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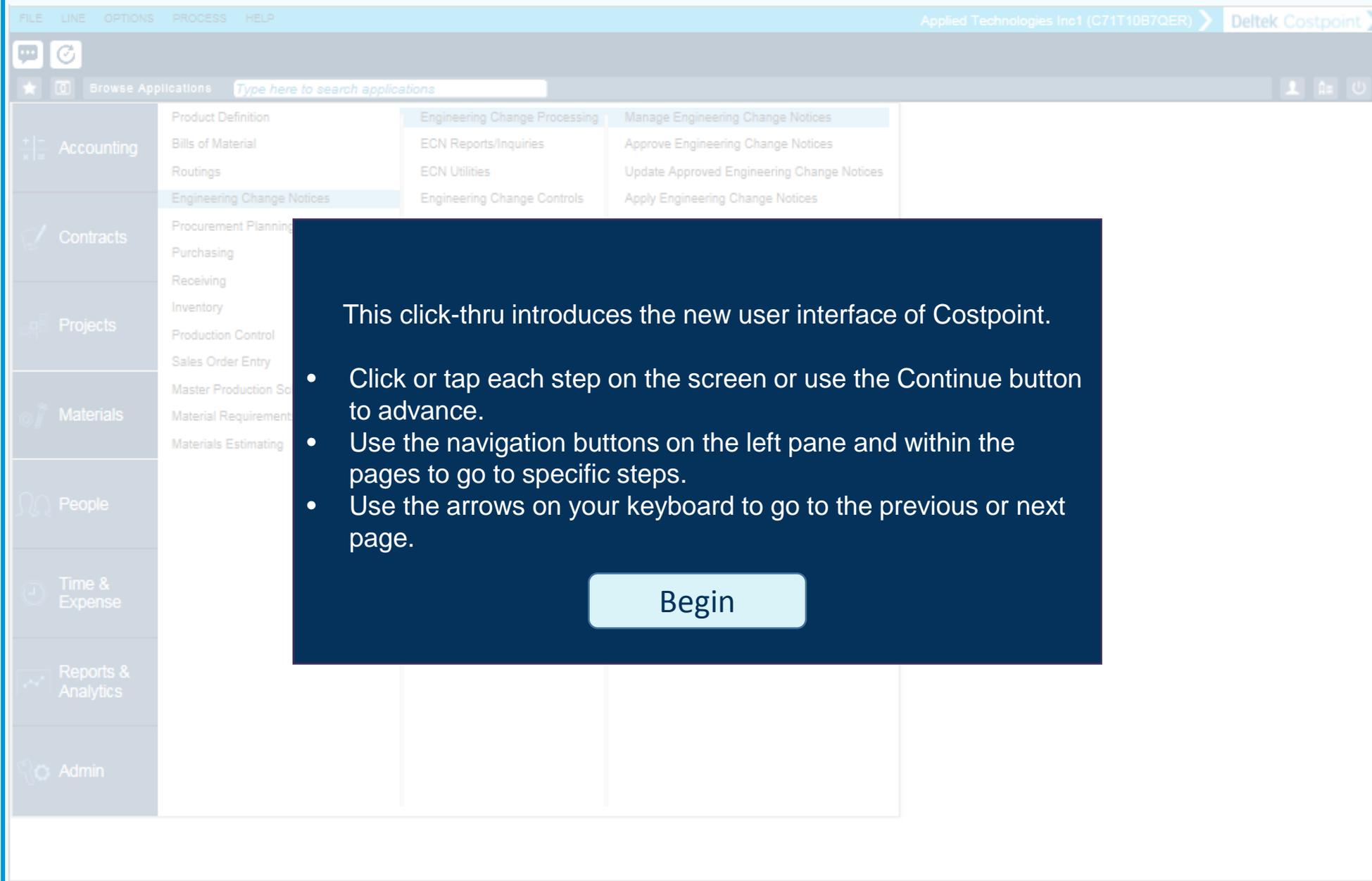
Subtasks

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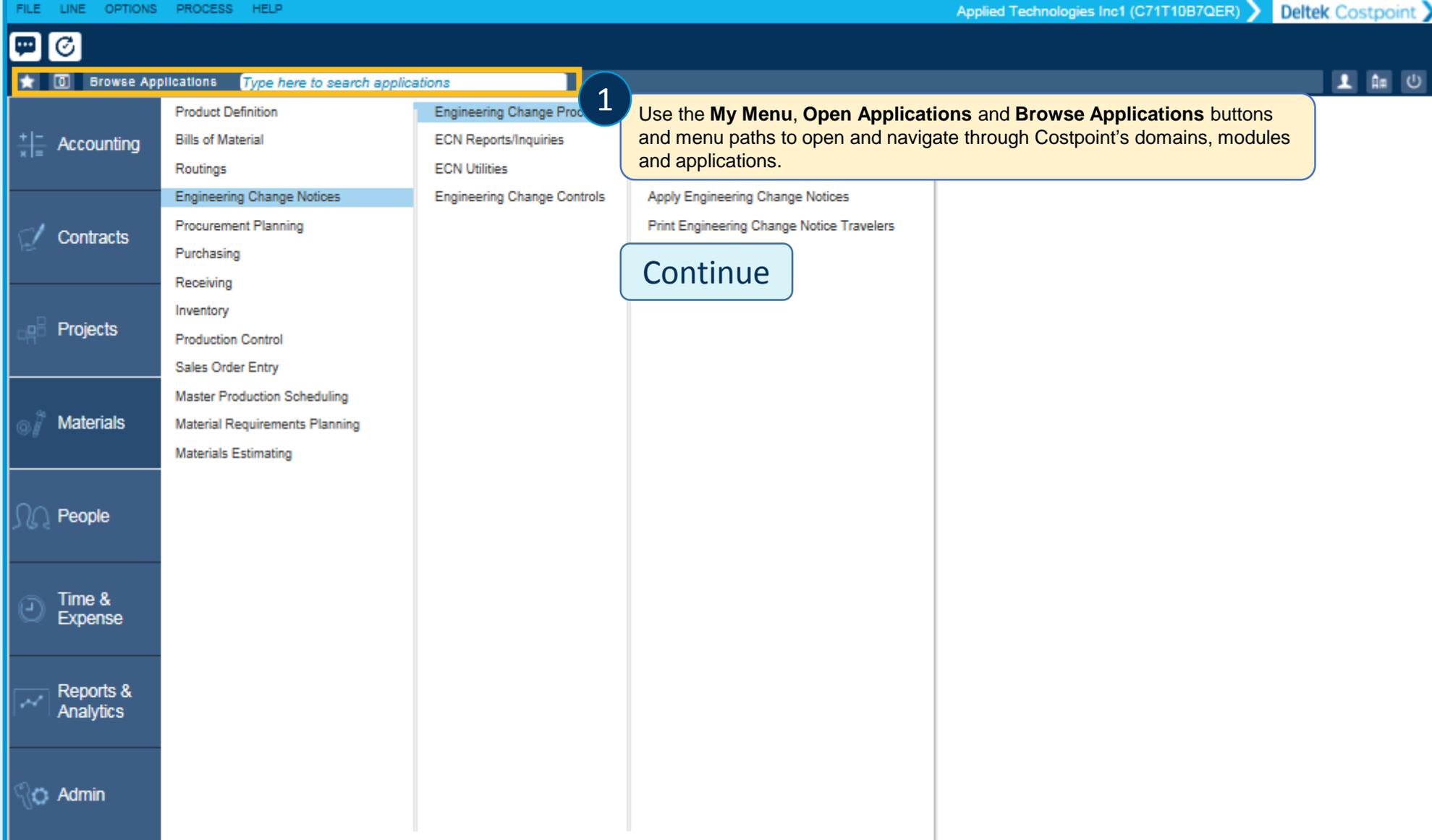
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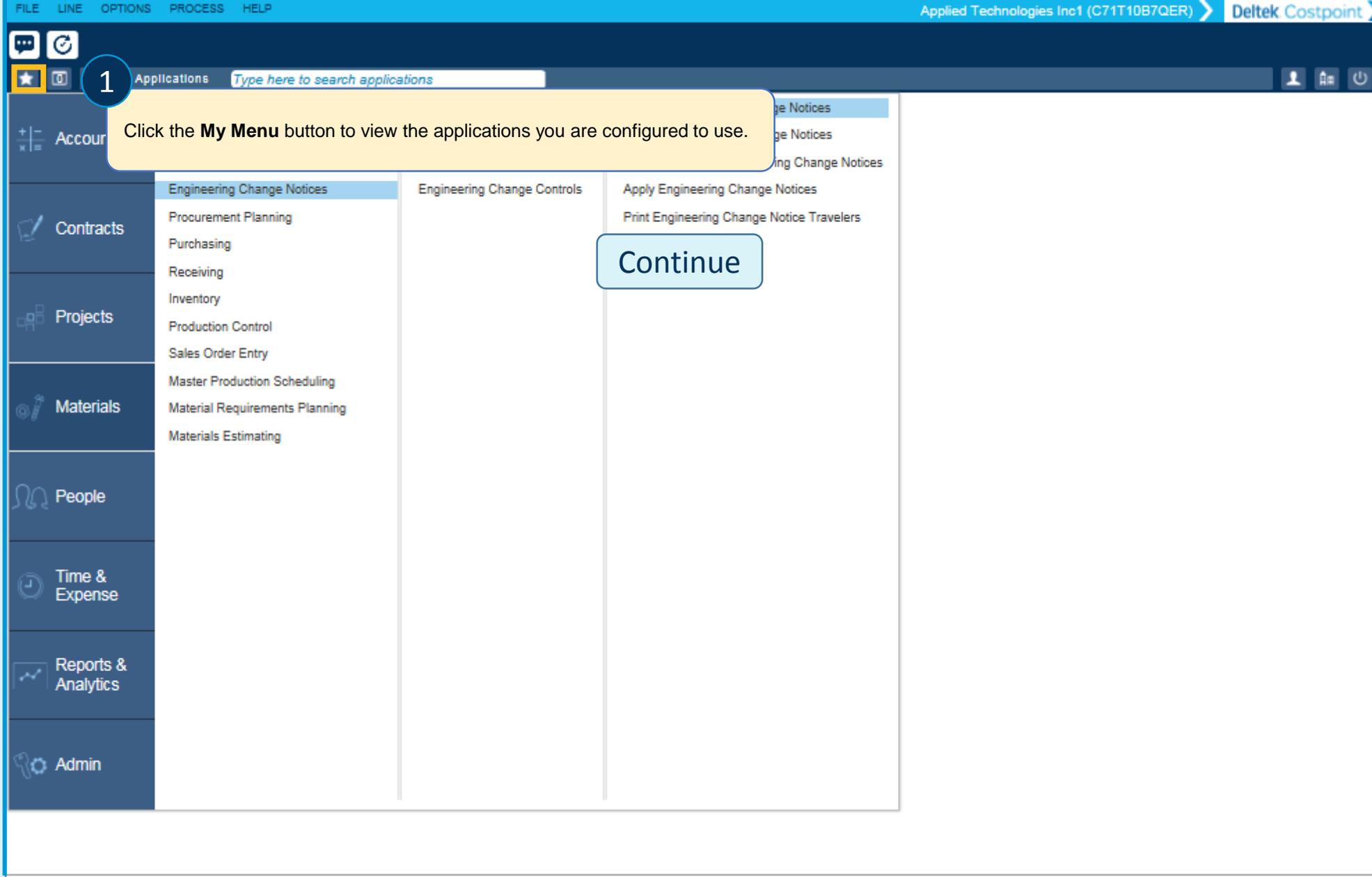
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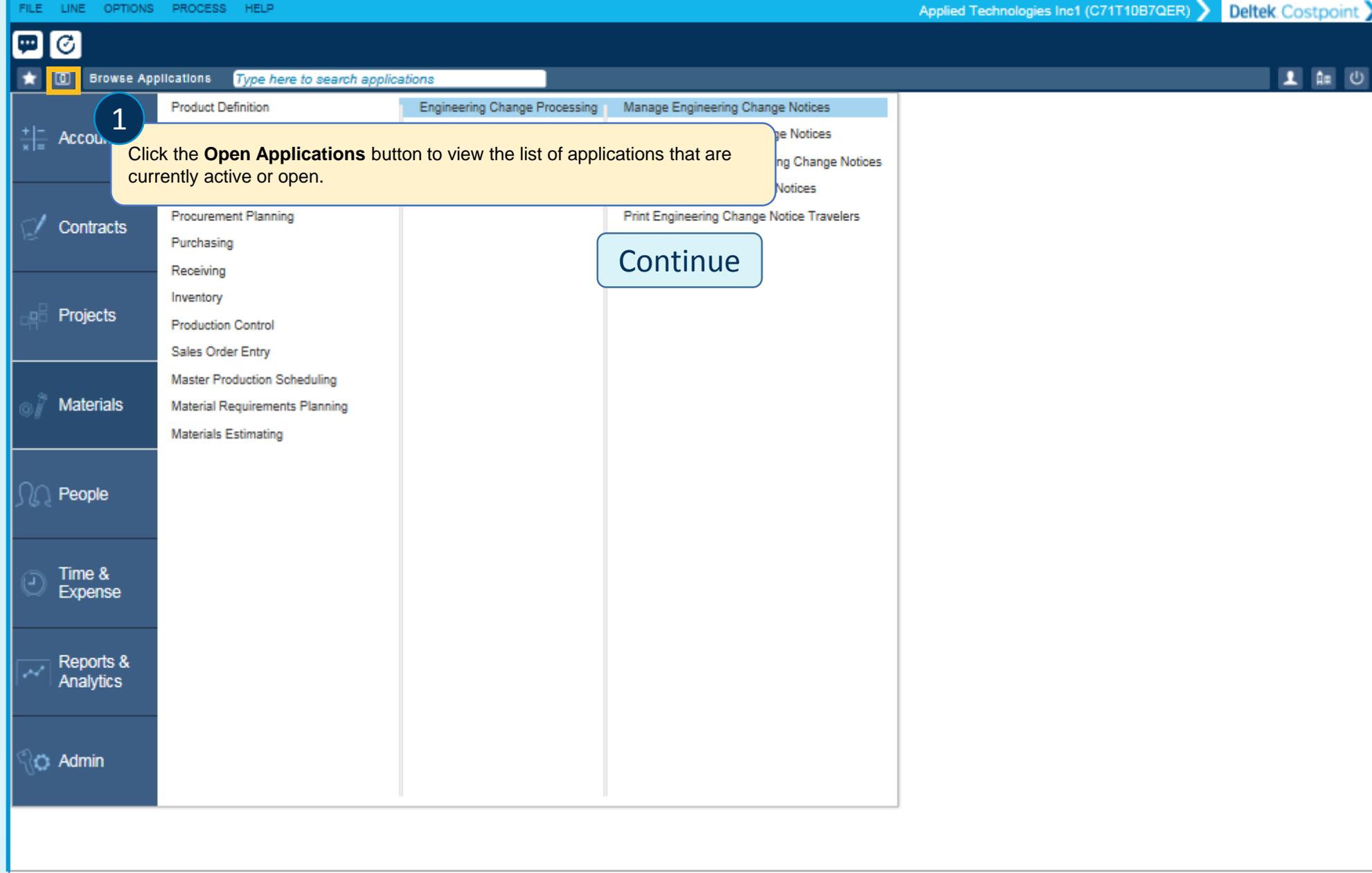
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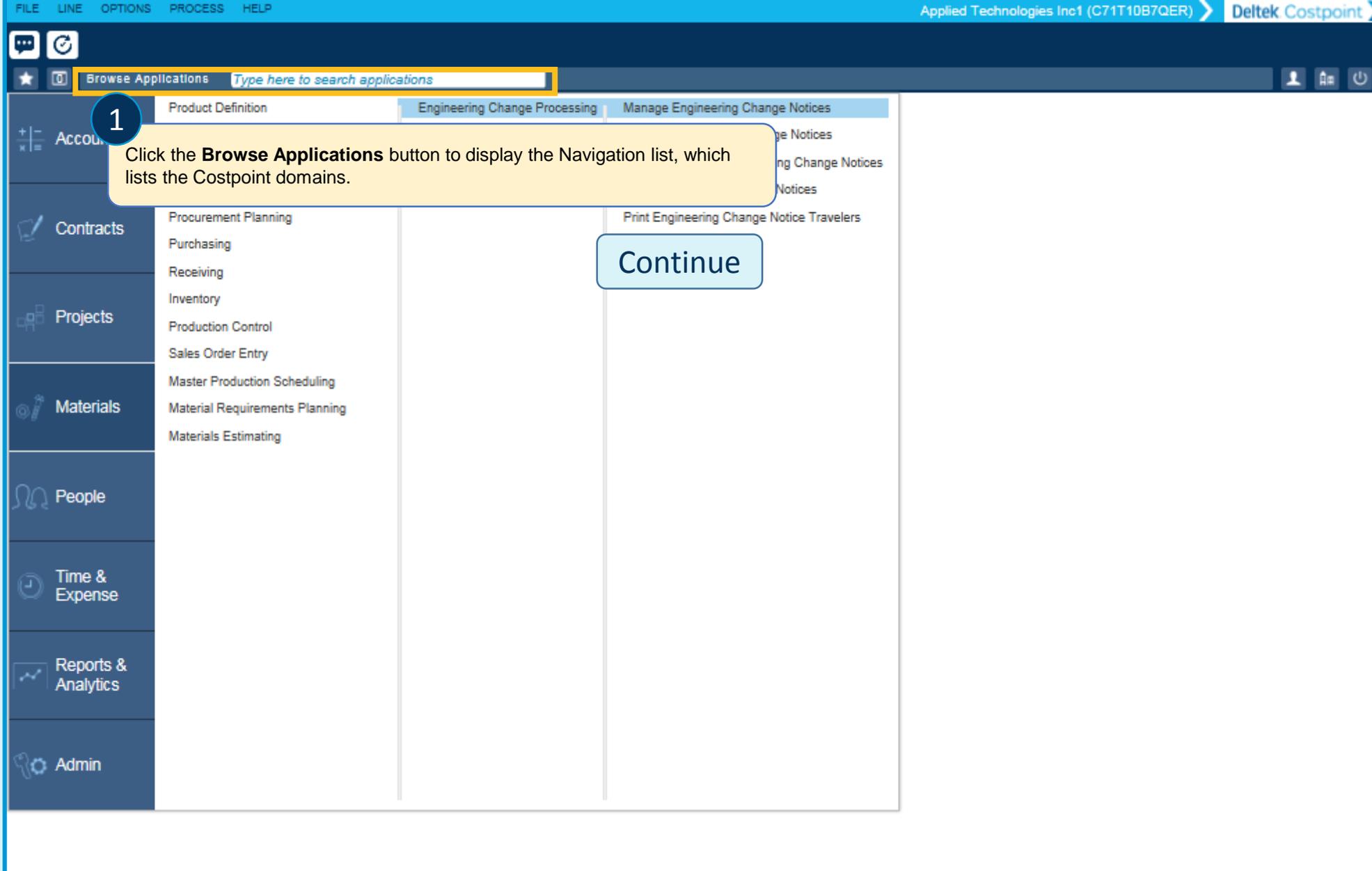
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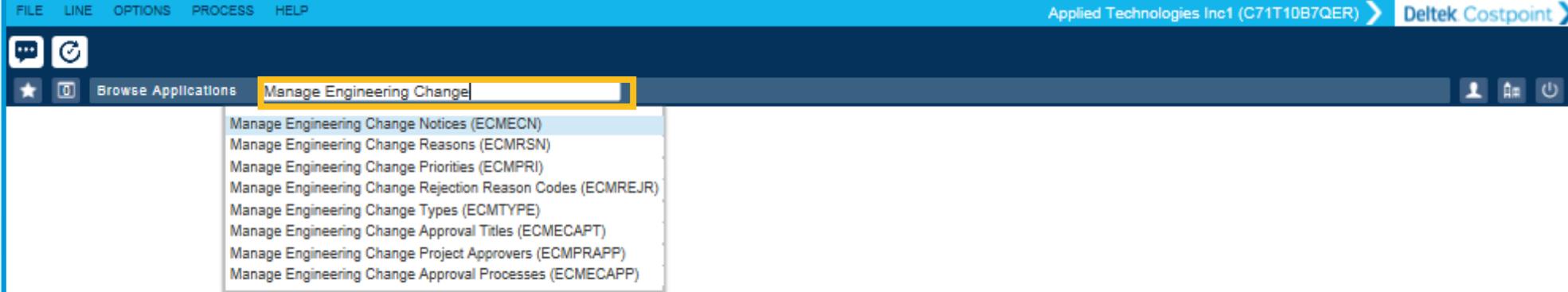
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1

There are two ways to open an application.

First, is to type in the application name or ID in the field to the right of the **Browse Applications** button.

For example, if you want to open the Manage Engineering Change Notices, just type in **Manage Engineering Change Notices** or its application ID, ECMECN in the field .

Costpoint will then display the application name (with ID) that matches your entry. Click the application that you want to open.

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The screenshot displays the Deltek Costpoint user interface. At the top, there is a navigation bar with the text "Applied Technologies Inc1 (C71T10B7QER)" and the "Deltek Costpoint" logo. Below the navigation bar is a search bar labeled "Browse Applications" with the placeholder text "Type here to search applications". The main content area is divided into a left sidebar and a right panel. The sidebar contains a list of domain categories: Accounting, Contracts, Projects, Materials, People, Time & Expense, Reports & Analytics, and Admin. The "Materials" domain is highlighted with a blue border. The right panel displays a list of modules for the selected domain, including "Engineering Change Processing" and "Manage Engineering Change Notices". A callout box with a blue background and white text, labeled "1", points to the "Materials" domain and contains the following text: "Second, click the Domain that you want to access. The domain's associated modules then display in a panel immediately to the right of the domain list. When you select a module, additional panels display with application groups and related applications available for use. Your path is highlighted in blue. You can also navigate through the menu by selecting a different item from the previous panel's list." Below the callout box is a "Continue" button.

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The screenshot displays the Deltek Costpoint application interface. At the top, there is a navigation bar with tabs for FILE, LINE, OPTIONS, PROCESS, and HELP. Below this is a toolbar with various icons. A dropdown menu is open, showing options: Action Menu, Default Action, View Action and Report Status, File Upload, and File Download. A yellow callout box with a blue border and the number '2' points to the menu, containing the text: "Click the **Menu Options** to access additional functions." The main content area shows a form for "Engineering Change Processing" with fields for ECN ID, Description, Type, Date, Status, Class, Reason, Approval Process, Priority, and Originator details. Below the form are several tabs: Impacted Projects, Approvals, General Notes, Technical Notes, Implementation Notes, Text, Documents, EC Impacted Groups, and User-Defined Info. At the bottom, there is a table titled "Parts Impacted" with columns for Line, Action Code, Original Part, Original Part Rev, Original Part Description, Original Part Security, Original Part Status, Original Part Active, and Original CAGE.

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Menu Options

The menu options allow you to perform basic functions within the Costpoint application. For example, click the **Process** menu to access the **Action Menu**, **Default Action**, **View Action and Report Status**, **File Upload**, and **File Download** functions.

Note: The available functions depend on the application being displayed.

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FILE LINE OPTIONS PROCESS HELP

Applied Technologies Inc1 (C71T10B7QER) Deltek Costpoint

Browse Applications > Materials > Engineering Change Notices > Engineering Change Processing > Manage Engineering Change Notices

Enter Engineering Change Notice

Use the **Global Icons** to maneuver around Costpoint applications.

ECN ID

Basic Info Details Customer Information Customer Notes

Type * Class * -Select- Priority Submit for Approval

Date * 07/16/2018 Reason * Hold

Status * Pending Approval Process STD Revision

Originator

Employee Name *

Organization Phone

Impacted Projects Approvals General Notes Technical Notes Implementation Notes Text Documents EC Impacted Groups User-Defined Info

Parts Impacted

Line	Action Code *	Original Part	Original Part Rev	Original Part Description	Original Part Security	Original Part Status	Original Part Active	Original CAGE

Part Documents MBOM Components MBOM Orig Assy MBOM Chng Assy EBOM Components EBOM Orig Assy EBOM Chng Assy Routings

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Global Icons

They are located on the Costpoint Global toolbar and can be accessed at any time but may depend on the available functions for the current screen.

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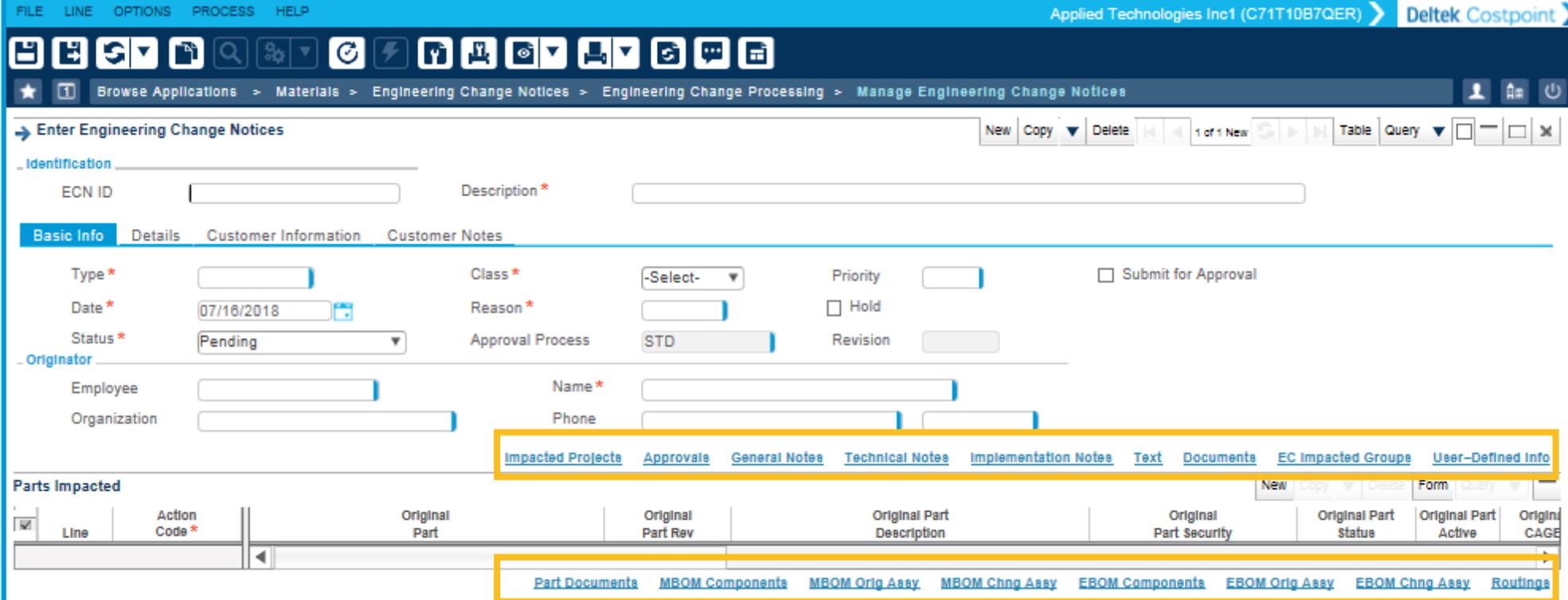
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Subtasks

Subtask links display across the middle and/or bottom of the main screen.

After you complete and save the fields on a screen, or make updates to existing entries, you can use the screen's subtasks to enter additional information about the record. Click the subtask links to access screens where you can enter detailed information for the record.

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FILE LINE OPTIONS PROCESS HELP Applied Technologies Inc1 (C71T10B7QER) Deltek Costpoint

Browse Applications > Materials > Engineering Change Notices > Engineering Change Processing > Manage Engineering Change Notices

Enter Engineering Change Notices

Identification

ECN ID Description

Basic Info Details Customer Information Customer Notes

Type * Class * Priority Submit for Approval

Date * Reason * Reason

Status * Approval Process STD Revis

Originator

Employee Name * Phone

Organization

Impacted Projects Approvals General Notes Technical Notes Implementation Notes Text Documents

Parts Impacted

Line	Action Code *	Original Part	Original Part Rev	Original Part Description	Original Part Security	Original Part Status	Original Part Active	Original CAGE

Part Documents MBOM Components MBOM Orig Assy MBOM Chng Assy EBOM Components EBOM Orig Assy EBOM Chng Assy Routings

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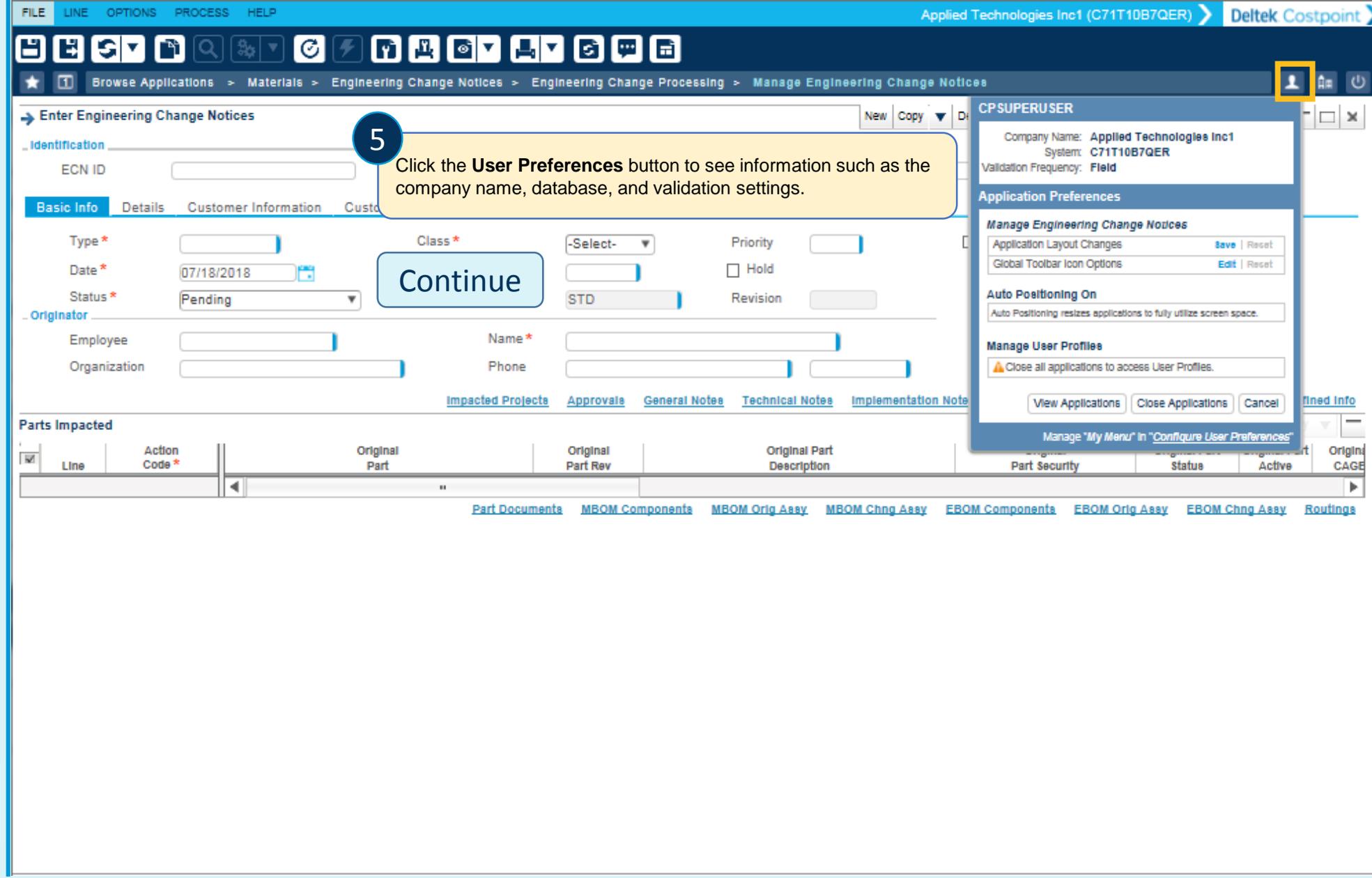
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Application Preferences
In this area, you can edit settings for the currently opened application. For instance, set the toolbars to display for the current application in the **Global Toolbar Icon Options**. For example, the Manage Engineering Change Notices screen.

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Others

The screenshot shows the SAP Engineering Change Notices application interface. The top navigation bar includes 'FILE', 'LINE', 'OPTIONS', 'PROCESS', and 'HELP'. The breadcrumb trail is 'Browse Applications > Materials > Engineering Change Notices > Engineering Change Processing > Manage Engineering Change Notices'. The main window title is 'Enter Engineering Change Notices'. The interface includes a search bar for 'ECN ID', tabs for 'Basic Info', 'Details', 'Customer Information', and 'Customer Information Note', and a 'Parts Impacted' table with columns for 'Line', 'Action Code', and 'Original Part'. A 'Continue' button is visible in the center. A yellow callout box with the number '5' contains the text: 'Click **Save** on the **Application Layout Changes** area if you want to retain the current layout of the application that is open.' A blue callout box with the number '5' contains the text: 'For example, you might want a specific subtask to automatically display every time you access a particular application. You can also save the order of the columns for a particular table. Click **Reset** to revert to the default settings for the application.' On the right, a 'CPSUPERUSER' dialog box is open, showing 'Application Preferences' with a 'Save' button highlighted in the 'Application Layout Changes' section. The bottom of the screen features a navigation bar with links for 'Part Documents', 'MRQM Components', 'MRQM Orig Assy', 'MRQM Chng Assy', 'ERQM Components', 'ERQM Orig Assy', 'ERQM Chng Assy', and 'Routings'.

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The screenshot shows the SAP Engineering Change Notices (ECN) interface. The main window is titled "Enter Engineering Change Notices" and contains several input fields for identification, basic information, and originator details. A "Continue" dialog box is overlaid on the form, and a "Save Toolbar Configuration" dialog box is open on the right side of the screen. The "Save Toolbar Configuration" dialog box shows the "Global Toolbar Icon Options" section, which is highlighted in yellow. The "Continue" dialog box has a "Continue" button. The "Save Toolbar Configuration" dialog box has "View Applications", "Close Applications", and "Cancel" buttons. The main window also has a "Parts Impacted" table and a "Global Icons" section.

FILE LINE OPTIONS PROCESS HELP

Browse Applications > Materials > Engineering Change Notices > Engineering Change Processing > Manage Engineering Change Notices

Enter Engineering Change Notices

Identification

ECN ID

Basic Info Details Customer Information Cust

Type * Class * Priority

Date * 07/18/2018

Status * Pending

Originator

Employee Name * Organization Phone

Impacted Projects Approvals General Notes Technical Notes Implementation Note

Parts Impacted

Line Action Code * Original Part Original Part Rev Original Part Description

Part Documents MBOM Components MBOM Orig Assy MBOM Chng Assy EBOM Components EBOM Orig Assy EBOM Chng Assy Routings

CPSUPERUSER

Company Name: Applied Technologies Inc1
System: C71T10B7QER
Validation Frequency: Field

Application Preferences

Manage Engineering Change Notices

Application Layout Changes Save | Reset

Global Toolbar Icon Options Edit | Reset

Auto Positioning On

Auto Positioning resizes applications to fully utilize screen space.

Manage User Profiles

Close all applications to access User Profiles.

View Applications Close Applications Cancel

Manage "My Menu" in "Configure User Preferences"

5

Click **Edit** on the **Global Toolbar Icon Options** area to open the **Save Toolbar Configuration** dialog box.

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5 Use the **Save Toolbar Configuration** dialog box to configure the default toolbar settings.

Continue

Select the buttons from the **Available buttons** list and click **Add** to add them to the **Selected buttons** list. Click **Up** and **Down** to set the order of the display. Click **Save** to save your changes. These buttons display on the toolbar for the current application.

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The screenshot displays the SAP Engineering Change Processing interface. At the top, there is a menu bar with options: FILE, LINE, OPTIONS, PROCESS, HELP. Below the menu bar is a toolbar with various icons for file operations and navigation. The main window title is "Manage Engineering Change Notices". The interface is divided into several sections:

- Enter Engineering Change Notices:** A form with fields for Identification (ECN ID), Basic Info (Type, Date, Status), Originator (Employee, Organization), Reason, and Revision. A "Continue" button is visible.
- Parts Impacted:** A table with columns for Line, Action Code, Original Part, Original Part Rev, and Original Part Description.
- User Preferences Dialog:** A dialog box titled "CPSUPERUSER" showing application preferences. The "Auto Positioning On" option is highlighted with a yellow box, indicating that the feature is always turned on.

Navigation paths are indicated by arrows: "Part Documents", "MRQM Components", "MRQM Orig Assy", "MRQM Chng Assy", "ERQM Components", "ERQM Orig Assy", "ERQM Chng Assy", and "Routings".

5

The Auto Positioning feature is always turned on in the new user interface which automatically resizes screens based on the available space.

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The screenshot displays the SAP Engineering Change Processing interface. The main window is titled 'Enter Engineering Change Notices' and contains a form with various fields for creating a change notice. A yellow callout box highlights the 'Manage User Profiles' area in the 'Application Preferences' section, with the text: 'Use the **Manage User Profiles** area to customize user profiles.'

The 'Manage User Profiles' dialog box is open, showing a warning: 'Close all applications to access User Profiles.' The dialog has three buttons: 'View Applications', 'Close Applications', and 'Cancel'. A blue callout box explains: 'You can only manage user profiles if all applications are closed. Click the **Close Applications** button to do this. A User profile is a collection of screen and functional logic customizations that can be assigned to users or user groups to provide custom user capabilities.'

At the bottom of the dialog, there is a 'Continue' button.

The background interface includes a navigation bar with 'Browse Applications > Materials > Engineering Change Notices > Engineering Change Processing > Manage Engineering Change Notices'. The form fields include: ECN ID, Type, Date (07/18/2018), Status (Pending), Class (-Select-), Reason, Approval Process (STD), Priority, Hold checkbox, Revision, Employee, Organization, Name, and Phone. Below the form is a table titled 'Parts Impacted' with columns: Line, Action Code, Original Part, Original Part Rev, and Original Part Description.

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The screenshot displays the Deltek Costpoint user interface. At the top, the menu bar includes 'FILE', 'LINE', 'OPTIONS', 'PROCESS', and 'HELP'. The user is logged in as 'CPSUPERUSER' for 'Applied Technologies Inc1 (C71T10B7QER)'. The main window title is 'Browse Applications'. On the right, a 'CPSUPERUSER' profile panel shows company and system information, application preferences, and a 'Manage User Profiles' dropdown menu. The dropdown menu is open, showing a list of profiles: '--Select Profile', 'Timesheet Employee', 'Manager Approval Timesheet Exp Rept', 'Default Timesheet Profile', 'Expense Report End User Default', 'AP Group', 'Subcontractor Expense', 'Program Manager', 'Finance Group', 'Changes for everyone', and 'TE End User Default'. A yellow callout box with the number '5' points to the dropdown menu, containing the text: 'Once all applications are closed, select a user profile to customize.' Below the callout is a 'Continue' button.

5

Once all applications are closed, select a user profile to customize.

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When a user profile is selected and activated, the User Preferences icon changes color to indicate the you are in the User Profile mode.

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Open the application that you want to customize and modify the screen.

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FILE LINE OPTIONS PROCESS HELP

Applied Technologies Inc1 (C71T10B7QER) Delttek Costpoint

Browse Applications > Materials > Engineering Change Notices > Engineering Change Processing > Manage Engineering Change Notices

Enter Engineering Change Notices

ECN ID Description*

Basic Info Details Customer Information

Type* Date* 07/18/2018 Status* Pending

Originator Employee Name* Organization Phone

Approvals General Notes Technical Notes Implementation Note

Parts Impacted

Line	Action Code*	Original Part	Original Part Rev	Original Part Description

Part Documents MROM Components MBOM Orig Assy MROM Chng Assy FROM Components FROM Orig Assy FROM Chng Assy Routings

CPSUPERUSER

Company Name: Applied Technologies Inc1
System: C71T10B7QER
Validation Frequency: Field

Application Preferences

Manage Engineering Change Notices

Application Layout Changes Save Reset

Global Toolbar Icon Options Edit Reset

Mobile Configuration Edit Reset

Auto Positioning On
Auto Positioning resizes applications to fully utilize screen space.

Current User Profile Close all applications to exit User Profile

Timesheet Employee

View Applications Close Applications Cancel

Manage "Profile My Menu" in "Manage User Interface Profiles"

Click the **User Preferences** icon. And then, click **Save** beside the **Application Layout Changes** area to save your customization.

Click **Close Applications** to exit user profile.

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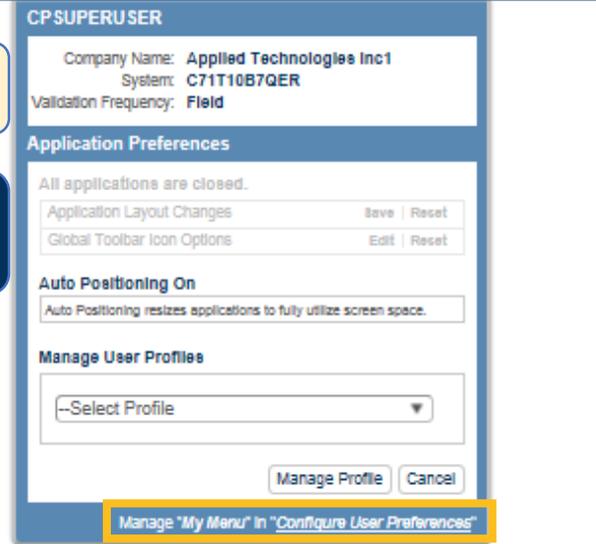


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Click the **Configure User Preferences** link on the User Preferences screen to manage **My Menu**.

My Menu is the star icon on the left-hand side of the screen. It provides a convenient access to your favorite applications.

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FILE LINE OPTIONS PROCESS HELP Applied Technologies Inc1 (C71T10B7QER) Deltak Costpoint

Browse Applications > Admin > System Administration > System Administration Controls > Configure User Preferences

1 of 1 Existing

Identification
 User ID: CPSUPERUSER User Name*: PU 01, CU 01

User Information

Default Information
 Reporting Company: Applied Technologies INC (LIVE)
 Default Company*: Applied Technologies Inc1
 Default Application:
 Application Name:
 Password:
 Old Password:
 New Password:
 Verification:
 Start Time: 02/06/2017 12:00:00 AM
 End Time:
 Default Preferred Notification Method

Default Report Delivery Options
 System Printer Download
 Print to File Email
 Local Printer Archive

Phone
 Phone:
 Extension:
 Locale
 Locale ID: en_US English (United States)

On the Configure User Preferences screen, use the table windows to select the applications that you want to include in **My Menu**.

The **My Menu Application List** displays the applications that your role can access, and **My Menu** displays your frequently used applications. You can customize the My Menu list to include your favorite applications and minimize time spent navigating through the entire Costpoint menu.

Continue

positioning in Classic UI* No

Change Default Period UI Profiles Message Board Subscriptions

My Menu Application List					Query	My Menu				
Application	Name	Domain	Module	Select	Sequence	Line Type*	My Menu Title*	Application		
ADMCHGTREE	Maintain Charge Tree	Time & Expense	AD	<input type="checkbox"/>	15	Application	Manage Expense Report	EPMEXPRT	Manage Exp	
ADMDESKTOP	Manage MyDesktop	Time & Expense	AD	<input type="checkbox"/>	20	Application	Manage Employee Proj-Acct-Group Timesheet	LDMEAD	Manage Emplo	
ADMEMAILTEXT	Manage E-mail Text	Time & Expense	AD	<input type="checkbox"/>	25	Application	Manage Employee Allowances	LDMEADD	Manage Emplo	
ADMEMPLGRP	Manage Resource Groups	Time & Expense	AD	<input type="checkbox"/>	30	Application	Manage Employee Salary Information	LDMEHIS	Manage Emplo	
ADMEMPLINFO	Manage Resource Information	Time & Expense	AD	<input type="checkbox"/>	35	Application	Manage Employee Information	LDMEINFO	Manage Emplo	
ADMEMPLPREF	Manage Preferences	Time & Expense	AD	<input type="checkbox"/>	40	Application	Manage Employee Timesheet Line Type Defa	LDMELSET	Manage Emplo	

Default My Menu

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Applied Technologies Inc1 (C71T10B7QER) > Deltek Costpoint > Configure User Preferences

Browse Applications > Admin > System Administration > System Administration Controls > Configure User Preferences

1 of 1 Existing

Identification

User ID: CPSUPERUSER User Name: PU 01, CU 01

User Information

Default Information

Reporting Company: Applied Technologies INC (LIVE)

Default Company: Applied Technologies Inc1

Default Application:

Application Name:

Default Report Delivery Options

System Printer Download

Print to File Email

Local Printer Archive

Phone

Phone:

Extension:

Locale

Locale ID: en_US English (United States)

Password

Old Password:

New Password:

Verification:

End Time:

Default:

Preferred Notification Method:

Classic UI: No

To make a selection on the My Menu Application List, highlight the application and click **Select**

The My Menu fields display information for each application and their location within Costpoint. Select these options to configure the order and type of menus that display in your application. Click **Default My Menu** to open the default menu subtask. **Save**.

Continue

Change Default Period | UI Profiles | Message Board Subscriptions

Application	Name	Domain	Module
ADMCHGTREE	Maintain Charge Tree	Time & Expense	AD
ADMDESKTOP	Manage MyDesktop	Time & Expense	AD
ADMEMAILTEXT	Manage E-mail Text	Time & Expense	AD
ADMEMPLGRP	Manage Resource Groups	Time & Expense	AD
ADMEMPLINFO	Manage Resource Information	Time & Expense	AD
ADMEMPLPREF	Manage Preferences	Time & Expense	AD

Sequence	Line Type	My Menu Title	Application
15	Application	Manage Expense Report	EPMEXPRT
20	Application	Manage Employee Proj-Acct-Group Timesheet	LDMEAD
25	Application	Manage Employee Allowances	LDMEADD
30	Application	Manage Employee Salary Information	LDMEHIS
35	Application	Manage Employee Information	LDMEINFO
40	Application	Manage Employee Timesheet Line Type Defa	LDMELSET

Default My Menu

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Click the **Show Messages and Errors** icon (or press SHIFT+F3) to view any messages and errors related to an application that is open.

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Click the **View Action and Report Status** icon to open the View Action and Report Status screen.

Use the View Action and Report Status screen to monitor the overall workload on the job server and view the status details of the jobs being processed.

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Click the **Select Company** icon to select a company.

The My Menu fields display information for each application and their location within Costpoint. Select these options to configure the order and type of menus that display in your application. Click **Default My Menu** to open the default menu subtask. **Save**.

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Select a company and then click **Change Company**.

All applications should be closed before you can switch to another company.

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The screenshot displays the Deltek Costpoint user interface. At the top, there is a navigation bar with the company name "Applied International LLC (C71T10B7QER)" and the "Deltek Costpoint" logo. Below the navigation bar is a search bar labeled "Browse Applications" with the placeholder text "Type here to search applications". The main content area is divided into three columns of menu options. The left column contains a vertical sidebar with icons and labels for "Accounting", "Contracts", "Projects", "Materials", "People", "Time & Expense", "Reports & Analytics", and "Admin". The middle column lists subtasks under "System Administration", including "Security", "Job Management", "Workflow", "Budgeting Administration", "File Management", "Printing", "Workspace Customization", "System Administration Reports/Inquiries", "System Administration Interfaces", "System Administration Controls", "System Administration Utilities", "User Collaboration", "Content Management", and "Cloud Ops Only". The right column lists configuration options, including "Configure System Settings", "Manage Locales", "Set Up Company", "Configure User Preferences", "System Codes", "Manage Construction Industry Scheme Codes", "Manage Countries", "Manage Customs Declaration Point", "Manage Customs Traffic Direction Codes", "Manage European Union Commodity Codes", "Manage European Union Correction Codes", "Manage European Union Countries", "Manage European Union Mode of Transportation", "Manage EU Nature of Transaction Codes (NOTC)", "Manage Postal Codes", "Manage Sales or Value Added Taxes", "Manage States and Provinces", "Manage Tax Types", and "Manage Value Added Tax Supply Codes". A callout box with the number "5" is positioned on the right side of the screenshot, containing the text: "Once you switch to another company, the company name displays on top of the screen." Below the callout box is a "Continue" button.

5

Once you switch to another company, the company name displays on top of the screen.

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Click the **Logout** icon to sign out of Costpoint.

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