



Trust Me v1.4

User's Manual

Overview

Trust Me is a Palm application designed to help you keep track of all items you have borrowed or lent. **Trust Me** comes with built in categories, but you can create your own categories, such as **Library Books**, **Work Hours**, **Clothing**, etc. You can still keep track of items once they are returned. **Trust Me** helps you to never forget a debt!

Trust Me consists of five forms or screens. Each form has an identifying title in the upper left, and we will use that title to identify each section in this manual. Tapping on the title in most forms will give you access to the menu bar or you may also tap on the silkscreen menu icon in the graffiti area. You may use the menu to move from one form to another, or you may tap on the appropriate button or tab. In most forms there is a ? at the far upper right. Tapping on this ? will bring you to the help screen for that form. In the help screen, you may scroll through the entire help file by tapping on the up and down arrows at the bottom right, or you may return to the calling form by tapping on 'Exit'. Most forms also have additional buttons to allow you to select your next action. These buttons are described in the sections of this manual for each form.

Starting Trust Me – “You Owe Me” Form



The screenshot shows the 'You Owe Me' form. The title bar at the top left says 'You Owe Me' and has a question mark on the right. Below the title bar are two tabs: a sad face with a right arrow and a smiling face with a left arrow. The main area contains fields for 'Who' (Sally), 'What' (Money), 'How Much' (122.50), and 'Tell me More' (shopping for school clothes). There is also a 'Date' field with '03/20/2002' and a 'Returned' checkbox. At the bottom is a menu bar with buttons for 'Del', 'New', 'OK', 'List', and navigation arrows.

Tap on the **Trust Me** icon in your Palm Launcher to start the application. **Trust Me** always begins with the **You Owe Me** Form, identified by the smiling face on the upper right tab on this form. This form is used to enter a new item to your database or to edit an exiting item. You need only enter to whom you have lent an item, the date that you lent it, and how much or how many. To enter the date you loaned the item, tap on the right hand box marked 'Date'. **Trust Me** asks for the date with the



standard Palm OS® popup for date selection. You also need to identify the type of item by selecting a category from the 'Item Lent' dropdown list. Tap on the down arrow or the words 'Item Lent' to select from the list. You may add or delete categories as described in the manual section below on the **Edit Categories** Form.

You may also optionally indicate a due date by tapping on the box on the right labeled 'Due', but this field is not required to enter a record to the database. If you do indicate a due date, **Trust Me** allows you to also enter an alarm in your Palm date book if you wish. See section on the **Remind Me** Form below.


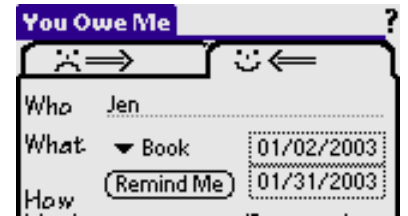
You may also describe the item further in the 'Tell Me More' field if you wish; again this is not a required entry. Tap on the 'Returned' checkbox to indicate if the item has been returned. You must tap on 'OK' at the bottom left to enter an item to your database and also to make corrections to any displayed record.

At the bottom of the form are a number of other buttons. On the right are four scroll buttons to allow you to move through the database one record at a time. The left most scroll button displays the first record in the database of lent items; likewise the right most button displays the last record in the database. The in-between buttons move through the database one record at a time. Records are kept in chronological order in the database. In this manner you may move to any other record to make corrections. Remember to tap on 'OK' to enter your corrections.

If there is a displayed record, the 'New' button clears the form to allow you to enter a new item. Remember to tap on 'OK' to enter it to the database. If the displayed item is one you wish to remove from the database, tap on 'Del' to permanently remove it. The 'List' button is used to move to the **Who Owes Who** Form where all items borrowed and lent are listed. If you wish to enter items you have borrowed rather than lent, you should tap on the unhappy face in the upper left tab to go to the **I Owe You** Form.

"Remind Me" Form

After you indicate a due date in either the **You Owe Me** or the **I Owe You** forms, **Trust Me** displays a new button called 'Remind Me'. After you tap on 'Remind Me', **Trust Me** responds with a brief message – 'Will Do'. Once you have completed the information on the new or corrected entry and tapped on 'OK' to enter the record in your database, **Trust Me** takes you to the **Remind Me** form to verify your date book entries.



Trust Me enters information from the current record for you to verify. You may edit any of these entries, including the date that will be entered in the date book. You may also indicate that the record is private, and you may set an alarm to remind you of the upcoming due date. If you choose to set an alarm, **Trust Me** asks for the number of days in advance you wish the alarm.

To enter this reminder in your date book, tap on 'Add to Date Book', or to exit without setting the reminder, tap on 'Cancel'.



"I Owe You" Form



The **I Owe You** Form is identified by the unhappy face on the upper left tab of this form and is identical to the **You Owe Me** Form described above.. You need only enter from whom you have borrowed an item, the date that you borrowed it, and how much or how many. You identify the item by selecting a category from the 'Item Borrowed' dropdown list. You may also optionally indicate a due date, but this field is not required to enter a record to the database. You may also describe the item

further in the 'Tell Me More' field if you wish; again this is not a required entry. Tap on the 'Returned' checkbox to indicate if the item has been returned. You must tap on 'OK' at the bottom left to enter this item to your database and also to make corrections to any displayed record.

At the bottom of the form are a number of other buttons. On the right are four scroll buttons to allow you to see each record in the database. The left most scroll button displays the first record in the database of borrowed items; likewise the right most button displays the last record in the database. The in-between buttons move through the database one record at a time. Records are kept in chronological order in the database.

If there is a displayed record, the 'New' button clears the form to allow you to enter a new item. Remember to tap on 'OK' to enter it to the database. If the displayed item is one you wish to remove from the database, tap on 'Del' to permanently remove it. The 'List' button is used to move to the **Who Owes Who** Form where all items borrowed and lent are listed. If you wish to enter items you have lent, you should tap on the smiling face in the upper right tab to go to the **You Owe Me** Form.

As you have seen, you may scroll through the databases of borrowed items and edit any item displayed in this form. However it is much easier to find and edit your records through the **Who Owes Who** Form where all items borrowed and lent are listed.

"Who Owes Who" Form



The screenshot shows the 'Who Owes Who' form with a title bar containing 'Who Owes Who', 'Show All', and a question mark. Below the title bar are two tabs: the left tab is labeled 'New' with an unhappy face icon and a right-pointing arrow, and the right tab is labeled 'New' with a smiling face icon and a left-pointing arrow. The main area contains two columns of text. The left column lists borrowed items, and the right column lists lent items. At the bottom of the form are two buttons: 'Hide I Owe' and 'Hide U Owe'.

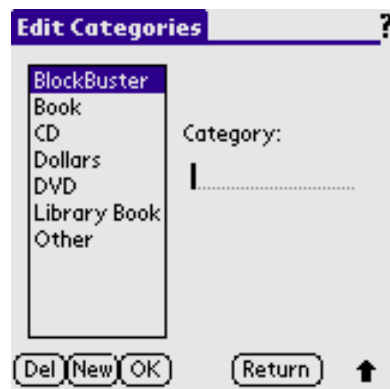
| Borrowed Items (Unhappy Face) | Lent Items (Smiling Face) |
|-------------------------------|---------------------------|
| 12/29 Jen | 01/01 Kate |
| 01/02 My Libr.. | 11/28 Jesse & .. |
| | 02/13 Jen |
| | 05/02 Diane Fr.. |
| | 03/18 Katheri.. |
| | 06/15 Jason |
| | 12/09 Jen |

In the form **Who Owes Who**, all borrowed and lent items are listed in two columns. The left hand column, or list, is the borrowed items as indicated by the unhappy face at the top, and the right hand column lists the lent items as indicated by the smiling face. Tap on an item to move it to the appropriate form, either **I Owe You** or **You Owe Me**, for editing. Remember to tap on 'OK' to enter any corrections. At the bottom of the listing form

are two buttons. Tap on either 'Hide I Owe' or 'Hide U Owe' to hide that list and expand the other. The label on the button then changes to 'Show' and tapping again on the button reverses the action. Note that once an item has been marked 'Returned' it is by default no longer listed on the **Who Owes Who** Form, but can still be accessed for notes or corrections. The button 'Show All' at the top of the form allows you to see returned items in your lists as indicated by an asterisk (*) next to the date. Once again, the label on the button has changed to "Hide Paid", and tapping on it again reverses the action.

To return to the **I Owe You** Form in order to enter newly borrowed items, tap on the tab with the unhappy face. Likewise, to return to the **You Owe Me** Form, tap on the tab with the smiling face, or alternately you may tap on the form title to access the 'Go To' menu.

"Edit Categories" Form



The categories for items borrowed and items lent are identical and you may edit these categories through the drop down selection box shown on either form, **I Owe You** or **You Owe Me**. Choose the last item on the list – 'Edit Items' to move to the **Edit Categories** Form. The form consists of a list of categories on the left, a field on the right, and four buttons. You might, for example, wish to add 'Library Books' or 'Work Hours', or perhaps change 'Money' to 'Dollars'.

If you wish to add a category to the list, enter the name in the field and tap on 'OK'. To edit or delete a category, tap on the name in the list and it will move into the field. Make corrections and then tap on 'OK' to edit it, or tap on 'Del' to remove it from the list. To clear the field, tap on 'New'. To return to the calling form, tap on 'Return'.

Note that changing the name of an existing category does not change the records in the borrowed and lent databases. When you later edit or display a record that no

longer has a valid category in the categories list, the dropdown list will revert to 'Other'. You may then correct the record to a current category.

Help Files

Help is available at most forms by tapping on the ? in the far upper right, or by tapping on the Form Title at the upper left, or the silk screen menu icon in the graffiti area, and choosing **Help** in the **Go To** menu. The appropriate help for your current page is then displayed. In the help screen, you may scroll through the entire help file by tapping on the up and down arrows at the bottom right, or you may return to the calling form by tapping on 'OK'.

"Go To" Menu Choices - Register



Also available from the menu are several other features. The first selection in the **To Do** menu is the **Register Trust Me** Form. Please support shareware and future releases of **Trust Me** by registering at the site where you downloaded **Trust Me**.

If you received the program from a friend, please register at www.SandozSoftware.com. Enter the registration code supplied to you in the field provided. **Trust Me** will check that the registration code is valid, and then return you to the calling form.

"Go To" Menu Choices - Forms

You may use the **Go To** menu to move from one form to another instead of tapping on the buttons and tabs. You may also access the help system through the **Go To** menu.

"To Do" Menu Choices – Purge Returned Items

The **To Do || Purge Returned Items** selection allows you to remove returned items from either database. You must select which database you wish to purge and then confirm the action. **Trust Me** then removes all returned items in the selected database. If you wish to purge both lists, you must repeat the process to select the other database.

"To Do" Menu Choices - Erase ALL Items

The final selection, **To Do || Erase ALL Items**, allows you to completely erase your borrowed and lent databases and create new empty files. If you choose 'ALL' lists, this selection also deletes your registration code (if any), basically returning the program to the state it was in when you first installed it.

Technical Support

Technical support is just an email away. If you have any questions or comments, please do not hesitate to email me. Most new enhancements came from user comments and requests, and I will continue to make further improvements. Registered users will receive updates and will be notified of these by email. I hope that you enjoy using **Trust Me**.

Trust Me was developed with **NSBasic**™. In order to function properly, **NSBRuntime** is required and is included in the zip file. If you are a registered user and do not wish to use the runtime as a separate prc, please email me and I will send you the program as a stand-alone application. The stand-alone version contains the runtime internally and does not save space on your palm device.

Trust Me requires Palm OS™ 3.5 or higher to operate properly on your Palm device. **Trust Me** does not support the use of an expansion card.

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