

HANDCASE

INSURANCES 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

Insurances

Suite of 6 programs integrated into a single interface, to brokers and insurance brokers. Offers tools to organize and administer reports with insurance, cost and schedule of commitments. Related insurance to customers. Tool for consulting customers and prospects.

1.0 - For all models with Palm System (ram 88 KB)

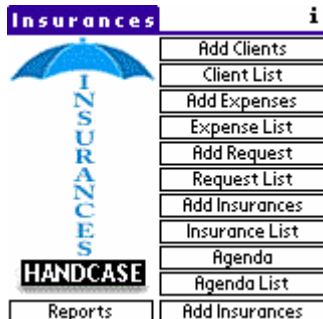
Install

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 **Insurances.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.

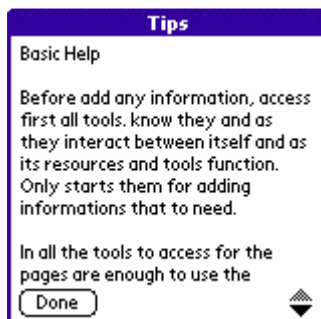


You will recognize it for the icon to the side.

Initial Interface



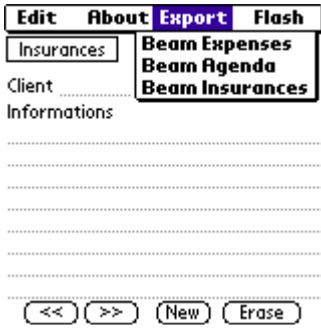
Here, you choose the tool you want.



Here you access the basic help, by the "i" icon at the top of the initial screen.



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



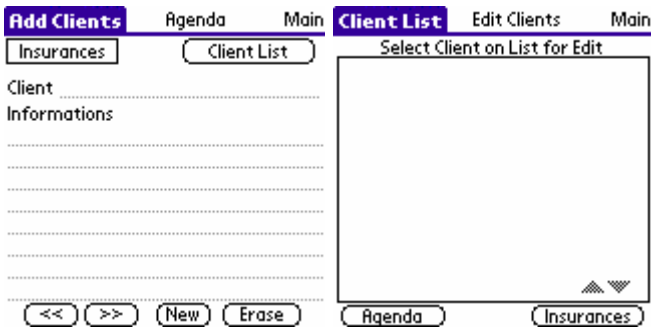
In this menu you export to another Palm that has the Insurances the expenses, insurances and agenda.



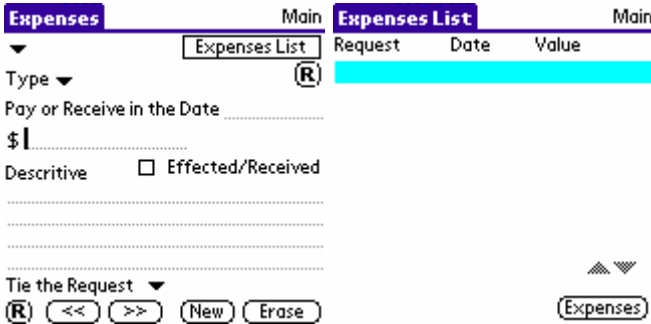
In this menu, you access the tools directly from your standard Palm, and return straight to the Insurances



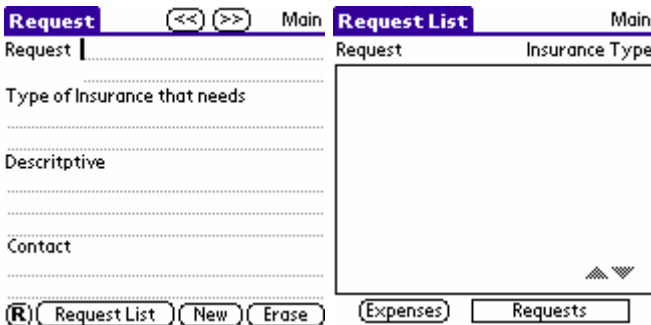
Here, you add insurances to be available in other tools.



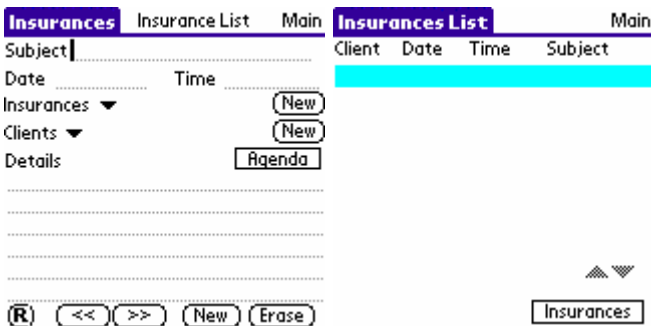
Here, you add clients, and will be available in other tools. Viewing the second screen, the list of clients.



Here, you organize the expenses, and the second screen, viewing the list of expenses.



Here, you organize the reports in the second screen, you see the list of reports.



Here, you organize sales of insurances, the second screen, you see the list of insurances.

