

# HANDCASE

## P R O F I S S I O N A L M A N U A L

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

Suite of **5 programs** for Palm to organize and manage information regarding clients and services. It contains tools for expense control, reports and sketches. A software for service professionals of any kind. A software for professionals who give any type of services (technician in computer science, professionals of maintenance, etc).

**1.0 - PALM OS 3.5 until 5.2 (ram 87 KB)**

### Install

If you received the product by e-mail or download, simply unpacking the zip on the desktop and give a double click the file **Professional.prc** the palm installation tool will open showing the file being synchronized, just synchronize, ready or in the next synchronization will be installed.

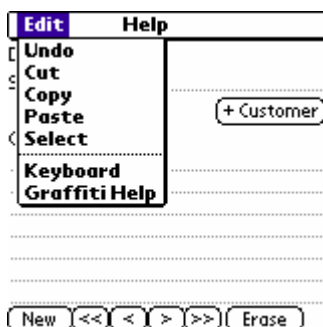


You recognize the icon on the side.

### Interface inicial



Here you choose the tool you wish to use.



Menu default, simply copy and paste from other tools in the Professional information and vice versa.

**Note:** You may copy of your Palm Memopad of all the information and place on the Professional and copy and paste it in Memopad to use from the Palm Desktop.

In the beam button tools facilitates the transfer to another Palm that has installed the Professional of the information on each screen of each tool.

### Add Customer Main

Here you it adds its Customers thus mounting its relation. [It will serve for all the tools]

Name .....  
Phone .....  
Address and E-mail .....

Clean Save  
New << < > >> Erase

Here add our customers.

### Agenda Main Alarm of Remember

Date: 5/2/06  
Subject .....  
Commitment: .....

Add Date and Schedule for this Reminder.

5/2/06  
6:30 pm

New << < > >> Erase <<

Here you organize your appointments and visits. In the icon clock you set the time to notice (the Palm is linking itself if it is off and warn of a sound compromise).

### Services Main Services Main

Date: 5/2/06  
Service: Service  
Priority: Urgent, High, Medium, Low

Date: 5/2/06  
Service: For Hour, For Turn, For Day, For Week, For Month, For Year, To Combining  
Priority: Urgen, High, Medium, Low

Done Descriptive  
New << < > >> Erase

Here you define the type of service they provide the period, the level of priority, will make a summary of the service and will schedule through the day and the time clock of the icon to start or finish.

### Service Descriptive Main Service Descriptive Main Service Descriptive Main

Descriptivo .....

Start  
Des: Survey of the Service, Sketch, Budget, To Structuralize, Evaluation

Evaluation, Adjustments, Production, Final Evaluation, Development, Analysis

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New << < > >> Erase

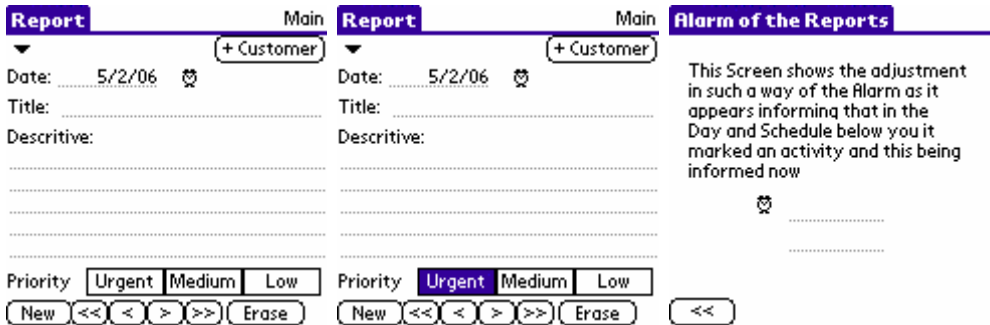
### Service Descriptive Main Service Descriptive Main

Analysis, Conclusion, Reevaluation, Final Adjustments, Presentation, Definitive Adjustments

Final Adjustments, Presentation, Definitive Adjustments, Re-presentation, Execution of the Service, Results

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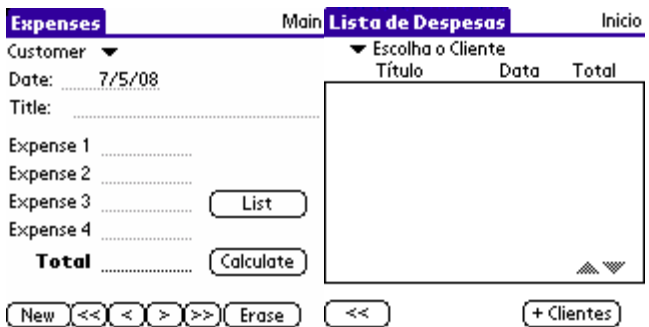
Here you will describe in detail the type of service being provided.



Here you will do your reports to personal control.



Here you will sketches colorful (if your model from Palm have color screen) or black and white for the customer and for its control.



Here you organize the costs. Here you see the list of expenses.

Any problem with the software please contact HANDCASE [suporte@handycase.com](mailto:suporte@handycase.com)

**Access: [www.handycase.com/eng](http://www.handycase.com/eng)**