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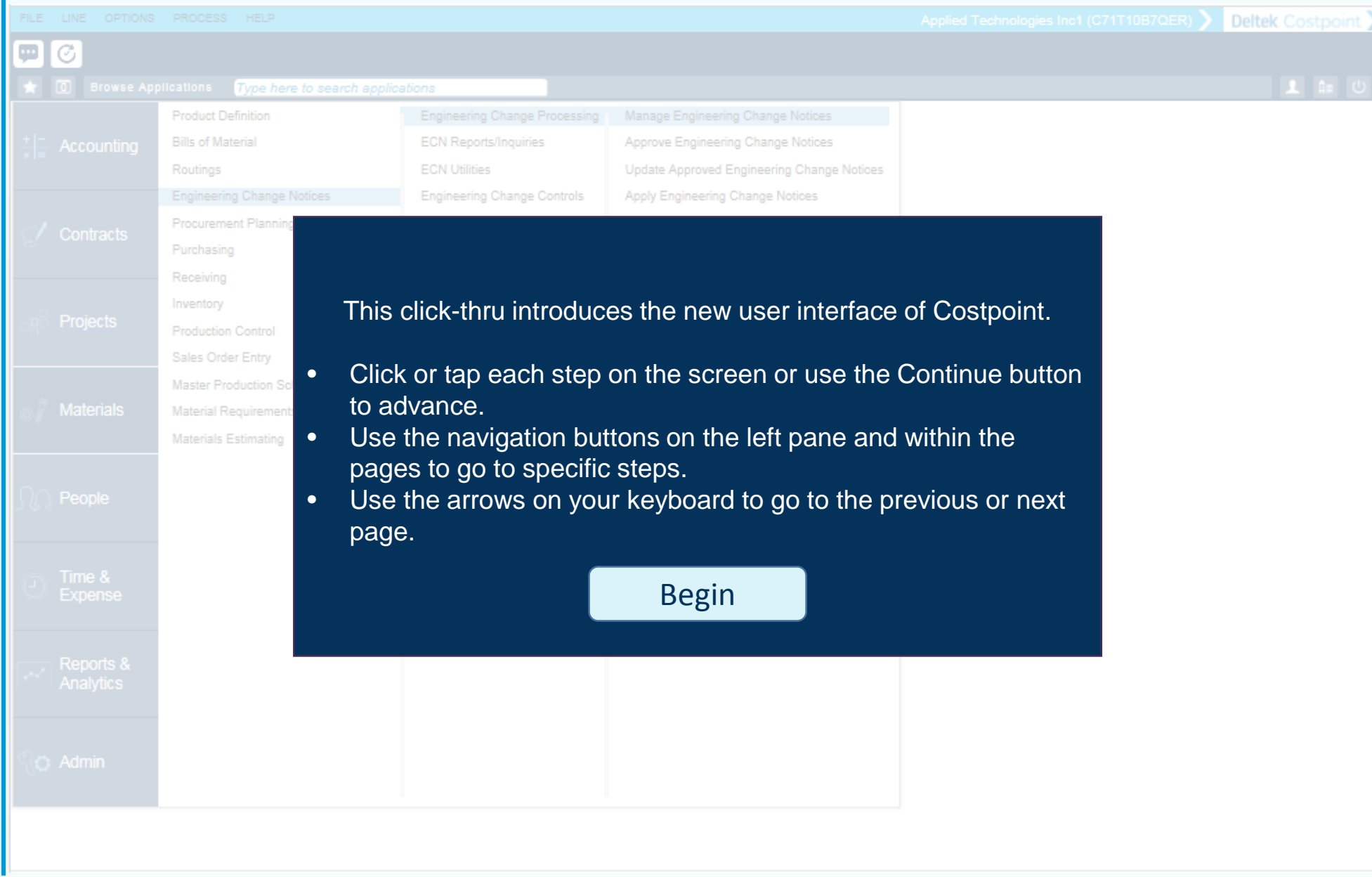
Subtasks

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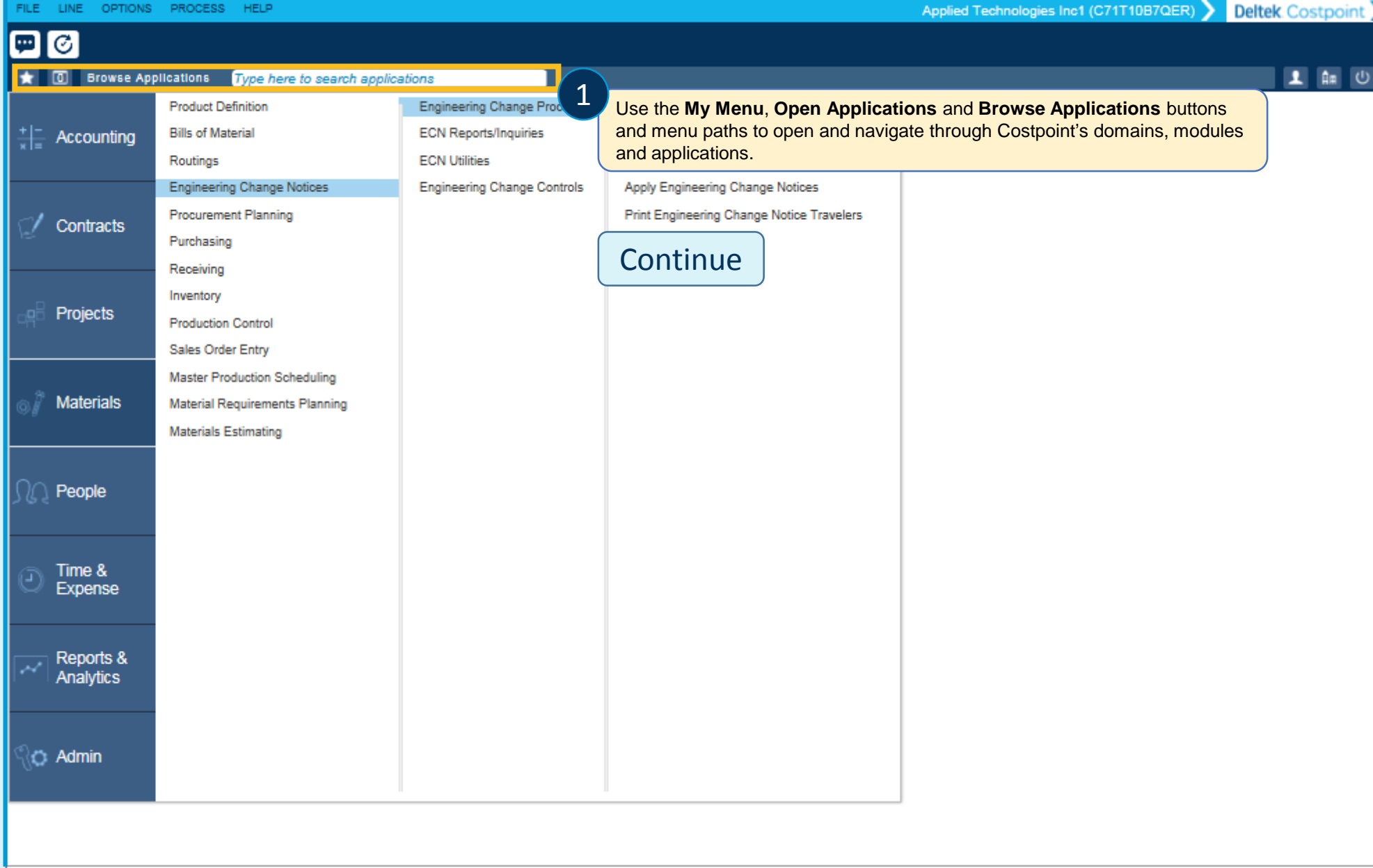
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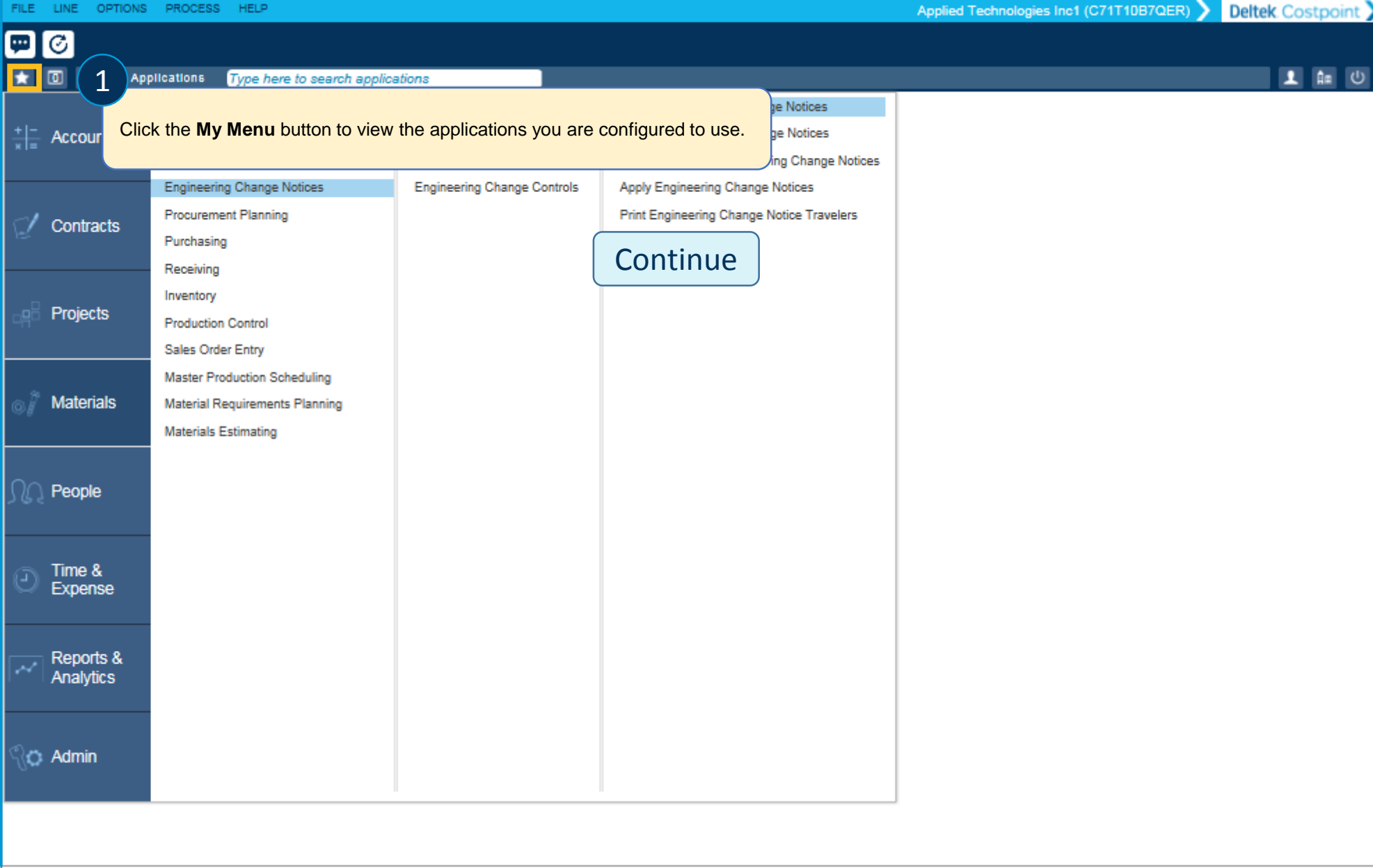
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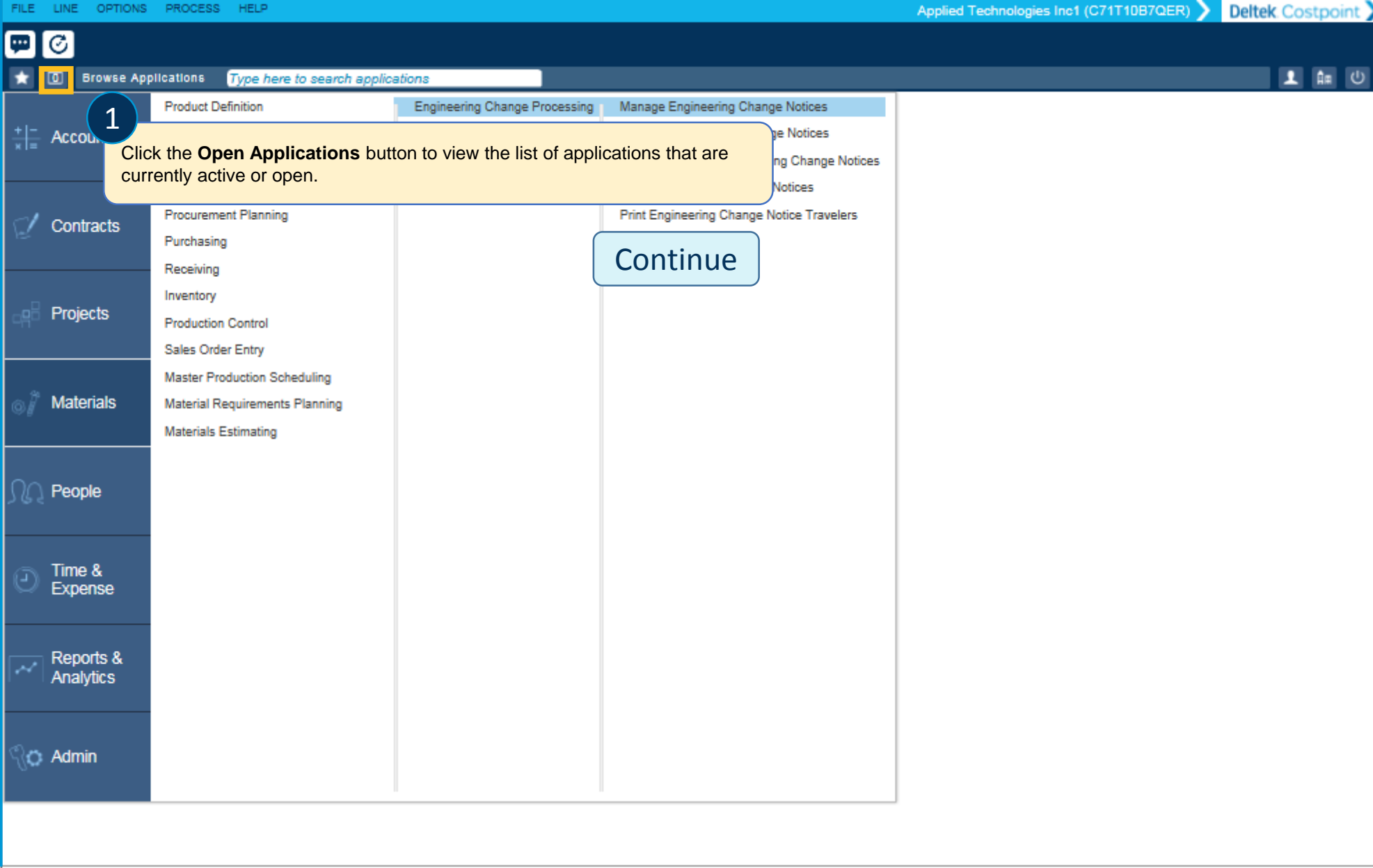
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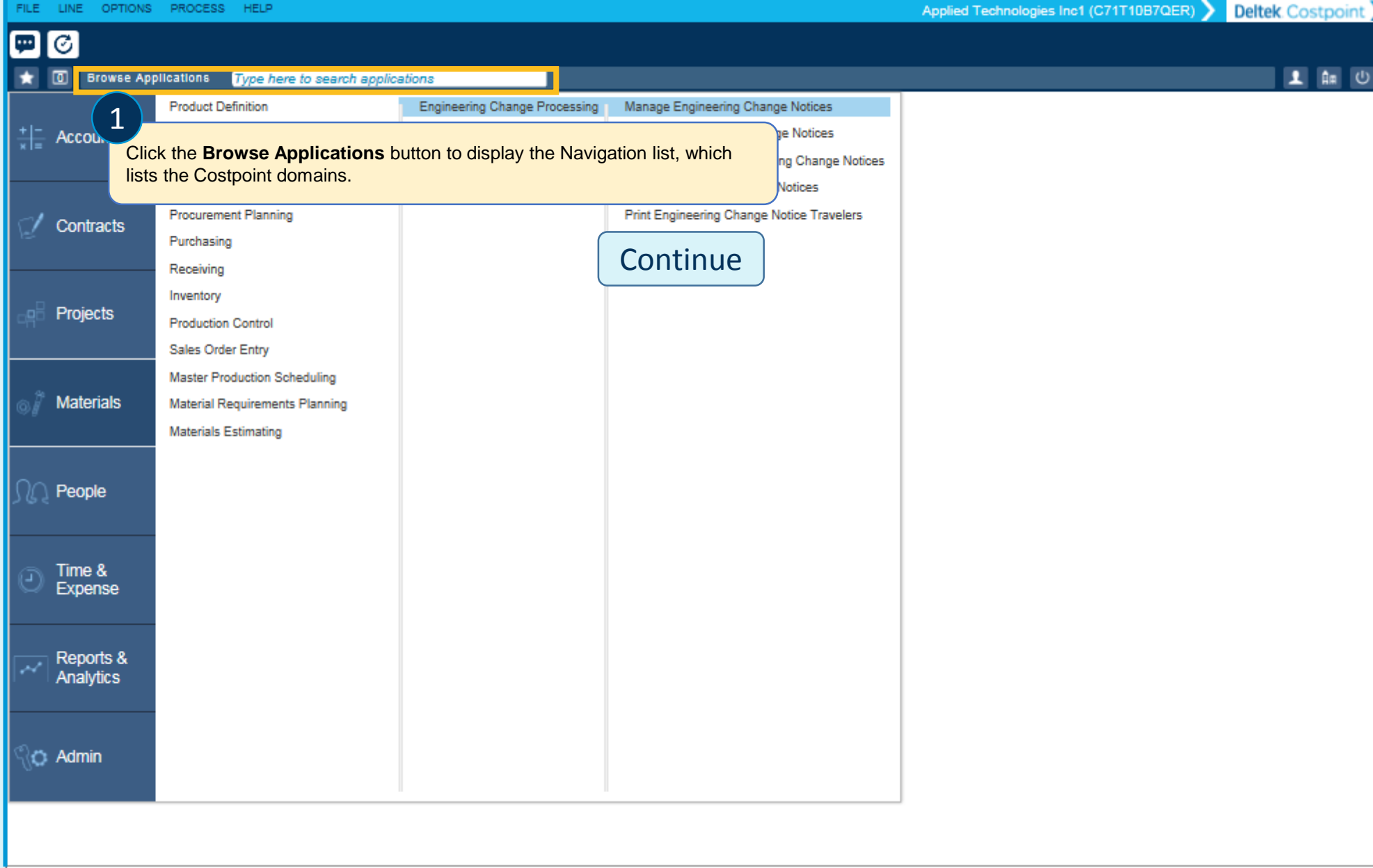
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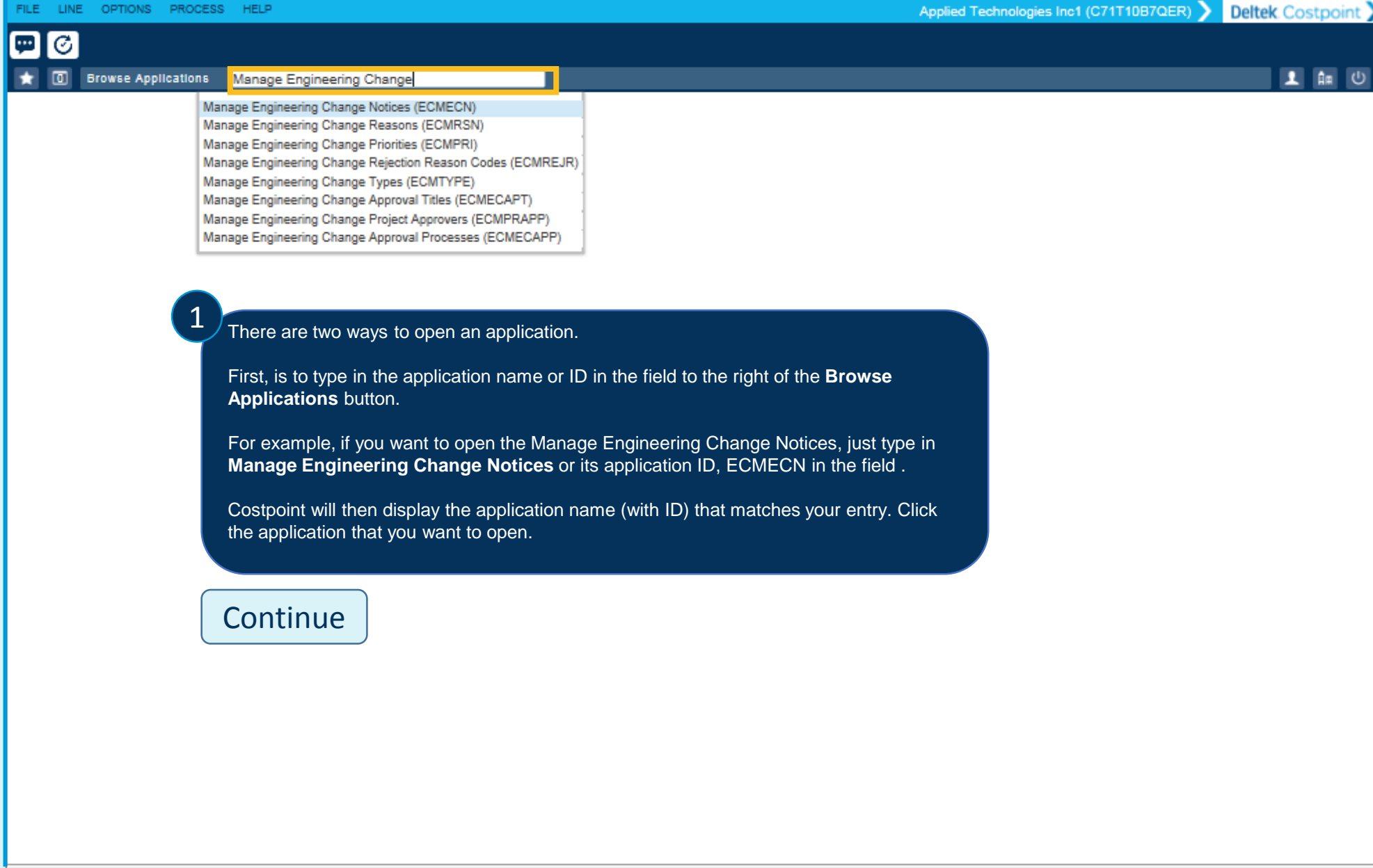
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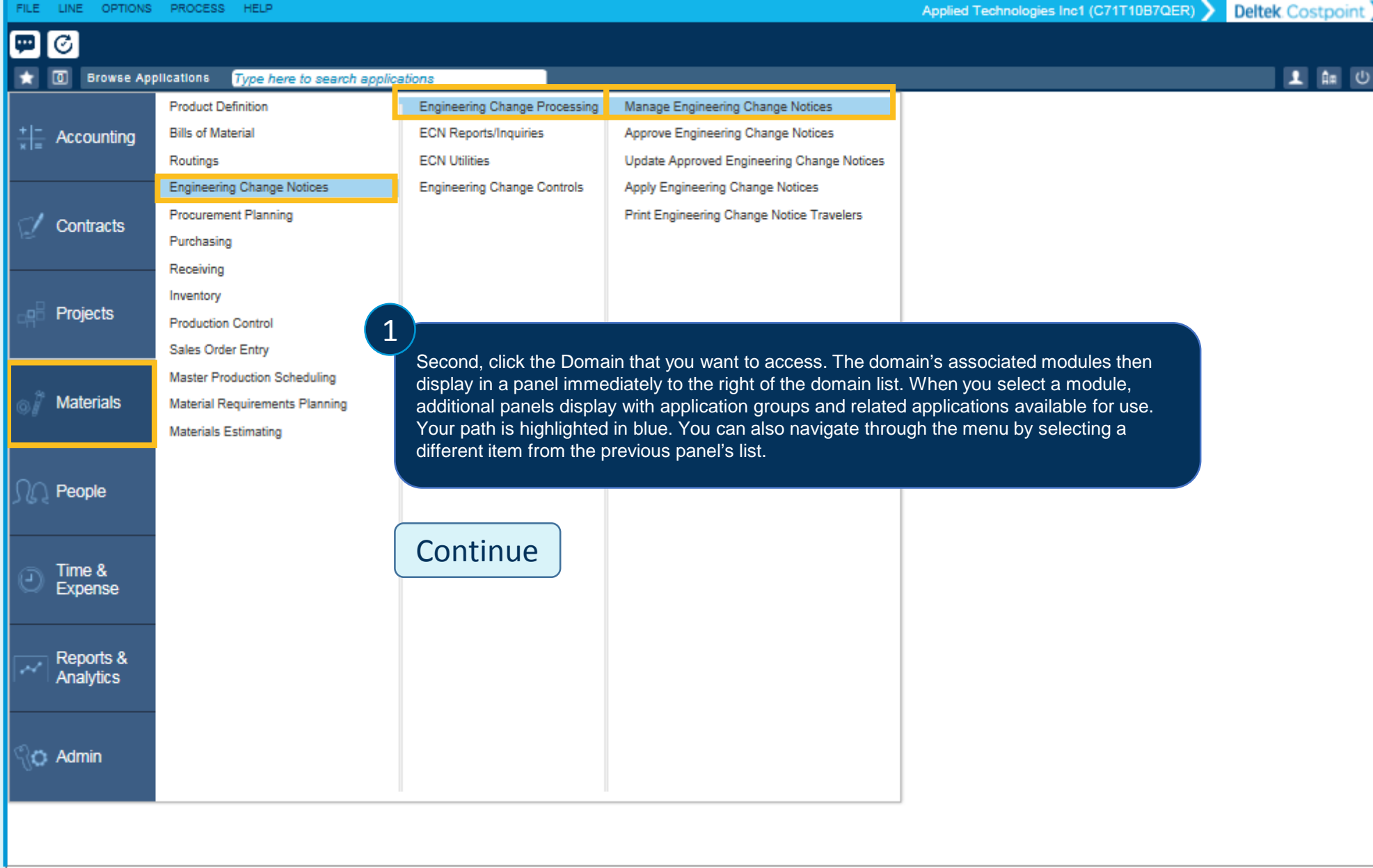
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FILE LINE OPTIONS PROCESS HELP

Action Menu
Default Action
View Action and Report Status
File Upload
File Download

2 Click the **Menu Options** to access additional functions.

Engineering Change Processing > Manage Engineering Change Notices

ECN ID Description

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

Continue

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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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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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 * -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

Continue

3

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 New Copy Delete 1 of 1 New Table Query

Identification
ECN ID Description *

Basic Info Details Customer Information Customer Notes

Type * Class * -Select- Priority Submit for Approval
Date * 07/16/2018 Reason *
Status * Pending Approval Process STD Revisi

Originator
Employee Name *
Organization Phone

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

4 Use the **Subtask toolbar** to perform functions specific to the selected subtask. You can scroll over each button for a tool tip.

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5 Click the **User Preferences** button to see information such as the company name, database, and validation settings.

Continue

CP SUPERUSER

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"

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](#)

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The screenshot displays the Deltek Costpoint software interface. The top menu bar includes FILE, LINE, OPTIONS, PROCESS, and HELP. The breadcrumb navigation path is: Browse Applications > Materials > Engineering Change Notices > Engineering Change Processing > Manage Engineering Change Notices. The main window is titled 'Enter Engineering Change Notices' and contains a form with fields for Identification (ECN ID), Basic Info (Type, Date, Status), Originator (Employee, Organization), and a table for Parts Impacted. An 'Application Preferences' dialog box is open on the right, showing settings for 'Manage Engineering Change Notices', including Application Layout Changes, Global Toolbar Icon Options, Auto Positioning On, and Manage User Profiles. A blue callout box with the number 5 and the text 'Application Preferences' is overlaid on the dialog, explaining that users can edit settings for the currently opened application, such as the Global Toolbar Icon Options. A 'Continue' button is located below the callout box. The bottom of the screen shows a list of links: Part Documents, MBOM Components, MBOM Orig Assy, MBOM Chng Assy, EBOM Components, EBOM Orig Assy, EBOM Chng Assy, and Routings.

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 Customer Information

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

Originator

Employee Organization

Parts Impacted

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

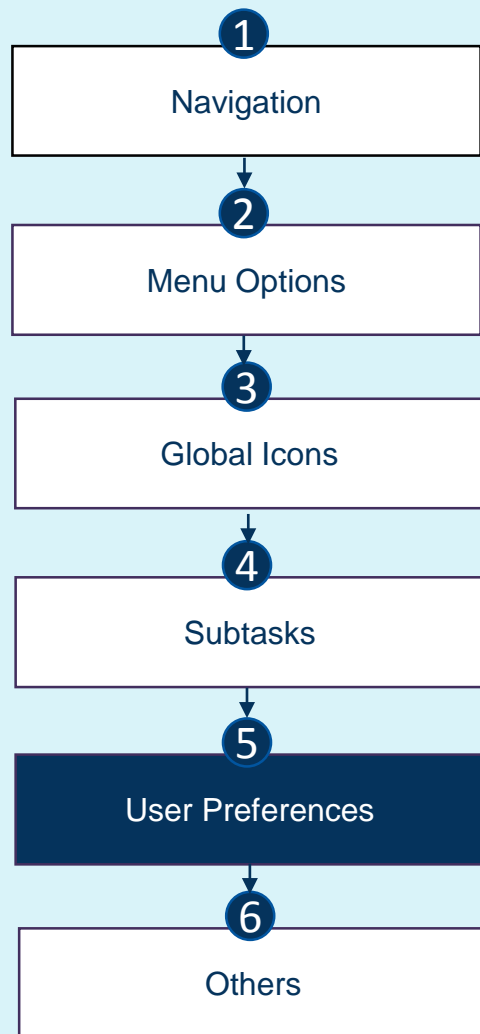
Part Documents MBOM Components MBOM Orig Assy MBOM Chng Assy EBOM Components EBOM Orig Assy EBOM Chng Assy Routings

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.

Continue

User Interface Overview



The screenshot shows the 'Enter Engineering Change Notices' application window. The breadcrumb trail at the top reads: 'Browse Applications > Materials > Engineering Change Notices > Engineering Change Processing > Manage Engineering Change Notices'. The main form has tabs for 'Basic Info', 'Details', 'Customer Information', and 'Customer Comments'. The 'Basic Info' tab is active, showing fields for 'ECN ID', 'Type', 'Date' (07/18/2018), 'Status' (Pending), 'Originator', 'Employee', 'Organization', 'Class' (-Select-), 'Priority', 'Hold' checkbox, 'Revision', and 'Approval Process' (STD). A yellow callout box with the number '5' points to the 'Save' button in the 'Application Layout Changes' section of the 'Application Preferences' panel on the right. The 'Save' button is highlighted with a yellow border. A blue callout box with the word 'Continue' is positioned over the 'Approval Process' field. A dark blue callout box at the bottom explains the 'Continue' button's function. The 'Application Preferences' panel also shows 'Application Layout Changes' with 'Save' and 'Reset' buttons, and 'Global Toolbar Icon Options' with 'Edit' and 'Reset' buttons. The 'Auto Positioning On' section has a checkbox and a description. The 'Manage User Profiles' section has a warning icon and a description. At the bottom of the panel are buttons for 'View Applications', 'Close Applications', and 'Cancel'. The bottom of the window shows a table with columns 'Line', 'Action Code', and 'Original Part'. The status bar at the very bottom contains links for 'Part Documents', 'MBOM Components', 'MBOM Orig Assy', 'MBOM Chng Assy', 'EBOM Components', 'EBOM Orig Assy', 'EBOM Chng Assy', and 'Routings'.

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

Basic Info Details Customer Information Customer Comments

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

Originator

Employee Organization

Class * -Select- Priority Hold Revision

Approval Process STD

Parts Impacted

Line Action Code * Original Part

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"

Part Security Status Active Original Part CAGE

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

5 Click **Save** on the **Application Layout Changes** area if you want to retain the current layout of the application that is open.

Continue

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.

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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

Basic Info Details Customer Information Customer Information

Type * Class * Priority

Date * 07/18/2018

Status * Pending

Originator

Employee Name *

Organization Phone

Impacted Projects Approvals General Notes Technical Notes Implementation Notes

Parts Impacted

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

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

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

Continue

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"

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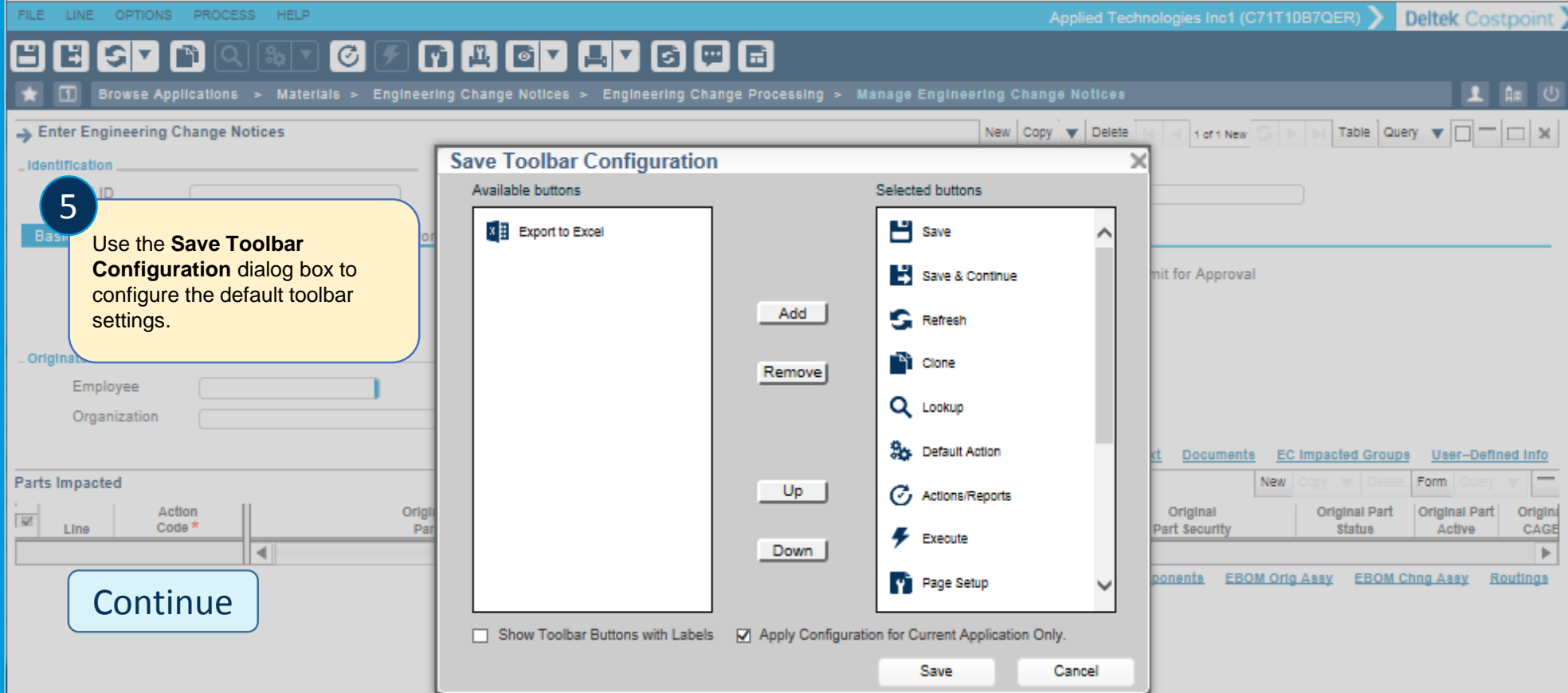
Others

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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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

Identification

ECN ID

Basic Info Details Customer Information Custom

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

Reason * STD Revision

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 Security	Status	Active	Original CAGE

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

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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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

Basic Info Details Customer Information Customer Information

Type * Class * Priority

Date * 07/18/2018 Reason * Hold

Status * Pending Approval Process STD Revision

Originator

Employee Name *

Organization Phone

Impacted Projects Approvals General Notes Technical Notes Implementation Notes

Parts Impacted

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

5 Use the **Manage User Profiles** area to customize user profiles.

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 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.

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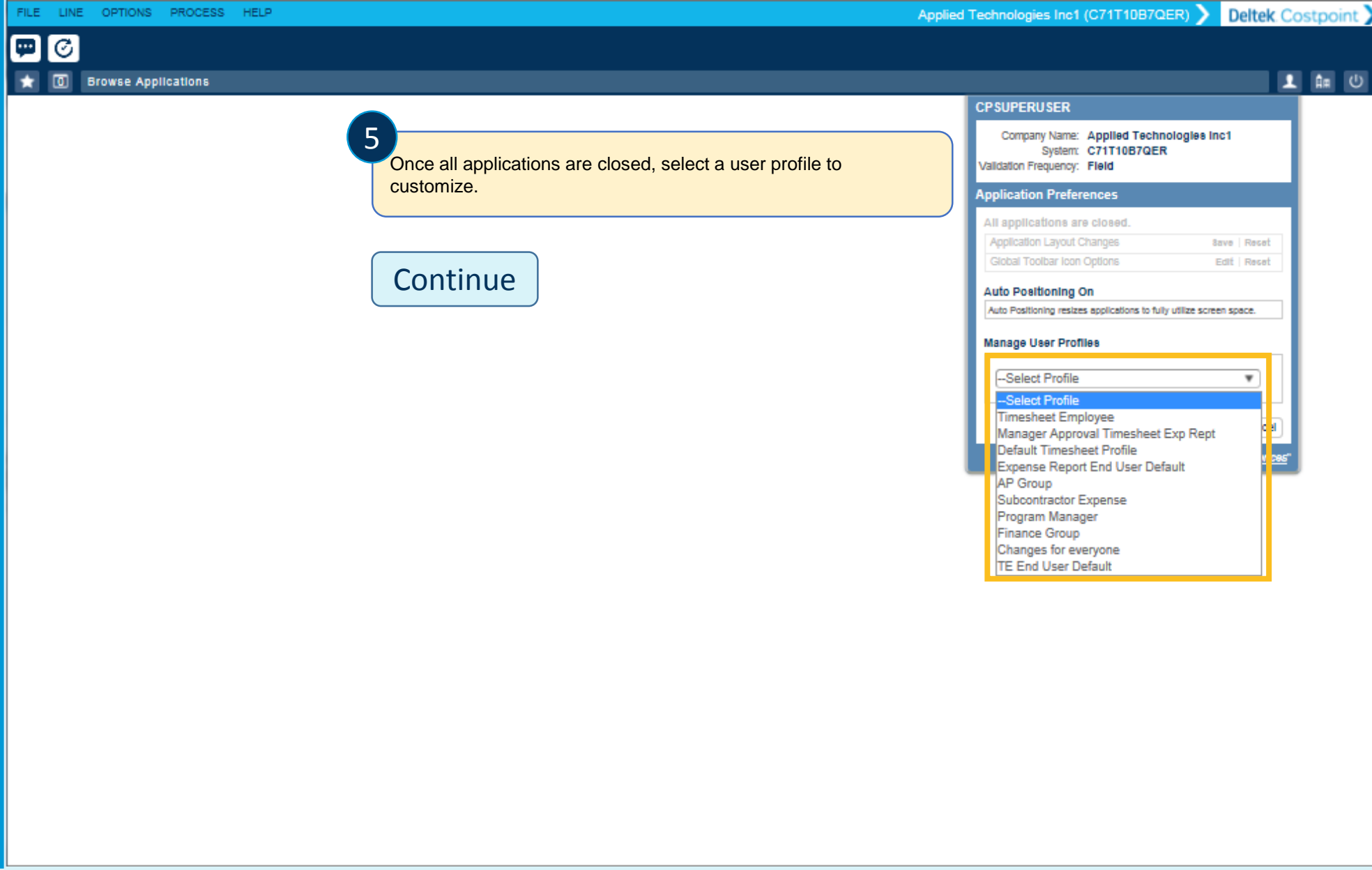
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Once all applications are closed, select a user profile to customize.

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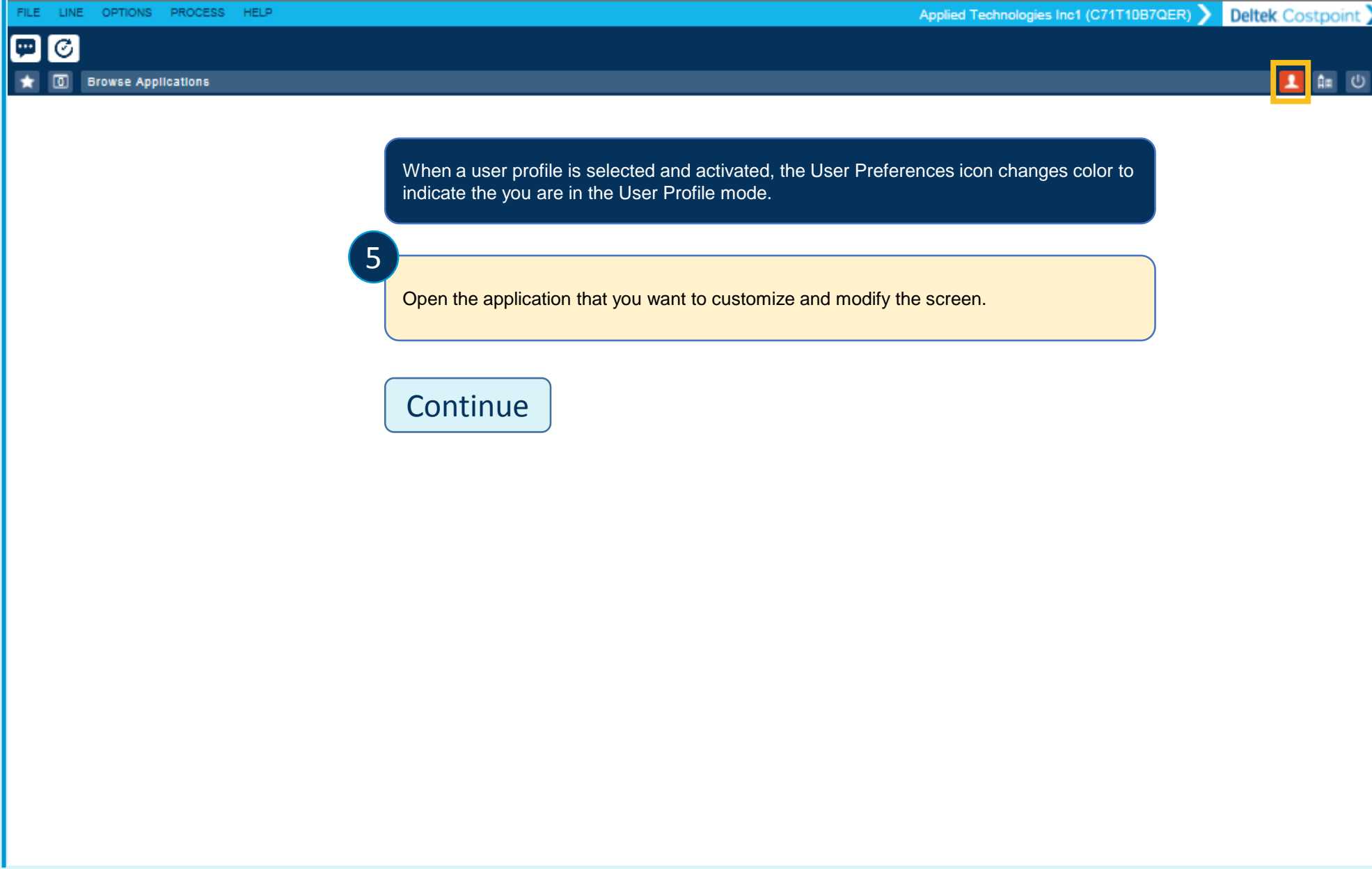
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The screenshot displays the Deltek Costpoint application interface. The top navigation bar includes 'FILE', 'LINE', 'OPTIONS', 'PROCESS', and 'HELP'. The breadcrumb trail shows: 'Browse Applications > Materials > Engineering Change Notices > Engineering Change Processing > Manage Engineering Change Notices'. The main form is titled 'Enter Engineering Change Notices' and contains fields for 'ECN ID', 'Description', 'Type', 'Date' (07/18/2018), 'Status' (Pending), 'Originator', 'Employee', 'Organization', 'Name', and 'Phone'. A 'Continue' button is visible below the form. The 'Parts Impacted' table is partially visible at the bottom. On the right, the 'CPSUPERUSER' profile is shown with 'Company Name: Applied Technologies Inc1' and 'System: C71T10B7QER'. The 'Application Preferences' section is open, showing 'Manage Engineering Change Notices' with 'Application Layout Changes' highlighted. The 'Current User Profile' section shows 'Timesheet Employee' and a 'Close Applications' button highlighted. A yellow callout box with the number 5 contains the text: '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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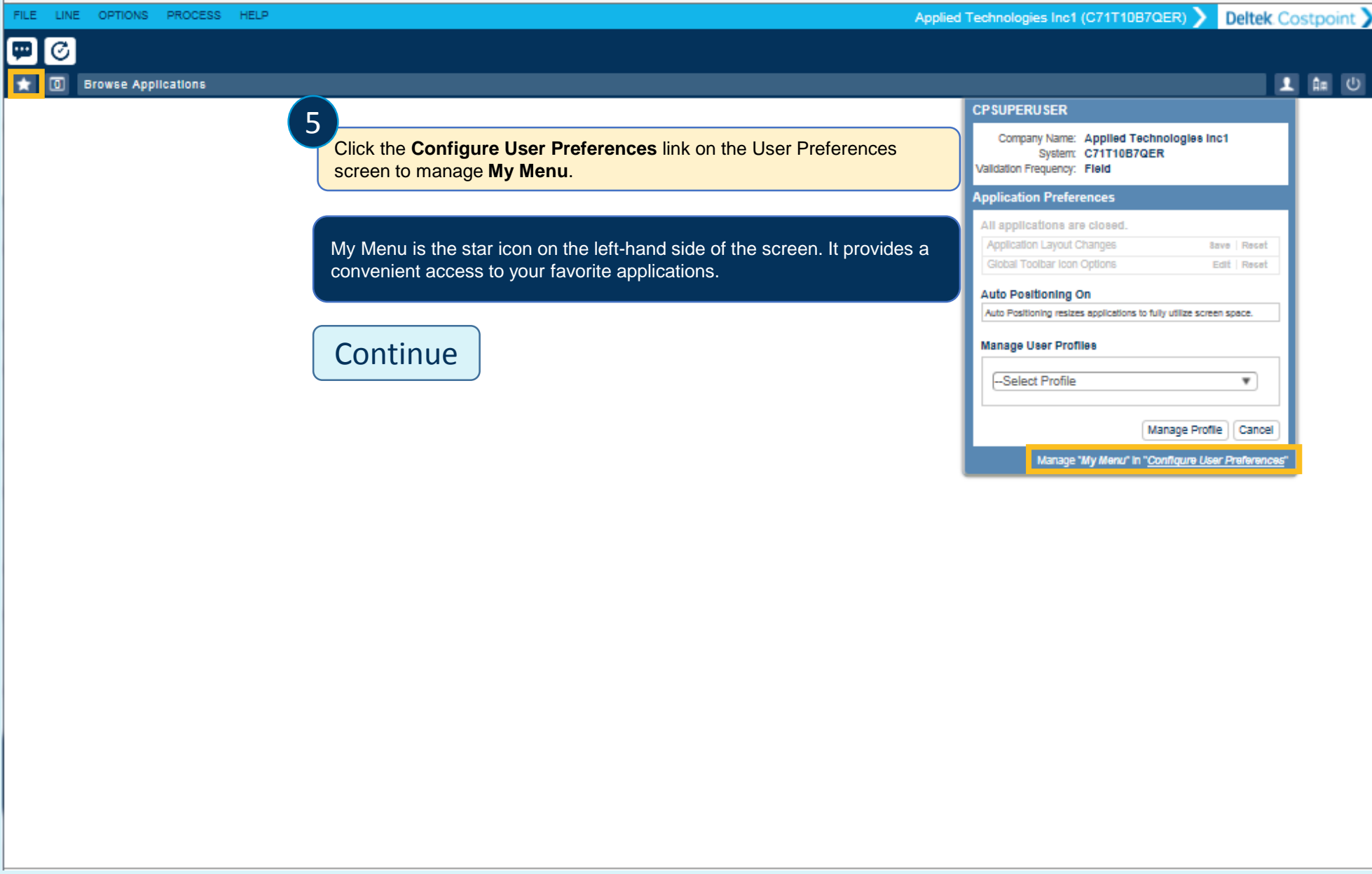
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FILE LINE OPTIONS PROCESS HELP Applied Technologies Inc1 (C71T10B7QER) Deltak Costpoint

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

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:

Admin 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)

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

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

Query ▼ My Menu

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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FILE LINE OPTIONS PROCESS HELP Applied Technologies Inc1 (C71T10B7QER) Delttek 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

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

UI

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

My Menu Application List

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

Query ▼ My Menu

Select

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

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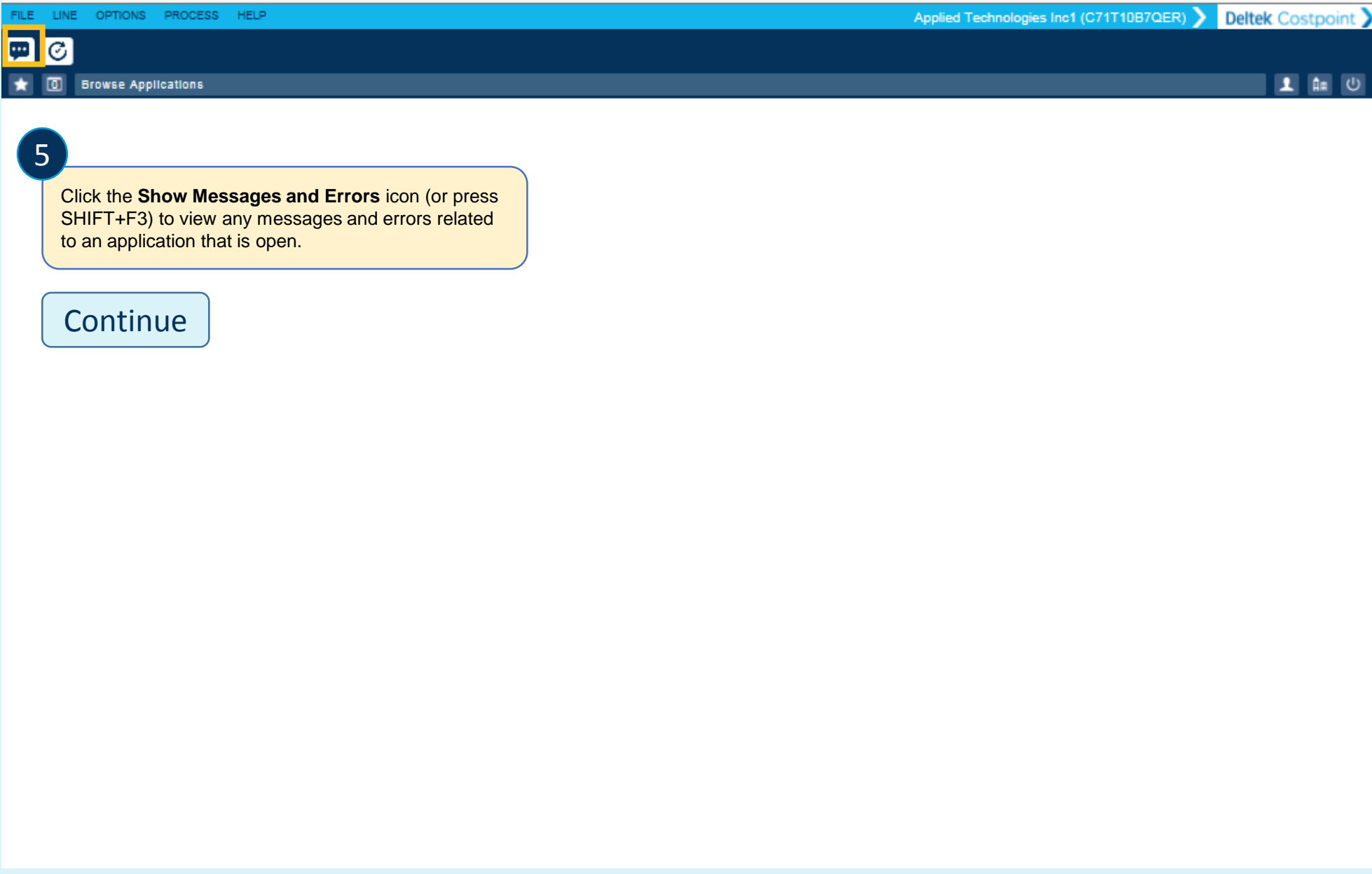
6

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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**.

Continue

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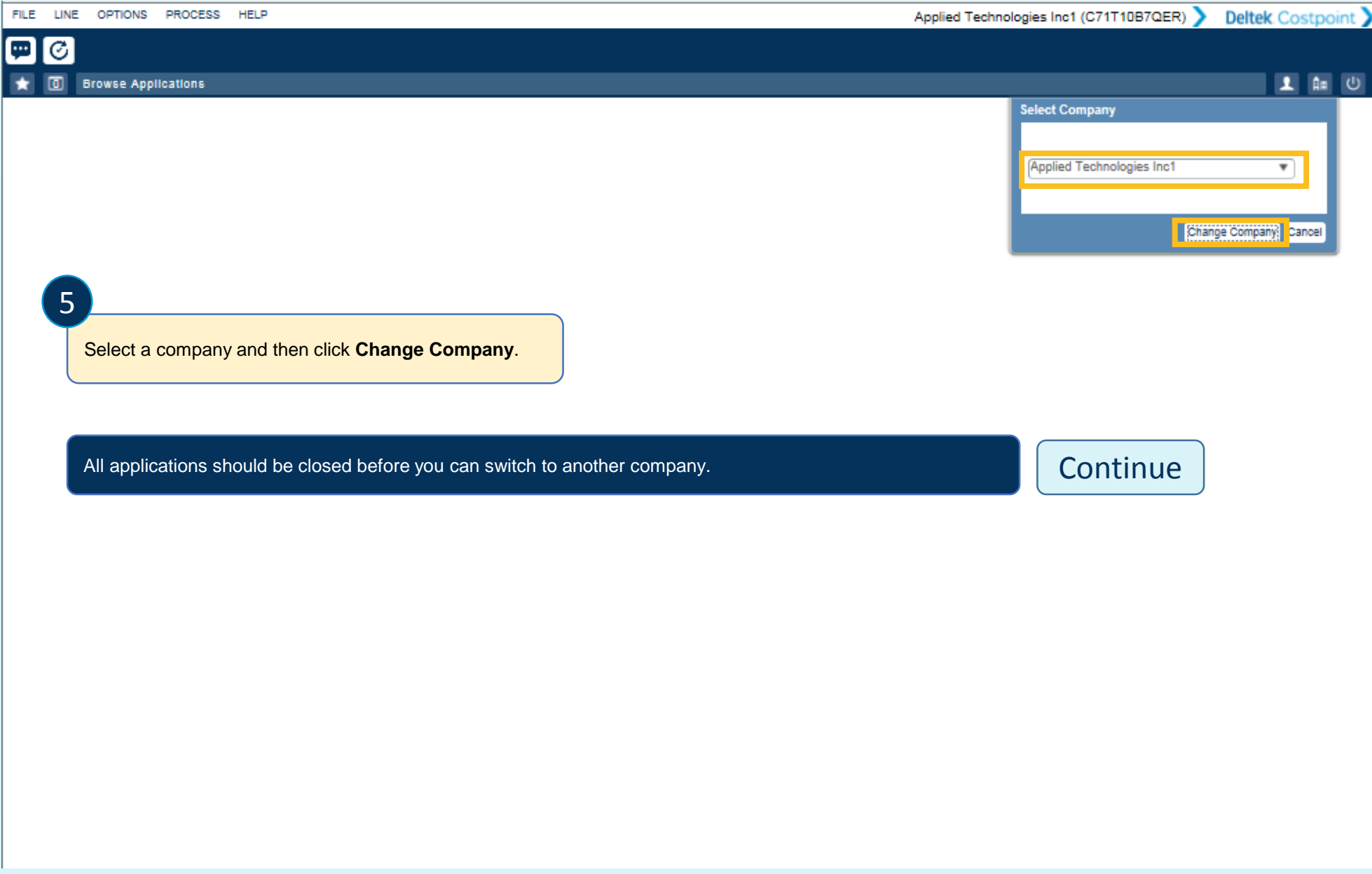
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Others

The screenshot displays the Deltek Costpoint user interface. At the top, there is a header bar with the company name "Applied International LLC (C71T10B7QER)" and the Deltek Costpoint logo. Below the header, there is a navigation bar with a search field labeled "Browse Applications" and a search icon. The main content area is divided into three columns. The left column contains a vertical list of menu options: Accounting, Contracts, Projects, Materials, People, Time & Expense, Reports & Analytics, and Admin. The middle column contains a list of subtasks for the selected menu item, "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 contains a list of user preferences for the selected subtask, "System Administration Controls", 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 screen, 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.

FILE LINE OPTIONS PROCESS HELP

Applied International LLC (C71T10B7QER) Deltek Costpoint

Browse Applications Type here to search applications

Accounting

Contracts

Projects

Materials

People

Time & Expense

Reports & Analytics

Admin

System Administration

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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

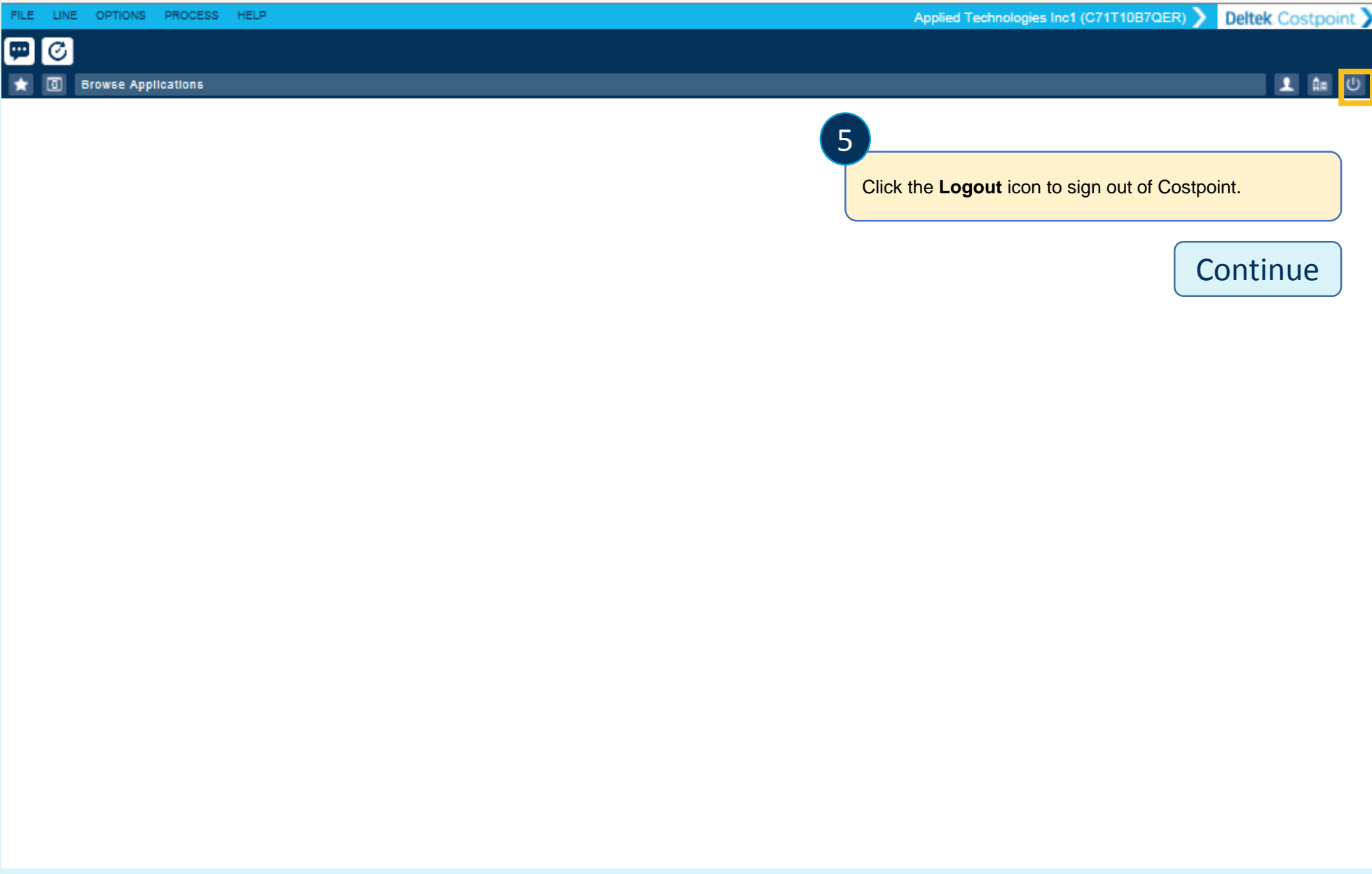
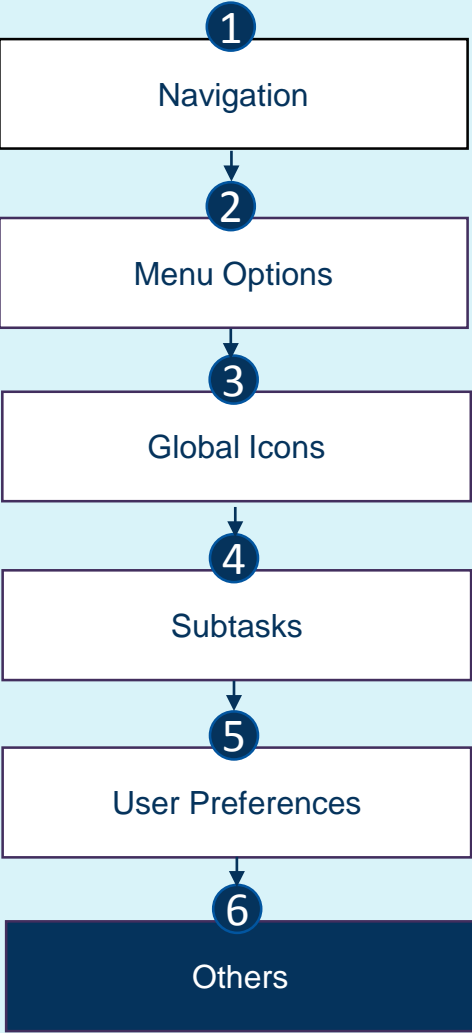
Manage Value Added Tax Supply Codes

5

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

Continue

User Interface Overview



User Interface Overview

