



Installation Instructions www.rpm-direct.com

The RPM-Direct Palm application is easy to install and simple to use. Please follow these steps:

1) Connect the Palm Organizer to your computer: Follow your Palm manual to properly connect your Palm to your computer.

2) On your computer, copy or download the web clipping application (i.e., PQA file) to install into the "Add-on" folder in your PalmT Desktop directory on your computer.

3) Launch the Palm Desktop by double-clicking the icon on your desktop or through MS Windows:

Start/Programs/Palm Desktop

4) Select the Install icon in the left margin. (Tip: You can also access the Install Tool dialog by selecting "Install Tool" from the Palm Desktop program group or by double-clicking any file with a PRC or PQA file extension.)

5) In the User drop-down list, select the name that corresponds to your organizer.

6) Click "Add".

7) Select the RPM-Direct.com application file from your "Add-on" folder to install on your organizer.

8) Click "Open".

9) Click "Done".

10) Click "Ok".

11) Place the Palm Organizer in its cradle. Perform a HotSync® operation to install the RPM-Direct.com application.

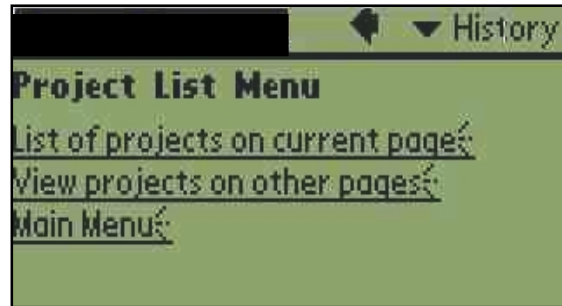
By default, web clipping applications appear on your organizer in the Palm.Net category of the Applications Launcher.

Main Menu

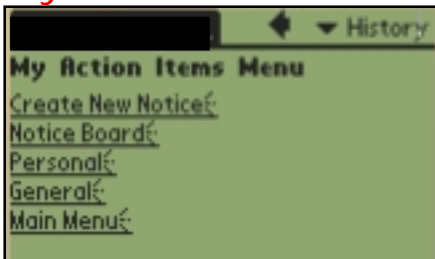


The Main Menu lists the different areas of the site that are available on the Palm VII. You can move to each area by touching the stylus to each link.

Projects



My Action Items



My Action Items allows the following functions:

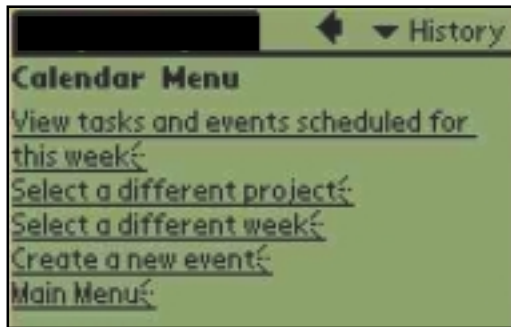
- Create new notices and post it to the website
- View personal "To Do" items
- View any events or tasks that are due or past due
- View task or event description
- Move user to calendar view
- Return user to Main Menu



The Projects area allows the following functions:

- List all projects applying to user
- Link each project to details page
- Provide view of project tasks
- Allow creation of new tasks by following a series of steps to fill in the information
- Return user to Main Menu

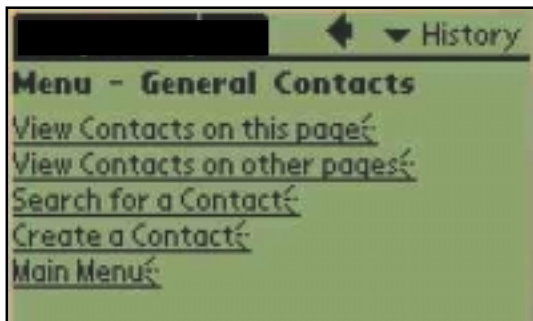
Calendar



The Calendar area allows the following functions:

- Select a date to view tasks and events for the week
- View a list of all tasks and events for the week
- Access detail links for each task and event
- Choose to view different project calendars
- Select different weekly views
- Create new events
- Return user to Main Menu

Contacts



The contacts area allows the following functions:

- View contacts in General or Personal categories
- View contacts by project
- Search for contacts in each category
- Create a contact by following the screen prompts
- Return user to Main Menu

Report Manager

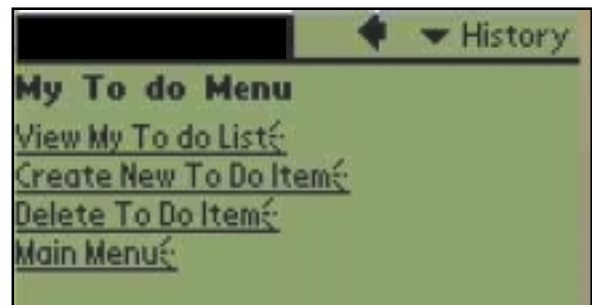


The Report Manager allows the following functions:

- View % complete and budget differences for each project in the list
- Select reports that have already been created
- Return user to Main Menu

Reports cannot be generated with the Palm VII

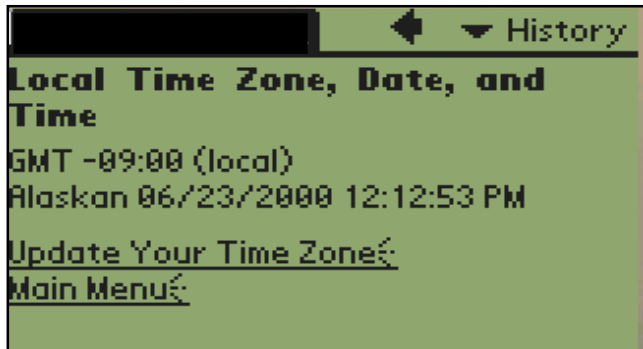
My To Do List



My To Do Area allows the following functions:

- View list of personal To Do items
- Create a new To Do item and set its priority
- Delete a To Do item
- Return user to Main Menu

My Time Zone



The Time Zone area allows the following functions:

- Select a time zone from list of Global time zones
- Return user to Main Menu