

# 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.

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

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

User-Defined Labels							New	Copy	▼	Delete	Form	Find	Query	▾	☐	✕	
<input checked="" type="checkbox"/>	Sequence Number *	Data Type *	Label *	Help Description	Costpoint Validation Field	Validated Text											
<input checked="" type="checkbox"/>	1	Text	PRODUCT LINE	Enter the description of the product line.		<input checked="" type="checkbox"/>											
<input type="checkbox"/>	2	Text	DEPOSITOR	Enter the name of the person making the deposit.		<input checked="" type="checkbox"/>											
<input type="checkbox"/>	4	Date	DATE	Enter the transaction date.		<input type="checkbox"/>											
<input type="checkbox"/>	5	Text	REFERENCE	Enter the transaction reference number.		<input type="checkbox"/>											
<input type="checkbox"/>	11	Date	DATE	Enter the account creation date.		<input type="checkbox"/>											
<input type="checkbox"/>	12	Number	AMOUNT	Enter the transaction amount.		<input type="checkbox"/>											

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.