



## **FIRST OF THE MONTH PALM CHECK IN / OUT.**

- 1- START TOP PRODUCER, AND PERFORM A “BACKUP”.
- 2- CLICK ON SETUP; THEN DATABASE UTILITIES.
- 3- CLICK ON “OPTIMIZE NOW”; THEN “START”.
- 4- CLICK ON “OK” AFTER OPTIMIZATION COMPLETES.
- 5- CLICK ON THE HAND HELD MGR ICON  ON THE TOOLBAR.
- 6- CLICK ON “CHECK IN”; CLOSE TOP PRODUCER, MAKING SURE NO WORKSTATIONS ARE IN THE PROGRAM.
- 7- PLACE PALM IN CRADLE, AND PRESS SYNC BUTTON (EMPTIES PALM DATA).
- 8- AFTER COMPLETION, START TOP PRODUCER, AND CLICK ON THE HAND HELD MGR ICON  ON THE TOOLBAR.
- 9- CLICK ON “NEW CHECKOUT”
- 10- CLICK ON “FILTER RECORDS”
- 11- CLICK ON THE “ACTIVITIES” TAB.
- 12- CHECK THE BOTTOM “IF”; CHANGE DATES FROM “1<sup>ST</sup> OF CURRENT MONTH” TO “LAST OF 5 MONTHS IN THE FUTURE”
- 13- CLICK “OK”; THEN “FINISH”
- 14- CLICK ON “CLOSE”; CLOSE TOP PRODUCER, MAKING SURE NO WORKSTATIONS ARE IN THE PROGRAM.
- 15- PLACE PALM IN CRADLE, AND PRESS SYNC BUTTON (RELOADS PALM DATA).
- 16- CHECK EXPORT AFTER SYNC COMPLETION ON PALM.

YOU ARE FINISHED!