

HANDCASE

CONSULTANT 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.

Consultant

With the groups you organize group by its suppliers, customers, partners, prospects, employees, subcontractors and so on. Agenda undertakings or activities with groups or individuals in the group. Set reminders, with date and time to be remembered with warnings sound (beep of palm) and visual (marked reminder of the screen, turn on the palm for you to visualize what needs remember). Prepares reports linking the group to each person. In English.

1.0 - For all models with Palm System (ram 54 KB)

Install

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

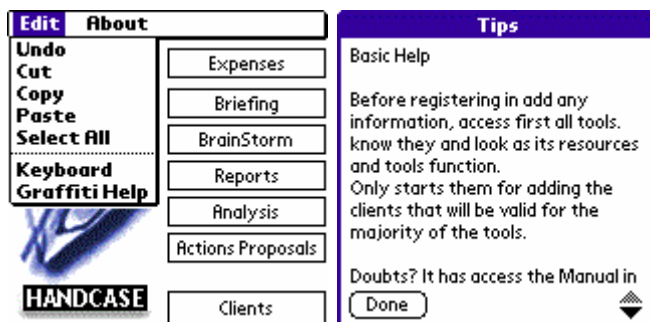


You recognize by the icon on the side.

Start Interface



Here you choose the tool you wish to use.



Here as in the screens of other tools you choose the option from the menu of action it deems necessary. **Note:** You may copy of Memopad from his Palm all the information and put in Consultant and copy and paste it to use Memopad from the Palm Desktop. In second screen you have access help by (i) icon.

Clients List

Add Client

Add here our Clients. Main

Just add name like:

Google, Palm, Amazon, Handcase

Available in the lists on tools.

Client

.....



Erase

New

Save

Main

New

Here you add clients forming its portfolio.

Briefings List

Title ▼ Client

Priority

Prepare Briefing ▼

Title

Objective

Priority

Summary

Steps ▼

Prepare Briefing ▼

Title

Objective

Priority

- High
- Average
- Low

Steps ▼

Main

New

<< < > >>

OK

New

Erase

<< < > >>

OK

New

Erase

Prepare Briefing ▼

Title

Objective

Priority

Summary

Steps

- Organize
- Planning
- Develop
- Propose

<< < > >>

OK

New

Erase

Here you prepare and organize **Briefings**.

BrainStorms List

N Title

Objective

Add BrainStorm

Title

Obj.:

Note

Idea

Seized

Add BrainStorm

Title

Obj.:

Note

Generation - Set Theme

Objectification - Setting Goals

Understanding - Understand Ideas

Selection - the ideas Vote

Evaluation - Final Definition

Main

New

<< < > >>

OK

New

Erase

<< < > >>

OK

New

Erase

Here you prepare and organize **Brainstorms**.

Reports List

Title ▼ Client

Objective

Prepare Report ▼

Title

Objective

Report

Main

New

<< < > >>

OK

New

Erase

Here you prepare and organize their **Reports**.

Analysis List		Add Analysis		Sales Performance	
Title	Client	Title	Date	Administration Performance	
		Step Examined	Date	Marketing Action Performance	
		Objective		Team Performance	
		Summary		Logistics Performance	
				Production Performance	
				Strategies Performance	
				Exports Performance	
				Performance Imports	
				Customer Performance	
				Market Performance	
				Costs Performance	
				Investments Performance	
				Prices Performance	

Main	New	<<	<	>	>>	OK	New	Erase
Customer Performance								
Market Performance								
Costs Performance								
Investments Performance								
Prices Performance								
Products Performance								
Services Performance								
Systems Performance								
Performance Mercantile								
Performance by Department								
Performance by Sector								
Performance by Unit								
Technology Performance								
Overall Performance								

Here you prepare and organize their **Analysis**.

Actions Prop. List		Add Actions	
Action	Client	Actions	
		Steps	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

Main	New	<<	<	>	>>	OK	New	Erase
------	-----	----	---	---	----	----	-----	-------

Here you prepare and organize the shares to be offered to its clients.

Expenses List		Add Expenses		Add Expenses	
Source	Value	Source	Type	Source	Type
			Books		Hotel
			Breakfast		Internet
			Car rental		Magazines
			Dinner		Materials
			Extras		Newspapers
			Fuel		Snack
			Hotel		Taxi
			Internet		Tickets
			Magazines		Other

Main	New	<<	<	>	>>	OK	New	Erase	<<	<	>	>>	OK	New	Erase
------	-----	----	---	---	----	----	-----	-------	----	---	---	----	----	-----	-------

Here you organize the costs incurred by its advice to clients.

Any problem with the Software please contact HANDCASE suporte@handycase.com

Access: www.handycase.com/eng

© 2005/2008 Copyright by HANDCASE