

HANDCASE

PERSONAL PLANING 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.

Descriptive

This software with 13 tools, is designed to help you plan your activities personal and even their studies. Structured in General Planning, Activities, Shopping, Expenses, Travel, ideas, reminders, studies, tasks, priorities, targets, Birthdays and Daily. In English.

1.0 - PALM OS 3.5 or superior (ram 133 KB)

Install

Just unpacking the zip on the desktop and give a double click the file **Personal Plan.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.

Initial Interface



Here you choose the tool you wish to use.



Menu default, simply copy and paste from other tools in the Personal Planning information and vice versa.

Note: You may copy of your Palm Memopad of all the information and place on the Planning Staff and copy and paste it in Memopad to use from the Palm Desktop.

In the beam button tools facilitates the transfer to another Palm that has installed the Personal Planning of the information on each screen of each tool.



Here, as in the screens of other tools you choose from the menu and access the Palm standard tools and can close them to return directly to the Personal Planning.



Basic Manual which you access in the home screen (i) at the top right.



Here you create any kind of category, the categories used to structure the information in groups. Visible on the screens of all tools. You can organize each of the tools by category eg. Activity X for expenses, and can claim to tasks; airfare that can serve for the tool and travel or expenses; Company X that can be used to the tool tasks or planning or even for the tool report and so on.



Here you organize your purchases. Being able to be reminded to check to buy something.

Reminders Main

Category ▼

Type

Date Time

Remind

.....

.....

Warn in

DIR (<<) (>>) (Beam) (New) (Erase)

Here you create reminders that advise (visual - power on the Palm on screen reminder; sound - bip of Palm).

General Planning Main

Category ▼

Date Time

Type

Action:

Done In Progress

Check List

DIR (<<) (>>) (Beam) (New) (Erase)

General Planning Main

Category ▼

Date Time

Type

To organize ↑

To participate

To research

To prepare

To consider

To request

To answer

To meet ↓

In Progress

ck List

DIR (<<) (>>) (Beam) (New) (Erase)

General Planning Main

Category ▼

Date Time

Type

To research ↑

To prepare

To consider

To request

To answer

To meet

To train

To inspect

In Progress

ck List

DIR (<<) (>>) (Beam) (New) (Erase)

General Planning Main

Category ▼

Date

Type

Action:

Done Ch

Ch

Activities

Contacts

Resume

Expenses

Ideas

Investments

Plan

Gift

Project

Resources

Tasks

Trip

DIR (<<) (>>) (Beam) (New) (Erase)

Check List Main

<< Back Page

Y N

Organize Better

Establish Priorities

Interact More

Propose More and Better

Make Adjustments

Propose Make

In the screens above you prepare a planning base.

Expenses Main

Category ▼

Made in:

Type |

Descriptive

.....

Items

..... \$

..... \$

..... \$

DIR (<<) (>>) (Beam) (New) (Erase)

Here you organizes expenses (register categories personal, family, emergency etc).

Travel Main

Category ▼

Date Time

Type |

Destination

Activities

.....

Personal Warn Arrive in

Professional

DIR (<<) (>>) (Beam) (New) (Erase)

Here you organizes the basic information for each trip is personal or family.

