

HANDCASE

GROUPS USER MANUAL

This manual is intuitive as our software, just watch the images to understand how to use the best and most efficient way. The screens follow the logical order of the presentation of the tools in the interface of each software.

Descriptive

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 - PALM OS 3.5 or superior (ram 113 KB)

If you received the product by e-mail or download, simply unpacking the zip on the desktop and give a double click the file **Groups.prc** the palm installation tool will open showing the file being synchronized, just synchronize, ready or in the next synchronization will be installed.



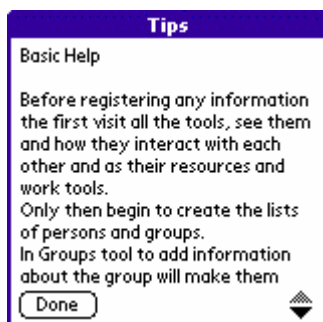
You recognize the icon on the side.

Initial Interface



Here you choose the tool you wish to use.

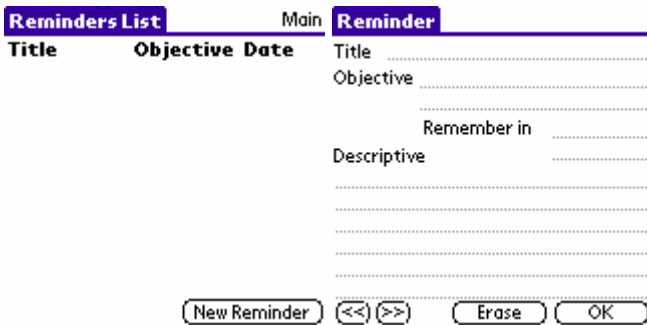
Note: You may copy of your Palm Memopad of all the information and place on the Groups and copy and paste it in Memopad to use from the Palm Desktop.



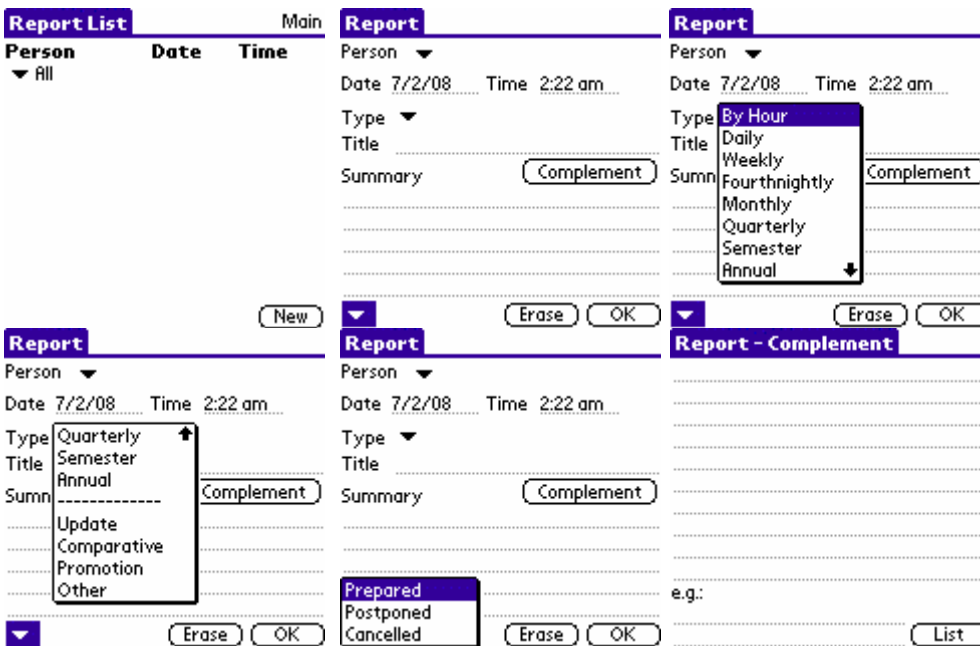
Basic Help, you access by icon "i" on home screen.



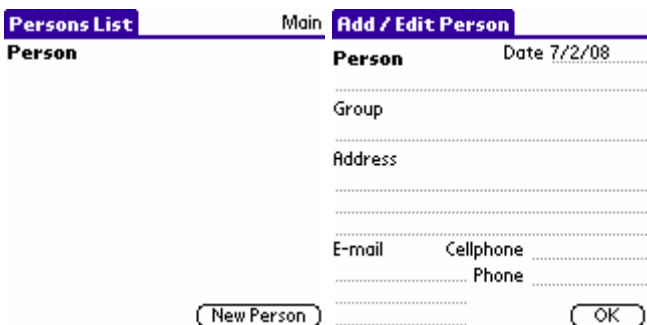
Here as in the screens of other tools you choose the option from the menu of action it deems necessary.



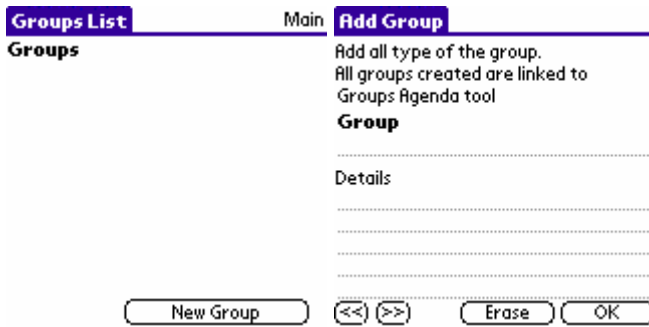
Here you reminders and the records will be notified (visual warning - turn on the Palm and open the program and sound).



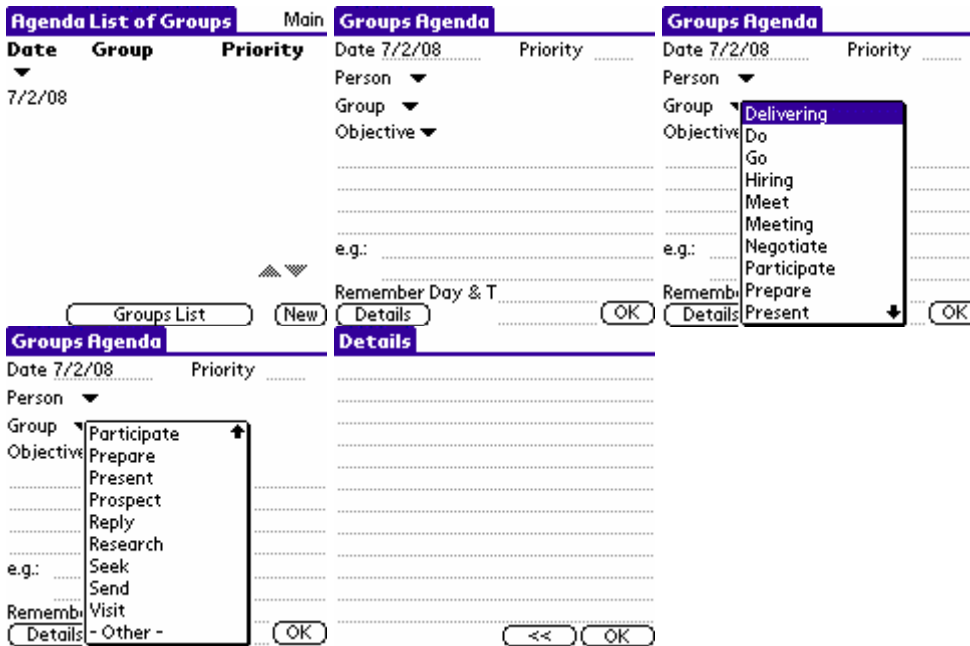
In the screens above you prepare your list and linking them to each person from each group.



Here you can register and list the people that make up each group.



Here you can register and list each group.



In the screens above prepares the agenda defining the person, activity, the purpose and details of the action with each group.

In the list of groups can make a display using two options (the list down menu choose all - all and see all the person and by choosing the name by name, the drop-down menu).

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

Access: www.handycase.com

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