

# HANDCASE

## ENGINEER USER MANUAL

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

### Descriptive

This software with 15 tools, helping engineers to virtually all specialties, to organize information relating to projects (product development, project construction, water projects, food, chemical, electric etc) and works of all kinds. Also assists in developing services. Provides the tools: General Planning, Accompaniment, History, Expenses, Trips, Reports, Requests, Notes, Tasks, Services, Priorities, Goals, Agenda, Projects and Works.

**1.0 - For all models with Palm System (ram 133 KB)**

### Install

If you received the program for e-mail, unzip is enough the zip in the desktop and to give a double click in the file **Engineer.prc** the tool of installation of your Palm will open presenting the file to be synchronized, synchronize and ready or in the next synchronization he will be installed.

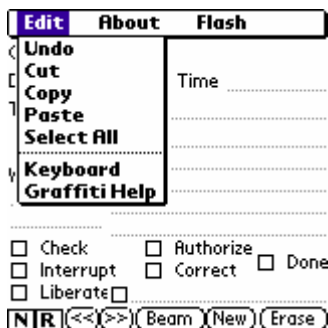


You will recognize it for the icon to the side.

### Initial Interface



Here you choose the tool you want.



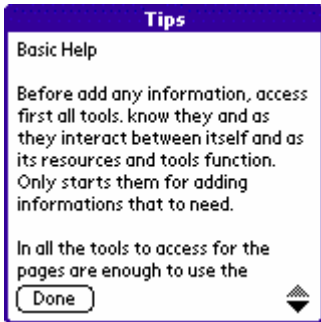
Standard menu, just copy and paste the other tools in engineering, information and vice versa.

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

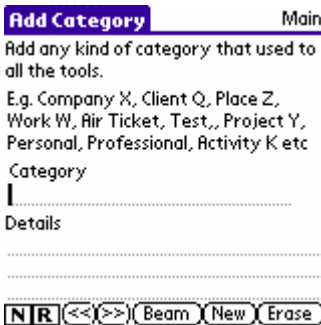
Tools button in the beam facilitates the transfer to another Palm, which has installed the Engineer, the information on each screen of each tool.

<b>About</b>	<b>Flash</b>
<b>ENGINEER</b>	<b>Address</b>
<b>HANDCASE</b>	<b>DateBook</b>
	<b>Memopad</b>
	<b>To Do</b>
General Plk	
Accompaniment	History
Expenses	Trips
Reports	Requests
Notes	Tasks
Services	Priorities
Goals	Agenda
Projects	Works
Add Categories	

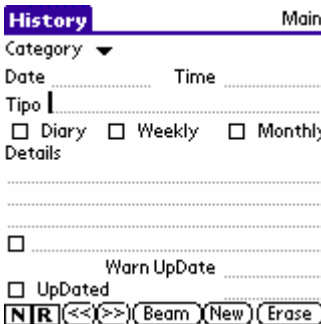
Here as in the screens of other tools, you choose the menu and access the tools of the standard Palm, may close to them, back straight to the Engineer.



Basic Manual which you access the initial screen (i) at the top right.



Here you create any kind of category, the categories used to structure the information in groups. Visible on the screens of all tools. You can arrange each of the tools by category, eg.: Activity for spending X, and can claim to tasks; airfare that can be used for tool and / or travel expenses; Manager X can serve as a tool for work or job, or still planning or even to report the tool, and so on.



Here the history of organized activities or other, it considers establishing a history.

**Accompaniment** Main

Category ▼

Date ..... Time .....

Type |

Actions .....

Warn .....

.....

Check  Authorize

Interrupt  Correct  Done

Liberate

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

Here, you organize the monitoring of a project or work, and marks to be notified, (visual - connect the Palm on the screen monitor, sound - beep of Palm) than judge important.

**General Planning** Main

Category ▼

Date ..... Time .....

Type ▼

Action: .....

Executed  In Progress

**Check List**

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

**General Planning** Main

Category ▼

Date ..... Time .....

Type ▼

Action: .....

Executed  In Progress

**Check List**

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

**General Planning** Main

Category ▼

Date ..... Time .....

Type ▼

Action: .....

Executed  In Progress

**Check**

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

**Check List** Main

Y N << Back

Corrections in the Work

To establish Priorities

To adjust Planning

To restructure Project

To adjust the Schedule

To Propose To Do

In the screens above you prepare one basic general planning.

**Expenses** Main

Category ▼

Made in .....

Type .....

Details .....

.....

Items .....

..... \$ .....

..... \$ .....

..... \$ .....

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

Here, you organize the costs, which can be personal or professional, (register personal and professional categories).

**Trip** Main

Category ▼

Date ..... Time .....

Type .....

Destination .....

Activities .....

.....

Prospecting Warn Trip

Journey to Work .....

Project Evaluation .....

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

Here, you organize the basic information for each trip.

Project	Main	Project / Complement	Main
Category ▼		Category ▼	
Date .....	<input type="checkbox"/> Complement	Date .....	<input type="checkbox"/> UpDated
Name		Stages of the Project	
Objectives .....			
<input type="checkbox"/>		Percentage of Approval .....	%
Summary .....	<input type="checkbox"/> UpDated	Percentage of Development .....	%
.....		Add to Project	
.....			
<input type="button" value="NIR"/> <input type="button" value="&lt;&lt;"/> <input type="button" value="&gt;&gt;"/> <input type="button" value="Beam"/> <input type="button" value="New"/> <input type="button" value="Erase"/>		<input type="button" value="NIR"/> <input type="button" value="&lt;&lt;"/> <input type="button" value="&gt;&gt;"/> <input type="button" value="Beam"/> <input type="button" value="New"/> <input type="button" value="Erase"/>	

Here, you organize the basic information of projects, making a summary.

Request	Main
Category ▼	
Type	
Requested in .....	
Request .....	
.....	
.....	
.....	
Warn Request in .....	

Here, you organize the requests, their, their staff or clients.

Tasks	Main
Category ▼	
Date .....	Time .....
Type	
.....	
Actions .....	<input type="checkbox"/> UpDated
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Here, you organize the tasks of day to day.

Work	Main	Work / Complement	Main
Category ▼		Category ▼	
Date .....	<input type="checkbox"/> UpDated	Completion of Work .....	
Type .....		Evaluation	
Progress of Work .....			
.....			
.....		Work Performed Percentage .....	%
<input type="checkbox"/> Within the Schedule		Complement	
<input type="checkbox"/> Work Delayed	<input type="checkbox"/> Complement	.....	
<input type="checkbox"/> Note			

Here, you organize the basic information of the works, building monitoring them.

Agenda	Main
Category ▼	
Date .....	Time .....
Subject .....	
Event .....	
.....	
.....	
Warn Event in .....	
<input type="checkbox"/> Postponed	<input type="checkbox"/> Done

Here, you schedule the appointments, for their activities.

**Services** Main

Category ▼

Type |

Date ..... until .....

Objectives .....

Details .....

.....

.....

Canceled  Executed

**NIR** << >> Beam New Erase

Here, you organize the information on services, your or third parties.

**Report** Main

Category ▼

Date ..... Time .....

Title .....

.....

.....

Warn Date for Report .....

Concluded

**N** << >> Beam New Erase

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

**Goal** Main

Category ▼

Date ..... Time .....

Type |

Description .....

.....

Work

Project  Achieved

Prospecting  Postponed

**NIR** << >> Beam New Erase

Here, you organize and monitor your goals.

<p><b>Priorities</b> Main</p> <p>Category ▼</p> <p>Date ..... Time ..... ▼</p> <p>Date ..... Time ..... ▼</p> <p>Date ..... Time ..... ▼</p> <p>Date ..... Time ..... ▼</p> <p><b>NIR</b> &lt;&lt; &gt;&gt; Beam New Erase</p>	<p><b>Priorities</b> Main</p> <p>Category ▼</p> <p>Date ..... Time ..... ▼</p> <p>Date ..... Time ..... ▼</p> <p>Date ..... Time ..... ▼</p> <p>Date ..... Time ..... ▼</p> <p><b>NIR</b> &lt;&lt; &gt;&gt; Beam New Erase</p>	<p><b>Priorities</b> Main</p> <p>Category ▼</p> <p>Date ..... Time ..... ▼</p> <p>Date ..... Time ..... ▼</p> <p>Date ..... Time ..... ▼</p> <p>Date ..... Time ..... ▼</p> <p><b>NIR</b> &lt;&lt; &gt;&gt; Beam New Erase</p>
<p><b>Priorities</b> Main</p> <p>Category ▼</p> <p>Date ..... Time ..... ▼</p> <p>Date ..... Time ..... ▼</p> <p>Date ..... Time ..... ▼</p> <p>Date ..... Time ..... ▼</p> <p><b>NIR</b> &lt;&lt; &gt;&gt; Beam New Erase</p>	<p><b>Priorities</b> Main</p> <p>Category ▼</p> <p>Date ..... Time ..... ▼</p> <p>Date ..... Time ..... ▼</p> <p>Date ..... Time ..... ▼</p> <p>Date ..... Time ..... ▼</p> <p><b>NIR</b> &lt;&lt; &gt;&gt; Beam New Erase</p>	<p><b>Priorities</b> Main</p> <p>Category ▼</p> <p>Date ..... Time ..... ▼</p> <p>Date ..... Time ..... ▼</p> <p>Date ..... Time ..... ▼</p> <p>Date ..... Time ..... ▼</p> <p><b>NIR</b> &lt;&lt; &gt;&gt; Beam New Erase</p>

In the screens above, you organize your priorities.

