

HANDCASE

PLANNING PRO USER MANUAL

This manual is intuitive as our software, just watch the images to understand how to use the best and most efficient way. The screens follow the logical order of the presentation of the tools in the interface of each software.

Descriptive

This software with 15 tools, is designed to help all kinds of professional to plan their careers, their work, their studies and even their vacations. Structured in General Planning, Activities, Description, Expenses, Travel, Career, Reminders, Studies, Tasks, Vacations, Priorities, Goals, Meetings, Reports and Diary. In English.

1.0 - PALM OS 3.5 ou superior (uso da ram 136 KB)

Install

If you received the program by e-mail, just unpacking the zip on the desktop and give a double click the file **planningpro.prc**, the tool installation of your Palm will open showing the file being synchronized. Synchronize and ready, or at the next synchronization will be installed.

You recognize the icon on the side.

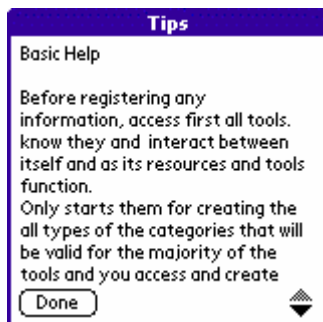


Tools

Initial Interface



Here select the tool you wish to use.



Basic Help, you access by icon "i" on home screen.



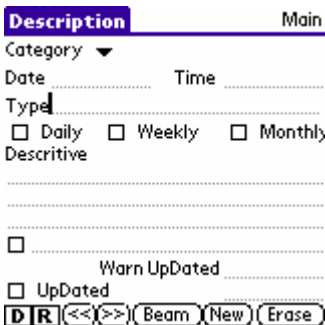
Note: You may copy of Memos from his Palm all the information and put on the Planning Pro as well as copy and paste it to use in Memos from the Palm Desktop. In the button beam tools, facilitates transfer to another Palm that has the Planning Pro installed information from between colleagues.



Here as on the screens of other tools you choose from the menu and access the standard palm tools and shut return to them directly to the Planning Pro.



Here you create any type of category, categories used to structure the information in groups. Visible on the screens of all the tools. You can organize each of the tools by category, eg. : Activity X for expenses, and can assert to tasks; Air ticket that can serve for the tool travel or expenses; Manager X that can serve for the tool career or tasks or even planning or for the report and so on.



Here you organize your description or other type of activities that try to establish a description.

Reminders Main

Category ▼

Type

Date Time

Remind

.....

.....

.....

Warn in

DIR (<<) (>>) (Beam) (New) (Erase)

Here you create reminders for remind (visual- turn on the Palm with reminder on the screen; and Sound Palm bip).

<p>General Planning Main</p> <p>Category ▼</p> <p>Date Time</p> <p>Type</p> <p>Action:</p> <p>.....</p> <p><input type="checkbox"/> Done <input type="checkbox"/> In Progress</p> <p>Check List</p> <p>DIR (<<) (>>) (Beam) (New) (Erase)</p>	<p>General Planning Main</p> <p>Category ▼</p> <p>Date Time</p> <p>Type</p> <p>To acquire ▼</p> <p>To present</p> <p>To search</p> <p>To deliver</p> <p>To send</p> <p>To make</p> <p>To go</p> <p>To organize</p> <p><input type="checkbox"/> In Progress</p> <p>ck List</p> <p>DIR (<<) (>>) (Beam) (New) (Erase)</p>	<p>General Planning Main</p> <p>Category ▼</p> <p>Date Time</p> <p>Type</p> <p>To organize ▼</p> <p>To participate</p> <p>To research</p> <p>To prepare</p> <p>To consider</p> <p>To request</p> <p>To answer</p> <p>To meet</p> <p><input type="checkbox"/> In Progress</p> <p>ck List</p> <p>DIR (<<) (>>) (Beam) (New) (Erase)</p>
<p>General Planning Main</p> <p>Category ▼</p> <p>Date Time</p> <p>Type</p> <p>To research</p> <p>To prepare</p> <p>To consider</p> <p>To request</p> <p>To answer</p> <p>To meet</p> <p>To train</p> <p>To inspect</p> <p><input type="checkbox"/> In Progress</p> <p>ck List</p> <p>DIR (<<) (>>) (Beam) (New) (Erase)</p>	<p>General Planning Main</p> <p>Category ▼</p> <p>Date Time</p> <p>Type</p> <p>Action:</p> <p>Activities</p> <p>Costs</p> <p>Delays</p> <p>Description</p> <p>Imperfection</p> <p>Individual Tasks</p> <p>Place</p> <p>Report</p> <p><input type="checkbox"/> Done</p> <p>ck List</p> <p>DIR (<<) (>>) (Beam) (New) (Erase)</p>	<p>General Planning Main</p> <p>Category ▼</p> <p>Date Time</p> <p>Type</p> <p>Action:</p> <p>Report</p> <p>Requests</p> <p>Resources</p> <p>Sector</p> <p>Supply</p> <p>Tasks in Team</p> <p>Team</p> <p>Turns</p> <p><input type="checkbox"/> Done</p> <p>ck List</p> <p>DIR (<<) (>>) (Beam) (New) (Erase)</p>

Check List Main

Y N << Back Page

Organize Better

Establish Priorities

Interact More

Propose More and Better

Make Adjustments

Propose Make

.....

.....

.....

In the screens above you prepare a planning base.

Expenses Main

Category ▼

Made in:

Type

Descriptive

.....

Items

..... \$

..... \$

..... \$

DIR (<<) (>>) (Beam) (New) (Erase)

Here you organizes expenses that can be personal or professional (add personal and professional categories).

Travel Main

Category ▼

Date Time

Type |

Destination

Activities

.....

.....

Personal Warn Arrive in

Professional

DIR (<<) (>>) (Beam) (New) (Erase)

Here you organizes the basic information for each travel is personal or professional.

<p>Career Main</p> <p>Category ▼</p> <p>Beginning Professional</p> <p>Initial Post</p> <p>Post Desired</p> <p>Initial Salary</p> <p>Goal Wage <input type="checkbox"/> UpDated</p> <p><input type="checkbox"/></p> <p>Phrase of the Day Complement</p> <p>.....</p> <p>DIR (<<) (>>) (Beam) (New) (Erase)</p>	<p>Career / Complement Main</p> <p>Category ▼</p> <p>Date <input type="checkbox"/> UpDated</p> <p>Professional Goals</p> <p>.....</p> <p>Percentage of Approval %</p> <p>Percentage of Evolution %</p> <p>Evaluation of Performance</p> <p>.....</p> <p>DIR (<<) (>>) (Beam) (New) (Erase)</p>
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Here you organizes the basic information of his career, building monitoring it.

Activities Main

Category ▼

Date Time

Type

Actions

Warn

.....

Check Authorize

Discharge Correct Done

Stop

DIR (<<) (>>) (Beam) (New) (Erase)

Here you organize your activities.

Tasks Main

Category ▼

Date Time

Type |

.....

Actions UpDated

DIR (<<) (>>) (Beam) (New) (Erase)

Here you organizes the tasks of the day to day.

<p>Studies Main</p> <p>Category ▼</p> <p>Date <input type="checkbox"/> UpDated</p> <p>Courses Realized</p> <p>.....</p> <p>Courses Desired</p> <p>.....</p> <p><input type="checkbox"/> MBA</p> <p>.....</p> <p>.....</p> <p>Complement</p> <p>DIR (<<) (>>) (Beam) (New) (Erase)</p>	<p>Studies / Complement Main</p> <p>Category ▼</p> <p>Date <input type="checkbox"/> Updated</p> <p>Performance Evaluation</p> <p>.....</p> <p>Percentage of Approval %</p> <p>Educational Goals</p> <p>.....</p> <p>.....</p> <p>DIR (<<) (>>) (Beam) (New) (Erase)</p>
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Here you organizes the basic information in their studies, building monitoring it.

Vacations Main

Category ▼

Type |

Start in until

Objectives

Tour

.....

.....

Canceled Confirmed

DIR << >> Beam New Erase

Here you organizes information on their vacations.

Priorities Main	Priorities Main	Priorities Main
Category ▼	Category ▼	Category ▼
Date Time ▼	Date Time ▼	Date Time ▼
	1 2 3 4	
Date Time ▼	Date Time ▼	Date Time ▼
Date Time ▼	Date Time ▼	1 2 3 4
Date Time ▼	Date Time ▼	Date Time ▼
<< >>	Beam New Erase	<< >>
Beam New Erase	Beam New Erase	Beam New Erase

Priorities Main	Priorities Main
Category ▼	Category ▼
Date Time ▼	Date Time ▼
Date Time ▼	Date Time ▼
Date Time ▼	Date Time ▼
1 2 3 4	1 2 3 4
Date Time ▼	Date Time ▼
<< >>	Beam New Erase
Beam New Erase	Beam New Erase

In the screens above you organize your priorities.

Meetings Main

Category ▼

Date Time

Subject |

Focus

.....

Warn Meeting Date

Done Postponed

DIR << >> Beam New Erase

Here you organize information about their meetings.

Reports Main

Category ▼

Date Time

Subject

.....

Warn Sending of Report

Completed

D << >> Beam New Erase

Here you prepare reports for each service. Accesses Reports of the any tool by the **R** button on the basis of tools.

