

HANDCASE

TEAM PROJECT 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 was designed as a palm solution for managing teams in projects. It offers 14 tools in their conditions for complete management teams in all types of projects, for any company in any segment of action. It is structured in the Project Planning, Project Initiation, Project Implementation (with graphics), Monitoring Project (with graphics), Diary Project, Cost Project, Project Goals, Team Goals, Evaluation Team (with graphics) and Evaluation Project (with graphics). It has also complementary tools, priorities, activities, meetings and description project. In English.

1.0 - For all models with Palm System (ram 156 KB)

Install

If you received the program by e-mail, just unpacking the zip on the desktop and give a double click the file **Team Project_e.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.



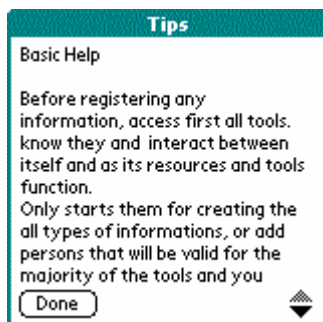
You recognize the icon on the side.

Tools

Initial Interface



Here select the tool you wish to use.



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

Project Implementation Main **i**

C.D. Conclusion 100%

Development 50%

S.D. Start 30%

UpDated

Tips

Implementation Project Help

To set the stage in the graphic execution of the project, simply click once in the second corresponding color bar (the colors of 3).
Beside S.D. (start date) click to set the date of commencement of the project.
Beside C.D. (conclusion date) only

Done

D <<>> Beam New Erase

Here you organized on three levels of project implementation, starting from the bottom up. Read the internal help of this tool by the icon (i) at the top of the screen.

Project Planning Main

Person ▼

Date Time

Type

Plan

Done In Progress

Priorities **Meetings**

D <<>> Beam New Erase

Project Planning Main

Person ▼

Date Time

Type

Plan

In Progress

Meetings

D <<>> Beam New Erase

Project Planning Main

Person ▼

Date Time

Type

Plan

In Progress

Meetings

D <<>> Beam New Erase

Project Planning Main

Person ▼

Date Time

Type

Plan

Done In Progress

Priorities **Meeting**

D <<>> Beam New Erase

Project Planning Main

Person ▼

Date Time ▼ 1

Date Time ▼ 3

Date Time ▼ 2

Date Time ▼ 4

Warn Date Meeting

Postponed Done

D <<>> Beam New Erase

In the screens above you prepare basic planning of the project. In complementary tools (Priorities and Meetings) organizes its activities related.

Project Cost Main

Person ▼

Updated itens in

Type |

Descriptive

Itens

..... \$

..... \$

..... \$

D <<>> Beam New Erase

Here you organize the costs of linking to each individual project.

