

Deltek Time & Expense with Employee Self Service™ Version 9.0 Service Pack 1

**Deltek Mobile Time™ 1.1.0 Upgrade Installation
Guide**

December 21, 2012

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Overview

Before you upgrade to the latest build of Deltek Mobile Time 1.1.0, you must first install Time & Expense with ESS version 9.0. You can download the installation guide (in PDF format) from the Deltek Customer Care Connect site at <https://deltek.custhelp.com>.



The instructions in this guide are intended for customers who already have an existing Deltek Mobile Time installation on BlackBerry Enterprise Server. If you do not have an existing installation, refer to the *Deltek Mobile Time™ 1.1.0 New Installation Guide*.

You can download that guide (in PDF format) from the Deltek Customer Care Connect site at <https://deltek.custhelp.com>. It is also available from the Deltek Software Distribution site when you download the software.

Adding Custom Notes to This Guide

If you would like to add custom notes to this guide that are specific to your company, Adobe® Reader® X provides this ability. If you do not already use Adobe Reader X, you can download it [here](#) free from Adobe.

To add a custom note using Adobe Reader X, complete the following steps:

1. On the Reader toolbar, click **Comment** at far right.
2. In the **Annotations** pane that displays, click  **Sticky Note**. The cursor changes to match the button.
3. Position the cursor at the location in the guide where you want the note to appear, and click. A note icon is inserted at the location and a text box pops up.
4. Enter your information in the text box.
5. Continue adding notes as needed.
6. Save the document.



Deltek recommends that you save the document to a slightly different filename so as to keep the original from being overwritten.

When reading the document, cursor over a note icon to see the information. Double-click a note icon to edit the information.

Downloading Deltek Products using Deltek Software Manager

You can use Deltek Software Manager (DSM) to download complete Deltek products, hot fixes, and sub-releases. You can access DSM directly or through the Deltek Customer Care Connect site.

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

Accessing DSM Directly

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

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



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

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



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

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



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

6. Select the product type that you want to download. Your options are **Complete**, **HotFix**, and **Sub-Release**.
7. In the table, select the check box that corresponds to the Deltek product that you want to download. The right pane displays a message stating that the product has been added to the download queue.



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

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

Accessing DSM from within the Customer Care Connect Site

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

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



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

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



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

6. In the left pane of Deltek Software Manager, expand the Deltek product that you want to download, if it is not already expanded.
7. Select the product type that you want to download. Your options are **Complete**, **HotFix**, and **Sub-Release**.
8. In the table, select the check box that corresponds to the Deltek product that you want to download. The right pane displays a message stating that the product has been added to the download queue.



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

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

DSM Documentation and Troubleshooting

- To view the online help for Deltek Software Manager, click [here](#).
- To view a tutorial on how to use Deltek Software Manager, click [here](#).
- To view more information on troubleshooting Deltek Software Manager, click [here](#).



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

Upgrade Deltek Mobile Time on BlackBerry® Enterprise Server

Step 1: Remove Existing Deltek Mobile Time Version and Upgrade to Latest 1.1.0 Version

Before you can upgrade to the latest version of Deltek Mobile Time, you must first remove the existing version from users' devices. You will accomplish this by implementing the Remove Mobile Time policy that you set up during your initial installation and configuration process.

You will accomplish this by implementing the Remove Mobile Time policy that you set up during your initial installation and configuration process. Once applied this will remove your previous Deltek Mobile Time version from the user(s) device.

This step ***must*** be done prior to installing the new version of the software, and it must be applied to all users or to the Deltek Mobile Time group.



The Remove Mobile Time policy should have been set up when you initially installed and Configured Deltek Mobile Time by setting up the Disallow option for the application disposition. You should not proceed with the upgrade if the Remove Policy is not already established.

If the Remove Policy is not already set up, complete that step first. See the *Deltek Mobile Time New Installation Guide* for instructions. You can download this guide (in PDF format) from the Deltek Customer Care Connect site at <https://deltek.custhelp.com>. It was also available from the Deltek Software Distribution site when you downloaded the software.

To remove the existing version of Deltek Mobile Time, complete the following steps:

1. In the left-hand pane of the BlackBerry Administration Services Window, click **BlackBerry Domain » Servers » User Groups » User Groups**, and then click the group you created when you configured Mobile Time on your BlackBerry Enterprise Server.
2. In the Security Administrator Authority window, select the Group Configuration tab, and click **Device Management » Assign Software Configuration**.

In the Select Software configuration dialog, select **Remove Deltek Mobile Time** and then click **OK**.
3. Click **IT Admin » Deploy Applications**.
4. Click **Device Management » Update Configuration Check Status** to update the user configurations.

After you deploy the Remove policy, users are prompted to reboot their BlackBerry devices to complete the process.

Step 2: Upgrade Users to Latest Deltek Mobile Time 1.1.0 Version

To upgrade users to the latest version 1.1.0 of Deltek Mobile Time, run the *DeltekTimeAndExpense90MobileTime.exe* file to upgrade your existing Software configuration on BlackBerry Enterprise Server.



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

To install Deltek Mobile Time, complete the following steps:

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

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

Step 3: Verify the Update and Assign the Delivery Method

To verify that the update was successfully installed, confirm that *1.1.0.xx* displays in the **Version** column of the Device Software Configuration dialog (complete steps 1-3 below to locate this column).

To assign the delivery method, complete the following steps:

1. In Explorer View, click **BlackBerry Domain » Software Configuration tab** to open the Software Configuration screen.
2. Under **Configuration Name**, click the Deltek Mobile Time configuration (for example, DeltekMobileTime).
3. In the Device Software Configuration dialog, click the **Application Software** plus (+) sign to expand the Deltek Mobile Time configuration.
4. In the **CommonLibrary1_1_1** row, select *Wireless* from the **Delivery** drop-down list.
5. In the column to the right of **Delivery**, select the policy that you established for pushing the application to users' devices (for example, PushDeltekMobileTime).
6. In the column to the right of **Delivery**, select the policy that you established for removing the application from users' devices (for example, RemoveDeltekMobileTime).
7. Click **OK** to save your changes.

Step 4: Deploy the New Version of Deltek Mobile Time

To deploy the new version of Deltek Mobile Time to users, complete the following steps:

1. In the left-hand pane of the BlackBerry Administration Services Window, click **BlackBerry Domain » Servers » User Groups » User Groups**, and then click the group you created when you configured Mobile Time on your BlackBerry Enterprise Server.
2. In the Security Administrator Authority window, select the Group Configuration tab, and then click **Device Management » Assign Software Configuration**.
3. In the Select Software configuration dialog, select **Deltek Mobile Time** and click **OK**.
4. Click **IT Admin » Deploy Applications**.
5. Click **Device Management » Update Configuration Check Status** to update the user configurations.

After you deploy the Deltek Mobile Time, users are prompted to reboot their BlackBerry devices to complete the process.

Upgrade Deltek Mobile Time on BlackBerry® Enterprise Sever 5.0

Step 1: Remove Existing Deltek Mobile Time Version and Upgrade to Latest 1.1.0 Version

Before you can upgrade to the latest version of Deltek Mobile Time, you must first remove the existing version from users' devices.

You will accomplish this by implementing the Remove Mobile Time policy that you set up during your initial installation and configuration process. Once applied this will remove your previous Deltek Mobile Time version from the user(s) device.

This step ***must*** be done prior to installing the new version of the software, and it must be applied to all users or to the Deltek Mobile Time group.



The Remove Mobile Time policy should have been set up when you initially installed and Configured Deltek Mobile Time by setting up the Disallow option for the application disposition. You should not proceed with the upgrade if the Remove Policy is not already established.

If the Remove Policy is not already set up, complete that step first. See the *Deltek Mobile Time New Installation Guide* for instructions. You can download this guide (in PDF format) from the Deltek Customer Care Connect site at <https://deltek.custhelp.com>. It was also available from the Deltek Software Distribution site when you downloaded the software.

To remove the existing version of Deltek Mobile Time, complete the following steps:

1. In the left-hand pane of the BlackBerry Administration Services Window, click **BlackBerry Solution Management » Manage Groups**, and then select *DeltekMobileTimeUsers* (or the group you designated).
2. Select the Software Configuration tab and click **Edit Group**.
3. Next, select *DeltekMobileTimePush* and click **Remove** to remove it from the current software configuration, and then click **Save All**.
4. Next, select *RemoveDeltekMobileTime* and click **Add** to add it to the current software configurations, and then click **Save All**.

Users' devices now receive the new configuration that removes Deltek Mobile Time. This normally forces a re-boot of the device, which users can choose to do immediately or at a later time (Deltek recommends rebooting immediately).

Step 2: Upgrade Users to Latest Deltek Mobile Time 1.1.0 Version



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

To upgrade users to the latest version 1.1.0 of Deltek Mobile Time, run the *DeltekTimeAndExpense90MobileTime.exe* file to upgrade your existing Software configuration on BlackBerry Enterprise Server version 5.0.

To install Deltek Mobile Time, complete the following steps:

1. Run **DeltekTimeAndExpense90MobileTime**.
2. In the Introduction screen, click **Next**.
3. In the License Agreement screen, accept the terms and click **Next**.
4. In the BlackBerry Enterprise Server Version screen, select the appropriate version and click **Next**.
5. In the Choose Install Folder screen, select the appropriate version and click **Next**.

Note that if you selected version 5.0, the *c:\DeltekMobileTime* folder is created by default.

6. In the Pre-Installation Summary screen, review the installation summary information and click **Install** to complete the installation.
7. In the Install Complete screen, click **Done**.

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

Step 3: Deploy the New Version of Deltek Mobile Time

To deploy the new version of Deltek Mobile Time to users, complete the following steps:

1. In the left-hand pane of the BlackBerry Administration Services Window, click **BlackBerry Solution Management » Add update application**.
2. Click **Browse** to locate the new *DeltekMobileTime.zip* file. Select the zip file and click **Next**.



The file is imported to the new release, indicating the existence of a previous version, and the file is added as a new version to the existing application.

3. Click **Continue**.
4. Click **Publish Application**.

After the new application is published, you will assign the new application to your software configurations (DeltekMobileTimePush and DeltekMobileTimeRemove).

Step 4: Update the Software Configurations

To update the configurations of your Deltek Mobile Time Push and Remove policies, complete the following steps:

1. In the left-hand pane of the BlackBerry Administration Services Window, click **BlackBerry Solution Management » Manage Software Configurations**.
2. In Manage Software Configurations, you will edit both the Remove and Push configurations to use the updated Mobile Time Application. Start by selecting **DeltekMobileTimePush**.
3. Select the Application Tab and click **Edit software configuration**.
4. To the right of the application name (Deltek Mobile Time), click the Trash Can icon to delete the application and then click **Save all**.
5. Next, click **Edit software configuration**.
6. Click **Add application to software configuration** to update the Deltek Mobile Time application.

7. When the Manage Software Configuration screen displays, select the latest version of Deltek Mobile Time (in this example, the version is 10.0.0.10, but your version may be different). Then, from the **Disposition** drop-down list, select *Optional* and click **Add to software configuration**.
This updates your Optional application and displays the current version.
8. Click **Save All**.
9. You will now configure your Remove policy. In Manage Software Configurations, click **DeltekMobileTimeRemove**.
10. Select the Application Tab and click **Edit software configuration**.
11. To the right of the application name (Deltek Mobile Time), click the Trash Can icon to delete the application and **Save all**.
12. Next, click **Edit software configuration**.
13. Click **Add application to software configuration** to update the Deltek Mobile Time application.
14. When the Manage Software Configuration screen displays, select the latest version of Deltek Mobile Time (in this example, the version is 10.0.0.10, but your version may be different). Then, from the **Disposition** drop-down list, select *Disallowed* and click **Add to software configuration**.
15. Click **Save All**.

Step 5: Manage Applications and Remove the Old Version

To manage applications and remove the old version of Deltek Mobile Time, complete the following steps:

1. From the BlackBerry Administration Solution Management option, click **Applications » Manage Applications**.
2. Search for Deltek Mobile Time and then click the application name to edit it.
3. All available versions of the application display under **Applications versions**. Click the version you want to delete (in this example, we are removing version 1.0.0.8, but your version may be different).
4. The Manage Applications screen displays. Click **Delete application** (Trash Can icon) to remove the older version.
5. Confirm the deletion by selecting **Yes-Delete** the application.

Step 6: Assign the Software Configuration to the Deltek Mobile Time Group

In this step, you will re-assign the *DeltekMobileTimePush* configuration to the group and push the new application to the devices. To do this, complete the following steps:

1. Under the Group heading on the BlackBerry management solutions options, click **Manage Groups**.
2. Select the Group Deltek Mobile Time (or the group you designated), and then select the software configuration tab and click **Edit group**.
3. Select *DeltekMobileTimeRemove* and click **Remove**, and then click **Save all**.

4. In the software configuration tab, and click **Edit group**.
5. To add the push configuration to your group, select *DeltekMobileTimePush* and click **Add**.
6. After *DeltekMobileTimePush* displays to the right, under **Current Software Configurations**, click **Save all** to update the group settings.

Once saved, the software is queued for delivery and will be deployed to the mobile hand-held devices. This process may not be immediate and some devices may take longer to update.



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