

Quantum Client

The program to accompany Quantum Premium

User manual

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Technical requirements for Quantum Client

Computer hardware: Any computer capable of running Windows XP or later

Computer software: Windows XP and above

Printer: Laser printers recommended

Screen resolution: No lower than 1024 x 768 recommended

Updates to the *Quantum* manual

Since this manual was put together there have been a few changes to *Quantum Client*. We will incorporate these changes into an updated manual as soon as possible. In the meantime, these notes cover changes since the manual was published.

1. Blue calculation boxes are now green

Blue boxes, where figures are entered, are now green. This is to differentiate them from the blue text boxes in the new PDF-style forms. Wherever later in this manual you see 'blue box' it will now be green!

2. Faster file opening and data saving

We have made some technical changes so that files open, and data saves, faster. This means that new *Quantum* cases will have an extension of .QFF rather than .JMP as previously.

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Why your solicitor has suggested you use Quantum Client

Quantum Client is an innovative add-on to **Quantum Premium**, our market-leading software for family lawyers.

We hope it will help you and your solicitor to prepare your Form E more efficiently, by allowing you to enter as much of the information as you can yourself.

It works in four simple stages:

- You download the free **Quantum Client** software from the Class Legal website (or from your solicitor's own site) and enter as much information as you can
- You then email the file back to your solicitor
- They import your data into their **Quantum Premium** program – they can then validate, amend and prepare your Form E as normal, without the need to retype your data
- Your solicitor returns the Form E to you to check, and you can make annotations on screen if necessary

Installation instructions

- Step 1** Make you don't have any programs open and running
- Step 2** Open your browser (e.g. Windows Explorer, Safari etc)
- Step 3** Navigate to Class Legal website: <http://www.classlegal.com>
- Step 4** Click on **Quantum** on the right hand side, under *All products*
- Step 5** Click on **Quantum Client** under the *Downloads* section, on the right hand side, near the bottom
- Step 6** Follow the on screen instructions.
- Step 7** When the installation is complete, you will find an icon on your desk top which looks like this:



Running the program

Double click on the **Quantum** icon.

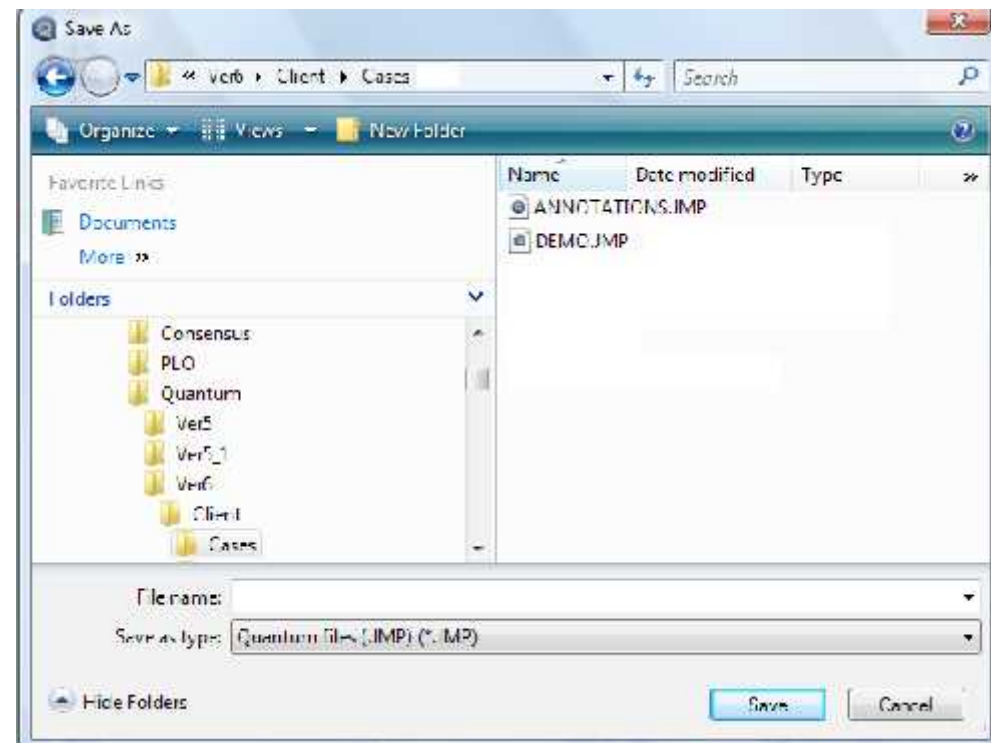
Click to run the program.

Note that this screen will tell you how many days use of the program you have left. Don't worry if you have run out of time! Phone 01652 652 222 for help on how to extend this period if needed.

Saving your file

All **Quantum Client** files have an extension of .jmp.

We strongly recommend that you save your case frequently using *File, Save as ...* or *File, Save*, as appropriate.



Before you start – your solicitor’s details

When you open **Quantum** for the first time you will be asked if you wish to enter your solicitor’s details.

If you do so, they will then be displayed in the navy blue band at the top of the screen, so you’ve always got them to hand!

To amend their details after you’ve entered them the first time, just click in the blue band.

The Navigator explained

In **Quantum** the screen is divided into two parts.

On the left is a list of all the sections within Form E. Use this list (or ‘Navigator’) to move from section to section.

You can type into the *Find* box at the top to locate something.

Whichever section is highlighted on the *Navigator* will appear on the right of your screen.

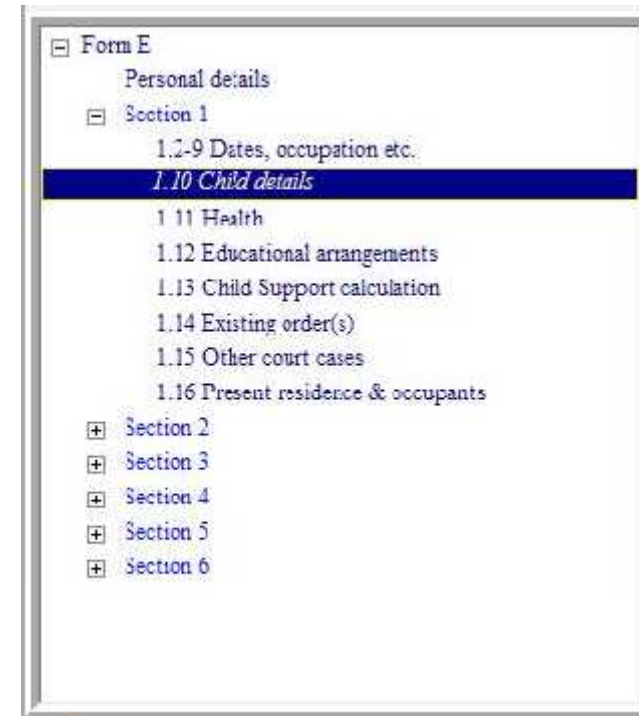
Change type of Form E

Your solicitor will tell you whether Form E, Form E1 or Form E2 is the right one for you to complete.

In the vast majority of cases, Form E will be applicable. In a few cases, such as where a person is applying for financial relief for a child, then Form E1 will be relevant. Occasionally, where an application for a financial remedy is lodged with a magistrates’ court, Form E2 will be used.

Quantum Client is set by default for you to fill out a Form E. We strongly suggest you don’t change this, unless specifically instructed to do so by your solicitor.

If your solicitor does tell you to fill out a Form E1 or Form E2, go to *File/Change Form E type* and please select the correct form from the dropdown list.



More about the Navigator

You can change the way the *Navigator* displays sections by clicking on *Preferences* and then *Navigator*.

Select *Organise* to switch the Form E display between sections and pages.

Expand all and *Collapse all* show and hide respectively all the subsections of the form.

The program will remember your chosen *Navigator* options and use them the next time you run **Quantum**.

Personal details

This information is used in more than one part of the program (ie your name, address and date of birth) so it makes sense for you to enter it initially so it can then be picked up automatically and used whenever needed.

Entering information

There are various types of data entry.

White text boxes

Select a section such as *Dates*, *occupation* etc from the *Navigator* and it will appear on the right of the screen.

Wherever you see a white box, type directly into it. You can enter as much information as you want – the box will expand as necessary.

1.3 Date of your marriage: (dd/mm/yyyy)

1.4 Occupation:
(Enter "Unemployed" if applicable)

Tick here if you haven't separated yet

1.5 Date you separated: (dd/mm/yyyy)

Whenever you see a white box, type directly in it. You can enter as much information as you want – the box will expand as necessary.

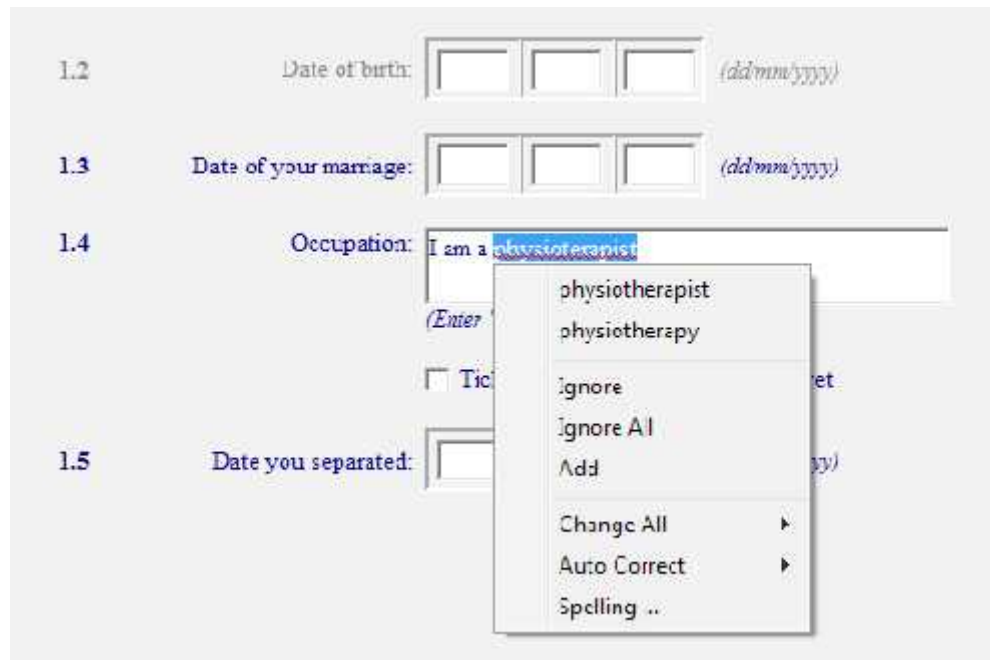
Spell checking in text boxes

If you see a red squiggly line under a word, it means that it may be spelt incorrectly.

If you wish to correct it, right hand click with your mouse, and a list of suggestions will appear. Select the replacement you wish to use.

Formatting text boxes

Sometimes you may wish to emphasise certain words by using formatting such as bold or italics. Select the text you wish to format and right click with your mouse. The formatting menu will appear as follows:



Note that if there is a possible spelling mistake in the text box the formatting menu will not appear as the spell checker takes priority.

'Blue boxes'

The values you enter here are the numeric ones **Quantum** uses for all the totals – and eventually in the *Financial Summary*.

There are a couple of 'rules' that you need to adhere to when entering information into these blue boxes:

- Enter figures only (ie do not enter commas or any other character) – so you enter 100000, not 100,000
- Do not enter currency signs – enter 100000, not £100000

(Currency signs and commas will be automatically inserted in the printed form.)

Currency

In all blue boxes you can specify the currency you want to enter. The default is sterling. Choose another currency from the drop down list to change it - you will see a sterling conversion performed immediately.



Shares

There is a weblink in section 2.4, *Shares, PEPS, ISAs etc* which allows you to find the latest quoted price, and then paste this into the *Current value* box. (You can change the weblink to any valuation site you choose.)

Click the calculator icon to work out the holding value.

List items

In sections where you might want to enter more than one item (ie children, bank accounts, other properties), each with their information, you'll see item boxes and a list of buttons to the right of them.



These buttons allow you to add, modify and delete items.

Select *Add* to add a new item (*Modify* edits one already entered; *Delete* removes one), and when the screen comes up, type into the white text and blue numeric boxes as described above.

The *Copy* and *Paste* buttons can be used to duplicate items. (The *Delete* button can also be used as a *Cut* button, and the item can then be pasted.)

The *Clipboard* button allows you to transfer the data displayed in the item box to another program such as Word or Excel.

Auto-add items: child benefit and state pension

When you add a child in section 1.10 you will be asked 'Do you receive child benefit for this child?'

If you answer yes, the appropriate amount of child benefit will be added automatically to section 2.18, *State Benefits*.

When you enter your *Personal details*, you will be asked if you receive a state pension.

If you answer yes, the appropriate amount will again be added automatically to section 2.18, *State Benefits*.

Financial summaries: taking care of calculations

Quantum automatically keeps a running total of each figure you enter on Form E. It picks up all the figures you have entered in the blue boxes and forwards them to the relevant total.

(For example, as you enter information on the matrimonial home, the mortgage amount will be deducted from the current value figure, and your share of the total asset value (equity) will be apportioned according to your share in the home. This figure will then be placed in *Total A* on page 4 and in the *Financial summaries* on page 19.)

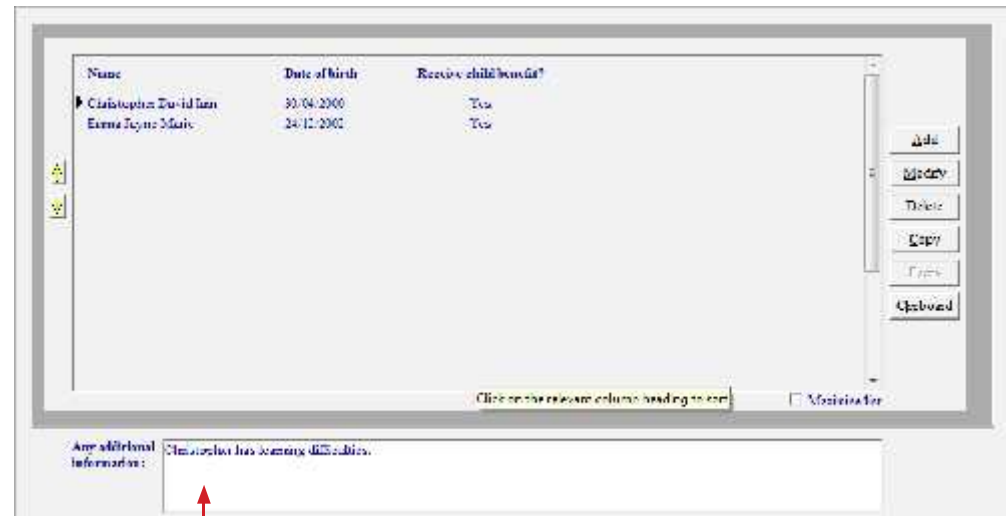
You can view the *Financial summaries* either by clicking on the menu option *Financial summary* at the top of the screen or by going to that section of the *Navigator*.

Note that you cannot enter any figures directly into this screen, only notes on the totals. To change or add to any total you must enter information directly into the relevant section of Form E.

The 'Additional information' sections

Although you can enter an infinite amount of information in the Form E boxes, there are also specific *Any additional information* entry boxes at the end of each section.

Use these to enter general information about a section (for example a comment relating to all the bank accounts you've entered) or where there is no room for an individual note (as in the *Children* section).



Additional information section

You will also find *Additional information* boxes when you add or modify an item. Entries made here will be added to the relevant figure on the printed Form E.

We suggest you don't use these boxes to make comments to your solicitor. Use the Notes facility, on the top right of every screen for that – see the *Using the Notes* facility section of manual.

Completing the Income Needs section

We have given you a template here, listing some common income needs.

Where these are not applicable either just leave them blank, or delete them using the *Delete* button on the right.

Add adds new entries into the list; *Modify* lets you amend an entry already entered.

You can enter your income needs in 2 ways:

1. Quick entry (this is the default method, but can be changed)

Choose if you want to enter weekly, monthly or annual figures (monthly is set as the default, but can be changed by clicking on the blue 'by month'). Then just type your figures into the *Quick Enter* column (ensure you click *Enter* on your keyboard once you have done this, or the figure won't be saved) and the annual figure will be shown on the right.

2. Standard entry

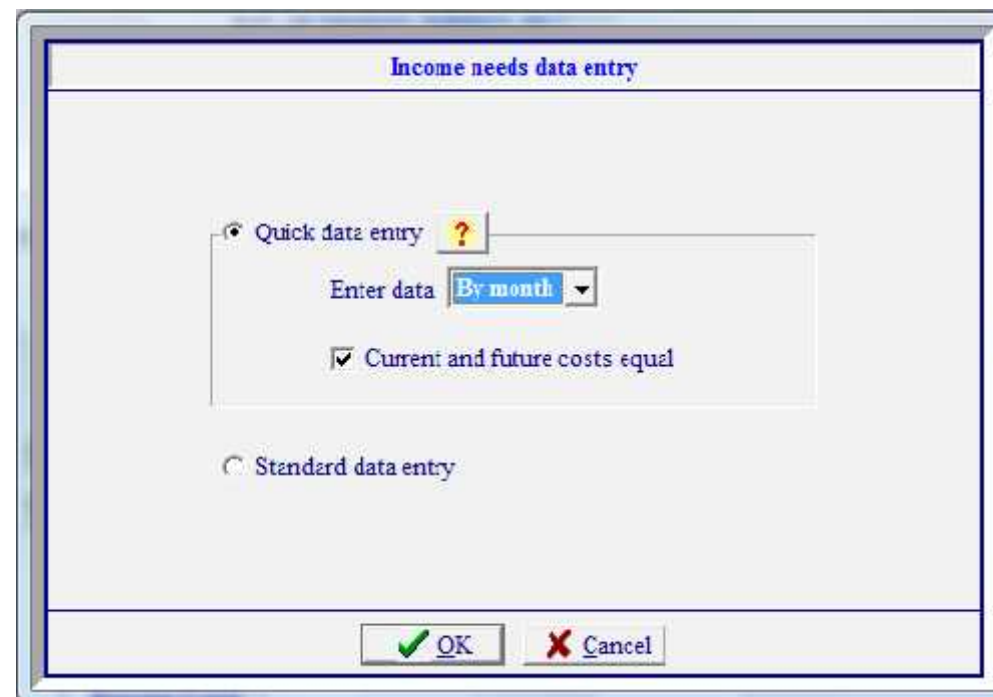
Change to this by clicking on the blue 'quick' above the list of income needs, and select *Standard entry*. See the manual (*Help/Manual*) for how to use this method.

You are entering data by month in quick data entry mode

Threshold Expenses	Quick Enter (month)	Total per month
Charities	100	£100.00
Electricity	75	£75.00
Food	100	£100.00
Gas	80	£80.00
Regretional services	20	£20.00
Telephone line	30	£30.00
TV Licence	12.5	£12.50
TV Audio Line	15	£15.00
Widow's Pension	10.5	£10.50
Residence Costs		
Council tax	100	£100.00

Click on the relevant column heading to sort

Total monthly income needs: £1,578.50



More about Quick data entry

1. Choose the period you want to start entering data in (click on **by month** to change to **weekly** or **annual**).
2. In this mode, you only enter one figure. **Quantum** will assume that this is the current and future figure for this income need unless you specify otherwise (by clicking on **quick** and unchecking the tick box - if you uncheck this box, the *Current costs* column will be left blank, as it is the *Future costs* that are used in the calculations).
3. Click on a cell in the *Quick Enter* column and enter your figure. Note how the data entry box is blue.
4. Ensure you click *Enter* on your keyboard once you have done this, or the figure won't be saved.
5. You can change the quick data entry period as you move from item to item – ie you might enter mortgages **by month**, but ground rent by year. To do this, click on the existing period at the top (eg by month) and change to a different period in the drop down list box.

Adding and modifying items

If you want to change the wording of an item already in the list, select it, click *Modify* and change the description.

You can also enter figures and notes into this screen, as you would do in **Standard data entry** mode – see below.

More about Standard data entry

In this mode, you cannot enter directly into the screen.

Select *Modify* to enter information on an existing item, and *Add* to create a new entry (see above).

Style and heading levels

We suggest you ignore this section – your solicitor can amend your heading levels if necessary.

Completing the Capital Needs section

This section works in the same way as *Standard data entry* in the *Income needs* section.

Please see that part of the manual above.

Printing

Preview a page before you print

At the top left-hand corner of most data entry screens, you will see this icon:



Click on this icon to 'print preview' the whole of that page. (If your data spreads to more than one page, there will be two or more pages to view.)

Printing

When you want to print a page or the whole form, click on *File* then *Print*.

Specify if you want to print all or part of the form.

If you've previewed the page/pages first, click on the printer icon in the top left to print.

Printing a blank form

It is best not to produce a blank Form by simply printing an empty case because **Quantum** shrinks empty boxes and prints zeros in all Form E totals.

Instead, select *File, Print blank forms*, then choose the page(s) you want to print.

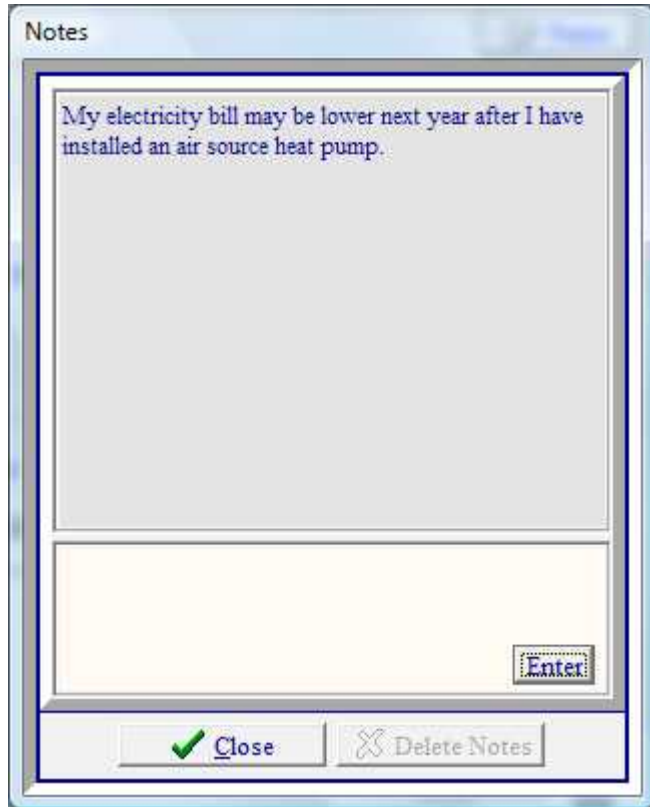
Using the Notes facility

If you want to make any comments to your solicitor, this is a good way to do it. They will be able to respond when they return your Form E (see *When your solicitor emails your Form E back*). These notes won't appear on the printed Form E.

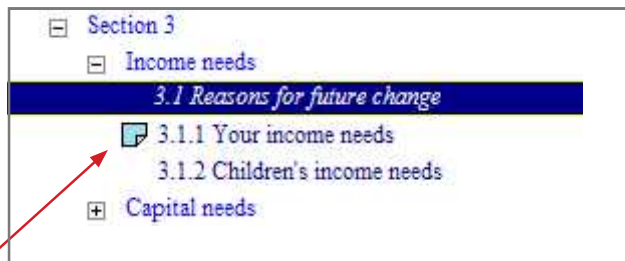
Click on the *Notes* icon at the top right of your screen.



You'll see that you enter text by typing into the cream box, and then clicking Enter. (Once you've entered text, you can't edit it, so add a new note with your further thoughts or corrections.)



A pale blue 'post-it' note will appear on the *Navigator*, showing the section where the note is.



A 'post-it' note

Emailing your form to your solicitor

When you are satisfied with the data you have entered, you should save the file and exit the program.

Create an email to your solicitor and attach the **Quantum** file. (If you have saved it to the default location on installation, it will be in the `c:\class legal\quantum` directory.)

When your solicitor emails your Form E back

Download the attached file (either overwriting your original or not).

Open it up.

Depending on how your solicitor has protected the file in their version of the program, you might be able to edit the actual data or not.

You will be able to see where there are any outstanding *Notes* by looking for the pale blue 'post-it' notes on the *Navigator*. Click on these *Notes* to see any comments – and add to them as you wish.

You will still be able to print out the file.

If your solicitor has asked you for any further information, or there are comments you wish to make on the Form E, enter the data or add your *Note*, and then email the file back to your solicitor as before.

Preferences

Timesavers

Child benefit

Quantum is set to insert child benefit (if selected) into the *State Benefits* section automatically.

You can see the latest rates here, and turn off the automatic insertion should you wish to.

Exchange rates

If you have a value entered in a foreign currency, then when you open up **Quantum** again, or if you print your form, a warning message will appear if the exchange rate in the database is more than a day old.

If you say 'Yes' to the message, the exchange rate database appears, with the relevant currency or currencies highlighted.

Click *Modify* and then click on the web link provided. Choose the currency (eg Euro) and get the rate:

Modifying exchange rate

Description: Euro

Abbrviation: EUR

Symbol: €

Rate: 1.16049 www.xe.com/eur

Last updated: 02/14/2012

OK Cancel

VERY IMPORTANT: You must make sure you select Sterling on the left and the other currency on the right – if you do it the other way round, the conversion calculation the program performs will be incorrect!

Amount: 1 From: GBP - British Pound

To: EUR - Euro

Convert

Copy or make a note of the rate, close the web page down and paste the new rate into the *Modify exchange rate* screen. Click *OK*. Then print your file as normal.

1.00 GBP = 1.20002 EUR

British Pound Euro

1 GBP = 1.20002 EUR 1 EUR = 0.833323 GBP

Share prices

Use this section to set **Quantum** to insert automatically (or not) the date the share value was entered. You can also set **Quantum** to remind you to update share prices, and select how old the valuation should be before the reminder appears.

State pension

Use this section to set **Quantum** to take care of state pension in the *State benefits* section of your Form E automatically (if selected in *Personal details*).

Navigator

Select *Organise* to switch the Form E display between sections and pages. *Expand all* and *Collapse all* show and hide respectively all the subsections of the forms.

Screen appearance

Quantum has been designed to run on a screen resolution of at least 1024 x 768.

However, some users may be using an old-fashioned resolution of 800 x 600, which magnifies everything on the screen. **Quantum** will ensure that 800 x 600 screen resolution users will be able view everything they need to, but it may be more difficult to use. If your system is able to support higher screen resolutions than you are using, you may wish to take advantage of an option the program provides. This will allow you to run 1024 x 768 while you are in **Quantum**, but when you exit the program, your usual resolution will be restored.

To check your screen settings and whether you can improve upon the appearance of your screen, click on *Preferences* then *Screen appearance*.

Guidance notes



We have included two official Court Service forms here, designed to explain the Form E itself and the financial order process to the layman, in case you find them of use.

You will need to have Acrobat Reader installed to be able to view and print the files.

