

HANDCASE

HANDWEEK 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.

HandWeek

Software muito útil e prático (uma interface única) para organizar as atividades da semana organizáveis por pessoa e ou tipo de atividade. Possui ainda as ferramentas: notas, memos e tarefas. Possui ainda aviso para atividades e tarefas.

1.0 - All models with Palm System (ram 206 KB)

Install

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

Interface inicial



Here you have a single interface which displays the daily and access up and the days of the week with a click.

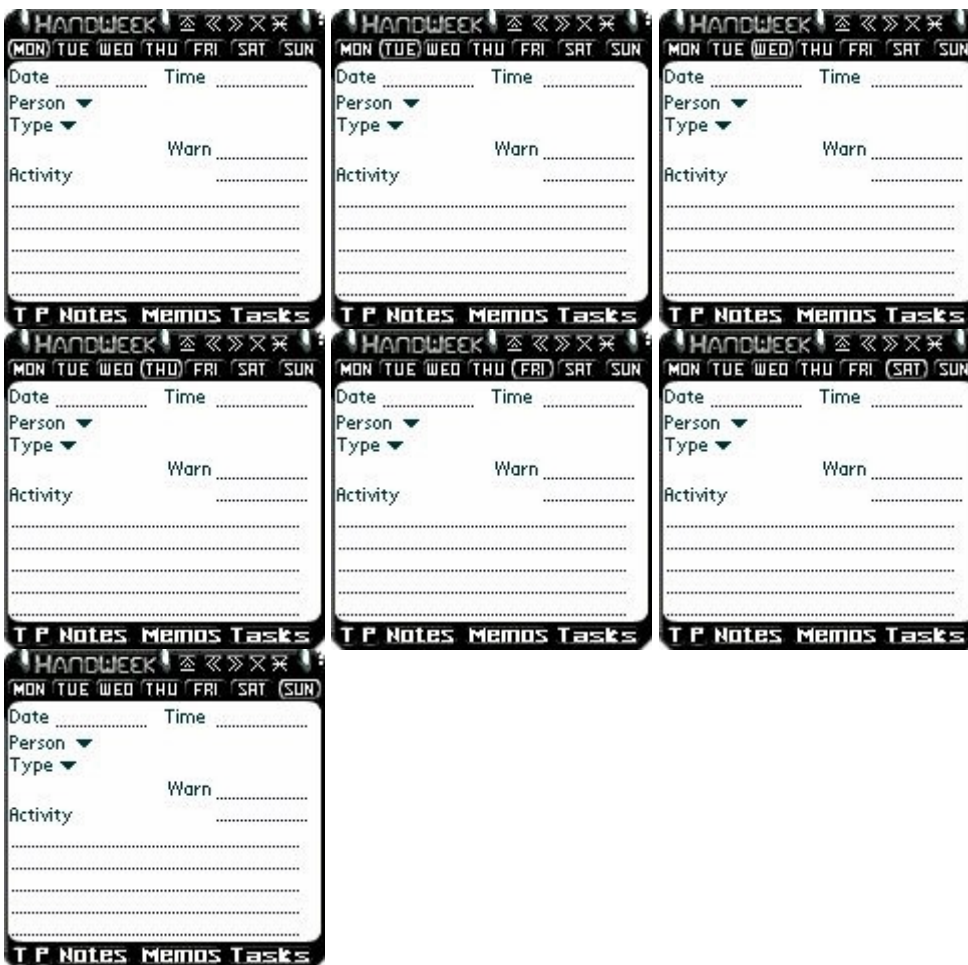


Menu fixed with the following functions on the buttons left to right: transfer to another palm with HandWeek information screen by screen; navigate between pages, delete, create new.



Here you can copy and paste with the use of pull-down menus. Example: Copy of Memos items that edited in Memos of PalmDesktop and vice versa. The second screen you see the pulldown flash fast and direct access to the standard tools of Palm. Useful to go to the memos and return directly to the HandWeek when copying and pasting.

The aid is present in all the tools, when you have doubt consultation it without having to open the manual. You access through the (?) icon at the top right of your screen.



In the screens above you edit the daily activities of the week, and the warn of the activity programmed and what kind of commitment is. The activity links if you wish per person (registered), or type of activity (registered).



Here you add the type of activity, meeting, report, consultation, visit etc. The types will be available for the weekly agenda and memos. Access the button **T**.



Here you add the people who link the activities. Very useful for assembly of groups of people (who may be on your list of contacts from palm or exclusive to the HandWeek). Access the button **P**.



Here you make your notes.



Here you prepare memos and binds the people and or types of activities..



Here you prepare and organize their tasks, linking them or not people and establishing levels of priority.

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

Access: www.handycase.com

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