

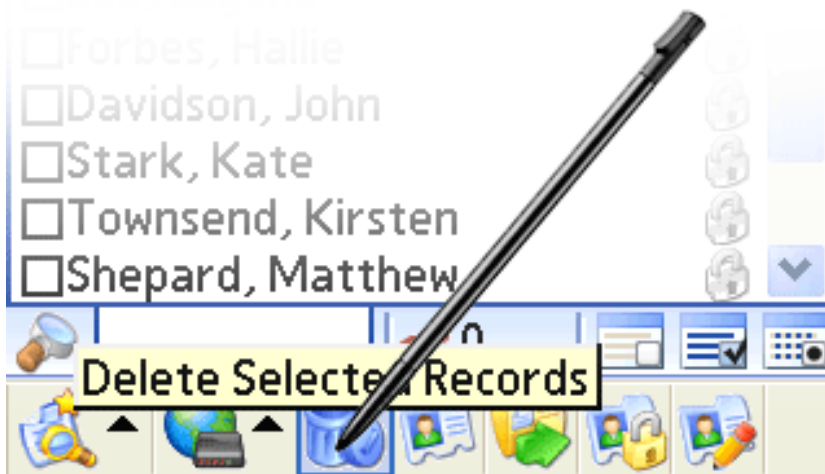
ezMaintain

Product Documentation



The ezMaintain™ documentation assumes the reader already understands the basic fundamentals of how to use the Palm Operating System. For installation, refer to the ezMaintain Readme.txt file (included in the download/installation package) to make sure that you install the correct files onto your handheld.

Intelligent Help Feature



When you tap and hold your stylus on any of the tool bar buttons, a small window will be displayed indicating that button's purpose.

List View

1) The sorting button allows you to select the method in which your names should be displayed. You can choose from the options: Company, Last Name; Company, First Name; First Name, Last Name; Last Name, First Name; Last Name, Company; First Name, Company.



2) The category selector allows you to change the category from which names should be displayed and accessed.

3) Tap the checkboxes on the left of the displayed records and the selected records will be included in any of the mass-modify actions that you perform. Tap on a record's displayed name to view its details.

4) Tap the padlock icon on the right of a displayed record to toggle that record's private status.

5) Use the scroll bar to scroll the range of displayed records.

6) The search field allows you to search for names using Graffiti™.

7) The number of records selected for mass-modification can be determined from this indicator.

8) Tap this button to de-select all the selected records in the current category.

9) Tap this button to select all the records in the current category.

10) Tap this button to invert all of the record selections in the current category.

11) Tap this button to perform a Find & Replace operation.

12) Tap the beam/send button to beam/send the selected records via IR or Bluetooth.

13) Tap this button to mass-delete the selected records.

14) Tap this button to modify the phone number that is displayed on the right of the records in your Address Book. This action will only be applied to the records selected in the List View.

15) Tap this button to move the selected records into a category of your choice.

16) Tap this button to toggle the private status of the selected records.

17) Tap this button to mass-edit data in a specified field. This action will be applied to the selected records.

Contact View



1) Tap on this button to show the Contact View menu bar.

2) The category indicator displays the display record's category.

3) The displayed record's details are displayed in the view window.

4) Tap this button to return to the List View screen.

5) Tap this button to perform one of the following actions on the displayed record: Beam Contact, Send Contact, Delete Contact, or Delete Memo.

6) Use the scroll buttons to scroll the displayed record's details up and down.

Visit <http://www.pdapformance.com> for more information on using ezMaintain.

About

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