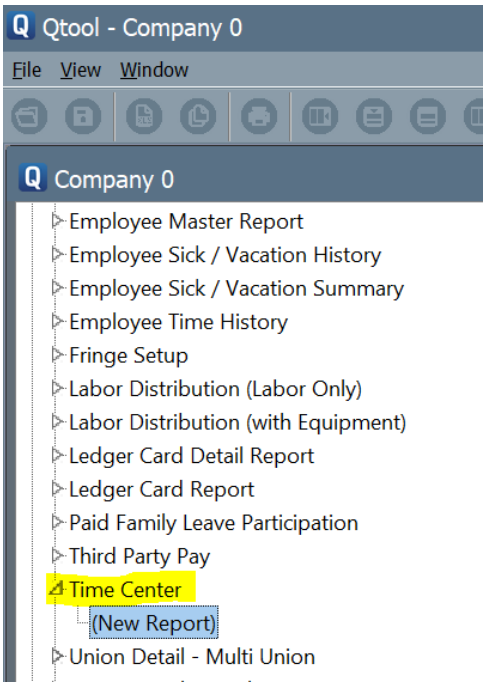
“New Report” vs. “None”

Prior to version 23.3., creating a new report was achieved by clicking **(None)**. In 23.3., creating a new report is achieved by clicking on **(New Report)**.

Before	After
	

Time Center Qtool Report

ComputerEase Field Time entries flow into a new Time Center area for payroll administrators to sort, filter, and edit time before exporting it into Labor Distribution.



The new Time Center Qtool report data allows field users to create, save, and send their own Time Center Qtool reports.

The following lists the reportable fields:

- *Employee*
- *Employee Name*
- *Department*
- *Department Name*
- *Worker Class*
- *Class Name*
- *Date Worked*
- *Pay Type*
- *Pay Type Name*
- *Work Hours*
- *Job*
- *Job Name*
- *Phase*
- *Phase Name*
- *Category*
- *Category Name*
- *P/W Indicator*
- *Cost Code*
- *Approver*
- *Start Time*
- *End Time*
- *Description*
- *Equipment*
- *Equipment Name*
- *Equipment Code*
- *Equipment Code Name*
- *Equipment Hours*
- *Units*
- *Created By*
- *Geo Arrival Date*
- *Geo Arrival Time*
- *Geo Departure Date*
- *Geo Departure Time*
- *Geo Hours*
- *Geo Job Presence*
- *Job User Defined Fields*
- *Employee User Defined Fields*

Centers

Center Taskbars

Whether you are on the Workflow or Classic menu, your centers have a new look and feel as well as some new features. All of the centers have been updated, along with their taskbars. Two icons on the taskbar menus have been removed since their functions can be achieved elsewhere more efficiently.

The following is new for 23.3:

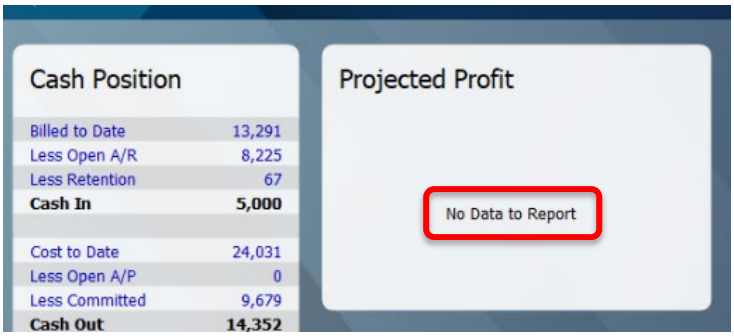
- All Centers updated
- New taskbar icons
- Same functionality, but with a new look
- **Qtool** icon and **Main Menu** icon removed

Before	After

Center Behaviors

All of our Centers have learned new behaviors.

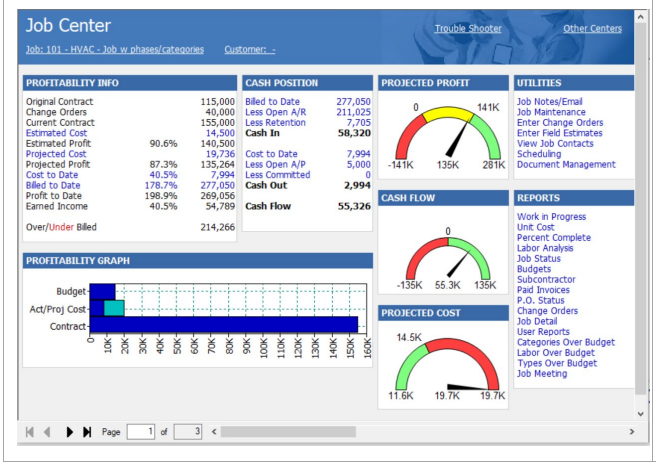
- When large sets of data are being processed, “Calculating” will display in the appropriate area while the system is hunting and gathering.
- If the hunt was unsuccessful in finding data to report, it will display “No Data to Report.”



Job Center

This is the Job Center before and after. Notice the drilldowns are the same, reports are the same, and the graphs have beautiful new colors.

Before



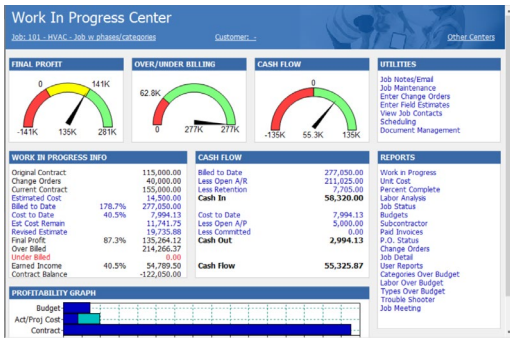
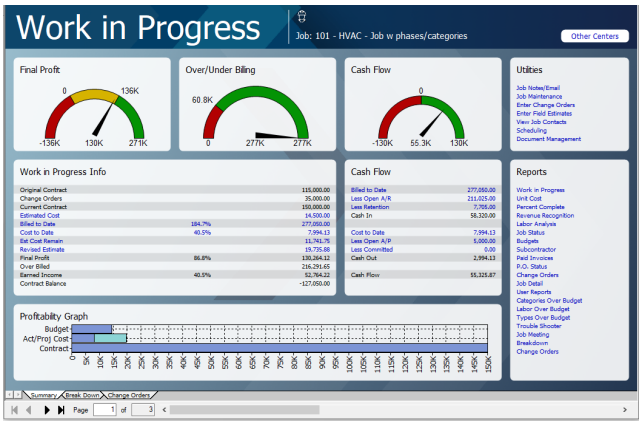
After

Job Center – Added Job Status

The ability to view the status if **Inactive** or **Closed** is now displayed next to the job name. This is handy if a Project Manager is viewing a range of jobs; they will now visibly see the status without having to click into the job details.

Work in Progress Center

The is the Work in Progress Center before and after.

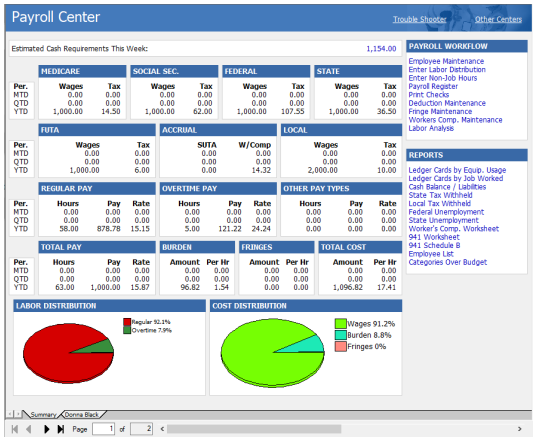
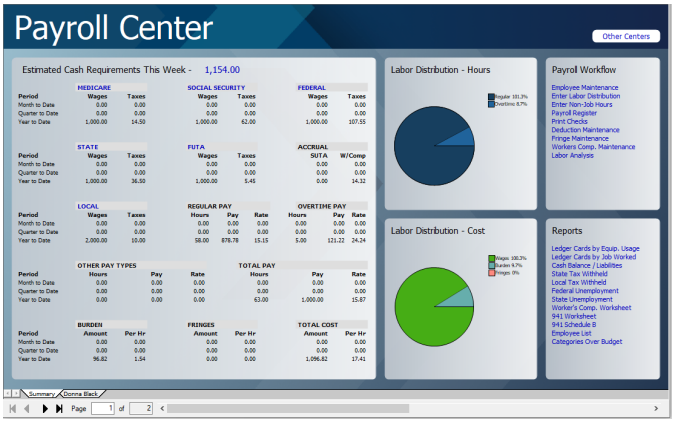
Before	After
	

Work in Progress Center – Added Job Status

The Work in Progress Center also has the **Inactive** and **Closed** indicators.

Payroll Center – Summary Tab

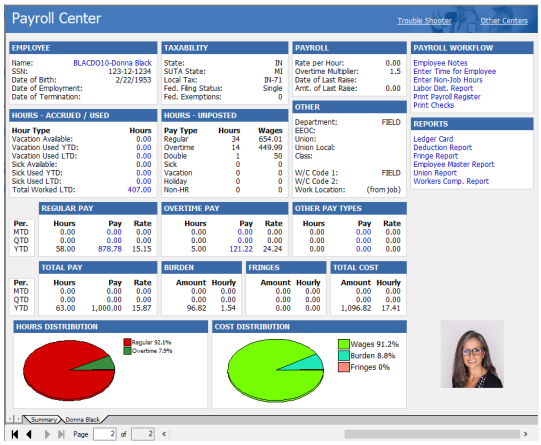
This is the Payroll Center Summary tab before and after.

Before	After
	

Payroll Center – Employee Tab

This is the Payroll Center Employee tab before and after.

Before



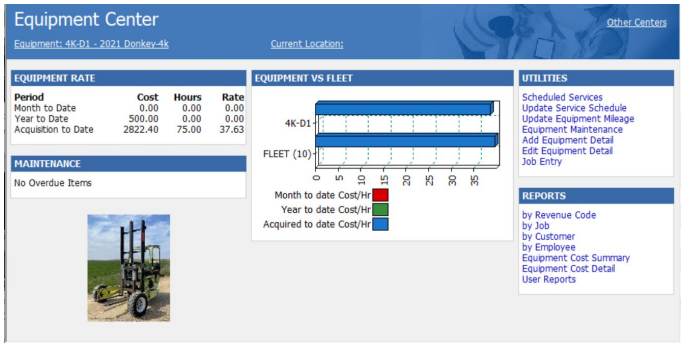
After

Note: Notice that the employee image now displays at the top of the screen next to the employee name.

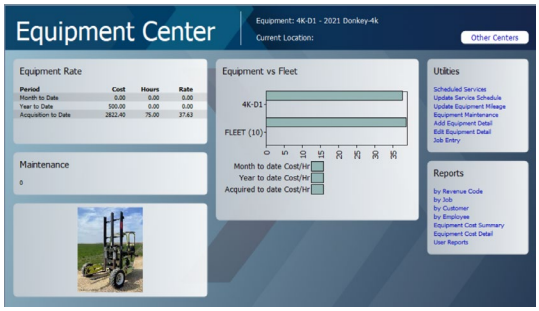
Equipment Center

The Equipment Center before and after.

Before



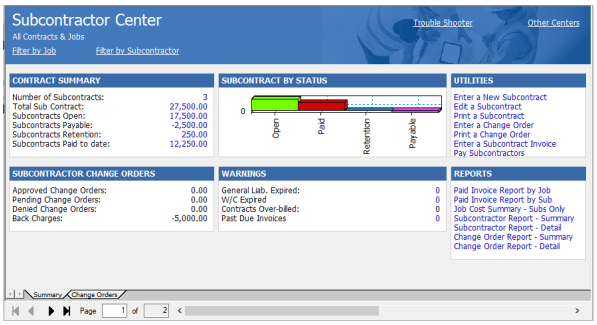
After



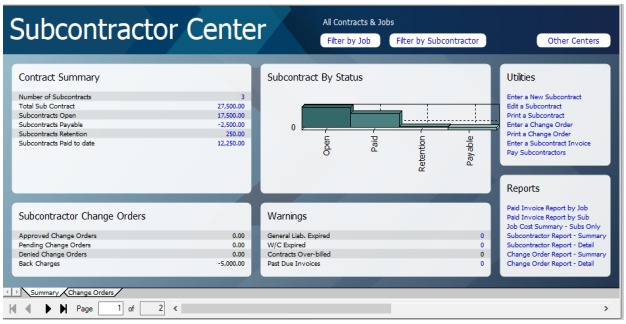
Subcontractor Center

The Subcontract Center before and after.

Before



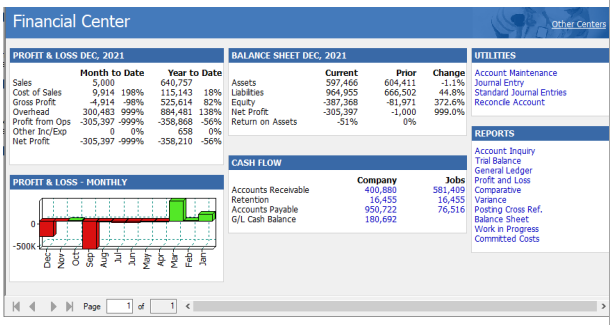
After



Financial Center

The Financial Center before and after.

Before

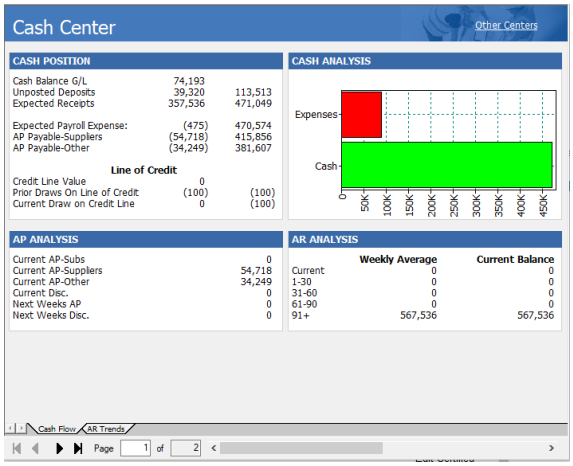


After

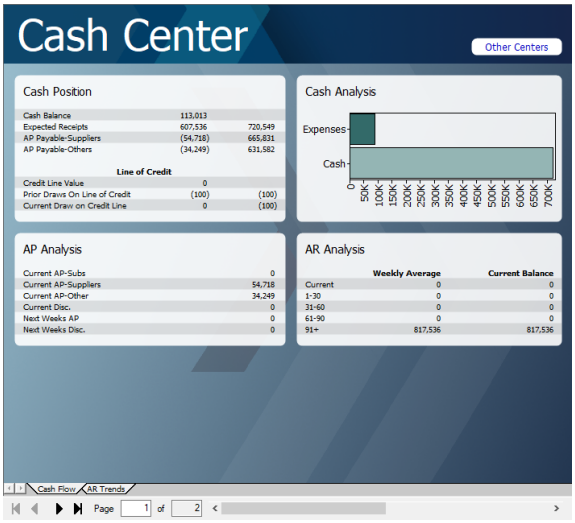
Cash Center – Cash Flow Tab

The Flow tab of the Cash Center before and after.

Before



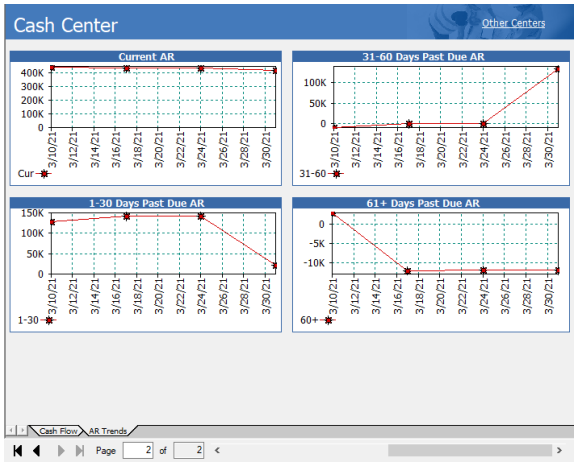
After



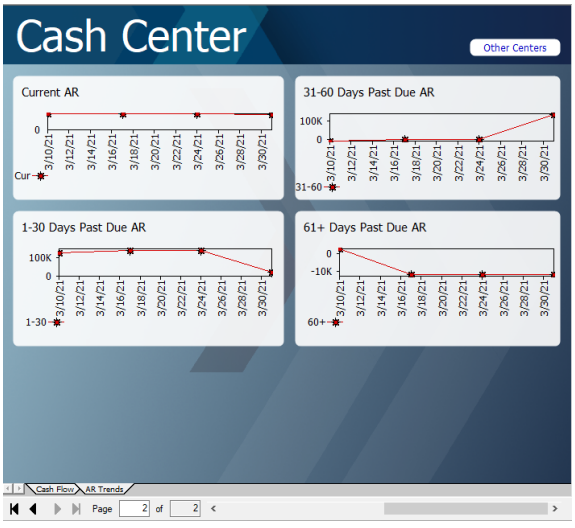
Cash Center – AR Trends Tab

The AR Trends tab of the Cash Center before and after.

Before



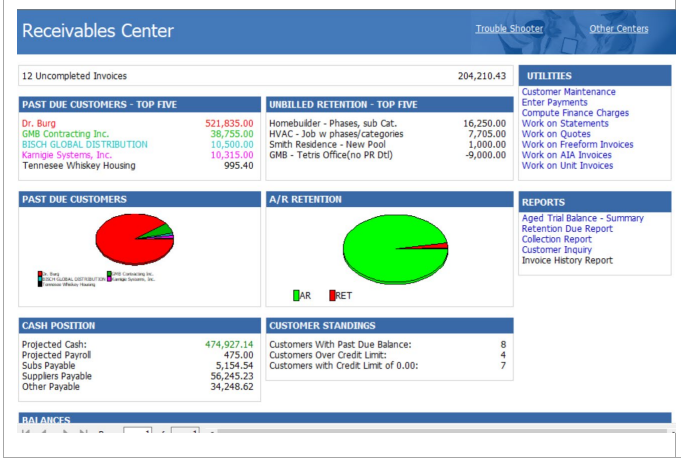
After



Receivables Center

The Receivables Center before and after.

Before

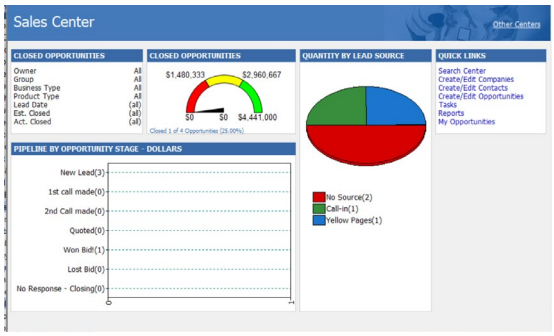


After

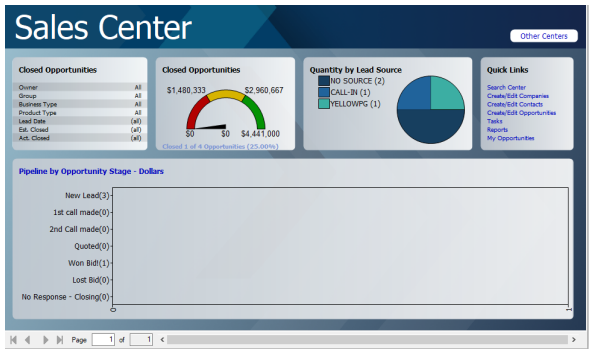
Sales Center

The Sales Center before and after.

Before



After



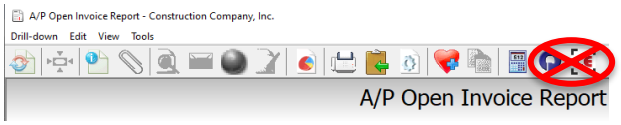
General Taskbars

The following sections contain before and after visuals of taskbars that are not module specific.

- Same functionality
- Save hover text
- Updated icon images
- Workflow and Classic menus display the same icons

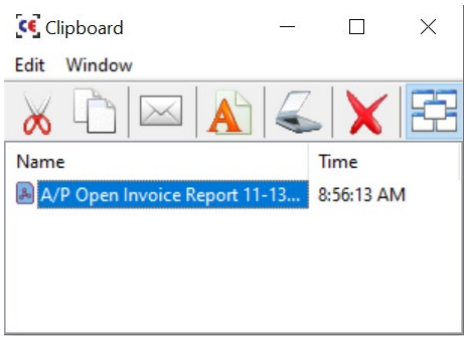
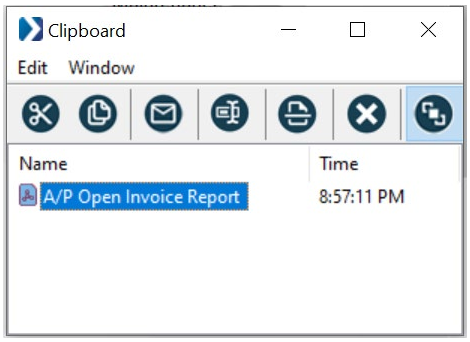
Displayed Reports Taskbar

The Displayed Reports taskbar before and after. The Qtool icon and the Main Menu icon have been removed in version 23.3.

Before	After
	

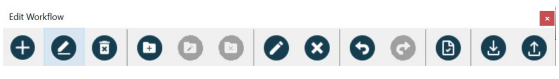
Clipboard Taskbar

The Clipboard Taskbar before and after.

Before	After
	

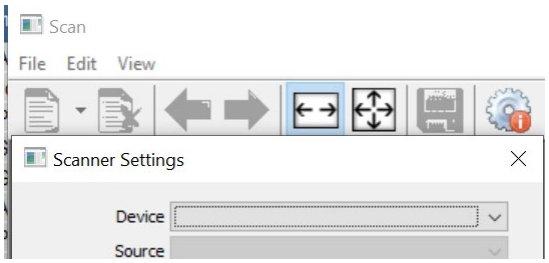
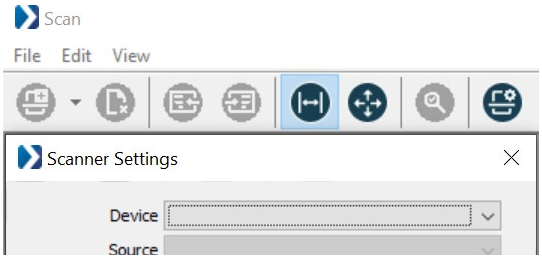
Workflow Menu Editing Taskbar

The Workflow Menu Editing Taskbar before and after.

Before	After
	

Scan Taskbar

The Scan Taskbar before and after.

Before	After
	

System Administration

In App Message Controls

ComputerEase Notifications are Deltek communications that display at login. Examples of messages include notifications that a new release is coming or available, invitations to an upcoming event or learning opportunity, or upcoming System Maintenance notifications.

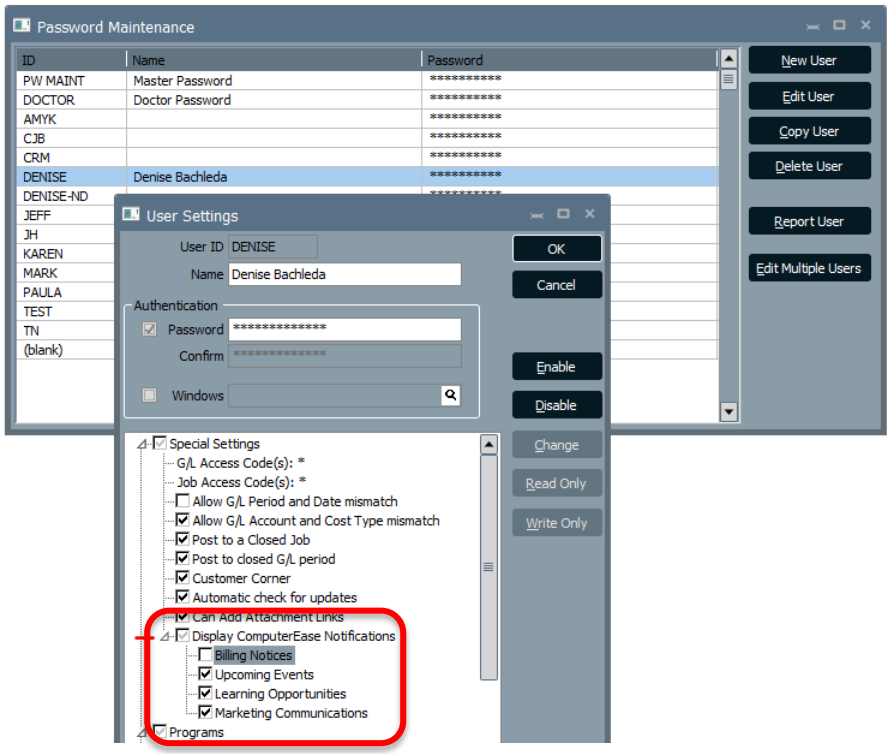
Controllers and Administrators shared their desire to control who sees these in app messages.In response, Deltek reviewed the type of messages typically used to communicate and found there were six types:

- Billing Notice
- Release Available
- Upcoming Events
- Learning Invitations
- Marketing Communications
- System Maintenance

In version 23.3, you can control the types of messages you want your users to see by adjusting the **Display ComputerEase Notifications** setting in Password Maintenance.

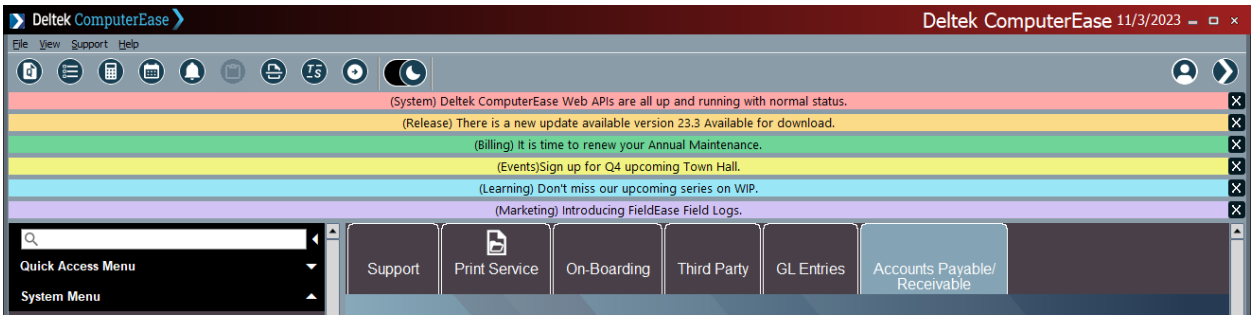
- **Release Available** and **System Maintenance** types are mandatory critical message types, but all the other message types are optional.
- **Billing Notices** must be visible for at least one user. This is typically the controller or accounting lead.

All of the notification types are enabled for your users when you move to 23.3. Once you've settled into your new dark mode Workflow, you may want to review your Users Notification settings.



Color-Coded Messaging

Displayed notifications will be color-coded by type and listed in priority order. Each notification is now dismissed individually.



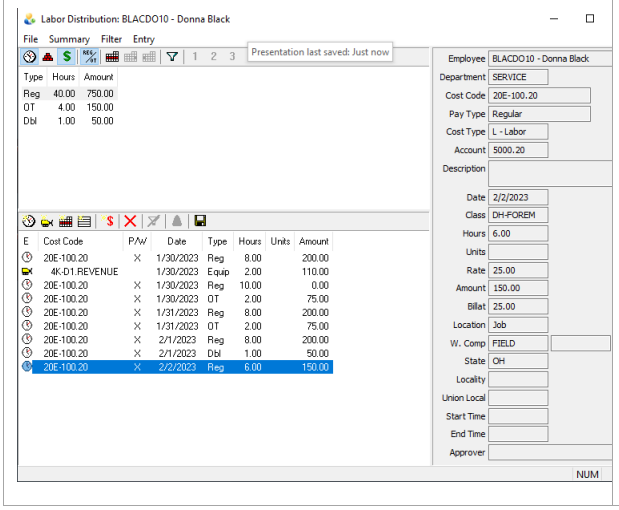
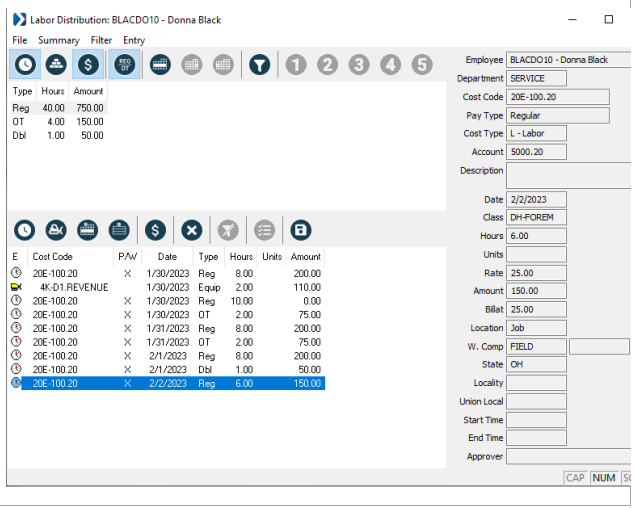
Payroll

Enter Labor Distribution

Some of the entry screens have taskbars embedded in in them that are used for daily processing. These taskbars have been updated with the same consistent goal in mind:

- Similar images
- Same order
- Same hover text
- Same functionality

The following example is the Enter Labor Distribution by Employee screen.

Before	After
	

2023 Year End and 2024 Tax Updates

It is very important to know that version 23.3 contains year-end updates required to generate your 2023 W2's and tax forms. The 2024 tax updates are in included in version 23.3 as well.

Since some states move faster than others in releasing formal tax information, Deltek will continue to add as many tax updates as possible in version 23.3.

Version 23.3 maintenance release is planned for the end of December to catch straggler updates before you close your year and start 2024, so keep your eye on our in app notifications for more information.

Changes include:

- 2024 FICA Wage Base
- 2024 Federal Withholding Tables
- Various 2024 SUTA Taxable Wage Base Updates
- Various 2024 State Withholding updates
- Miscellaneous tax revisions

Attention: For a complete list of the changes, please refer to the Release Notes which will be published mid-December. These will be found on the ComputerEase Resource Center, which can be accessed in ComputerEase through the **Help** dropdown.

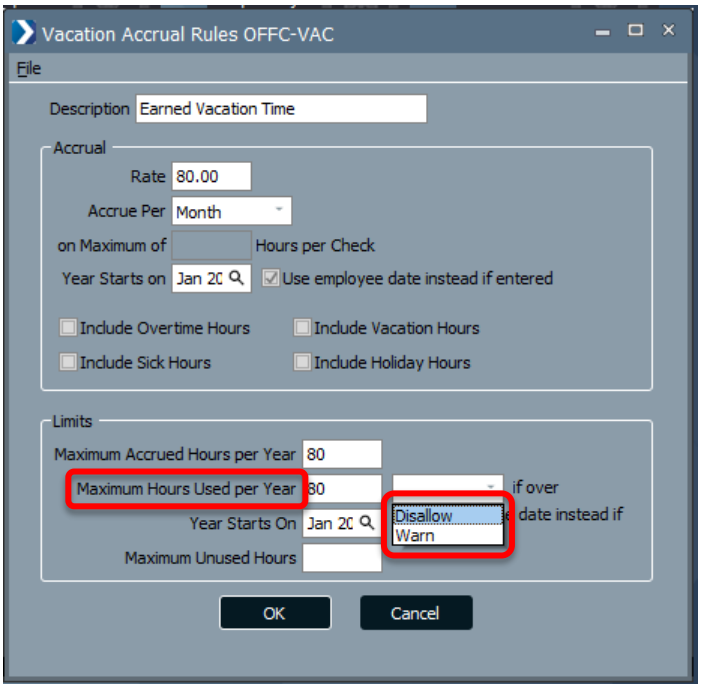
Note: Always refer to your government resources for verification.

Maximum Sick and Vacation Hours

In both Vacation and Sick Rule Maintenance, there is a new **Maximum Hours Used per Year** field. The year period can represent a calendar year or employee work year. After the maximum hours are established on your rule, you can decide how you want to enforce it:

- Warning the payroll operator and allowing them to proceed to pay over the max
- Disallowing the payroll operator to proceed with check printing until the offending hours are reclassed or removed.

This new feature is found in Payroll Maintenance, Sick Rule Maintenance, and Vacation Rule Maintenance.

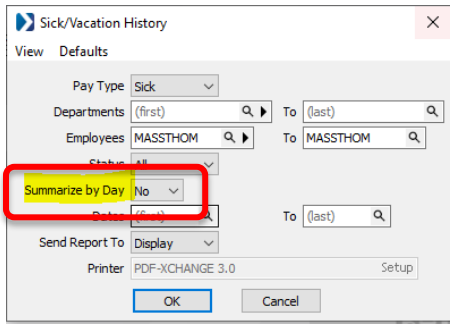


Sick/Vacation History Report Daily Summarization

The Sick/Vacation History Report has been enhanced with an option to **Summarize by Day**.

When summarized, all entries for a given day are totaled and presented in a single line. This is handy for viewing both Accruals and Expiration activities, making the report much easier to read and understand.

> **Tip:** You may want to set through "Defaults."



Sick/Vacation History

MASSTHOM - Tom Massachusetts

Sick Hours

Applied	Ref	Description	Hours	Balance
12/5/2021	12/8/2021	Check 6261	+13.20	+13.20
12/12/2021	12/15/2021	Check 6269	+13.20	+26.40
1/1/2022	1/1/2022	Expired	-26.40	+0.00
1/30/2022	2/2/2022	Check 6274	+13.20	+13.20
2/20/2022	2/23/2022	Check 6285	+13.20	+26.40
3/13/2022	3/16/2022	Check 6300	+0.40	+26.80
3/20/2022	3/23/2022	Check 6293	+13.20	+40.00
1/1/2023	1/1/2023	Expired	-40.00	+0.00
2/5/2023	2/10/2023	Check 6326	+13.20	+13.20

Sick Hours

Applied	Ref	Description	Hours	Balance
12/5/2021	12/8/2021	Check 6261	+13.20	+13.20
12/12/2021	12/15/2021	Check 6269	+13.20	+26.40
1/1/2022	1/1/2022	Expired	-13.20	+13.20
1/1/2022	1/1/2022	Expired	-13.20	+0.00
1/30/2022	2/2/2022	Check 6274	+13.20	+13.20
2/20/2022	2/23/2022	Check 6285	+13.20	+26.40
3/13/2022	3/16/2022	Check 6300	+0.40	+26.80
3/20/2022	3/23/2022	Check 6293	+13.20	+40.00
1/1/2023	1/1/2023	Expired	-13.20	+26.80
1/1/2023	1/1/2023	Expired	-13.20	+13.60
1/1/2023	1/1/2023	Expired	-0.40	+13.20
1/1/2023	1/1/2023	Expired	-13.20	+0.00
2/5/2023	2/10/2023	Check 6326	+13.20	+13.20

Payroll Error Messaging

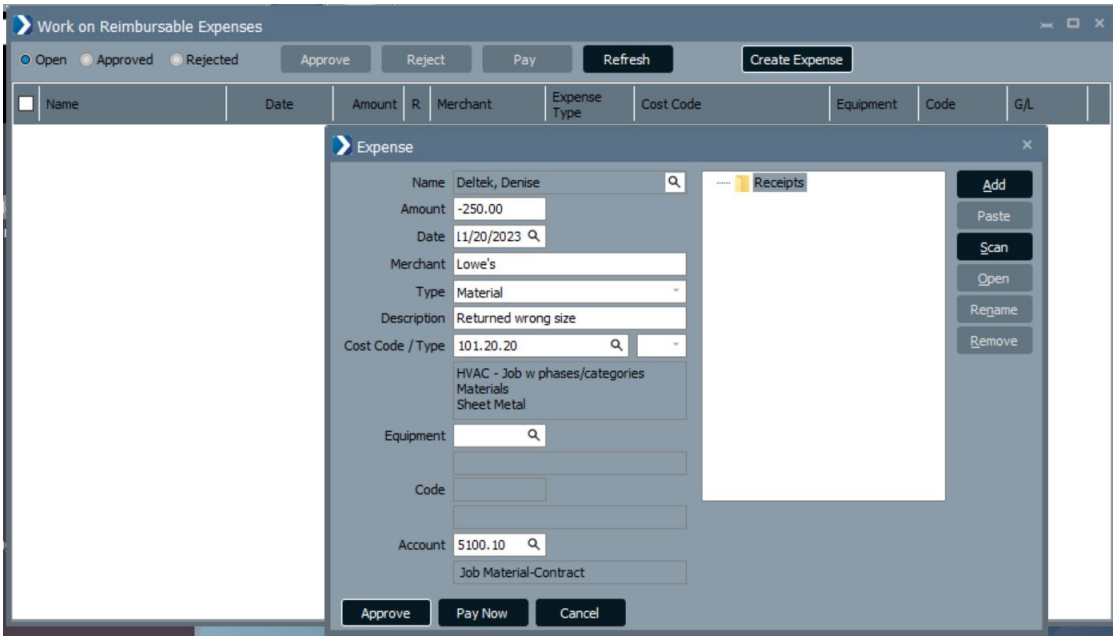
The Payroll Register Warning and Error messaging on screen popups has been revised as well as the bottom of the printed or displayed Payroll Register. Errors will clearly communicate that they must be resolved before proceeding to Check Print and Posting, while warnings allow proceeding “with caution.”

- Clarified needed actions on the popup screen when generating Payroll Register
- Added the **Exception Type** column on the Payroll Register (printed or displayed) to display “ERROR” or “Warning” to identify records needing attention

Expense

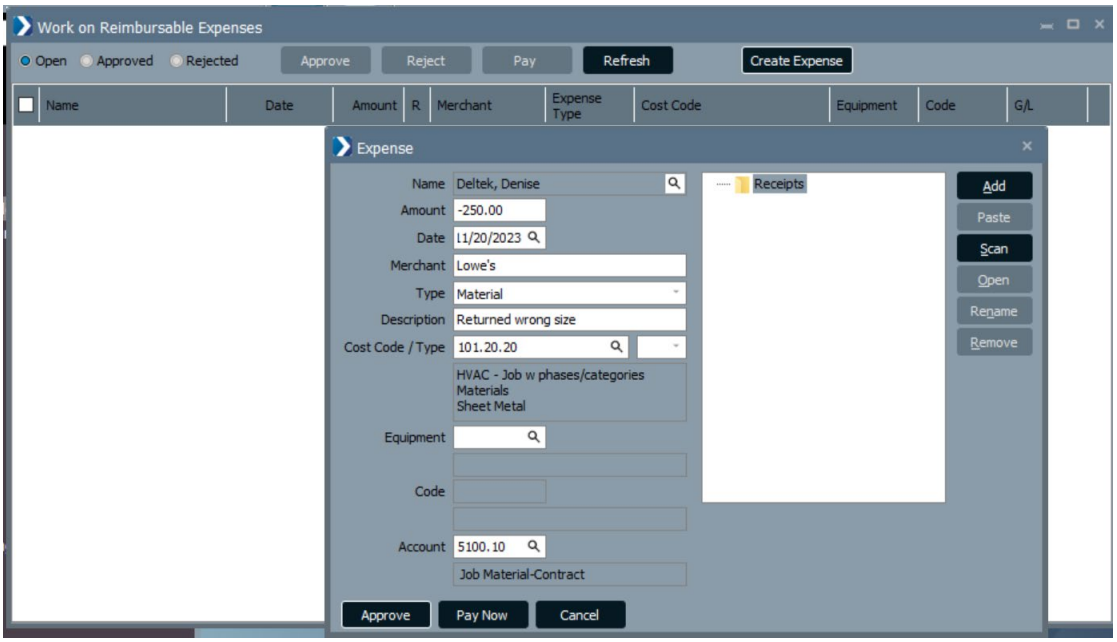
Desktop Expenses F3 Capabilities

The F3 function key capabilities are now allowed for repeating a User selection and subsequent fields.



Desktop Expense Creation – Allow Credits

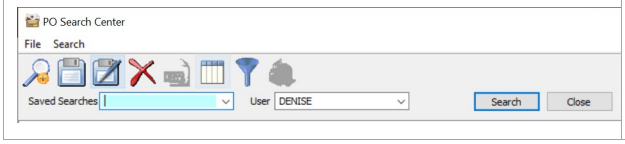
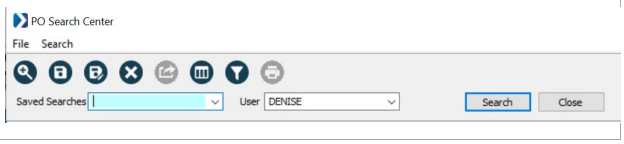
Credits are now allowed in Desktop Expense Creation for both Reimbursable and Non-Reimbursable expense entries. It allows Credits for returns (negatives).



Purchase Orders

Search Center Taskbar

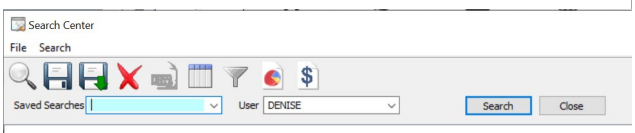
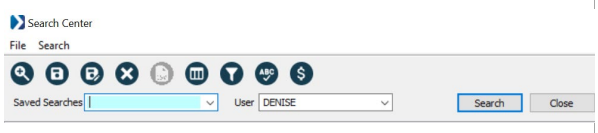
The Purchase Order taskbar has been updated with new images.

Before	After
	

Service Management

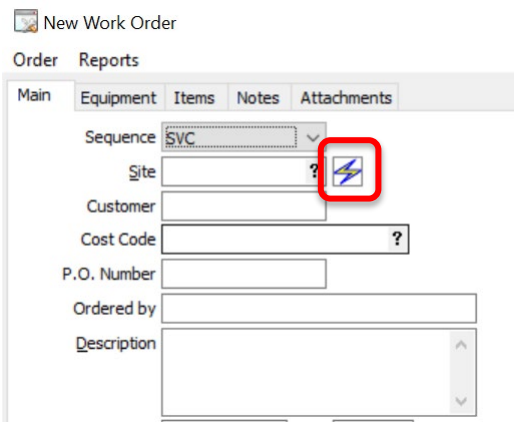
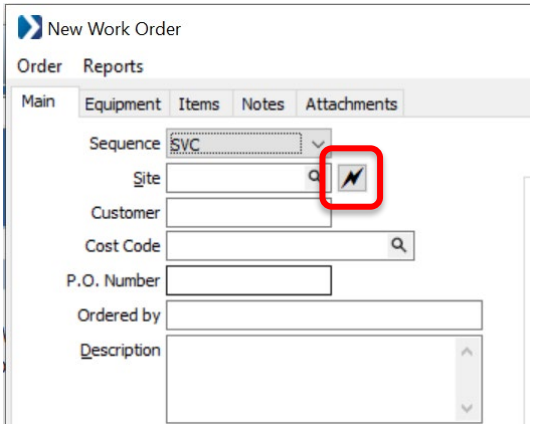
Search Center Taskbar

The Service Search Center Taskbar has been updated.

Before	After
	

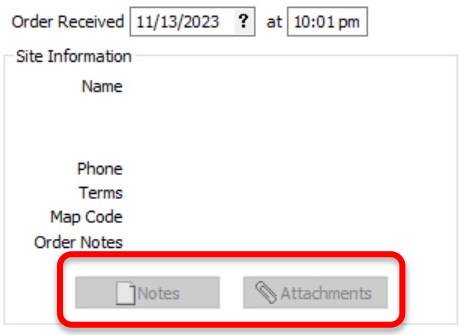
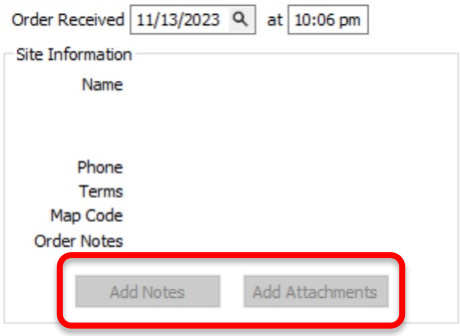
Work Order Edit/Entry- Quick Customer/Site Creation

The **Quick Create** button has been updated.

Before	After
	

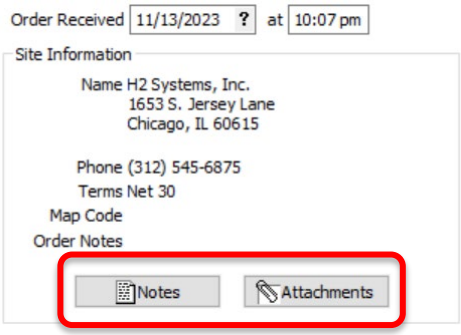
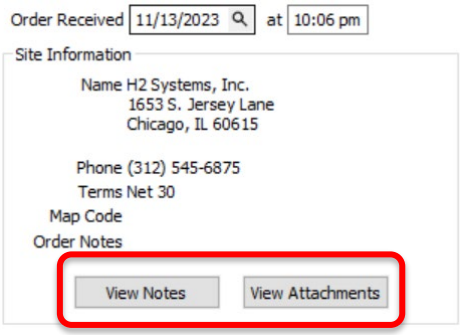
Service Work Order Edit/Entry – No Notes or Attachments

Empty Notes and Attachment folders will be prefaced with **Add**.

Before	After
	

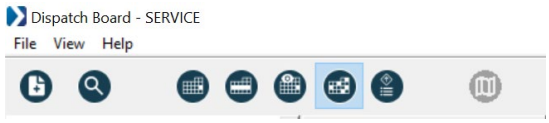
Service Work Order Edit/Entry – With Notes or Attachments

Notes and Attachment folders with content to view will be prefaced with **View**.

Before	After
	

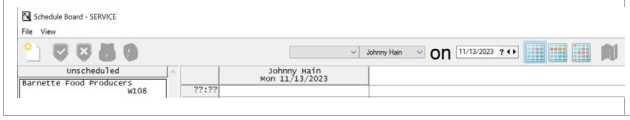
Dispatch Board – Standard

The standard Dispatch Board taskbar has been updated.

Before	After
	

Dispatch Board – Classic

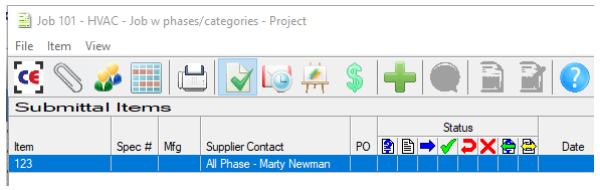
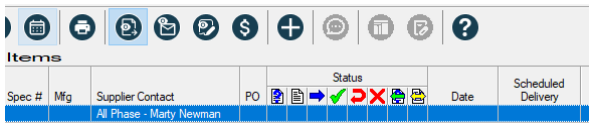
The standard Dispatch Board taskbar has been updated.

Before	After
	

Document Management

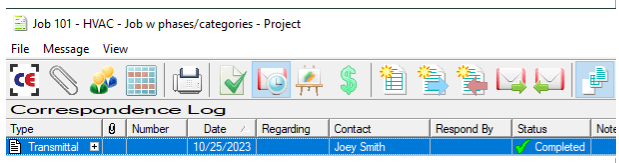
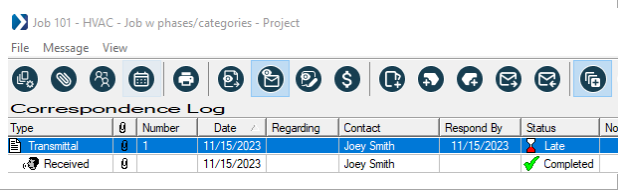
Submittal Items Taskbar

The taskbar menus within Document Management for Submittal tracking have been updated.

Before	After
	

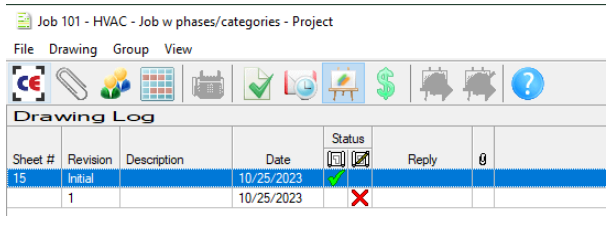
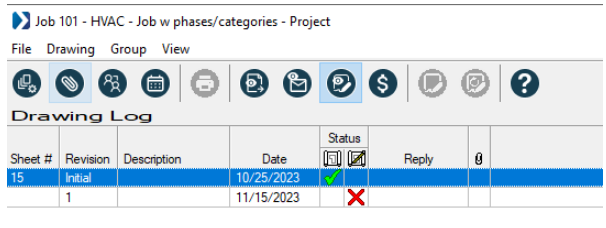
View Correspondence Log

The taskbar menus within Document Management for Correspondence Logs have been updated.

Before	After
	

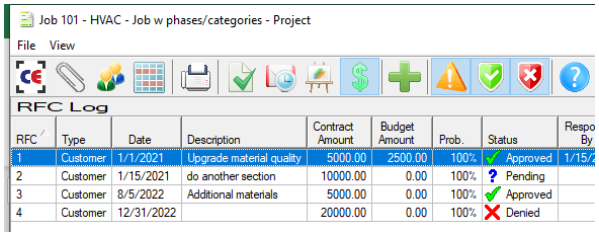
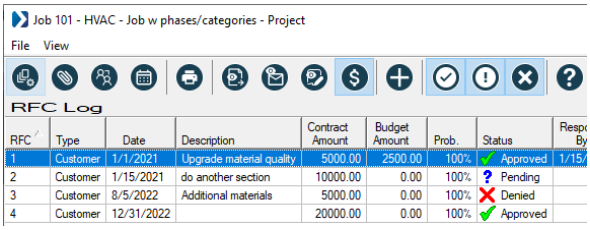
View Drawing Log

The taskbar menus within Document Management for the Drawling Log tracking have been updated.

Before	After
	

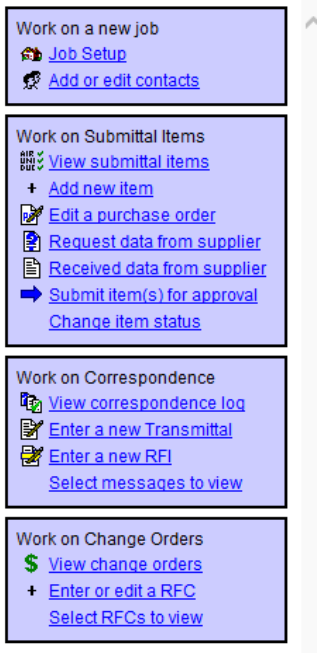
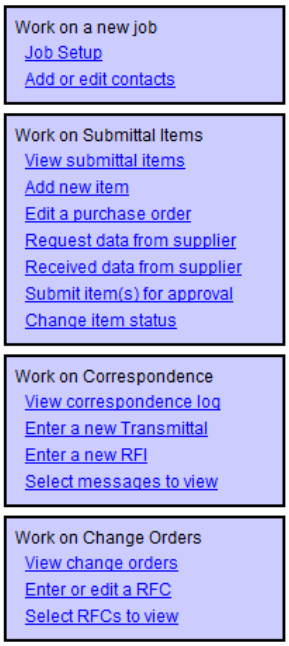
View Requests for Change Orders

The taskbar menus within Document Management for Change Order tracking have been updated.

Before	After
	

Help Screen

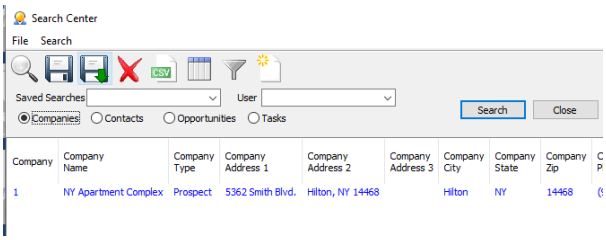
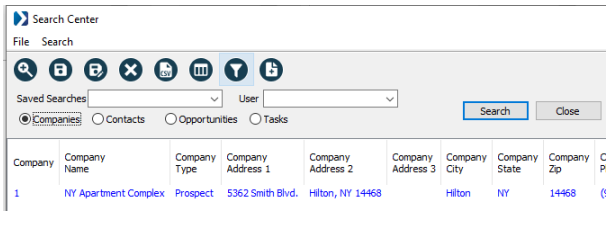
Within the Document Management Help screen, the thumbnail images have been removed.

Before	After
	

CRM

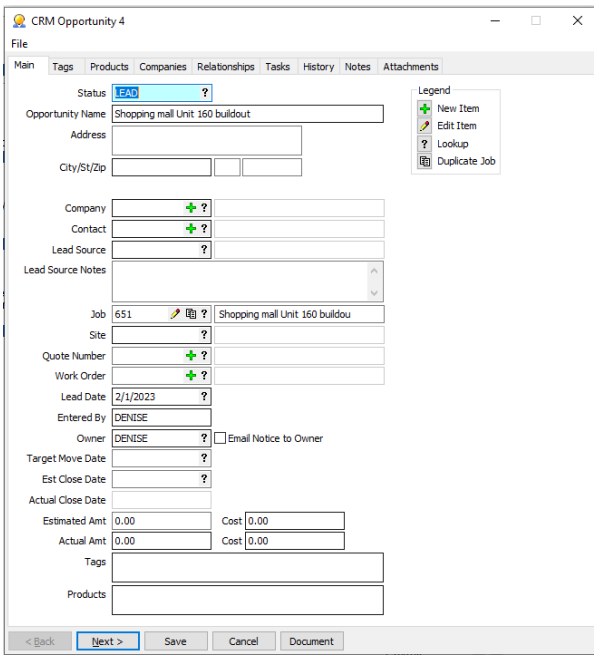
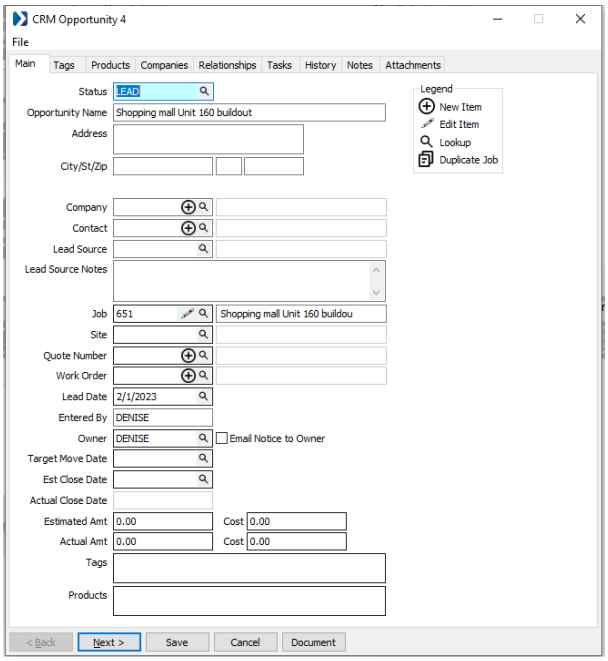
Search Center TaskBar

The taskbar menu within the CRM Search Center has been updated.

Before	After
	

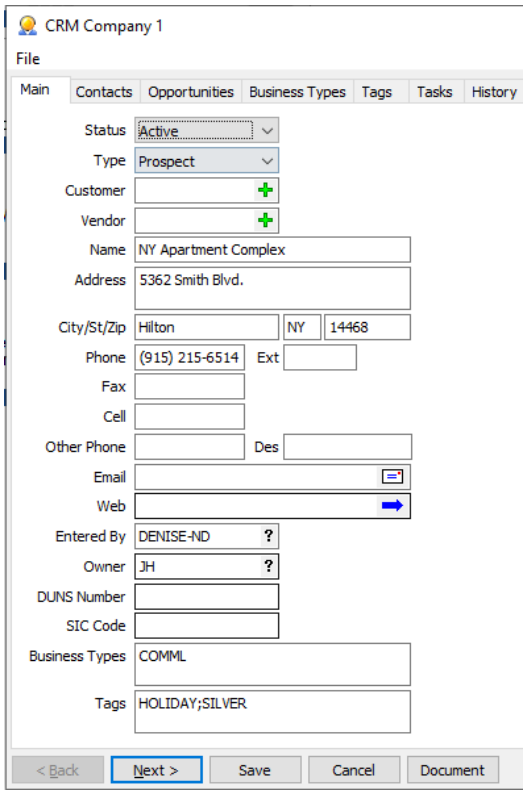
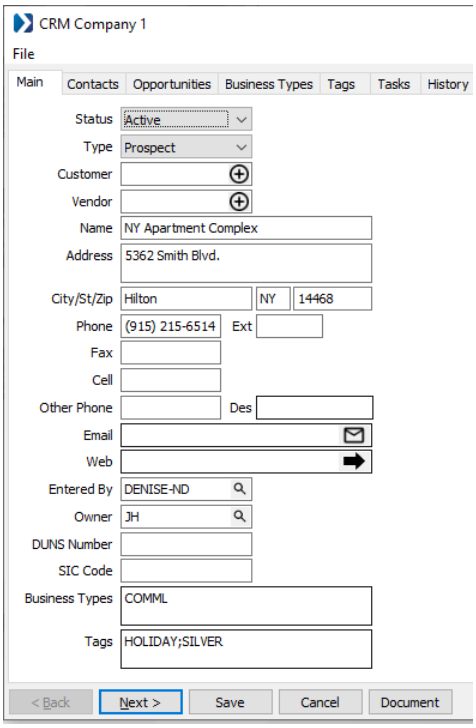
Create/Edit an Opportunity

Various images within CRM Create/Edit an Opportunity have been updated.

Before	After
	

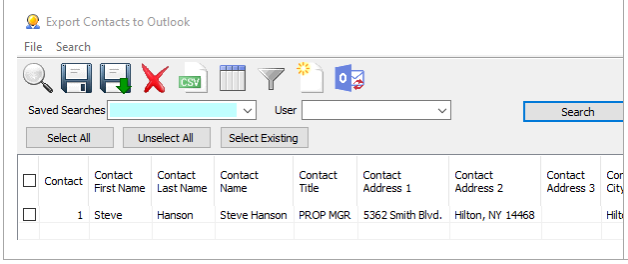
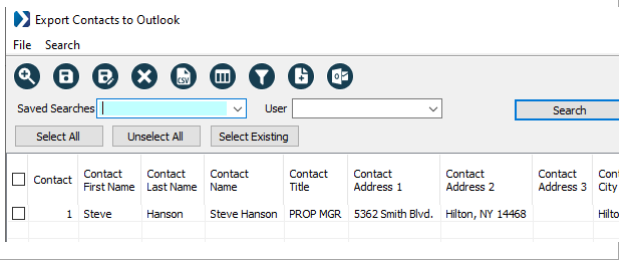
Create/Edit a Company

Various images within CRM Create/Edit a Company have been updated.

Before	After
	

Export Contacts to Outlook Taskbar

The CRM Export Contacts to Outlook taskbar has been updated.

Before	After
	

Stay in the Know

ComputerEase Town Halls

If you would like to know more about our short- and long-term roadmaps for your Deltek ComputerEase product, Deltek suggests that you attend the Quarterly Town Halls. These are free of charge, and a great way to learn about what is coming. You can attend Town Halls live or register to watch the recorded sessions at your convenience.

2023 Deltek ComputerEase Customer Town Halls

Select one or more of the following webinars and complete registration. Click any webinar listing to view its details.

- [ ] Select All
- [ ] **Q4 Deltek ComputerEase Customer Town Hall**
  Wednesday, November 29, 2023, 2:00 PM EST
- [ ] **Q1 Deltek ComputerEase Customer Town Hall**
  Available On Demand
- [ ] **Q2 Deltek ComputerEase Customer Town Hall**
  Available On Demand
- [ ] **Q3 Deltek ComputerEase Customer Town Hall**
  Available On Demand

Register Now

First Name*

Last Name*

Email*

Job Title*

Company*

Work Phone*

Overview

Title: Q4 Deltek ComputerEase Customer Town Hall

Date: Wednesday, November 29, 2023

Time: 2:00 PM Eastern Standard Time

Duration: 1 hour

Summary

In our ongoing commitment to the Deltek customer community, please join us for the next Deltek ComputerEase Town Hall of 2023. You'll hear from Deltek experts about product vision, recent releases and investments being made to advance our suite of project-based solutions.

You'll learn about:

- What's new in Deltek ComputerEase including a look at the ComputerEase 23.3 release
- A preview of the 2024 roadmap including the Procore integration, API integration and FieldEase
- Useful information on year-end resources, the ComputerEase Resource Center and Deltek Payments

Speakers

Denise Bachleda
Product Manager
Deltek

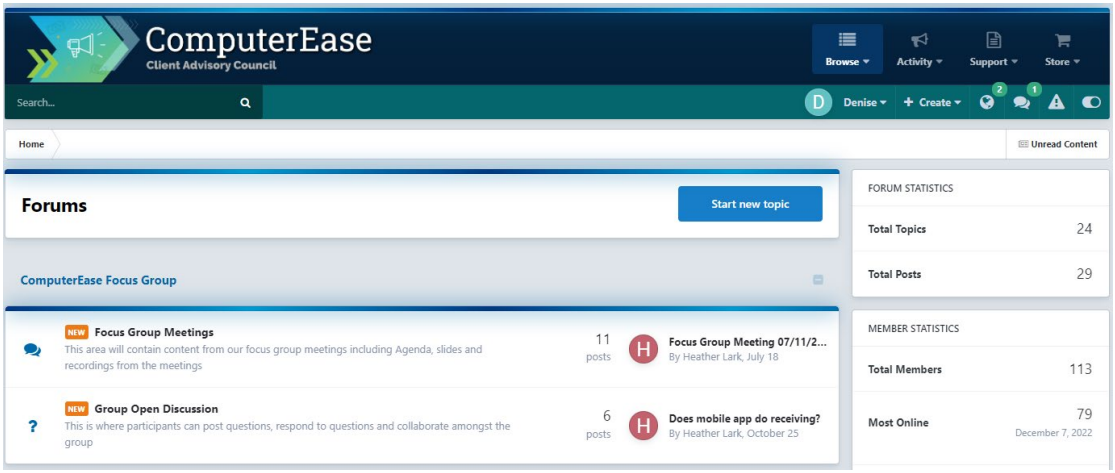
Delissa De Leon
Senior Principal Team Lead, Support Services
Deltek

Customer Advisory Council

Deltek welcomes users to become members of the Customer Advisory Council, which is a group of users who provide feedback to Deltek on the product direction.

Deltek also has Focus Groups, users who want to be involved in decisions made for specific topics. The ComputerEase Field Time and Expense Focus Group has been instrumental in assisting Deltek with the modules' design and flow. There is also the newly formed ProCore Focus Group. These users are assisting in the design and flow of the two-way ProCore integration strategy.

If you are interested in joining any of these groups, send an email to ComputerEaseProduct@Deltek.com. Deltek welcomes one and all!



Annual User Conference

And lastly, mark your calendars for Deltek's in-person Annual ComputerEase Users Group, ProjectCon. The 2023 Annual Users Group was held in Orlando, FL, and the 2024 Annual Users Group will be in National Harbor, MD.

Again, you can find more information by emailing ComputerEaseProduct@Deltek.com, or through the ComputerEase Resource Center (in product, under **Help**).

About Deltek

Better software means better projects. Deltek delivers software and information solutions that enable superior levels of project intelligence, management, and collaboration. Our industry-focused expertise makes your projects successful and helps you achieve performance that maximizes productivity and revenue. www.deltek.com