

Deltek

Deltek Costpoint® 8.1

Hey Deltek! for Time Entry

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Hey Deltek! Guide Overview

This document provides an overview for Hey Deltek! Voice Interaction for the Time & Expense Timesheets screen. The two main areas of guidance are:

- Enabling Voice Entry
- Hey Deltek! Functionality and Voice Commands

Hey Deltek! for Time Entry

Voice interaction (Hey Deltek!) for the Timesheet application can be accessed from either the desktop or a mobile device (using Costpoint Mobile/PWA), enabling you to enter information or implement actions through verbal commands instead of entering them using a keyboard.

Hey Deltek! is also interactive and will request missing information, such as prompting you for a missing project charge code, day/date details, or required/optional revision explanations.

Note: Current limitations of Hey Deltek! include:

- 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.

The following timesheet tasks are currently available using Hey Deltek!:

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

Note: See the [“Hey Deltek! Timesheet Functionality and Voice Commands”](#) section below for more information on available functions and example voice commands.

The following timesheet tasks are *not* currently available but are planned for future versions:

- Create new timesheet.
- Add a new line.
- Add charge or start your time on a charge.
- Add hours to projects with different pay type.
- Move or change hours from one charge to another.

Enabling Voice Interaction on Your Device

Unless disabled by your System Administrator, Hey Deltek! is enabled for all users by default. You do, however, have to enable your device for first-time use.

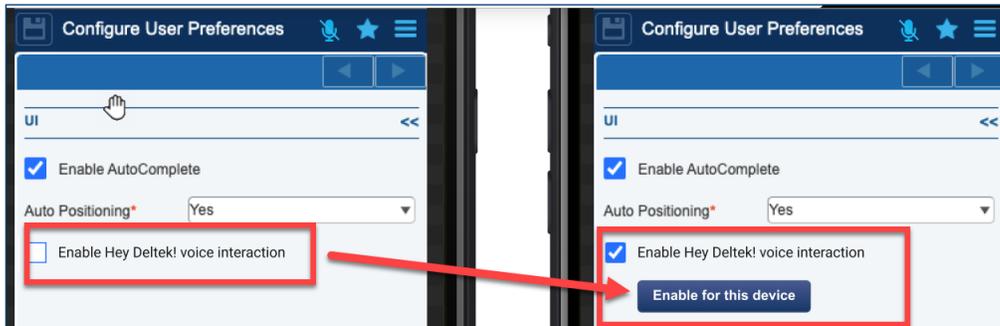
Note: Voice interaction is available for use on:

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

To give Costpoint access to the microphone, 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: 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.



Note: Enabling the microphone is a step that only needs to be completed once.

Hey Deltek! Modes of Operation

The following table describes the microphone’s three states of operation:

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

Hey Deltek! Timesheet Functionality and Voice Commands

The following table highlights timesheet actions currently eligible for voice command, along with examples of possible voice commands.

Function/Action	Vocal Command Options	Additional Examples/Notes
Initiate Voice Interaction	“Hey Deltek!”	<p>Optional: Click  on the toolbar to initiate Active Listening mode .</p>
Open the Time » Timesheets » Timesheet application from the main menu after login	“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"> ▪ “Add (#) hours for (charge) on (day/date).” ▪ “Add (#) hours on (day/date) for (charge).” 	<ul style="list-style-type: none"> ▪ “Add three hours for Administration Labor on June 6.” ▪ “Add three hours on June 6 for Administration Labor.” <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p>Note: Depending on how you phrase the request, Hey Deltek! may prompt for charge or day/date details.</p> </div>
Change hours	<ul style="list-style-type: none"> ▪ “Change (charge) to (#) hours on (day/date).” ▪ “Change (charge) on (day/date) to (#) hours.” 	<ul style="list-style-type: none"> ▪ “Change Administration Labor to three hours on June 6.” ▪ “Change Administration on June 6 to three hours.” <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p>Note: Depending on how you phrase the request, Hey Deltek! may prompt you for charge or day/date details.</p> </div>
Delete hours	<ul style="list-style-type: none"> ▪ “Delete (#) hours for (charge) on (day/date).” ▪ “Delete (#) hours on (day/date) for (charge).” 	<ul style="list-style-type: none"> ▪ “Delete three hours for Administration Labor on June 6.” ▪ “Delete three hours on June 6 for Administration Labor.” <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p>Note: Depending on how you phrase the request, Hey Deltek! may prompt for charge or day/date details.</p> </div>

Open previous timesheet.	“Open the previous timesheet.”	
Save the timesheet	<ul style="list-style-type: none"> ▪ “Save.” ▪ “Save timesheet.” 	
Enter Revision Explanation	(In most scenarios, Deltek prompts you for a revision explanation by telling you that it is either required or optional.)	<p>“Set Revision Explanation to be ‘Powershot XL Admin.’”</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Note: All words following “Set Revision Explanation to be...” are recorded in the Revision Explanation field.</p> </div>
Check Leave	“How much leave do I have?”	
Sign the timesheet	<ul style="list-style-type: none"> ▪ “Sign.” ▪ “Sign timesheet.” 	When you request this function, Hey Deltek! prompts you to affirm that the information you have entered is accurate.
Stop Voice Interaction operation	“Stop.”	Optional: Click  .
Exit Costpoint	“Goodbye.”	

Appendix: For Additional Information

Deltek Support Center

The Deltek Support Center 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 Deltek Support Center provides:

- Search for product documentation, such as release notes, install guides, technical information, online help topics, and white papers
- Ask questions, exchange ideas, and share knowledge with other Deltek customers through the Deltek Support Center Community
- Access Cloud-specific documents and forums
- Download the latest versions of your Deltek products
- Search Deltek's knowledge base
- Submit a support case and check on its progress
- Transfer requested files to a Customer Care analyst
- Subscribe to Deltek communications about your products and services
- Receive alerts of new Deltek releases and hot fixes
- Initiate a Chat to submit a question to a Customer Care analyst online

Attention: For more information regarding Deltek Support Center, refer to the online help available from the Web site.

Access Deltek Support Center

To access the Deltek Support Center:

1. Go to <https://deltek.custhelp.com>.
2. Enter your Deltek Support Center **Username** and **Password**.
3. Click **Login**.

Note: If you forget your username or password, you can click the **Need Help?** button on the login screen for help.

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