

# HANDCASE

## PUBLIC MANAGER 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

Suite of 17 tools. With him it is easy to organize and to administer the information in public companies, autarchies and clerkships. For the largest companies it serves as a mobile and updated complement. Structured in Activities, Expenses, Audits, Trips, Budget, Revenues, Negotiations, Resources, Planning, Financings, Reports, Autarchies, Auctions, Administration, Patrimony, Public Actions and Public Politics. In English.

### **1.0 - For all models with Palm System (ram 117 KB)**

#### **Install**

Just unpacking the zip on the desktop and give a double click the file **pmanager.prc** the tool installation of your Palm will open showing the file being synchronized, synchronize and ready.

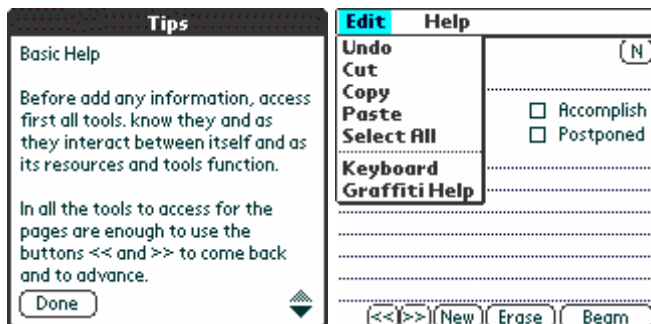


You recognize by the icon on the side.

#### Initial Interface



Here you choose the tool you want.



Basic Help – for access just click on I con on top of the start screen. Standard menu, just copy and paste the other tools in **Public Manager** information and vice versa. Example: **Memopad > Public Manager** or **Memopad < Public Manager**

The image shows three instances of the 'Activities' form. Each form has a title bar 'Activities' and a 'Main' window. The first form shows a list of activities including 'To present', 'To analyze', 'To approve', 'To inform', 'To buy', 'To return', 'To send', 'To write', 'To send', 'To study', and 'To negotiate'. The second form shows a list including 'Reception', 'To tell', 'To sell', 'To veto', 'To travel', 'Birthday', 'Commemoration', 'Holiday', 'Meeting', and 'Another Event'. The third form shows a list including 'To negotiate', 'To organize', 'To pay', 'To research', 'To prepare', 'To propose', 'To receive', 'Reception', 'To tell', 'To sell', and 'To veto'. Each form has a 'Name' field, a 'Type' dropdown, and checkboxes for 'Accomplish' and 'Postponed'. At the bottom of each form are buttons for '<<|>>', 'New', 'Erase', and 'Beam'.

Here you add the Public Manager's activities.

The 'To add Contact' form has a title bar 'To add Contact' and a sub-title 'Activities'. It contains a text field for 'Name', a text field for 'Complement', and a 'Warn the Payment' section with checkboxes for 'Paid' and 'Reimbursed'. At the bottom are buttons for '<<|>>', 'New', and 'Erase'.

Here you add the contacts that will be visible in the screen activities.

The 'Expenses' form has a title bar 'Expenses' and a sub-title 'Main'. It contains a 'Date' field with a '\$' symbol, a 'Title' field, an 'Expense type' field, and a 'Warn the Payment' section with checkboxes for 'Paid' and 'Reimbursed'. At the bottom are buttons for '<<|>>', 'New', 'Erase', and 'Beam'.

Here you organize the Expenses with sound and visual warning (bip of Palm and the connection of Palm with the screen of the visible payment) of the date of the payment.

The 'Audit' form has a title bar 'Audit' and a sub-title 'Main'. It contains a 'Type' field, a 'Date of the Audit' field, a 'Place' field, a 'Descriptive' field, and a 'Warn Audit' section with a checkbox for 'Audited'. At the bottom are buttons for '<<|>>', 'New', 'Erase', and 'Beam'.

Here you organize the information of audits.

**Patrimony** Main

Place | .....

Type .....

Item no. .... Code .....

Description .....

.....

Date of the Registration .....

Checked  Updated

Here you organize the data on the patrimony.

**Trip** Main

Destination | .....

Objective .....

Activities .....

.....

Departure ..... To remind Trip

Arrival .....

\$ .....  Reimbursed

Here you organize your trips.

**Budget** Main

Type | .....

Linked the .....

Date ..... \$ .....

Descriptive .....

.....

Service .....

Product .....

Authorized for .....

.....

Here you organize information for budgets.

**Revenue** Main

Type .....

Origin .....

Amount \$ .....

Date .....  Avail.  Unavail.

Bank .....

Complement  UpDated

.....

.....

Here you organize information on the revenues.

**Negotiation** Main

Company .....

Date .....  Negotiated

Type .....

Objective .....

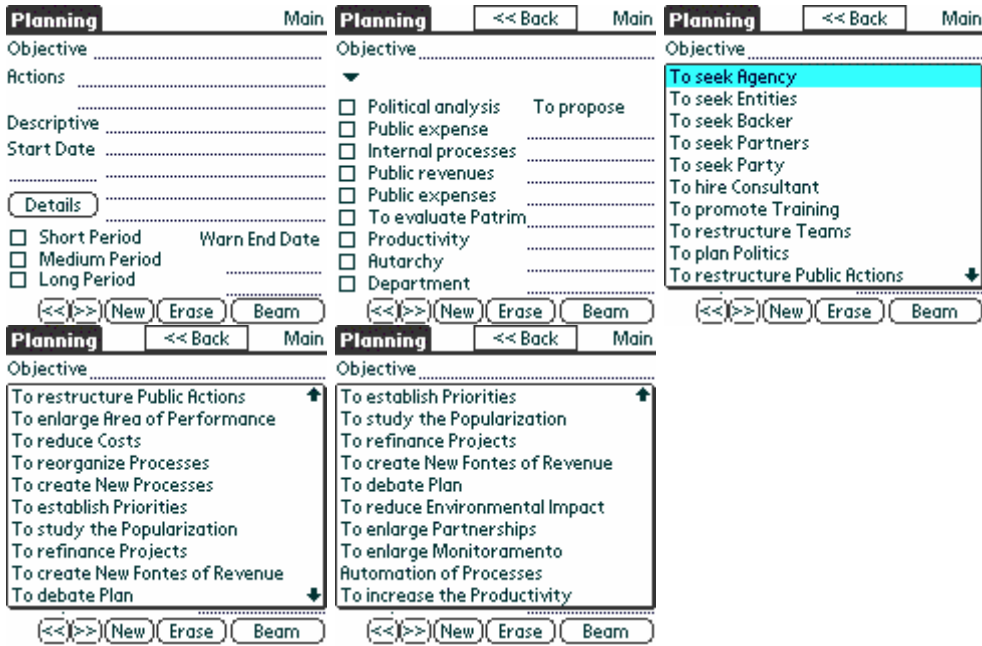
.....

Details .....

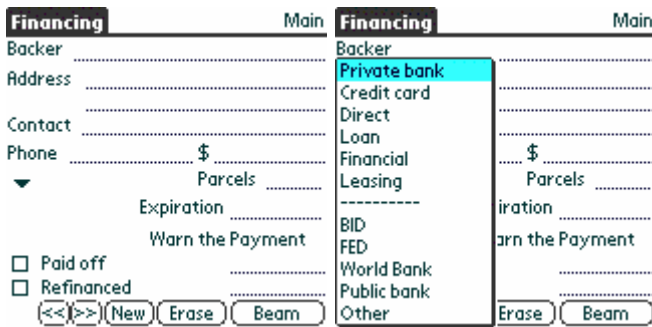
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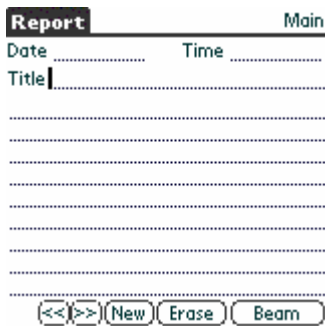
Here you organize information about negotiations.



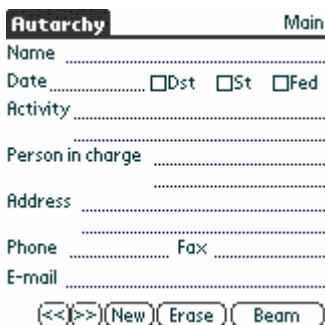
Here you prepare your Public Manager's basic Planning. In the following screens it complements the planning.



Here you organize the information of the financings in the most varied forms.



Here you generate reports.



Here you organize the information of autarchies.

**Auction** Main

Date of the Auction .....

Type .....

Objective .....

Items .....

.....

Supplier .....

Data .....

.....

\$ .....  Made

Here you organize the information of auctions.

**Administration** Main

Type .....

Objective Date .....

.....  OK

Goals .....

.....

To do  OK Propose  OK

.....

Here you organize the administration information.

**Resources** Main

Type | .....

Date Descriptive .....

.....

.....

.....

Products  Services  Other

.....

Here you organize the resources.

**Public action** Main

Type | .....

.....

Date Actions .....

.....

.....

.....

.....

Here you organize information for public actions they be her proposed or developed.

**Public Politics** Main

Date .....

Type .....

Objectives .....

.....

List of Politics

.....

.....

Implemented  Postponed

In progress

Here you organize information for you public politics they be her proposed or developed.

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

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