

# HANDCASE

## FREELANCER 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 11 tools integrated into a single interface to help the independent professional to record, monitor and organize information in their work and clients. It offers tools briefing, Budget, Job, Peaces, Evaluation, Supplier, Remove and Delivery, Agenda, Report and Notes.

### **1.3 - PALM OS 3.5 or superior (ram 134 KB)**

### Install

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

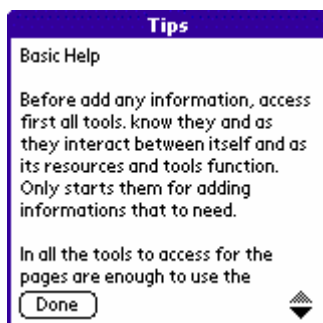
### Initial Interface



Here you choose the tool you want.

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

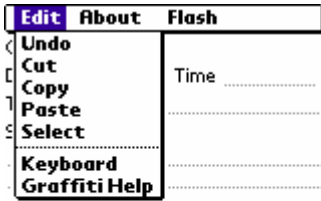
In tools, the beam button, facilitates the transfer to another Palm that has installed the Freelancer of customer information between colleagues.



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



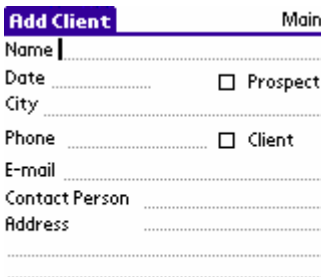
Here as in the screens of other tools you choose the menu and access the tools of the standard Palm can close them to return directly to the Freelancer.



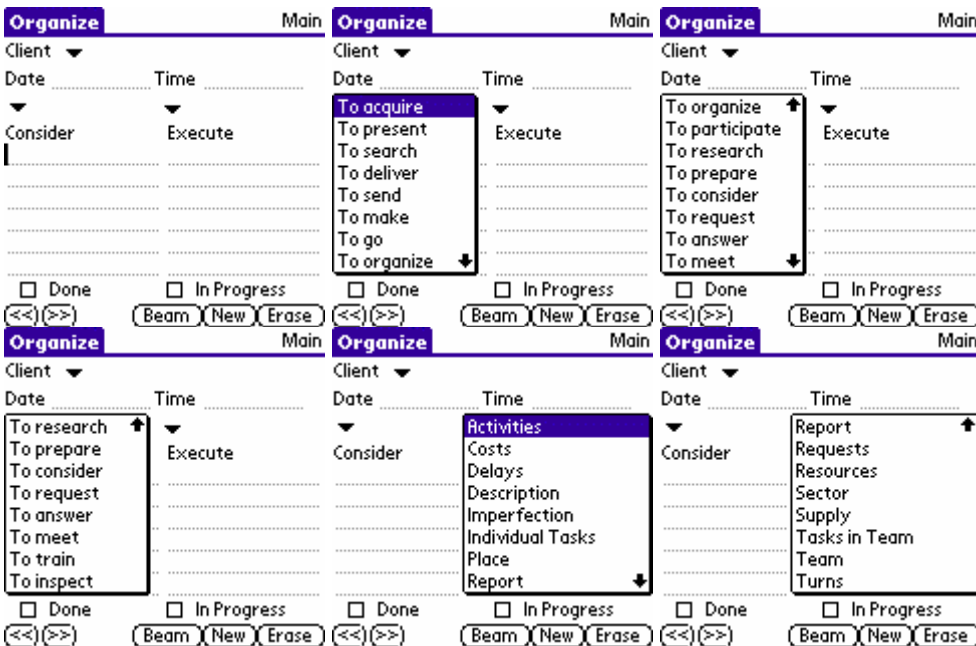
Recommendations



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



Here you can add the information of its clients.



In the above screens you prepare your basic plan.

<b>Briefing</b>	Main	<b>Briefing - Complement</b>	Main
Client ▼		Client ▼	
Summary .....		New Procedures	
.....			
.....		.....	
Procedures		Complementary	
.....		.....	
.....		.....	
Complement		<< Back	
NIR (<< >>) Beam New Erase		NIR (<< >>) Beam New Erase	

In these two screens you prepare briefing of each individual client

<b>Budget</b>	Main
Client ▼	
Job	
Date ..... DeadLine ..... Days	
Summary	
.....	
.....	
Warn Delivery \$	<input type="checkbox"/> Postponed <input type="checkbox"/> Urgent <input type="checkbox"/> Delivery
NIR (<< >>) Beam New Erase	

You organize the basic information of budgets.

<b>Job</b>	Main	<b>Job - Complement</b>	Main
Client ▼		Client ▼	
Type		Team	
.....			
Date ..... <input type="checkbox"/> Urgent		.....	
Summary		<input type="checkbox"/> Creation <input type="checkbox"/> Update <input type="checkbox"/> Development <input type="checkbox"/> Maintenance <input type="checkbox"/> Presentation   Other Options <input type="checkbox"/> Test <input type="checkbox"/> Changes	
.....		.....	
Complement		Back	
NIR (<< >>) Beam New Erase		NIR (<< >>) Beam New Erase	

In these two screens you organize the work proposed.

<b>Pieces</b>	Main
Client ▼	
Main / Urgent	
.....	
.....	
Complementary	
.....	
NIR (<< >>) Beam New Erase	

Here you organize details of proposals or peaces to be produced.

<b>Evaluation</b>	Main
Client ▼	
Date ..... Time .....	
Main	
.....	
More	
.....	
NIR (<< >>) Beam New Erase	

You prepare the evaluation of work, to the client.

**Supplier** Main

Client ▼  
Type \_\_\_\_\_  
Phone \_\_\_\_\_  
Contact Person \_\_\_\_\_  
E-mail \_\_\_\_\_  
Address \_\_\_\_\_

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

Here you add suppliers.

**Receive & Deliver** Main

Client ▼  
Receive 2/18/09 \_\_\_\_\_  
Deliver \_\_\_\_\_  
Warm \_\_\_\_\_

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

You organize the removal and delivery of materials.

**Report** Main

Client ▼  
Date \_\_\_\_\_ Time \_\_\_\_\_  
Title \_\_\_\_\_  
Summary \_\_\_\_\_  
Recomendations \_\_\_\_\_

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

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

**Agenda** Main

Client ▼  
Date \_\_\_\_\_ Time \_\_\_\_\_  
Type \_\_\_\_\_  
Subject \_\_\_\_\_  
 Confirmed  Postponed  
Commitment \_\_\_\_\_

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

Here you schedule your professional commitments, relating to its customers if desired.

