

# HANDCASE

## ENCASH 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

Suite of 8 tools. As he is quick and easy to administer and organize collections of clients. For the largest companies serves as a complement mobile and updated. Structured in History, Agreement, Refinancing, Discharge, Split, Report, Collection and Agenda.

**1.0 - PALM OS 3.5 or superior (ram 132 KB)**

### Install

Just unpacking the zip on the desktop and give a double click the file **Encash.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.

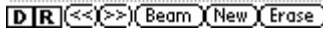
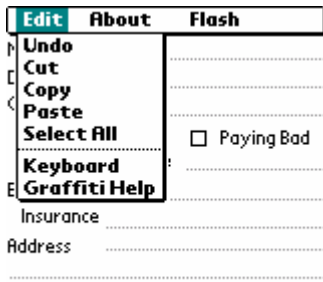
### Initial Interface



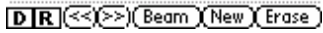
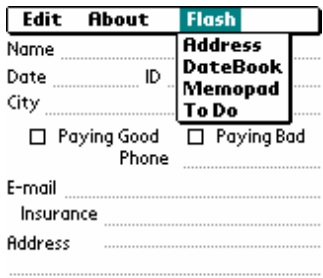
Here you choose the tool you want.



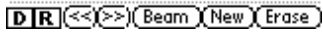
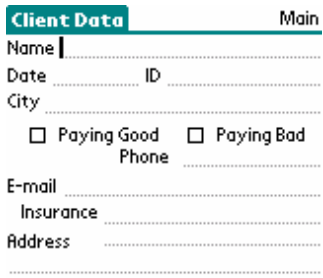
Basic Help by the "i" icon on top of the initial screen.



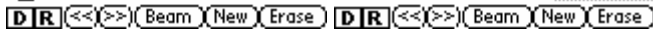
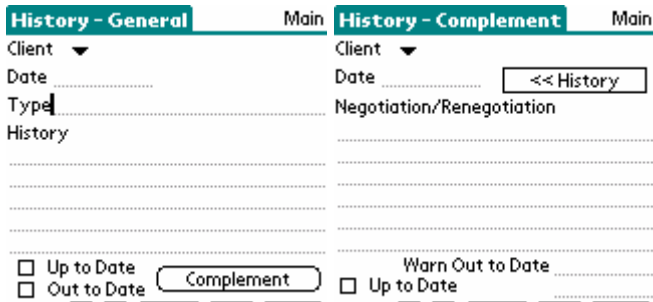
Standard menu, just copy and paste the other tools in producing information and vice versa.  
 Note: You can copy to your Palm memopad of all the information and put in Encash and copy it and paste the memopad to use from the Palm Desktop.  
 Tools button in the Beam. Facilitates the transfer to another Palm that has installed Encash of information on each screen of each tool.



Here as in the screens of other tools you choose the menu and access the tools of the standard Palm can close them to return directly to Encash.



Here you add the information to their clients.



In these two screens you prepare the history of each client.

Agreement	Main	Agreement	Main	Agreement	Main
Client	▼	Client	▼	Client	▼
Date	.....	Date	.....	Date	.....
	<input type="checkbox"/> Agreed by all		<input type="checkbox"/> Agreed by all		<input type="checkbox"/> Agreed by all
Agreement		Agreement		Agreement	
Interest Rate	.....	Interest Rate	.....	Interest Rate	.....
	%		%		%
Complement	▼	Complement	▼	Complement	▼
<div style="border: 1px solid black; padding: 2px;"> <b>Parcels</b>            Discharge            Postponed            Protest            Canceled            Other         </div>		<div style="border: 1px solid black; padding: 2px;"> <b>Mortgage</b>            Credit Card            Promissory            Other         </div>			
DIR << >> Beam New Erase		DIR << >> Beam New Erase		DIR << >> Beam New Erase	

You organize the basic information of agreements, client to client.

Refinancing	Main
Client	▼
Date	.....
	<input type="checkbox"/> Agreed by all
Conditions	
Parcel Volume	.....
	.....
<input type="checkbox"/> Credit Card	Interest Rate
<input type="checkbox"/> Promissory	..... %
<input type="checkbox"/> Mortgage	
<input type="checkbox"/> Other	
DIR << >> Beam New Erase	

Here you organize the information for refinancing.

Discharge	Main
Client	▼
Type	
Date	.....
Time	.....
Details	.....
	.....
Parcel Volume	.....
DIR << >> Beam New Erase	

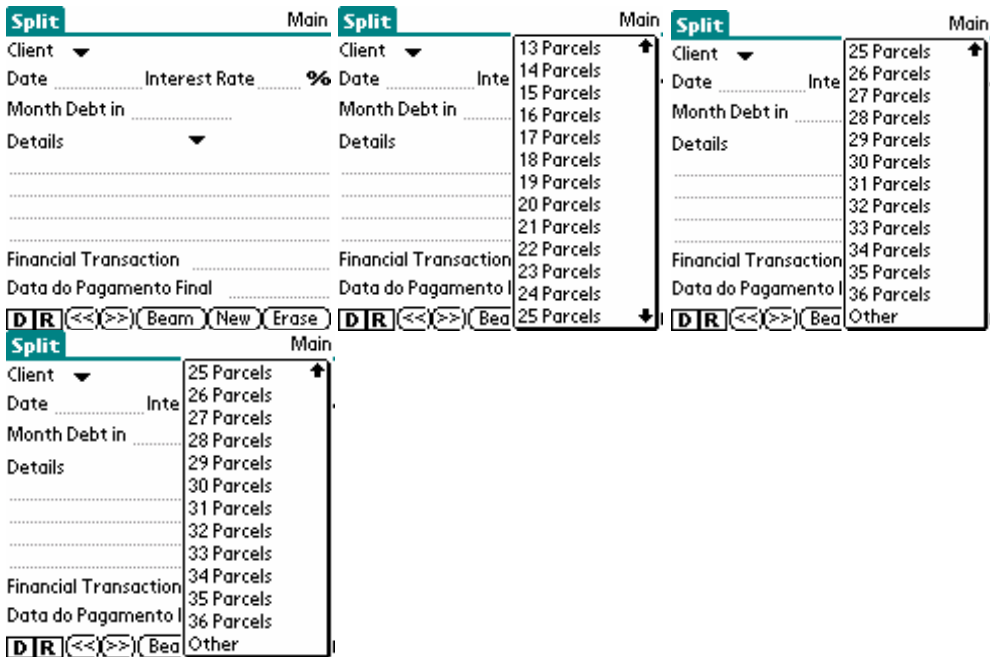
Here you organize the information on discharges, client to client.

Collection	Main
Client	▼
Date	.....
Time	.....
<input type="checkbox"/> Parcel	<input type="checkbox"/> Last Parcel
Parcel	Interest Rate
	..... %
Settlement of Payments	.....
	.....
Collection Warn	.....
<input type="checkbox"/> Charged	
DIR << >> Beam New Erase	

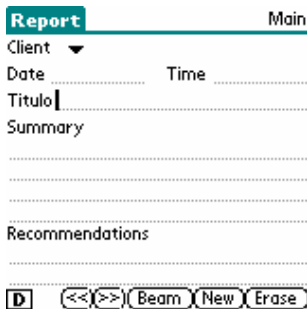
Here you organize your charges, client to client.

Agenda	Main
Client	▼
Date	.....
Time	.....
Type	
Subject	.....
Details	<input type="checkbox"/> Confirmed <input type="checkbox"/> Postponed
	.....
	.....
DIR << >> Beam New Erase	

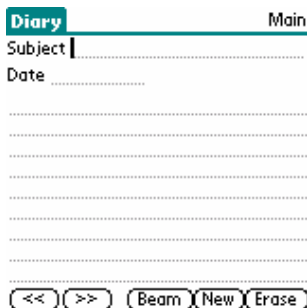
Here you schedule your appointments professional relationship with your clients, if desired.



Here you organize the information in parts, client to client.



Here you will prepare reports for each client. And any tool to access the reports via the **R** button on the base of tools.



Here is your personal notes day by day. And any tool to access the Diary through the button **D** on the basis of the tools.

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

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

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