**Deltek Costpoint 8.1 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.

Label Info													
		New	Copy	▼	Delete	|◀	◀	1 of 6 Existing	↻	▶	▶|	Table	Query ▼	☐	▢	✕

Sequence Number *   `1`   Data Type * `Text ▼`   Label * `PRODUCT LINE`

Requirements

☑ Validated Text   ☐ Required

Costpoint Validation Field   `_____`

Help Description

Enter the description of the product line.

Validated Text

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.

	Sequence Number *	Data Type *	Label *	Help Description	Costpoint Validation Field	Validated Text	Required
	1	Text ▼	PRODUCT LINE	Enter the description of the product line.		☑	☐
	2	Text ▼	DEPOSITOR	Enter name of person making deposit.		☑	☐
	3	Text ▼	ET ACCT TYPES	Enter an ET Account Type.		☑	☐
	26	Number ▼	AMT OF DEPOSIT	Enter the amount of deposit.		☐	☐
	28	Text ▼	BANK	Enter the name of the bank deposit was made to.		☐	☐
	30	Date ▼	DATE OF DEPOSIT	Enter the date of deposit.		☐	☐

Validated Text

New | Copy | ▼ | Delete | Form | Query | ▼ | ▢ | ✕

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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