

# HANDCASE

## WORKBOX 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 into a single interface, bringing together in one program: the calendar, projects, tasks, notes, and expenses. Link notes for commitments on Agenda. Link tasks for Projects. Plane table for projects or freehand notes. All in lists. Beyond the clipboard and reminders using audible and visual warning as well as the possibility to access the tools of Palm as memopad and return directly to the workbook.

### **1.7 - PALM OS 3.5 or superior (ram 90 KB)**

### Install

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

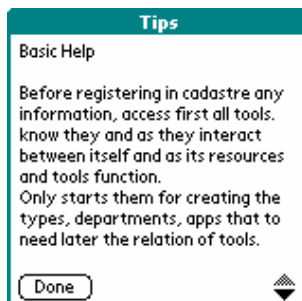


You recognize by the icon on the side.

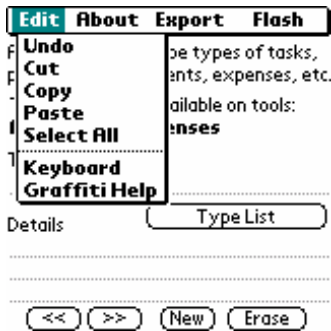
### Initial Interface



Here you choose the tool you want.



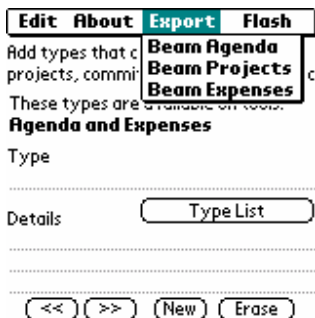
Basic Help by the "i" icon on top of the initial screen.



Standard menu, just copy and paste the other tools in producing information and vice versa.

Note: You can copy to your Palm memopad of all the information and put in Workbox and copy it and paste the memopad to use from the Palm Desktop.

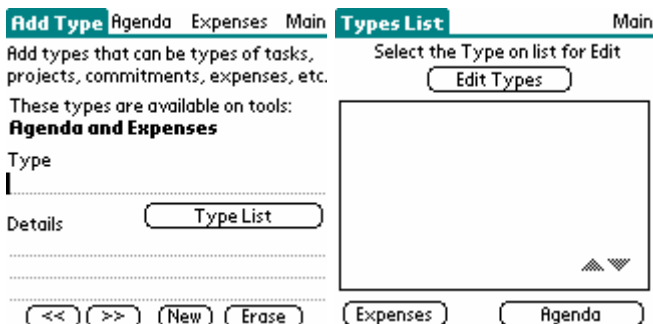
Tools button in the Beam. Facilitates the transfer to another Palm that has installed Workbox of information on each screen of each tool.



Here you transfer to another Palm that has the information Workbox Agenda, projects and expenses.



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



Here you add types that can be types of activities, commitments or expenses. The second screen displays a list of types.

This feature will be available in the tools Expenses and Agenda.

Subject  
|  
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.....  
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.....  
.....  
.....

(P) (<<) (>>) (New) (Erase)

Here you add annotations.

These notes may be linked to commitments in Agenda.

The image shows three sequential screenshots of the 'Projects' tool interface. Each screenshot has a header with 'Projects', 'Projects List', and 'Main'. The first screenshot shows the 'Date' dropdown menu open with options: Start, Structuring, Production, Development, Check, Revision, Conclusion, and Presentation. The second screenshot shows the 'Descriptive' dropdown menu open with options: 1 Hour, 3 Hours, 6 Hours, 9 Hours, 12 Hours, 15 Hours, 20 Hours, 1 Day, 2 Days, 3 Days, and 4 Days. The third screenshot shows both the 'Date' and 'Descriptive' dropdown menus open. The 'Date' menu lists: 4 Days, 5 Days, 6 Days, 1 Week, 2 Weeks, 3 Weeks, 1 Month, 45 Days, 2 Months, 1 Trimester, and 4 Months. The 'Descriptive' menu lists: 4 Months, 5 Months, 1 Semester, 7 Months, 8 Months, 9 Months, 10 Months, 11 Months, 1 Year, 13 Months, and 16 Months. Each screenshot also includes a 'Warn' button, a 'Link to Task' checkbox, a 'Done' checkbox, and navigation buttons: (P), (<<), (>>), (New), and (Erase).

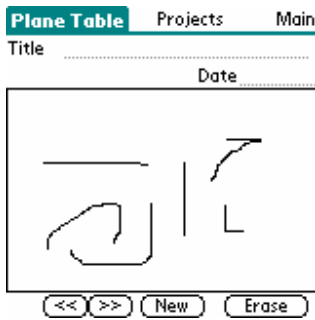
**Projects List**

Task	Date	Project

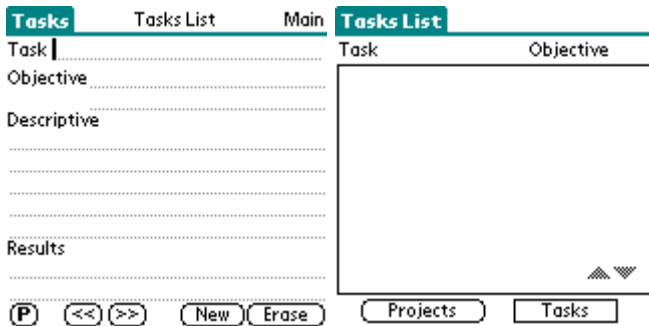


In these screens you prepare and organize projects. In addition to mark the recall to be notified of activities or other events related to each project. Each notice, visual (the Palm league scheduled on the screen of the tool) and sound (beep of the Palm). At the last screen displays a list of projects.

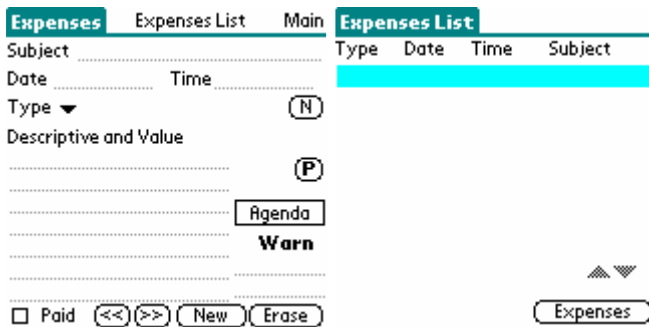
The added tasks in Tasks tool, the tool can be linked to projects Projects.



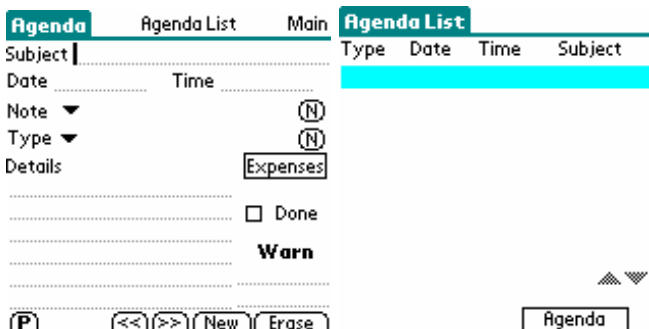
Here you prepare drafts and sketches for each sketch with title and date.



Here you organize your tasks. In the second screen you see your tasks. The added tasks in Tasks tool, the tool can be linked to projects Projects.



Here you add your expenses, and the use to organize the type expenditures by type. In addition to schedule the recall to be notified of payments or receipts. Each notice, visual (the Palm league scheduled on the screen of the tool) and sound (beep of the Palm). In the second screen you see the list of expenses.



Here you organize your commitments. In addition to schedule the recall to be notified of commitments. Each notice, visual (the Palm league scheduled on the screen of the tool) and sound (beep of the Palm). The second screen displays your commitments.

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

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

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