

# HANDCASE

## LAWYER 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.

### Descriptive

Suite of 6 tools for Palm to organize legal actions and cases. It contains tools for manage jurisprudence, clients, cases, expenses, agenda and reports.

### **1.3 - PALM OS 3.5 or superior (ram 77 KB)**

### **Install**

If you he received the game for email, he is enough to unpack zip in the desktop and to give to a double click in the archive **lawyer.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 have access for the Windows Explorer the directories, to give to a double click in the archive **lawyer.prc**, the tool of installation of its Palm he 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 see with this icon.

### Initial Interface



Here you choose the tool that she desires to use.



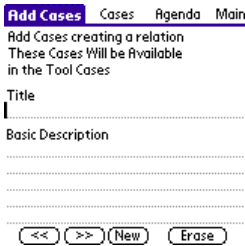
Standard menu, is enough to copy information of the other tools and paste in the LAWYER and vice versa.



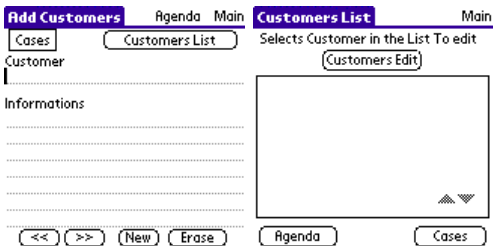
In this menu you export to another Palm (with lawyer) the cases, expenses and the agenda.



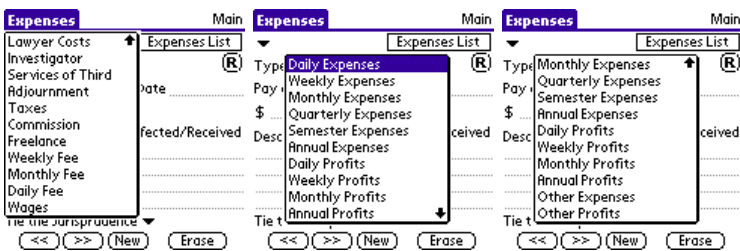
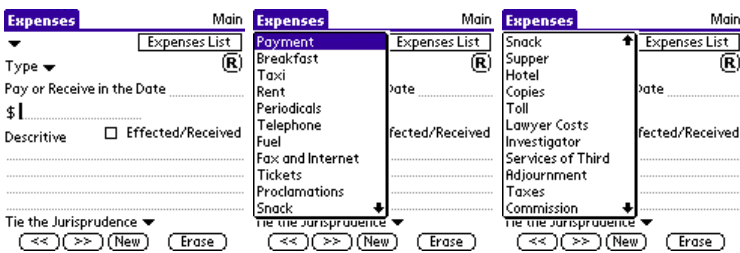
In this menu you have access direct the tools standard of its Palm and come back direct to lawyer.



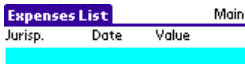
Here you add Cases that will be available in the Agenda and the tool Cases.



Here you add Customers. In the second screen you visualize the list of customers.

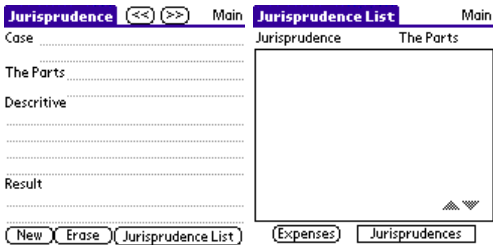


In the screens above you organize the expenses.

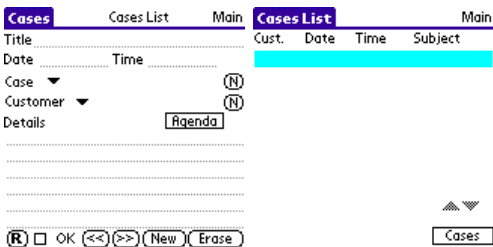


(Expenses)

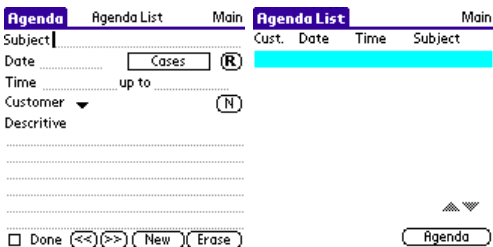
Here you visualize the list of expenses.



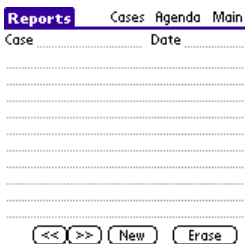
Here you prepare the excellent information on jurisprudences that will be able to contribute for new cases. In the second screen you visualize the list of jurisprudences.



Here you organize the basic information on entailed cases to the customers. In the second screen you visualize the list of cases.



Here you set appointments the visits the customers, invocations the courts, etc. In the second screen you you visualize the relation of the agenda.



Here you prepare reports, tool that this available one in the other tools through button **R** in the left foot of the screens.

Any problem with Software contact with the HANDCASE [suporte@handycase.com](mailto:suporte@handycase.com)