

Deltek Costpoint®

Videos - Version 7.0

March 1, 2011

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This edition published March 2012.

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Overview of Costpoint Videos

We have created several short “How to” videos to assist you as you work with Costpoint 7. We will continue to add to our video collection and update this document.

Our current video selection is as follows:

- Basic Printing
- Copying to MS Excel from Costpoint 7
- How to Enter Cash Receipts
- Using Lookup Find and Query in Costpoint 7
- Changing the Global Icons in CP7
- Printer Setup and Saved Printer Parameters in CP7
- Error Messages
- How to Run Multiple Sessions
- Manage User Interface Profiles
- Job Server

Basic Printing Video

This video explains how to set up print options in order to use the local printer. It describes how to print a report from the Preview screen and how to print a report without using the Preview screen.



Copying to MS Excel Video

This video explains the basics of copying Costpoint data from table views into Microsoft Excel spreadsheets.



Entering Cash Receipts Video

This video explains the basics of entering cash receipts in Costpoint using both the Invoice Information and Transfers subtasks. It also highlights differences in this process from Costpoint version 6.x and Costpoint version 7.0.



Using Lookup and Query Video

This video explains when to use the lookup and query functions. It also includes instruction on how to save and then retrieve a query.



Changing the Global Icons in CP7 Video

This video explains how to add and remove titles from global icons, how to remove global icons, and how to change the order of global icons.



Printer Setup and Saved Printer Parameters in CP7 Video

This video explains the available printer delivery options (with the exception of the **Archive** and the **Local Printer** options). It also explains how to save report parameters.



Error Messages Video

This video explains the actions that trigger error messages. It also explains how to use these error messages to determine the steps needed for resolution.



How to Run Multiple Sessions Video

This video explains how to open and run multiple browsers so you can run two Costpoint screens simultaneously.



Manage User Interface Profiles


This video explains how to set the user options required to create a profile. It also explains how to set up a user profile ID, assign a customized screen layout, assign users or user groups, and create My Menu defaults for groups of users.



Job Server Video

This video explains how to run batch jobs in Costpoint 7.



A blue geometric graphic consisting of several overlapping triangles and polygons, located in the top-left corner of the page.

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