

Richland County School District One

Request Form for Procurement of PDAs

Functions

Check

Electronic Calendar

Email

Address Book

Meeting Planner/Scheduler

Word/Note Processing

Excel Spreadsheet

Maintain a To-Do-List

HotSync Cradle (Transfer PDA data to PC with the press of a button; no need to re-enter information)

Customizable software

Expansion

Infrared Data Share (Exchange important information electronically with other PDA users)

Take Meeting Notes

Write memos

Appointments Tracker (date book, calendar)

Appointments Reminder (clock, alarm functions)

Plan projects

Perform Calculations

Keep track of expenses

Get information (news, entertainment, stock quotes) from the Internet (some models)

Integrate things such as digital cameras and GPS receivers (some models)

Integrate with SASI for Student Data

Describe your job title, department and duties. Also list other tasks to be done with PDA if any.