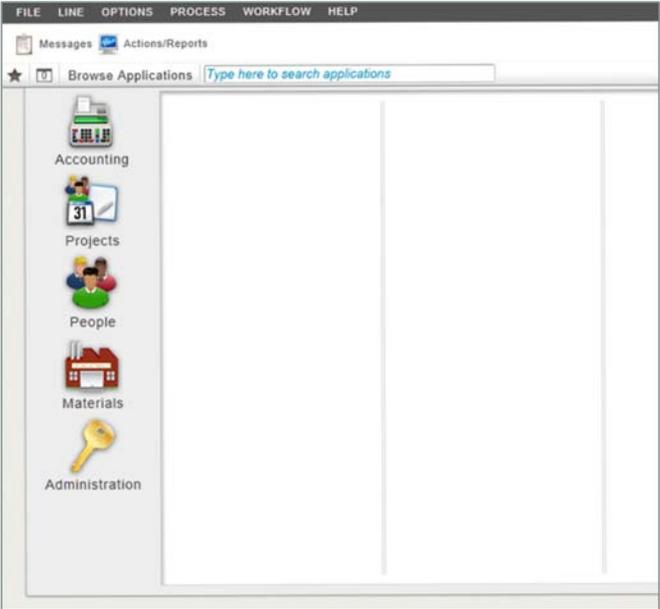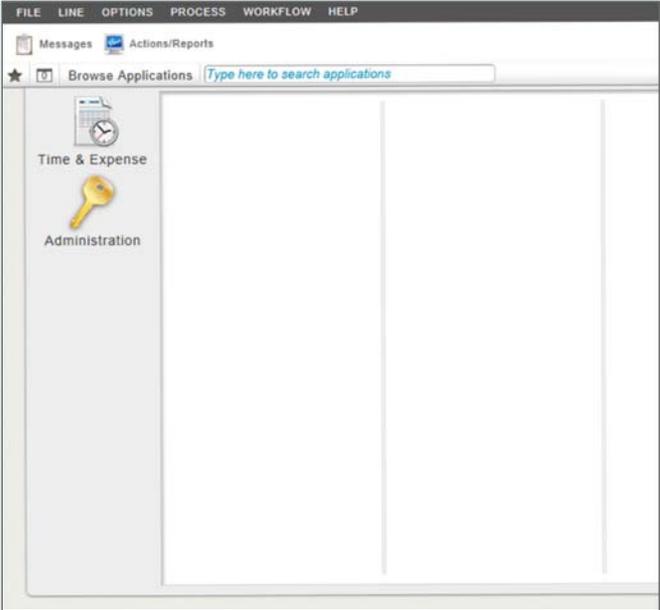# Deltek Costpoint Views
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Domains

The domains that display in the left navigation pane are determined by product licensing.

In this example, the customer is licensed for Time & Expense only.

FILE LINE OPTIONS PROCESS WORKFLOW HELP

Messages Actions/Reports

★ Browse Applications *Type here to search applications*

Accounting

Projects

People

Materials

Administration

FILE LINE OPTIONS PROCESS WORKFLOW HELP

Messages Actions/Reports

★ Browse Applications *Type here to search applications*

Time & Expense

Administration

In this example, the customer is licensed for Costpoint only.

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Form View

Any screen that has the Query function can display in Form View or Table View. Usually, if more than one row is returned in a Query, the screen displays in Table View.

In Form View, the screen displays as shown below, with the fields grouped in boxes. In Table View, the fields display in a grid, as shown on the next page. To toggle between the different views, click the **Table** or **Form** button on the application toolbar.

> Click this button to toggle between Table View and Form View. The name of the button changes as you switch views.

> The record selection check box is on the right side of the screen. Click this area of the screen to select the displayed record.

Identification

New | Copy | Delete | ◄◄ | ◄ | 2 of 10 Existing | ▶ | ▶▶ | Table | Query ▼ | □ | □ | X

Payment Office * CANDR   Description another office

Address

Name *	Jeff Whitmer	City	Philadelphia
Line 1	3453 Oak Lane	State/Province	PA
Line 2	Suite 302	Country	USA
Line 3		Postal Code	16852-1111

> When this group box displays in Table View, the name of the group box, **Address**, will be appended to some of the field names. For example, **Line 1 Address**, **Line 2 Address**, and so on.

> Table View can display many records at one time, so these buttons do not display in Table View.

> Click this button to maximize the size of the application screen.

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Table View

The record selection check box is on the left side of the screen. Click this area of the screen to select all the rows in the table.

The field names in Table view sometimes differ from the names in Form view. The **Address** fields in Table view were part of the **Address** group box in Form view, so **Address** is appended to the regular field name. Sometimes names may be changed for space reasons.

Click this button to toggle between Table view and Form view. The name of the button changes as you switch views.

| New | Copy | Delete | Form | Query ▼ | | □ | X |

☑	Payment Office *	Payment Office Description	Company Name *	Line 1 Address	Line 2 Address	Line 3 Address	
	CANDR	another office	Jeff Whitmer	3453 Oak Lane	Suite 302		P ▲
	DCASR	DC PAYMENT OFFICE	JAMES ROBINSON	301 PENNSYLVANIA AVE.	3RD FLOOR	Suite 311	W
	EPAY	E-Pay Online	E-Pay Online	5 E-Pay Way	Bldg 5		E
	GOV	US Government	US Government	7 Government Road	Bldg 7		G
	GPO	GOVERNMENT PAYMENT OFFICE	JACK PALMER	456 INNER HARBOR	JEFFERSON BUILDING	ANNEX A	B
	HQ0104	DFAS Columbus Center	DFAS Columbus Center	SP010099MSA54	ATTN: DFAS-CO-SEPM	P.O. Box 182317	C ▼

The columns in Table View display in the tab order of the Form View screen.

Some text boxes in Table View display popup text buttons:

Click this button to display a popup text box in which you can enter text. Use of this button is optional, but if you need to enter a lot of text, it enables you to see all the text as you enter it.

Group boxes that contain options in Table View display as drop-down lists in Form View, as shown below.

Table View

Form View

Basis Type
◉ Dollars   ○ Hours   ○ Units

Basis Type *
Dollars ▼
Dollars
Hours
Units

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