Deltek Costpoint 7.1.1 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.

| Identification | | | | | | | New | Copy ▼ | Delete | Approval | ⏮ | ◀ | 143 of 8,880 Existing | ↻ | ▶ | ⏭ | Table | Query ▼ | ☑ | — | ✕ |

Project *	1003.002.10	Name *	Scaffold Attachment	Abbreviation	100321	Level	3	Load Defaults

Primary Definitions

Basic Info | **Details**

Project Details

				Allow Edit
Cust1	GTS1	Govt Technology Service		☑
Project Manager	MAC01	Cruise, Thomas A		☐
Start Date (POP)	01/01/1994			
End Date (POP)				

Contract Details

		Allow Edit
Prime Contract No	3345-C-94-0034	☐
Subcontractor No	New sub	☐
Purchase Order No	3356M	☐
Task Order No		☐
CTM Contract ID		☐
CTM oPPortuniTy ID		☐

Modifications | Rev Info | Proj Bill Info | Def Rate Seq | COGS | Total Ceil | Dir Cost Ceil | Burd Cost Ceil | Dir Hrs Ceil | Empl Hrs Ceil | Vend Hrs Ceil | Cost Fee Ovrd | Burd Fee Ovrd | Mult Ovrd | Gov't Contract | Deliverables

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

Click **Minimize** to collapse 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.

Manage Project User Flow

New | Copy ▼ | Delete | Approval | Form | Query ▼ | — □ ✕

Load Defaults

	Project *	Project Name *	Cust1	Cust1 Name	Cust1 Allow Edit	Project Manager	Project Manager Name	Project Mgr Allow Edit	Start Date (POP)	End Date (POP)	Prime Contract No	Prime Contract No Allow Edit	Subcontractor No
	1003.002	Scaffold Structure Maint	AAA	AAA	☑	MAC01	Cruise, Thomas A	☐	01/15/1988		3345-C-94-0034	☐	New sub
	1003.002.10	Scaffold Attachment	GTS1	Govt Technology Service	☑	MAC01	Cruise, Thomas A 🔍	☐	01/01/1994		3345-C-94-0034	☐	New sub
	1003.003	Spacecraft Interface Syst	GTS1	Govt Technology Service	☑	MAC04	Pitt, Brad E	☐	03/25/1988	12/31/2077	3345-C-94-0034	☐	New sub
✓	1003.003.10	Mechanical Interface	GTS1	Govt Technology Service	☑	MAC04	Pitt, Brad E	☐	01/01/1994		3345-C-94-0034	☐	New sub
✓	1003.003.20	Computer Interface	AAC	ABACUS TECHNOLOGY CORP	☑	MAC04	Pitt, Brad E	☐	03/25/1988	12/31/2077	3345-C-94-0034	☐	New sub
	1003.004	Launchpad Maintenance	GTS1	Govt Technology Service	☑	MAC04	Pitt, Brad E	☐	01/01/1993	05/01/2078	3345-C-94-0034	☐	New sub
	1003.004.10	Mechanical Maint	GTS1	Govt Technology Service	☑	MAC04	Pitt, Brad E	☐	01/01/1993	05/01/2078	3345-C-94-0034	☐	New sub
✗	1003.005				☑	MAC01	Cruise, Thomas A	☑			3345-C-94-0034	☐	New sub
→	1003.004.30	Task Support	GTS1	Govt Technology Service	☑	MAC04	Pitt, Brad E	☐			3345-C-94-0034	☐	New sub

Modifications | Rev Info | Proj Bill Info | Def Rate Seq | COGS | Total Ceil | Dir Cost Ceil | Burd Cost Ceil | Dir Hrs Ceil | Empl Hrs Ceil | Vend Hrs Ceil | Cost Fee Ovrd | Burd Fee Ovrd | Mult Ovrd | Gov't Contract | Deliverables | User-Defined Info

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.

For example, the **Cust1** field in table view is a part of the **Project Details** group box in form view, so **Name** is appended to the regular field name.

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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