

Deltek Costpoint 8.0 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.

The screenshot shows the 'Label Info' form in Deltek Costpoint 8.0. The toolbar at the top includes buttons for 'New', 'Copy', 'Delete', navigation arrows, and view toggles: 'Table', 'Query', a maximize icon, and a close icon. The form fields include 'Sequence Number' (value: 1), 'Data Type' (value: Text), and 'Label' (value: PRODUCT LINE). Below these are two sections: 'Requirements' and 'Help Description'. The 'Requirements' section has a 'Validated Text' checkbox checked and a 'Required' checkbox unchecked, with a 'Costpoint Validation Field' below. The 'Help Description' section contains a text area with the text 'Enter the description of the product line.'.

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

Click **Maximize** to expand the form.

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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 **Form** to open the form view.

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

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

<div> <div>New</div> <div>Copy</div> <div>▼</div> <div>Delete</div> <div>Form</div> <div>Query</div> <div>▼</div> <div>☐</div> <div>✕</div> </div>							
<input checked="" type="checkbox"/>	Sequence Number *	Data Type *	Label *	Help Description	Costpoint Validation Field	Validated Text	Required
<input checked="" type="checkbox"/>	1	Text ▼	PRODUCT LINE	Enter the description of the product line.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2	Text ▼	DEPOSITOR	Enter name of person making deposit.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3	Text ▼	ET ACCT TYPES	Enter an ET Account Type.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	26	Number ▼	AMT OF DEPOSIT	Enter the amount of deposit.		<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	28	Text ▼	BANK	Enter the name of the bank deposit was made to.		<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	30	Date ▼	DATE OF DEPOSIT	Enter the date of deposit.		<input type="checkbox"/>	<input type="checkbox"/>
							Validated Text

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.