

# Deltek Mobile Time Navigation Quick Reference Card

[www.deltek.com](http://www.deltek.com)



## Overview

Most actions within Deltek Mobile Time are accomplished by clicking and/or rolling the trackball or trackwheel on your BlackBerry.

The **trackball** is on the front of the device and rolls vertically and horizontally.

On trackwheel models (not shown), the trackwheel is located on the side of the device and only rolls vertically.

This Quick Reference Guide provides basic information on how to navigate Deltek Mobile Time using your BlackBerry®, but the screen images may not directly apply to the model you are using.

## Trackball Navigation

Additionally, use the trackball to:

- Move to an earlier day/date on the timesheet by rolling the trackball left.
- Move to a later day/date on the timesheet by rolling the trackball right.

If **Scroll Days** is selected in User Options, the timesheet display moves between days of the timesheet period if you roll past the first or last charge of any given day.

**Other keyboard functions:**

- Return to the previous screen by pressing the Esc key located to the right of the trackball.
- Select multiple items by pressing the Shift key while clicking the trackball.

## Navigation Basics

**Roll the trackball/trackwheel to:**

- Move vertically between screen items or menu and list items.
- Move vertically between rows on the timesheet.

**Click the trackball/trackwheel to:**

- Click a button on the screen.
- Display menu options for a screen.
- Select an option from a menu.

## Keyboard Shortcuts

**U** — Up one line (does not move to previous day if pressed on line 1).

**Enter** — Down one line (does not move to next day if pressed on line 1).

**N** — Next day (does not move to next period if pressed on last day).

**P** — Previous day (does not move to previous period if pressed on first day).

On a trackball model, click the menu key (shown above) to open a menu for the currently displayed screen.

On a trackwheel model, click the trackwheel on the side of the device.

If you are new to using your BlackBerry, consult the online help provided by the manufacturer for more information on basic operations and navigation procedures.

## Trackwheel Navigation

Additionally, use the trackwheel to:

- Move to a later day/date within the timesheet period by rolling the trackwheel past the last charge of any given day (**Scroll Days** must be selected in User options).
- Move to an earlier day/date within the timesheet period by rolling the trackwheel past the first charge of any given day (**Scroll Days** must be selected in User options).
- Return to the previous screen by pressing the Esc key located beneath the trackwheel.
- Move the cursor horizontally within a field by pressing the Alt key while rolling the trackwheel horizontally.