

GetITOrganized

GetITOrganized is designed for IT professionals who want to securely store their IT data, such as passwords, serial numbers, DNS specifications, IP addresses, hardware and software settings, and more.

GetITOrganized is customizable. You create your own Wallet Items. A Wallet Item represents a unique device or object that you record information for.

Each Wallet Item comes with three tabs: Main, Users, Tasks. You can add more tabs to a Wallet Item, to further segment and organize its information.

For each tab you create you can add five kinds of fields: labels, text boxes, notes, check boxes, and dates.

Getting Started

Unlock GetITOrganized

1. Tap the **GetITOrganized** icon.
The Unlock screen appears.
2. Enter the default unlock code **1234**.
The Main screen appears.



The Main screen.

About the Main Screen

You have the following options on the Main screen:

- **Wallet Items**
Tap this icon to view all your Wallet Items.
- **Tasks**
Tap this icon to view all the tasks you have created.
- **Templates**
Tap this icon to view the templates that comes with **GetITOrganized** and any you create.
- **Settings**
Tap this icon to view the settings screen.
- **Lock Now**
Tap this icon to lock GetITOrganized.

- **About**
Tap this icon to view the copyright and version information for your copy of GetITOrganized.

About Wallet Items

A Wallet Item typically represents a single device or object. For example a Wallet Item can be a laptop, server, printer, or router.

Each Wallet Item has by default three tabs:

- **Main**
The Main tab is where you record the majority of the information about your Wallet Item, such as serial numbers, hardware and software settings. It is the most customizable of all the tabs. You can add five kinds of fields to the Main tab: labels, text boxes, notes, check boxes, and dates.

Any new tab you add to your Wallet Item, functions in the same way as the Main tab.

- **User**
The User tab is where you record a user's name and password. You can add as many user names and passwords as you need.

Unlike the Main tab or tabs your create, you cannot add labels, text boxes, notes, check boxes, or dates to the User tab.

- **Task**
The Task tab is where you record tasks related to your Wallet Item. For example, you can create a task reminding you when to backup a database. You can add as many tasks as you need to a Wallet Item.

Unlike the Main tab or tabs your create you cannot add labels, text boxes, notes, check boxes, or dates to the Task tab.

You can customize your Wallet Items by adding tabs to them. For each tab you add to a Wallet Item, you can add five types of fields.



The Items screen lists all your Wallet Items.

Add a Wallet Item

1. On the **Main Screen**, Tap **Wallet Items**.

The Items screen appears.

2. Press the **Add an Item** button.

The form in which you create your new item appears.

3. In the **Item Title** text box, type the title of your Wallet Item.
4. In the **Description** text box, type a description for your Wallet Item.
5. Under **Select an Icon for Your Item**, select the icon you want to associate with your Wallet Item.

The icon you select appears with your Wallet Item's name and description.

6. Press the **Add New Device** button.

Customize a Wallet Item

You can customize a Wallet Item by adding new tabs to the Wallet Item and fields to a Wallet Item's tabs.

Select the Wallet Item You Want to Customize

- ◆ On the **Items** screen, tap the Wallet Item you want to customize.

Your Wallet Item and its tabs appears on the screen.



Each Wallet Item comes with three tabs: Main, Users, and Tasks. You can add more tabs to a Wallet item.

Add a Tab to Your Wallet Item

By default each Wallet Item has three tabs: Main, Users, and Tasks. You can add more tabs to your Wallet Item. You can add five kinds of fields to your tabs: labels, text boxes, notes, check boxes, and dates.

1. On the screen that your Wallet Item and its tabs appear, press the **Add Tab** button.
2. In the **Tab Title** text box, type the name of your new tab.
3. Under **Select a Color for Your Tab**, tap one of the color choices, and then press the **Add New Tab** button.

Your new tab is added to your Wallet Item's list of tabs.

Add a Label to a Tab

One of the fields you can add to your tab is a label. Think of this label as a header under which you organize your information. You can add as many labels as you need.

1. On the screen that your Wallet Item and its tabs appear, tap the tab to which you want to add a label.

Your tab and all its fields appear on the screen.

2. Press the **Add Field** button.

The fields that you can add to your tab appear on the screen.

3. Tap **Labels**.

4. In the **Title of the Label** text box, type your label's name, and then press the **Save** button.

Add a Text Box to a Tab

1. On the screen that your Wallet Item and its tabs appear, tap the tab to which you want to add a text box.

Your tab and all its fields appear on the screen.

2. Press the **Add Field** button.

The fields that you can add to your tab appear on the screen.

3. Tap **TextBox**.

4. In the Title of the **TextBox** text box, type your text box's name.

5. In the **Value of the TextBox** text box, type your text box's value.



The screen in which you create a note.

Add a Note to a Tab

1. On the screen that your Wallet Item and its tabs appear, tap the tab to which you want to add a note.

The fields that you can add to your tab appear on the screen.

2. Tap **Note**.

3. In the **Title of the Note** text box, type your note's title.

4. In the **Value of the Note** text box, type the content of your note, and then press the **Save** button.

Add a Check Box to a Tab

1. On the screen that your Wallet Item and its tabs appear, tap the tab to which you want to add a check box.

The fields that you can add to your tab appear on the screen.

2. Tap **CheckBox**.
3. In the **Title of the Checkbox** text box, type your check box's title.
4. In the **Value of the Checkbox** toggle, you can set your check box as on (checked) or off (clear). Typically you leave the value of the check box as off.
5. Press the **Save** button.

Add a Date to a Tab

1. On the screen that your Wallet Item and its tabs appear, tap the tab to which you want to add a date.

The fields that you can add to your tab appear on the screen.

2. Tap **Date**.
3. In the **Title of the Date** text box, type your date's title.
4. In the **Calendar**, slide to select a date, and then press the **Save** button.

Edit a Tab's Fields

1. Open the tab that contains the field you want to edit.

2. Press the **Edit Fields** button.

A list of the tab's fields appears.

3. Tap the field you want to edit.

The screen in which you edit your field appears.

4. Edit your field, and then press the **Save** button.

Delete a Field

1. Open the tab that contains the field you want to delete.

A list of the tab's fields appears.

2. Slide on the field you want to delete, and then press the Delete button that appears.

Edit a Wallet Item

1. On the **Items** screen, tap the blue and white arrow icon for the Wallet Item you want to edit.

The screen in which you edit your Wallet Item appears.

2. Edit your Wallet Item, and then press the **Update Device** button.

Delete a Wallet Item

1. On the **Items** screen, tap the Wallet Item you want to delete.

Your Wallet Item and its tabs appear.

2. Press the **Delete Item** button.

You are prompted to confirm you want to delete your Wallet Item, click **OK**.



The screen in which you enter a user's name and password.

Managing User Information

By Default each Wallet Item comes with a User tab. The User tab contains a user's name and password. You can add, edit and delete users and their information.

Add a User

1. On the **Items** screen, tap the Wallet Item to which you want to add a user.

Your Wallet Item and its tabs appear.

2. Tap the **Users** tab.

A list of the names and passwords for each user of this Wallet Item appears.

3. Press the **Add User** button.

The screen in which you add the new user's name and password appears.

4. In the **User Name** text box, type the user's name.
5. In the **Password** text box, type the user's password.
6. Press the **Add button**.

Edit a User

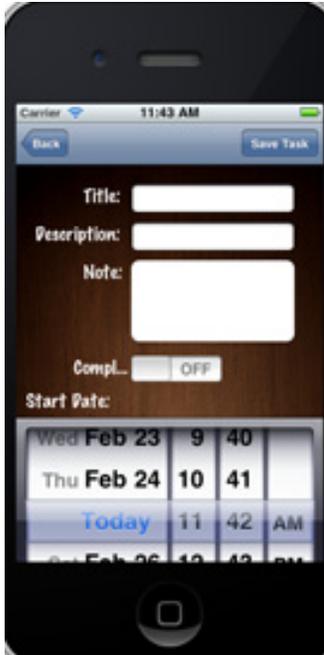
1. On the **Items** screen, tap the Wallet Item in which you want to edit a user's information.
Your Wallet Item and its tabs appear.
2. Tap the **Users** tab.
A list of the users for this Wallet Item appears.
3. Tap the user's entry you want to edit.
The screen you edit your user's information appears.
4. Edit your user's information, and then press the **Update** button.

Delete a User

1. On the **Items** screen, tap the Wallet Item from which you want to delete a user.
Your Wallet Item and its tabs appear.
2. Tap the **Users** tab.
A list of the users for this Wallet Item appears.
3. Press the **Edit** button.
4. A minus sign appears beside each user listed.
5. Press the **Minus** sign beside the user you want to delete, and then press the **Delete** button that appears.

About Tasks

By default each Wallet Item comes with a task tab. In this tab you enter any task you want to associate with your item. Each task can include a title, description, note, check box to indicate when the task is done, start date, and finish date.



The screen in which you enter your task information.

Add a Task

1. On the **Items** screen, tap the Wallet Item to which you want to add a task.
Your Wallet Item and its tabs appear.
2. Tap the **Task** tab.
A list of the tasks entered for this Wallet Item appear.
3. Press the **Add Task** button.
The screen in which you add your task information appears.
4. In the **Title** text box, type a title of your task.
5. In the **Description** text box, type a description for your task.
6. In the **Note** text box, type a note for your task.
7. In the **Start Date** calendar, slide select a start date for your task.
8. In the **Finish Date** calendar, slide to select a finish date for your task.
9. Press the **Save Task** button.

Set a Task as Complete

1. Open a **Wallet Item**, and then tap the **Tasks** tab.
A list of tasks for this Wallet Item appears.
2. Tap the task you want to set a complete.
The screen you edit your task's information appears.
3. In the **Completed** toggle, tap the toggle to show ON, and then press the **Save Task** button.
A blue check mark appears in your task.

Edit a Task

1. Open a **Wallet Item**, and then tap the **Tasks** tab.
A list of tasks for this Wallet Item appears.
2. Tap the task you want to edit.
The screen you edit your task's information appears.

3. Edit your task's information, and then press the **Save Task** button.

Delete a Task

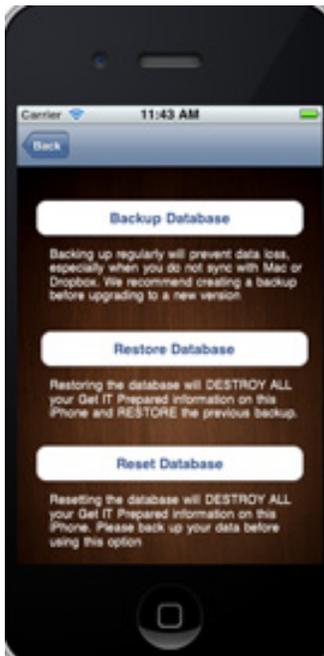
1. Open a **Wallet Item**, and then tap the **Tasks** tab.
A list of tasks for this Wallet Item appears.
2. Slide on the task you want to delete, and then press the **Delete** button that appears.

Security

You can change the unlock code for GetItOrganized. GetItOrganized locks under two conditions: (1) you tap the Lock Now icon on the Main screen, or (2) when you force close the application.

Change Your Unlock Code

1. On the **Main Screen**, tap **Settings**, and then tap **Change Unlock Code**.
The screen to change your unlock code appears.
2. In the **Existing Unlock Code** text box, type your existing unlock code.
3. In the **Your New Unlock Code** text box, type your new unlock code.
4. In the **Re-enter Unlock Code** text box, type your new unlock code again.
5. Press the **Update Unlock Code** button.



You can backup, restore and reset your database.

Lock Now

- ♦ On the Main Screen tap Lock Now

Managing Your Database

You can backup, restore, and reset your database.

Backup Your Database

1. On the **Main Screen**, tap **Settings**, and then tap **Database**.
2. Tap **Backup Database**.
3. In the text box that appears, type the word **Backup**, and then press the **OK** button.

4. A message displays confirming the backup was successful, press the **OK** button.

Restore Your Database

1. On the **Main Screen**, tap **Settings**, and then tap **Database**.
2. Tap **Restore Database**.
3. In the text box that appears, type **Restore**, and then press the **OK** button.
4. A message displays confirming the restore was successful, press the **OK** button.

Reset Your Database

1. On the **Main Screen**, tap **Settings**, and then tap **Database**.
2. Tap **Reset Database**.
3. In the text box that appears, type the word **Reset**, and then press the **OK** button.
4. A message displays confirming your database was reset, press the **OK** button.

About Templates

GetITOrganized comes with six templates. You can use the templates as is or customize them.

In addition, you can save any Wallet Item you create as a template.

Use a Template

1. On the **Main Screen**, tap **Templates**.
A list of templates appears.
2. Tap one of the available templates.
Your chosen template appears on the screen.
3. Press the **Use This Template** button.

Save an Item as a Template

1. On the **Items Screen**, tap the item you want to save as a template.
Your item and its tabs appear.



GetITOrganized comes with six templates.

2. Press the **Save as Template** button.

Delete a Template

1. On the **Main Screen**, tap **Templates**.
A list of templates appears.
2. Tap one of the available templates.
Your chosen template appears on the screen.
3. Press the **Delete** button.