

Vantagepoint 101

How to Navigate and Use the Help Resources



Deltek
Vantagepoint >

NOTE:

You will not be able to log-in to
Vantagepoint until **10/2/23**

This is your homepage in Vantagepoint

The Navigation Pane allows you to scroll through various menus available for your employee role

The screenshot shows the Vantagepoint interface with several callouts:

- Green callout:** Use this Hamburger button to hide the Navigation Pane to provide additional viewing space on your screen. (Points to the hamburger icon in the top left of the navigation pane).
- Orange callout:** Use the Find Application search field to quickly locate applications on the Navigation pane. (Points to the search bar at the top of the navigation pane).
- Blue callout:** Use this Hamburger button to return to a full list of menu items in the Navigation Pane. (Points to the hamburger icon inside the navigation pane).
- Yellow callout:** Use the Navigation Pane Favorites button to specify applications that you frequently use as "favorites". (Points to the star icon in the navigation pane).

The navigation pane lists the following categories and items:

- My STUFF**
 - Dashboards
 - Timesheet
 - Calendar
 - Expense Report
 - Self Service
 - Approval Center
 - Reporting
- HUBS**
 - Absence Requests
 - Activities
 - Boilerplates
 - Contacts
 - Employees
 - Firms
 - Marketing Campaigns
 - Master Service Agreements
 - Projects

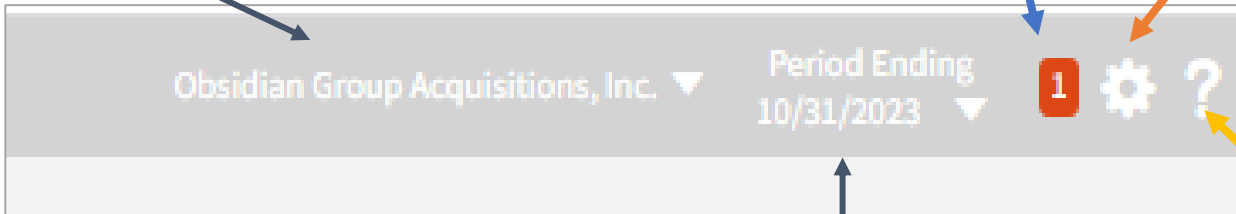
The main content area includes sections for "Look Around" (Menu Navigation Overview, Update your preferences, Explore help topics) and "Become part of the Deltek Community" (Join a user group, Register for Deltek ProjectCon, Sign up for a class, Subscribe to a blog).

Notifications are informational items that need your attention. These items are not grouped; each is listed separately. In this screen shot, there is ONE notification to be addressed.

The Gear icon will provide the ability to update “My Preferences”, as well as Logout of the system.

My Preferences encompass things such as Date format, Activity Reminder formats, Account and Project Search List Orders, Startup Page for Vantagepoint, Reporting default layout, Personal Image, and Updating your Password.

If Permitted to create entries for multiple entities, a drop-down arrow will allow you to switch between companies.



If Permitted to switch between accounting periods, a drop-down arrow will allow you to change your period for either data entry or reporting. Note: if you are not in the current period, a gold box appears in the Period field, along with the Prior Period label.

Open the Deltek Help Pane (More details on the next Page)

The screenshot shows the Deltek Vantagepoint interface. At the top, there is a red navigation bar with the Deltek Vantagepoint logo on the left, the user name 'Contour Engineering, LLC' in the center, and the 'Period Ending' date '1/31/2024' on the right. A question mark icon is highlighted in a red box in the top right corner of the navigation bar. Below the navigation bar, the main content area displays the 'Timesheets' page for 'Test Gal' covering the period '9/18/2023 - 9/24/2023' for 'Contour Engineering, LLC'. The page shows the 'Period Status: Open' and 'Timesheet Status: Missing'. A table lists project entries for the week, including 'PTO' and 'Holiday'. A help menu is open on the right side of the screen, listing various help topics such as 'Online Help', 'Learning Aids', and 'Vantagepoint Information Center'. A blue bracket highlights the question mark icon and the help menu.

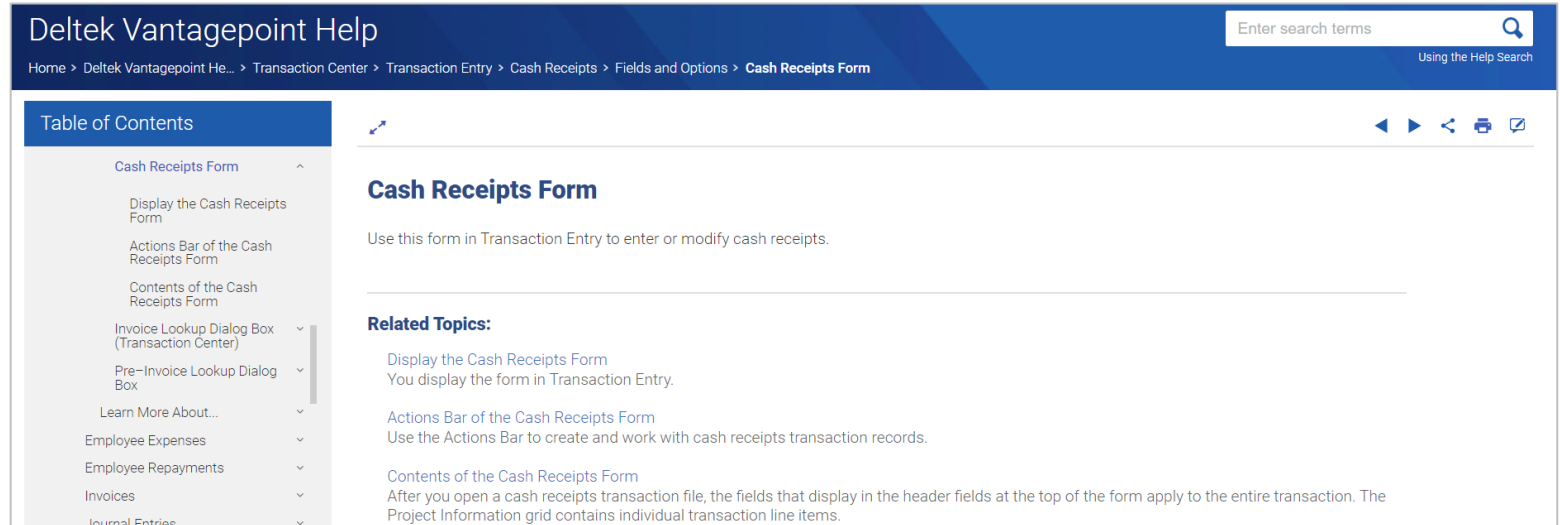
PROJECT	PROJECT NAME	CLIENT NAME	MON 9/18	TUE 9/19	WED 9/20	THU 9/21
PTO	PTO					
Holiday	Holiday					

The Question Mark icon will open Context Sensitive Help for Deltek Vantagepoint.

This means that wherever you are in the system, for example **Timesheets**, clicking the ? will get you immediate assistance regarding **Timesheets**.

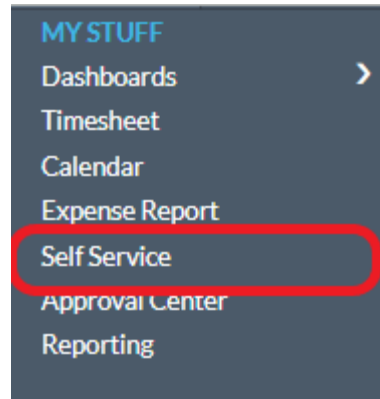
Deltek Vantagepoint Help provides the following assistance to the end user:

- Quick access to the field and option descriptions for any form or dialog box you have open
- The ability to use different types of searches to find topics throughout the help system
- How-to and concept topics
- A Table of Contents that groups help topics by application
- Short, focused videos on how to use Vantagepoint applications
- Links to the Deltek Support Services website and the Deltek Learning Zone, both are accessible if you have security access.



The screenshot shows the Deltek Vantagepoint Help Center interface. At the top, there is a search bar with the text "Enter search terms" and a magnifying glass icon. Below the search bar is a breadcrumb trail: "Home > Deltek Vantagepoint He... > Transaction Center > Transaction Entry > Cash Receipts > Fields and Options > Cash Receipts Form". The main content area is titled "Cash Receipts Form" and includes a brief description: "Use this form in Transaction Entry to enter or modify cash receipts." Below this, there is a "Related Topics:" section with three links: "Display the Cash Receipts Form" (with a sub-description "You display the form in Transaction Entry."), "Actions Bar of the Cash Receipts Form" (with a sub-description "Use the Actions Bar to create and work with cash receipts transaction records."), and "Contents of the Cash Receipts Form" (with a sub-description "After you open a cash receipts transaction file, the fields that display in the header fields at the top of the form apply to the entire transaction. The Project Information grid contains individual transaction line items."). On the left side, there is a "Table of Contents" sidebar with a list of topics: "Cash Receipts Form", "Display the Cash Receipts Form", "Actions Bar of the Cash Receipts Form", "Contents of the Cash Receipts Form", "Invoice Lookup Dialog Box (Transaction Center)", "Pre-Invoice Lookup Dialog Box", "Learn More About...", "Employee Expenses", "Employee Repayments", "Invoices", and "Journal Entries".

Self Service allows you to view expense payment data. You can only review the details of your own payments, unless you belong to a role with appropriate security rights to view expense payments for other employees.



Self Service Contour Employees Not in selection

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0704
Contour Engineering, LLC

EXPENSE

Expense Payments ⌵ ⌵ ⌵

EXPENSE YEAR	DATE	PAYMENT NUMBER	TYPE	AMOUNT	DIRECT DEPOSIT	VOIDED
2023	10/10/2023	0000004567	EP	0.53	<input type="checkbox"/>	<input type="checkbox"/>

Congratulations!

You have Completed Vantagepoint 101

Need Help?

If you have any questions about Vantagepoint, please email bedrock@teamues.com.

Support needs for UES University (Schoox) should be directed to learning@teamues.com.

