# **Deltek Costpoint 7.0.1 Query and Lookup Quick Reference Card**

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#### **Query Function**

The Query function in Costpoint 7.0 allows you to search for single or multiple existing records on the tables used by a particular screen. You can perform basic and advanced searches using the Find, Query, Sort, or Saved Queries tabs on the Query dialog box. Query is available on Costpoint maintenance screens.

Click this button to display the Query dialog box. You can also click the drop-down arrow on this button to quickly access any existing saved queries.

**Query Button** 



Use this tab to retrieve records using specific fields on the Search Criteria group box. If you use the Find tab, your search is limited only to the available search fields.

The search fields on this tab changes depending on the Costpoint screen that you are using.

### **Query Tab**

Use the tab to create custom criteria that will be used by the search process. You will need to enter the following information for each Query condition:

- **Field** Enter the field that you want to • use in the search parameter.
- **Relation** This is the logical operator for the condition statement (for example, Contains, Begins With, Is Greater Than, and so on).
- **Value** This is the field data (or part of • the data) that you want to use in the search parameter.
- **Combine Method** This is the method of multiple condition statements. You can select either **AND** or **OR** in this field.



The sorting parameters listed in this tab will be used when you run the search process on the Find or Query tab.

search results.

for the screen. You can also clone and delete existing saved queries.

The Find, Query, and Sort tabs contain the following buttons:

- **Count** Click this button to display the number of records that will be returned by the search pro-
- **Save Query** Click this button to save the details of your current search. This will add your search to the list on the Saved
- **Reset** Click this button to reset the fields on the



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### **Fields with Lookup**

The Lookup function is available on all fields that have a thick blue bar on the right side. If you move the pointer over the blue bar or if you click in the field, this line changes to a Lookup icon.

### Lookup Function

Use the Lookup function to select from a list of values that are valid in particular fields. To access this feature, click the Lookup icons (either on the global toolbar or in the selected field). Alternately, you can press **F10** after you click in a field that has the Lookup function.

The Lookup function is useful when you are unsure of the exact value needed to complete a field.

