Deltek Touch Time for Vision 1.2.1

User Guide

December 27, 2013

This edition published December 2013.

Contents

Overview 1
Mobile Device Requirements 1
If You Need Assistance 2
Customer Services 2
Customer Care Connect Site 2
Additional Documentation 3
Getting Started 4
Install Touch Time 4
Log On to Touch Time 4
Security PIN 5
Log Out of Touch Time 5
Closing Touch Time 5
Switching Between Screens in Touch Time 5
Switching Between Applications on the Device 6
Screen Display 6
Timesheet 7
View the Timesheet List 7
View a Timesheet 7
Check Timesheet Status 7
Editing a Timesheet 7
Saving a Timesheet 8
Enter Time on Timesheet Screen (Quick Entry) 8
Enter Time on Edit Line Screen (Detailed Entry) 9
Add a Timesheet Line 9
Copy a Timesheet Line 10
Delete a Timesheet Line (for iOS) 10
Delete a Timesheet (for Android) 11
Select a Labor Code for a Line 11
Select a Labor Category for a Line 11
Select a Payroll Tax Locale for a Line 12
Enter a Start/End Time for a Line 12
Enter a Meal Start/End Time for a Line 12
Create a Favorite 13
Delete a Favorite 13
Add a Comment to a Timesheet 13

Use a Historic/Global Comment 14
Delete a Comment from a Timesheet 14
View Period Summary 14
Enter Unit on Unit Screen (Quick Entry) 15
Enter Units on Edit Unit Screen (Detailed Entry) 15
Add a Unit Line 15
Add a Description to a Unit 16
Delete a Description from a Unit 16
Copy a Unit Line 16
Delete a Unit 17
View Unit Summary 17
Submit a Timesheet 17
Reopen a Timesheet 18
Settings 19
Set a Default View 19
Enable PIN 19
Disable PIN 19
Reset PIN 19
Modify Server URL 20
Set the Number of Displayed Search Results 20
Enable/Disable Usage Tracking 20
Configure Touch Time Settings 20

Overview

Deltek Touch Time for Vision is a time-tracking tool that allows you to enter, update, submit, and view timesheet data from anywhere at any time using your touch screen device and synchronize that data to the Vision database.

Touch Time 1.2.1 works with Vision 7.1 Cumulative Update #011 and Vision 7.2.

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

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

This document contains detailed information and instructions on how to use various features of the application.

To use the full functionality of Touch Time, you must be on the latest Touch server and Vision. Touch server must be installed and configured using the guidelines in the *Deltek Touch Time for VisionTechnical Installation Guide*.

Mobile Device Requirements

The Touch Time application supports mobile devices that run on the following operating systems:

- Apple iOS 5.0 and higher
- Android 2.3.3 and higher (excluding 3.x)

If You Need Assistance

If you need assistance installing, implementing, or using Vision Time, 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 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 Vision Installation Guide	This document provides instructions for the installation and configuration of application.
Deltek Touch Time for Vision Release Notes	This document contains a summary of the technical considerations, major features, and known issues of the application.

Getting Started

Install Touch Time

1. On the *Google Play* or *Apple App Store*, search for the application (*Touch Time for Deltek Vision).*
2. Tap **Free**.
3. Tap **Install**, then tap **Accept**.
4. Follow the screen prompts to accept the terms of agreement and usage tracking.

Touch Time supports Lightweight Directory Access Protocol (LDAP) authentication in a multiple domain environment.

Tap **Connection Help** on the **Server URL** screen to view information about establishing connection to Touch Time:

- Touch Server must be installed by your administrator in order to use the Touch Time application.
- During setup, the administrator creates a Touch Server URL, which is different than your normal Vision URL that you access through a PC.
- The Touch Server URL uses the format **https://<server>/deltektouch/vision/time/** by default, where **<server>** refers to the host name of your Touch Server. The default URL can be changed to something else by your Vision administrator. For more information, see Deltek Knowledge Base #73672.
- Make sure that the URL is correct by tapping the link from an email, or copying and pasting the URL from an email. For example, the **s** in **https** is often missed when typing the URL directly in the field.
- Contact support if you continue to have connection issues.

If **Revision Auditing** has been enabled for your account in Vision core, you cannot use Touch Time. In this case, logging on to Touch Time would display an error message.

Log On to Touch Time

1. Tap *Touch Time for Deltek Vision*.
2. In your initial login, the application prompts you to accept Terms and Use of Service and Usage Statistics Tracking. Tap the corresponding buttons.

   It tracks the number of times you access the application and how often you use certain features. Touch Time does not track any personal or confidential data, such as user name, projects, and clients.

3. Enter your organization's Touch server URL using the format **https://<server>/deltektouch/vision/time/**.

   For more information about establishing connection to Touch Time, click **Connection Help**.

4. Tap **Connect**.

5. Tap the **User ID** and **Password** fields to enter corresponding values.
6. Tap the **Database** field, then scroll through the list.
7. Tap a database, then tap **Done**.
8. Tap **Login**. For initial login, you can either create a PIN or skip PIN creation. For more information, see Security PIN.

> Touch Time remembers your user ID and selected database (and domain if Windows Authentication is being used) on your next login. To log in using a different user ID and database, tap **Forget Me on this Device** on **Settings**. All your user settings and favorites will be lost.

Security PIN

For initial login, Touch Time allows you to either create a PIN or skip PIN creation.

- To create a PIN, enter a four-digit PIN, then re-enter it to confirm. Instead of entering your password on your next login, you need to enter your PIN.
- To skip PIN creation, tap **Skip PIN Setup**. You have to enter your password each time you log in to the application.

> You can also use Windows Authentication to log on to Touch Time. Based on a server-side setting, the application prompts you to log on using your domain credentials to log on to the Vision Server. You then have the option to log on to Vision using either Windows Authentication or a standard user name and password. Logging on with domain credentials (either for the Vision server or database) requires you to use a PIN.
>
> When using domain credentials, the **Skip PIN Setup** button does not display.

Log Out of Touch Time

To log out of the application, take one of the following actions:

- Press the **Home** button of your device.
- Tap **Settings** and then tap **Log Out**. If you choose to do this, Touch Time prompts you for your PIN or password on your next login regardless of the timeout period.

> If you do not want the application to remember your credentials and favorites, tap **Forget Me on this Device**.

Closing Touch Time

If you close Touch Time completely either from the task bar or by turning off the device, any unsaved changes are lost.

Switching Between Screens in Touch Time

If you try to perform any of the following actions, Touch Time prompts you to save a timesheet:

- Open a different timesheet.
- Tap **Settings**.

- Tap **Today** when you are not in the timesheet with today's date.

When prompted, you have the following options:

- Tap **Yes** to save changes and continue to the next screen.
- Tap **No** to disregard any changes and continue to the next screen.
- Tap **Cancel** to return to the current screen without saving any changes.

Switching Between Applications on the Device

If you switch between applications on the device, Touch Time keeps any unsaved changes in the memory as long as the application is still active on your device. If you close the application from the task list or you turn off your device, your changes will be lost.

Changes are only saved in memory with the packaged application not when accessed through the device browser via a URL.

Here are some sample scenarios, where your changes are saved in memory:

- You press the **Home** button when there are unsaved changes and opens another app (Touch Time is still active in the background).
- You receive a notification that directs you automatically to another application.
- A message displays and you need to respond by tapping corresponding buttons.
- A calendar invitation displays and you prefer to check the calendar.

Screen Display

The Touch Time user interface has five major screens, which you can navigate easily by tapping the corresponding tab.

- **Periods** – This screen lists all timesheet periods and their corresponding status, which determines a processing option available to you.
- **Timesheet** – This screen allows you to perform several tasks for your timesheet.
- **Units** – This screen allows you to enter units into your timesheets so that you can record the use of non-labor items that should be billed to a project. The **Unit** screen looks and works like the **Timesheet** screen except for the displayed fields for **Units** and **Total Units** instead of **Hours** and **Total Hours**.
- **Summary** – This screen displays the summarized entries (including regular and overtime hours) per day or project for a selected timesheet period or the summary of the units on your timesheet.
- **Settings** – This screen helps you configure the Touch Time settings according to your preferences.

Timesheet

View the Timesheet List

On **Periods**, scroll through the list to view timesheet periods and their status. A check mark displays beside the selected period. Tap a timesheet period to edit that timesheet.

View a Timesheet

The header of the **Timesheet** screen displays the current status and total hours of a timesheet period.

1. Either tap a timesheet period on **Periods** or tap **Timesheet** to go to the currently selected period. The selected timesheet may or may not be the current timesheet, but you can always tap **Today** to open the current timesheet.
2. On **Timesheet**, switch between different days of a timesheet period by swiping the calendar to the left or right. The selected day is highlighted.

Holidays and weekends display in different colors. You can choose to hide Non-working days via **Settings**.

If you tap **Timesheet** and a timesheet has not yet been selected, the timesheet with today's date displays.

If today's date is not included in a timesheet, Touch Time displays the timesheet with the closest date.

Check Timesheet Status

The status of a selected timesheet and time period displays on **Periods** (below start and end dates) and **Timesheet** (same line as the start and end dates). It determines which processing options are available to you.

Timesheets no longer display in the list once they are approved.

- **In Progress** – Timesheets that are editable and not yet submitted. These timesheets display in green highlight.
- **Submitted** – Timesheets that have been submitted but not yet been approved. If your access rights allow you to resubmit, reopen, and resubmit previously submitted timesheet. These timesheets display in gray highlight.
- **New Timesheet** – These timesheets prompt you to copy the previous timesheet before you enter data. These timesheets display in blue highlight.

Editing a Timesheet

Touch Time allows you to perform several tasks for your timesheet. You can enter timesheet data, add or delete a timesheet line, copy a timesheet line or an entire timesheet, delete a timesheet line, create or delete a favorite, and reopen a timesheet.

Known Issue:

This issue only affects devices running on Android 2.x. If any line in a timesheet period has a comment with HTML text formatting (such as bold, italics, underline, or paragraph tags), Touch Time for Vision would not allow you to edit the timesheet.

For devices using 2.x version only, you can edit the **Comment** field, but once you save the comment, all formatting is lost. For all other devices, you can edit the comment field without losing any formatting. This issue remains for this one version of Android because of a limitation of the operating system.

Saving a Timesheet

After you make all the changes, you need to tap **Save** so that Touch Time can save the updated timesheet line to the Vision.

The **Save** button is available on the **Timesheet**, **Units**, and **Summary** screens.

- You can update several timesheet lines and save after you make all changes.
- If you tap **Submit** and there are unsaved changes, Touch Time saves your changes automatically.
  - If a signature is required, Touch Time prompts you for your PIN or password.
  - If a signature is not required, Touch Time displays a confirmation message about the submission.
- For a new timesheet, if you tap **Submit** and you have set **Auto-Copy the Timesheet Upon Submit** to **On**, Touch Time creates and saves the timesheet immediately. In this case, you do not need to tap **Save**.

Errors and Warning Indicators

When you try to save a timesheet and there is a problem, Touch Time displays a corresponding error or warning indicator to help you identify easily the lines that you need to address.

- If a line has an error and a warning, the error indicator displays on the **Timesheet** screen. A red bar on the left of the line indicates an error, while a yellow bar indicates a warning. Timesheets with errors cannot be saved until the error is resolved.
- If a line has multiple errors and warnings, all of the messages display on the **Edit Line** screen with the errors listed at the top. The Error or Warning icon displays for each message.
- If you get an error while adding a line, Touch Time returns you to the **Edit Line** screen with the error listed at the top.

Enter Time on Timesheet Screen (Quick Entry)

Touch Time only allows you to enter Regular Time for projects directly on **Timesheet**. If you need to enter overtime, start/end time, or modify other aspects of the line, tap anywhere else on the line (tap the project name).

If there are already **Overtime** entries or required fields that are empty for a selected day, the **Timesheet Line** screen displays. You must enter the time in the **Edit Line** screen.

1. Swipe the calendar to select a date, or tap the date.
2. Tap the hour field of a selected line.
3. Scroll through the time picker to find the appropriate time. If you need to correct the timesheet by adding or deducting certain hours and minutes, scroll through the **+/-** roller control.
4. Tap **Done**.
5. Tap **Save**.

Enter Time on Edit Line Screen (Detailed Entry)

1. On **Periods**, tap a timesheet period that you want to update.
2. On **Timesheet**, swipe the calendar to select a day, or tap the day.
3. Scroll through the list of timesheet lines.
4. Tap anywhere in a timesheet line except the hour field.
5. On **Edit Line**, tap the field that you want to update, then enter or tap the appropriate values.
6. Tap **Done**.
7. Tap **Save**.

Add a Timesheet Line

1. On **Periods**, tap a timesheet period that you want to update.
2. On **Timesheet**, swipe the calendar to select a day, or tap the day.
3. Tap .
4. Filter projects by tapping **All** or **Favorites**, or entering part of a name, number, or client in the search field. Touch Time first searches through your favorite and recently used projects.
   - If the project for which you are searching is in the list, tap it.
   - If the project is not in the list, tap **Continue Search on Server** to search all of Vision.
   - If this project has phases and/or tasks, you need to select the phase and/or task.
5. Depending on your configuration, most details of the line will be defaulted for you. Make any changes to this line as appropriate, including adding hours, then tap **Done**.
6. Tap **Save**.

If you add time to a line on the **Timesheet** screen, Touch Time adds the updated line automatically to the list on the **Units** screen. if you add a line to the **Units** screen, however, Touch Time does not add it automatically to the **Timesheet** screen.

Copy a Timesheet Line

1. On **Periods**, tap a timesheet period that you want to update.
2. On **Timesheet**, swipe the calendar to select a day, or tap the day.
3. Scroll through the list of timesheet lines.
4. Take one of the following actions:
   - Touch and hold the line until **Copy Line** displays, then tap it.
   - Tap the timesheet line to display the **Edit Line** screen, then tap **Copy Timesheet Line**.

Copying an Entire Timesheet

You can copy an entire timesheet in the following ways:

- When you open a new timesheet, you receive an option to copy the previous timesheet if it is still on the device (has not yet been approved).
- When you submit a timesheet, the application copies it automatically into the next timesheet if it is available (the next timesheet period has been opened by accounting) and you have enabled the **Auto-Copy Timesheets upon Submit** option on **Settings**.
- When you submit a timesheet, the application prompts you to copy it into the next timesheet if the next timesheet is available (the next timesheet period has been opened by accounting) and you have disabled the **Auto-copy Timesheets upon Submit** option on **Settings**.

- You cannot copy a special category line, such as Vacation, Sick Leave, and Holiday. The administrator determines the special categories in Timesheet Configuration – they vary from database to database and even from user to user.
- Copying a timesheet line does not copy the **Start Time** and **End Time**.

Delete a Timesheet Line (for iOS)

1. On **Periods**, tap a timesheet period that you want to update.
2. On **Timesheet**, swipe the calendar to select a day, or tap the day.
3. Scroll through the list of timesheet lines.
4. Take one of the following actions:
   - Swipe across the selected line in either direction (left-to-right or right-to-left), then tap **Delete**.
   - Tap the line to display the **Edit Line** screen, then tap **Remove from Timesheet**.

   Touch Time then asks you whether you would like **Delete Entire Project** or **Delete Time on this Day Only**.

Known Issue: If you delete the time of a special category project (for example, Sick Leave) by tapping **Delete Time on this Day Only** and then delete the time of another project (for example, Project A), the name of the special category project (Sick Leave) would replace that of the last project that you deleted (Project A). As a workaround, Deltek recommends reopening the timesheet period.

Delete a Timesheet (for Android)

1. On **Periods**, tap a timesheet period that you want to update.
2. On **Timesheet**, swipe the calendar to select a day, or tap the day.
3. Scroll through the list of timesheet lines.
4. Take one of the following actions:
   - Swipe across the selected line in either direction (left-to-right or right-to-left), then tap **Delete**.
   - Touch and hold the selected line until options display. Tap either **Delete Entire Project** or **Delete Time on this Day Only**.
   - Tap the line to display the **Edit Line** screen, then tap **Remove from Timesheet**. Touch Time asks you whether you would like **Delete Entire Project** or **Delete Time on this Day Only**.

Known Issue: If you delete the time of a special category project (for example, Sick Leave) by tapping **Delete Time on this Day Only** and then delete the time of another project (for example, Project A), the name of the special category project (Sick Leave) would replace that of the last project that you deleted (Project A). As a workaround, Deltek recommends reopening the timesheet period.

Select a Labor Code for a Line

Touch Time allows you to filter available labor codes using the **Filter Budgeted Levels** toggle switch. The default setting, however, is based on project settings on the Project Info Center of Vision core.

1. On **Periods**, tap a timesheet period that you want to update.
2. On **Timesheet**, swipe the calendar to select a day, or tap the day.
3. Scroll through the list, then tap the appropriate timesheet line.
4. On **Edit Line**, tap the **Labor Code** field.
5. Scroll through the list, then tap a labor code.
6. Tap **Done**.

- When the project that you are updating is set to **Warning** in Vision core, the **Filter Budgeted Levels** toggle switch is editable in Touch Time.
- When the project that you are updating is set to **Error** in Vision core, the toggle switch is set to **ON** by default and the list only displays budgeted labor codes in Touch Time.
- When the **Budget Source** budget validation is set to **Project Planning** and **Budgeted Level** is set to **Employee Only** in Vision core, the toggle switch does not display in Touch Time.

Select a Labor Category for a Line

1. On **Periods**, tap a timesheet period that you want to update.
2. On **Timesheet**, swipe the calendar to select a day, or tap the day.
3. Scroll through the list, then tap the appropriate timesheet line.

4. On **Edit Line**, tap the **Labor Category** field.
5. Scroll through the list or enter a keyword in the search field.
6. Tap a category.
7. Tap **Done**.

Select a Payroll Tax Locale for a Line

Locales are used to track hours and cost where work is performed. The field only becomes available when **Payroll** is enabled and your **Locale Method** is set to **Follow Project Locale** on the **Payroll** tab of your employee record in Vision core.

1. On **Periods**, tap a timesheet period containing the project that you want to update.
2. On **Timesheet**, swipe the calendar to select a day, or tap the day.
3. Scroll through the list, then tap the appropriate timesheet line.
4. On **Edit Line**, tap the **Payroll Tax Locale** field.
5. Scroll through the list, then tap the appropriate value.
6. Tap **Done**.
7. If you are done editing the other fields, tap **Done**.

Enter a Start/End Time for a Line

The **Start Time**/**End Time** only displays in Touch Time when the corresponding fields are enabled in Vision core. If there is an overlapping time, Touch Time does not allow you to save the timesheet.

1. On **Periods**, tap a timesheet period containing the project that you want to update.
2. On **Timesheet**, swipe the calendar to select a day, or tap the day.
3. Scroll through the list, then tap the appropriate timesheet line.
4. On **Edit Line**, tap in the **Regular Hours** field.
5. Tap the **Start Time** and **End Time** fields to select corresponding values from the list, which displays below the fields.
6. Tap **Done**.

Enter a Meal Start/End Time for a Line

The **Meal Start Time**/**End Time** and **Number of Breaks** only display in Touch Time when the corresponding fields are enabled in Vision core. If there is an overlapping time, Touch Time does not allow you to save the timesheet.

1. On **Periods**, tap a timesheet period containing the project that you want to update.
2. On **Timesheet**, swipe the calendar to select a day, or tap the day.
3. Scroll through the list, then tap the appropriate timesheet line.
4. On **Edit Line**, tap the either the **Meal Start Time** or **Meal End Time** fields to select corresponding values from the list, then tap **Done**.
5. Tap the **Number of Breaks** field to enter a value.

6. If you are done editing the other fields, tap **Done**.

Create a Favorite

Favorites include projects that you access and use most of the time to complete your timesheet.

1. On **Timesheet**, swipe the calendar to select a day, or tap the day.
2. Tap .
3. Verify that **Find Project** displays **All**.
4. Scroll through the list or enter a name, number, or client in the search field. If the project is not included in the list, tap **Continue Search on Server** to search all of Vision.
5. Tap the white star to the left of a project to make it a favorite. It turns to a gold star.

Delete a Favorite

1. On **Timesheet**, swipe the calendar to select a day, or tap the day.
2. Tap .
3. Scroll through the list or enter a name, number, or client in the search field.
4. Tap the gold star to the left of a project to unmark it as a favorite. It turns to a white star.

Add a Comment to a Timesheet

1. On **Periods**, tap a timesheet period containing the project that you want to update.
2. On **Timesheet**, swipe the calendar to select a day, or tap the day.
3. Scroll through the list, then tap the appropriate timesheet line.
4. On **Edit Line**, tap the **Comments** field.
5. Enter your comments, then tap **Done**.
6. If you are done editing the other fields, tap **Done**.
7. Tap **Save**.

You can also use comment that was used previously on this timesheet or a global comment by tapping **+**.

Known Issues:

- *This defect affects devices running on iOS 6.0 and Android 4.x.* You cannot copy text from another application and then paste it into the **Comments** field in Touch Time. When you touch and hold on the field, options related to the Copy-Paste function would not display.
- If you tap the **Return** button on the virtual keyboard in the **Comments** field, the cursor displays behind the virtual keyboard. The new line has been created, but you have to scroll down to view it properly.
- If you try to copy the content of the **Comments** field for certain scenarios (for example, copying a Global comment with color and formatting or tapping **Copy** for the second time), Touch Time would crash.
- If you try to copy the value of the **Server URL** or **Comments** field by tapping **Select All**, **Copy**, and **Paste**, Touch Time would encounter an error.

Use a Historic/Global Comment

1. On **Periods**, tap a timesheet period containing the project that you want to update.
2. On **Timesheet**, swipe the calendar to select a day, or tap the day.
3. Scroll through the list, then tap the appropriate timesheet line.
4. On **Edit Line**, tap the **Comments** field.
5. Tap .
6. Scroll through the **History/Global** list, then tap a comment.
7. Use or edit the selected comment, then tap **Done**.
8. Tap **Save**.

The updated comment does not replace the original; it becomes a new comment in the history list.

Delete a Comment from a Timesheet

1. On **Periods**, tap a timesheet period containing the project that you want to update.
2. On **Timesheet**, swipe the calendar to select a day, or tap the day.
3. Scroll through the list, then tap the appropriate timesheet line.
4. On **Edit Line**, tap the **Comments** field.
5. In **Comments**, tap .
6. Tap **Done**.
7. Tap **Save**.

View Period Summary

The **Summary** screen displays the summarized entries, including regular and overtime hours, per day or project for a selected timesheet period.

The **Save** button is available on the **Timesheet** , **Units**, and **Summary** screens.

1. On **Periods**, tap a timesheet period containing the project that you want to view.
2. On **Timesheet**, swipe the calendar to select a day, or tap the day.
3. Tap **Summary**.
4. Tap **Day** or **Project** to view the summarized information by day or project.

Enter Unit on Unit Screen (Quick Entry)

You can enter a number for existing lines directly on the **Units** screen. If there are required fields (such as **Unit Table**) that are empty for the selected line, the **Edit Unit** screen displays.

1. On **Periods**, tap a timesheet period that contains the project that you want to update.
2. On **Units**, swipe the calendar to select a day, or tap the day.
3. Scroll through the list, then tap the unit field of a selected line.
4. Tap the number of units.
5. Tap **Save**.

Enter Units on Edit Unit Screen (Detailed Entry)

If a selected project, phase, or task combination has a **Unit Table** on the **Accounting** tab of that project, phase, or task in Vision core, Touch Time displays the same unit table by default in the **Unit Table** field on the **Edit Unit** screen.

1. On **Periods**, tap a timesheet period that contains the project that you want to update.
2. On **Units**, swipe the calendar to select a day, or tap the day.
3. Scroll through the list, then tap anywhere in a selected line except the unit field.
4. On **Edit Unit**, tap the field that you want to update, then enter or tap the appropriate values.
5. Tap **Done**.
6. Tap **Save**.

Add a Unit Line

A timesheet line can have units but no time logged; a timesheet line can have hours but no units.

1. On **Periods**, tap a timesheet period that contains the project that you want to update.
2. On **Units**, swipe the calendar to select a day, or tap the day.
3. Tap .
4. On **Find Project**, filter projects by tapping **All** or **Favorites**, or entering part of a name, number, or client in the search field. Touch Time first searches through your favorite and recently used projects.
   - If the project for which you are searching is in the list, tap it.

- If the project is not in the list, tap **Continue Search on Server** to search all of Vision.
- If this project has phases and/or tasks, you need to select the phase and/or task.

5. Tap a project, then tap **Done**.
6. On **Add Project**, make any changes to this line as appropriate, including selecting unit table and adding unit, then tap **Done**.
7. Tap **Save**.

if you add a line to the **Units** screen, Touch Time does not add it automatically to the **Timesheet** screen. If you add the time to a line on the **Timesheet** screen, however, Touch Time adds the updated line automatically to the list on the **Units** screen.

Add a Description to a Unit

1. On **Periods**, tap a timesheet period that contains the project that you want to update.
2. On **Units**, swipe the calendar to select a day, or tap the day.
3. Scroll through the list, then tap the appropriate timesheet line.
4. On **Edit Unit**, tap the **Description** field.
5. Enter a description or comment, then tap **Done**.
6. If you are done editing the other fields, tap **Done**.
7. Tap **Save**.

You can also use a description that was used previously on this timesheet by tapping **+**.

Delete a Description from a Unit

1. On **Periods**, tap a timesheet period that contains the project that you want to update.
2. On **Units**, swipe the calendar to select a day, or tap the day.
3. Scroll through the list, then tap the appropriate timesheet line.
4. On **Edit Unit**, tap the **Description** field.
5. In **Description**, tap .
6. Tap **Done**.
7. If you are done editing the other fields, tap **Done**.
8. Tap **Save**.

Copy a Unit Line

Copying a timesheet does not copy the unit lines and description. The **Units** screen is blank until you either add time to a non-special category line on **Timesheet** or you add a line to the **Units** screen.

1. On **Periods**, tap a timesheet period that contains the project that you want to copy.
2. On **Units**, swipe the calendar to select a day, or tap the day.

3. Scroll through the list, then perform one of the following actions:
   - Touch and hold the line until **Copy Unit** displays, then tap it.
   - Tap the unit line to display the **Edit Unit** screen, then tap **Copy Unit**.

Delete a Unit

1. On **Periods**, tap a timesheet period that contains the project to which you want to add a unit line.
2. On **Units**, swipe the calendar to select a day, or tap the day.
3. Scroll through the list, then perform one of the following actions:
   - Swipe across the selected line in either direction (left-to-right or right-to-left), then tap **Delete**.
   - Touch and hold the selected line until options display. Tap either **Delete Entire Project** or **Delete Units on this Day Only**.
   - Tap the line to display the **Edit Line** screen, then tap **Remove from Timesheet**. Touch Time asks you whether you would like **Delete Entire Project** or **Delete Units on this Day Only**.

View Unit Summary

Aside from allowing you to view summarized entries for a selected tiesheet period per day or project, the **Summary** screen also allows you to view the summary of the units on your timesheet.

The **Units** button only becomes available if units are enabled.

1. On **Periods**, tap a timesheet period containing the project that you want to view.
2. On **Timesheet**, swipe the calendar to select a day, or tap the day.
3. Tap **Summary**.
4. Tap **Units**.

Submit a Timesheet

You can submit a timesheet from the **Timesheet**, **Units**, or **Summary** screen.

1. On **Periods**, tap a timesheet period containing the project that you want to submit.
2. On **Timesheet**, swipe the calendar to select a day, or tap the day.
3. Scroll through the list, then tap the appropriate timesheet line.
4. If desired, tap **Summary** to ensure that you have entered all of your time for this period.
5. Tap **Submit**, then tap **Yes** to confirm.

- If you need to sign the timesheet, Touch Time prompts you for your password or PIN.
- If there are any errors or warnings, a notifications screen displays. If there are only warnings, you can either tap **Continue** to submit the timesheet or tap the back button to return to the timesheet and make changes. If there is an error, you need to tap the back button to return to the timesheet and correct it before submitting.
- If you have rights to reopen the timesheet, the **Submit** button label becomes **Reopen** after submission. Otherwise, submitted timesheets are read-only.
- For a new timesheet, if you tap **Submit** and you have set **Auto-Copy the Timesheet Upon Submit** to **On**, Touch Time creates and saves the timesheet immediately. In this case, you do not need to tap **Save**.

Reopen a Timesheet

You can only reopen a timesheet if you have rights to do so.

1. On **Periods**, scroll through the list to select a period.
2. Tap the timesheet period.
3. On **Timesheet**, tap **Re-open**. The **Re-open** button label becomes **Submit** and the timesheet's status becomes **In Progress**.
4. Update the timesheet, then tap **Submit**.

You can also reopen the timesheet on the **Units** and **Summary** screens.

Settings

Set a Default View

Depending on your settings, Touch Time opens either on the **Periods** or **Timesheet** screen.

1. Tap **Settings**.
2. In **Open In**, tap the field.
3. Tap a view.

Enable PIN

To make accessing Touch Time easier on your next login, you can use a four-digit security PIN instead of your user name and password.

1. Tap **Settings**.
2. In **Use PIN**, slide the toggle switch to **ON** .
3. Enter your password, tap **OK**.
4. Enter your PIN, then reenter it to confirm.

Disable PIN

Disabling your security PIN requires you to enter your password each time you access the Touch Time. If you use Windows Authentication, this option is not available.

1. Tap **Settings**.
2. In **Use PIN**, slide the toggle switch to **OFF**.

Reset PIN

Resetting your PIN requires you to log in again using your user name and password.

1. Tap **Settings**.
2. Tap **Log Out**.
3. Tap **Reset PIN**.
4. Tap **OK**.
5. Tap the **User ID** and **Password** fields to enter corresponding values.
6. Enter your PIN, then reenter it to confirm.

Modify Server URL

1. Tap **Settings**.
2. Tap **Forget Me on this Device**. All options and favorites are lost.
3. On the login screen, tap **Server URL**.
4. In **Server**, tap ⓧ to delete the current value, then enter the new URL.
5. Tap **Connect**.

Known Issue: If you try to copy the value of the **Server URL** field by touching and holding the field and then tapping **Select All** and **Copy** buttons, Touch Time would crash.

Set the Number of Displayed Search Results

This task allows you to control the number of project records that Touch Time displays at one time. If more projects match your criteria, you can tap **Load More Projects** to get the next set of records.

1. Tap **Settings**.
2. Tap in the **Search Result Display By** field.
3. Scroll through the list to select a value.
4. Tap the value, then tap **Done**.

Enable/Disable Usage Tracking

Usage tracking keeps a record of the number of times you accessed Touch Time and the features that you used.

Usage tracking does not track any personally identifiable data or confidential information such as client and contact names.

1. Tap **Settings**.
2. Use the **Usage Tracking** slider to enable (**ON**) or disable (**OFF**) usage tracking.

Configure Touch Time Settings

1. Tap **Settings**.
2. You can modify the following:
   - **User ID** – To change the current user, tap **Forget Me on this Device**, then log in again. All options and favorites are lost.
   - **Database** – To change the current database to which you are logged in, tap **Forget Me on this Device** and then log in again. All options and favorites are lost.
   - **Use PIN** – Slide to turn on or off. Setting it to **ON** will require you to enter a 4 digit PIN instead of your Vision password on your next login. If you use Windows Authentication, you cannot turn this off.

- **Open In** – Tap to select whether the application opens on the **Periods** or **Timesheet** screen.
- **Usage Tracking** – Slide to turn on or off usage tracking using Google Analytics. When enabled, Google Analytics receives information about your use of Touch Time (for example, the number of times you access the application). Deltek uses this information to determine what features are being used in the application. No confidential information (such as projects, clients, or usernames) is tracked.
- **Display Non-Working Days** – Slide to turn on or off to determine whether or not non-working days are displayed on **Timesheet**.
- **Search Result Display By** – Tap the field to select the number of search results that you want to display at one time. If more projects match your search, you can tap **Load More Projects** to view them.
- **Auto-Copy Timesheet Upon Submit** – Slide to turn on or off, allowing Touch Time to copy lines (except for hours) of a submitted timesheet into the next timesheet with the **New** status.
- **Help** – Tap to access the Touch Time help.
- **Privacy Policy** – Tap to view the Legal Notices and Privacy Statement information page of Deltek.
- **About** – Tap to view the device and operating system information, which includes the following:
  - Device Type
  - Operating System
  - User Agent Name and Version
  - Application (Native App or Web App) Version
  - Touch Server Version
  - Web Service Version
  - Core System Version

  You can also send the same information to an email address by tapping **Email Info**. This information may be requested by Deltek support if you have an issue with the application.
- **Log Out** – When you close Touch Time on the device, there is a timeout period during which you do not have to enter your password or PIN when you reopen the application. After the timeout period expires, the application logs you out automatically. You must enter your PIN or password when you reopen it. You can, however, tap **Log Out** to force the logout before the timeout period expires.
- **Forget Me on this Device** – Tap to delete all information details from the application, requiring user ID, password, and database on the next login. All options and favorites are lost.

Known Issues:

- Tapping the physical back button on a device running on Android would not allow you to go back to the previous screen or page.
- *This issue is a known limitation of the operating system*. When you close Touch Time by pressing the **Home** button of your device and return to the application by tapping it from the application list, it would not display the previous screen that you accessed. It would open either on the Login screen or the PIN screen (if you are using PIN instead of a password). As a workaround, Deltek recommends tapping **Done** after the installation or (if you tapped **Open** instead of **Done**) clearing Touch Time data on the device.

Deltek is the leading global provider of enterprise software and information solutions for professional services firms, government contractors, and government agencies. For decades, we have delivered actionable insight that empowers our customers to unlock their business potential. Over 14,000 organizations and 1.8 million users in approximately 80 countries around the world rely on Deltek to research and identify opportunities, win new business, optimize resource, streamline operations, and deliver more profitable projects. Deltek – Know more. Do more.®

deltek.com