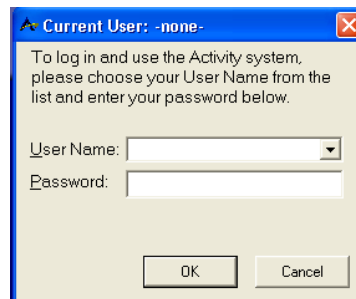




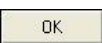
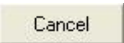
Getting Started

To open **ADVANTAGE**, double-click on the **ACTIVITY** icon on your desktop.



- ✚ **User Name** - Use the drop-down list  to select the employee name, or type just type it in
- ✚ **Password** - Enter it if required
- ✚ **Location** – (Does not appear in the above graphic) Use  to select the Location name, if required

Some companies use **Location** to identify physical location, others use it for separating their business units, and still others don't use it at all.

- ✚ Click  to log in, or  to quit
- ✚ Successful login brings up the **ADVANTAGE** main screen

