



# Costpoint Mobile Time Quick Guide

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## About Costpoint Time & Expense Mobile App (Optional)

U.S. Employees Only: Mobile access to Costpoint Time & Expense is optional for ease of use. The **"Costpoint Time and Expense" mobile app** is free and is available in the Google Play Store or Apple App Store.

If your location uses time clock machines or the clock in/clock out function of Costpoint Time, you may not use the mobile app.

Foreign Nationals/Local Nationals: Please contact your manager regarding the use of mobile devices

## Download App and Log In

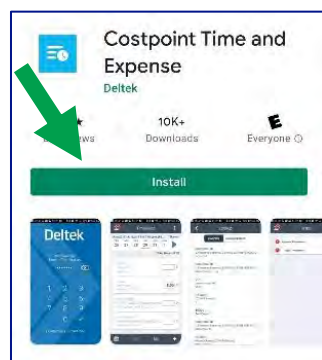
Deltek Costpoint Mobile Time and Expense 2.0, the touch screen version of the Web-based Costpoint Time module, enables you to enter, view, and sign timesheets via a mobile device.

Mobile Device Requirements – Costpoint Time & Expense is available for mobile devices that run on the following operating systems: Apple iOS 12 and higher or Android 8 and higher.

1. Download Costpoint Time and Expense. You can choose to use the QR Code or download from the App Store.
  - a. Option 1 take a picture of the QR Code from your mobile device. Skip to step 4.



- b. Option 2: Download the App from the Google Play Store or Apple App Store. Install the App.



2. Enter the Server URL: <https://prodtime.services.egginc.com/DeltekTouch/Costpoint/TE>

3. Click Connect/Go.
4. Enter Login Credentials:
  - a. Enter the same Username and Password you use when entering in Costpoint Time online.
  - b. Enter Domain: PRODCP
  - c. SAML/3rd Party Authentication – Turn Off
  - d. Click Log In.

5. Usage Statistics Tracking
  - a. **View "Terms and Use of Service"**
  - b. Accept Terms
  - c. You can elect to keep usage tracking enable "On" or "Off."
6. PIN or Face ID
  - a. A PIN or Face ID is required to access to the app.
  - b. iOS allows the use of Face ID for the entry to the app  
or  
iOS and Android System require entering 6-digit PIN to allow fast and easier access in future.
  - c. Enter minimum 6 digits
  - d. Re-enter PIN to confirm

## Future Password Changes: Reset PIN

Resetting your Time & Expense Password from a computer, and logging into Touch Time using your PIN, may give an **"Invalid Login" error**.

1. If this occurs, click Reset PIN.
2. This will prompt you for your full password.
3. Enter your password.
4. You will be prompted to enter your PIN twice for validation.

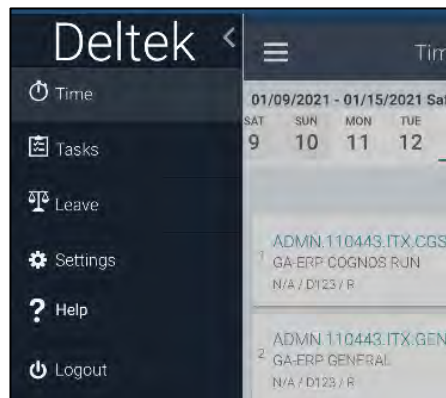
After you enter your PIN, you will be taken into the application.

# Navigating the Costpoint Time App

## Menu

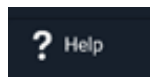
Select the Menu icon to access:

- Time
- Tasks
- Leave
- Settings
- Help
- Logout



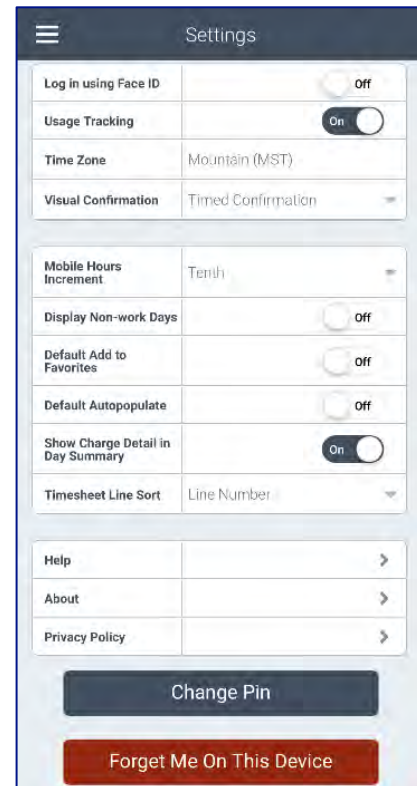
## Help

In the menu bar, click Help.  
Help document will be downloaded.  
Open Deltek User Guide.



## Settings

Change PIN or modify preferences.



## Questions?

- **Timesheet Coordinator** - Your initial support should be your local Timesheet Coordinator who is well versed in the various methods for collecting labor hours at your specific work location.
- **IT Service Desk** - [appsupport@amentum.com](mailto:appsupport@amentum.com) (888) 877-3181, Option 5