

# Ganito

## Business Management Application

---

### About "Ganito"

The application - “**Ganito**” was developed by a software developer, Bracha Goldstein, who has extensive experience in managing complex cases in a Law firm office.

Working on the application allows **remote work from home or from the office**.

### How to use "Ganito"

- a. **Register as a new user or log in to Ganito. (No credit card required).**
- b. **In the "Home" tab:**
  - i. **Add a new case:** By clicking on "Add new case", give the case a name, best practice - a number. The case must belong to a case group, if no case group exists, add a new case group. The case groups are managed in "Other"-"System"-"Case groups". Fill in the case details (customer, case status, case location, case individuals, documents, invoices, messages etc...)
  - ii. **Open case:** By typing the case name in the textbox. The case contains details, which can be added and updated.
  - iii. **Invoice:** By clicking on "Invoice". Click Add and fill in the details of the invoice. Click on "Choose file" and select the file from the Invoices directory found in "Location of invoice files" textbox at "Other"-"System"-"Folder Location". Click on "Generate Word invoice" to download your invoice.
  - iv. **Scans:** By clicking on "Scan". Click "Add", fill in the details of the scan. To add the scan file, click on "Choose file" and select the file from the Scans directory found in "Location of scanned files" textbox at "Other"-"System"-"Folder Location".
  - v. **Payment:** By clicking on "Payment". Click "Add", fill in the details of the payment. To add the payment file, click on "Choose file" and select the file from the Payments directory found in "Location of payment files" textbox at "Other"-"System"-"Folder Location".
  - vi. **Actions:** By clicking on "Actions". Click "Add", fill in the details. (An Action is an act in the case that is not a document, calendar event, payment, invoice or a message. For example, add an important information as an Action in the case).
  - vii. **Reminders:** By clicking on "Reminders". Click "Add", fill in the details. (A Reminder is similar to an unhandled Action. you can change a Reminder to an Action by checking it as handled and vice versa).
  - viii. **Message:** By clicking on "Messages". Click "Add", fill in the details.

---

2 Hasoreg St., Jerusalem Israel 9414502

brachagoldst@gmail.com

Tel.: +972-2-6245267

Fax.: +972 -2-6243701

# Ganito

## Business Management Application

---

- ix. **Documents:** By clicking on "Documents". Click "Add", fill in the details of the documents. To add the document file, click on "Choose file" and select the file from the "Documents" directory found in "Location of document files" textbox at "Other"-"System"-"Folder Location". Click on "Generate Word document" if you want to create a file from templates, you created earlier and were saved anywhere on your computer. The templates you create can contain fields typed manually in the template file. The fields you can use, can be found in the file named "fields for templates.docx", which can be downloaded from "Other"-"System"-"Templates and Currency"-"Download document template".
  - x. **General topics:** By clicking on "Other"-"General topics". Click "Add", fill in the details of the general topic. To add the file, click on "Choose file" and select the file from the General files directory found in "Location of general files" textbox at "Other"-"System"-"Folder Location".
  - xi. **System:** By clicking on "Other"-"System". Here you can change the file locations described above as you wish, define the office details, manage a customer list, delete a case, rename a case, create case groups, connect between cases and add types of scans, reminders, status, documents ...
- c. In the "Office activities" tab:
- i. A list of office activities - scans, documents, invoices, etc ...
- d. In the "Calendar" tab:
- i. By clicking on "Calendar". Click "Add", fill in the details.