Deltek Costpoint 7.1.1 Shortcut Keys, Toolbar Icons, and Buttons Quick Reference Card

www.deltek.com

The following tables list the keyboard shortcuts you can use in Costpoint. The shortcut keys depend on the function you want to perform on an application, table window, or process.

Line Functions

Description	Shortcut
Duplicate a selected line/record.	CTRL + E
Force validation for the selected line.	ALT + SHIFT + V
Add a new line/ record.	CTRL + N
Mark a selected line/ record for deletion.	CTRL + DEL

Edit Functions

Description	Shortcut
Copy selected text.	CTRL + C
Cut selected text.	CTRL + X
Paste copied or cut text.	CTRL + V
Undo the last action taken.	CTRL + Z

File Functions

Description	Shortcut
Clone selected record.	F4
Print the default report.	SHIFT + CTRL + P
Save all changes and continue working on the application.	F6
Log out.	CTRL + SHIFT + F12
Force validation for an object.	CTRL + ALT + V
Close the current application.	CTRL + W
Add a new row.	F2
Save all changes.	F5
Execute the default application process.	F3

Option Functions

Description	Shortcut
Go to the next window.	CTRL + B
Go to the next record.	CTRL + →
Go to the previous record.	CTRL + ←
Go to the last record.	CTRL + ↓
Go to the first record.	CTRL + ↑
Toggle between table and form view.	CTRL + M
Toggle viewing between new and existing records.	ALT + CTRL + T
Go to the next tab.	CTRL + TAB
Open the Query window.	F11
Open a Lookup window.	F10
Reset the default positioning and view.	SHIFT + ALT + Z
Show/hide messages & errors.	SHIFT + F3

Miscellaneous Functions

Description	Shortcut
Decrease the scale of a report.	ALT + - (minus)
Increase the scale of a report.	ALT + + (plus)
Click **OK** on a subtask.	Alt + O
Print a report in report preview.	Alt + P
Go to the next open application.	CTRL + J
Open the Print Options window.	CTRL + ALT + P
Copy selected text or selected rows (if no text is selected).	CTRL + C
Open the My Menu window.	F8
Open the help file.	SHIFT + F1
Refresh all.	SHIFT + F11
Process the default action.	SHIFT + CTRL + R
Toggle record section.	SHIFT + F7

Deltek

Deltek

The following table lists all toolbar icons on the Costpoint user interface. The availability of these icons depends on the application or screen that you are using.

Toolbar icons		
Icon	Name	Description
	Save	Click this icon to store any changes you make on the screen. If you are working on a record, clicking this icon refreshes the screen after saving.
	Save and Close	Click this icon to store any changes you make on the screen. If you are working on a record, clicking this icon retains that record after saving for further editing.
	Refresh	Click this icon to restore the default values or clear the fields on a screen, subtask, or document.
	Clone Record	Click this icon to duplicate an existing record. You can then edit that record and save it as new data.
	Lookup	Click this icon to open the Lookup window for a selected field.
	Default Action	Click this icon to run an application's default process. You can click the drop-down arrow beside this icon to view and select available actions for the currently active screen.
	View Action and Report Status	Click this icon to open the View Action and Report Status screen, where you can view all active and inactive jobs in the job server.
	Execute	Click this icon to run an inquiry process.
	Page Setup	Click this icon to open the Page Setup dialog box, where you can set up the page layout for printing reports.
	Print Options	Click this icon to open the Print Options dialog box, where you can set up the system printer, print to file, email delivery, and archiving options.
	Preview Default Report	Click this icon to preview a report. This icon processes report previews for report applications only.
	Print Default Report	Click this icon to print a report screen's default report as set up in your print options. This icon prints reports for report applications only.
	Page Layout	Click this icon to toggle between one-page and two-page layout.

Toolbar icons		
Icon	Name	Description
	Reset Default Positioning and View	Click this icon to restore the default positioning and view (Table View or Form View) of the currently active screen.
	Show Messages and Errors	Click this icon to display the Messages window where you can view messages that appeared or errors that occurred for the currently active application.
	Workflow	Click this icon to resend the workflow email. You can use the drop-down arrow to view workflow activity instructions and complete an activity.
	Export to Excel	Click this icon to export the current report to Microsoft Excel. Costpoint prints the report using the selections you made on the Page Setup and Print Options dialog boxes, except the report output is automatically set to Excel format.
	My Menu	Click this icon to open the My Menu panel, where you can view all your commonly used applications. You can set up My Menu using the Screen Configuration icon or the Configure User Preferences screen.
	Open Applications	This icon displays the number of open applications for the current session. Click this icon to view these applications. You can use this list to navigate between applications or close an application.
	Screen Configuration	Click this icon to view the current company, system, and validation frequency. You can also customize your screen configuration (Top-Level Toolbar, Current Application Layout, and My Menu) and select an administrator profile. You must close all open applications before you can select an administrator profile.
	Select Company	Click this icon to view the current company accessed by the current session. To switch to another company, you must close all open applications, click this icon, and select the company you want to access from the drop-down list.
	Log Out	Click this icon to log out of Costpoint. Upon logging out, Costpoint will prompt you to save your changes. Unsaved data will be lost.

The following table lists all function buttons on an application screen. The availability of these icons depends on the screen or subtask that you are using. Also, these buttons display depending on whether the screen or subtask is displayed in Table View or Form View.

Toolbar icons		
Button	**Name**	**Description**
New	New Record	Click this button to create a new record or insert a new line into a table window.
Copy ▼	Copy Record	Click this button to duplicate a selected record/line. You can then edit this record/line and save it as new data.
Delete	Delete	Click this button to mark a selected record/line for deletion. That record/line does not delete until you save your changes.
Undelete	Undelete	Click this button to restore a record/line that has been marked for deletion.
Attach	Attach	Click this button to attach a document to the currently selected record.
	First	In Form View, click this button to go to the first item in the current list of records.
	Previous	In Form View, click this button to go to the previous item in the current list of records.
	Toggle View	In Form View, click this button to switch between a list of existing records and a list of new records.
	Next	In Form View, click this button to go to the next item in the current list of records.
	Last	In Form View, click this button to go to the last item in the current list of records.
Table	Switch to Table View	Click this button to display a screen or subtask in Table View.
Form	Switch to Form View	Click this button to display a screen or subtask in Form View.
Query ▼	Query	Click this button to open the Query window.
	Select/Deselect This Record	In Form View, select this check box to select the currently displayed record. This check box allows you to select multiple records.
	Maximize	Click this button to maximize the size of the application screen.
	Restore	Click this button to display the default size of the application screen.
	Set Always on Top	Click this button to pin or constantly display a subtask of an application even if you use its parent or main screen.
	Close	Click this button to close a screen or subtask. Costpoint prompts you to save any changes you made on the screen.
Email	Email	Click this button to view messages and attachments related to the current record or to send messages with attachments.