

Deltek Touch Time for GovCon

Technical Installation Guide for LA

December 14, 2012

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Overview

Deltek Touch Time for GovCon is a web-based time collection application that enables you to enter, view, and submit timesheet information from your touch screen device, and if authorized to do so, approve and reject employee timesheets. This product is for iOS and Android devices and does not replace the current Deltek Mobile Time product for Blackberry devices.

To use Touch Time for GovCon, a server component must be installed on a Web server, which can be an existing Deltek Time & Expense Web server.



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

In addition, the application name in Google Play Store and Apple App Store displays Touch Time for GovCon.

This document provides instructions for the installation and configuration of the Touch Time for Govcon application.

Due to security, compliance, and scope limitation reasons, the following features of Deltek Time & Expense are not included in the Touch Time for GovCon application:

- **Interim Charges** — Interim charges cannot be created in Touch Time for GovCon. However, interim charges already in timesheet can be charged. Interim charge edit does occur on timesheet sign.
- **Hours Proration** — Users with proration will only be able to view Entered hours. The proration of the hours still will occur on timesheet sign.
- **Reverse Timesheet** — Users will not be able to reverse timesheets within Touch Time for GovCon. If timesheet class requires reverse timesheet, user must perform timesheet corrections in browser-based timesheet.
- **Timesheet Approval** — Approvals should be performed in a browser-based timesheet screen.
- **Line Level Approval** — Approvals should be performed in a browser-based timesheet screen.
- **Timesheet Print** — Users will not be able to print timesheet. They will need to use browser based timesheet to print.
- **View Save/Sign Warnings** — Users will not be able to view warnings that occurred previously during save/sign. The user will get warnings when they sign or save timesheet but will not be able to view them later.
- **Day Comments** — Users will not be able to enter day comments since time in/out and start/stop times are not supported.
- **Timesheet Comments** — Users will not be able to enter/view timesheet comments/notes.

Specific users will not be able to use the Touch Time for GovCon application based on their timesheet class business rules for the following Deltek Time & Expense features:

- **Time In/Out** — Users with timesheet classes will not be allowed to use Touch Time for GovCon if this feature is enabled. This is checked at login.
- **Start/Stop Time** — Users with timesheet classes with this feature will not be allowed to use Touch Time for GovCon if this feature is enabled. This is checked at login.

- **Single Sign On** — All users must provide authentication information. LDAP and database authentication are supported.

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.



Delttek 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.

If You Need Assistance

If you need assistance installing, implementing, or using Touch Time for GovCon, Deltek makes a wealth of information and expertise readily available to you.

Customer Services

For over 20 years, Deltek has maintained close relationships with client firms, helping with their problems, listening to their needs, and getting to know their individual business environments. A full range of customer services has grown out of this close contact, including the following:

- Extensive self-support options through the Customer Care Connect Web portal.
- Phone and email support from Customer Care analysts
- Technical services
- Consulting services
- Custom programming
- Classroom, on-site, and Web-based training



[Find out more about these and other services from the Customer Care Connect site.](#)

Customer Care Connect Site

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

The following are some of the many options you have at the Customer Care Connect site:

- Download the latest versions of your Deltek products
- Search Deltek's knowledge base
- Ask questions, exchange ideas, and share knowledge with other Deltek customers through the Deltek Connect Customer Forums
- 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
- Subscribe to Deltek communications about your Deltek products and services
- Receive alerts of new Deltek releases and hot fixes



[If you need assistance using the Customer Care Connect site, the online help available on the site provides answers for most questions](#)

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 do not have a username and password for the Customer Care Connect site, contact your firm's Touch Time for GovCon Administrator.

If you forget your username or password, you can click the **Account Assistance** button on the login screen for help.

Additional Documentation

The following table lists the additional 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 for Govcon User Guide | This document provides instructions for the installation and configuration of application. |

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 » All Programs » 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 Touch Time for GovCon 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.

Supported Mobile Operating Systems

In this release, the Touch Time for GovCon application only supports mobile devices that run on the following operating systems:

- Apple iOS 5 and higher
- Android 2.3.3 and higher (excluding 3.x)

Prerequisites

Before you begin the installation and setup of Touch Time for GovCon, it is important to understand the following information:

- You must install Deltek Time and Expense 9.01
- You must install Hot Fix #1 for Deltek Time and Expense 9.0.1
- You must install TEES IIS on a server that runs Windows Server 2008 (64-bit) or Windows Server 2008 R2. Windows Server 2003 is no longer supported.
- If you are going to access Touch Time for GovCon from the Internet, open a port in your firewall to access the Touch Time virtual directory, which will be installed on the IIS server. Deltek recommends that you use HTTPS protocol in your production deployment.
- You must install Touch Time for GovCon on an IIS Web server. You can use existing IIS Web server, but not an embedded WebLogic Web server.
- Touch Time for GovCon supports native device browsers and mobile applications downloaded from the Goggle Play and Apple Appstores.



You access the application either by entering your organization's Touch Time for GovCon URL in the browser or installing the application from Google Play Store or Apple App Store.

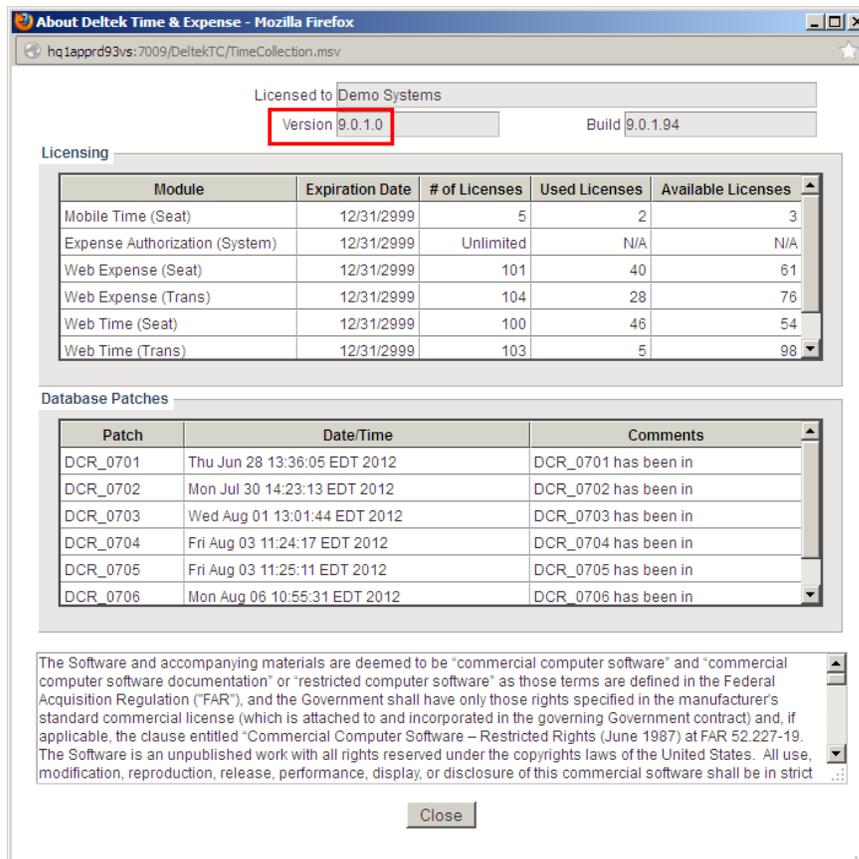
Deltek Touch Time for GovCon Collection Setup

Use the following check list as a guide for setting up Touch Time for GovCon Collection.

| Step | Procedure | ✓ |
|------|---|---|
| 1 | Verify and apply the product license | |
| 2 | Enable the PIN option | |
| 3 | Set UDT short labels | |
| 4 | Set default view and sort options | |
| 5 | Configure charge lookup options | |
| 6 | Create the message bundle location | |
| 7 | Customize application text and generate the message bundle file | |

Step 1: Verify and Apply the Product License

Touch Time for GovCon requires Deltek Time Collection version 9.0.1 or higher. To determine version you currently have, check the About Deltek Time & Expense dialog box.





The licensing of Touch Time is based on “Web Time” license key and not “Mobile Time” license key since Touch Time for GovCon is available for no charge to all clients with Deltek Time. This means there is no need to grant user’s access to “Mobile Time”. If user has license to “Web Time”, they will be able use Touch Time for GovCon. The “Mobile Time” license key will be removed in the general availability release.

Step 2: Enable the PIN Option

This step is optional. You can allow users to log on to Touch Time for GovCon using a PIN instead of a password. The PIN is automatically synchronized with the regular system password, but it cannot be used to log on to the desktop version of the Time Entry module.

Because the PIN is synchronized with the password, the PIN stands in for the password when users log on to Touch Time for GovCon. However, since the PIN is only four digits, it is easier to enter it when logging on from a hand-held device. When an employee later changes his or her system password, the PIN is automatically synchronized with it. However, should a logon attempt be made before the synchronization occurs, Touch Time for GovCon requires the user to enter the system password instead.

To enable the PIN option, complete the following steps.

1. On the Deltek Time & Expense with ESS Administration menu, click **Product Configuration » General Configuration » General Options** tab
2. On the General Options tab, select the **Allow PIN use on mobile device** check box.
3. Click **Save**.



Employees who want to use a **PIN** must create it during first login or by enabling the PIN option on the Touch Time for GovCon settings screen.

Step 3: Set UDT Short labels

Because mobile devices have a more limited screen space, you may want to create abbreviated versions of UDT labels.

To set UDT short labels for Touch Time for GovCon, complete the following steps:

1. On the Deltek Time & Expense with ESS Administration menu, click the **Product Configuration » General » UDT Options** tab.
2. In the Mobile Label column on the UDT tab, enter an abbreviated version for each applicable UDT. For example, if UDT 01 is Account, the abbreviated version could be Acct.

Step 4: Set Default View and Short Options

Set the default options for both Timesheet View (1 column/ 6 rows or 1 column/3 rows) and Timesheet Line Sort (sort by **Project ID**, **Project Description**, or **Line Number**). Employees can later override these default options from the **Options** menu within Touch Time for GovCon.

To set the default options, complete the following steps

1. On the Deltek Time & Expense with ESS Administration Time menu, click the **Settings » Time Configuration » Miscellaneous** tab.

2. Click **Mobile Defaults » Timesheet View**, and select the number of lines (3 or 6) that you want to display on the timesheet. Note: this option only impacts Deltek Mobile Time for Blackberry legacy product
3. On the **Timesheet Line Sort** list, select the default for sorting timesheet lines: **UDT 01**, **UDT 02**, or **Line Number**.
4. Click **Save**.



Default View only applies to Mobile Time for Blackberry devices.

Step 5: Configure Charge Lookup Options

Configure the charge lookup options that will be available to employees on the Search Charge Lookup screen of Touch Time for GovCon.

To set the default options, complete the following steps:

1. On the Deltek Time & Expense with ESS Time menu, click **Settings » Timesheet Classes » Basic Information** tab.
2. Use the Search feature to select the Timesheet Class that you want to configure for Touch Time for GovCon.
3. Select the check box next to each lookup option you want to enable in the **Costpoint/Mobile Time Lookup** option:
 - Show Project
 - Show MO (this option is available only to Costpoint users)
 - Show Account
4. Click **Save**.



While the **Timesheet Classes » Basic Information** screen is open, confirm that the **Time In/Out** and **Start/Stop Times** options are disabled. If these options are enabled, members of this timesheet class will not be able to access Touch Time for GovCon time.

Step 6: Create the Message Bundle Location

Create a location for storing the Touch Time for GovCon message bundles.

To set the message bundle location, complete the following steps:

1. Open the Domain Details screen on the Technical Console
2. In the **Mobile Message Bundle Location** field, enter the location where message bundle files should be stored.
3. Click **OK** to save your changes.

Step 7: Customize Application Text and Generate the Message Bundle File

Customize text and generate the Touch Time for GovCon message bundles.

To customize the application's text and generate the message bundles, complete the following steps:

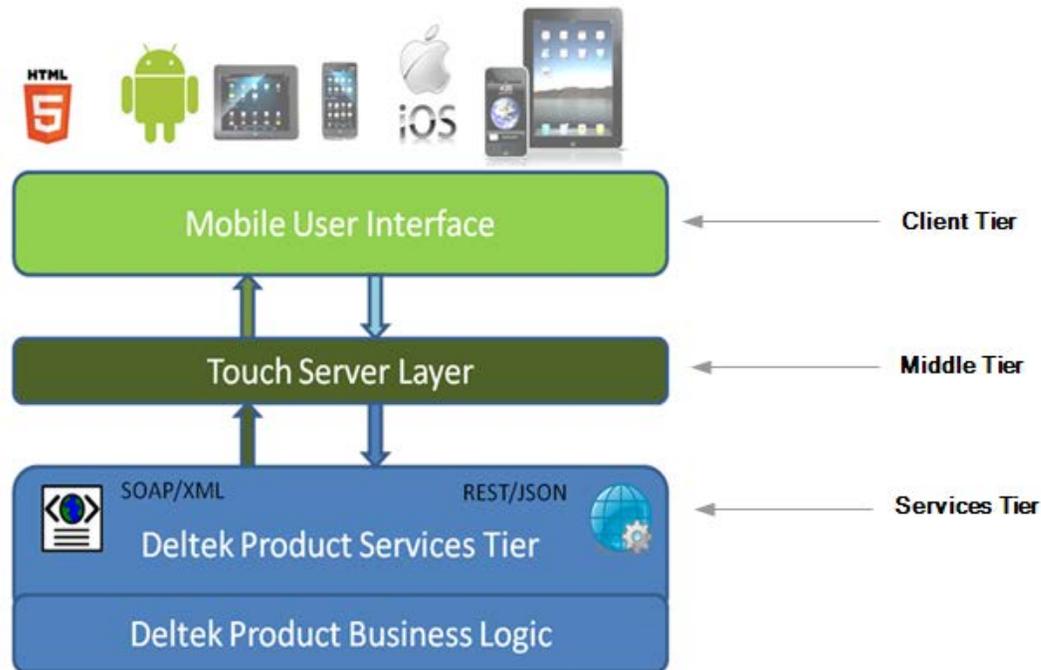
1. On the Deltek Time & Expense with ESS menu, click **Configuration » Custom Text**.
2. On the Custom Text screen, select **Mobile** on the **Module** list.
3. On the **Screen/Application** list, select the screen or application for which you want to create custom text.
4. If applicable, select a value on the **Page** list.
5. Select the check box next to the message you want to customize, and click **Edit**.
6. In the **Edit Text** field, enter the custom text, and click **OK**.
7. Repeat these steps for each remaining application that requires custom text.
8. Click **Create File(s)** to generate the message bundle files.
9. On the Create File(s) dialog box, review the selected languages. If you don't want to generate a message bundle for any of the selected languages, clear the check box next to the language.
10. Click **Create File(s)**.

The files are saved in the location you provided in the **Mobile Message Bundle Location** field of the Domain Details screen in the Technical Console.

Deltek Touch Infrastructure

The Touch Time infrastructure is composed of three tiers: the client tier, middle tier, and services tier.

Technical Platform



Client Tier and Middle Tier

Touch Time server (middle Tier) is used to optimize service delivery and provides a platform for future 3rd-party product integration. It is based on Sencha and uses JSON, Ajax and PHP,

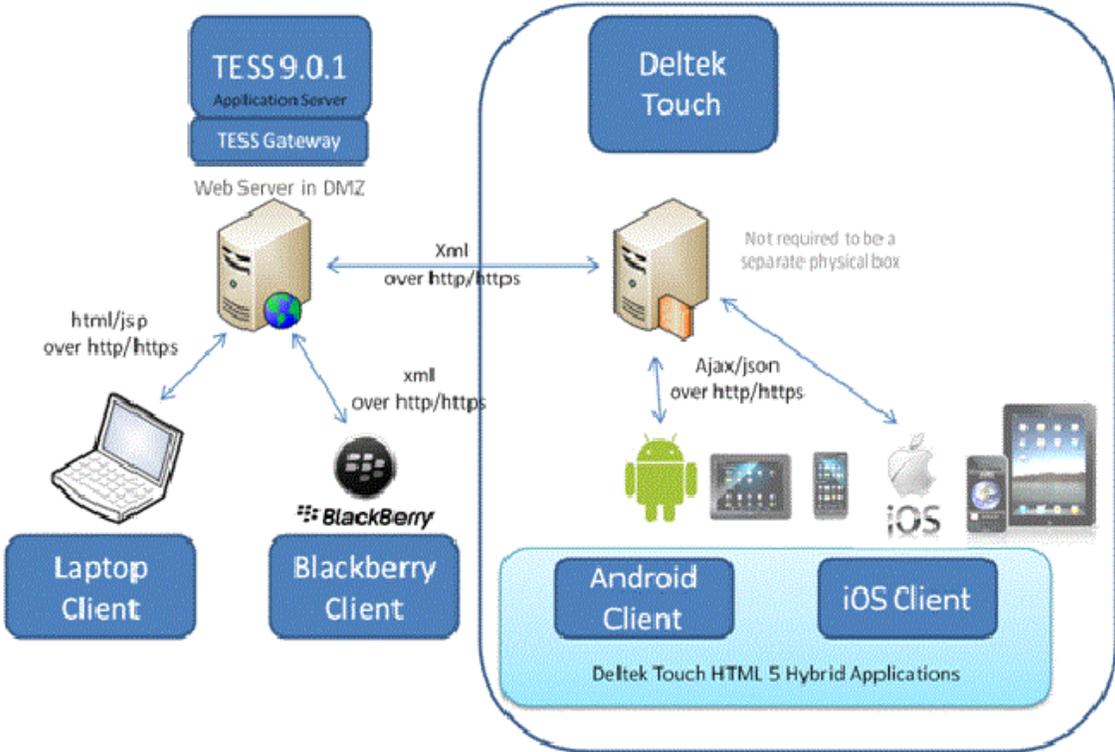
Touch Time Client (client tier) is a hybrid application and created using HTML 5 and CSS 3 but with the ability to access the native device capabilities.

The client tier and middle tier components are shown in this diagram.



Deployment Example

Touch Time for GovCon may be installed on another IIS server or as a separate virtual directory on an existing TEES IIS Web server.



Deltek recommends the use of HTTPS protocol over HTTP when transmitting data over the Internet, unless you are using a VPN. HTTPS encrypts the data in transit.

Microsoft IIS Web Server Configuration on Windows 2008 Server

Perform this procedure if you are going to install the Touch Time application on Windows Server 2008. The Touch Time installer checks if Microsoft Internet Information Services (IIS) is already installed before proceeding with the installation. The installation terminates if IIS is not yet installed.

To configure Microsoft IIS web server on Windows 2008 Server, complete the following steps:

1. Click **Windows » Start » Administrative Tools » Server Manager**.
2. Expand the **Roles** tree on the left pane, and click **Web Server (IIS)**.
3. When the Web Server (IIS) screen displays, click **Add Role Services** in the bottom right pane.
4. On the Select Role Services screen, perform the following actions:
 - Click **Web Server » Application Development**, and select **ISAPI Extensions** and **CGI**.
 - Click **Web Server » Management Tools**, and select **IIS Management Scripts and Tools**.
 - Click **Web Server » Management Tools » IIS 6 Management Compatibility**, and select **IIS 6 Metabase Compatibility**.
5. Click **Next**, and then click **Install**.
6. Click **Close** when the installation completes.
7. Expand the Web Server (IIS) tree on the left pane, and click Internet Information Services (IIS) Manager.
8. On the Internet Information Services (IIS) Manager screen, expand the IIS computer name icon on the left pane of the Internet Information Services (IIS) Manager window.
9. Right-click the IIS computer name icon, and select **Stop**.
10. Right-click the IIS computer name icon on the left pane of the Internet Information Services (IIS) Manager window, and select **Start**.
11. Close the Services Manager window.

Touch Time for GovCon Installation

Before you proceed, make sure that you downloaded the server component from Deltek Software Manager (DSM). Once the server part is installed, you can access Touch Time for GovCon in two ways:

- Entering your organization's Touch Time for GovCon URL in your browser
- Installing the application from the Google Play Store or Apple App Store



For more information about DSM, see [Downloading Deltek Products using Deltek Software Manager](#) in this document.

To install the Deltek Touch application, complete the following steps:

1. Run **DeltekTouchGovCon10LA.exe** to launch the Deltek Touch installation program.



Taking into consideration the enhanced security in Windows Server 2008, Deltek recommends selecting the **Run as Administrator** option when launching the installation executable even if you (as the logged-on user) has local administrative rights. You can access this option by right-clicking the installation executable file name in Windows Explorer and then clicking **Run as Administrator** on the shortcut menu.

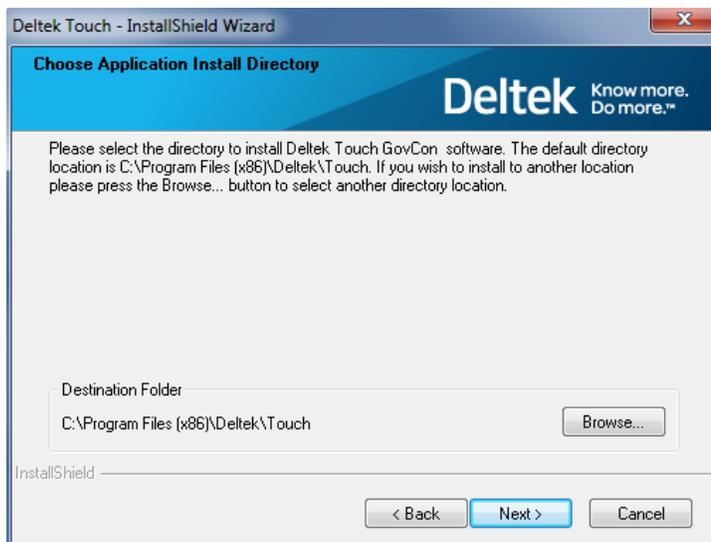
2. On the Welcome to the Deltek Touch GovCon 1.0 (LA) installation wizard page, click **Next**.



3. On the License Agreement page, review the license agreement and select the **I accept the terms of the license agreement** option, and click **Next**.

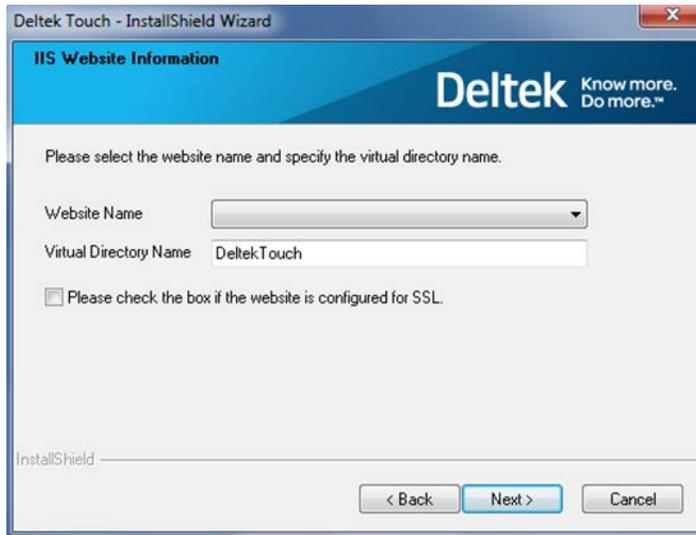


4. On the Choose Application Install Directory page, verify if the default location for the Deltek Touch software is correct, and click **Next**. Otherwise, click **Browse** to navigate to the installation folder.



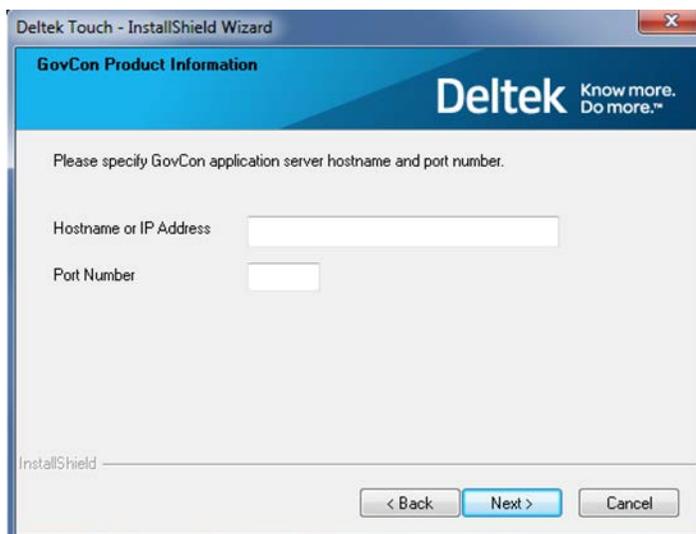
The default folder is C:\Program Files (x86)\Deltek\Touch on a 64-bit machine and C:\Program Files\Deltek\Touch on a 32-bit machine.

5. On the IIS Website Information page, select or enter the default Web site, and click **Next**.

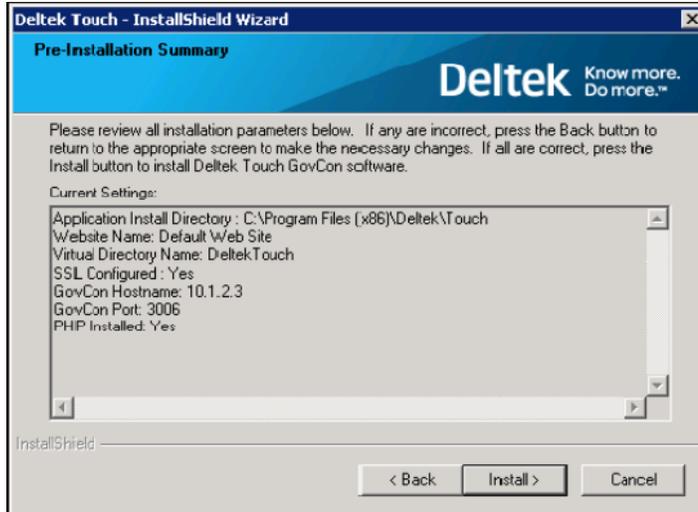


Select the **Please check the box if the website is configured for SLL** check box to use the HTTPS protocol when transmitting data over the Internet.

6. On the GovCon Product Information page, perform the following actions, and click **Next**:
 - **Hostname or IP Address** — Enter the IP address (for example, 10.2.2.154) or host name (for example, appsvr01) of your Time and Expense server.
 - **Port Number** — Enter the port that your Time and Expense server uses to listen for requests.

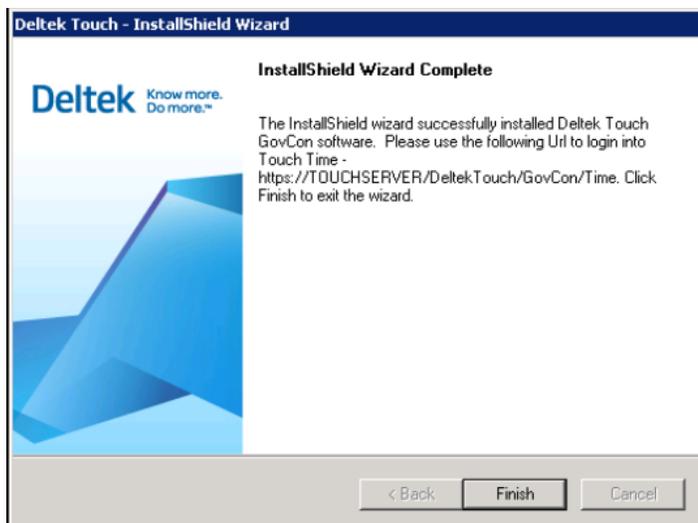


7. On the Pre-Installation Summary page, review the installation details that you provided.
 - If you want to change any settings, click **Back**, and make the necessary updates.
 - If you are done, click **Install** to begin the installation.



If there are errors, the DeltekTouchInstall.log file displays.

8. When the installation is done, on the InstallShield Wizard Complete page, click **Finish**.



You can access the application in two ways:

- In your browser, enter your organization's Touch Time for GovCon URL using the format **https://<server>/deltektouch/govcon/time/**, where <server> refers to the host name of your Touch server.
- Go to Google Play Store or Apple App Store to download the application (*Touch Time for GovCon*) and then install it on your device. When you run the application, enter the server name in the field requested in the form **"https://<server>/deltektouch/govcon/time/"**.



You can run the installer multiple times to install several instances of Touch Time for GovCon. Each instance, however, requires a new virtual directory pointing to a different physical location (Install Directory).



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