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Introduction

This manual describes the Quantus user interface.

Quantus can be used with either a mouse or with the keyboard. Most users will use a combination of the two.

Learning the keystrokes will result in much faster input than using the mouse.

There are a small number of places, particularly in the enquiry drills where you have to use a mouse.

References in this manual to “ProIV” refer to the programming langauge used to create Quantus. ProIV is installed onto your PC during the set up process, and controls the look and feel of the user environment (eg colours, size of text).

Contacting Quantus

Support

If you need to contact Quantus support then either:

email support@quantus.co.uk

or

telephone 01959 561238

This Manual

Text Conventions

Text in angle brackets <> denotes a keyboard key, for example

- <ENTER> means press the key on the keyboard marked "Enter" or ↵
- <F5> means press the function key "F5"
- <9><9><ENTER> means press 99 followed by the Enter key
- <CTRL><F5> means hold down the Control key on the bottom left of the keyboard (marked Ctrl) and whilst it is held down press the function key marked "F5".

TEXT LIKE THIS denotes text actually visible on Quantus screens.

Text Like this
at the left of the page

is used to denote the selections that are made by the user to navigate through the system and is based on the text on the buttons.

Helpful hints are shown in the left margin with a  symbol.

The User Interface

Introduction

This chapter describes the following:

- the best screen resolution to use
- the basic keyboard conventions
- the equivalent mouse conventions
- the standard screen layout
- the basic principles of entering data and then committing data to the database
- tips and tricks about navigation around the system

All novice users of Quantus should read this manual.

Display Settings

Quantus will work in any screen resolution, however because the screens need to fit more data than the space available, low resolutions (640x480) will result in scroll bars being displayed and only part of the screen being visible at any one time. The system has been developed to work best in Super VGA resolution (800x600).

We therefore recommend that you set your display resolution to 800x600 pixels to get the best working environment before starting to use Quantus. This is done in Control Panel/Display.

If you have a higher resolution set then you will be able to see Quantus comfortably in a window rather than full screen.

If you have a lower resolution then you will be faced with scroll bars all the time, which will not be very friendly.

At 800x600 resolution the Quantus screens fill the whole display area.

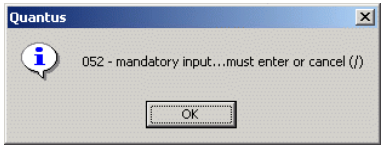
We recommend that you set your display to a colour depth of 65536, or higher to see the Quantus buttons correctly.

It is also better to set the “start” bar to Auto-hide in Start|Settings|Taskbar.

Keyboard and Mouse Conventions

	Quantus GUI	Tool Bar	Keystroke
Help			<F1>
Accept - as in accept a transaction once the data has been entered to the users satisfaction. This does not update the database but links to a confirmation window.			<F3>
Accept - as in accept data in a specific field.			<ENTER>
Cancel - throw away the data that has been input on this screen and leave me in the current screen to start again.			<ESC> or <ESC><ESC> depending on the screen
Exit - throw away all the data that has been input on this screen and exit the screen completely.			<ESC><ESC> or <ESC><ESC><ESC> depending on the screen
Window - opens a drop down list box for selecting from small data structures			<F4>
Window - opens up a search window for larger data structures			<F4>
Window - opens up a context sensitive window with relevant data for the current input field. Applies to screens displaying multiple lines (records) of data			<F4>

Please note that Quantus does not use the <TAB> key to move from field to field because of the problems caused with speed of numeric input. Pressing <TAB> will result in the following error



Scrolling Screens made up of many lines of data of the same format use the following special keystrokes

	Quantus GUI	Tool Bar	Keystroke
Add a line			<F5>
Insert a line above current line			<CTRL><F5>
Change a line			<F6>
Delete a line			<F7><F7><F3>
Delete Multiple Lines <\> can be replaced with <\>,<Page Up>, <Page Down>, <CTRL><Home>, <CTRL><End>			<F7><F7> <\><\>..... <F3>
Expand a single line of data to show more fields			<F9>

<F2> and <F8> are not used

Bars

Quantus is delivered with a top bar showing Edit, View and Help. This bar is not used during normal processing but has environment settings which are important. A typical screen appears in **Figure 1**

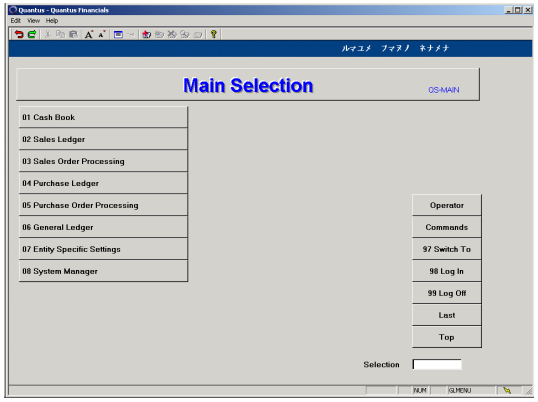


Figure 1 Main Selection Screen

Edit

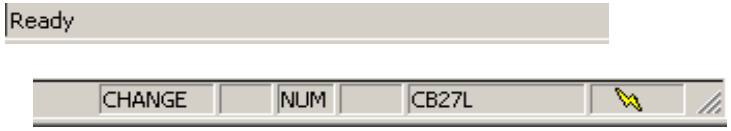
Edit allows you to Cut, Copy and Paste text, and Add, Change, Delete, Lookup, Insert, Window and Expand lines in a scrolling screen. This is the same functionality as described above for keys <F5>, <F6>, <F7>, <F8> and <CTRL><F5>, <F4> and <F9> and is also functionality available via the Tool Bar.

View

View allows you to switch on or off a Tool bar (in some versions of the ProIV client the toolbar off setting does not save away correctly - if this is the case then you can upgrade the ProIV client) and a Status bar, set screen colours and fonts, set printer mappings, and zoom the contents of the screen.

View/Status Bar

The Status bar is at the bottom of the screen and is on by default. It can be turned off in the View Menu but as it does change according to the contents of the main part of the screen it is advisable not to do this. The Status Bar appears as follows:



The leftmost section shows a context sensitive help message. The six fields following display in order from left to right the screen mode (**ADD**, **CHANGE** , **DELETE** or blank), caps on/off (**CAPS** or blank), number lock on/off (**NUM** or blank), scroll lock on/off (**SCRL** or blank), the current screen or function, and in the bottom right corner a flashing lightening bolt denoting activity between a workstation and a network server.

View /Tool Bar

The Tool Bar appears below the main bar and is set by default. The toolbar display is shown as follows:



Toolbar buttons have the following functionality:

Toolbar	Operation	Quantus Equivalent
	Cancel and exit	
	Accept	
	Cut	<DEL>
	Copy	<CTRL><Insert>
	Paste	<⇧><Insert>
	Resize Text	None
	Window	<F4>
	Expand	<F9>
	Add Line (in list screen)	<F5>
	Change Line (in list screen)	<F6>
	Delete Line (in list screen)	<F7><F7><F3>

Toolbar	Operation	Quantus Equivalent
	Lookup (in list screen)	Not used
	Insert Line (in list screen)	<CTRL><F5>
	Help	<F1>

The Toolbar is not switched on in Quantus by default because the keystrokes are more efficient than mousing on the Toolbar, and speed of input is usually important in accounting systems. The Toolbar functionality is all available in either the Quantus GUI, Function Keys or normal Windows® functionality.

View/Options

If you select view/options you can change the colours of text displayed on screen, the foreground and background colours and the fonts used for different types of field. The dialogue box appears as shown in **Figure 2**.The selections that have been made by Quantus have been rigorously tested by users and have been selected to differentiate between different types of data. Users are strongly advised not to

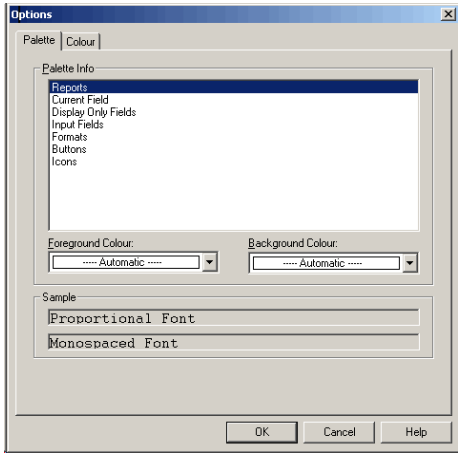
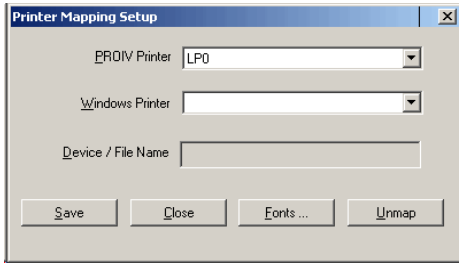


Figure 2 Colour Palette

alter these settings.

View/Printer Mappings

On the contrary users have to modify the settings in View/Printer Mappings. This is the link between Quantus and all printer devices whether local or networked. It is also possible to print to file and to non printer devices. The printer dialogue appears as follows:



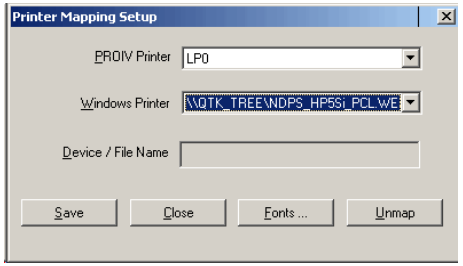
PRO-IV PRINTER - this field contains a printer number identifier used by Pro-IV for routing output. There are 10 printer connections available to each workstation LP0 through LP9. Mouse on the down arrow in the combo box to display the list of printer ports. Select a printer port; we will use LP0 for this example.

WINDOWS PRINTER - this field contains a list of Windows Printers in UNC format, together with FILE: and DEVICE:. There may be one or many windows printers available to Pro-IV and thereby to Quantus. This list is delivered by Windows.

Select a Printer

Mouse on the down arrow in the combo box and select a Windows®printer. Mouse on the Save button and then the Close Button. The Quantus printer is attached to LP0 elsewhere in Quantus.

Typical settings would appear as follows:



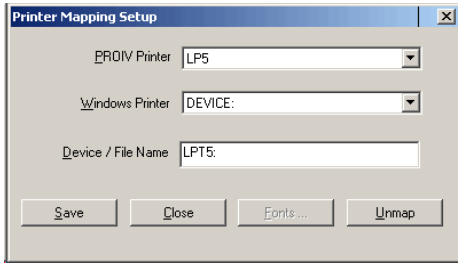
Select a Device

If you wish to print to a DOS printer or Novell capture then proceed as follows:

WINDOWS PRINTER - select DEVICE:

DEVICE/FILENAME - this field is filled in when selecting either FILE: or DEVICE: but not when a printer is selected. Enter the LPT number which is appropriate followed by a colon eg LPT1:. LPT1 can be attached to a real physical printer or to a Novell NetWare®capture.

Typical settings would appear as follows:



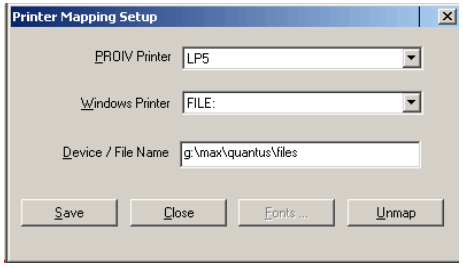
Select a File

If you wish to print to a fixed filename proceed as follows:

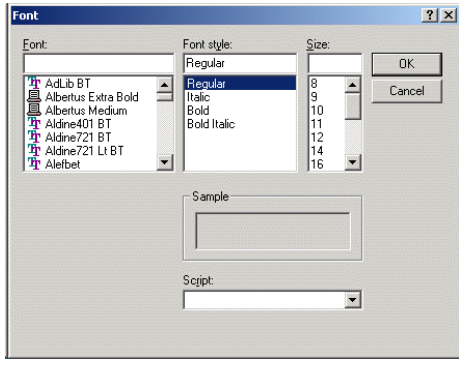
WINDOWS PRINTER - select FILE:

DEVICE/FILENAME - enter the path and file name in the format drive_letter:\pathname\filename.xxx or UNC format \\servername\volume\pathname\filename.xxx.

Typical settings would appear as follows:



Mousing on the Fonts button will result in the following dialogue:



You can select the appropriate font and size for the reports to be

generated on the relevant printer. Selecting a True-Type non-proportional font of small size is advisable. TT Courier New 8 Point is a suitable contender if it is available on your PC.

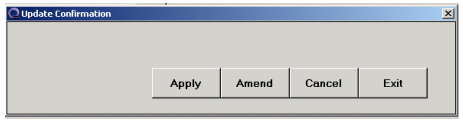
View/Zoom In/Zoom Out/Fit to Font

These settings change the size of the image on the screen. Quantus has been developed to fill the screen when the display resolution is set to 800x600 pixels. At this resolution Quantus will display without scroll bars and will fill the screen. At lower resolution (640x480) scroll bars will always be displayed, whilst at higher resolution the screen will not be filled completely.

We recommend that the Windows®task bar is set to auto hide and that the Pro-IV Tool Bar is not turned on.

Committing Data to the Database

When a transaction or change to any data has been accepted in Quantus by using the tick  or <F3> key then the system will display an update confirmation window. There are several different update confirmation windows, the simplest of which is as follows:



The buttons in this window have the following effects:

APPLY - commit this entry to the database

AMEND - return to the input screen to make changes. You can move from field to field by mousing on the field or using the arrow keys.

CANCEL - throw away the entries made and return to the input screen to start over again

EXIT - throw away the entries made and exit the program.

Navigation

You move around the system via user definable selection screens and user definable commands. The selection screens appear as sets of buttons. There is a system (which is available to the user) for defining which buttons appear on each screen and which users have access to which screens and which buttons. This is explained in the Global Environment Manual; please refer to that if you want to understand how to customise the selection screens. Pressing a button can either display more screens with buttons on or run a specific program, for input, enquiry or reporting.

Buttons which display functional screens rather than further selection screens are identified by a small logo on the right of the button. This appears as shown in **Figure 3**.

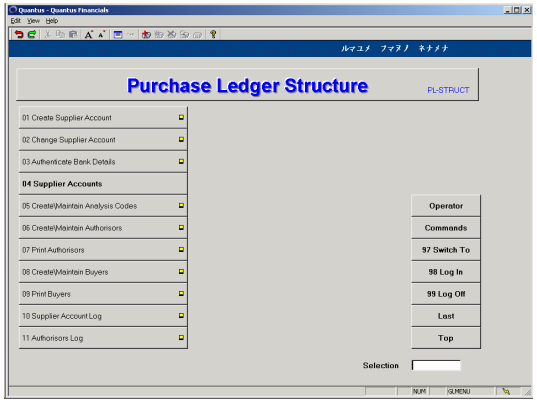


Figure 3 Sample Selection Screen

One of the buttons on this screen displays a further selection screen whilst the others all display entry screens or enquiry screens or reporting screens.

Every selection screen has an input field in the bottom right where

the cursor is permanently active. Entering a user defined command in this input field will cause the specific functionality to run as if a button had been pressed, irrespective of the fact that the relevant button may not at that time be visible on the screen. Commands allow the user to hop about inside the system very quickly. User defined commands are explained in the Global Environment Manual. A typical selection screen is shown in **Figure 3**.

All selection screens consists of five parts.

The top bar and the next bar down are the main title bars created by the ProIV environment (the Rapid Application Development or RAD tool used to write Quantus), and they never vary.

The third bar down is an entity specific colour coded graphic (bitmap or JPEG) which identifies the entity's books that you are logged into. It appears on every screen in Quantus so that you always know which set of books you are accessing at the time. The graphic can contain your logo or name.

The logo used in the screen shots in this manual is for a well known Japanese Company "Your Logo Here", as shown in **Figure 4**.



Figure 4 Sample Logo

The main part of the screen is made up of two areas. The left and middle part changes as selections are made whilst the right area remains essentially the same in all the selection screens.

The right part of the screen mainly displays the buttons as shown in **Figure 5**.

OPERATOR brings up a further selection screen with the items that

can be configured by the operator for their own use.

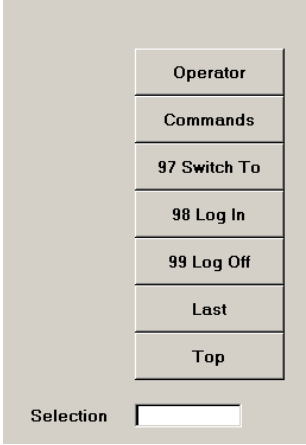


Figure 5 Static Buttons

COMMANDS brings up the operator's personalised commands list. Commands are used to hop within the system to different functionality without working through the selection screens. Hopping about with commands is much quicker but is strictly for experienced users. The system is delivered with no commands set up. Commands have to be configured by the system manager or individual users. Pressing <F4>, (the WINDOW function key) whilst in any selection screen will display the user's command list as well. Typing in the command and pressing <ENTER> will hop to the relevant functionality; this is the quickest way to move about within the system.

SWITCH TO - brings up a screen which allows a logged in user to switch to another set of books (which they have security access to) without logging in again.

LOG IN - brings up the screen which allows the user to select a new set of books to log in to with the same or different profile/operator

code.

LOG OFF - exits and closes Quantus. You can not exit Quantus by mousing on the **X** in the top right of the screen. This is because Quantus is a controlled environment with locking taking place on database files. Exiting the system closes links and must be under program control.

LAST - screen goes to the previous selection screen (up a tree structure) and

TOP - takes you immediately to the top of that selection tree structure.

During data entry the entire selection screen is replaced with an input screen which itself may have several components.

Moving Around the Screens

You can move around the selection screens in several different ways, and each person tends to find their own preference. These are:

1. Left mouse click on the button
2. Enter a number shown on the button in the **SELECTION** field and press <ENTER>
3. Enter a command in the **SELECTION** field and press <ENTER>
4. Press <F4> to bring up a scrolling window showing all your user definable commands and pick from that list. Initially the list will have no entries - we will tell you how to make your own later.
5. Press <ESC> to take you to the previous selection screen

You move around a scrolling list with the following keys:

1. Mouse left button to highlight an item
2. arrow keys
3. <PAGE UP> & <PAGE DOWN>
4. <CTRL><HOME> & <CTRL><END>

You pick from a list by:

1. highlighting the item and pressing <ENTER>
2. highlighting the item and pressing the tick button
3. Left mouse double clicking on the description field

If the system allows editing of the list in the scrolling windows (which is not the case for the operator commands list), then you edit the list with the following keystrokes:

1. <F5> to add a new line
2. <F6> to modify an existing line

3. <F7><F7><F3> to delete a line - this is a security device to prevent accidental deletion. The first <F7> turns the screen into delete mode (as shown on the bottom bar), the second <F7> highlights the line to be deleted and the <F3> confirms the action.

and this is true throughout the system. You can use the icons on the toolbar to replace these keystrokes if you wish but operating the system will be considerably slower.

Summary

Remember the following commonly used keystrokes:

<F3>	Accept a transaction - gets you to the **APPLY** confirmation
<ENTER>	Moves from field to field and activates the **APPLY** button
<F4>	Open a “child” window
<F5>	Add a line to a list
<CTRL><F5>	Insert a line in a list (above current line)
<F6>	Change a line of a list
<F7><F7><F3>	Delete a line from a list

It is **VERY IMPORTANT** to note that data is not entered into a field on a screen until you have moved on from that field to the next one usually by pressing <ENTER>. This is because every field of data is validated against the database or some other criteria (is a number a number, is a date a date etc).

In particular users are caught out when entering a line of data because you must move onto the next line (ie out of the last field on the first line) before the line is complete and valid. Novice users frequently fall into a trap when Quantus will not accept a simple transaction with a control total and a single line entry. The reason is that the line has not been completed and therefore the control total does not equal the sum of the line values. The line value is computed as the line is completed and then compared with the control total. Only when the two agree can you **ACCEPT** the

transaction and update the database.
Quantus will sometimes automatically fill the first field of the second line with data (as this often speeds data input) but you should not worry about this because a second line with no other data gets thrown away automatically when you **APPLY** the data to the database. If you press <ENTER> on the first field of the second line then the second line does have data in it, of course, and then you must clear the second line before you can accept the transaction. This is done by pressing <ESC> or <F3> or mousing on the green tick on the screen. Part lines are cleared on the first keystroke or mouse press and then the line is accepted on the second keystroke or mouse press. Consequently you sometimes have to press <F3><F3> to accept a transaction line. No damage is ever done by pressing <F3> twice.

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