

# Hey Deltek! for Timesheets: Overview

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Accessible on both desktops and mobile devices (using Costpoint Mobile/PWA) , **Hey Deltek!** voice interaction enables you to enter information or implement actions through verbal commands instead of entering them using a keyboard.

## Navigation:

- Use the **PAGE DOWN** key to proceed to the next slide.
- Use the **PAGE UP** key to return to a prior slide.



Timesheet tasks that are currently available using **Hey Deltek!** include:

- Navigate to different days/dates.
- Add, edit, or delete hours or charges on the timesheet.
- Enter revision explanations.
- Save the timesheet.
- Sign the timesheet.



Note the following current limitations of **Hey Deltek!** functionality:

- It is not yet available in Costpoint Mobile Time & Expense (the native app).
- The microphone icon displays on many applications throughout Time & Expense, but voice interaction is presently limited to the Timesheet application.



Unless disabled by your System Administrator, **Hey Deltek!** is enabled for all users by default. However, you must enable your device for first-time use.

Voice interaction is available for use on:

- Mobile devices with Android or iOS operating systems and Google Chrome or Safari browsers.
- Desktops using Google Chrome.

# Enabling *Hey Deltek!* to Access Your Device Microphone - I

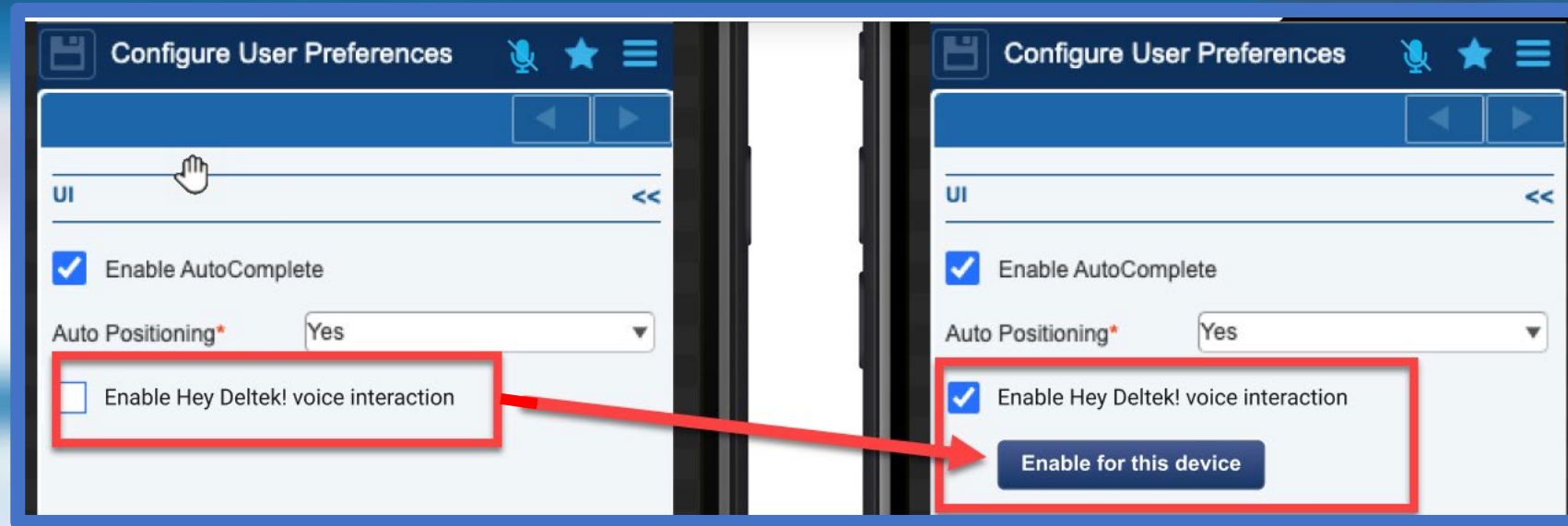
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If you choose to block Deltek from accessing your microphone, Time & Expense cannot prompt you again to enable the microphone in the future. You must then do it through your browser settings in **Configure User Preferences**.

# Enabling *Hey Deltek!* to Access Your Device Microphone - II

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To give Costpoint access to the microphone choose, choose from one of the following options:





- Click  on the Global Toolbar.
- Click **Voice** on the Options menu.
- Select the **Enable Hey Deltek! Voice Interaction** check box in Configure User Preferences.

**Note:** This step only needs to be completed one time.

# Hey Deltek! - Microphone Status Icons

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Microphone Status	Description
 <b>Disabled</b>	Voice Interaction has not yet been enabled for Costpoint on your device.
 <b>Passive Listening Mode</b>	Now enabled for your device, Voice Interaction is in <b>Passive Listening Mode</b> .
 <b>Active Listening Mode</b>	<p>After you take one of the following actions:</p> <ul style="list-style-type: none"><li>▪ Say “Hey Deltek” or</li><li>▪ Click/tap </li></ul> <p>Costpoint transitions to <b>Active Listening Mode</b>, where it remains ready to interpret and fulfill your verbalized commands.</p>



# Hey Deltek! - Common Voice Commands/Functions - I

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Function/Action	Vocal Command Options	Additional Examples/Notes
Initiate Voice Interaction	"Hey Deltek!"	<b>Optional:</b> Click  on the toolbar to initiate Active Listening mode. 
Open the Timesheet application from the main menu	"Hey Deltek, Open Timesheet."	
Open the timesheet to a specified date	"Open the timesheet for (date)."	"Open the timesheet for November 14."
Add hours	<ul style="list-style-type: none"><li>▪ "Add (#) hours for (charge) on (day/date)."</li><li>▪ "Add (#) hours on (day/date) for (charge)."</li></ul>	<ul style="list-style-type: none"><li>▪ "Add three hours for Administration Labor on June 6."</li><li>▪ "Add three hours on June 6 for Administration Labor."</li></ul> <p><b>Note:</b> Depending on how you phrase the request, <i>Hey Deltek!</i> may prompt for charge or day/date details.</p>



# Hey Deltek! - Common Voice Commands/Functions - II

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Function/Action	Vocal Command Options	Additional Examples/Notes
Change hours	<ul style="list-style-type: none"><li>▪ “Change (charge) to (#) hours on (day/date).”</li><li>▪ “Change (charge) on (day/date) to (#) hours.”</li></ul>	<ul style="list-style-type: none"><li>▪ “Change Administration Labor to three hours on June 6.”</li><li>▪ “Change Administration on June 6 to three hours.”</li></ul> <p><b>Note:</b> Depending on how you phrase the request, <i>Hey Deltek!</i> may prompt you for charge or day/date details.</p>
Delete hours	<ul style="list-style-type: none"><li>▪ “Delete (#) hours for (charge) on (day/date).”</li><li>▪ “Delete (#) hours on (day/date) for (charge).”</li></ul>	<ul style="list-style-type: none"><li>▪ “Delete three hours for Administration Labor on June 6.”</li><li>▪ “Delete three hours on June 6 for Administration Labor.”</li></ul> <p><b>Note:</b> Depending on how you phrase the request, <i>Hey Deltek!</i> may prompt for charge or day/date details.</p>
Open previous timesheet.	“Open the previous timesheet.”	

# Hey Deltek! - Common Voice Commands/Functions - III

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Function/Action	Vocal Command Options	Additional Examples/Notes
Save the timesheet	<ul style="list-style-type: none"><li>“Save”</li><li>“Save timesheet.”</li></ul>	
Enter Revision Explanation	(In most scenarios, Deltek prompts you for a revision explanation by telling you that it is either required or optional.)	“Set Revision Explanation to be ‘Powershot XL Admin.’  <b>Note:</b> All words following “Set Revision Explanation to be ...” are recorded in the Revision Explanation field.
Sign the timesheet	<ul style="list-style-type: none"><li>“Sign”</li><li>“Sign timesheet.”</li></ul>	When you request this function, <i>Hey Deltek!</i> prompts you to affirm that the information you have entered is accurate.
Close timesheet	“Hey Deltek, close timesheet.”	
Stop Voice Interaction	“Stop.”	<b>Optional:</b> Click  .
Exit Costpoint	“Goodbye.”	



*Hey Deltek!*

**End of Presentation**