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Deltek Touch Time for GovCon

User Guide

July 31, 2013

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Overview

Deltek Touch Time for GovCon, the touch screen version of the Web-based Time Collection module, enables you to enter, view, and sign timesheet information from your touch screen device. With Touch Time version 1.1, you can also view leave balances, and for resource managers, you can either approve or reject timesheets.

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

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.*

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

Mobile Device Requirements

In this release, the Touch Time 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)

If You Need Assistance

If you need assistance installing, implementing, or using Touch 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:

1. Extensive self-support options through the Customer Care Connect Web portal.
2. Phone and email support from Customer Care analysts
3. Technical services
4. Consulting services
5. Custom programming
6. 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:

1. Download the latest versions of your Deltek products
2. Search Deltek's knowledge base
3. Ask questions, exchange ideas, and share knowledge with other Deltek customers through the Deltek Connect Customer Forums
4. Display or download product information, such as release notes, user guides, technical information, and white papers
5. Submit a support case and check on its progress
6. Transfer requested files to a Customer Care analyst
7. Use Quick Chat to submit a question to a Customer Care analyst online
8. Subscribe to Deltek communications about your Deltek products and services
9. 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 GovCon Technical Installation Guide	This document provides instructions for the installation and configuration of the application.
Deltek Touch Time for GovCon Release Notes	This document contains a summary of the technical considerations, major features, and known issues of the application.

Getting Started

Use the information in this section to log onto Touch Time and set up PIN security.

Accessing Touch Time

Search for the application on the Google Play or the Apple App Store and then install it on your device.

Touch Time supports Lightweight Directory Access Protocol (LDAP) authentication. Touch Time does not support Single sign-on (SSO).

Log onto Touch Time

1. Install **Touch Time for Deltek GovCon** from the Google Play Store or the Apple App Store.
2. If this is your first time to access Touch Time, tap **Terms and Use of Service**, and tap **I accept these terms**.
3. Tap **Usage tracking enabled** to enable or disable usage tracking, then tap **I accept these terms**.

   Usage Statistics Tracking 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.

4. Enter your organization's Touch Time URL using the format **https://<server>/deltektouch/govcon/time/**, where *<server>* refers to the host name of your Touch server.
5. Tap **Connect**.
6. Tap the **User ID**, **Password**, and **Domain** fields to enter the corresponding values and tap **Log in**. Consult your Touch Time administrator for the required information.
7. If your Touch Time administrator has configured your system to allow PIN authentication, you can either create a PIN or skip PIN creation on you initial login. Take one of the following actions:
   - 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.

   Touch Time remembers your user ID on your next login. The application sets user settings to default. To log on using a different user ID and domain, tap **Forget Me on this Device** on **Settings**.

Enter a PIN Instead of Password

This procedure only applies if your administrator has configured your system to allow PIN authentication.

If you created a PIN when you log into Touch Time for the first time, you can use that PIN to log into the application instead of your user ID and password.

Enable PIN Security

This procedure only applies if your administrator has configured your system to allow PIN authentication.

1. Tap **More » Settings**.
2. In the **Use PIN** field, tap the **On/Off** switch to set it to **On**.
3. On the PIN Setup screen, enter your preferred four-digit security PIN, then re-enter it to confirm.

Disable PIN Security

This procedure only applies if your administrator has configured your system to allow PIN authentication.

1. Tap **More » Settings.**
2. In the **Use PIN** field, tap the **On/Off** switch to set it to **Off.**

Reset PIN

Use the logon screen to reset your PIN.

This procedure only applies if your administrator has configured your system to allow PIN authentication.

1. Tap **Log Out**.
2. On the Log on screen, tap **Reset PIN**.
3. Enter your password in the **Password** field.
4. Enter a four-digit PIN, then re-enter it to confirm.

Log Out of Touch Time

When you log out of Touch Time, your settings and recent searches are saved. These are retrieved when you log into the application again with your password or PIN.

Log Out and Clear Application Setting

When you use the Forget Me on this Device feature, all data related to the application is deleted from your device. To access your account again, you must re-enter your user ID, password, and domain. You will not be able to retrieve your previous settings. Deltek recommends that you use this only when you want to access the application using another account or change your domain.

1. Tap **More » Settings**.
2. On the More screen, tap **Forget Me on this Device**.

   The Terms and Use of Service and Usage Statistics Tracking screens display.

Relaunch Behavior on iOS and Android Platforms

For iOS and Android 2.x using the packaged application from one of the app stores, the following scenarios occur:

- If you close Touch Time and open it again from the Home screen or task bar (press and hold the **Home** button and tap the open application from the task bar), it displays the last screen that you accessed. In this case, you do not need to enter your password or PIN.
- If your session has timed out, Touch Time prompts you to enter your password or PIN the next time a server call is made (meaning, the next time the application "talks" to GovCon).

Change User and/or Domain

Use the logon screen to change user and/or domain. Tap **Change User** and follow Log onto Touch Time.

Screen Display

The Touch Time user interface has five major screens, which you can access by tapping the corresponding tab at the bottom:

- **Calendar** — This screen displays the calendar, with today's date highlighted.
- **Timesheet** — This screen allows you to perform several tasks for your timesheet.
- **Summary** — This screen allows you to view audit information and the summarized time registrations in different views.
- **Tasks** — This screen is only enabled for resource managers. It allows you to approve or reject signed timesheets and view audit information and hours, including the overtime charges, for each day of the signed timesheets.
- **More** — This screen allows you to view leave balances and configure the Touch Time settings according to your preferences.

Timesheets

The Timesheet screen allows you to create, edit, and submit timesheets.

If you are a new user, you may want to go to GovCon and copy the previous timesheet into the next timesheet before you use Touch Time. This way, you can start off with some projects in your first timesheet that you do on mobile, making the first time you use Touch Time more convenient.

Change Timesheet Period

1. Tap **Calendar**.
2. On the Calendar screen, tap the date for which you want to update or enter time.
3. The timesheet period that contains the date you selected displays on the Timesheet screen. By default, the Timesheet screen displays the date of your current timesheet.
4. To view periods/weeks for the previous month, tap . To view periods/weeks for the next month, tap .

View Timesheet

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

1. Take one of the following actions:
   - Tap **Timesheet** to go to a particular period.
   - Tap **Calendar**, then tap a date.
   - On the Calendar screen, tap **Today** to display the timesheet containing the current date. Today's date is highlighted.
2. On the Timesheet screen, you can perform any of the following tasks:
   - Switch between different days of a timesheet period by swiping the date carousel or tapping a date to switch to that date (for example, if you are on Mon 1, tapping Thu 4 moves the calendar to Thu 4).
   - Tap or at either end of the date carousel to go back to the previous period or move to the next (for example, if you are on Mon 13 – Sun 19, tapping the next button moves the period to Mon 20 – Sun 26).

   The selected day is highlighted.

Check Timesheet Status

The status of a selected timesheet and time period displays on the Timesheet screen, below the button. It determines which processing options are available to you.

- **Missing** — Indicates a missing timesheet for the selected period.
- **Draft** — Timesheet is not yet signed, or timesheet was reopened.

- **Signed** — Timesheet has been signed but not yet approved by the resource manager.
- **Approved** — Timesheet has been approved by the resource manager but has not been processed.
- **Processed** — Timesheet has been successfully exported.
- **Rejected** — Timesheet was signed but was rejected by the resource manager.

The timesheet status is **Closed** if the period is closed or if the timesheet is read only.

Add/Edit Charge Screen

The Add Charge screen displays when you tap a charge on the Lookup screen. The Edit Charge screen displays when you tap an existing charge on the timesheet. Use the Add/Edit Charge screen to perform detailed timesheet entry.

- **Hours** — Tap this field to enter the hour value using the time picker.
- **Hour Comments** — Tap this field to enter your comments.

  A comment icon displays next to the timesheet charge if the timesheet line contains comments either in the **Hours Comment** or **Charge Comment** field.

- **Favorite** — Tap the **ON/OFF** switch to set it to **ON** to automatically add the selected charge to **Favorites**.
- **Charge Comment** — Tap this field to enter your comments regarding a charge.

  A comment icon displays next to the timesheet charge if the timesheet line contains comments either in the **Hours Comment** or **Charge Comment** field.

- **Auto Populate** — Tap the **ON/OFF** switch to set it to **ON** to automatically add the selected charge to your timesheets.
- **Copy Timesheet Line** — Tap this to copy a timesheet charge.
- **Remove from Timesheet** — Tap this to remove the selected charge from your timesheet.

  The rest of the fields on this screen are user-defined fields. Their labels may change depending on your company's preferences.

Add a Charge to Your Timesheet

1. On the Timesheet screen, tap .
2. On the Lookup screen, tap **All Charges** to search among all available charges. Tap **Favorites** to select a charge from your favorite charges.

   By default, search is performed by project ID and only if you selected **All Charges**.

3. To perform a search using a search type other than project IDs, tap **Search Project ID** and select a search type.

Search types are user-defined fields and the labels may change depending on your company's preferences.

4. Enter a search string in the **Search String** field and perform the search.
5. Tap a charge.
6. On the Add Charge screen, enter values in the required fields on the Add Charge screen, then tap **Done**.

   The charge is added to your timesheet.

Edit 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 list, delete a timesheet line, create or delete a favorite, select an activity or task, and reopen a timesheet.

Enter Time on Timesheet (Quick Entry)

1. Tap the hour field of a selected timesheet line.
2. Scroll through the time picker, then tap a value.
3. Tap **Done**.

Enter Time on Timesheet Line (Detailed Entry)

1. On **Timesheet**, tap anywhere on a timesheet line except the hour field. The Edit Charge screen displays with details for the selected charge.
2. Tap the field that you want to update, then enter or tap appropriate values.
3. Tap **Done** to save your changes.

Copy a Timesheet Charge from the Timesheet Screen

1. Tap the date that you want to copy.
2. Touch and hold the charge until a pop up menu displays and then tap **Copy Charge**.
3. To copy a timesheet charge on the Edit Charge screen, tap **Copy Timesheet Line**.

Delete a Timesheet Charge from the Timesheet Screen

Perform any of the following:

- Swipe the timesheet charge, then tap **Delete**.
- Touch and hold the charge until a pop up menu displays, then tap **Delete Charge**.
- Tap the charge, then tap **Remove from Timesheet** on the Edit Charge screen.

You cannot remove a timesheet line from the timesheet if the line was saved previously. In this case, the system zeroes out the hours. This behavior is due to audit constraints.

Sign a Timesheet

1. Confirm that the hours and charge codes on your timesheet are correct.
2. Tap **Sign**.
3. On the Notifications screen, tap **Continue**.
4. Enter your password. If PIN security is set up, enter your PIN.
5. Tap **Done**.

   The timesheet changes to **Signed** status.

Revise a Signed Timesheet

1. On **Timesheet**, perform the necessary revisions. You can modify hour values, delete charges, add charges, and modify charge details.
2. Tap **Save**.
3. On the Notifications screen, tap **Continue**.
4. On the Revision Explanation screen, enter your explanation for the revision that you made in the **Explanation** field.
5. Tap **Done**. The timesheet reverts to **Draft** status.
6. Tap **Sign**.
7. On the Notifications screen, tap **Continue**.
8. Enter your password or PIN, then tap **Done**.

   The timesheet changes to **Signed** status.

Favorites

Favorites are saved combinations of project, task, and activity, which give you easy access to them when doing time registration.

Add a Charge to Favorites

1. On **Timesheet**, tap .
2. On the Lookup screen, tap **All Charges**.

   By default, search is performed by project ID.
3. To perform a search using a search type other than project IDs, tap **Search Project ID**, and select a search type.

> Search types are user-defined fields and the labels may change depending on your company's preferences.

4. Enter a search string in the **Search String** field, and perform the search.
5. Tap the charge that you want to add to **Favorites**.
6. Tap the **ON/OFF** switch in the **Favorite** field to set it to **ON**.
7. Tap **Done**.

Remove a Charge from Favorites

1. On **Timesheet**, tap .
2. On the Lookup screen, tap **Favorites**.
3. Tap the charge that you want to remove from **Favorites**.
4. Tap the **ON/OFF** switch in the **Favorite** field to set it to **OFF**.
5. Tap **Done**.

Save a Timesheet

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

Reopen Timesheet

You can only reopen a timesheet if you have the rights to do so. You can do this on the Calendar screen.

Summary

The Summary screen allows you to view timesheet summary and audit information.

View Timesheet Summary

1. Tap **Summary** to view the summarized entries for a selected timesheet period.
2. Tap any of the following tabs to filter your view:
   - **Day** — Tap this tab to display the hours you submitted for each day of the selected timesheet period, including overtime charges, if any exist. It also displays the status of the timesheet and the total hours.

     Tapping a date in the Day view displays the timesheet for that date, where you can make the necessary revisions, if there are any.

   - **Week** — Tap this tab to display the total number of hours you submitted for the selected timesheet, including overtime charges, if any exist. It also displays the status of the timesheet.
   - **Charge** — Tap this tab to display the hours per charge that you submitted for the selected timesheet, including overtime charges, if any exist. It also displays the status of the timesheet and the total hours.
   - **Pay Type** — Tap this tab to display the hours per pay type that you submitted for the selected timesheet. It also displays the status of the timesheet and the total hours.

     Cost only charge is indicated by an asterisk (*).

View Audit Information

1. Tap **Audit** to view audit information for the selected timesheet.
2. Tap any of the following tabs to filter your view:
   - **Status** — Tap this tab to display the signature and approval details (approver and date of approval) for the current timesheet revision.
   - **Revision** — Tap this tab to display the explanation for the revisions made to the timesheet, if there are any.
   - **Warnings** — Tap this tab to display the warnings you receive when you save and/or sign the timesheet.

Tasks

The Tasks screen displays pending tasks that you need to perform. This screen allows you to view timesheets, which you can either approve or reject. This screen is only enabled if you have tasks to perform.

The Tasks screen displays a list of the timesheets that are pending of your approval. The Tasks icon indicates the number of tasks that you need to perform.

For Touch Time version 1.1, the Tasks screen only displays task to approve timesheet.

Approve a Timesheet

1. Tap **Tasks**.

   The Tasks screen displays a list timesheets that are pending of your approval.
2. Tap a timesheet to approve.

   The Tasks screen displays the summary of timesheet selected.
3. To approve a timesheet, take one of the following actions:
   - Tap
   - Tap and then **Approve**.
4. Tap to display the next timesheet or to display the previous timesheet.

You can view audit information of that particular timesheet or the hours submitted for each day of the selected timesheet period. Tap , then tap **Audit** or **Day View**.

Reject a Timesheet

1. Tap **Tasks**.

   The Tasks screen displays a list timesheets that are pending of your approval.
2. Tap a timesheet.
3. Tap and then **Reject**.
4. On the Reject screen, enter your reason for rejecting the timesheet in **Reject** field.
5. Tap **Done**.

   The timesheet status displays **Rejected**.

More

The More screen allows you to view leave balances and configure the Touch Time settings.

View Leave Balances

Tap **Leave Balances** to display this screen. Use the Leave Balances screen to view the following:

- Leave balances by leave type
- Number of leaves taken by leave type
- Number of accrued leaves by leave type
- Leave transaction details

Configure Touch Time Settings

Use the Settings screen to view or modify the Touch Time settings:

1. Tap **Settings**.
2. You can view or modify the following:
    - **User ID** — This field displays the user ID of the user currently logged on to the application.
    - **Domain** — This field displays the domain name.
    - **Use PIN** — This option is available if the administrator enabled PIN security for the application.
    - **Usage Tracking** — Slide to turn on or off usage tracking using Google Analytics. Setting it to **ON** tracks the number of times you access Touch Time and submit a timesheet through the application.
    - **Mobile Hours Increment** — Use this option to set how the hours will increment. For example, selecting **Quarter** enables you to enter hours in 15-minute increments. Your options are **Whole**, **Quarter**, and **Half**. If you selected an option that is not compatible with your Timesheet Class, the application will use the hour increment specified in your Timesheet Class.
    - **Display Non Work Days** — Tap the **ON/OFF** switch to set it to **ON** to display non-work days (weekends and holidays).
    - **Default Add to Favorites** — Tap the **ON/OFF** switch to set it to **ON** to automatically add new charges to **Favorites**.
    - **Default Auto Populate** — Tap the **ON/OFF** switch to set it to **ON** to automatically add a new charge to your timesheet. When you set this option to **ON**, the **Auto Populate** option on the Add or Edit charge screen is set to **ON** by default.
    - **Timesheet Line Sort** — Use this option to sort the charges on your timesheet by **Line number**, **Charge ID**, or **Charge description**. Changes made to the sorting order are applied when you save the timesheet.
    - **Time Zone** — This field displays the selected time zone.
    - **Forget Me on this Device** — Tap this to delete your account information from the device If you select this option, you need to accept the license agreement and enter

your account information, such as user ID and domain, the next time you log on to Touch Time.

Help

Tap **Help** to launch the online help.

About

Tap **About** to view the device and operating system information, which includes the following:

- Device Type
- Operating System
- User Agent
- Web App version
- Touch Server version
- Web Service version
- GovCon Server 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.

Privacy Policy

Tap **Privacy Policy** to view the Legal Notices and Privacy Statement information page of Deltek.

Log Out

Tap **Log Out** to exit the device, requiring you to enter your password or PIN on your next login.

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.®

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