

HANDCASE

MANAGER USER MANUAL

This manual is intuitive as ours softwares, observe the images to understand as to best and the more efficient use. The screens follow the logical order of the presentation of tools in the interface of each software.

Descriptive

Suite of 6 tools for Palm to help and assist manager's tasks. Tools included: expenses, teams, requests, planning, internal agenda and memos. Software was projected to assist controlling of any area and segment of performance of any company fast and efficient form to plan and to work.

1.3 - PALM OS 3.5 or superior (ram 78 KB)

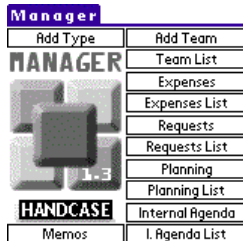
Instalation

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 **manager.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 **manager.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 will recognize it for the icon to the side.

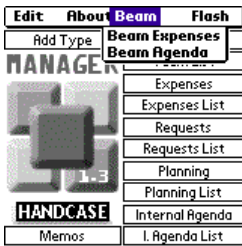
Initial Interface



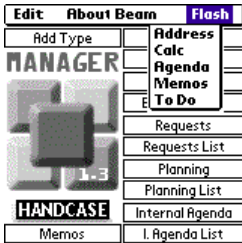
Here you choose the tool that she desires to use.



Here as in the screens of the other tools you choose in the menu the action option that to judge necessary. Obs.: You the information will be able to copy of the Memopad of its Palm all and to place in the Manager as well as copying of it and paste in the Memopad to use from the Palm Desktop. In the tools the button beam. It facilitates the transference for another Palm that has the installed Manager of the information of patients between colleagues.



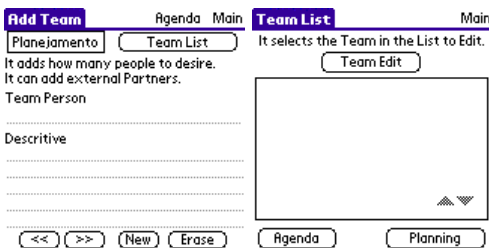
In this menu you export to another Palm with Manager the Expenses and Agenda.



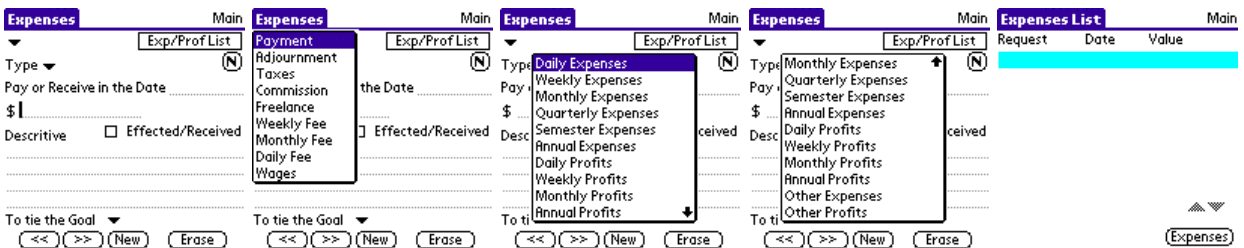
Here as in the screens of the other tools you choose in the menu and have access the tools standard of the Palm being able to you close it them to come back direct toward the Manager.



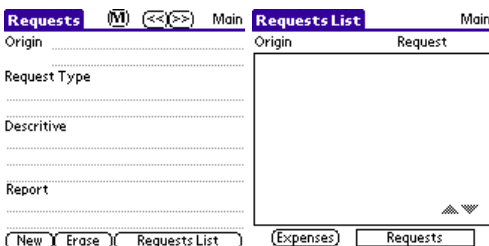
Here you add types that will be available in other tools.



Here you add Teams and you will be available in other tools. He visualizes in the second screen the team or roster.



Here you organize the expenditures and in the second screen she visualizes the list of expenses.



Aqui você organiza as solicitações tanto dos níveis superiores quanto de seus colegas ou subalternos na segunda tela você visualiza a lista de solicitações.

