

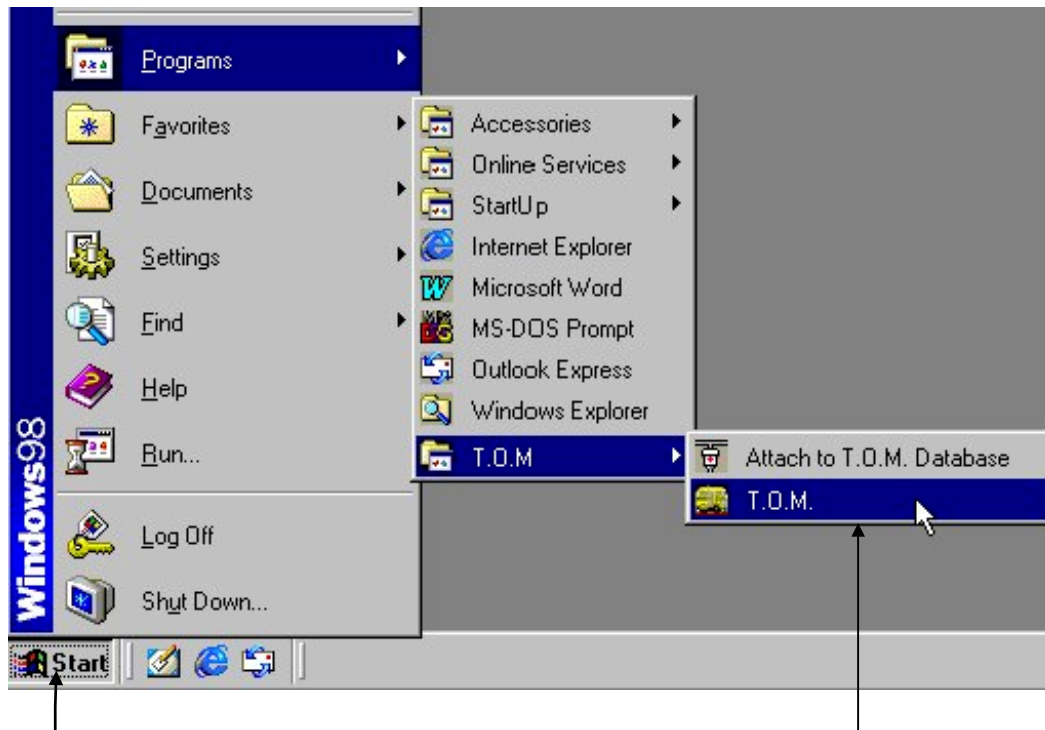
Chapter 1

Getting Started With T.O.M.

This chapter gets you started by showing you how to start the T.O.M. program, how to begin using the T.O.M. Main Screen and how to exit T.O.M.

Starting T.O.M.

If you are running T.O.M. in Windows 95, 98 or later or Windows NT 4.0 or greater, click the Start button. Highlight Programs, the T.O.M. folder and then click the T.O.M. program (Figure 1-1). The T.O.M. Main Screen is displayed (Figure 1-2).



Click the Start button, then Programs, the T.O.M. folder and then T.O.M.

Figure 1-1. Starting T.O.M. in Windows 95, 98 or Windows N.T. 4.0 or greater



① T.O.M Tip

You'll also find a shortcut icon for T.O.M. on your Windows desktop, which was added when T.O.M. was installed on your computer. If you wish, you can double-click this icon to start T.O.M.



Using T.O.M.'s Main Screen

After a few moments the T.O.M. Main Screen will appear (Figure 1-2). If you have T.O.M.'s security turned on, you will first have to log into T.O.M. If you have not already received a User ID and Password, contact your Transportation Department for help.

The T.O.M. Main Screen is your "home base" in T.O.M. From this screen you can access the various features of your T.O.M. software, which are explained in detail throughout this *Getting Started Manual* and in the *T.O.M. Users Guide*.

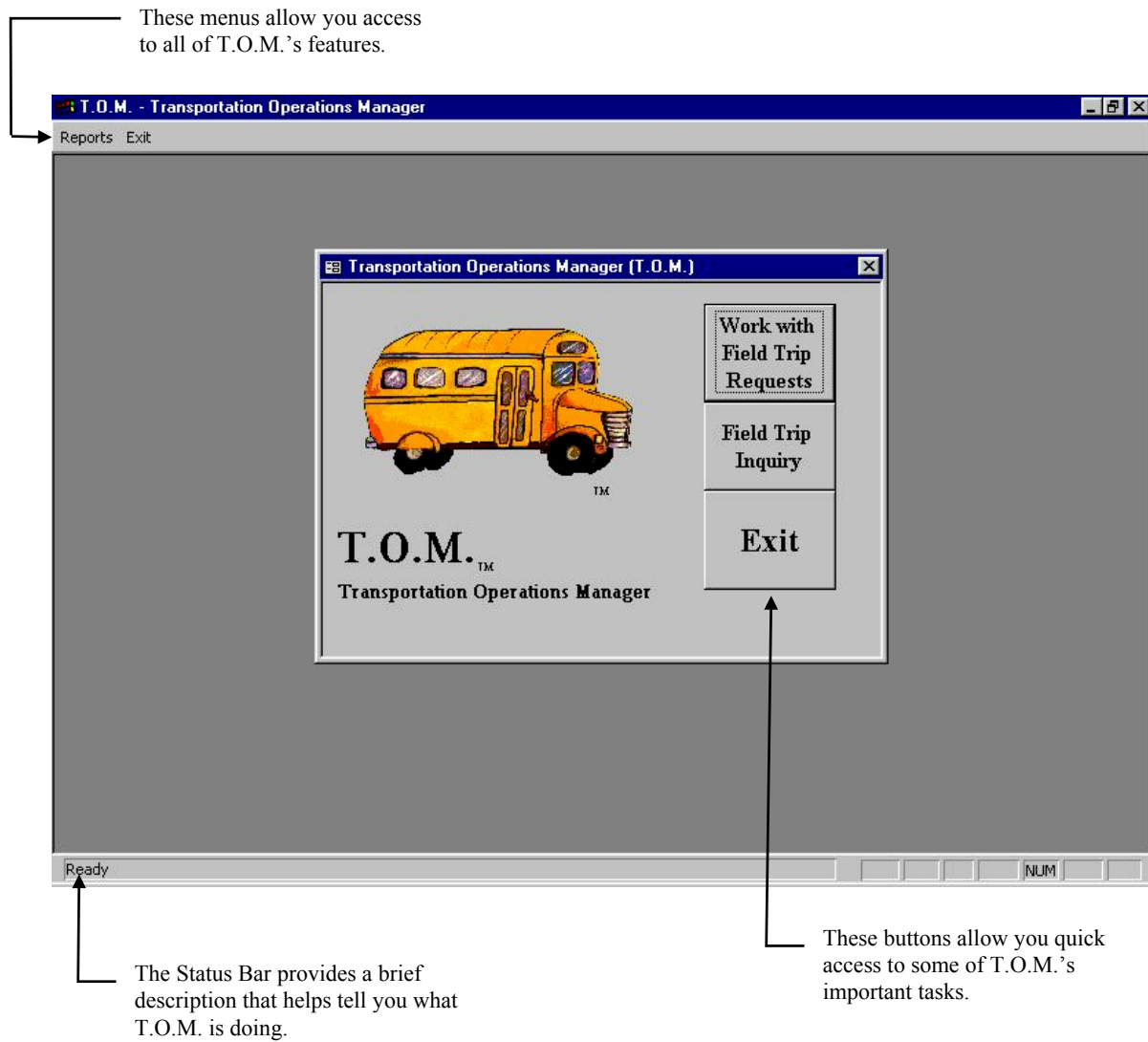



Figure 1-2. T.O.M.'s Main Screen



Exiting T.O.M.

You can exit the T.O.M. program in several ways. Here are three typical ones (circled in Figure 1-3):

- Click the Exit button in the middle of the screen.
- Open the Exit menu option and click the Exit option.
- Click the  icon at the top right of the title bar.

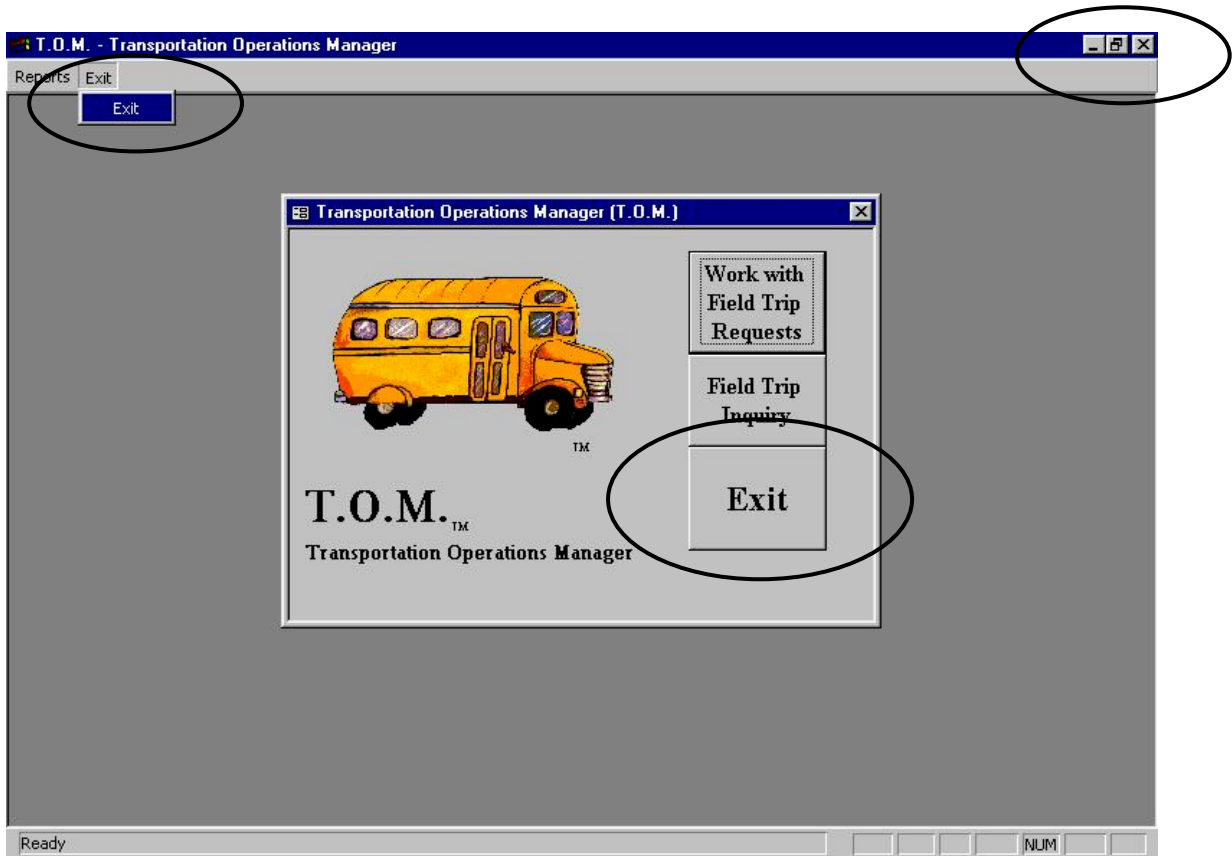


Figure 1-3. Three typical ways to exit T.O.M.

