




Deltek

Deltek Specpoint 1.0

Release Notes for BPM Users

September 15, 2021



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This edition published September 2021.

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Overview

Welcome to Specpoint 1.0!

The Deltek Specpoint Release Notes for Building Product Manufacturers contain a summary of the key features for the first release.

Specpoint Overview

Deltek Specpoint addresses three major shortcomings of today's A/E design processes: best practices, design automation, and product selection.

Best Practices

Specpoint enables A/E professional firms to maintain their best practices throughout the entire design process of their projects. This platform preserves a firm's intellectual property as subject matter experts retire and leave the firm.

These best practices include the documentation and configuration of the underlying associative connections between project-based criteria called *modifiers* and performance properties or product property sets. These associations are the core to deploying the automation, which ensures the optimization of a firm's preferred products and installation requirements during the design process.

The associations reduce the risk of specifying inappropriate manufacturer products and materials for a given project type or set of criteria, such as building typology, geographic considerations, and industry-standardized construction types.

Design Automation

Specpoint's design automation allows the proper use of best practices across a firm and its projects. The module focuses on selecting materials and products through a pictorial process, and then the coordination of these selections to the BIM model to ensure complete and accurate project drawing and specification coordination.

The product selection process integrates with the product selection module by presenting listed products from various building product manufacturers within the product database.

Product Selection

For product selection, Specpoint provides an online storehouse of product listing cards for BPMs who want to present their products to designers in A/E firms during the design phase of a building design process. This module provides a self-serve environment for manufacturers to upload, maintain, and present specific products that fall within standard product types listed in the Specpoint product type listings.

BPMs can offer their products in different listing types:

- Premium MasterSpec
- Premium
- Premium Proprietary
- Manufacturer

These listing types allow BPMs to control the amount of information that their products include and the products' usability in MasterSpec sections. During the design process, Specpoint presents authors and designers in A/E firms with product listings in a visual and e-commerce-like environment.

Release Highlights

Highlights of this release include the following:

- **Navigation:** Specpoint includes various menus for accessing the different pages, windows, and features in Specpoint.
- **Dashboard:** This dashboard serves as a single point of access to information and resources to help you manage your BPM operations. The dashboard includes the Project Research Map, Firm Contacts widget, ENR News widget, and Deltek News widget.
- **Products:** Specpoint provides features and pages in the Products area, which enable you to manage your company profile and your company's product listings.
- **Industry Analytics:** Features for industry analytics enable you to generate reports and study how A/E firms add content and manufacturers to their project specifications.
- **Admin Settings:** Use these settings to update your company account information and manage users for your BPM.
- **User Settings:** These settings enable you to update your user information, access other BPM accounts as a guest user, change your password, and log out of Specpoint.
- **Help Resources:** Specpoint provides you with multiple resources that you can access if you need information and assistance.

For complete and detailed information about the available features in Specpoint, see *Deltek Specpoint Help for BPM Users*.

Refer to the following for help and information:

- [Deltek Support Center](#)
- *Deltek Specpoint SaaS Administrator Guide*
- *Deltek Specpoint Help for BPM Users*

Supported Deployment Technology

Before you use Deltek Specpoint, ensure that your computer satisfies the recommended minimum system requirements:

| System Requirement | Description |
|--------------------|--|
| Screen Resolution | <ul style="list-style-type: none">1920 x 10801920 x 1040 |
| Web Browser | <ul style="list-style-type: none">Google Chrome™Mozilla Firefox™Microsoft Edge® <p>Use the latest versions for each recommended browser.</p> |

Key Features

This portion includes summaries of the key features included in Specpoint 1.0.

BPM Account Setup

As the designated account administrator, you can set up the account for your firm and your own user account to enable your firm's access to Specpoint. After you receive a user invitation email from Deltek, Specpoint requires you to perform the following:

- Enter your new password.
- Update your user profile information.
- Update your firm's account settings and information.

User Account

This portion includes descriptions of the available features for user accounts in Specpoint.

User Account Setup

You can set up your user account to log in and access Specpoint. After you receive a user invitation email from your BPM administrator, you must enter your new password and update your user profile information.

User Login

With an active user account, you can log in to Specpoint. On the Log In page, enter your valid email address and password to log in.

If you forget your password, you can reset your password from the Log In page by using your valid email address.

Common Application Elements

This portion includes descriptions of available common application elements that you can use in various areas and pages in Specpoint.

User Interface

Specpoint's user interface design optimizes user experience and navigation. The platform's user interface is responsive, which adjusts your view of the available data and options on each page to accommodate various screen resolutions, browser window sizes, and devices.

For the recommended screen resolutions, see [Supported Deployment Technology](#).

Image Upload Utility

The Image Upload Utility enables you to upload photos to Specpoint. You can use this tool to upload the following photos:

| Image | Location |
|---------------------------|------------------------------------|
| Cover Photo | My Company Page |
| Corporate Logo | My Company Page |
| Product Images and Videos | Manage Listing Page (in edit mode) |
| Profile Image | My Profile Window |




Navigation

This portion includes descriptions of the menus for accessing the various pages, windows, and features in Specpoint. The following menus are available:

- Top Menu
- Navigation Menu
- Help Menu
- User Profile Menu

Top Menu

You can use this menu to access general features in Specpoint. On the top menu, the following options are available:


- **Navigation Menu Toggle** : Show or hide the navigation menu.
- **Help Menu** : Access the available help resources.
- **User Profile Menu**: Access options for your user account. For administrators, options for managing your A/E firm account are available.
- **Change Account** : Change BPM accounts. This option is only available if you are a guest user in another BPM within Specpoint.

Navigation Menu


You can use this menu to access key areas and pages in Specpoint. On the navigation menu, the following options are available:

- **Home**: Open the dashboard, the Project Research Map, and other available widgets.
- **Products**: Access the Products area and open the Product Listings page. Use this area to manage your company page and product listings as well as view company pages and product listings from other BPMs.
- **Industry Analytics**: Open the Industry Analytics page to generate reports and access industry data.
- **Settings**: This option is only available to BPM administrators. Access the following administrative settings for your BPM:
 - **Account**: Open the Account Settings page and manage account information for your BPM.

- **Manage Users:** Open the User Management page and manage users within your BPM.

You can show or hide the navigation menu by clicking the Menu icon ()

Help Menu

You can use this menu from the help icon () to access help resources for Specpoint. On the help menu, the following options are available:

- **Online Help:** Access user documentation.
- **Email Help Desk:** Depending on your user permission, send an email to your BPM's designated account administrator or Specpoint's dedicated help desk for support requests or questions.
- **Deltek Support Center:** As the designated account administrator for your BPM, submit a case or call/chat with Deltek Customer Care.
- **Privacy Policy:** View Deltek's privacy policy.
- **Terms of Use:** View Specpoint's terms of use.

User Profile Menu

You can use this menu to manage your Specpoint user account. On the user profile menu, the following options are available:

- **My Profile:** Open the My Profile window, update your user information, and upload a profile photo.
- **Change Password:** Update your login password.
- **Log Out:** End your user session.

Dashboard

The Specpoint dashboard serves as a single point of access to information and resources to help you manage your building product manufacturer operations.

The following features are available on the dashboard:

- Project Research Map
- Firm Contacts
- ENR News
- Recently Listed
- Deltek News

Project Research Map

Specpoint includes the Project Research Map, which enables you to browse and research project data from firms within Specpoint or Deltek e-SPECS. You can use this feature to research the following layers of information for each project: overview, families, and manufacturers.

In the project research map, the following components are available:

- Project Filters Pane
- Map Tab

Key Features

- Results Tab

Project Filters

Multiple project filters are available. In this pane, you can use the following filter options to filter or search for projects:

- Select Saved Search
- Days Since Project Updated
- Country
- State
- Building Type
- Sustainability
- Construction Budget
- Assembly
- Family
- Manufacturer Specified
- Manufacturer

You can configure any combination of filters. The filters are dynamic. When you select a value for a filter, other filters will display only the available options with respect to your current selection.

You can also save, load, and delete search criteria to maintain insight on a group of projects over a period of time. The search criteria that you specify in the project filters apply to the Project Heat Map and Top 10 Results on the Map tab and the All Search Results list on the Results tab.

Map Tab

The Map tab displays the project data through a heat map representation. You can use the project heat map on this tab to navigate to and view project locations. You can also perform the following actions on the map:

- Pan to different map locations.
- Zoom in and out.
- Revert to the default location and zoom level.
- Show or hide the map legend.

Top 10 Results

On the Map tab, you can access the Top 10 Results list, which displays the top 10 projects that fit the currently set filters. You can use this pane to view the top 10 search results in a list view simultaneously with the project heat map. This pane previews each project with the following information:

- Last Updated
- State/Province
- Building Type
- Budget

Key Features

Results Tab

The Results tab displays all project data or filtered search results in a list view. You can view the projects with the following information and options:

- Date Last Updated
- State/Province
- Building Type
- Contract Type
- Construction Type
- Sustainability
- Construction Budget
- Level of Specification
- View Option

You can sort the projects based on the information above and export the list of projects as a CSV, XLSX, or PDF file.

You can also use this tab to access overview, family element, and manufacturer information for a specific project. The following windows are available for viewing project information:

- Project Overview Data Window
- Project Manufacturers Window

Project Overview Window

You can use this window to view overview information about a project and its family elements. In the Project Overview window, the following information is available:

- Last Updated
- Construction Budget
- Family Sources
- Sustainability

You can also view the list of family elements and filter the families by family name and family source/base document.

Project Manufacturers Window

The Project Manufacturers window lists the available manufacturers and their product listings for a given family as well as if the A/E firm specified the product listing in the family element. You can use this page to view the content outline of the family in the Family Detail portion.

Widgets

On the dashboard, the following widgets are available:

- Firm Contacts
- ENR News
- Recently Listed

Key Features

- Deltek News

Firm Contacts

You can use this widget to quickly access contacts within your A/E firm. For each contact, the following information is available:

- Name
- Role
- Contact Number
- Email Address

ENR News

You can use this widget to preview and access news from Engineering News-Record. This widget lists recent ENR news articles and shows the title and snippet for each article.

Recently Listed

You can use this widget to view and access more information about the newest available product listings. This widget lists the four latest published product listings with their respective BPM's logo or name, product name, and photo preview.

You can also use this widget to open the Product Listings page. This enables you to browse and research the available product listings within Specpoint.

Deltek News

You can use this widget to quickly access the Deltek Media Center web page and read the latest news about Deltek.

Products

Specpoint provides features and pages in the Products area which enable you to manage your company profile and your company's product listings.

The following features and pages are available:

- Product Listings
- Product Listings Page
- Product Listing Card
- Company Page
- My Company Page
- Manage Listing Page

Product Listings Page

You can use the Product Listings page to view available product listings from BPMs within Specpoint.

To browse and research product listings on this page, you can perform the following actions:

- View all product listings from your firm or company.
- View all active and completed product listings from other BPMs.

Key Features

- Use the available filter options to filter and search for product listings.
- Open the Grouping and Sorting window and sort product listings.
- Open the Grouping and Sorting window and group product listings.
- View product listing information on the product listing cards.
- Open the Manage Listings page and view a product listing's complete details and related resources.
- Navigate to the My Company Page.

Product Listing Filters

On the Product Listings page, you can configure any combination of filters or clear set filters. The following product listing filters are available:

- Category
- Company
- Listing Type
- Families
- Product Type and Properties
- Partnerships
- Additional Content
- Date Range
- State
- Status

The filters are dynamic. When you select a value for a filter, other filters will show only the available options with respect to your current selection. For example, if you set **Category** to **Ceilings**, you can only select companies that have product listings under the Ceiling category in the **Company** filter.

Grouping and Sorting Window

You can use the Grouping and Sorting window to group and/or sort the available product listings on the Product Listings page. The Grouping and Sorting window organizes its controls onto the following tabs:

- Grouping
- Sorting

Grouping Tab

You can use this tab to configure up to three grouping criteria which apply to the product listings on the Product Listing page. For each grouping criterion, the following options are available:


- **Attribute:** This is the product listing attribute by which to group listings, such as the product's company, listing type, state, and family.
- **Collapsed:** This determines whether the Product Listings page shows or hides the product listings under the group by default.
- **X:** Click this button to delete the grouping criterion.

Key Features

When you group product listings based on an available attribute, Specpoint automatically adds a sorting criteria for the same attribute.

Sorting Tab

You can use this tab to configure up to five sorting criteria which apply to the product listings on the Product Listing page. For each sorting criterion, the following options are available:

- **Grip Icon**  : This enables you to arrange sorting criteria by your desired order.
- **Options**: This is the product listing attribute by which to sort listings, such as the product's company, listing type, state, and family.
- **Sort**: This determines whether to sort by ascending or descending order.
- **X**: Click this button to delete the sorting criterion.

Product Listing Card

A product listing card represents a product that a BPM offers within Specpoint. On the Product listings page, you can use product listing cards to preview general information about a product. You can perform the following additional actions from a product listing card:

- Open the Manage Listing page for the product listing to view more details about the product.
- Open the Company page for the listing's BPM to view more details about the product's manufacturer.
- Download available documents for the listing.

On each product listing card, the following information is available as applicable to its listing type:

- Corporate Logo or Company Display Name
- Approval Logo
- Publication Date
- Status
- Photos and Videos
- Category
- Product Name
- Family
- Product Type
- Listing Type
- Additional Content Icons

For Premium MasterSpec, Premium, and Premium Proprietary listings, product listing cards can have additional content icons which indicate the availability of documents for download. You can use the following icons to view and download the available documents from the product listing card:

- Catalog 
- BIM 
- Full Length or Product Specification Document 

- Short Form 

Product Listing Type

Each product listing has a type which determines the available information about the product and how A/E firms can specify the listing in their project specifications. The following product listing types are available:

- Premium MasterSpec
- Premium
- Premium Proprietary
- Manufacturer

Product Listing State

Each product listing has a state to indicate its current stage through the product submission and review process and determine its readiness for public availability. The following product listing states are available:

- Premium Review
- Premium Review - BPM Submitted
- Premium MasterSpec Review
- Premium MasterSpec Review - BPM Submitted
- Proprietary Review
- Proprietary Review - BPM Submitted
- Completed

To add a product listing for your BPM, you must perform the tasks in the product submission process.

Manage Listing Page

The Manage Listing page displays all available information about the product listing and its related resources. You can access this page from a product listing card on the Product Listings page to learn more about a product listing.

The contents of this page depend on multiple factors, such as the product's BPM, listing type, status, and state.

The following are available as applicable to the Manufacturer listing type:

- Corporate Logo and/or Company Name
- Category
- Family Number
- Family
- Product Type
- First Publish Date
- Last Publish Date

For Premium MasterSpec, Premium, and Premium Proprietary listings, the following are available:

Key Features

- Model Number
- Product Name
- Product Description
- Building Type
- Product Type Properties (This is not available for Premium Proprietary listings.)
- Photos and Videos
- Download Documents
- Links
- Partnerships

For your BPM's product listings, this page displays additional attributes about the product listing. The following product listing attributes are available for viewing only:

- Listing Type
- State
- Status
- Assign Deltek
- Assign BPM (This is available for modification.)

Manage Listing Page - Edit Mode

You can use this page to manage your company's product listings. This page enables you to perform the following actions:

- Enable edit mode.
- Update a listing's available information.
- Update the assigned BPM users for the listing.
- Update a listing's related resources.
- Save the updates and modifications that you made to the product listing.
- Submit the product listing for Deltek review.

The availability of the actions above, the information for updating, and the related resources for updating all vary depending on the product listing's current state, status, and listing type.

Company Page

You can use the Company page to view information about a BPM, which also serves as background information about a product listing. The following contents are available on a BPM's Company page:

- Cover Image
- Corporate Logo
- Company Display Name
- Address, Public Phone Number, and Website
- Who We Are

Key Features

You can use the Company page as an access point to the BPM's product listings. This page contains tiles that display summary information about a BPM's product listings grouped by listing types or product categories.

Tiles

On the Company page and My Company page, the following tiles are available:

- Premium MasterSpec Listings
- Premium Listings
- Premium Proprietary Listings
- Manufacturer Listings
- Listing Categories

These tiles display the number of listings under their respective listing type or category. You can click the number of listings in each tile to display the respective listings on the Product Listings page.

My Company Page

As a BPM administrator, you can use the My Company page to update the Company page of your BPM. This page displays the same information and tiles as the Company page. This page also has an edit mode feature which enables you to update available information and images on this page.

Industry Analytics

Specpoint provides features that enable you to study industry data and make adjustments to your BPM's listings. To access industry data, you can generate reports.

For enhanced listings, the following reports are available:

- Family Opens
- Product Decisions - Overall
- Product Decisions - Won
- Product Decisions - Win Percentage
- Product Decisions - Win/Loss Map
- Market Comparison

For Product MasterSpec, the following reports are available:

- Family Downloads
- Family Download Map

Industry Analytics Page

You can use the Industry Analytics page to generate reports and access industry data. On this page, the following contents are available:

- Report Selection Options
- Report Parameters
- Report Contents

Key Features

- Data Table
- Data Table Options

For each report, you can perform the following actions:

- Generate reports by setting project parameters.
- View report data in a graphical representation, such as a chart, graph, or heat map.
- View report data in table view.
- Export report data as a CSV or PDF file.

Family Opens Report

You can use the Family Opens report to view data on the family elements that A/E firms viewed and added to their project specifications.

For generating this report, the following parameters are available:

- Family
- Starting Year

This report displays the data on family opens in a bar chart with the following information:

- **Y-axis:** Family Opens
- **X-axis:** Month

For the data table of this report, the following columns are available:

- Family Number
- Family Name
- Month-Year

Product Decisions - Overall Report

You can use the Product Decisions - Overall report to view data on all product selection decisions that A/E firms made for family and product type elements in their project specifications.

For generating this report, the following parameters are available:

- Family
- Product Type
- Starting Year

This report displays the data on overall product decisions in a bar chart with the following information:

- **Y-axis:** Overall Decisions
- **X-axis:** Month

For the data table of this report, the following columns are available:

- Family Number
- Family Name
- Month-Year

Product Decisions - Won Report

You can use the Product Decisions - Won report to view data on product decisions that A/E firms made for their project's family and product type elements in which they selected listings from your BPM.

For generating this report, the following parameters are available:

- Family
- Product Type
- Starting Year

This report displays the data on product decision wins in a bar chart with the following information:

- **Y-axis:** Decisions Won
- **X-axis:** Month

For the data table of this report, the following columns are available:

- Family Number
- Family Name
- Month-Year

Product Decisions - Win Percentage Report

You can use the Product Decisions - Win Percentage report to view data on the win percentage of your BPM's listings against other BPMs' in the product decisions that A/E firms made for their project specifications.

For generating this report, the following parameters are available:

- Family
- Product Type
- Starting Year

This report displays the data on your win percentage in a bar chart with the following information:

- **Y-axis:** Win %
- **X-axis:** Month

For the data table of this report, the following columns are available:

- Family Number
- Family Name
- Month-Year

Product Decisions - Win/Loss Map Report

You can use the Product Decisions - Win/Loss Map report to view data on the overall product decisions as well as decision wins and win percentages for your BPM's listings for a given family, product type, time frame, and geographic location.

For generating this report, the following parameters are available:

- Family
- Product Type

Key Features

- Year
- Start and End Months
- Group Data by State or City

This report displays the data on product decisions in a heat map.

For the data table of this report, the following columns are available:

- Country
- Region
- City
- Decisions
- Wins
- Win %

Market Comparison Report

You can use the Market Comparison report to view data on the performance ranking of one or multiple BPMs in terms of product decision wins for a specific family element.

For generating this report, the following parameters are available:

- Manufacturers
- Starting Year

This report displays the data on market comparison in a line chart with the following information:

- **Y-axis:** Rank
- **X-axis:** Month

For the data table of this report, the following columns are available:

- Manufacturer
- Month-Year

Family Downloads Report

You can use the Family Downloads report to view data on the family elements that A/E firms downloaded from Product MasterSpec and into their project specifications.

For generating this report, the following parameters are available:

- Family
- Starting Year

This report displays the data on family downloads in a bar chart with the following information:

- **Y-axis:** Family Downloads
- **X-axis:** Month

For the data table of this report, the following columns are available:

- Family Number
- Family Name

- Month-Year

Family Download Map Report

You can use the Family Download Map report to view data on the family elements that A/E firms downloaded from Product MasterSpec based on geographic location.

For generating this report, the following parameters are available:

- Family
- Year
- Start and End Months
- Group Data by State or City

This report displays the data on family downloads in a heat map.

For the data table of this report, the following columns are available:

- Country
- Region
- City
- Family Downloads

Admin Settings

As a BPM administrator, you can use the following pages to update your company account information and manage users for your BPM:

- Account Settings Page
- User Management Page
- User Page

Account Settings Page

This page is available to BPM administrators. You can use the Account Settings page to view and update information about your BPM account. On this page, the following information is available:

- Account Name
- User Limit
- In Use
- Subscription Expiration Date
- Account Number
- Display Name
- Public Phone Number
- Website
- Address 1
- Address 2

Key Features

- City
- State/Province
- Postal Code
- Country
- Status
- Contact Name
- Contact Email
- Designated Account Administrator

You can only update your BPM's display information, such as the address information and contact information. You cannot update subscription-specific information, such as the user limit for your account, subscription expiry date, and company contact person.

User Management Page

This page is available to BPM administrators. The User Management page displays a list of users within your BPM and the following information for each user:

- First Name
- Last Name
- Email
- Permissions
- Discipline
- Role
- Status

You can filter or sort the users based on the information above. You can also use the following options to manage users based on their user status:

| Status | Option |
|------------------|--|
| No User Selected | <ul style="list-style-type: none"> ▪ New User |
| Active | <ul style="list-style-type: none"> ▪ Edit ▪ Deactivate |
| Inactive | <ul style="list-style-type: none"> ▪ Activate |
| Pending Invite | <ul style="list-style-type: none"> ▪ Resend Invite ▪ Cancel Invite |

User Page


This page is available to BPM administrators. This page enables you to create a new user or update user information. You can also use this page to add a registered user from another BPM or Deltek as a guest user. On this page, the following information is available:

Key Features

- First Name
- Last Name
- User Email
- Permissions
- Discipline
- Role
- Status

User Settings

Specpoint provides multiple features which enable you to manage your user account. These features include the following:

- User Profile Menu
 - My Profile Window
 - Change Password
 - Log Out
- Change Account Option ()

My Profile Window

You can use the My Profile window to view and update the following information for your user profile:

- Profile Photo
- Prefix
- First Name
- Last Name
- Suffix
- Title
- Phone Number
- Role (display only)
- Address 1
- Address 2
- City
- State/Province
- Postal Code
- Country


Change Password Screen

You can change your password from the user profile menu to ensure that your user account and your BPM's data are secure.


Log Out of Specpoint

You can log out of Specpoint to protect your BPM's data and settings.

Change BPM Accounts

You can use the change account option () to change BPM accounts. This action is only available if other BPM accounts added you as a guest user.

Help Resources

Multiple help resources are available on the help menu () to provide you with information and assistance.

See [Help Menu](#).

Online Help

You can use the Specpoint Help for BPM Users to learn about the available features and how to use them.

Appendix: For Additional Information

Deltek Support Center

The Deltek Support Center is a support Web site for Deltek customers who purchase an Ongoing Support Plan (OSP).

The following are some of the many options that the Deltek Support Center provides:

- Search for product documentation, such as release notes, install guides, technical information, online help topics, and white papers
- Ask questions, exchange ideas, and share knowledge with other Deltek customers through the Deltek Support Center Community
- Access Cloud-specific documents and forums
- Download the latest versions of your Deltek products
- Search Deltek's knowledge base
- Submit a support case and check on its progress
- Transfer requested files to a Customer Care analyst
- Subscribe to Deltek communications about your products and services
- Receive alerts of new Deltek releases and hot fixes
- Initiate a Chat to submit a question to a Customer Care analyst online

Attention: For more information regarding Deltek Support Center, refer to the online help available from the Web site.

Access Deltek Support Center

To access the Deltek Support Center:

1. Go to <https://deltek.custhelp.com>.
2. Enter your Deltek Support Center **Username** and **Password**.
3. Click **Login**.

Note: If you forget your username or password, you can click the **Need Help?** button on the login screen for help.

Available Documentation for this Release

The following table lists the Deltek documentation available for this release. Except where noted, all the user guides and quick reference guides listed in this table are available for download from the Deltek Support Center.

| Document Name | Description |
|---|--|
| Deltek Specpoint Help for BPM Users | <p>This guide contains descriptions of and procedural information about features included in Specpoint.</p> <p>You can access this guide from Specpoint's help menu.</p> |
| Deltek Specpoint SaaS Administrator Guide | <p>This guide contains descriptions of and procedural information about features that are available for administrators who are responsible for the initial activation and ongoing management of Specpoint.</p> |



About Deltek

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