

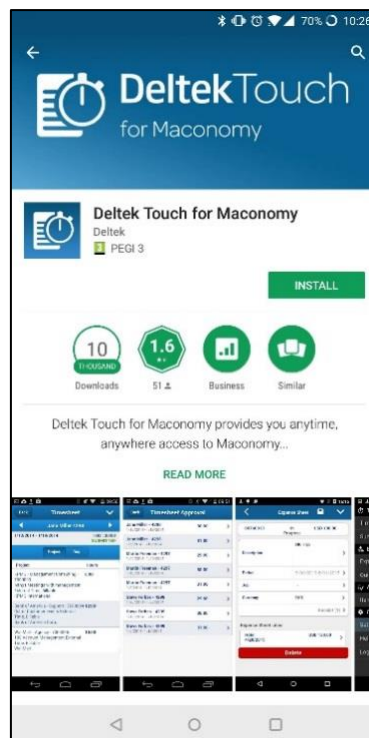
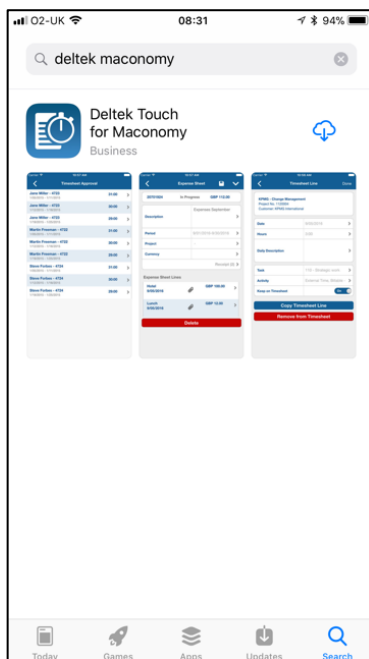
## Deltek Touch for Maconomy

The Deltek Touch for Maconomy application is the best way for on-the-go Deltek Maconomy users to submit timesheets.

Maconomy Touch can be accessed via a web browser or mobile device using the Maconomy touch application.

### To install Deltek Touch on Apple iOS or Android mobile devices

You can find the app by searching for "Deltek Touch for Maconomy".



### Log On to Deltek Touch

1. Open Deltek Touch on your web browser by going to the following address <https://touch-prod.risktec.co.uk/Maconomy/Time> or start the Deltek Touch app on your mobile device.

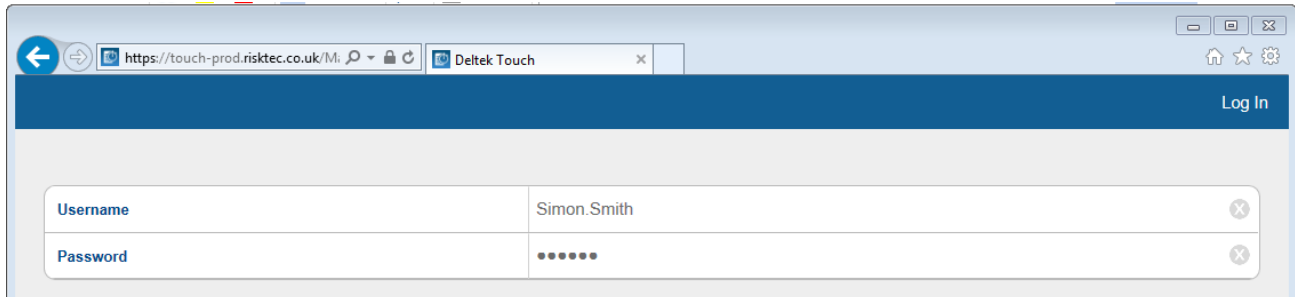
*Note: If you are running the browser version of the application on Safari (iOS devices), make sure that the **Private Browsing** mode is disabled.*

2. On your first login, the application prompts you to accept Terms and Use of Service and Usage Statistics Tracking. Please accept by tapping the corresponding buttons.

*Note: If you are using the Deltek Touch application you will then have to enter, **just once**, the server URL: <https://touch-prod.risktec.co.uk/Maconomy/Time> and tap Connect.*

3. Tap the **Username** and **Password** fields to enter corresponding values. If you have several roles, use the login name that corresponds to a particular role.

*Note: The username is case sensitive and is configured as Firstname.Lastname (noting capitalisation).*



4. Tap **Login**.
5. Enter a security PIN, and re-enter it to confirm. To save time this PIN can now be used each time you login on that device.

### Security PIN Guidelines

For initial login, Deltek allows you to create a security PIN. Instead of entering your user name and password on your next login, you can enter your PIN.

- Minimum PIN Length. By default, it is set to 6.
- PIN Complexity - When this feature is turned on, Deltek Touch does not allow you to use a repeating PIN (for example, 111111) or sequential PIN (for example, 123456).
- Unique PIN History - This feature prevents you from using the same PIN over and over. Maximum is 6, which means that your current PIN cannot be the same as your last six PINs).
- PIN Expiration - This feature determines the validity of your current PIN before Deltek Touch requires you to change it. It is set to 90 days.
- If you forget your PIN, click 'new user' and follow the sign-up process mentioned earlier.



### Using Deltek Touch

To navigate easily from the sliding menu, start by clicking on the following icon.



You will be presented with the following options.

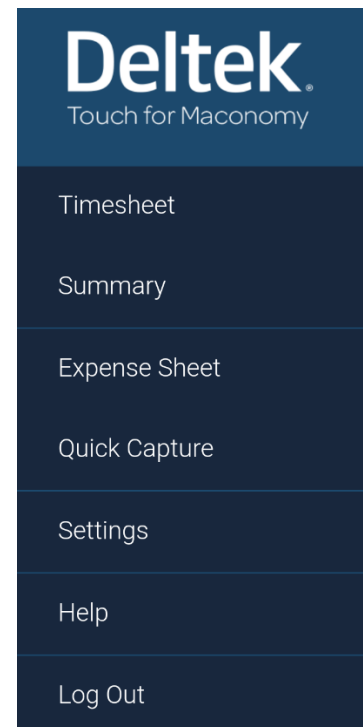
**Timesheet:** This screen lists all timesheet lines for a given period. Tapping the icon, however, displays either the **Weeks** or **Calendar** screen. *For Windows Phone, only the **Weeks** screen displays.*

**Summary:** This screen displays the summarized time registrations per day or project for a selected timesheet period.

## Timesheets

To access various **Timesheet** screens, tap **Timesheet** from the list.


*Note: If you tap **Timesheet** and a timesheet has not yet been selected, the timesheet with today's date displays.*



### View a Timesheet

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

1. Tap  and tap **Timesheet**. Take one of the following actions:

- Tap  to display **Weeks**, and tap a timesheet period. *This screen displays if **Submit Mode** is set to **Weekly**.*
  - On **Calendar**, tap a date. *This screen displays if **Submit Mode** is set to **Daily**.*
  - Tap **Today** (on **Calendar** or **Timesheet**) to display the timesheet containing the current date. Today's date is highlighted.
2. On **Timesheet**, 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 left or right arrows 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 **Weeks** (below start and end dates), **Timesheet** (same line as the start and end dates), and **Calendar** (dates use a colour coding scheme). It determines which processing options are available to you.

- **New** - Timesheets that have not yet been created.

- **In Progress** - Timesheets that are not due and have not yet been submitted.
- **Due** - Timesheets that are due but have not yet been submitted.
- **Submitted** - Timesheets that have been submitted but not yet approved.
- **Approved** - Timesheets that have been submitted and approved.
- **Transferred** - Timesheets that have not been approved, but have nevertheless been transferred.
- **Fully Approved** - Timesheets that have been approved by all users who need to approve them.
- **Rejected** - Timesheets that have been submitted but rejected by an approver.

### Editing a Timesheet

Deltek Touch 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 favourite, select an activity or a task, and reopen a timesheet.


### Enter Time on Timesheet (Quick Entry)

1. Go to the timesheet period that you want to update by tapping a period on **Weeks** or a date on **Calendar**, depending on the **Submit Mode** setting.
2. On **Timesheet**, swipe the date carousel to select a date, or tap the date. You can also select a date from another period by tapping the previous or next button at either end of the date carousel.
3. Tap the hour field of a selected line.
4. Scroll through the time picker, and tap a value.
5. Tap **Done**.
6. To edit more details, tap the project name.

### Enter Time on Timesheet Line (Detailed Entry)

1. Go to the timesheet period that you want to update by tapping a period on **Weeks** or a date on **Calendar**, depending on the **Submit Mode** setting.
2. On **Timesheet**, swipe the date carousel to select a date, or tap the date. You can also select a date from another period by tapping the previous or next button at either end of the date carousel.
3. Tap anywhere in a timesheet line except the hour field. The **Timesheet Line** screen displays with details for this line.
4. Tap the field that you want to update, and enter or tap the appropriate values.
5. Tap **Done** to save the line.

### Add a Timesheet Line

1. Go to the timesheet period that you want to update by tapping a period on **Weeks** or a date on **Calendar**, depending on the **Submit Mode** setting.
2. On **Timesheet**, swipe the date carousel to select a date, or tap the date. You can also select a date from another period by tapping the previous or next button at either end of the date carousel.
3. Tap .
4. Filter projects by tapping **All** or **Favourites**, or by entering a name, number, or client in the search field. Deltek Touch first searches through your recently used projects. Only those projects to which you have been assigned on the Employee Control feature in Maconomy core are available.

- If the project for which you are searching is in the list, tap it.
  - If the project is not in the list, tap **Continue Search on Server** to search all of Maconomy.
  - If this project has tasks, you need to select the task.
5. Depending on your configuration, most details of the line will be defaulted for you. Make any changes to this line as appropriate, including adding hours, and tap **Done** to save.

### Copy a Timesheet Line

1. Go to the timesheet period that you want to update by tapping a period on **Weeks** or a date on **Calendar**, depending on the **Submit Mode** setting.
2. On **Timesheet**, swipe the date carousel to select a date, or tap the date. You can also select a date from another period by tapping the previous or next button at either end of the date carousel.
3. Scroll through the list, and take one of the following actions:
  - Touch and hold the line until **Copy Line** displays, and tap it.
  - Tap the timesheet line to display the **Timesheet Line** screen, and tap **Copy Timesheet Line**.

### Delete a Timesheet Line

1. Go to the timesheet period that you want to update by tapping a period on **Weeks** or a date on **Calendar**, depending on the **Submit Mode** setting.
2. On **Timesheet**, swipe the date carousel to select a date, or tap the date. You can also select a date from another period by tapping the previous or next button at either end of the date carousel.
3. Scroll through the list, and take one of the following actions:
  - Swipe across the selected line in either direction (left-to-right or right-to-left), and tap **Delete**.
  - Tap the line to display the **Timesheet Line** screen, and tap **Remove from Timesheet**.

### Select a Task for a Line

The **Task** field only displays when a project has a task list.

1. Go to the timesheet period that you want to update by tapping a period on **Weeks** or a date on **Calendar**, depending on the **Submit Mode** setting.
2. On **Timesheet**, swipe the date carousel to select a date, or tap the date. You can also select a date from another period by tapping the previous or next button at either end of the date carousel.
3. Tap a project.
4. Tap the **Task** field.
5. Scroll through the list or enter a keyword in the search field.
6. Tap a task.

### Select an Activity for a Line


Deltek Touch usually allows you to update the **Activity** field if it is enabled. The field only becomes read-only when you are creating a new timesheet line and a selected task derives an activity with the **Overwrite Activity** marked.

1. Go to the timesheet period that you want to update by tapping a period on **Weeks** or a date on **Calendar**, depending on the **Submit Mode** setting.

2. On **Timesheet**, swipe the date carousel to select a date, or tap the date. You can also select a date from another period by tapping the previous or next button at either end of the date carousel.
3. Tap a project.
4. Tap the **Activity** field.
5. Scroll through the list or enter a keyword in the search field.
6. Tap an activity.

### Submit a Timesheet

Before you submit a timesheet, make sure that each timesheet line has a project number, task, activity, daily description, and minimum required hours.

1. Go to the timesheet period that you want to update by tapping a period on **Weeks** or a date on **Calendar**, depending on the **Submit Mode** setting.
2. On **Timesheet**, swipe the date carousel to select a date, or tap the date. You can also select a date from another period by tapping the previous or next button at either end of the date carousel, or tapping. 
3. Verify that you have entered all of your time for this period either on **Timesheet** or **Summary** screen. For **Daily** submit mode, you can only submit single days at a time from the **Timesheet** screen.
4. Tap **Submit**, and tap **Submit** to confirm.