

# HANDCASE

## CLIENTS USER MANUAL

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

### Descriptive

Software to organize all the information about their customers, assets or prospects. How can professionals and exchange of company or business, you can add people to build their networking business, or just record companies, or both. Includes tools: Agenda with client, report, and reminders.

**1.0 - PALM OS 3.5 ou superior (uso da ram 112 KB)**

### Install

Just unpacking the zip on the desktop and give a double click the file **Clients.prc** the tool installation of your Palm will open showing the file being synchronized, synchronize and ready.



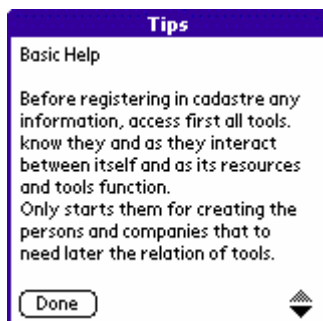
You recognize by the icon on the side.

### Initial Interface



Here you choose the tool you want.

**Note:** You can copy to your Palm memopad of all the information and put Clients in and copy it and paste the memopad to use from the Palm Desktop.



Basic Help you access by clicking the (i) at the top of the initial screen.

**Edit**    **About**

Undo  
Cut  
Copy  
Paste  
Select All  
Keyboard  
Graffiti Help

Priority .....

Note .....

Warn Day and Time .....

Details      OK

Here as in the screens of other tools you choose the menu option of the action as it deems necessary.

**Reminders List**      Main    **Reminder**

Title      Subject    Date

Title .....

Subject .....

Warn in .....

Details .....

New Reminder    <<   >>    Erase    OK

Here you record the reminders, and will be warned (visual warning - turn your Palm and open the program and sound).

**Reports List**      Main    **Report**      **Report**

Person      Date      Time

Person      Date 2/17/09    Time 1:59 am

Type      Title

Type      Title

Summary      Complement

Sumn      Complement

Update  
Comparative  
Promotion  
Other

New      Erase    OK      Erase    OK

**Report**      **Report - Complement**

Person      Date 2/17/09    Time 1:59 am

Type      Title

Summary      Complement

Note

Prepared  
Postponed  
Cancelled

Erase    OK      List

In the screens above list and you prepare your reports, linking them to each person for each company.

**Persons List**      Main    **Add / Edit Person**

Person      Name      Date 2/17/09

Company

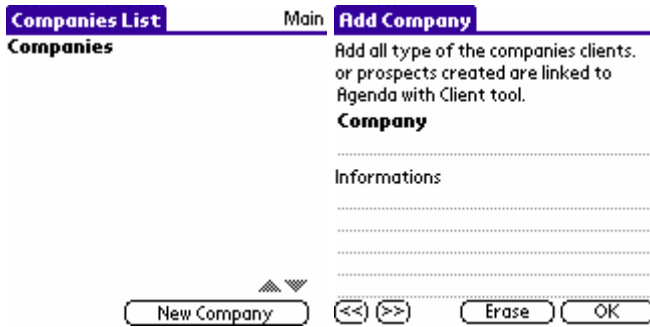
Address

E-mail      Phone

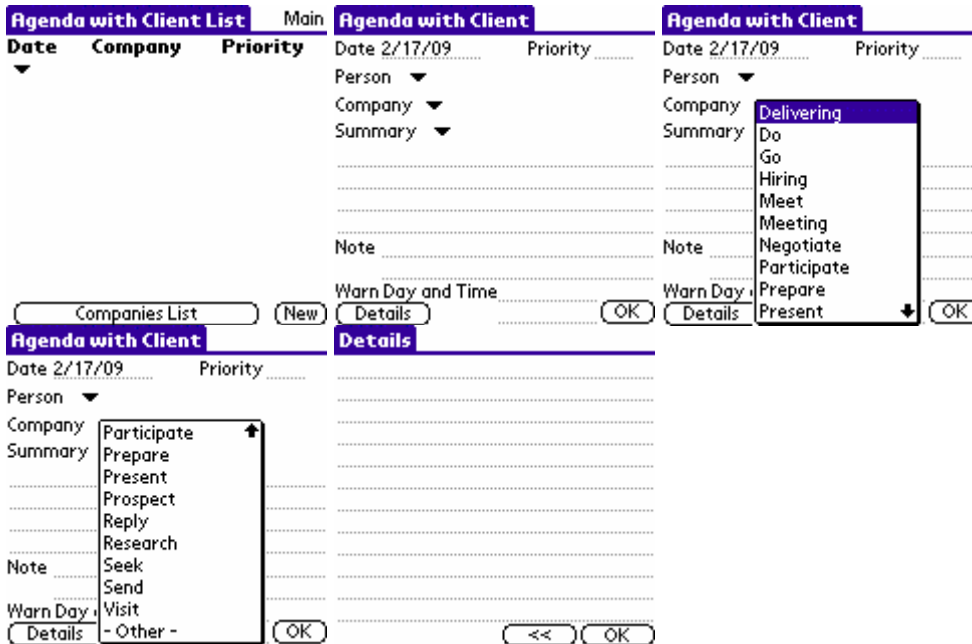
Cell

New Person      OK

Here you add and list the people that make each company.



Here you can add and list each company.



In the screens above prepares the agenda, defining the person, the company, the objective and description of the action with each company.

In the clients list can make a display using two options (the list from the dropdown menu select all - all and see all the data and by choosing the name name from the dropdown menu).

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

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

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