


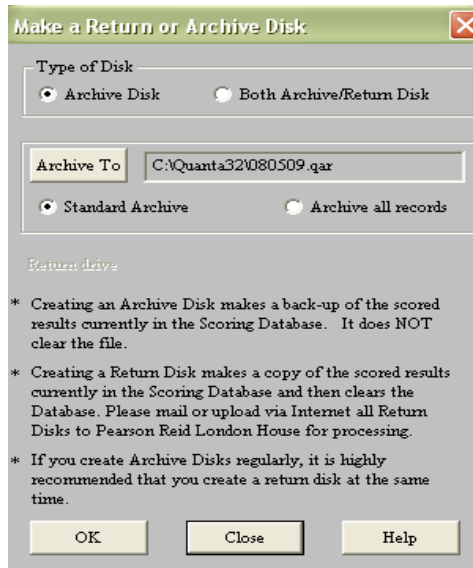
## Quanta™32 Archive Disk Instructions

**Please Note:** These instructions are only applicable to clients that use Quanta32 Version 3.0

### Archive Disk



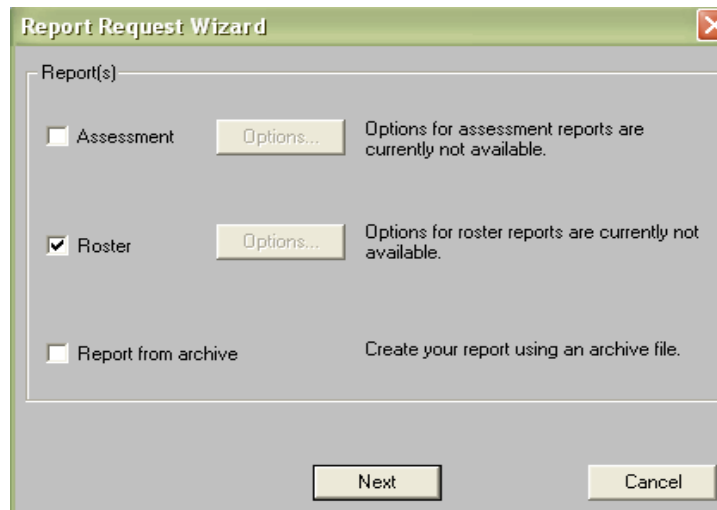
- To access the Archive Disk screen, click on the  button.
- Select “Archive Disk” from the Type of Disk menu, and click OK.
- Follow the on-screen prompts to make the Archive disks.



### Tips for Archive Disks and Return Disks

- Default file location when archiving is **C:\Quanta32\”date of archive”.qar**
- You may change the default location to a folder of your choice in your local drive.

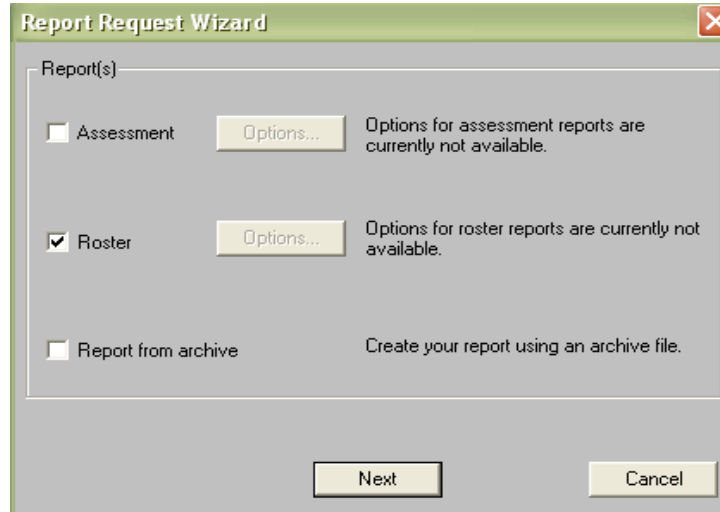
The Archived data can be pulled up for future reports using the **“Reports”** menu. Users will be able to access archived data using the **“Report from Archive”** option on the Reports screen. Follow the on-screen prompts to access the archived data.



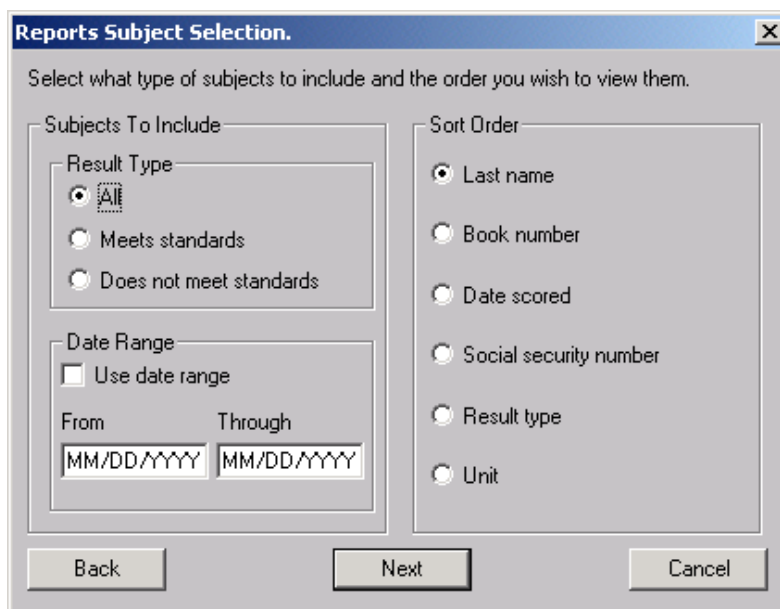
## Making Roster Dump Files

The Roster Dump feature is another way for a client to manage data by creating ASCII data files that may import into Excel. The “rostdump” file may be completed using the following instructions:

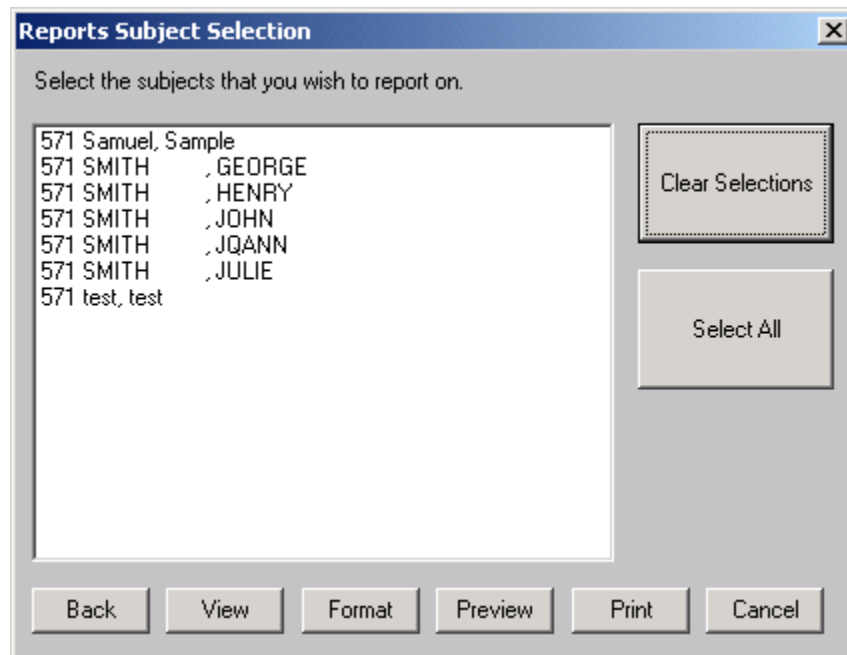
- From Quanta’s main menu, click on the **“Reports”** icon
- Select **“Roster”** on the Report Request Wizard screen, and click **“Next”**



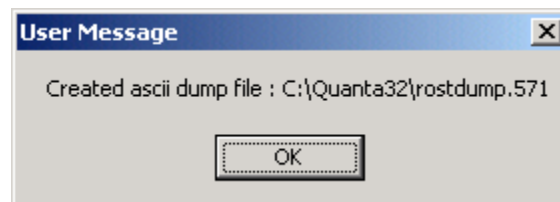
- Select the appropriate assessment on the Reports Inventory Selection screen, and click **“Next”**
- The **Reports Subject Selection** screen has several sort and filter options. Recommend leaving default settings, and clicking **“Next.”** If a single location makes multiple roster dump files over the course of the pilot, I would recommend changing or altering the **“Date Range”** field to prevent duplication.



- On the Reports Subject Selection Screen, click **“Select All”** to highlight all applicant names, and click **“Format”** at the bottom of the screen to create the rostdump file.



- A confirmation message will come up confirming that the file has been created, and providing the file name:



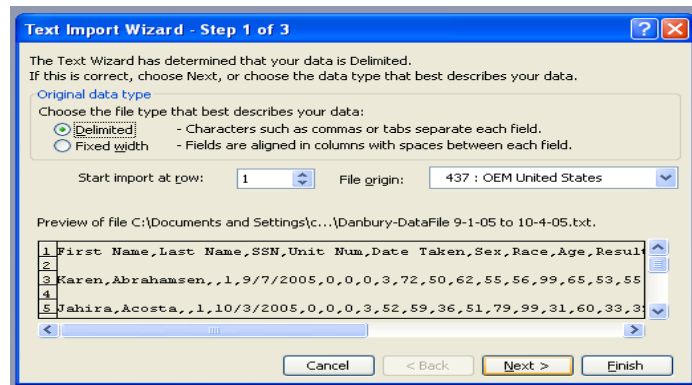
- Default file location is C:\Quanta32\rostdump.xxx (where xxx equals the test number – e.g. for the ESI-Q, this should appear as “rostdump.491”)

## Importing an ASCII file into Excel:

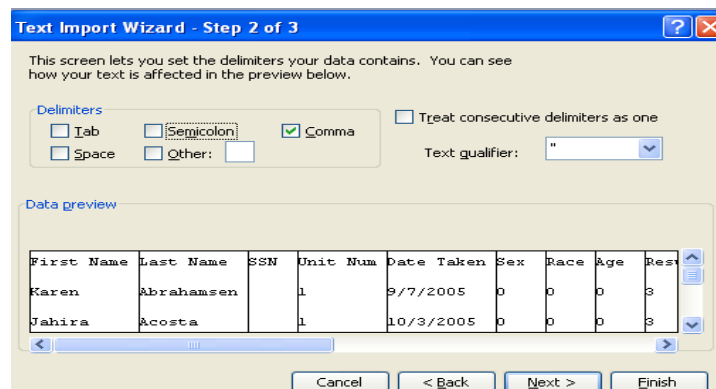
1. If the ASCII file does not already have a **.txt** extension, replace the current extension with **.txt** (example file name: *rostdump.491.txt*)
2. In Microsoft Excel, select **File > Open** and browse to select the ASCII file (Go to C:\Quanta32\rostdump.xxx.txt to locate the ASCII file)
3. If the file you are trying to open is not immediately visible, select **All Files (\*.\*)** under the **Files of type** drop-down menu. With All Files (\*.\*) selected, all the files found in that specific folder should become visible.
4. Select the file you want to open and then click **Open**.

- The **Text Import Wizard** window appears.

5. Choose **Delimited** under the **Original data type** and click **Next**.



6. In the **Delimiters** option area, click the checkbox next to the delimiter that matches the delimiter used in the ASCII file. For example, if you see that commas are used to separate the data, then click on the Comma checkbox.



7. When you select a delimiter type, a preview of the data appears in the **Data Preview** area.
  - If the data visually line up in columns, you have selected the correct delimiter.
  - If the data does not line up, the selected delimiters option does not match the delimiter used in the file. Try other delimiter options until the data lines up

8. Click **Finish** to open the file in Excel.