Deltek Touch Time & Expense for GovCon 1.2

Release Notes

May 19, 2014

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Contents

Overview

This document contains a summary of the following:

- New Features
- Enhancements
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Pre-Installation Information

Before you begin the installation of Deltek Touch Time & Expense for GovCon, it is important to understand the information discussed in this section.

The official name of the application is *Deltek Touch Time & Expense for GovCon*. This document only uses it at first mention. The succeeding instances of the application name display *Touch Time & Expense*.

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

Technical Considerations

The following requirements must be met to run Touch Time & Expense:

- Touch Time & Expense works with Deltek Time and Expense 9.0.1 and Hot Fix Bundle #7 or higher.
- Touch Time & Expense supports communication with the Time and Expense server via HTTP or HTTPS. Deltek recommends that you use HTTPS protocol in your production deployment. HTTPS encrypts the data in transit.

If you are going to access Touch Time & Expense from the Internet, open a port in your firewall to access the Touch Time & Expense virtual directory, which will be installed on the IIS server.

- You must install Touch Time & Expense on an IIS Web server that is installed on Windows 2008, Windows Server 2008 R2, or Windows Server 2012.
- Touch Time & Expense supports mobile applications downloaded from the Google Play and the Apple App Store. You may be able to use the device native browser to enter your organization's Touch Time & Expense URL. The default URL can be changed to something else by the administrator. The Touch Time & Expense URL has the format https://**<server>**/deltektouch/govcon/time, where **<server>** refers to the host name of your Touch server.

Mobile Device Requirements

In this release, Touch Time & Expense only supports mobile devices that run on the following operating systems:

- Apple iOS 6.1 and higher
- Android 4.x and higher

For Additional Information

Customer Care Connect Site

The Deltek Customer Care Connect site is a support Web site for Deltek customers who purchase an Ongoing Support Plan (OSP).

The following are some of the many options that the Customer Care Connect site provides:

- Download the latest versions of your Deltek products
- Search Deltek's knowledge base
- Display or download product information, such as release notes, user guides, technical information, and white papers
- Submit a support case and check on its progress
- Transfer requested files to a Customer Care analyst
- Use Quick Chat to submit a question to a Customer Care analyst online
- Ask questions, exchange ideas, and share knowledge with other Deltek customers through the Deltek Connect Customer Forums
- Subscribe to Deltek communications about your products and services
- Receive alerts of new Deltek releases and hot fixes

For more information regarding Deltek Customer Care Connect, refer to the online help available from the Web site.

Access Customer Care Connect

To access the Customer Care Connect site, complete the following steps:

1. Go to http://support.deltek.com.
2. Enter your Customer Care Connect **Username** and **Password**.
3. Click **Log In**.

If you forget your username or password, you can click the **Account Assistance** 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 Customer Care Connect site.

Document Name	Description
Deltek Touch Time & Expense for GovCon 1.2 Technical Installation Guide	This document provides instructions for the installation and configuration of the application.
Deltek Touch Time & Expense for GovCon 1.2 User Guide	This document contains detailed information and instructions on how to use various features of the application.

New Features

This section includes summaries of the new features included for this release.

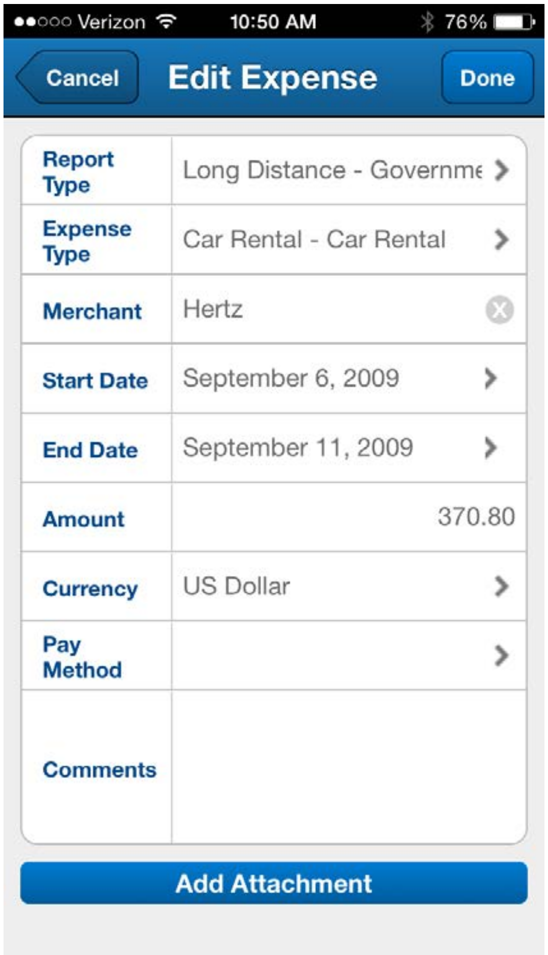
Expense Capture

Using Touch Time & Expense, you can now capture expenses as they are being incurred, which include expenses details, receipt images, and receipts for expense with pending receipts.

The Expenses tab has been added to the Touch Time & Expense user interface. This tab is enabled only if you have captured expenses added through Time & Expense or Touch Time & Expense that have not been claimed.

Tapping Expenses tab displays the Expenses screen, which displays captured out-of-pocket expenses and corporate imported credit card expenses. An expense entry is displayed with the following details:

- Description of the expense entry
- Expense dates (start and end dates if different)
- Expense type description
- Transaction currency amount
- Transaction currency code
- Attachment indicator



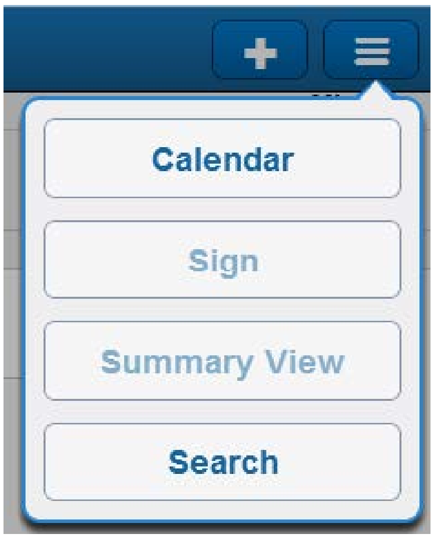
Using the Expenses screen, you can perform the following tasks:

Task	Description
View Expenses	View expense captured on a device and has not been claimed
Add Expense	Capture expense details
Edit Expense	Edit captured expense details of expenses that have not been claimed
Delete Expense	Delete captured expenses that have not been claimed
Copy Expense	Copy an existing captured expense
Add Expense Attachment	Attach image to a captured expense as attachment type
Edit Expense Attachment	Change attachment type or replace image for captured expense

Task	Description
Delete Expense Attachment	Delete attachment of a captured expense

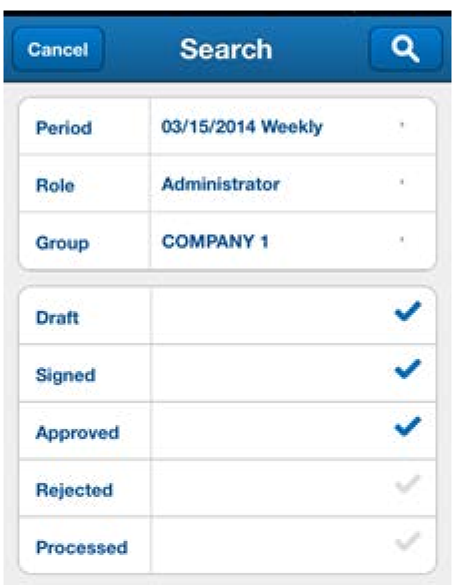
Search Capability

Using Touch Time & Expense, resource managers can now search for existing timesheets. Tap the Timesheet tab and then tap Search on the menu to display the Search screen.



You can use the following criteria when you search for existing timesheets:

- Period
- Role
- Group
- Timesheet Status



Tap  to search for timesheets. If a timesheet matches the criteria you specify, the Search screen displays the timesheet. Tap **Review** to view the timesheet. You can then perform any of the following tasks on the selected timesheet:

- Approve the timesheet by tapping **Approve**
- Reject the timesheet by tapping **Reject**
- View audit information of the selected timesheet by tapping **Audit**
- View the selected timesheet in Day view by tapping **Day View**

Values that you specify in the Role, Group, and Timesheet Status fields remain as long as you are logged on to Touch Time & Expense.

Charge Summary Drill

Touch Time & Expense now allows you to view the number of hours submitted per day for a particular charge by tapping the Charge tab on the Summary screen. The Charge screen displays.

Sign Timesheets and Update Timesheets Tasks

In Touch Time & Expense version 1.1, the Tasks screen only displays task to approve timesheets and is only enabled for resource managers. In Touch Time & Expense 1.2, the Tasks screen is now available both for resource and resource managers. In addition, Touch Time & Expense now allows you to sign and update timesheets on the Tasks screen.

You can perform the following tasks on the Tasks screen:

- **Sign Timesheets** — Tap **Sign Timesheets** to display the timesheets that require resource's signature.
- **Update Timesheet**s — Tap **Update Timesheets** to display the timesheets that a resource needs to record their labor on days they fail to floor check.
- **Approve Timesheets** — Tap **Approve Timesheets** to display the timesheets that require the approval of the resource manager.

In addition, the Tasks badge is now color-coded based on the task's priority level:

- **Red** — Indicates a high priority task.

- **Yellow** — Indicates a medium priority task.
- **Black** — Indicates a low priority task.

Replace Interim Signature

Timesheet with **Signed** status in red indicates that the timesheet was signed by someone other than the resource who owns it. Touch Time & Expense now allows you to sign this timesheet again. Tap , tap **Sign**, enter your password (or PIN, if set up), and then tap **Done** to sign the timesheet.

Remaining Approval Indicator

The Tasks screen now displays the number of timesheets that require your approval.

Alternative Visual Confirmation

Touch Time & Expense now allows you to set up and display confirmation message after you perform an action such as saving a timesheet, signing a timesheet, or approving a timesheet. Your options are:

- **No Confirmation** —Tapping this option does not display confirmation message after you perform an action.
- **Timed Confirmation** — Tapping this option displays a confirmation message for three seconds and then closes it. Or you can tap **OK** to close the confirmation message.
- **Action Confirmation** — Tapping this option requires you to tap **OK** to close the confirmation message.

To set up visual confirmation message, tap **Settings** on the More screen, and then tap **Visual Confirmation**.

Timesheet Period Text

If set up for a particular schedule (period within a schedule), a period text is displayed next to the timesheet period on different screens, such as Tasks screen and Timesheet screen.

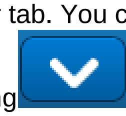
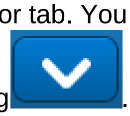
Enhancements

This section includes summaries of the enhancements made to existing features in this release.

Major Screen Display Changes

The tabs at the bottom of the Touch Time & Expense user interface have been updated.

- The Tasks tab has been moved as the first tab option.
- The Expenses tab has been added as one of the major tabs.
- The Leave tab has been added to the Touch Time & Expense user interface and is now one of the major tabs.

- The Calendar tab is no longer major tab. You can now access the Calendar screen through the Timesheet tab by tapping .
- The Summary tab is no longer a major tab. You can now access the Summary View through the Timesheet tab by tapping .

Sign Button

The Sign button has been moved from the Timesheet title bar and is now an action menu item.

To display the action menu, tap  on the Timesheet screen.

Software Issues Resolved

You will notice that the descriptions of some software defects contain extra information, including ways to work around the defects. For the most part, these issues were addressed before this release through hot fixes, and the additional information was developed to help you decide whether or not you needed to install the hot fixes.

When you install this release, you must install all fixes in the release; you cannot choose to install some and not others. Nevertheless, this additional information has been included in case you instituted some of the workarounds and can now stop using them, or you simply want more background information about the defect repairs.

Deltek Defect Tracking Number: 381180

Description: When you launched Touch Time & Expense and logged on to it for the first time after a new installation, tapped **Task**s, and then tapped a timesheet line, the navigation icons were displayed at the bottom of the screen. When you tapped **Approve**, the application displayed a blue screen.

Customers Impacted: This defect affects Touch Time & Expense users who are using devices running on iOS.

Workaround Before Fix: Log out of Touch Time & Expense, then log on to the application again.

Additional Notes: None.

Deltek Defect Tracking Number: 381179

Description: When you logged on to Touch Time & Expense, edited an existing saved timesheet entry, and then tapped **Sign**, the application displayed the navigation icons.

Customers Impacted: This defect affects Touch Time & Expense users who are using devices running on iOS.

Workaround Before Fix: None.

Additional Notes: This issue occurs on a new installation of Touch Time & Expense.

Deltek Defect Tracking Number: 419426

Description: When you configured Touch Time & Expense for LDAP authentication and then logged on to the application using a complex password, Touch Time & Expense displayed an invalid login attempt error.

Customers Impacted: This defect affects all Touch Time & Expense users.

Workaround Before Fix: None.

Additional Notes: None.

Known Issues

This section includes summaries of the issues that exist in Touch Time & Expense and will be resolved in the future. You will notice that the descriptions of some software defects contain extra information, including ways to work around the defects. The additional information has been included in case you instituted some of the workarounds and can now stop using them, or you simply want more background information about the defect repairs.

This section does not contain a complete list of outstanding issues. Deltek only includes the high priority issue in Touch Time & Expense for this release. Please contact Deltek Customer Care if these known issues present a significant impact on your business.

Issue on Visual Confirmation Setting

Description: Touch Time & Expense users may experience issue when configuring the Visual Confirmation setting.

Customers Impacted: This defect affects all Touch Time & Expense users.

Workaround Before Fix: On the More screen, tap **Settings**, and then tap **Forget Me on this Devic**e to clear your previous settings.

Additional Notes: None.

Issue on Copy Expense

Description: When you copy an expense, the attachment is also copied.

Customers Impacted: This defect affects all Touch Time & Expense users.

Workaround Before Fix: None.

Additional Notes: None.

Timesheet not Loading on Certain Dates with Other Locales

Description: When you set the Touch Time & Expense application to another locale other than US English and then select a timesheet period, the timesheet fails to display.

Customer Impacted: This defect affects all Touch Time & Expense users.

Workaround Before Fix: None.

Additional Notes: None.

Interim Signature Issue in Day View

Description: When the timesheet is signed but not by the timesheet owner and you view it in Day view, the timesheet status is not displayed in red.

Customer Impacted: This defect affects all Touch Time & Expense users.

Workaround Before Fix: None.

Additional Notes: None.

Hour Picker Always Displays Zero

Description: The Hour picker always displays 0 the next time you open it even though you have previously set it to a non-zero value.

Customers Impacted: This defect affects all Touch Time & Expense users.

Workaround Before Fix: None.

Additional Notes: None.

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