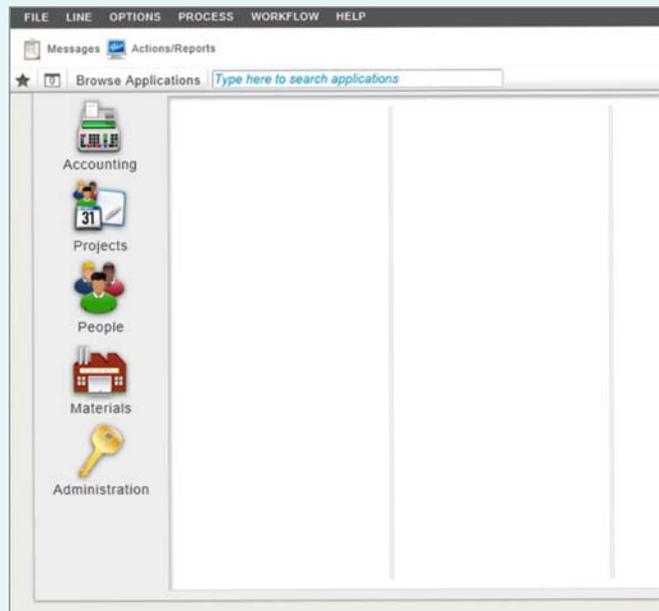


Deltek Costpoint Setting Up Printers Quick Reference Card

www.deltek.com

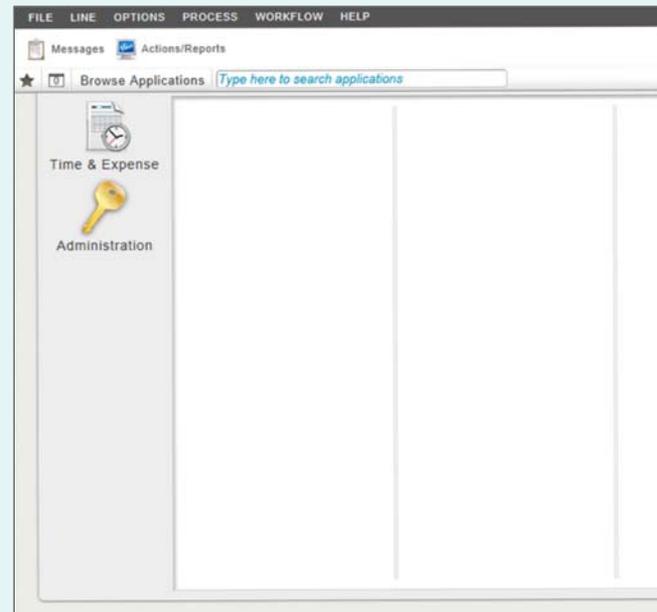
Domains

The domains that display in the left navigation pane are determined by product licensing.



In this example, the customer is licensed for Costpoint only.

In this example, the customer is licensed for Time & Expense only.



Deltek Costpoint Setting Up Printers Quick Reference Card

www.deltek.com

Delivery Options

Use this group box to select how you want your report presented.

- **System Printer** — Select this check box to send the report to a printer attached to your local network.
- **Print to File** — Select this check box to print your report as a file.
- **Download** — Select this check box to save your report as a file on your computer.
- **Email** — Select this check box to email the report, which is included as a file attachment.
- **Archive** — Select this check box to archive your report for a specific period of time.
- **Local Printer** — Select this check box to send your report to a printer directly connected to your computer.

Identification

Use this group box to create a new, or retrieve a previously saved, parameter ID. After you have saved a parameter ID and its related parameters, you can retrieve them using Query.

Print Options

The Print Options dialog box provides you with various options for printing reports, documents, or data. You can create a hard copy via a system or local printer, save as a file, archive, or email the report or document.



You can access the Print Options dialog box from the Global Toolbar, which can be found on most screens.

The screenshot shows the 'Print Options' dialog box with the following sections and tabs:

- Identification:** Fields for Parameter ID and Description.
- Delivery Options:** Check boxes for System Printer, Print to File, Download, Email, Archive, Local Printer, and a Queuing section with Submit Batch Job.
- Document Locale:** A drop-down menu set to 'As Generated'.
- Pages:** Check boxes for All and Print Cover Page, with a text field for page ranges.
- Tabs:** System Printer (selected), File Options, Email, and Archive.
- Printer:** Fields for Printer Name, Printer Type, and Location.
- Advanced Options (PostScript):** Fields for Resolution, Scale, Paper Source, Print on Both Sides, Color Printing, Number of Copies, and Collate.
- Buttons:** Ok and Cancel at the bottom right.

Queueing

Select the **Submit Batch Job** check box to submit your report as a batch job to the process server. This check box is unavailable when you select **Download** or **Local Printer** as your delivery option.

Pages

Use this group box to specify the range of pages in the report you want to print.

Document Locale

Use the **Locale** drop-down list box to select your report locale. The locale determines how report data is formatted in terms of language, numbers, and date/time preferences.

System Printer Tab

If you selected the **System Printer** delivery option, use this tab to select the network printer to use and other options.

- **Printer** — Use this group box to specify the system printer to use. The name, type, and location of the printer you selected is also displayed in this group box.
- **Advanced Options** — Use this group box to specify the resolution, scale, paper source, and number of copies to print. You can also specify whether to print in color, print on both sides, or collate your printouts.

File Options Tab

If you selected the **Print to File, Download, or Email** delivery options, use this tab to select the format of the file to create and other options.

You can save your report as an Excel, PDF, Word, or PowerPoint file.

Email Tab

If you selected the **Email** delivery option, use this tab to specify options for sending your report as an email.

Use the File Options tab to select the format of the file and provide a file name.

Archive Tab

If you selected the **Archive** delivery option, use this tab to specify options for your report for later viewing.

To print an archived report, use the Print Archived Report screen.

Click **Ok** to save your preferences and exit the Print Options dialog box.
Click **Cancel** to exit the Print Options dialog box without saving your changes.