

Deltek.

Maconomy Essentials

Introduction to Touch
Quick Steps



Introduction to Touch

1

Step 1: Overview of the Touch app.

2

Step 2: Get started in the Touch app.

3

Step 3: Log on to Touch.

4

Step 4: Navigate the Touch app.



Overview of Quick Steps Procedure

Click the numbered circles on the left to move to the first step in each phase.

Use the arrows or Pg Up/Down keys to proceed through each step and sub-step.

Begin



Best viewed in IE or Adobe PDF Reader.

Introduction to Touch

1

Step 1: Overview of the Touch app.

2

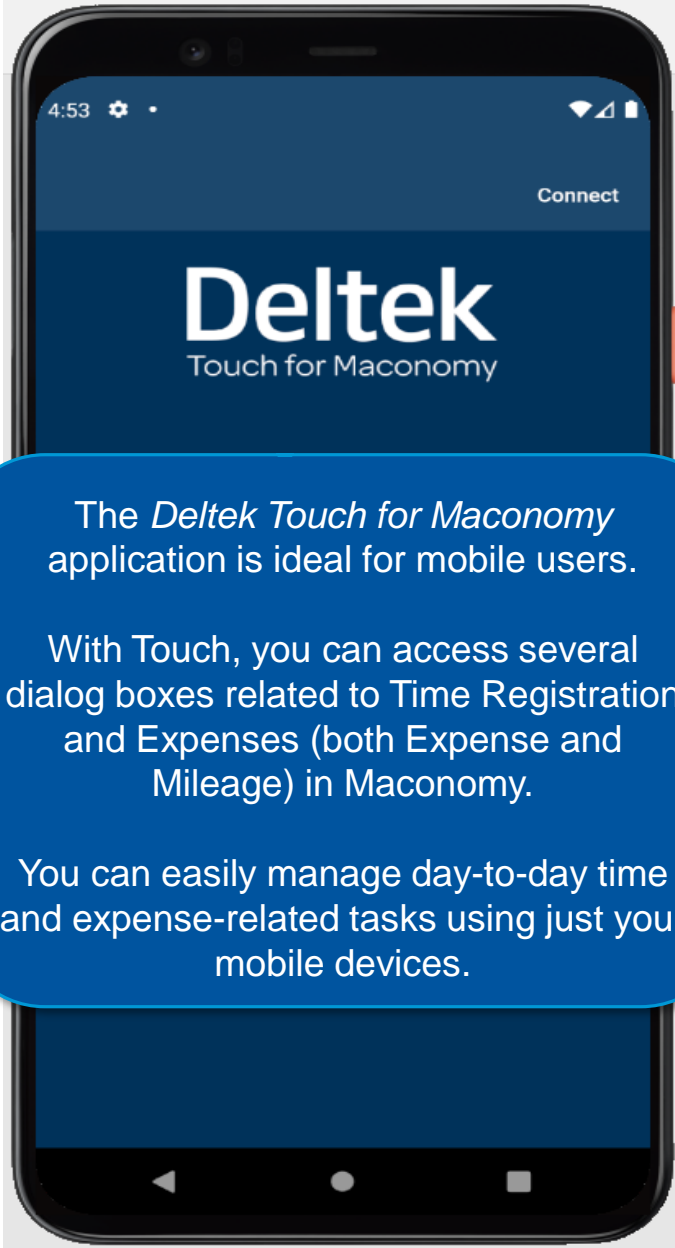
Step 2: Get started in the Touch app.

3

Step 3: Log on to Touch.

4

Step 4: Navigate the Touch app.



The *Deltek Touch for Maconomy* application is ideal for mobile users.

With Touch, you can access several dialog boxes related to Time Registration and Expenses (both Expense and Mileage) in Maconomy.

You can easily manage day-to-day time and expense-related tasks using just your mobile devices.

Introduction to Touch

1

Step 1: Overview of the Touch app.

2

Step 2: Get started in the Touch app.

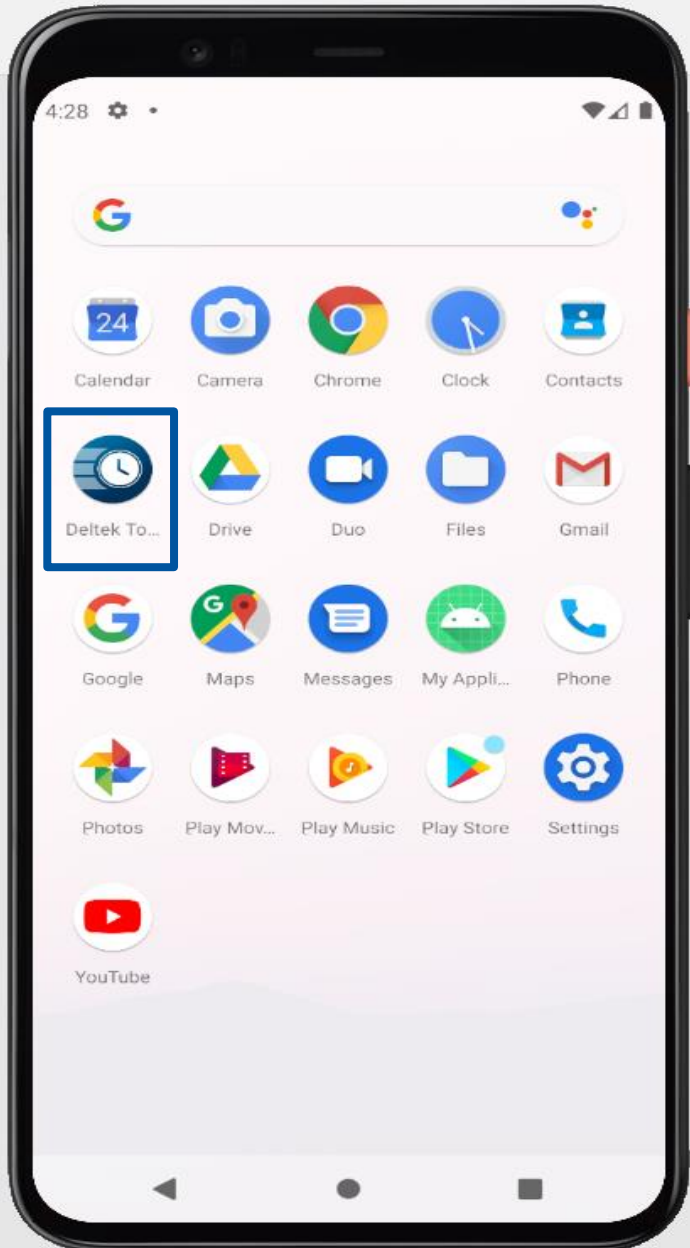
3

Step 3: Log on to Touch.

4

Step 4: Navigate the Touch app.

A
To get started, open the Touch application on your mobile device.



Introduction to Touch

1

Step 1: Overview of the Touch app.

2

Step 2: Get started in the Touch app.

3

Step 3: Log on to Touch.

4

Step 4: Navigate the Touch app.

B

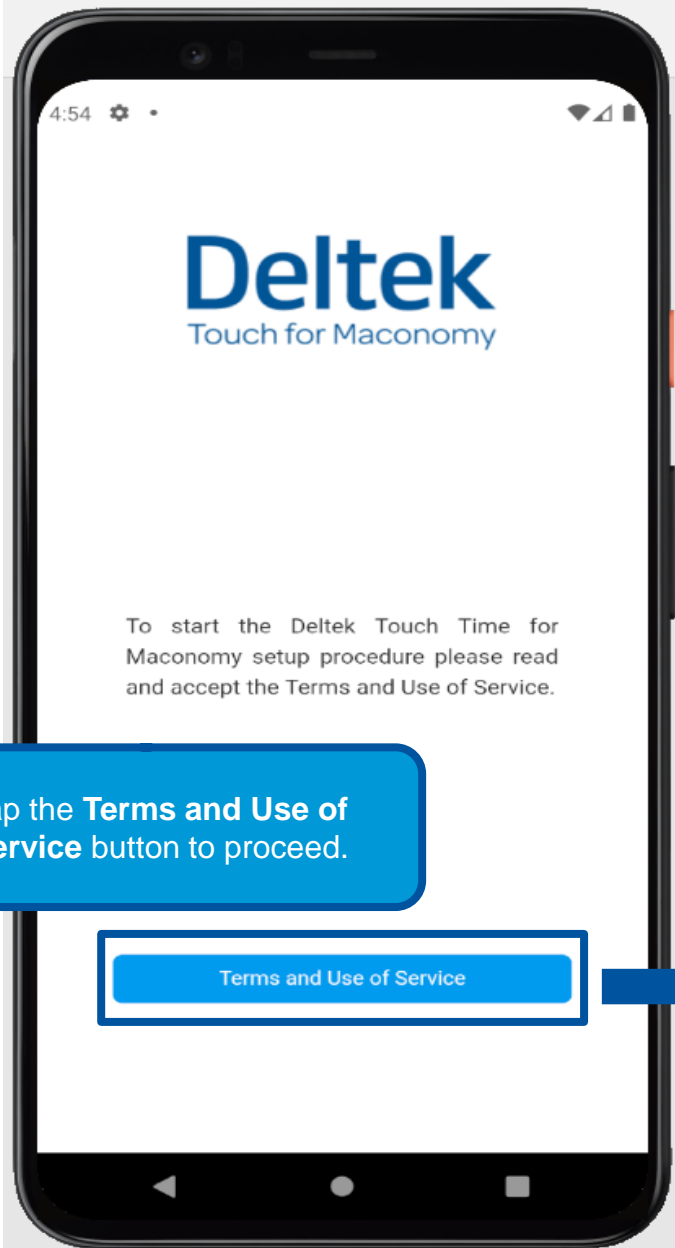
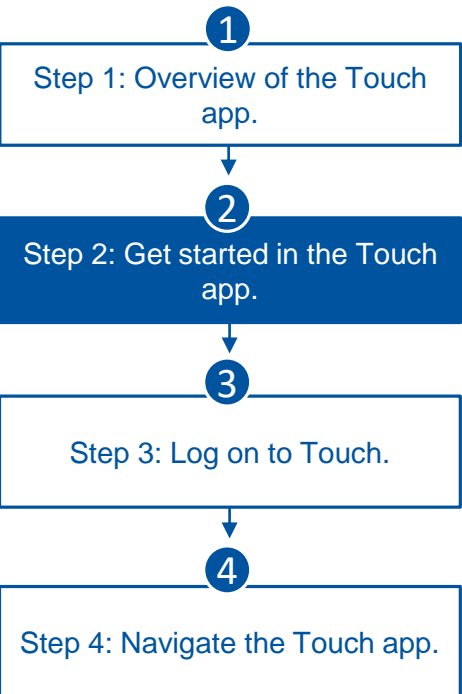
Enter the server URL into the field.



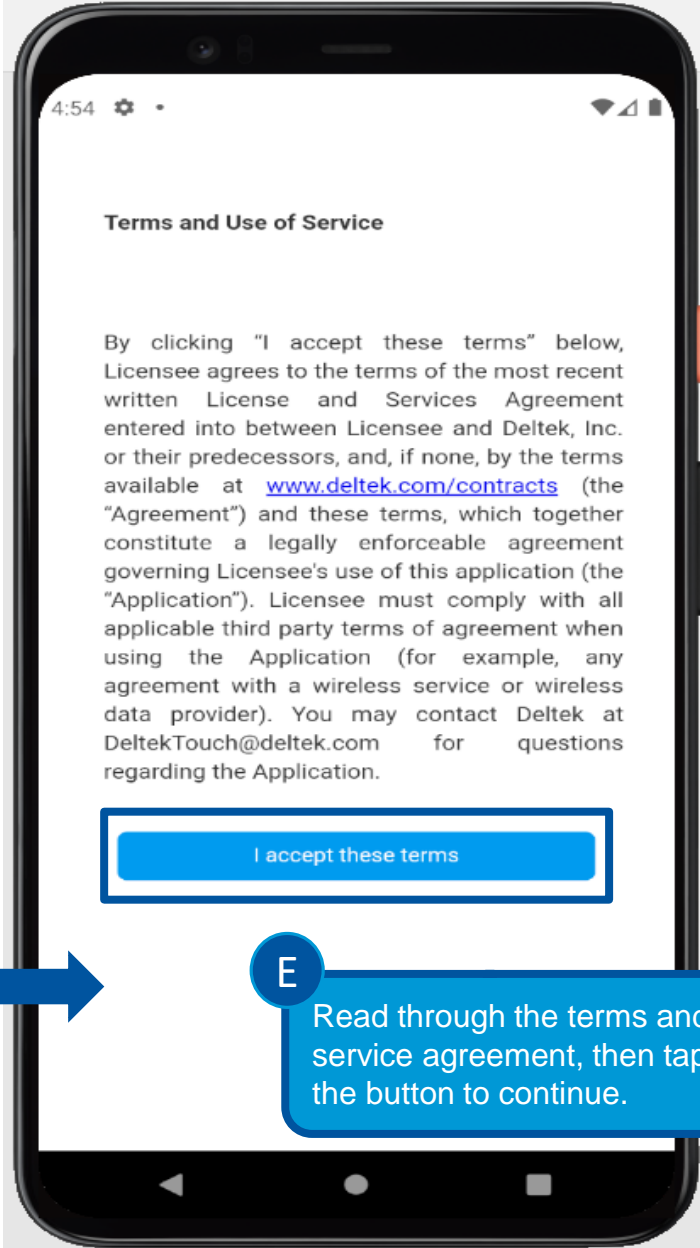
C

Tap **Connect**.

Introduction to Touch

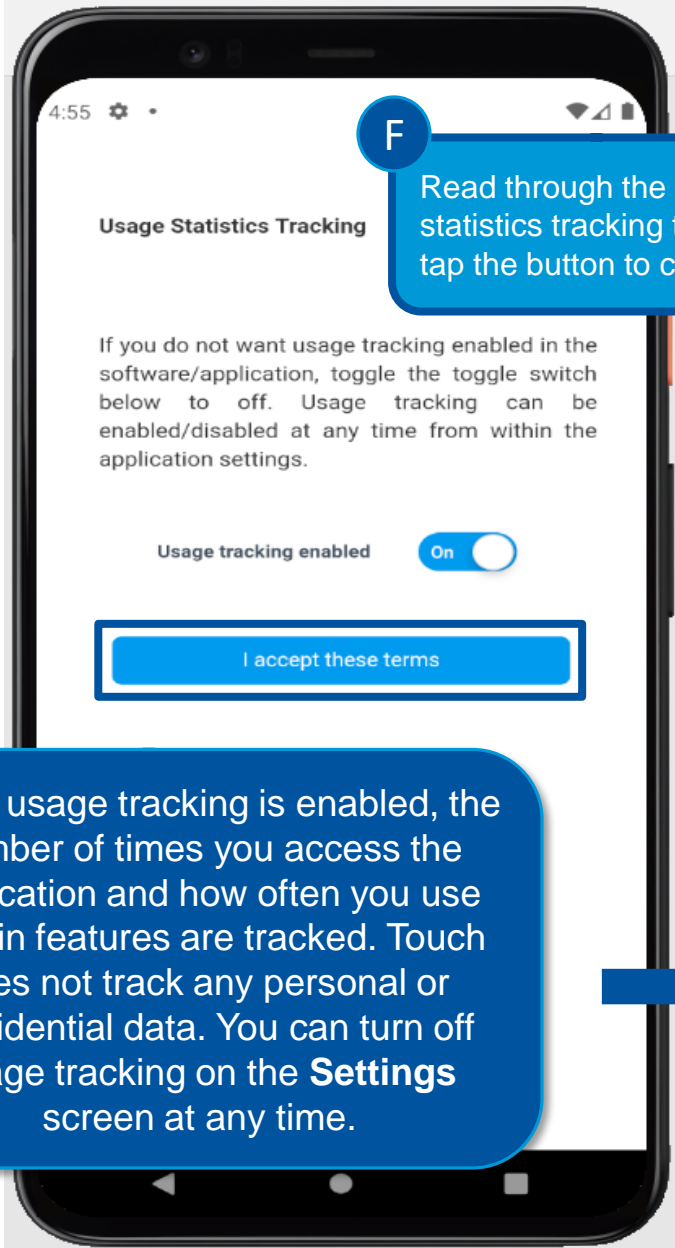
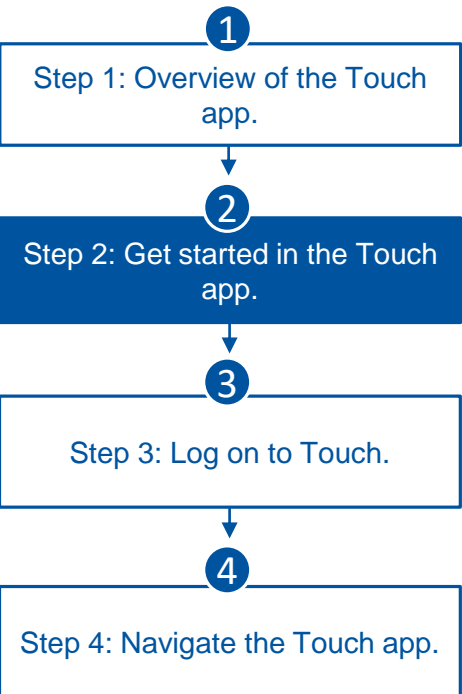


D Tap the **Terms and Use of Service** button to proceed.



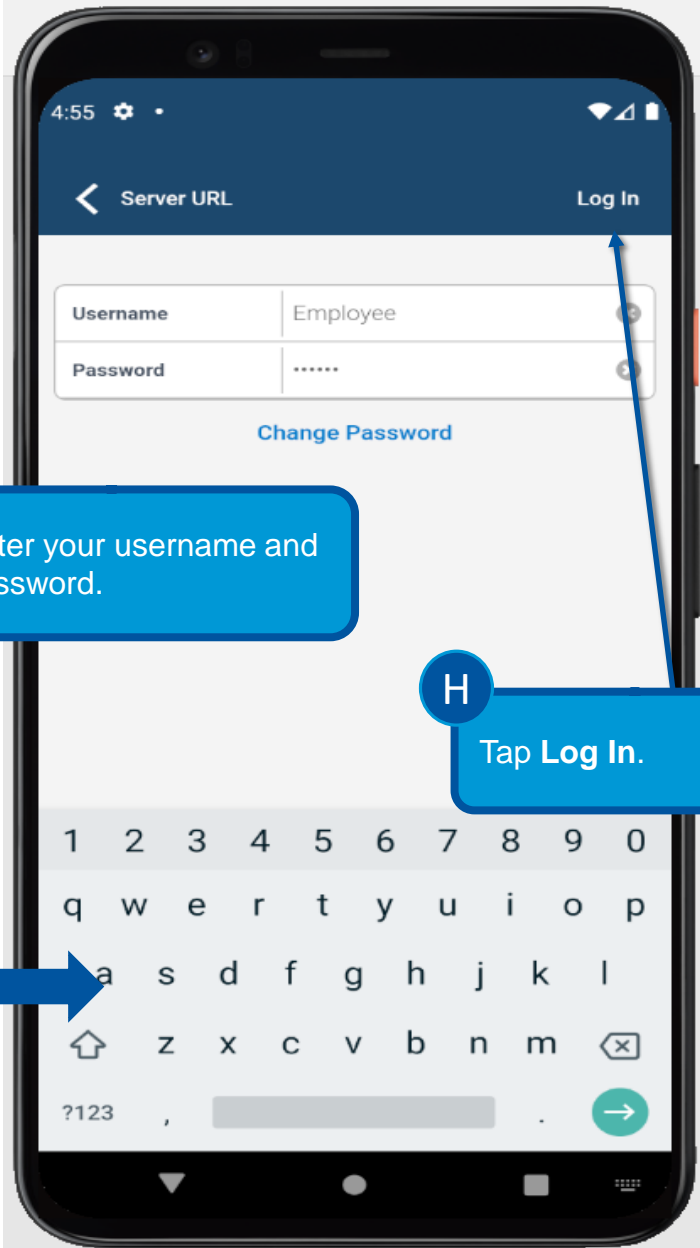
E Read through the terms and service agreement, then tap the button to continue.

Introduction to Touch



F Read through the usage statistics tracking terms, then tap the button to continue.

When usage tracking is enabled, the number of times you access the application and how often you use certain features are tracked. Touch does not track any personal or confidential data. You can turn off usage tracking on the **Settings** screen at any time.



G Enter your username and password.

H Tap Log In.

Introduction to Touch



1 When you first log in, enter a security PIN, tap the check mark, then re-enter your PIN.

You can also use biometrics depending on your setup.

Use PIN or biometrics for future logins instead of your username and password.



- Your system administrator may modify the following PIN requirements:
- The minimum PIN code length is six digits by default.
 - You cannot use repeating or sequential digits (for example, 111111 or 123456).
 - You cannot reuse a PIN.
 - Your PIN is valid up to 90 days by default.

Touch supports fingerprint and face ID. However, due to an Android mobile operating system issue, Face ID may not work on all Android mobile devices.

Introduction to Touch

1

Step 1: Overview of the Touch app.

2

Step 2: Get started in the Touch app.

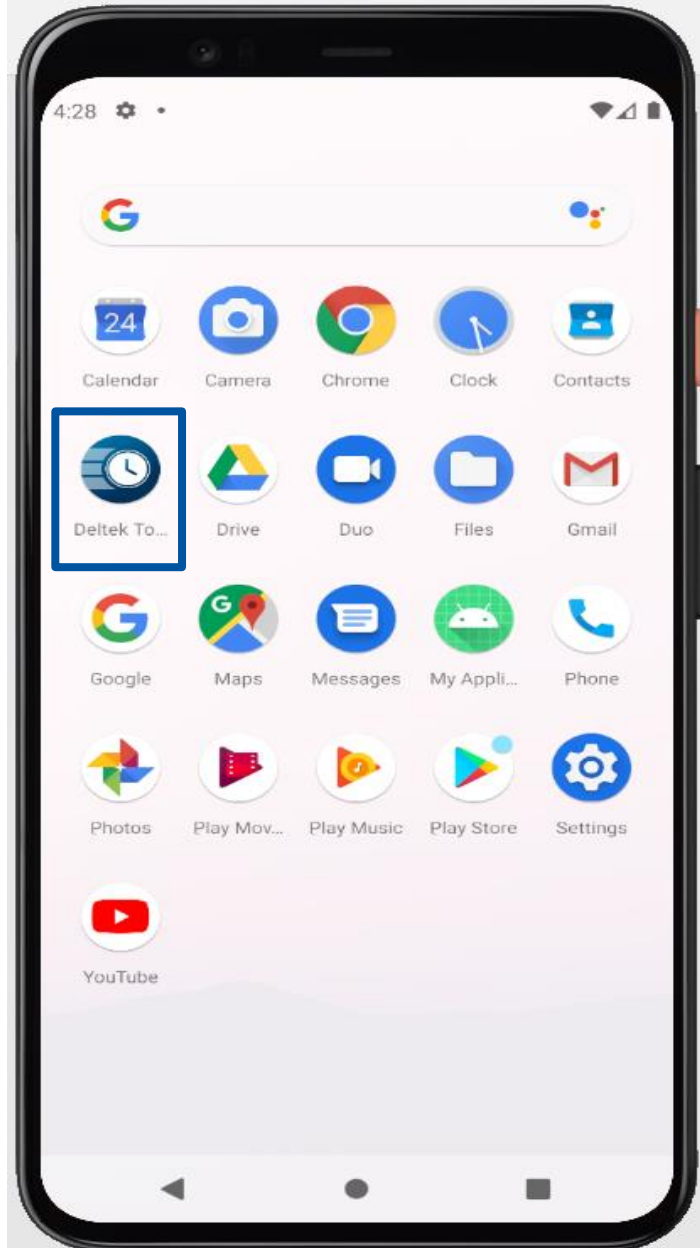
3

Step 3: Log on to Touch.

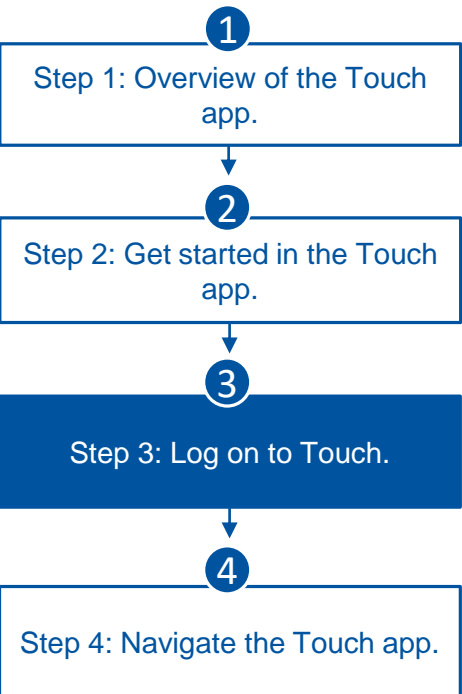
4

Step 4: Navigate the Touch app.

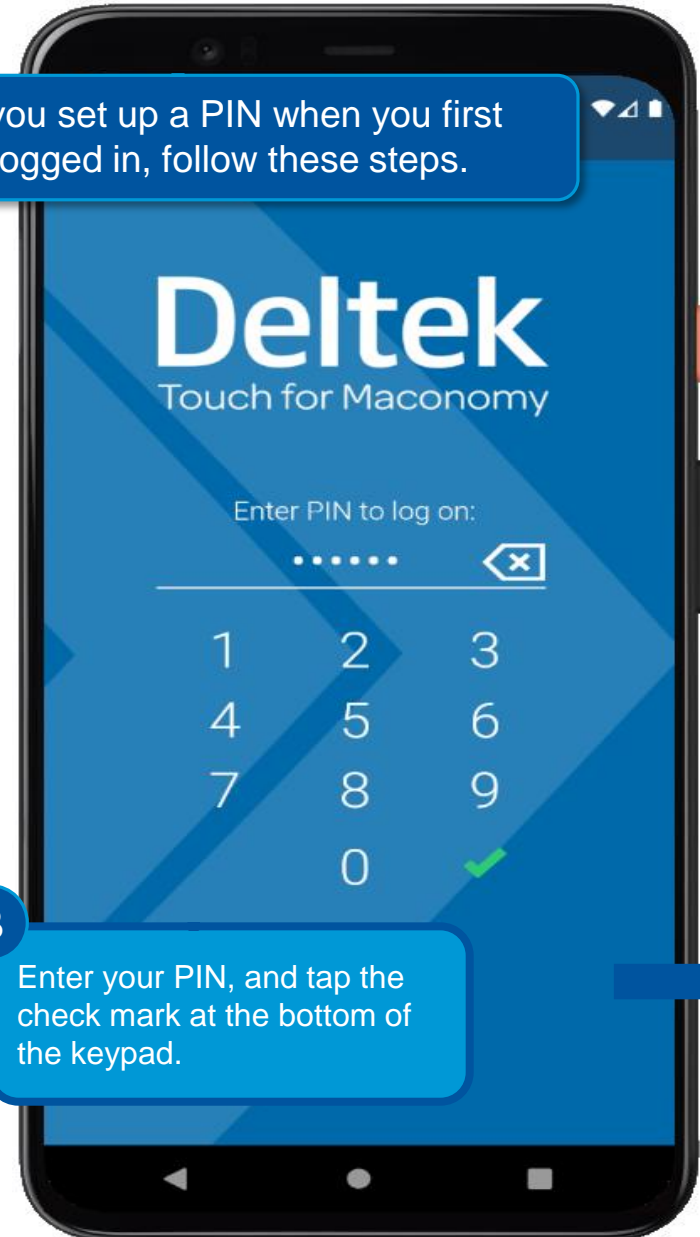
A
To get started, open the Touch application on your mobile device.



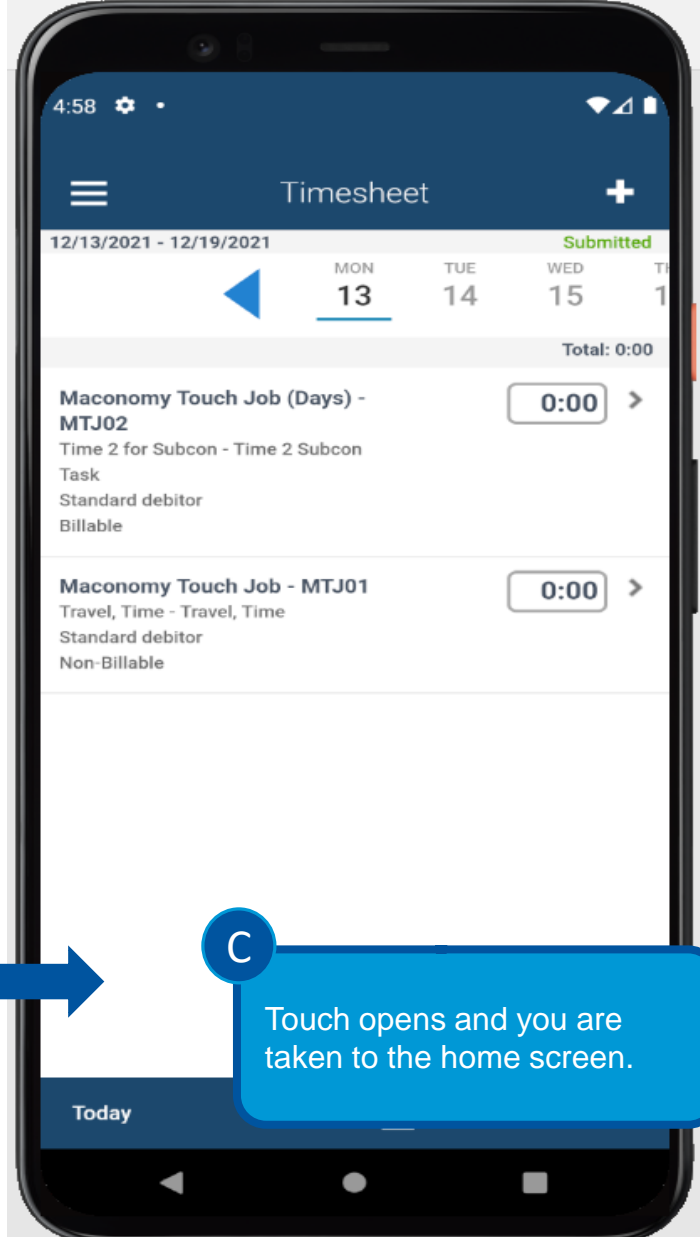
Introduction to Touch



If you set up a PIN when you first logged in, follow these steps.

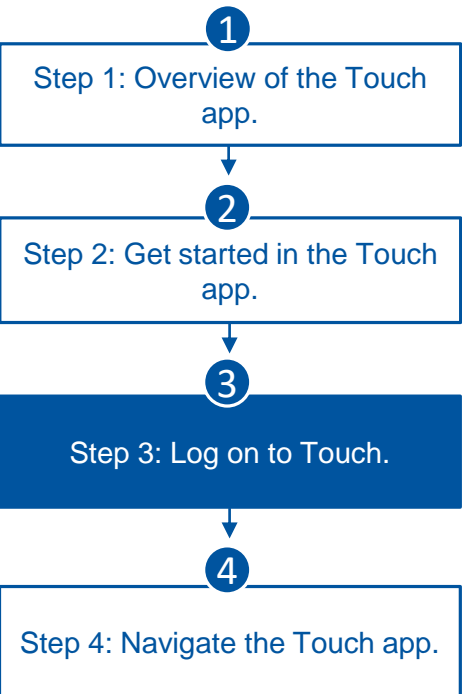


B Enter your PIN, and tap the check mark at the bottom of the keypad.

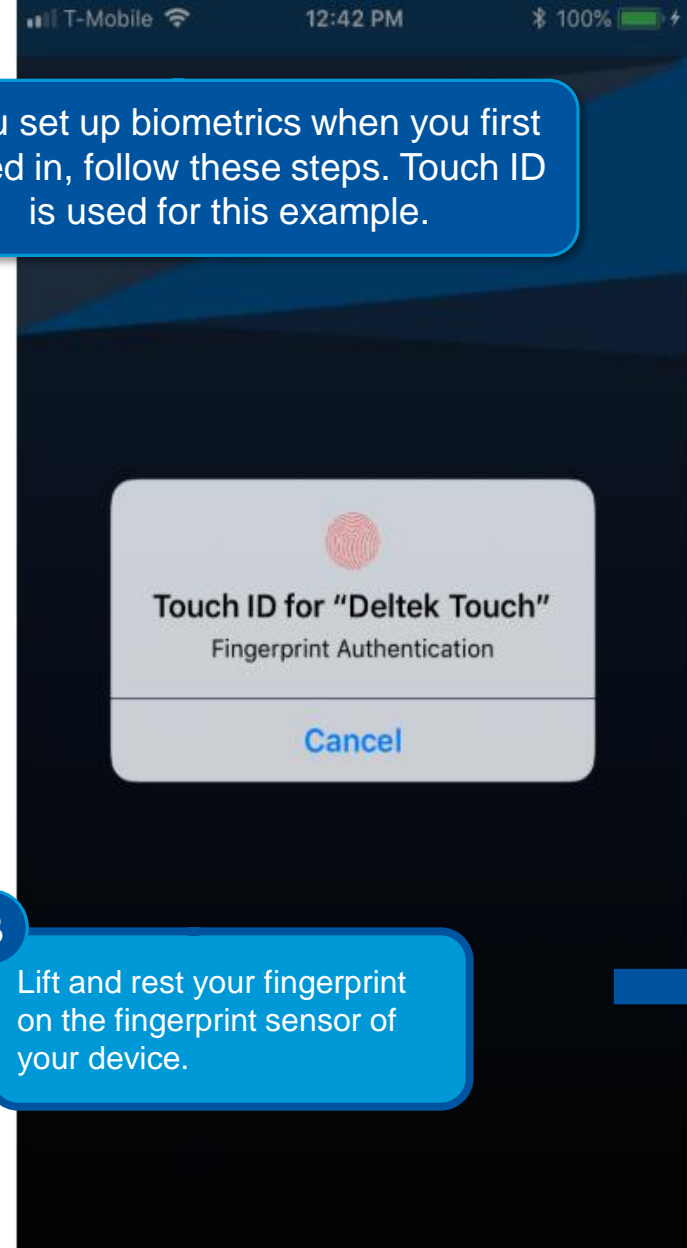


C Touch opens and you are taken to the home screen.

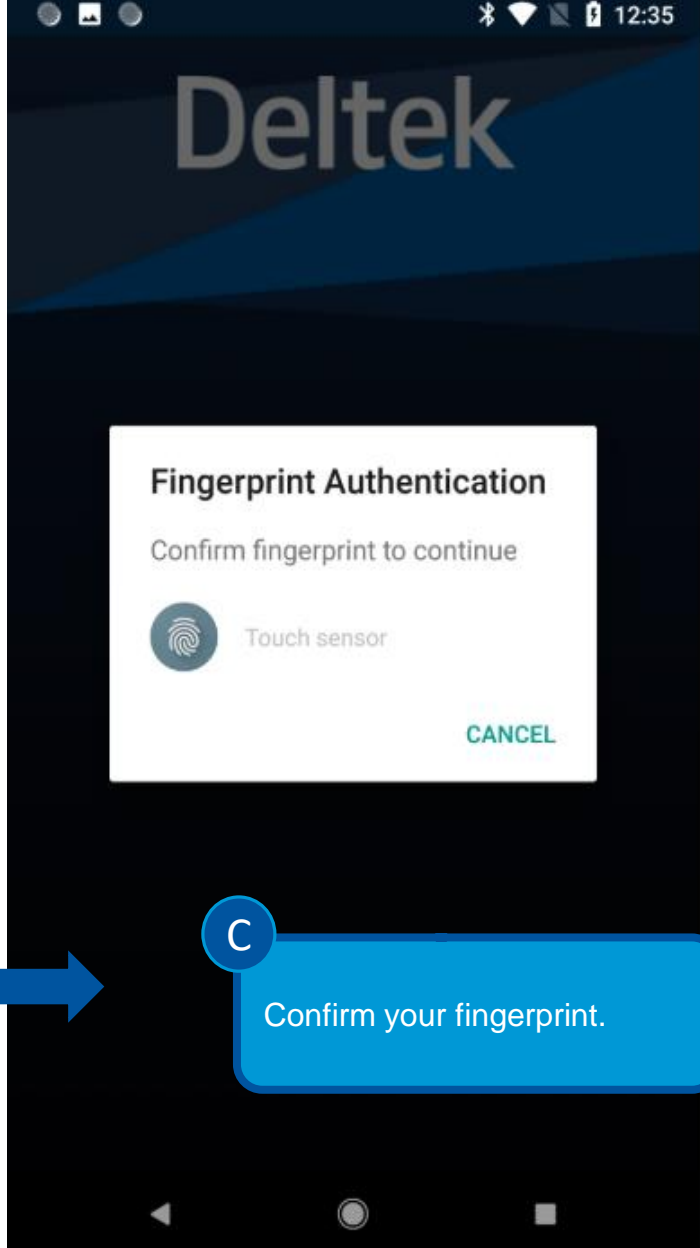
Introduction to Touch



If you set up biometrics when you first logged in, follow these steps. Touch ID is used for this example.



B Lift and rest your fingerprint on the fingerprint sensor of your device.



C Confirm your fingerprint.

Introduction to Touch

1

Step 1: Overview of the Touch app.

2

Step 2: Get started in the Touch app.

3

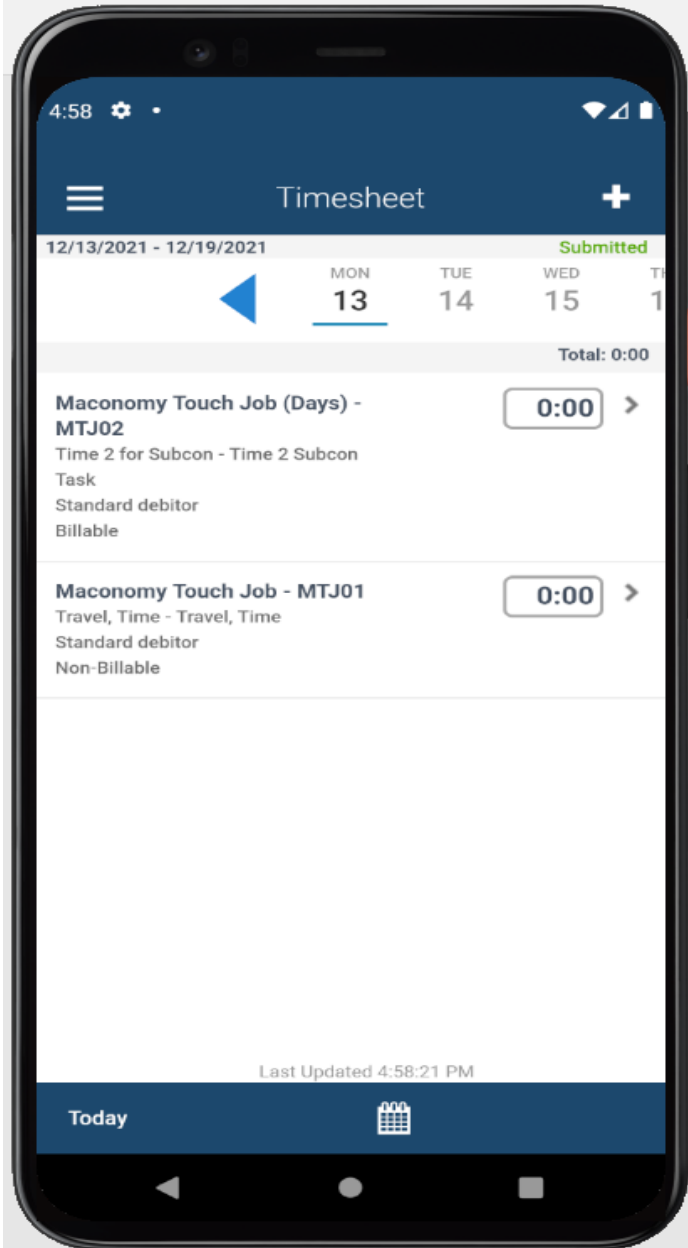
Step 3: Log on to Touch.

4

Step 4: Navigate the Touch app.

D

Touch opens and you are taken to the home screen.



Introduction to Touch

1

Step 1: Overview of the Touch app.

2

Step 2: Get started in the Touch app.

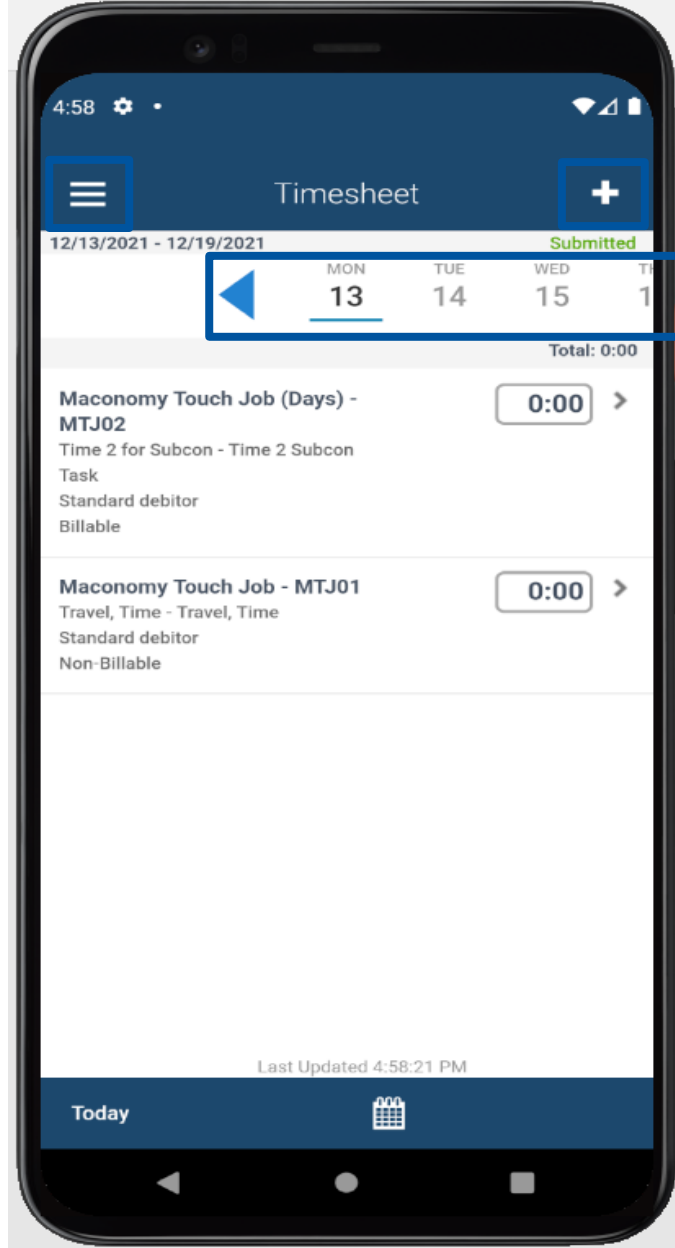
3

Step 3: Log on to Touch.

4

Step 4: Navigate the Touch app.

Touch includes a menu, a calendar slider, and options to add and submit entries.



Introduction to Touch

1

Step 1: Overview of the Touch app.

2

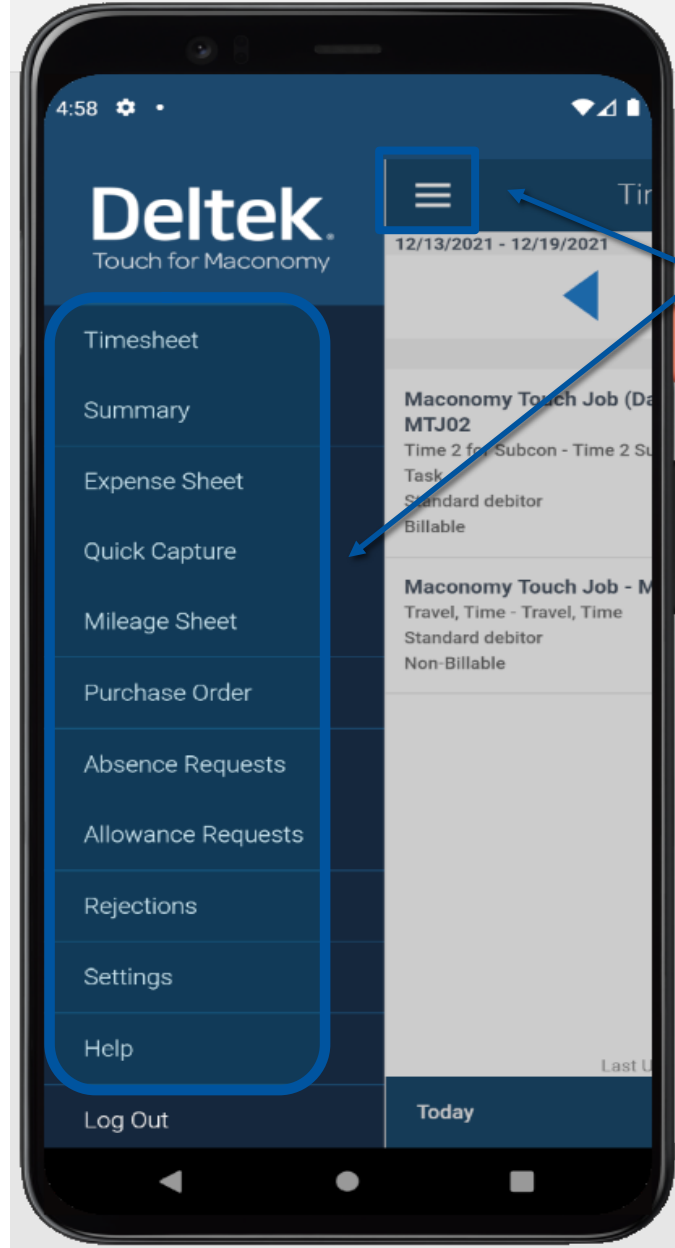
Step 2: Get started in the Touch app.

3

Step 3: Log on to Touch.

4

Step 4: Navigate the Touch app.



Tap the **Sliding Menu** icon to view and navigate to specific Touch screens.

Screens are displayed according to your settings.

Introduction to Touch

1

Step 1: Overview of the Touch app.

2

Step 2: Get started in the Touch app.

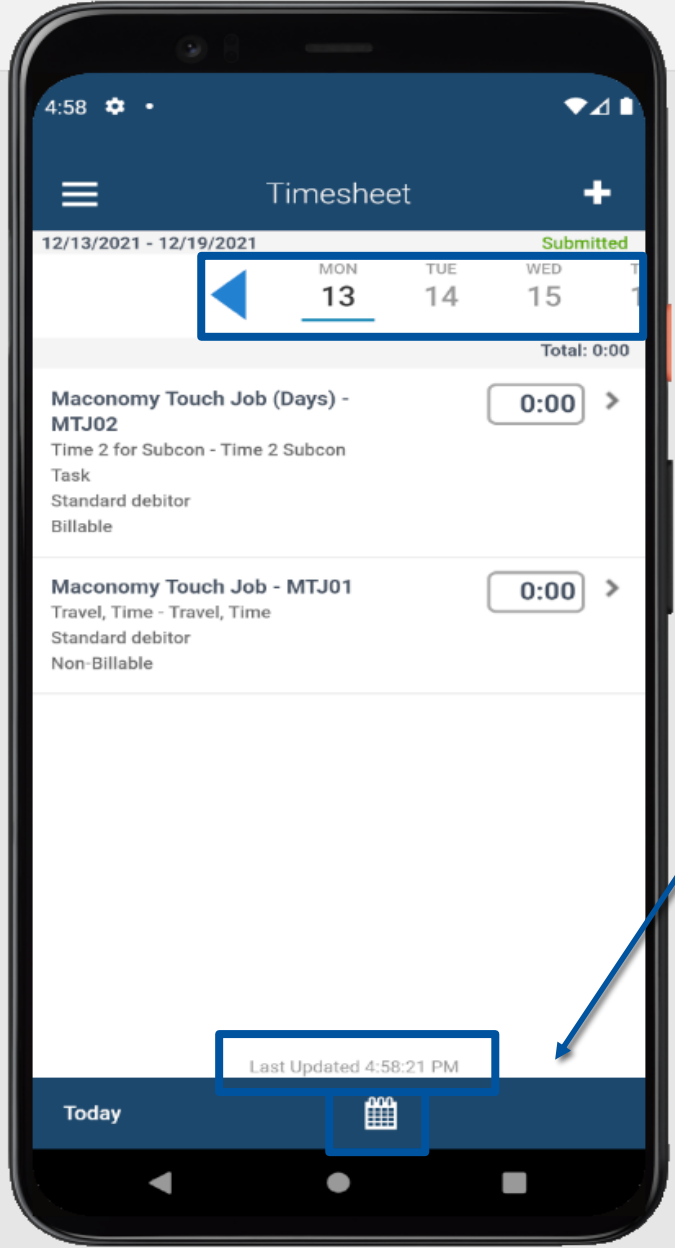
3

Step 3: Log on to Touch.

4

Step 4: Navigate the Touch app.

On the **Timesheet** screen, you can view your daily or weekly timesheets, add and edit work hours, and submit your time entries for approval.



You can either use the arrow, dates, or the **Calendar** icon to access your timesheets for a specific day or week.

Pull down on the screen to manually refresh timesheet data at any time. A time stamp of your last update appears at the bottom of the screen.

Introduction to Touch

1

Step 1: Overview of the Touch app.

2

Step 2: Get started in the Touch app.

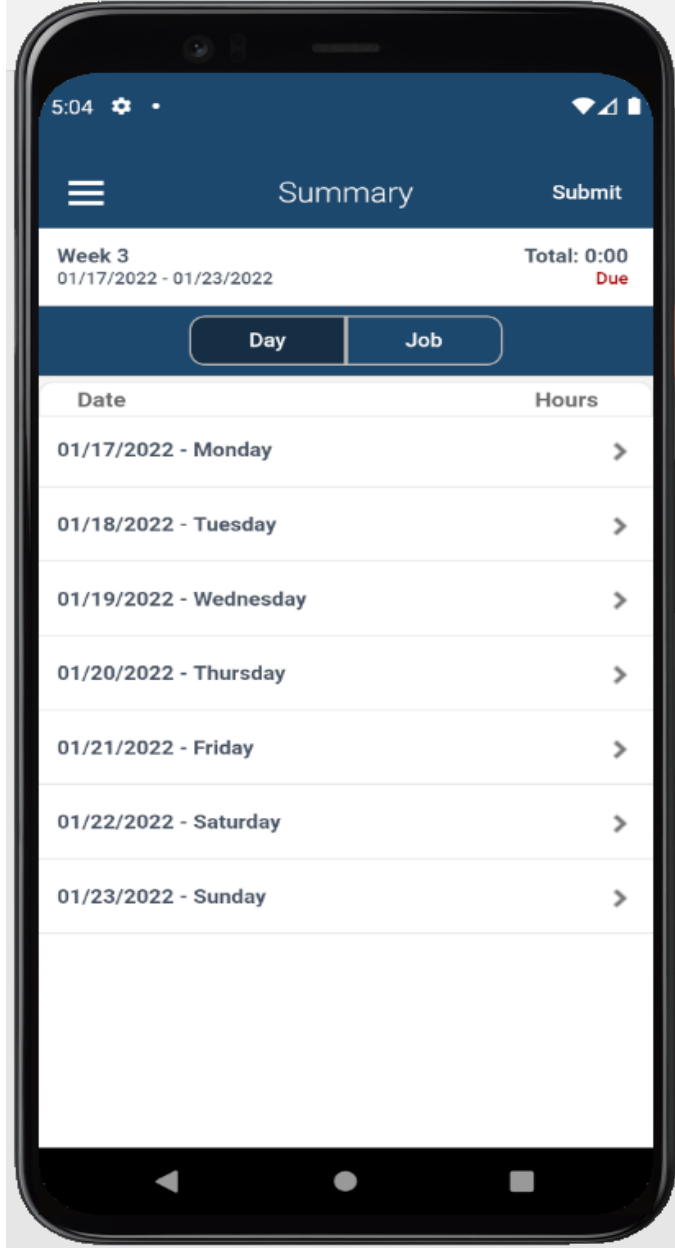
3

Step 3: Log on to Touch.

4

Step 4: Navigate the Touch app.

On the **Summary** screen, you can view the summarized time registrations for a specific period by day or by job.



Introduction to Touch

1

Step 1: Overview of the Touch app.

2

Step 2: Get started in the Touch app.

3

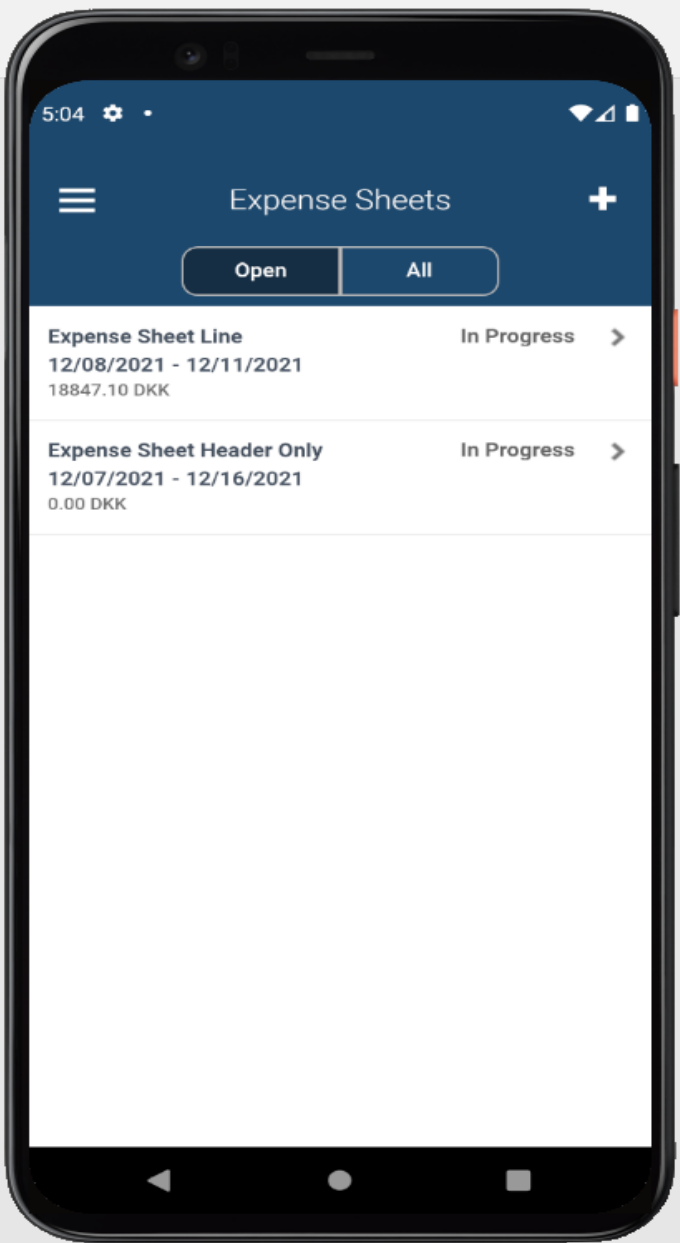
Step 3: Log on to Touch.

4

Step 4: Navigate the Touch app.

On the **Expense Sheet** screen, you can record, track, and submit your expense sheets.

You can view the expense sheets you are working on from the Open tab. Other expense sheets, including those you already submitted, are listed in the All tab.



Introduction to Touch

1

Step 1: Overview of the Touch app.

2

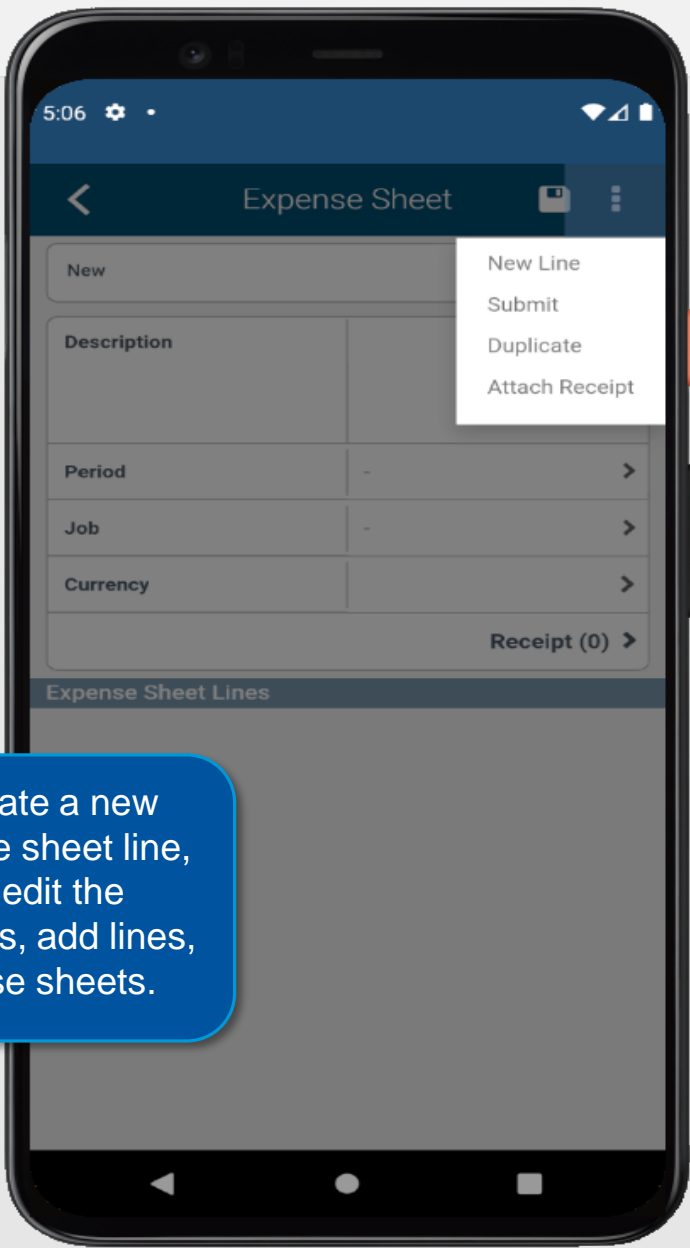
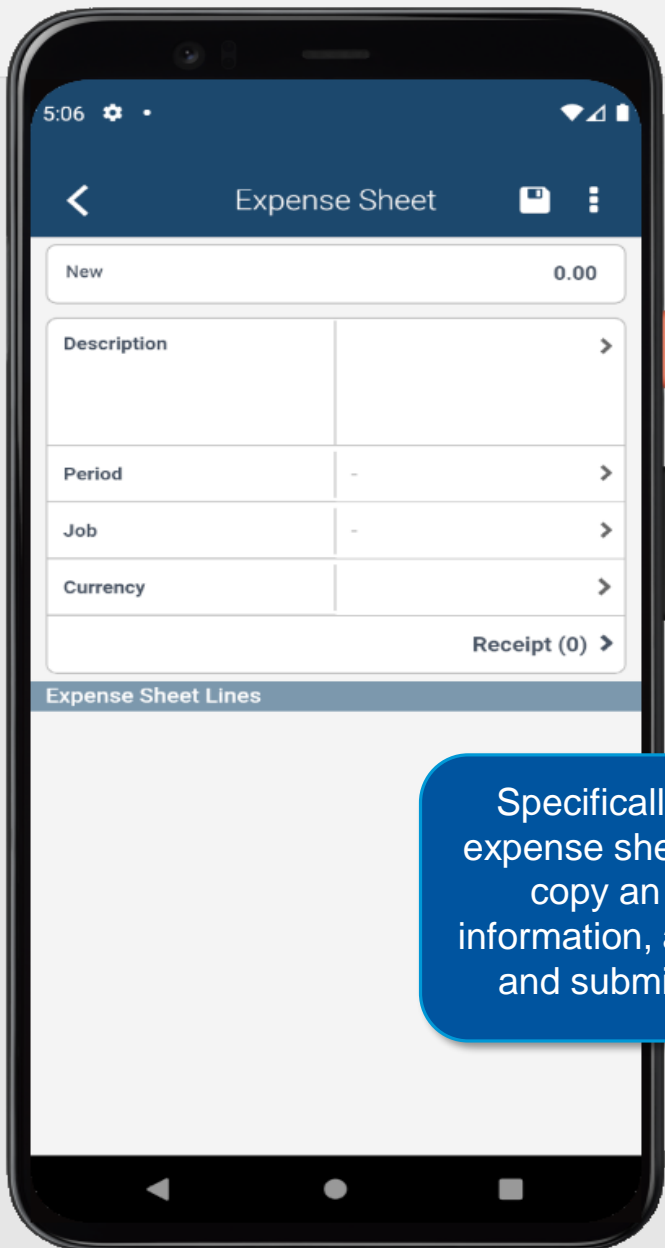
Step 2: Get started in the Touch app.

3

Step 3: Log on to Touch.

4

Step 4: Navigate the Touch app.



Specifically you can create a new expense sheet or expense sheet line, copy an existing one, edit the information, attach receipts, add lines, and submit your expense sheets.

Introduction to Touch

1

Step 1: Overview of the Touch app.

2

Step 2: Get started in the Touch app.

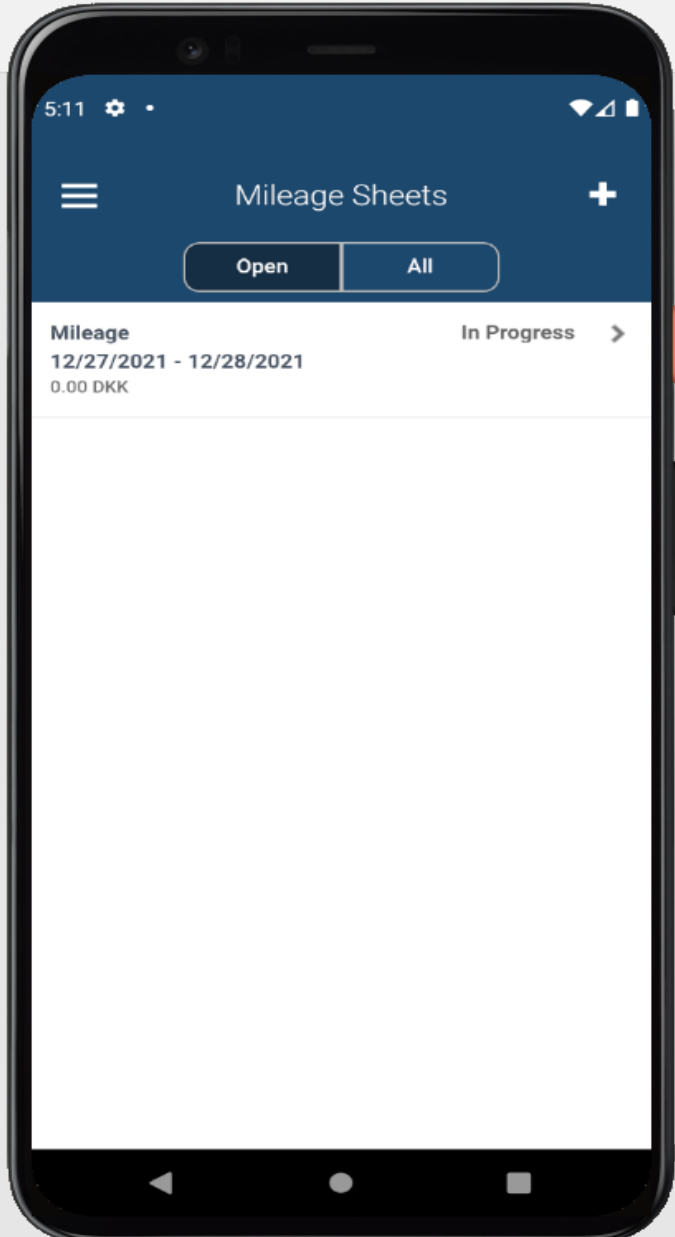
3

Step 3: Log on to Touch.

4

Step 4: Navigate the Touch app.

On the **Mileage Sheet**, you can manage and report your mileage expenses.



Introduction to Touch

1

Step 1: Overview of the Touch app.

2

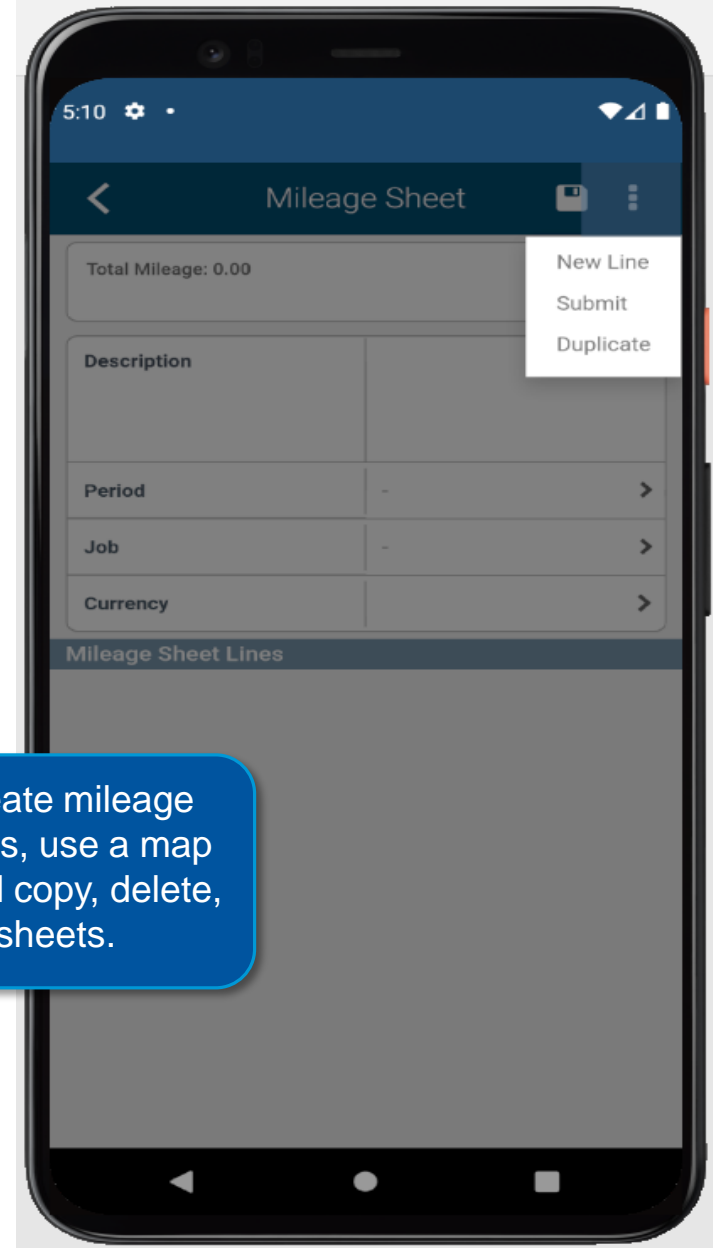
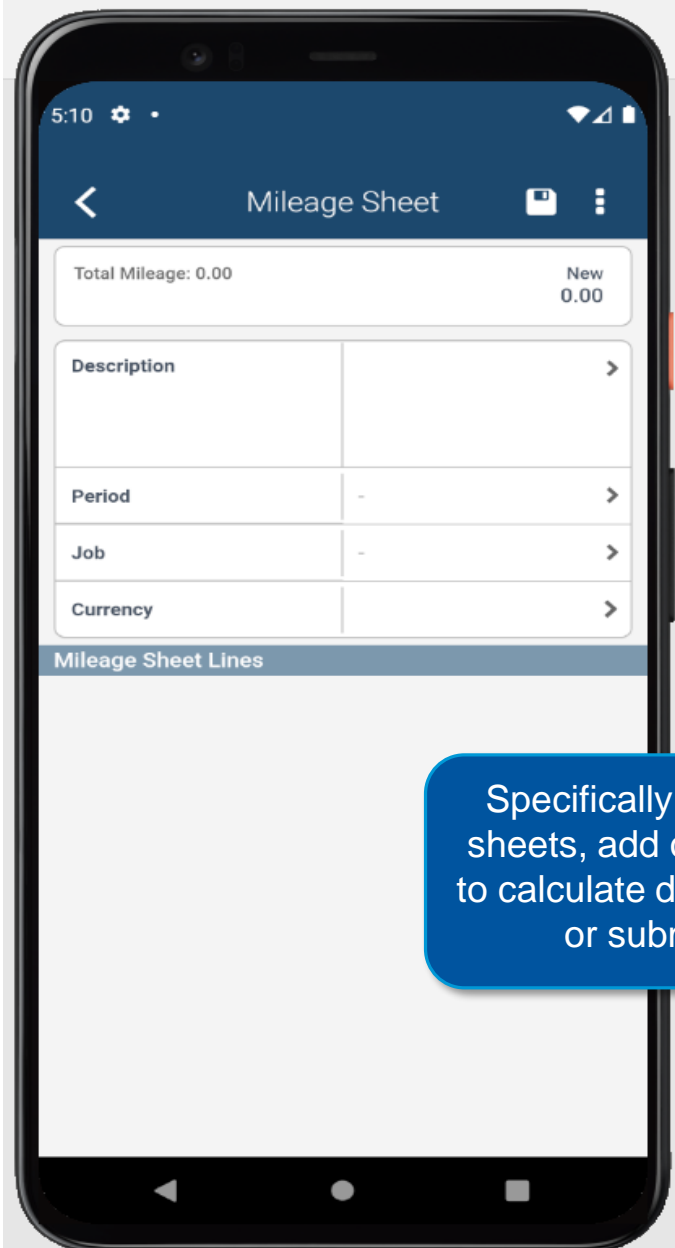
Step 2: Get started in the Touch app.

3

Step 3: Log on to Touch.

4

Step 4: Navigate the Touch app.



Specifically you can create mileage sheets, add or edit details, use a map to calculate distance, and copy, delete, or submit mileage sheets.

Introduction to Touch

1

Step 1: Overview of the Touch app.

2

Step 2: Get started in the Touch app.

3

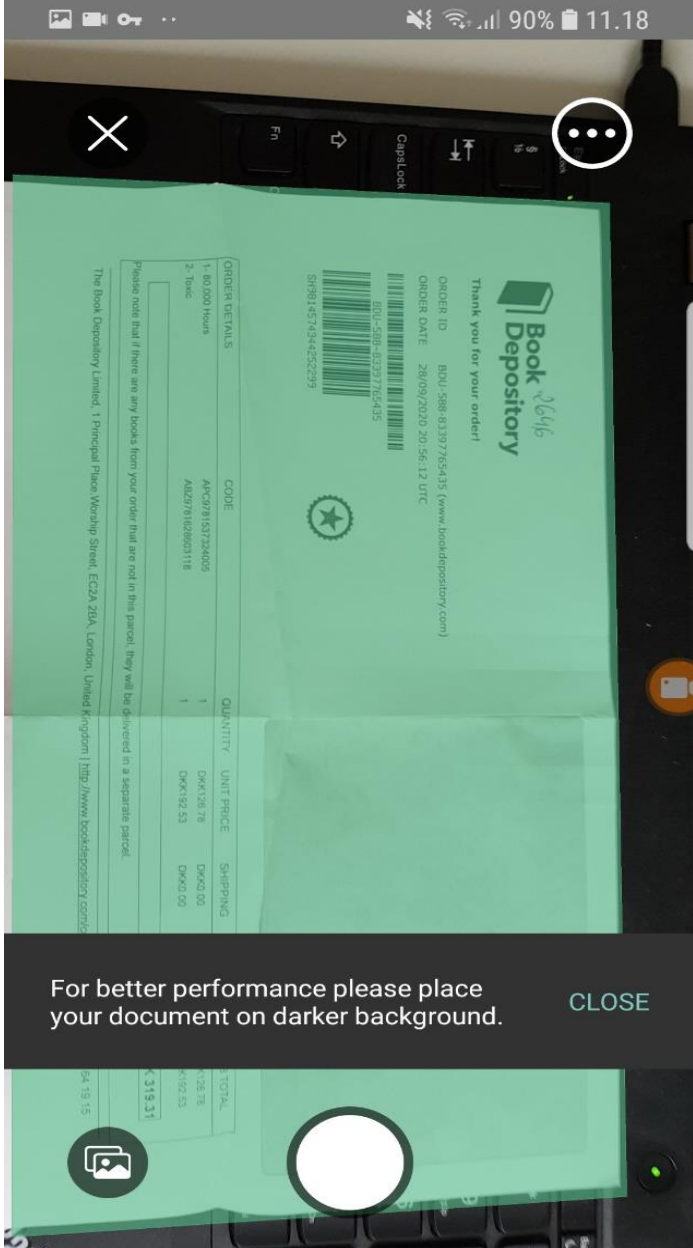
Step 3: Log on to Touch.

4

Step 4: Navigate the Touch app.

With **Quick Capture** you can take a photo of a receipt, or select an existing photo and attach it to an expense sheet.

Depending on your configuration settings, you can also use *Quick Capture with intelligent character recognition (ICR)* to capture a receipt, and automatically fill in your expense sheet details.



Introduction to Touch

1

Step 1: Overview of the Touch app.

2

Step 2: Get started in the Touch app.

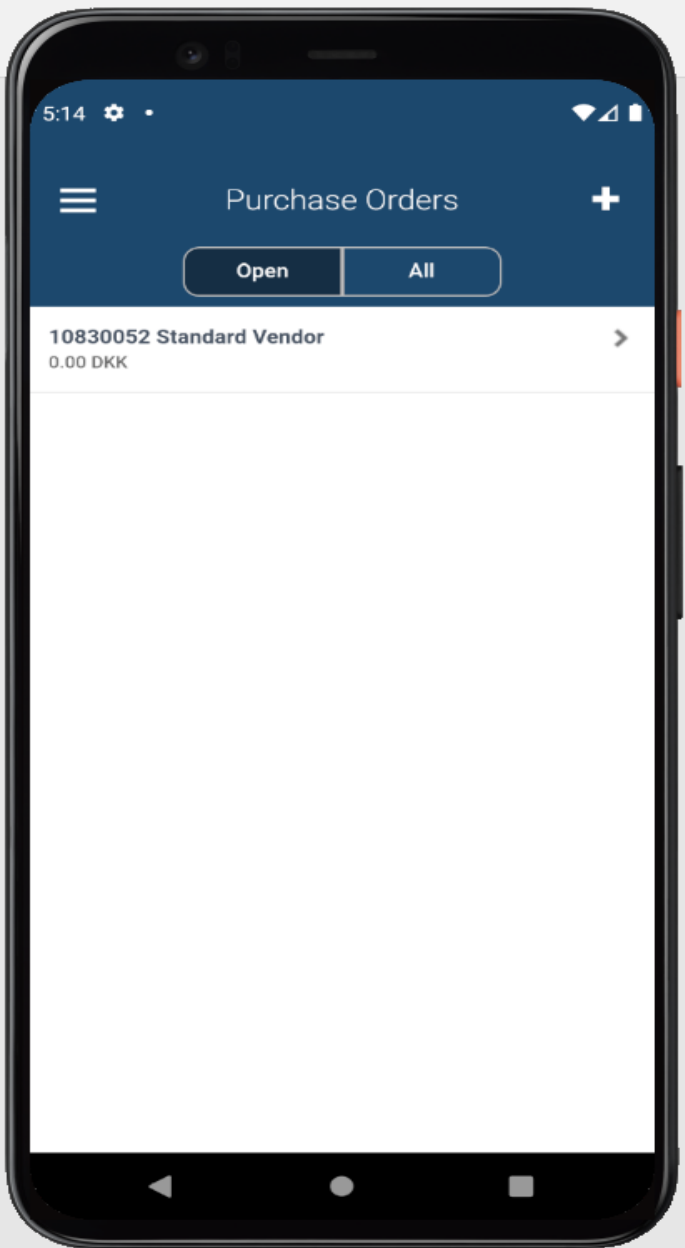
3

Step 3: Log on to Touch.

4

Step 4: Navigate the Touch app.

On the **Purchase Order** screen, you can add, control, and keep track of your purchase orders.



Introduction to Touch

1

Step 1: Overview of the Touch app.

2

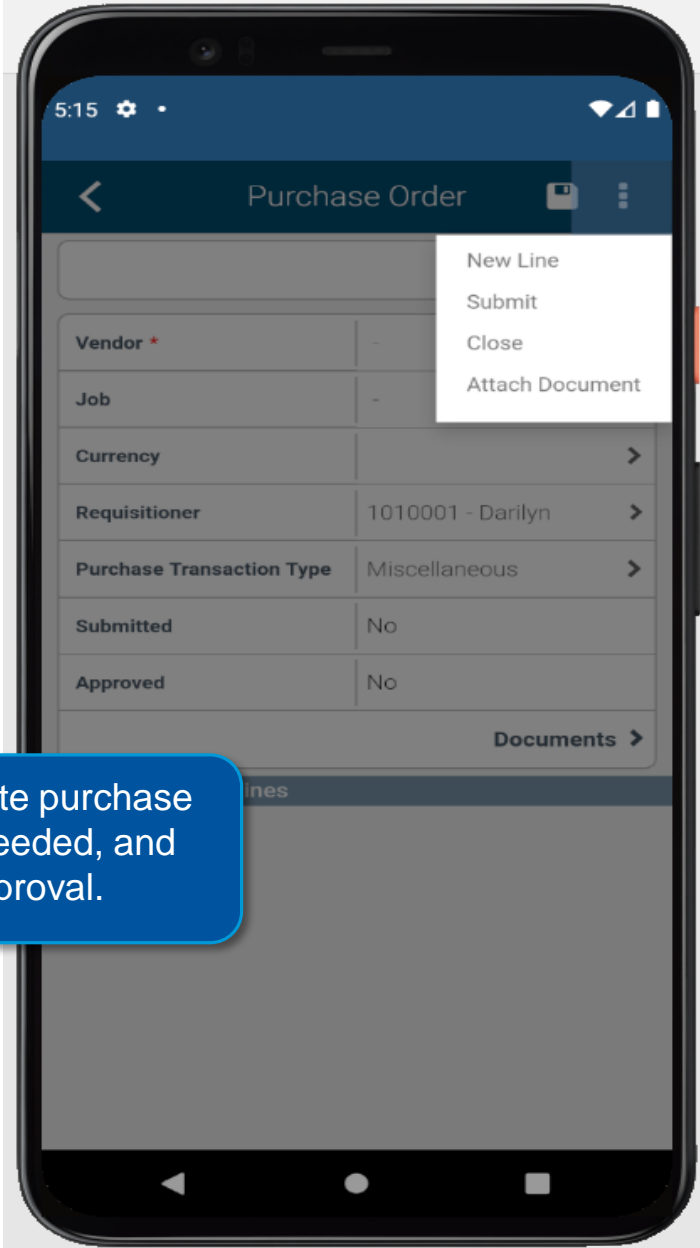
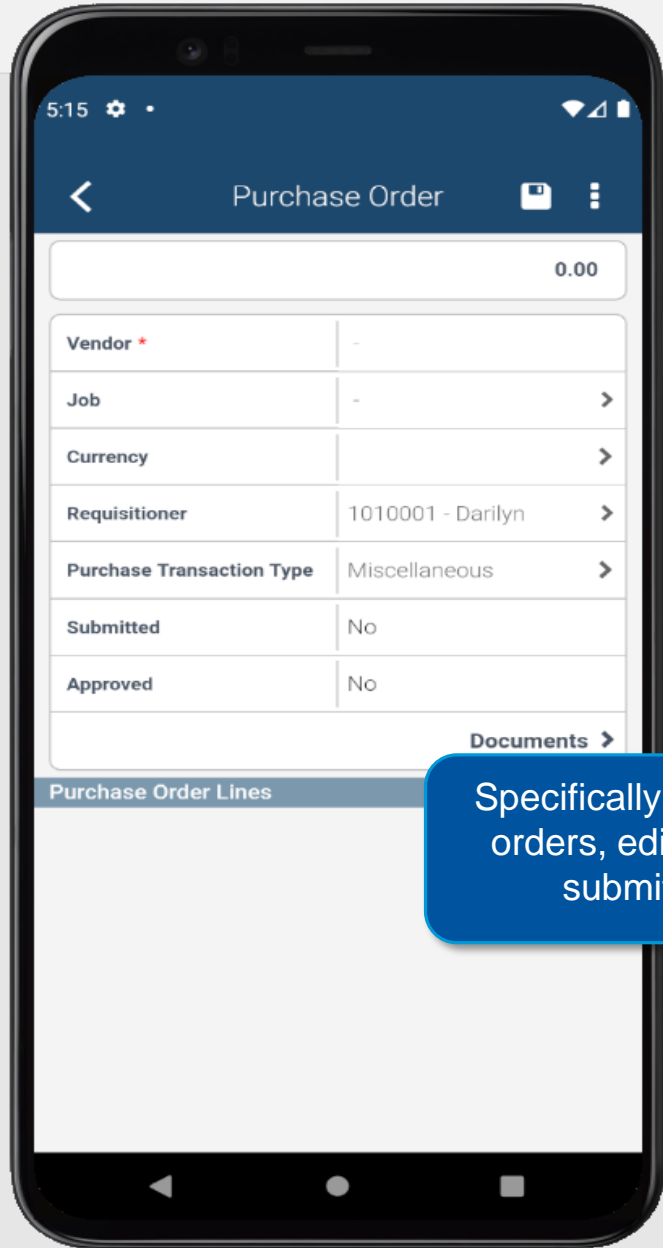
Step 2: Get started in the Touch app.

3

Step 3: Log on to Touch.

4

Step 4: Navigate the Touch app.



Specifically you can create purchase orders, edit details as needed, and submit these for approval.

Introduction to Touch

1

Step 1: Overview of the Touch app.

2

Step 2: Get started in the Touch app.

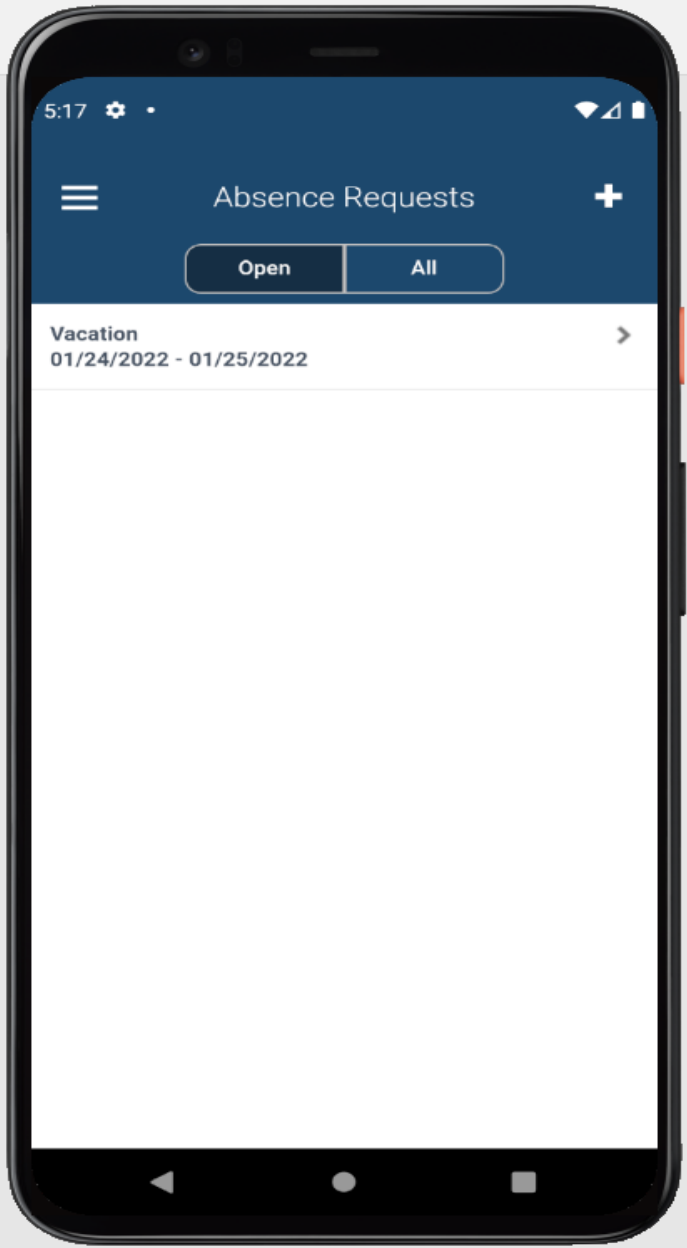
3

Step 3: Log on to Touch.

4

Step 4: Navigate the Touch app.

On the **Absence Requests** screen, you can log, retrieve, and file your absence requests for a given period.



Introduction to Touch

1

Step 1: Overview of the Touch app.

2

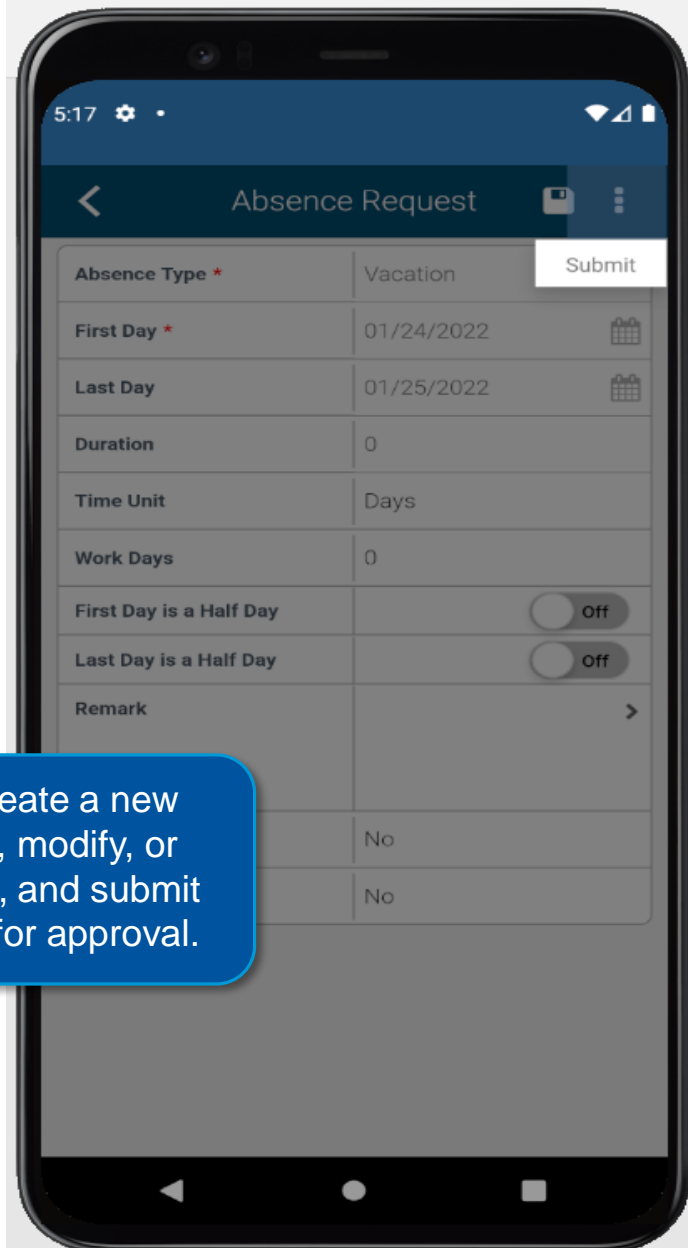
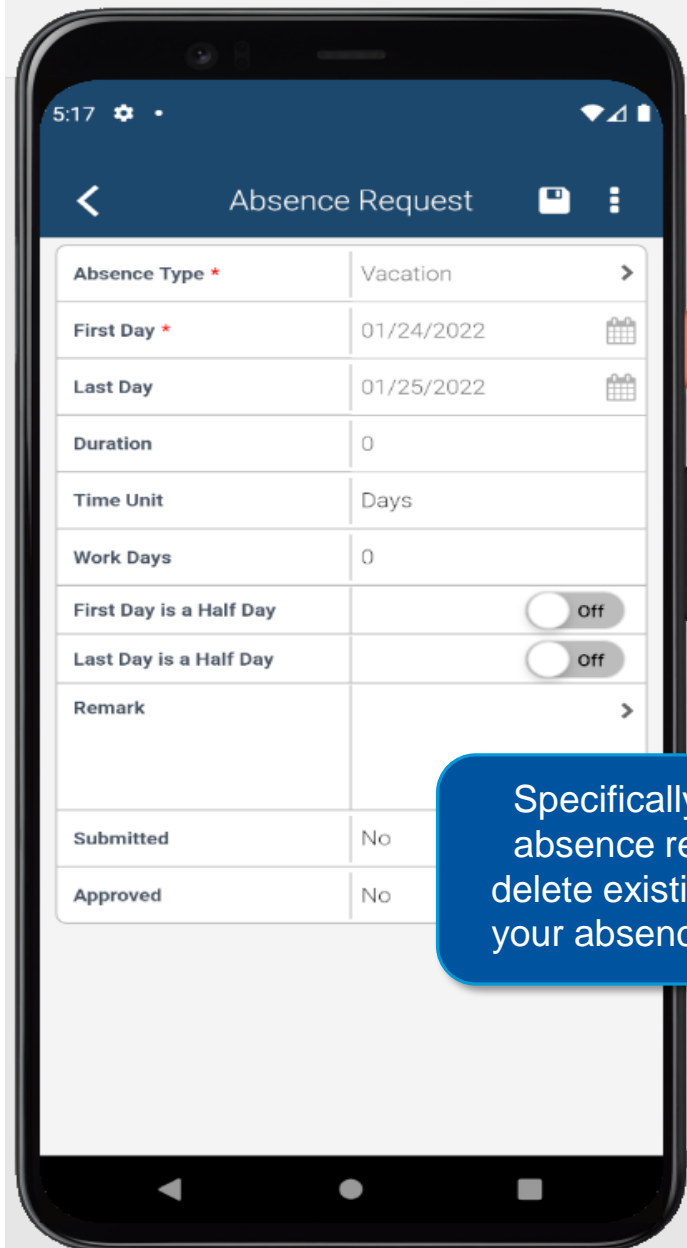
Step 2: Get started in the Touch app.

3

Step 3: Log on to Touch.

4

Step 4: Navigate the Touch app.



Specifically you can create a new absence request, view, modify, or delete existing requests, and submit your absence requests for approval.

Introduction to Touch

1

Step 1: Overview of the Touch app.

2

Step 2: Get started in the Touch app.

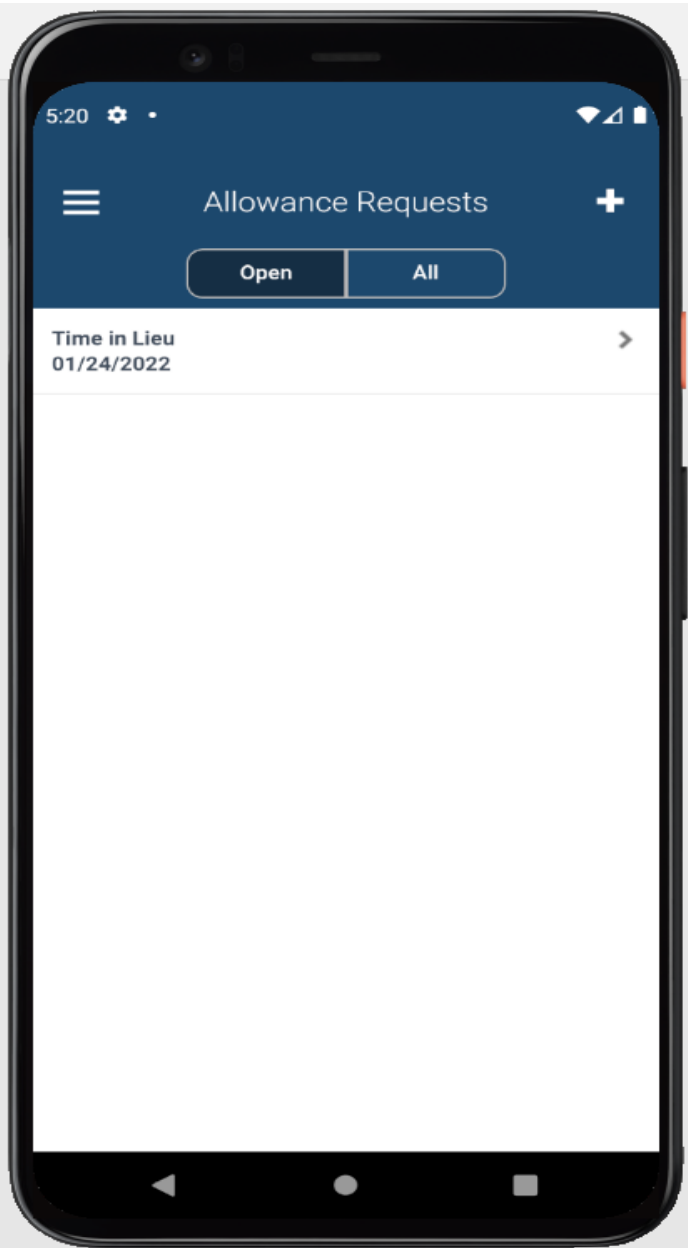
3

Step 3: Log on to Touch.

4

Step 4: Navigate the Touch app.

On the **Allowance Requests** screen, you can log, retrieve, and file all your allowance requests for a given period.



Introduction to Touch

1

Step 1: Overview of the Touch app.

2

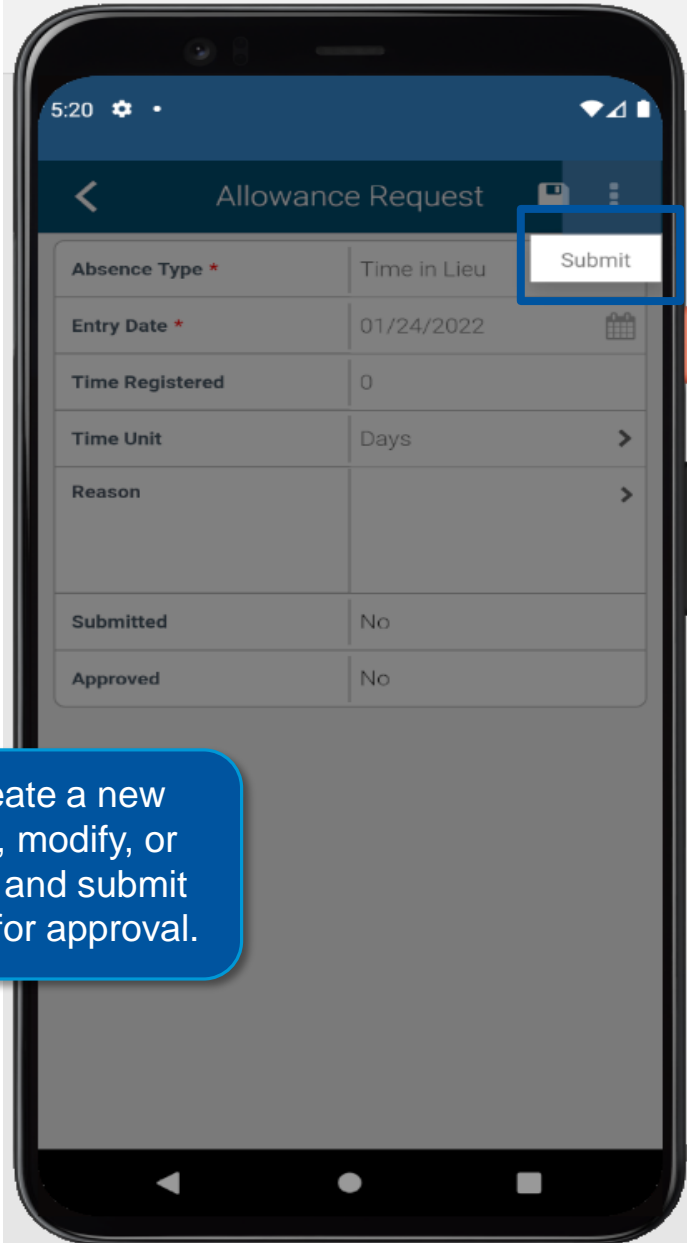
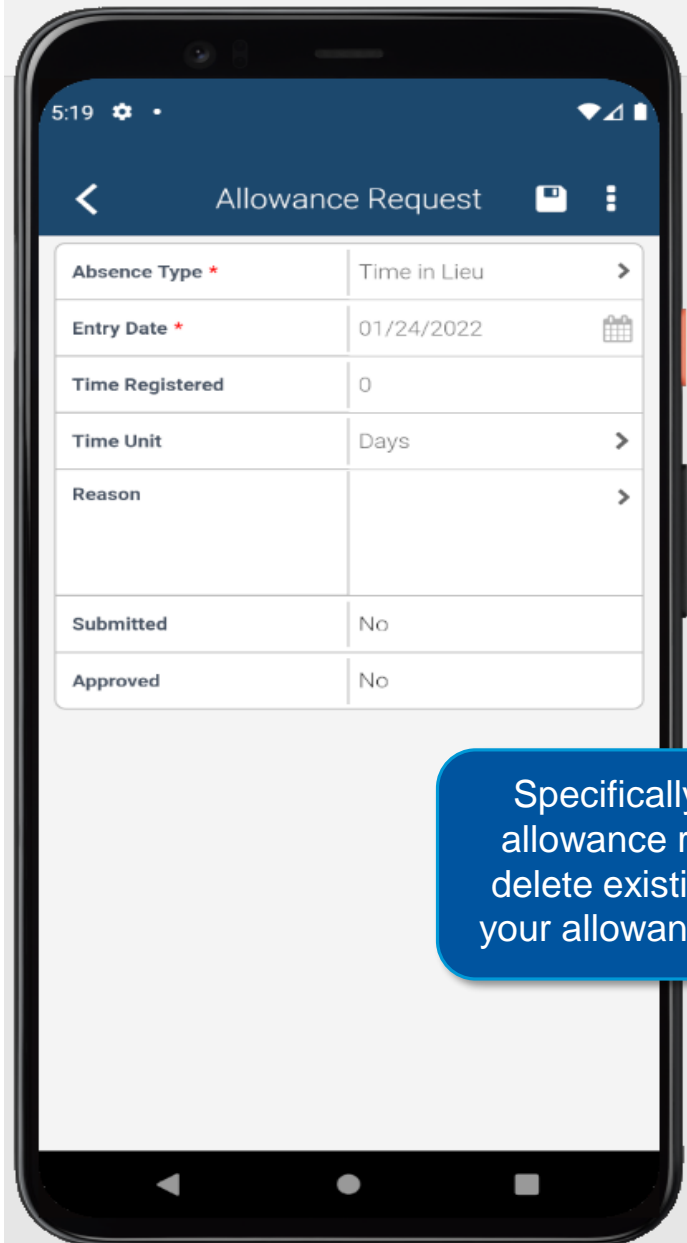
Step 2: Get started in the Touch app.

3

Step 3: Log on to Touch.

4

Step 4: Navigate the Touch app.



Specifically you can create a new allowance request, view, modify, or delete existing requests, and submit your allowance requests for approval.

Introduction to Touch

1

Step 1: Overview of the Touch app.

2

Step 2: Get started in the Touch app.

3

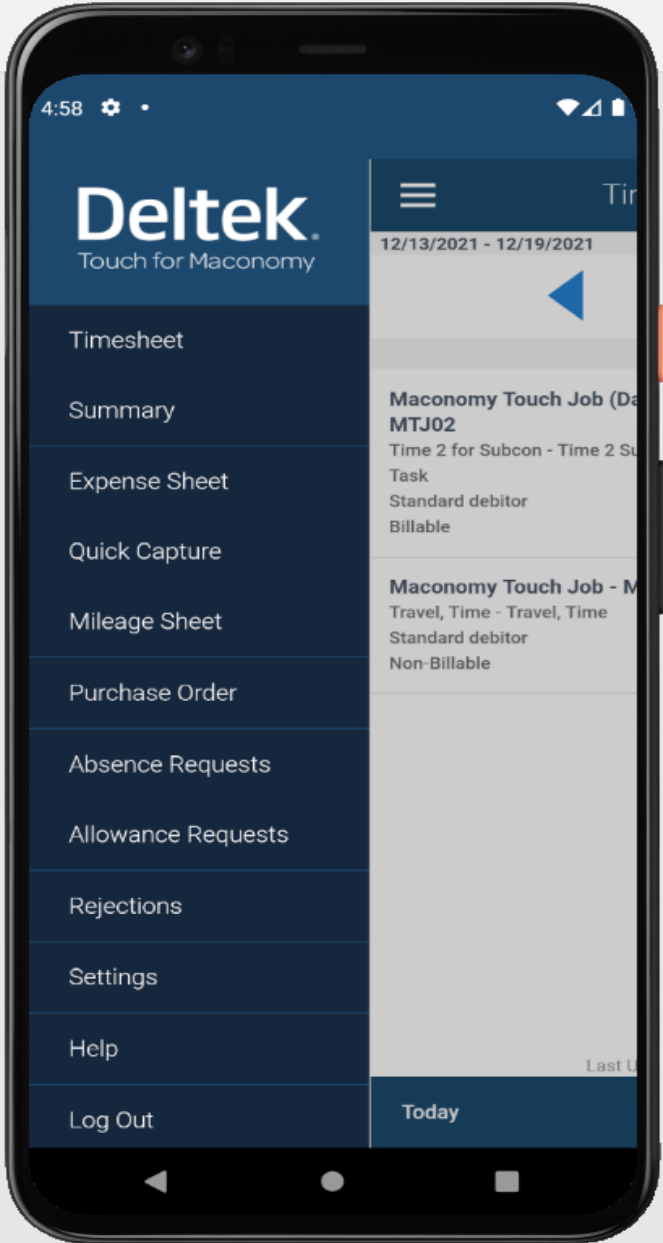
Step 3: Log on to Touch.

4

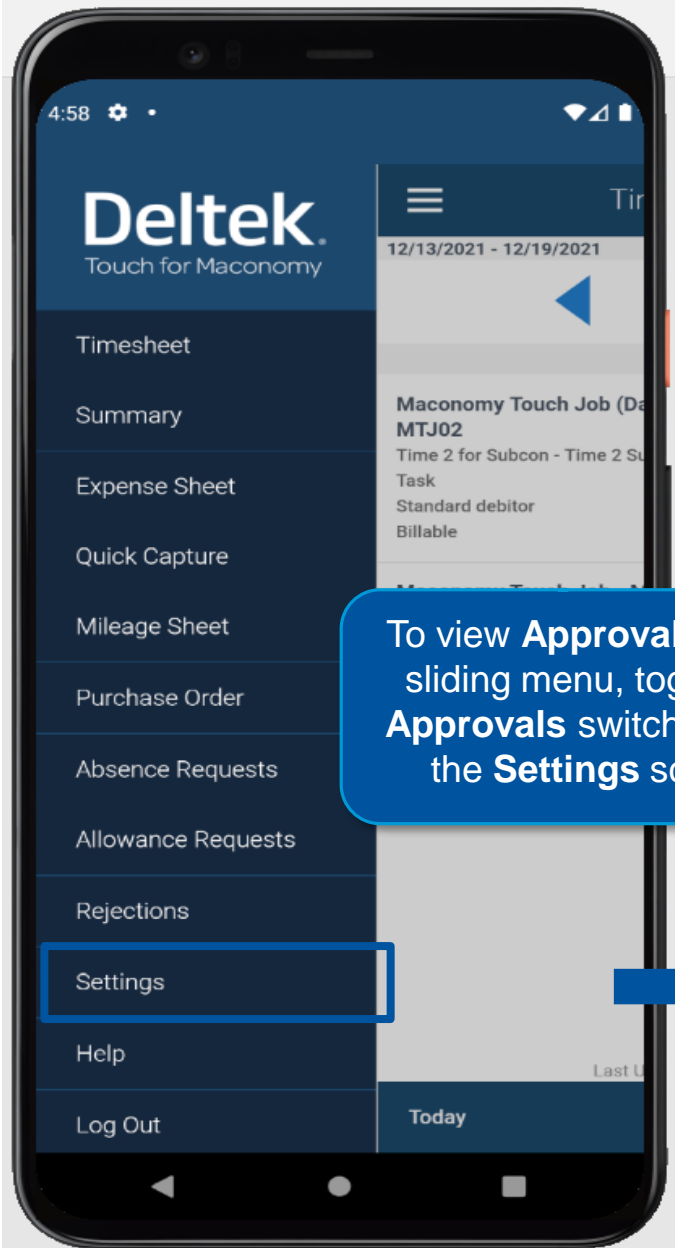
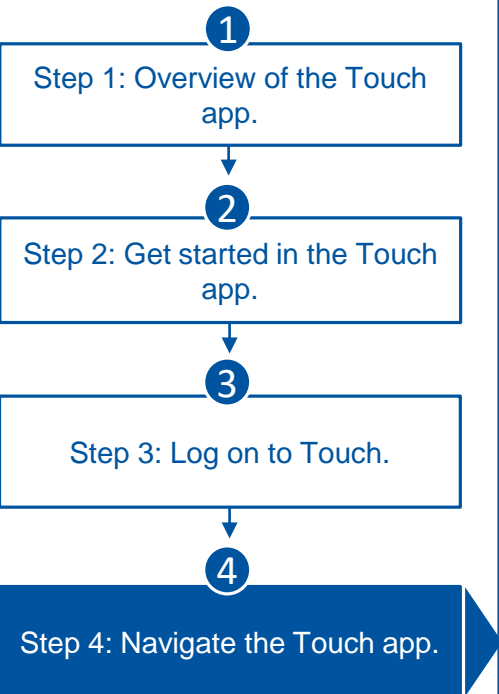
Step 4: Navigate the Touch app.

On the **Approvals** screen, you can approve or reject submitted employee records.

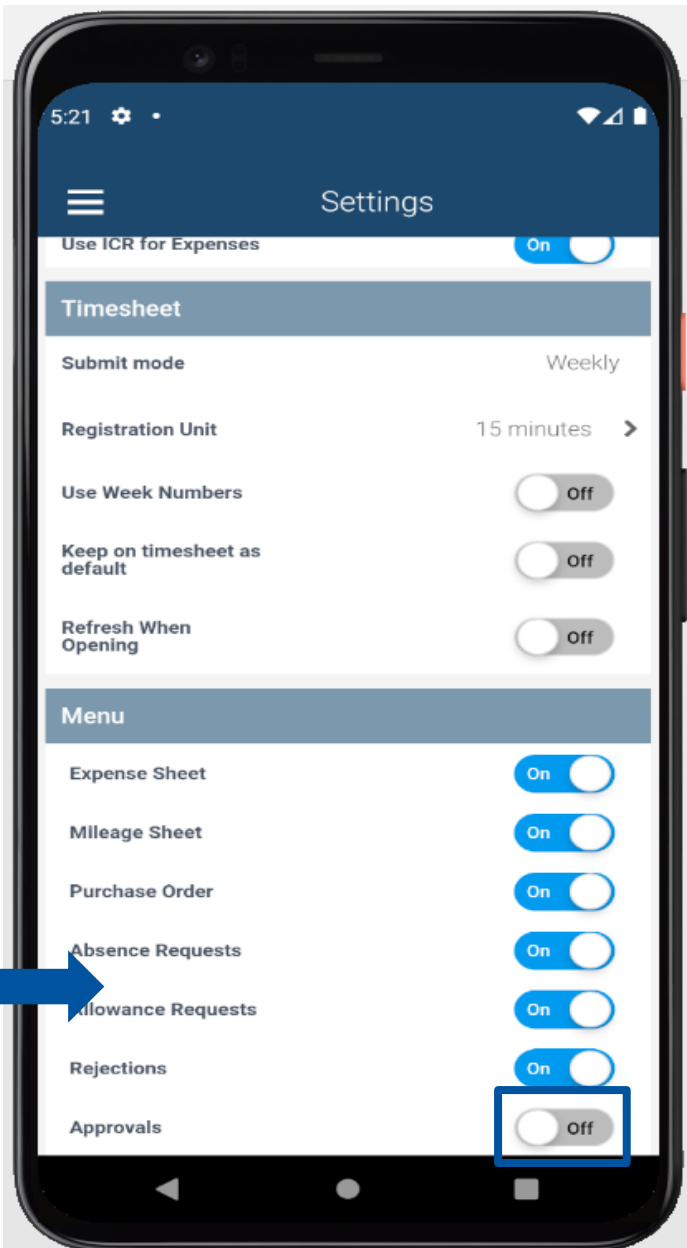
Sometimes **Approvals** is not listed in the sliding menu. Only project managers, supervisors, substitute approvers, and other employees belonging to the Maconomy approval hierarchies can view content on this screen.



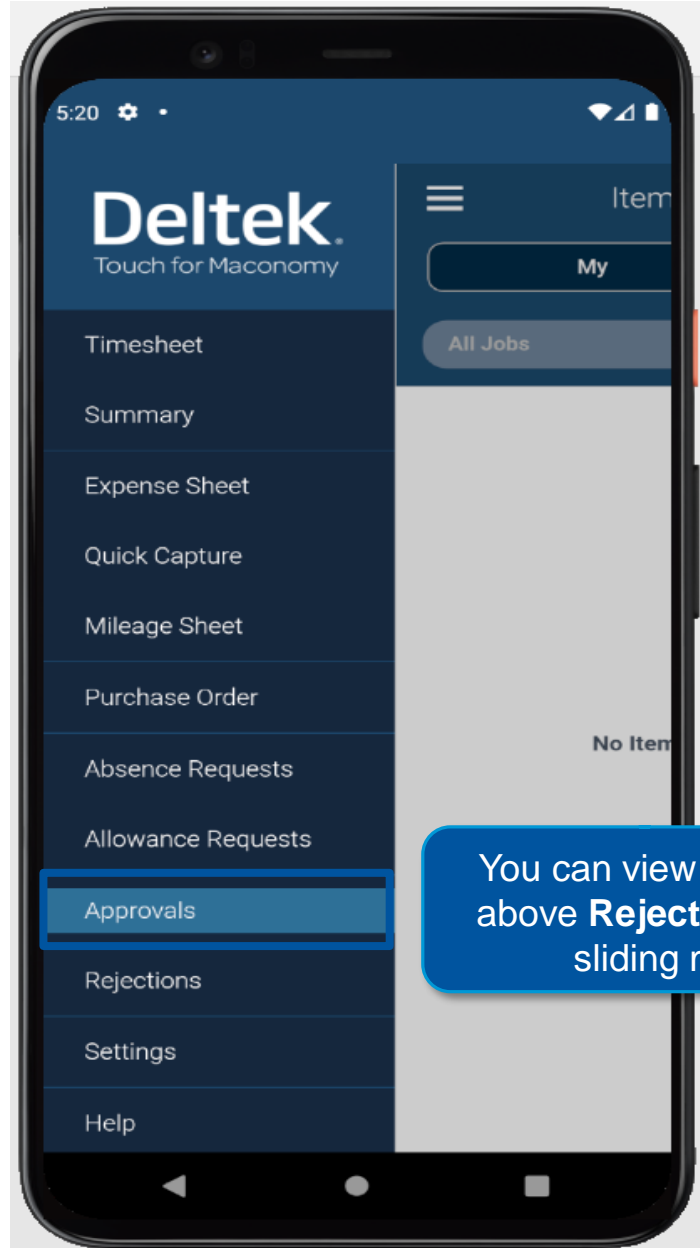
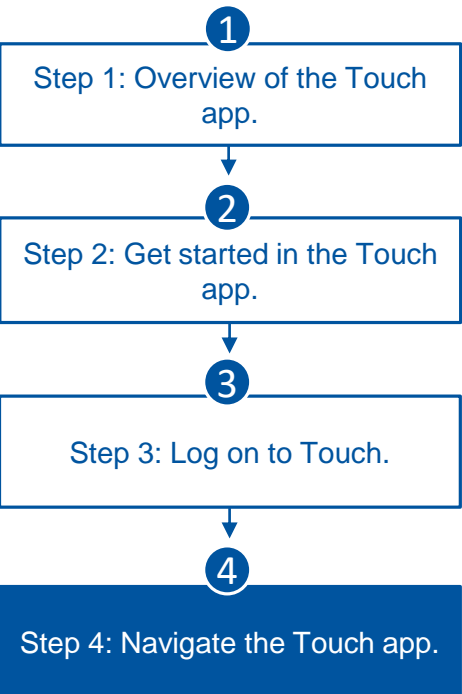
Introduction to Touch



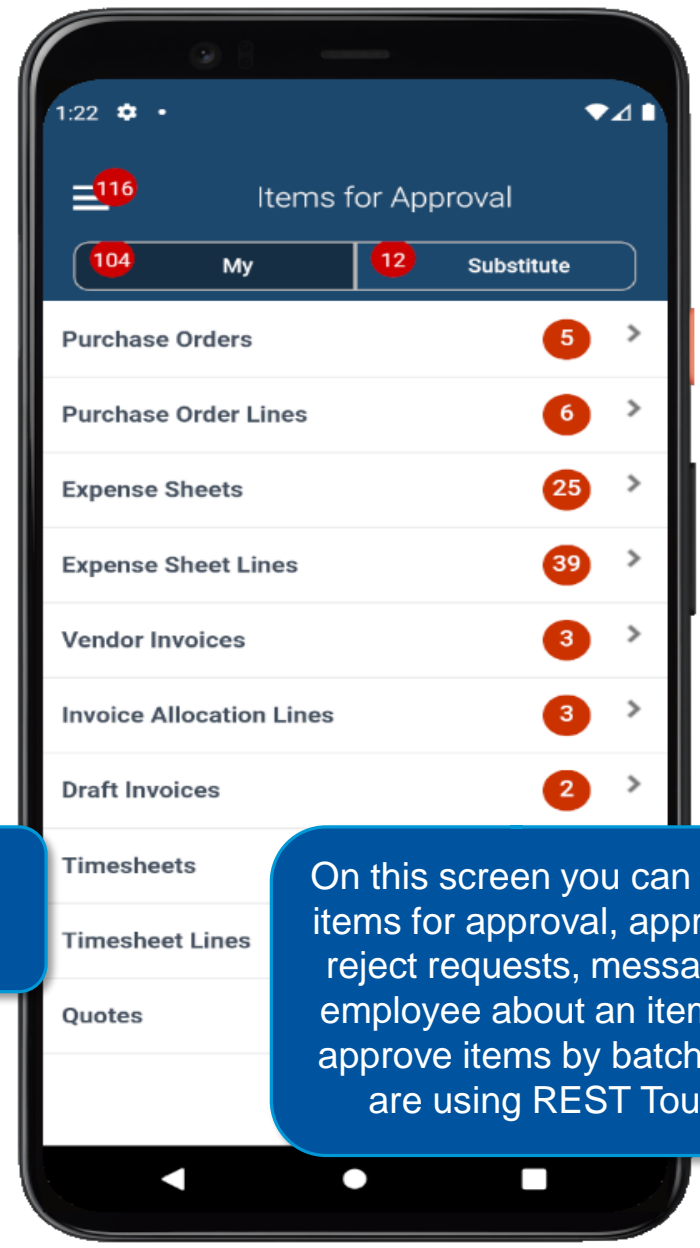
To view **Approvals** on the sliding menu, toggle the **Approvals** switch on from the **Settings** screen.



Introduction to Touch



You can view **Approvals** above **Rejections** on the sliding menu.



On this screen you can review items for approval, approve or reject requests, message an employee about an item, and approve items by batch if you are using REST Touch.

Introduction to Touch

1

Step 1: Overview of the Touch app.

2

Step 2: Get started in the Touch app.

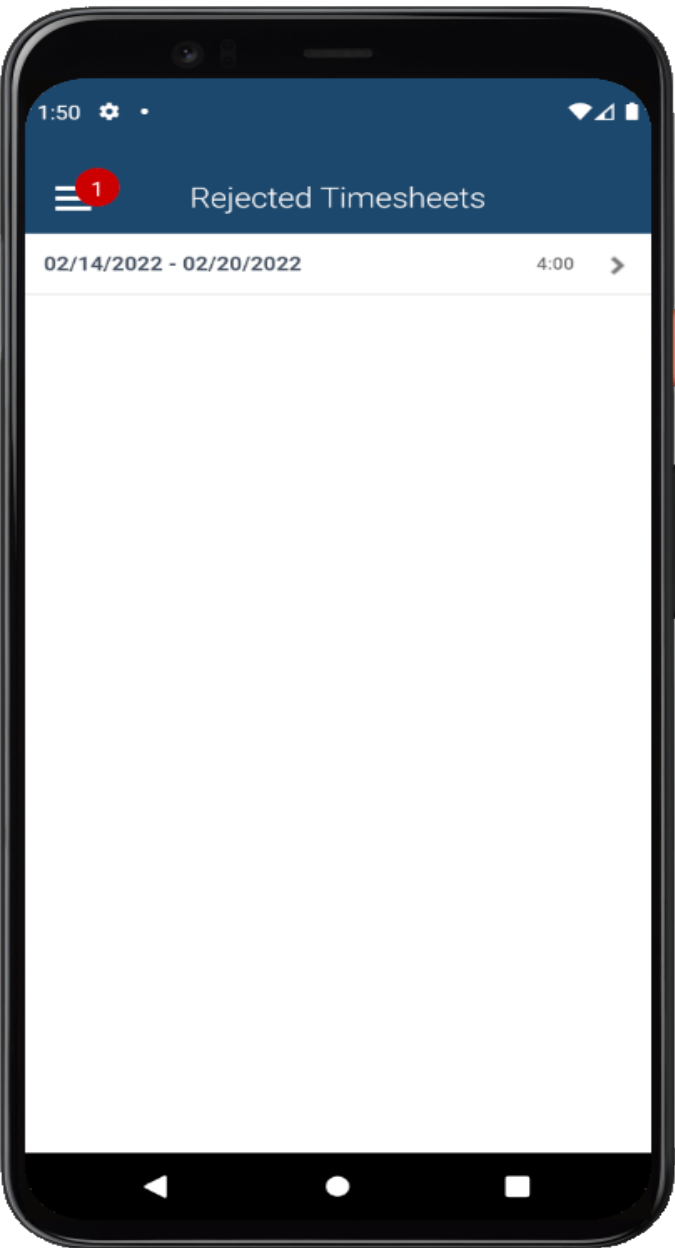
3

Step 3: Log on to Touch.

4

Step 4: Navigate the Touch app.

On the **Rejections** screen, you can access and review your rejected employee records. You can also reopen rejected records, and modify the details prior to resubmission.



Introduction to Touch

1

Step 1: Overview of the Touch app.

2

Step 2: Get started in the Touch app.

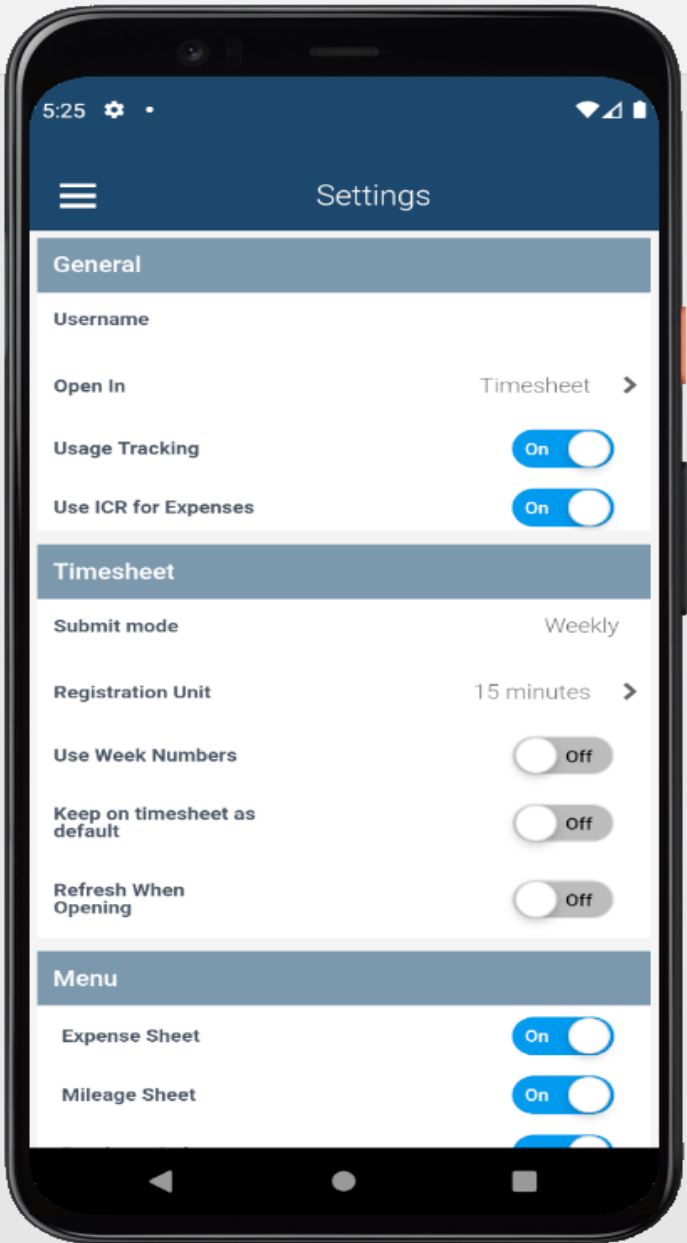
3

Step 3: Log on to Touch.

4

Step 4: Navigate the Touch app.

On the **Settings** screen, you can modify the app settings according to your preferences.



Introduction to Touch

1

Step 1: Overview of the Touch app.

2

Step 2: Get started in the Touch app.

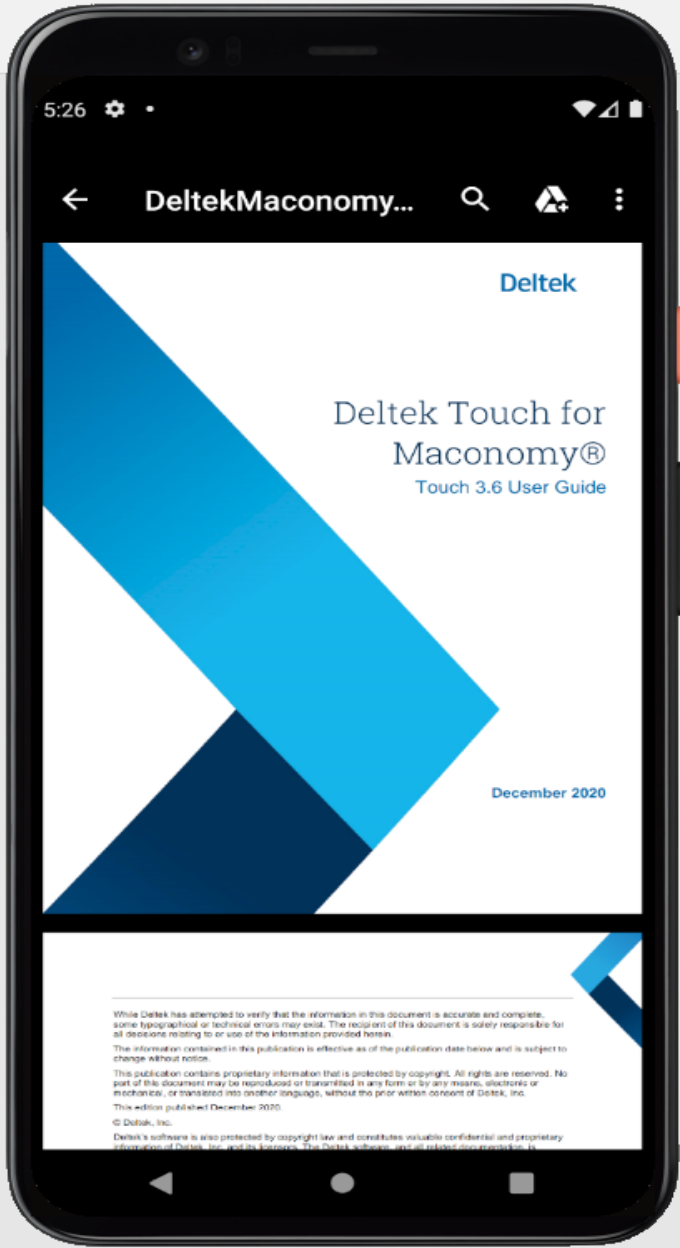
3

Step 3: Log on to Touch.

4

Step 4: Navigate the Touch app.

When you tap **Help** on the sliding menu, you can access the *Deltek Touch for Maconomy User Guide* PDF.



Introduction to Touch

1

Step 1: Overview of the Touch app.

2

Step 2: Get started in the Touch app.

3

Step 3: Log on to Touch.

4

Step 4: Navigate the Touch app.



This concludes the Introduction to Touch Quick Steps Procedure.