

# HANDCASE

## TRAINING 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 6 programs integrated in an only interface to organizes the work of internal training or it goes consultant to your clients. With him it is possible to organize the whole work of training in a practical way and structured independent of the type of segment of performance of your company or rendered consultant. He offers tools for Plan of Training, Briefing, Reports, Evaluations, Actions be her Proposed and the tool of Expenses. In english.

### **1.0 - For all models with Palm System (ram 54 KB)**

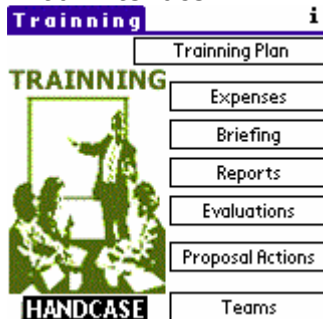
#### **Install**

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

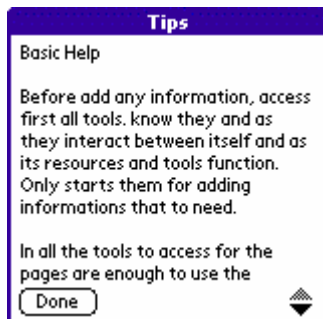


You recognize by the icon on the side.

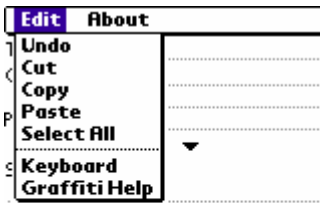
#### Initial Interface



Here you choose the tool you wish to use.



Here Basic Help, access by icon "i" top of the start screen.



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

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

**Team List**

**Add Team**

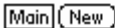
**Add a new Team here.**

To add how many teams wants, it is enough to add the name of the Team or to relate names of the people to the title of the Team.

Eg. Team Extra - Fábio, Saul, Rupert

**Available in the List and Tools.**

Team - Names



Here you add and see in the list, individuals and teams.

**Training Plan List**

Title Priority

**Training Plan**

Title Objectives

Priority

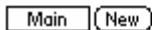
Summary Steps

**Training Plan**

Title Objectives

Priority

High Half Low Steps

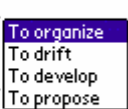


**Training Plan**

Title Objectives

Priority

Summary Steps



Here you prepare and organize the training plan.

**Briefing List**

N Title Objective

**Add Briefing**

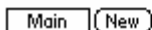
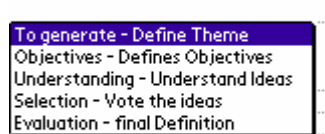
Title Obj. Note

Idea  It will be used

**Add Briefing**

Title Obj. Note

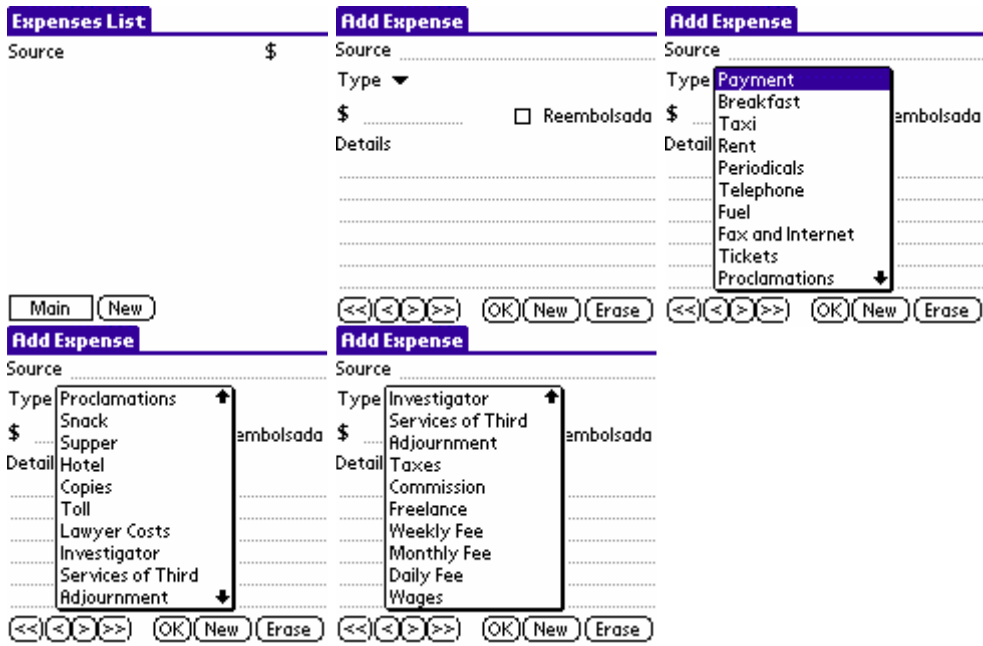
To generate - Define Theme



Here you prepare and organize the briefings.

Here you prepare and





Here you organize the costs incurred by you for training.

Any problem with the Software please contact HANDCASE soporte@handycase.com

**Access:**

[www.handycase.com/eng](http://www.handycase.com/eng)

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