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Deltek Touch Time for GovCon 1.0

Release Notes

March 1, 2013

Contents

Overview

Welcome to Deltek Touch Time for GovCon 1.0 Release Notes. These release notes contain a summary of the following:

- Pre-Installation Information
- Major New Features
- Known Issues

Pre-Installation Information

Before you begin the installation of Touch Time for GovCon, it is important to understand the information discussed in this section.

> 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 Google Play Store and Apple App Store displays *Touch Time for Deltek GovCon*.

System Requirements

The following requirements must be met to run Touch Time for GovCon:

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- You must install Deltek Time and Expense 9.0 with Service Pack1 and Hot Fix Bundle1. Install Deltek Time and Expense 9.0, then install Service Pack 1 to upgrade to 9.01.

- You must install Deltek Time and Expense 9.01 GA and Hot Fix Bundle 1.

- You must install TEESS IIS on a server that runs Windows Server 2008 (64-bit) or Windows Server 2008 R2. Windows Server 2003 is no longer supported.

- If you are going to access Touch Time for GovCon from the Internet, open a port in your firewall to access the Touch Time virtual directory, which will be installed on the IIS server. Deltek recommends that you use HTTPS protocol in your production deployment.

- You must install Touch Time for GovCon on an IIS Web server. You can use existing IIS Web server, but not an embedded WebLogic Web server.

- Touch Time for GovCon supports native device browsers and mobile applications downloaded from the Goggle Play and Apple App Stores.

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

Mobile Device Requirements

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

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

For Additional Information

Customer Care Connect Site

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

The following are some of the many options that the Customer Care Connect site provides:

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

For more information regarding Deltek Customer Care Connect, refer to the online help available from the Web site.

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

Available Documentation for this Release

The following table lists the 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 Installation Guide	This document provides instructions for the installation and configuration of application.
Deltek Touch Time for GovCon User Guide	This document contains detailed information and instructions on how to use various features of the application.

New Features

This section includes summaries of the new features included for this release.

Security PIN

After initial login, Touch Time provides you with options to create a security PIN. Using a four-digit PIN instead of your credentials makes the application easier to access on succeeding logins.

> Touch Time remembers your user ID, selected database and timesheet domain on your next login. To log in using a different user ID and database, tap **Forget Me on this Device** on **Settings**.

Touch Time Interface

The Touch Time user interface has four major screens, which include **Calendar, Timesheet**, **Summary**, and **Settings**. Depending on your settings, it opens either on **Calendar** or **Timesheet**.

Calendar

The calendar screen provides user ability to view a calendar where they can navigate to a different timesheet period. You can select a timesheet period by tapping any date within that period. Tapping a date from the calendar screen brings you to the **Timesheet** screen, where you can view or update timesheet details.

> If you have timesheet periods that split the day, you need to pick a date within the period. Picking a date at the end or beginning of the period might bring up the wrong period.

Timesheet

This screen displays the timesheet details for the selected period . It allows you to perform several tasks for your timesheet. You can change a timesheet period, enter time, add a charge, copy or delete a timesheet charge, submit a timesheet, create or delete a favorite, and revise a submitted timesheet.

Summary

This screen displays the summarized time registrations per day or week and allows you to submit a timesheet. You have the following display options:

- **Day** – Tapping this tab displays the hours you submitted per day. It also displays the status of the timesheet and the total hours.
- **Week** – Tapping this tab displays the total number of hours you submitted for the selected timesheet. It also displays the status of the timesheet.
- **Charge** – Tapping this tab displays the hours per charge that you submitted for the selected timesheet. It also displays the status of the timesheet and the total hours.
- **Pay Type** – Tapping this tab displays the hours per pay type that you submitted for the selected timesheet. It also displays the status of the timesheet and the total hours.

Settings

This screen lets you configure the Touch Time settings according to your preferences. You can change the current user or database to which you are logged in, use PIN instead of user name/password, enable usage tracking using Google Analytics, display non-work days, enable add to favorites by default, sort charges on the timesheet, and enable auto-populate timesheet. You can also access the Help file from this tab.

Timesheet Tasks

You can access a timesheet from the Calendar or Timesheet screen. You can switch between different days of a timesheet period by swiping the carousel to the left or right on Timesheet. The selected day is highlighted.

Adding a Charge to Your Timesheet

You can add a charge by tapping + on the **Timesheet** screen, which brings you to the **Lookup** screen where you can select charges. Tap a charge to display the **Add Charge** screen. Enter the values in the required fields and then tap **Done.**

Copying a Charge to Your Timesheet

You can copy a charge from your timesheet by tapping and holding the line until **Copy Charge** displays. Tap **Copy Charge** and the new line displays below the original line. If you want to copy a timesheet charge from the **Add Charge** screen or **Edit Charge** screen, tap **Copy Timesheet Line**.

Deleting a Charge to Your Timesheet

You can delete a charge from your timesheet by taking one of the following actions:

- Swipe the timesheet charge and tap **Delete**.
- Touch and hold the charge until options display and then tap **Delete Charge**.
- Tap the charge, and then tap **Remove from Timesheet** on the **Edit Charge** screen.

Entering Hours

If you only need to enter Regular Time for projects, Touch Time allows you to enter it directly on the **Timesheet** screen by tapping the hour field of a selected line. If you need to enter other information such as daily descriptions, you need to tap anywhere else on the line to access the **Edit Charge** screen.

Copying a Timesheet Line

You can copy a timesheet line by tapping **+** on the **Timesheet** screen and tap **Copy Timesheet Line** on the **Edit Charge** screen.

Adding a Comment

You can add a comment by tapping a charge entry and tap the **Charge Comments** on the **Edit Charge** screen**.**

Deleting a Timesheet Line

You can delete a timesheet line by taking one of the following actions:

- Swipe across the selected line in either the left-to-right or right-to-left direction and then tap **Delete**.
- Tap the line to display the Edit Line screen and then tap **Remove from Timesheet**.
- *This is only applicable to Android*. Touch and hold the selected line until options display. Tap either **Delete Entire Project** or **Delete Time on this Day Only**.

Submitting a Timesheet

You can submit a completed timesheet either on the **Timesheet** or **Summary** screen.

- If you need to sign the timesheet, Touch Time prompts you for your password or PIN.
- If there is a warning, 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 go back and make the necessary changes.

Checking Timesheet Status

You can check the status of a selected timesheet and time period from the **Timesheet** screen (below **+**). The status determines which processing options are available to you.

- **Missing** – Indicates a missing timesheet for the selected period
- **Draft** – Timesheet is not yet submitted, or timesheet was reopened
- **Submitted** – Timesheet has been submitted but not yet approved by the supervisor
- **Approved** – Timesheet has been approved by all supervisors but has not been processed
- **Processed** – Timesheet has been successfully exported
- **Rejected** –Timesheet was submitted but was rejected by the supervisor

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

Revise a Submitted Timesheet

You can modify hour values, delete charges, add charges, and modify charge details on the **Timesheet** screen. Tapping **Save** displays the **Revision Explanation** screen, prompting you to enter an explanation about the changes.

Viewing Timesheet Summary

You can view your timesheet summary by taping **Summary** to display the day, week, charge and pay type.

Timesheet Status

The status determines which processing options are available to you. You can view the status of a selected timesheet and time period on the **Timesheet** screen.

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Lookup Functionality

You can filter projects by tapping **Favorites** or **All Charges**. You can also enter a part of a name, number, or client in the search field.

Favorites

Favorites include charges that you use most of the time to complete your time registration. To include a charge to your favorites, tap the charge from **All Charges** and then toggle the **On/Off** switch of the **Favorites** field to set it to **On**.

> Favorites are saved when you log out, but they are lost when you tap **Forget Me on This Device**.

Auto Populate

Touch Time gives you an option to populate charge automatically when creating a timesheet.

To enable the feature for each charge, you only need to toggle the **ON/OFF** switch of the **Auto Populate** field on the **Edit Charge** or **Add Charge** screen. To set it to **ON** on the **Edit Charge** or **Add Charge** screen by default, toggle the switch of the **Default to Auto Populate** field on the **Settings** screen.

Auditing

Tapping **Audit** on the **Summary** screen brings you to the **Audit** screen. This feature allows you to view the signature details, revision explanation, and view warnings that occurred previously during the saving or signing of the timesheet.

Charge Validation

Touch Time displays errors and/or warnings that it encounters when saving and submitting timesheets. Notifications include standard and client custom validations. You can always cancel the submission or continue if there are no errors.

Google Analytics Reporting

You have the option to enable Google Analytics on your device, providing Deltek with information about the usefulness of Touch Time. This feature tracks the number of times you access the application and submit a timesheet through Touch Time.

Timeout Functionality

Your GovCon administrator can set a timeout period, allowing you to leave the application briefly and access it again without asking you for your PIN or password. If you tap **Log Out**, however, the application prompts you for your PIN or password on your next login regardless of the timeout period.

> If needed, GovCon administrators can change the timeout period on the server. By default, the timeout is set to 5 minutes, which means that you are logged out after 5 minutes of inactivity.

Help

To find more information about detailed descriptions and instructions on how to use various features of the application, you can view the user guide by tapping **Help** on the **Settings** screen.

Known Issues

This section includes summaries of the issues that exist in Touch Time and will be resolved in the future. You will notice that the descriptions of some software defects contain extra information, including ways to work around the defects. The additional information has been included in case you instituted some of the workarounds and can now stop using them, or you simply want more background information about the defect repairs.

> This section does not contain a complete list of outstanding issues. Deltek only includes the high priority issue in Touch Time for this release. Please contact Deltek Customer Care if these known issues present a significant impact on your business.

Disabled Back Button

This issue only applies to devices running on Android. This bug is a usability issue where pressing the back button should allow you to go back to your previous screen. Earlier version just caused the application to close. This has been modified so it just does nothing at this point. This navigation issue will be fixed in a future release.

To Exit the application, tap **Log Out** on the **Settings** screen.

Improper Screen Display

The screen is displayed in half and the other half displays a blue space on the bottom.

This is a Sencha Touch Bug: [TOUCH-3819]. Fixed resize issue with Android 4 browser when soft keyboard is shown. Viewport size is now corrected in Sencha 2.1.1.

It is only an issue if you rotate the screen on login with the keyboard open and rotate it back and press the login button. This can be resolved when you rotate the screen again. This issue only impacts Android 4.x devices.

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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