

# Deltek Time & Expense with Employee Self Service™

## Version 9.0

### Service Pack 1 Installation Guide

January 11, 2013

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## Overview

This document provides instructions for installing the Deltek Time & Expense with Employee Self-Service 9.0 Service Pack 1 (9.0.1.0) software. During this installation, you will perform the following steps:

- Ensure that your system meets the installation prerequisites. Refer to the sections titled “Installation Prerequisites” and “System Requirements” for additional information.
- Make backups of the following:
  - Deltek Time & Expense 9.0 WebLogic® Server software
  - Deltek Time & Expense 9.0 Internet Information Server (IIS) software (**if applicable**)
  - Deltek Time & Expense 9.0 database
- Install the Deltek Time & Expense with Employee Self-Service 9.0 Service Pack 1 software.
- Apply Service Pack 1 to your Deltek Time & Expense with Employee Self-Service 9.0 database.

## Installation Package Contents

This package includes the following:

- Deltek Time & Expense with Employee Self-Service 9.0 SP1 install.
- Deltek Time & Expense with Employee Self-Service 9.0 SP1 Mobile Time install.
- Deltek Time & Expense with Employee Self-Service Version 9.0 SP1 Installation Guide document.

## Installation Prerequisites

The following prerequisites must be met before applying Service Pack 1 to Deltek Time & Expense with Employee Self-Service 9.0:

- Deltek Time & Expense with Employee Self-Service 9.0 software and database must be installed and operational.
- You must have Administrative access to the WebLogic Server that hosts your Time & Expense 9.0 software.
- You must have Administrative access to your Time & Expense 9.0 database.

## Platforms Not Supported in Deltek Time & Expense with Employee Self-Service 9.0

The Deltek Time & Expense with Employee Self-Service 9.0 system does not currently support Web servers other than Internet Information Server (for example, Apache).



Deltek Time & Expense with Employee Self-Service may support other platforms in a future release.

## Discussion of Appendices

The Deltek Time & Expense with Employee Self-Service 9.0 Service Pack 1 installation instructions contains an important appendix that is listed in the following table:

Appendix	Title	Description
A	Documentation	Instructions for accessing the Deltek Time & Expense with Employee Self-Service 9.0 Service Pack 1 documents

## Naming Conventions

This section discusses the naming conventions used throughout these installation instructions.

### Drive Letters

The drive letters used in these installation instructions are listed in the following table:

Drive	Description
C:	This is the drive where the Deltek Time & Expense with Employee Self-Service 9.0 system files are installed.

### Directory Names

The directory names used in these installation instructions are listed in the following table:

Directory Name	Description
ORACLEMIDDLEWARE	This is the name of the directory where the WebLogic and Deltek Time & Expense with Employee Self-Service 9.0 software is installed.
DELTEKTE90	This is the name of the directory where the Deltek Time & Expense with Employee Self-Service 9.0 software is installed.

### Database Name

The database name used in these installation instructions is listed in the following table:

Database Name	Description
DELTEKTE	The name of the Time & Expense 9.0 database.

## Internet Information

Software installs, install instructions, technical guides, and release notes are available for download from the Deltek Software Manager (DSM). This is also where you will download software corrections and enhancements (hot fixes). DSM will be the only place to download the

hot fix files. Deltek Knowledge Base articles will still exist explaining the fixes, but will contain links to DSM for retrieving the actual files.

## Deltek Software Manager Requirements

You must meet the following requirements in order to run DSM:

- Can be run from any desktop (that is, does not have to be run on Deltek application servers)
- Requires Windows XP or later
- Requires Microsoft .NET Framework 3.5 SP1 (3.5.1)
  - The following Deltek Knowledge Base article has a link to download the framework and also has a few examples of what you may see if you do not have the framework installed:

[https://deltek.custhelp.com/app/answers/detail/a\\_id/52469](https://deltek.custhelp.com/app/answers/detail/a_id/52469)



Refer to the [DeltekSoftwareManager.pdf](#) to learn more about DSM and how it works.

## To Launch DSM

Go to <https://dsm.deltek.com>.



When downloading the Time & Expense with Employee Self-Service 9.0 software, if you are prompted to download Hot Fixes as well, please do so.

## Logon

Use the same username/password as for Deltek Customer Care Connect.



Deltek Knowledge Base articles will also exist on the Deltek Website (<http://www.deltek.com>).

## To view Knowledge Base articles:

1. Go to <http://www.deltek.com>.
2. Click **Support Login** in the upper right corner of the screen.
3. When the Deltek Support Login screen displays, perform the following:
  - **Username** — Enter your Support user name.
  - **Password** — Enter your Support user's password.
4. Click **Log In**.



If you have forgotten your username or password, click **Account Assistance**. If you have forgotten your username, enter your email address and click **Email My Username**. If you have forgotten your password, enter your username and click **Reset My Password**.

5. When the Deltek Support Home Screen displays, click the **Knowledge Center** tab, and perform the following:

- **Refine by Product** — Select **Time & Expense** from the drop-down list.
  - **Refine by Category/Version** — Expand **Service Pack / Hot Fix** from the drop-down list, and select **9.0.1**.
  - **Search Type** — Leave as **Phrases** or select how you want to search from the drop-down list.
  - **Search by Keyword** — Enter the specific text you are looking for, or leave blank to return all records for this version.
6. Click **Search**.
  7. When the search results display, perform the following:
    - Click the link for the desired correction (under the **Summary** column).
    - When the desired correction loads, click the links in the **Answers** section to download the files.

## System Requirements

The supported Database hardware and software requirements are listed in the following table:

Component	Hardware Requirements	Software Requirements
<b>SQL Server Database Server</b>	Hardware requirements vary among the different Relational Database Management System (RDBMS) platforms. Consult with Deltek's Systems Solutions team or your RDBMS platform vendor to determine the hardware requirements for your database server.	<ul style="list-style-type: none"> <li>▪ Microsoft SQL Server 2008 R2</li> <li>Or</li> <li>Microsoft SQL Server 2008.</li> </ul> <p><b>Please note that Microsoft SQL Server 2005 is <u>NO LONGER</u> supported.</b></p> <ul style="list-style-type: none"> <li>▪ Database Compatibility 100.</li> </ul>
<b>Oracle Database Server</b>	Hardware requirements vary among the different Relational Database Management System (RDBMS) platforms. Consult with Deltek's Systems Solutions team or your RDBMS platform vendor to determine the hardware requirements for your database server.	<ul style="list-style-type: none"> <li>▪ Oracle RDBMS 11g Release 2 (11.2.0.1)</li> <li>Or</li> <li>▪ Oracle RDBMS 10g Release 2 (10.2.0.5).</li> </ul>

## Backing Up Time & Expense 9.0 Software

This section provides instructions for backing up your Time & Expense 9.0 software. During the backup process, you will complete the following steps:

1. Stop your Time & Expense 9.0 WebLogic Server
2. Backup the Time & Expense 9.0 system
3. Backup your Time & Expense 9.0 database



For the Delttek Time & Expense with Employee Self-Service 9.0 system to function properly, your WebLogic application server and the database server that hosts your Delttek Time & Expense with Employee Self-Service 9.0 database must have their system clocks synchronized with each other. Failure to do this may result in login and other system problems.

### Step 1: Stopping Time & Expense 9.0 WebLogic Server

#### Purpose

This step provides instructions for stopping your Time & Expense 9.0 WebLogic Server from the WebLogic console.

#### Where

You must perform this step on your Time & Expense 9.0 WebLogic **application** server. Microsoft's Java Virtual Machine (MSJVM) or Sun Microsystems' Java™ Virtual Machine (JVM™) must also be installed on this machine.



The WebLogic Console tool used in this step requires either Microsoft's Java Virtual Machine or Sun Microsystems' Java Virtual Machine to be installed. If neither of these virtual machines is installed, you must install Sun Microsystems' Java Virtual Machine. Sun Microsystems' Java Virtual Machine is available free for download at <http://java.com>.

**To stop your Time & Expense 9.0 WebLogic Server, complete the following steps:**

1. Open your Web browser, and enter the following case-sensitive URL:

**`http://<IP Address or Computer Name>:<Port>/console`**

Where:

- **<IPAddress or ComputerName>** identifies your Time & Expense 9.0 WebLogic application server.
- **<Port>** is the unique port number that your Time & Expense 9.0 WebLogic application server uses to listen for connections. You specified this port value during the Time & Expense 9.0 software installation. The default is **7009**.

For example, `http://10.2.2.154:7009/console`

2. When the WebLogic Server Administration Console screen displays, complete the following steps:
  - **Username** — Enter **system**.
  - **Password** — Enter the password for the WebLogic Administrative user. The default is **weblogic**.

3. Click **Log In**.
4. When the Oracle WebLogic Server Administration Console Home screen displays in your browser, select the **DeltekTE** link that displays under the Domain Structure section in the middle of the left pane.



It can take several minutes for the hierarchical tree to appear in the left pane. If the hierarchical tree does not appear or a new blank browser opens, you must add <http://<IPAddress or ComputerName>> (that is, <http://10.2.2.154>) to your Internet Browser Trusted Sites and/or install Sun Microsystems' latest JVM™. See the note on the previous page for instructions for more information.

5. When the Settings for DeltekTE screen displays, click the **Control** tab, and perform the following:
  - **DeltekTEServer (admin)** — Select the check box that displays to the left.
6. Click **Shutdown**, and select **Force Shutdown Now**.
7. When the Domain Life Cycle Assistant screen displays, click either of the **Yes** buttons.



It can take several minutes for your Time & Expense 9.0 WebLogic Server to process the shutdown request.

The shutdown request has completed if either of the following conditions on your Time & Expense 9.0 WebLogic application server is true:

- The Windows Command Prompt that was used to launch your Time & Expense 9.0 WebLogic Server has terminated.
- The status of the Time & Expense 9.0 Windows service that was used to start your Time & Expense 9.0 WebLogic Server has changed from **Started** to **blank**.

8. Close the Web browser screen.

## Step 2: Backing Up Time & Expense 9.0 System

### Purpose

This step provides instructions for backing up your Time & Expense 9.0 system.

### Where

You must perform this step on your Time & Expense 9.0 WebLogic **application** server and **Web** server.

**To backup your Time & Expense 9.0 system, complete the following step:**

1. Make full system backups of the following servers:
  - Time & Expense 9.0 WebLogic Application Server
  - Microsoft IIS Web Server that hosts your Time & Expense 9.0 software (**if applicable**)

## Step 3: Backing Up Time & Expense 9.0 Database on SQL Server

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Skip this step if you run Delttek Time & Expense 9.0 on Oracle.

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### Purpose

This step provides instructions for performing a backup of your Time & Expense 9.0 database.

### Where

This step must be performed from the **Microsoft SQL Server database** server that hosts your Time & Expense 9.0 database, or a Windows client workstation that can connect to your Time & Expense 9.0 database with the Microsoft SQL Server Enterprise Manager client software.

To back up your Time & Expense 9.0 database, complete the following steps:

1. Click **Start » All Programs » Microsoft SQL Server 2008 » SQL Server Management Studio**.
2. Do the following:
  - **Server Type** — Select **Database Engine**.
  - **Server Name** — Select your SQL server.
  - If you choose **SQL Authentication** in **Authentication** on the Connect to Server dialog box, enter **sa** in **Login**. In **Password**, enter the password you established for this username during the Microsoft SQL Server installation process.
  - Click **Connect**.
3. Expand the <your database server name> node.
4. Click the **+** on the Databases folder.
5. Right-click your Time & Expense database (**DELTEKTE**).
6. Click **Tasks » Back Up** to display the Back Up Database screen.
7. Click the General tab.
8. Do the following:
  - Source
    - **Database** — Select your Time & Expense Database (DELTEKTE)
    - **Backup type** — **Full**
  - Backup Set
    - **Name** — Enter a name for this backup set (that is, **DELTEKTE.BAK**).
    - **Description** — Enter a description for this backup set (optional).
    - **Backup set will expire** — Leave the default of **0** days.
    - **Destination** — Select either the **Backup to Tape** or **Backup to Disk** option, and then specify a backup destination. If no backup destinations display, click **Add** to add an existing destination or to create a new one.
  - Click **Source in Select a Page** on the right and do the following:

- **Overwrite Media** — Select **Append to media** (to append the backup to an existing backup on the backup device) or **Overwrite existing media** (to overwrite an existing backup on the backup device).
- 9. Click **OK** to begin the backup procedure. When the backup is completed, the following message displays:
 

“The backup operation has been completed successfully.”
- 10. Click **OK**.
- 11. Close the SQL Server Management Studio screen.



For additional information on backing up your Microsoft SQL Server database, consult the Microsoft SQL Server documentation. **Deltek strongly recommends that you regularly test and verify your database backups before proceeding with the remainder of this installation.**

## Step 4: Backing Up Time & Expense 9.0 Database on Oracle



Skip this step if you run Deltek Time & Expense 9.0 on Microsoft SQL Server.

### Purpose

This step provides instructions for performing a backup of your Time & Expense 9.0 database.

### Where

You must perform this step from the **Oracle database** server that hosts your Time & Expense 9.0 database, or a Windows client workstation that can connect to your Time & Expense 9.0 database with the Oracle client software.

### To back up the Time & Expense 9.0 database, complete the following steps:

1. Perform an export of your Time & Expense 9.0 database using Oracle’s export utility. The recommended syntax for exporting the Time & Expense 9.0 database is as follows:
 

```
exp system/<SystemPassword>@<DatabaseInstance> file=<ExportName>.dmp
log=<LogName>.log owner=TC_0000, TC_0001, TC_0002, <SchemaName>,
<SchemaName>, <SchemaName>
```

Where:

- **<SystemPassword>** identifies the password for your Oracle SYSTEM user.
- **<DatabaseInstance>** identifies the Oracle SID for the instance containing your Time & Expense 9.0 database.
- **<ExportName>** identifies the name of the export file you will be creating.
- **<LogName>** identifies the name of the log file you will be creating.
- **<SchemaName>** identifies the schemas that your company is currently using (that is, TC\_0003, TC\_0004, TC\_0005, and so on).



Deltek strongly recommends that you test your database backups before proceeding with the remainder of this installation.

# Application Server Installation

## Installing Service Pack 1

### Purpose

During this step, you will install the Deltek Time & Expense with Employee Self-Service 9.0 Service Pack 1 software on your WebLogic application server.

### Where

This step must be performed on your Deltek Time & Expense with Employee Self-Service 9.0 WebLogic **application** server.

**To install Service Pack 1, complete the following steps:**

1. Run **DeltekTimeAndExpense90SP1.exe** to launch the Deltek Time & Expense with Employee Self-Service 9.0 Service Pack 1 installation program.



Due to enhanced security in Windows Server 2008, it is advised to use the option to **Run as Administrator** when launching the installation executables even when the logged in user has local administrative rights. This option is accessed by right-clicking the installation executable file name in Windows Explorer, and selecting **Run as Administrator** to launch the program.

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2. When the Introduction screen displays, click **Next**.
3. When the License Agreement screen displays, review the license agreement, select the **I accept the terms of the License Agreement** option, and click **Next**.



It can take several minutes for the License Agreement screen to display.

---

4. When the Select Installation Type screen displays, select **Application Service Pack**, and click **Next**.
5. When the Pre-Installation Summary screen displays, review the installation parameters you have selected. If you want to change any settings, click **Previous** to go back and make the necessary changes. If you are satisfied with these settings, click **Install** to begin the installation.
6. When the process is complete, the Install Complete screen displays, click **Done** to exit the installation.
7. Review the log file, **C:\Oracle\Middleware\DeltekTE90\DeltekTimeandExpense90SP1\_InstallLog.log**. Scroll down to the **Summary** section, and report any Warnings, NonFatalErrors, or FatalErrors to Deltek Technical Support.

# Internet Information Server (IIS) Installation



Skip this section if you are NOT using Deltek Time & Expense with Employee Self-Service 9.0 with IIS.

## Installing Service Pack 1

### Purpose

During this step, you will install the Deltek Time & Expense with Employee Self-Service 9.0 Service Pack 1 software on your IIS web server.

### Where

This step must be performed on your Deltek Time & Expense with Employee Self-Service 9.0 IIS **web** server.

To install Service Pack 1, complete the following steps:

1. Run **DeltekTimeAndExpense90SP1.exe** to launch the Deltek Time & Expense with Employee Self-Service 9.0 Service Pack 1 installation program.



Due to enhanced security in Windows Server 2008, it is advised to use the option to **Run as Administrator** when launching the installation executables even when the logged in user has local administrative rights. This option is accessed by right-clicking the installation executable file name in Windows Explorer, and selecting **Run as Administrator** to launch the program.

2. When the Introduction screen displays, click **Next**.
3. When the License Agreement screen displays, review the license agreement, select the **I accept the terms of the License Agreement** option, and click **Next**.



It can take several minutes for the License Agreement screen to display.

4. When the Select Installation Type screen displays, select **IIS Service Pack**, and click **Next**.
5. When the Pre-Installation Summary screen displays, review the installation parameters you have selected. If you want to change any settings, click **Previous** to go back and make the necessary changes. If you are satisfied with these settings, click **Install** to begin the installation.
6. When the process is complete, the Install Complete screen displays, click **Done** to exit the installation.
7. Review the log file, **C:\inetpub\wwwroot\DeltekTC\DeltekTimeandExpense90SP1\_InstallLog.log**. Scroll down to the **Summary** section, and report any Warnings, NonFatalErrors, or FatalErrors to Deltek Technical Support.

## Database Update

This section includes the following steps needed to apply Service Pack 1 to your Deltek Time & Expense with Employee Self-Service 9.0 software:

1. Start your Deltek Time & Expense with Employee Self-Service 9.0 WebLogic application server.
2. Use the browser-based WebLogic console utility to apply Service Pack 1 to your Time & Expense 9.0 database schemas.
3. Restart your Deltek Time & Expense with Employee Self-Service 9.0 WebLogic application server.

### Step 1: Starting Deltek Time & Expense with Employee Self-Service 9.0 WebLogic Server

#### Purpose

This step provides instructions for starting your Deltek Time & Expense with Employee Self-Service 9.0 WebLogic Server. You must start the WebLogic Server on your application server to gain access to the Deltek Time & Expense with Employee Self-Service 9.0 system.

#### Where

This step must be performed on your Deltek Time & Expense with Employee Self-Service 9.0 WebLogic **application** server.

**To start your WebLogic server, complete the following steps:**

1. In order for the Start Time & Expense with ESS 9.0 Server Windows Command Prompt to have scrolling capability, perform the following:
  - a. Click **Start » Programs » Deltek Time & Expense with ESS 9.0**.
  - b. Right-click **Start Time & Expense with ESS 9.0 Server**, and click **Properties** on the shortcut menu.
  - c. When the Start Time & Expense with ESS 9.0 Server Properties screen displays, click the Layout tab and increase the Screen buffer size **Height** from **300** to **3000**.
  - d. Click **OK** to save the changes.



Before starting Time & Expense with ESS 9.0, make sure that all of your ports are opened for **Inbound** and **Outbound** traffic through your firewall:

#### Database Server Port

- **Listen** — **1433** (the default for SQL Server)
- **Listen** — **1521** (the default for Oracle)

#### Application Server Port

- **Listen** — **7009** (the default)

2. Click **Start » Programs » Deltek Time & Expense with ESS 9.0 » Start Time & Expense with ESS 9.0 Server**. This will open a Windows Command Prompt and launch a command script that starts the WebLogic Server. When the Windows Command Prompt window opens, you will see a series of messages scrolling down the screen.



Due to enhanced security in Windows Server 2008, it is advised to use the option to **Run as Administrator** when launching this command even when the logged in user has local administrative rights.

It will take several minutes for the WebLogic Server to start.

3. If your WebLogic Server starts successfully, the following message displays near the bottom of the command line shell window:

**<The server started in RUNNING mode.>**



If your WebLogic Server encounters errors during the startup process, the **<The server started in RUNNING mode.>** message will not display and the command line shell (DOS window) may terminate. If you do not receive the **<The server started in RUNNING mode.>** message or the command line shell terminates, you must do the following tasks:

- Make a copy of the  
C:\Oracle\Middleware\DeltekTE90\servers\DeltekTEServer\logs\DeltekTEServer.log file.
- Contact Deltek Technical Support.

## Step 2: Applying Service Pack 1 to Time & Expense 9.0 Database Schemas

### Purpose

This step provides instructions for applying Service Pack 1 to your Time & Expense 9.0 database schemas.

### Where

This step must be performed from a workstation that has Web browser client access via TCP/IP to the Deltek Time & Expense with Employee Self-Service 9.0 WebLogic application server. Microsoft's Java Virtual Machine (MSJVM) or Sun Microsystems' Java™ Virtual Machine (JVM™) must also be installed on this workstation.



The WebLogic Console tool used in this step requires either Microsoft's Java Virtual Machine or Sun Microsystems' Java Virtual Machine to be installed. If neither of these virtual machines is installed, you must install Sun Microsystems' Java Virtual Machine. Sun Microsystems' Java Virtual Machine is available free for download at <http://java.com>.

### To apply Service Pack 1, perform the following:

1. Open your Web browser and enter the following, case-sensitive, URL:

**http://<IPAddress or ComputerName>:<Port>/console**

Where:

- **<IPAddress or ComputerName>** identifies your Deltek Time & Expense with Employee Self-Service 9.0 WebLogic application server; and
- **<Port>** is the unique port number that your WebLogic application server uses to listen for connections. You specified this port value during the Deltek Time & Expense with Employee Self-Service 9.0 software installation. The default is 7009 (for example, **http://10.2.2.154:7009/console**).

2. When the WebLogic Server Administration Console screen displays, perform the following:
  - **Username** — Enter **system**.
  - **Password** — Enter the password for the WebLogic Administrative user. The default was **weblogic**.
  - Click **Login**.
3. When the WebLogic Server Administration Console Home screen displays in your browser, click the **DeltekTE** link that displays under the **Domain Structure** section in the middle of the left pane.



It can take several minutes for the hierarchical tree to display in the left pane. If the hierarchical tree does not display or a new blank browser opens, you must add <http://<IPAddress or ComputerName>> (for example, <http://10.2.2.154>) to your Internet Browser Trusted Sites and/or install Sun Microsystems' latest JVM.

4. When the Settings for DeltekTE screen displays, click the **Application Configuration** tab.
5. When the Deltek Application Configuration Home screen displays, under the **Connected Domain List** heading, in the fields that display below the **Domain Name** heading, click the **MASTER** link.
6. When the Database Login screen displays, perform the following:
  - **Database Login ID:** Accept the default of **sa** (SQL Server) or **system** (Oracle).
  - **Database Password:** Enter the SQL Server **sa** user's password or Oracle **system** user's password.
  - Click **Ok**.
7. When the Domain MASTER screen displays, click the **Apply Service Pack** link.
8. When the Apply Servicepack for MASTER screen displays, perform the following:
  - **Current Version** — Accept the default of **9.0.0.2**.
  - **Target Version** — Accept the default of **9.0.1.0**.
  - **TC\_0000's password:** Enter the password for the TC\_0000 user.
  - Click **Execute** to begin the upgrade process.



It can take several minutes to perform the upgrade. Upon successful completion, you will receive the following message:

**Process Completed Successfully!**

If you receive an error code instead of the above message, please complete the following steps:

SQL Server:

- Execute the following SQL statement in SQL Query Analyzer, connected to your DELTEKTE database as the sa user:

```
SELECT * FROM TC_0000.DB_SCRIPT_AUDIT
```

- Contact Deltek Technical Support.

Oracle:

- Execute the following SQL statement in SQL \*Plus, connected to your DELTEKTE database as the SYSTEM user:

```
SQL> SELECT * FROM TC_0000.DB_SCRIPT_AUDIT
```

- Contact Deltek Technical Support.

- 
9. When the “Process Completed Successfully!” message displays, click the **Application Configuration Home** link that displays near the bottom of the screen.
  10. When the Deltek Application Configuration Home screen displays, under the **Connected Domain List** heading, in the fields that display below the **Domain Name** heading, click the **SAMPLE** link.
  11. When the Domain SAMPLE screen displays, click the **Apply Service Pack** link.
  12. When the Apply Servicepack for SAMPLE screen displays, perform the following:
    - **Current Version** — Accept the default of **9.0.0.2**.
    - **Target Version** — Accept the default of **9.0.1.0**.
    - Click **Execute** to begin the upgrade process.



It can take several minutes to perform the upgrade. Upon successful completion, you will receive the following message:

**Process Completed Successfully!**

If you receive an error code instead of the above message, please complete the following steps:

SQL Server:

- Execute the following SQL statement in SQL Query Analyzer, connected to your DELTEKTE database as the sa user:

```
SELECT * FROM TC_0001.DB_SCRIPT_AUDIT
```

- Contact Deltek Technical Support.

Oracle:

- Execute the following SQL statement in SQL \*Plus, connected to your DELTEKTE database as the SYSTEM user:

```
SQL> SELECT * FROM TC_0001.DB_SCRIPT_AUDIT
```

- Contact Deltek Technical Support.

13. When the “Process Completed Successfully!” message displays, click the **Application Configuration Home** link that displays near the bottom of the screen.
14. When the Deltek Application Configuration Home screen displays, under the **Connected Domain List** heading, in the fields that display below the **Domain Name** heading, click the **<Your\_Domain\_Name>** link for the **TC\_0002** Schema.

Where:

- **<Your\_Domain\_Name>** identifies the company domain you assigned to the TC\_0002 database schema when you originally installed the Time & Expense 9.0 software.
15. When the Domain **<Your\_Domain\_Name>** screen displays, click the **Apply Service Pack** link.
  16. When the Apply Servicepack for **<Your\_Domain\_Name>** screen displays, perform the following:
    - **Current Version** — Accept the default of **9.0.0.2**.
    - **Target Version** — Accept the default of **9.0.1.0**.
    - Click **Execute** to begin the upgrade process.



It can take several minutes to perform the upgrade. Upon successful completion, you will receive the following message:

**Process Completed Successfully!**

If you receive an error code instead of the above message, please complete the following steps:

SQL Server:

- Execute the following SQL statement in SQL Query Analyzer, connected to your DELTEKTE database as the sa user:  
`SELECT * FROM TC_0002.DB_SCRIPT_AUDIT`
- Contact Deltek Technical Support.

Oracle:

- Execute the following SQL statement in SQL \*Plus, connected to your DELTEKTE database as the SYSTEM user:  
`SQL> SELECT * FROM TC_0002.DB_SCRIPT_AUDIT`
- Contact Deltek Technical Support.

17. When the “Process Completed Successfully!” message displays, click the **Application Configuration Home** link that displays near the bottom of the screen.
18. When the Deltek Application Configuration Home screen displays, under the **Connected Domain List** heading, in the fields that display below the **Domain Name** heading, click the **<Your\_Additional\_Domain\_Name>** link for the **TC\_0003, or higher**, Schema.

Where:

- **<Your\_Additional\_Domain\_Name>** identifies the company domain you assigned to the TC\_0003, or higher, database schema when you originally installed the Time & Expense 9.0 software.



You must repeat items #18 through #21 of this step for EACH of the remaining Company Domains (that is, schemas TC\_0003, TC\_0004, TC\_0005, and so on) that you want reconnected/upgraded.

**If you do not have any additional company domains, you may proceed to item #22 of this step.**

19. When the Domain <Your\_Additional\_Domain\_Name> screen displays, click the **Apply Service Pack** link.
20. When the Apply Servicepack for <Your\_Additional\_Domain\_Name> screen displays, perform the following:
  - **Current Version** — Accept the default of **9.0.0.2**.
  - **Target Version** — Accept the default of **9.0.1.0**.
  - Click **Execute** to begin the upgrade process.



It can take several minutes to perform the upgrade. Upon successful completion, you will receive the following message:

**Process Completed Successfully!**

If you receive an error code instead of the above message, please complete the following steps:

SQL Server:

- Execute the following SQL statement in SQL Query Analyzer, connected to your DELTEKTE database as the sa user:

```
SELECT * FROM TC_0003.DB_SCRIPT_AUDIT
```

- Contact Deltek Technical Support.

Oracle:

- Execute the following SQL statement in SQL \*Plus, connected to your DELTEKTE database as the SYSTEM user:

```
SQL> SELECT * FROM TC_0003.DB_SCRIPT_AUDIT
```

- Contact Deltek Technical Support.

21. When the “Process Completed Successfully!” message displays, click the **Application Configuration Home** link that displays at the bottom of the screen.



You **MUST** repeat items #18 through #21 of this step for **EACH** of your remaining Company Domains (that is, schemas TC\_0003, TC\_0004, TC\_0005, and so on) that you want reconnected/upgraded.

22. When the Settings for DeltekTE screen displays, click the **Control** tab, and perform the following:
  - **DeltekTEServer (admin)** — Select the check box that displays to the left.
  - Click **Shutdown**, and select **Force Shutdown Now**.
23. When the Domain Life Cycle Assistant screen displays, click either of the **Yes** buttons.
24. Close the Web browser screen.



It can take several minutes for your Deltek Time & Expense with Employee Self-Service 9.0 WebLogic Server to process the shutdown request. The shutdown request has completed if the Windows command line shell that was used to launch your Deltek Time & Expense with Employee Self-Service 9.0 WebLogic Server has terminated.



Deltek recommends that you establish a Database Maintenance Plan for your Microsoft SQL Server Deltek Time & Expense with Employee Self-Service 9.0 database. Your Database Maintenance Plan should include a regularly scheduled task that updates the database statistics used by the SQL Server query optimizer. Regular updating of the statistics will ensure that the query optimizer has up-to-date information about the distribution of data values in the Deltek Time & Expense with Employee Self-Service 9.0 database's tables. Please consult your Microsoft SQL Server documentation for additional information on creating a Database Maintenance Plan for your Deltek Time & Expense with Employee Self-Service 9.0 database.

## Step 3: Configuring and Starting Deltek Time & Expense with ESS 9.0 Service

### Purpose

This step provides instructions for setting up and starting the Deltek Time & Expense with Employee Self-Service 9.0 WebLogic application server instance to run as a Windows service.

### Where

This step must be performed on your **Deltek Time & Expense 9.0 WebLogic application** server.

**To configure and start the Deltek Time & Expense with Employee Self-Service 9.0 to run as a Windows service, complete the following steps:**

1. Click **Start » Programs » Administrative Tools » Services**.
2. When the Services window displays, scroll down the **Services** list, right-click the **Time & Expense with ESS 9.0** service, and click **Properties** on the shortcut menu.
3. When the Time & Expense with ESS 9.0 Properties screen displays, click the **Recovery** tab, and perform the following:
  - **First failure** — Change the drop-down selection from **Take No Action** to **Restart the Service**.
  - **Second failure** — Accept the default of **Take No Action**.
  - **Subsequent failures** — Accept the default of **Take No Action**.
  - **Reset fail count after** — Change from **0** to **1** days.
  - **Restart service after** — Accept the default of **1** minutes.
4. Click **Apply**.
5. In the Time & Expense with ESS 9.0 Properties screen, click the General tab, and click the **Start** button to start the Time & Expense with ESS 9.0 service.



The service will indicate that it started immediately. Please note, however, that it will take several minutes for the Time & Expense with ESS 9.0 service to fully initialize.

After starting the service, you must wait several minutes before attempting to connect to the software.

If you encounter problems with the Time & Expense with ESS 9.0 service, check the C:\Oracle\Middleware\DeltekTE90\servers\DeltekTEServer\logs\DeltekTEServer.log file and report any errors to Deltek Technical Support.

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6. Click **OK** to close the Time & Expense with ESS 9.0 Properties screen.
7. Close the Services window.

# Logging into Deltek Time & Expense with Employee Self-Service 9.0

This section provides instructions for verifying your Deltek Time & Expense with Employee Self-Service 9.0 Service Pack 1 installation. To confirm that your system is functioning properly, you will log in to your Deltek Time & Expense with Employee Self-Service 9.0 company domain(s).

## Logging into your Deltek Time & Expense with Employee Self-Service 9.0 Company Domain through WebLogic

### Purpose

This step provides instructions for logging into your Deltek Time & Expense with Employee Self-Service 9.0 company domain(s).

### Where

You can perform this step from any supported browser client that has TCP/IP access to your Deltek Time & Expense with Employee Self-Service 9.0 WebLogic application server.

**To login to your Deltek Time & Expense with Employee Self-Service 9.0 company domain, complete the following steps:**

1. Open your Web browser and enter the following, case-sensitive, URL:

**http://<IPAddress or ComputerName>:<Port>/DeltekTC/welcome.msv**

Where:

- **<IPAddress or ComputerName>** identifies your WebLogic application server.
- **<Port>** is the unique port number that your WebLogic application server uses to listen for connections. You specified this port value during the Deltek Time & Expense with Employee Self-Service 9.0 software installation. The default is **7009**.

For example, <http://10.2.2.154:7009/DeltekTC/welcome.msv>

2. When the Deltek Time & Expense with Employee Self-Service screen displays, perform the following:

- **Login ID** — Enter your login ID.



The Login ID is case-sensitive.

- **Password** — Enter your login user's password.



The password is case-sensitive.

- **Domain** — Enter **<Your\_Domain\_Name>**.

Where:

- **<Your\_Domain\_Name>** identifies the company domain you assigned to the TC\_0002, TC\_0003, TC\_0004, TC\_0005, and so on, database schema when you originally installed the Time & Expense 9.0 software.
  - **Language** — Select your language from the drop-down box (for example, **English/United States**).
3. Click **Login**.
  4. When the Welcome screen displays, you can begin using the Deltek Time & Expense with Employee Self-Service 9.0 system.

## Accessing Deltek Time & Expense 9.0 through IIS

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Skip this step if you are NOT using Deltek Time & Expense with Employee Self-Service 9.0 with IIS.

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### To access Deltek Time & Expense 9.0 through IIS, complete the following steps:

1. You can now access the Deltek Time & Expense with Employee Self-Service 9.0 software by entering the following, case-sensitive, URL in your browser:

**http://<IPAddress or ComputerName>/DeltekTC/welcome.msv**

Where:

- **<IPAddress or ComputerName>** identifies your Microsoft Internet Information Web server that will forward requests to your Deltek Time & Expense with Employee Self-Service 9.0 WebLogic application server.

For example, <http://10.2.2.154/DeltekTC/welcome.msv>

## Appendix A: Documentation

This appendix lists the Time & Expense 9.0 Service Pack 1 documentation and provides a brief description of each.

### Release Notes

- **DeltekTimeAndExpense90SP1ReleaseNotes.pdf** — This document contains a summary of the following: Mobile Time™ for the BlackBerry®, enhancements and updates, software problems resolved, and database changes.

### Documentation for Deltek Mobile Time

Deltek Mobile Time is an add-on module that is licensed separately.

- **DeltekTimeAndExpense90MobileTimeUpgradeInstallGuide.pdf** — This document provides instructions on installing and deploying the latest build of Deltek Mobile Time 1.1.0.



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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