

HANDCASE

HANDTASK USER MANUAL

This manual is intuitive as ours softwares, 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.

Exclusive Task Organizer. Structuralized in Organize (tasks to execute and to consider in meeting), CheckList of tasks, Consider Tasks, Execute Tasks, Task of the Hour, Urgent Tasks (you organize as a matter of priority) and Reminders. Organizing all for type.

1.0 - PALM OS 3.5 or superior (ram 105 KB)

Instalation

Installation If you received the program for email, are enough to unpack zip in the work area and to give a double click in the archive Set **handtask.prc** the tool of installation of its Palm will go to open presenting the archive to be synchronized, synchronizes and ready or in the next synchronization it will be installed. If you he bought the compact disc is enough to use the installer or to have access for the Windows Explorer the directories, to give a double click in the archive Set **handtask.prc**, the tool of installation of its Palm will go to open presenting the archive to be synchronized, synchronizes and ready or in the next synchronization it will be installed.



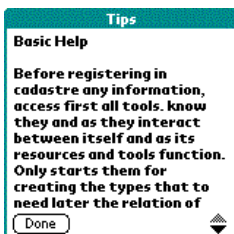
You he will recognize it for icon to the side.

Initial Interface



You choose the tool Here that she desires to use.

Obs.: You will be able to copy the informations of the Memopad of its Palm all and to place in the HandTask as well copy of it and paste in the Memopad to use from the Palm Desktop. In the tools the button beam facilitates the transference of the information of customers between colleagues for another Palm that has the installed HandTask.



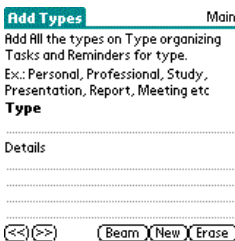
The Basic Help you have access click in the (i) in the top of the initial screen.



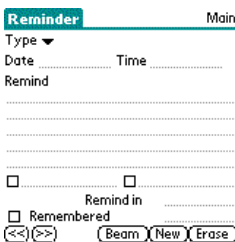
Standard Menu, is enough to copy of the other tools and necklace in Handtask information and back.



Here you see the menu suspended flash of direct access fast and the standard tools of the Palm and directly back for handtask.



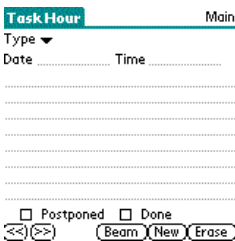
Here you register in cadastre types of topics example: staff, software, activities, meeting, presentation, works, study etc. Will be available in the suspended menu of all the tools.



Here you register the reminders and will be informed (visual acknowledgment - the Palm binds and start the sonorous beep).



Here you organize tasks as a matter of priority.



Here you prepare the task of the hour, that is the important and inadiável task of determined hour.

