

# HANDCASE

## WORKTEAM USER MANUAL

This manual is intuitive as our softwares, observe the images to understand as to best and the more efficient use. The screens follow the logical order of the presentation of tools in the interface of each software.

### Descriptive

14 tools suite. With it is easy to organize and to manage services team. For the biggest companies it serves as a updated mobile complement. Structuralized in Planning, Costs, Teams, Performance, Services, Work Place, Inspection, Re-Work, Table of Turns, Team Tasks, Daily Description, Requests and Reports. In English.

### **1.0 - PALM OS 3.5 or superior (ram 129 KB)**

### Instalation

Installation If you received the program for email, are enough to unpack zip in the work area and to give a double click in the archive Set **workteam.prc** the tool of installation of its Palm will go to open presenting the archive to be synchronized, synchronizes and ready or in the next synchronization it will be installed. If you he bought the compact disc is enough to use the installer or to have access for the Windows Explorer the directories, to give a double click in the archive Set **workteam.prc**, the tool of installation of its Palm will go to open presenting the archive to be synchronized, synchronizes and ready or in the next synchronization it will be installed.

You will recognize it for the icon to the side.



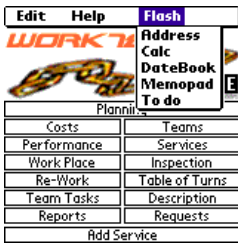
### Initial Interface



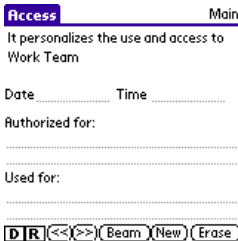
Here you choose the tool that she desires to use.



Menu standard, is enough to copy of the other tools and necklace information in the vice versa WorkTeam. Obs.: You the information will be able to copy of the Memopad of its Palm all and to place in the WorkTeam as well as copying of it and paste in the Memopad to use from the Palm Desktop. In the tools the button beam It facilitates the transference for another Palm that has the WorkTeam installed of the information in each screen of each tool.

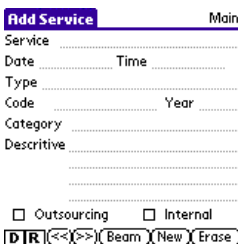


Here as in the screens of the other tools you choose in the menu and have access the tools standard of the Palm being able to you close it them to come back direct toward the Workteam.

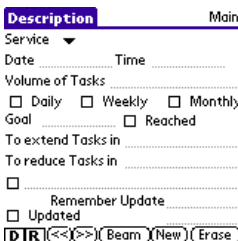


When click in the button **A** in the initial screen you it will be able to personalize its copy of the WorkTeam at the same time that it generates the control of access to software whenever to judge necessary.

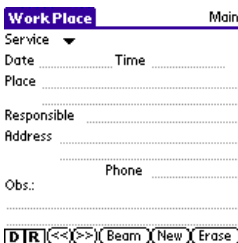
Exemple: Palm passes with WorkTeam to person in charge places day and hour, when to change of person in charge will know the hour and day who is changing of person, thus the collected information always will have ties with who filled for the schedules in the tools filled with the one of the access screen.



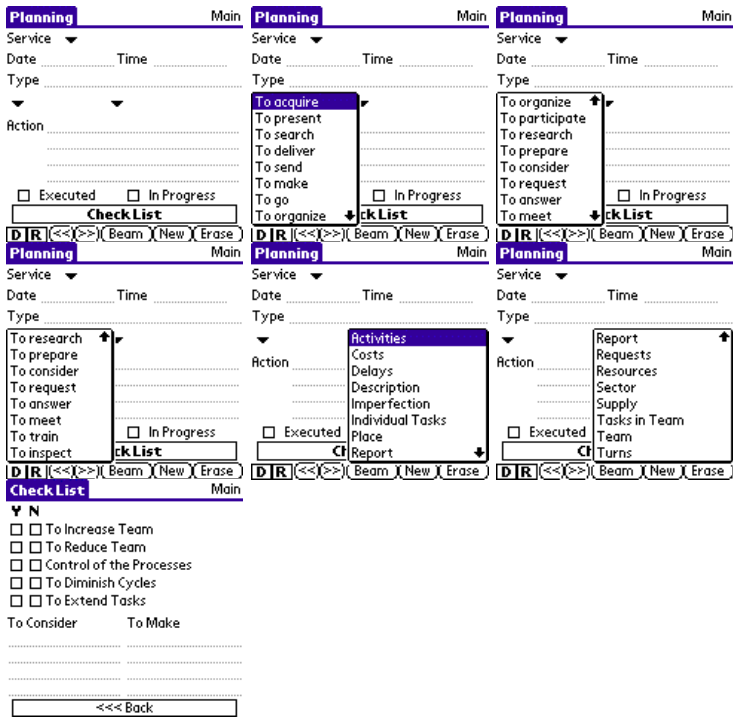
Here you organize the data of its service (s). Visible in the screens of all the tools. The service will be able to organize the information service.



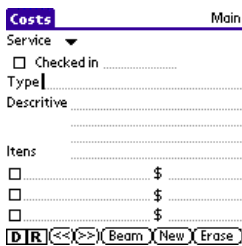
Here you organize the description of each service.



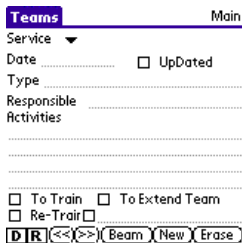
Here you organize the information on the place where each service will be executed.



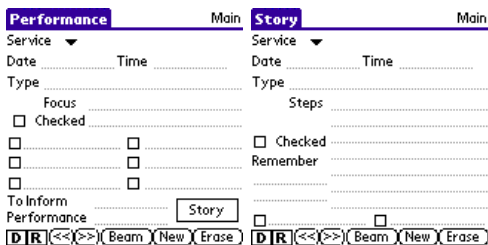
In these screens you prepare a basic planning of the team.



Here you organize the costs service the service.



Here you organize the basic information of each team tying with each service.



Here you organize the controls that to judge necessary for the performance of the Team.

**Services** Main

Service ▾  
 Date \_\_\_\_\_ Time \_\_\_\_\_  
 Volume \_\_\_\_\_  
 Descriptive \_\_\_\_\_  
 \_\_\_\_\_  
 Verify Conditions  
 Inform Date of Execution \_\_\_\_\_  
 Done

**D|R** << >> (Beam) (New) (Erase)

Here you organize the referring information lots of services.

**Inspection** Main

Service ▾  
 Date \_\_\_\_\_ Time \_\_\_\_\_  
 Type \_\_\_\_\_  
 \_\_\_\_\_  
 Action  Inspected

**D|R** << >> (Beam) (New) (Erase)

Here you organize the information of you inspect service the service.

**Re-Work** Main

Service ▾  
 Type | \_\_\_\_\_  
 Date of \_\_\_\_\_ Until \_\_\_\_\_  
 Time \_\_\_\_\_ Until \_\_\_\_\_  
 Place \_\_\_\_\_  
 Programmed Activities \_\_\_\_\_  
 \_\_\_\_\_  
 Cancelled  Confirmed

**D|R** << >> (Beam) (New) (Erase)

Here you organize the information on retrabalho service the service.

<b>Table of Turns</b> Main	<b>Table of Turns</b> Main	<b>Table of Turns</b> Main	<b>Table of Turns</b> Main	<b>Table of Turns</b> Main
Service ▾ Date _____ Time _____ Date _____ Team _____ Date _____ Time _____ Date _____ Team _____ Date _____ Time _____ Date _____ Team _____	Service ▾ Date _____ Time _____ Date _____ Team _____ Date _____ Time _____ Date _____ Team _____ Date _____ Time _____ Date _____ Team _____	Service ▾ Date _____ Time _____ Date _____ Team _____ Date _____ Time _____ Date _____ Team _____ Date _____ Time _____ Date _____ Team _____	Service ▾ Date _____ Time _____ Date _____ Team _____ Date _____ Time _____ Date _____ Team _____ Date _____ Time _____ Date _____ Team _____	Service ▾ Date _____ Time _____ Date _____ Team _____ Date _____ Time _____ Date _____ Team _____ Date _____ Time _____ Date _____ Team _____
<b>D R</b> << >> (Beam) (New) (Erase)	<b>D R</b> << >> (Beam) (New) (Erase)	<b>D R</b> << >> (Beam) (New) (Erase)	<b>D R</b> << >> (Beam) (New) (Erase)	<b>D R</b> << >> (Beam) (New) (Erase)

Here you organize the scale of its teams for turns and service the service.

**Team Tasks** Main

Service ▾  
 Date \_\_\_\_\_ Time \_\_\_\_\_  
 Type \_\_\_\_\_  
 Tasks \_\_\_\_\_  
 \_\_\_\_\_  
 Executed  Remember Tasks  
 In Progress  
 For Executing

**D|R** << >> (Beam) (New) (Erase)

Here you organize the information on tasks of the team service the service.

**Report** Main

Service ▾  
 Date \_\_\_\_\_ Time \_\_\_\_\_  
 Subject \_\_\_\_\_  
 Story \_\_\_\_\_  
 \_\_\_\_\_  
 Remember Sending Report  
 Done

**D** << >> (Beam) (New) (Erase)

Here you prepare reports of each service. He has access of any tool the Reports through button **R** in the base of the tools.

