



Deltek Vision® User Manual

1 Introduction



Welcome to Deltek Vision, the Web-based software solution for professional services organizations. Vision combines our data into one integrated system and enables all the members of Caracle Creek to use and share the same information—thereby helping increase the efficiency and productivity of our business.

✓ User Manual Content

This notebook has training content for users of Deltek Vision 7.6 professional services accounting software designed and presented by role. You will be provided with only those components necessary for your role.

- Timesheet User
- Project Manager
- Accounting
- Senior Management
- Administrator

✓ If You Need Assistance

If you need assistance using Vision, Vision Help is a Web-based online documentation that is fully integrated with the Vision applications and provides both conceptual and procedural information for all areas of Vision.

Access Vision Help

You can access Vision Help in the following ways:

- From any Vision application, click Help on the Vision toolbar at the top of the Vision window.
- Click Help on the toolbar at the top of any Vision form to view help for that form.
- Click the Help button in the lower right corner of a dialog box to view help for that dialog box.

Alternatively you may contact Caracle Creek's Accounting Department, 1-705-671-1801, ext.301 and the Group Administrator will be more than happy to assist you.

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2 Access & Dashboard



This section describes how to access Vision and how to configure and navigate through your Dashboard.

✓ Access to Vision

Deltek Vision is accessed through the web via 3 portals:

1. For use with Explorer <https://caraclecreek.deltekfirst.com/CaracleCreekClient/>
2. Alternative access using iAccess is available <https://caraclecreek.deltekfirst.com/CaracleCreek/iAccess/> (Functional with other browsers such as Firefox, Chrome)
3. Alternative access using Touch Time: <https://CaracleCreek.DELTEKFIRST.com/CaracleCreek/Time/> (Touch Time app available in Apple App Store and Google Play Store)

It is highly recommended that you save these links as a favorite in your browser.

At the prompt enter your User Name and Password. Your User Name is full first name followed by the initial of your last name, no space, for example Jane Doe would be JANED. Your username is not case sensitive. Note the software automatically converts it to capitals. The default password is caracle. You will be prompted to change your password the first time you log on. Should you forget your password you will have to contact the System Administrator to have it reset.

✓ Dashboard

After you have logged in you will find yourself at your own customizable Dashboard. The following is a Quick Reference Card of your Dashboard.

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DelteK Users Manual:

The Software Encyclopedia, 1997 *Strategic Finance*, 1999 **Introduction to Project Management** Mr. Rohit Manglik, 2024-05-18 EduGorilla Publication is a trusted name in the education sector committed to empowering learners with high quality study materials and resources Specializing in competitive exams and academic support EduGorilla provides comprehensive and well structured content tailored to meet the needs of students across various streams and levels

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Encyclopedia 2000 Bowker Editorial Staff, 2000-05 **The Routledge Companion to Smart Design Thinking in Architecture & Urbanism for a Sustainable, Living Planet** Mitra Kanaani, 2024-11-11 This comprehensive companion surveys intelligent design thinking in architecture and urbanism investigates multiple facets of smart approaches to design thinking that augment the potentials of user experiences as well as his/her physical and mental interactions with the built environment Split into six paradigms this volume looks at the theoretical and historical background of smart design smart design methodologies and typologies smart materials smart design for extreme weather and climatic regions as well as climate change issues and side effects smart mobility and the role of digital technologies and simulations in architectural and urban design Often at odds with each other this volume places emphasis on smart design for various typologies and user groups emphasizing on advancements in form making and implementation of technology for healthy and sustainable living environments Written by emerging and established architects planners designers scientists and engineers from around the globe this will be an essential reference volume for architecture and urban design students and scholars as well as those in related fields interested in the implications various facets and futures of smart design **The Software Catalog** MENU Staff, Menu, 1987 *Informationweek*, 1996

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In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its capability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Deltek Users Manual**," a mesmerizing literary creation penned by a celebrated wordsmith, readers set about an enlightening odyssey, unraveling the intricate significance of language and its enduring effect on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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