Deltek Costpoint 8.2 Views Quick Reference Card

Form View

Any screen in Costpoint that has the Query function can display in form view or table view.

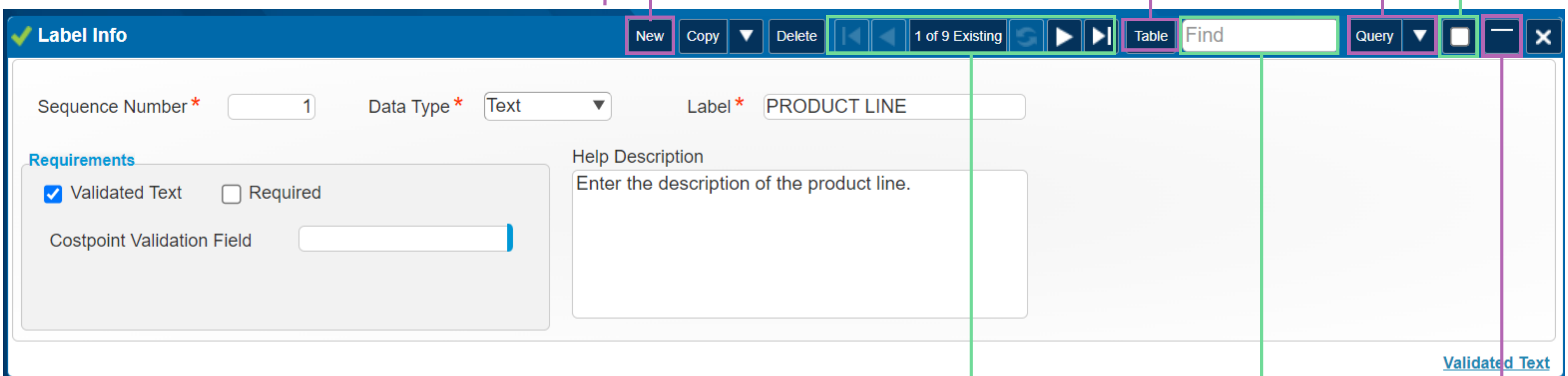
In form view, the information for a single record is displayed in fields, grouped in boxes, and in tabs.

Select the **check box** to select the record. The record will also show as selected in table view.

Click **Query** to define search parameters for the data records.

Click **Table** to open the table view. The toggle name is based on the view displayed.

Click **New** to create a record.



Click the **navigation arrows** to move between records.

Click **Maximize** to expand the form.

Enter a value in the **Find** field to quickly locate records in applications and subtasks.

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Table View

The same fields that are in form view display as columns, in the same order, in table view.

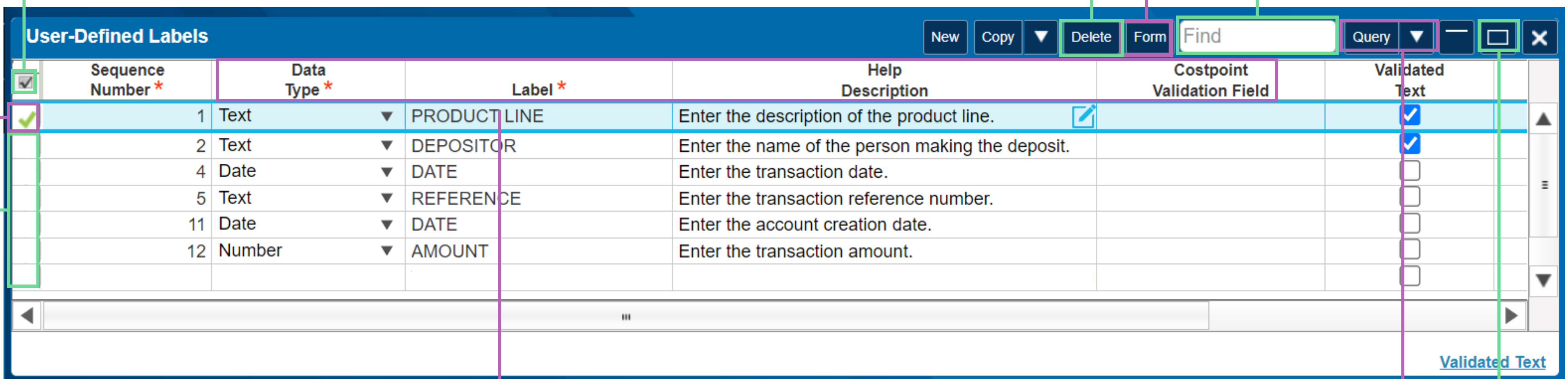
Each row represents a record.

Click the **Select All Rows** box to select all rows in the table. Selected rows are shaded in the table.

Click **Form** to open the form view.

Click **Delete** to mark a row for removal. The row is deleted when you save the updates.

Enter a value in the **Find** field to quickly locate records in applications and subtasks.



In this column, a check mark indicates edits were made on an existing row.

An X indicates a deleted row.

An arrow indicates a new row.

A shaded box indicates a selected row. Double-click the box to open the record in form view.

The field names in table view sometimes differ from the names in form view.

Otherwise, names may change for spacing.

Click **Query** to define search parameters for the data

Click **Maximize** to enlarge the view.

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