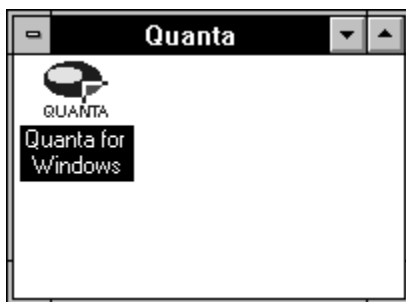


After you install the Quanta program and the appropriate Test Disk, you are ready to run Quanta and use the Quanta screen.

Running Quanta

To run Quanta:

1. In the Quanta program group, double-click the Quanta icon:



2. When Quanta prompts you, enter your **User Name** and **Password**.

Note:

The default User Name is **Admin** and the default password is **Admin**. Use this user name and password the first time you logon to Quanta. After you logon the first time, change the default password for the **Admin** user name. See Chapter 7 for more information on changing a user profile.

3. The first time you run Quanta after installing it, the system displays your company inventory standards:

000113 Personnel Selection Inventory

| Standards Categories | | Scale Cutoffs | | | |
|----------------------|-------------|---------------|----|----|----|
| # | Description | VA | SF | EI | AC |
| 0 | (not used) | . | . | . | . |
| 1 | (not used) | . | . | . | . |
| 2 | (not used) | . | . | . | . |
| 3 | RECOMMEND | 20 | 35 | 40 | 10 |
| 4 | (not used) | . | . | . | . |
| 5 | (not used) | . | . | . | . |
| 6 | (not used) | . | . | . | . |
| 7 | (not used) | . | . | . | . |
| 8 | (not used) | . | . | . | . |
| 9 | (not used) | . | . | . | . |

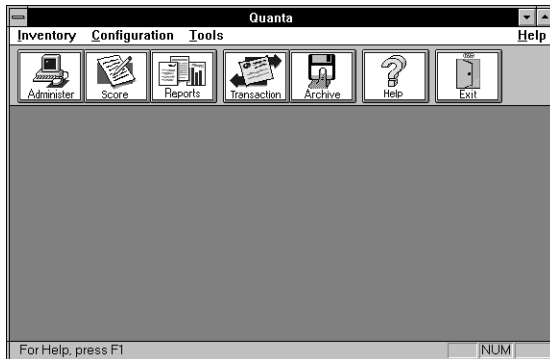
To add a category or to adjust the values of an existing category, please contact London House.

Close

London House provided these standards when your company ordered Quanta. Please review them with your London House consultant to ensure accuracy.

The Quanta screen

As shown below, the Quanta screen includes menus, a toolbar, and a status line:



Quanta menus

Quanta includes the following menus:

Inventory: use this menu to administer and score inventories, and to print reports.

Configuration: use this menu to set up Quanta. This includes setting up system security, unit addresses, inventory administration, and inventory groups. You can also use this menu to view inventory standards and the status of system coupons.

Tools: Use this menu primarily to export and import Transfer disks and to create Archive and Return Disks. You can also use this menu to handle Quanta Transactions and to add additional London House products to your Quanta system.

Help: Use this menu to search and display the Quanta help system.

The Quanta toolbar

The Quanta toolbar duplicates commands available in the Quanta menus as shown below:



Using online help

The Quanta software provides online help that you can display anytime while running the Quanta program. There are two basic ways to display online help: from the Help menu or pressing F1.

To display online help from the Help menu:

1. Select the **Help** menu.
2. Select **Contents** from the menu.

Quanta displays the help contents window.

Displaying online help by pressing F1:

If you don't understand a field or the purpose of any Quanta dialog box that you've displayed, press the **F1** key. Quanta will display help information specific to the currently displayed dialog box. This is called *context sensitive* help.