

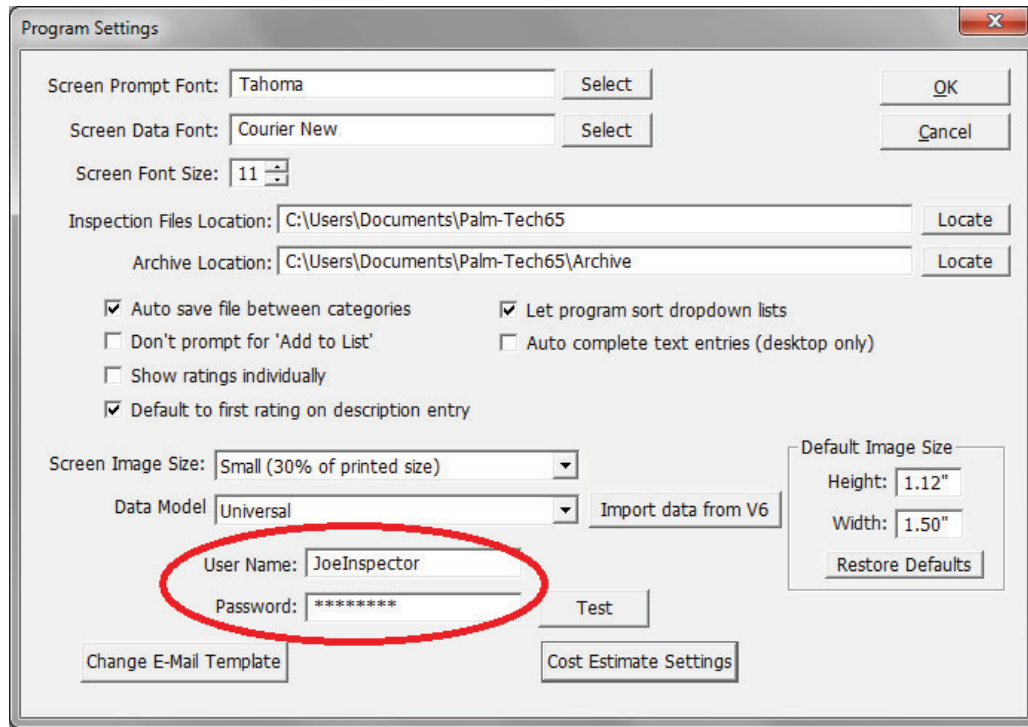
## Setting up the Cloud Drive

### Desktop

To access your cloud drive on your Windows PC you need to input your login information. This is done in Program Settings which is accessed by going to Setup->Program Settings. You will also be prompted to input your login information by clicking on the Cloud Drive Management box from the main Palm-Tech screen.

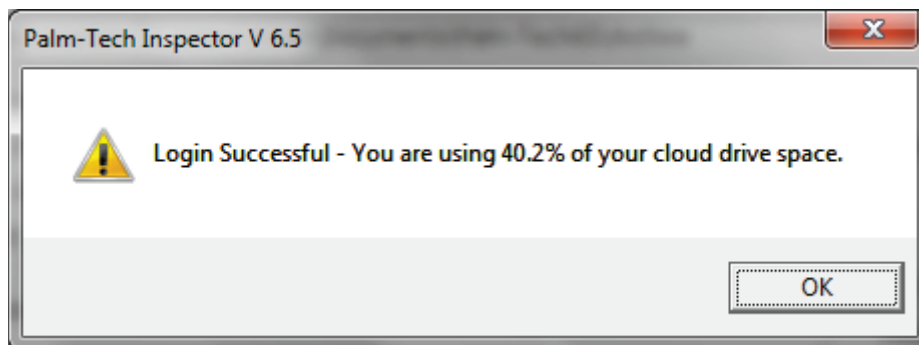
On the Program Settings window, you will have the option to input your User Name and Password at the bottom.

**NOTE: In order to have the option of inputting the login information the Data Model setting MUST BE set to Universal.**



The screenshot shows the 'Program Settings' dialog box. The 'Data Model' dropdown is set to 'Universal'. The 'User Name' field contains 'JoeInspector' and the 'Password' field contains '\*\*\*\*\*'. A red circle highlights the 'User Name' and 'Password' fields. Other settings include font options, file locations, and checkboxes for auto-save and sorting.

Once the information is entered correctly, click the 'Test' button. A window will appear informing you if the login has been successful, and if so, how much space you have available on your cloud drive.



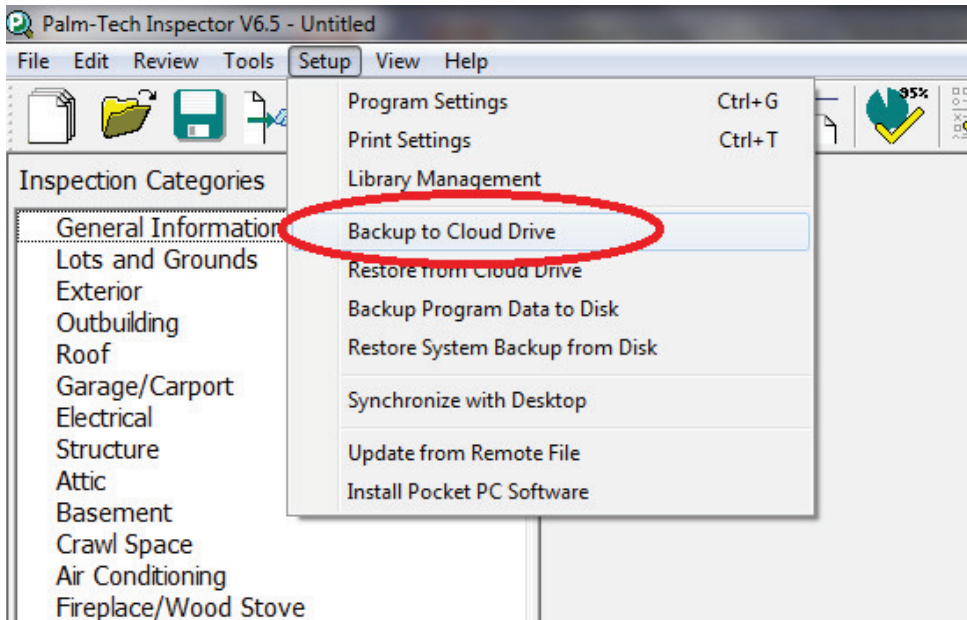
**NOTE: If the connection is not successful confirm that the login information was entered correctly. The User Name and Password are case sensitive. Also, make sure you have an active internet connection.**

Another window will pop up asking if you want to backup your Program Data to the cloud, this is a good idea because all of the files (templates and libraries) you may need will be on the cloud and accessible from the app.

## Backing Up to the Cloud Drive

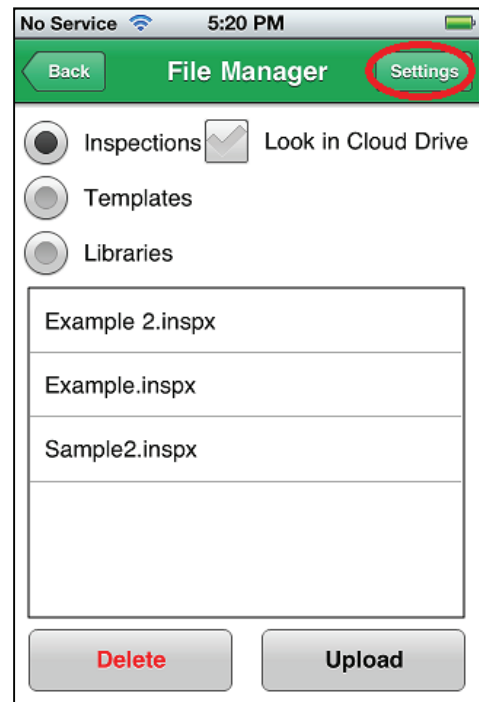
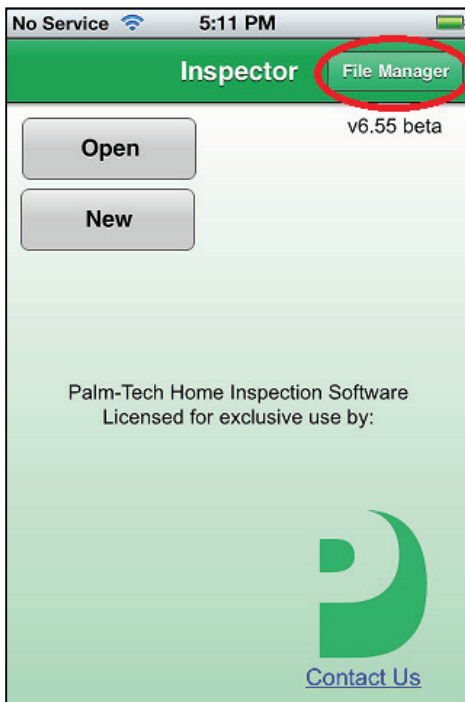
Once you are able to access your Cloud Drive from your Windows PC, you may want to backup your information to the Cloud Drive. This is the easiest way to have access to your templates and libraries on the App. To do this go to Setup->Backup to Cloud Drive.

**Note: The first time you input your Cloud Drive login information correctly in Program Settings it will prompt you to 'Backup to Cloud Drive'. You can choose to do this at this time, or at a future date.**



## Application

To access your cloud drive using the application you need to input your login information. This is done in Program Settings which is accessed by clicking on File Manager in the top left corner of the opening screen, and then clicking Settings on the following screen.



Next, input your cloud login and password provided by Palm-Tech.



Once the information is entered correctly, tap the 'Test Connection' button. If the connection is successful, then the button will change to say 'Test: Successful'.

**NOTE: If the connection is not successful confirm that the login information was entered correctly. The User Name and Password are case sensitive. Also, make sure you have an active internet connection.**



Tap 'Done' in the upper right corner when finished.

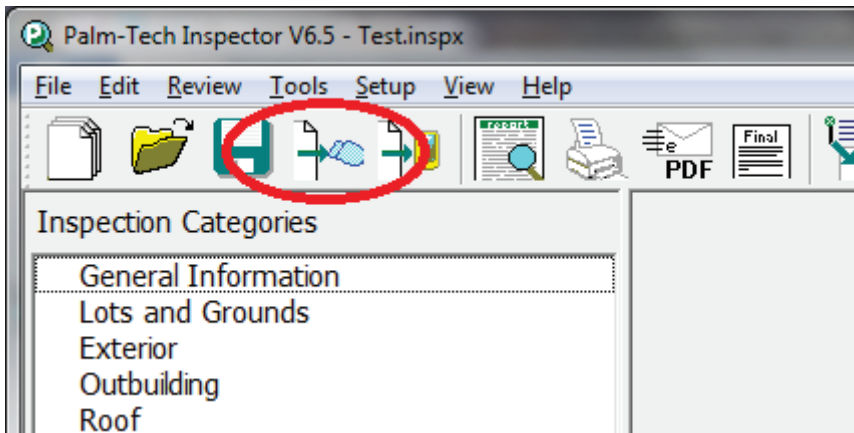
## Cloud Management

The Cloud Drive is used to:

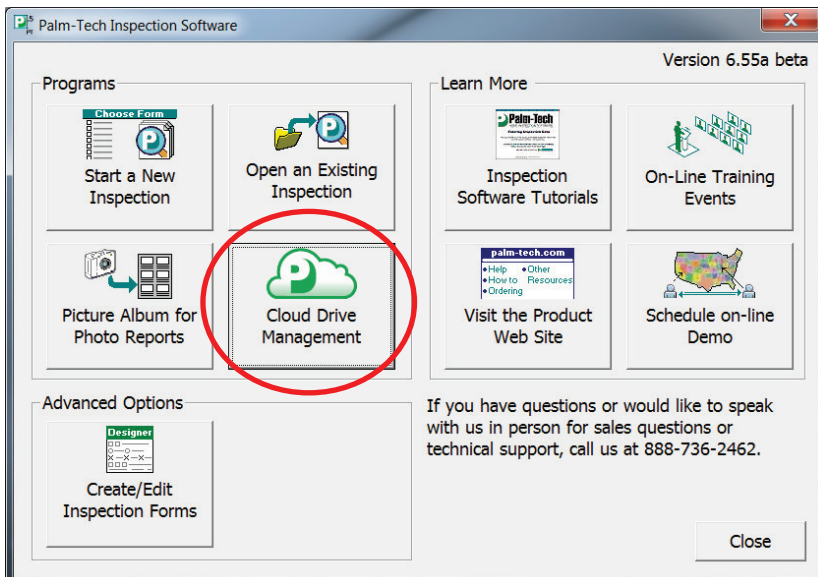
1. Transfer inspection files back and forth between the App and your Windows PC.
2. Transfer libraries back and forth between the App and your Windows PC.
3. Transfer templates to the App.

### Cloud Management - Inspections

There are multiple ways to get an inspection from your Windows PC to your Cloud Drive. You can transfer an individual inspection that you have open in Palm-Tech by simply clicking the 'Send to Cloud' icon on the menu or by going to File->Save to My Cloud.



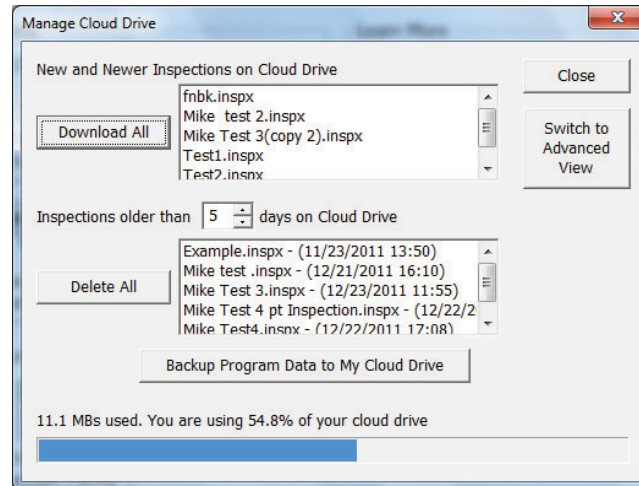
You can also send inspections to your Cloud Drive by going to Cloud Drive Management. This can be accessed on the Palm-Tech main screen, or by going to File->Manage Cloud Drive. It is also where you can manage the templates and libraries that are on your Cloud Drive.



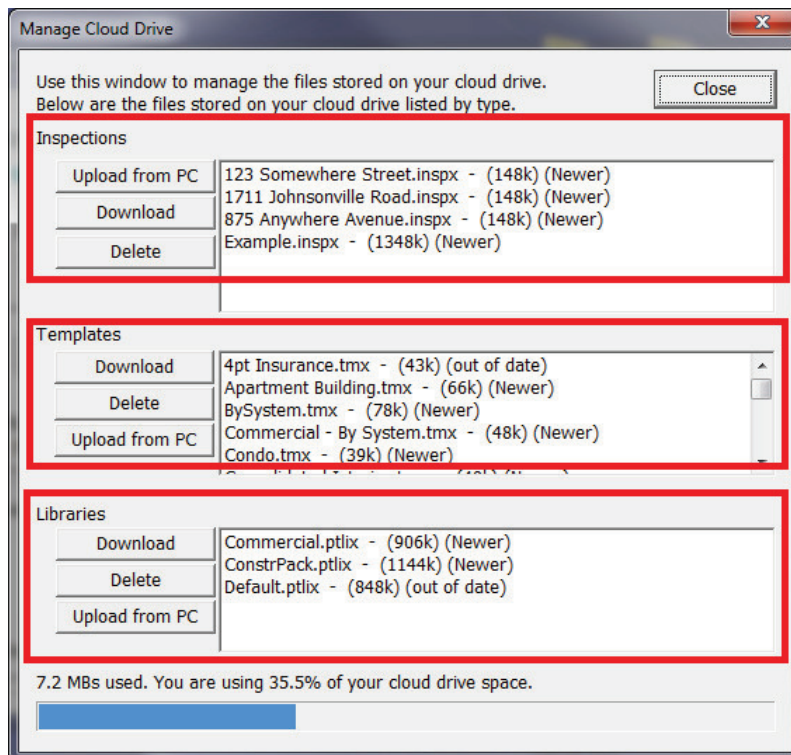
**NOTE:** You can not open an inspection file that is on your Cloud Drive by going to File->Open, or by clicking the Open icon on the main screen unless you first download the file from the Cloud.

## Manage Cloud Drive Screen - PC

The Manage Cloud Drive window allows you to easily download files from the cloud onto your desktop. You can download all of the files by clicking on the 'Download All' button or you can download a single file by double clicking on it. Here you can also delete inspections from your cloud drive and backup your Program Data to the cloud. For more options, you can click the 'Switch to Advanced View' button.

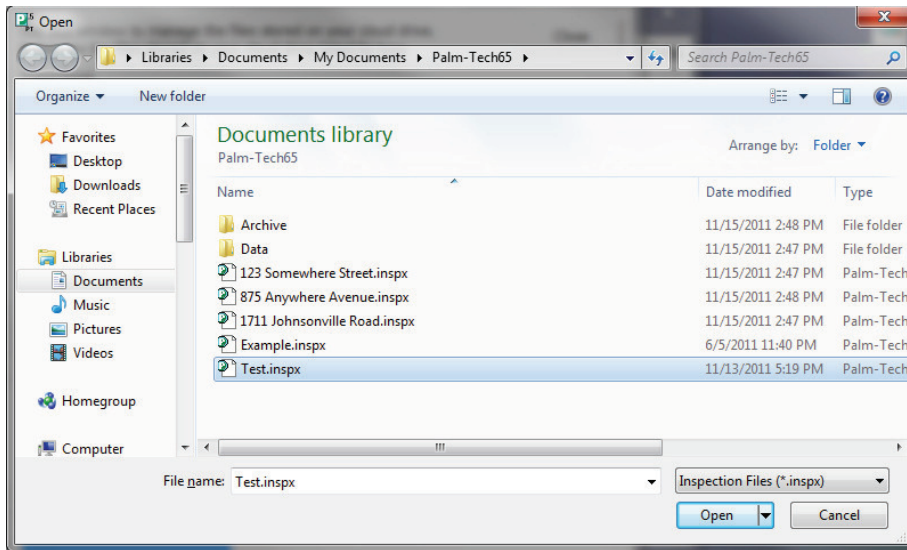


This window is broken into three sections: Inspections, Templates and Libraries. You can upload and download inspection files, templates, and libraries from your Cloud Drive, as well as, delete individual files from your cloud drive.



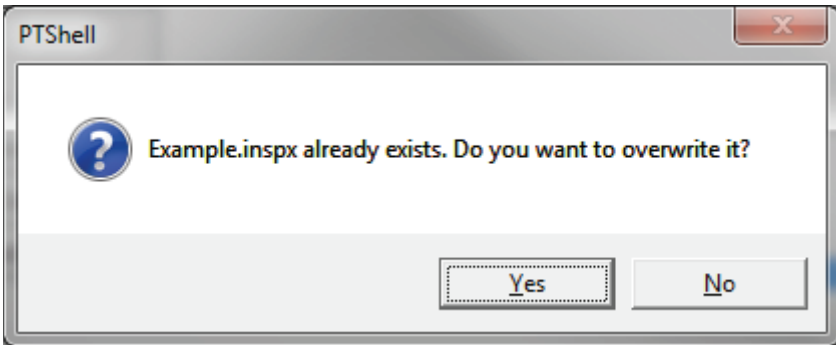
### Upload from PC

To move a template or library to the cloud so that you can access it on the app, you can click the 'Upload from PC' button. Clicking the 'Upload from PC' button, will bring up the 'Open' screen where you will be able to select one file to upload to your Cloud.



### Download

Highlighting a file and clicking the 'Download' button will download the selected file from the Cloud and move it to your PC. If a file with the same name already exists on your PC then a window will appear asking if you want to overwrite the existing file. If you click 'Yes', it will overwrite the file on your PC with the one from the Cloud. If you click 'No', then no file movement will take place.



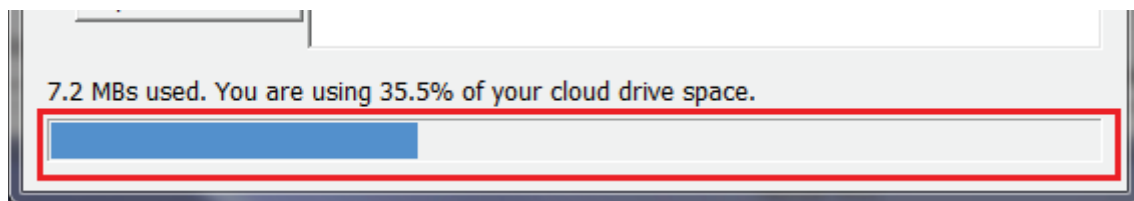
**NOTE: Downloading a file will not delete the file from your Cloud. If you no longer want the file on your Cloud then you will need to delete it, which is explained below.**

### Delete

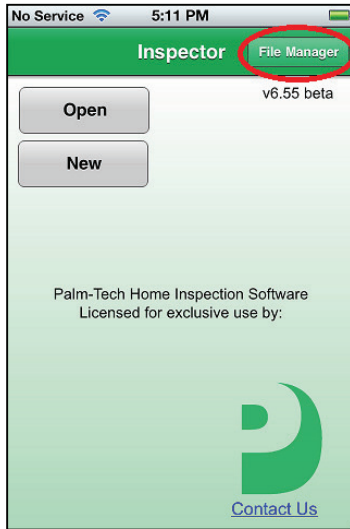
Highlighting a file and clicking the 'Delete' button will delete the selected file from the Cloud. This will only remove the file from the Cloud, and not from other locations it may be saved such as on your PC.

### Cloud Drive Space Usage

The bottom of the Manage Cloud Drive screen provides you with how much space you are currently using on your Cloud Drive and how much space is still available. The blue bar gives you a visual representation of the space used versus the space available.



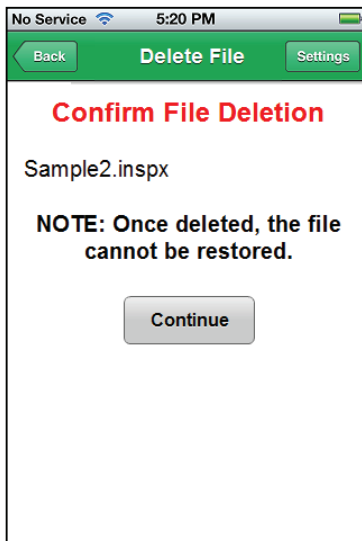
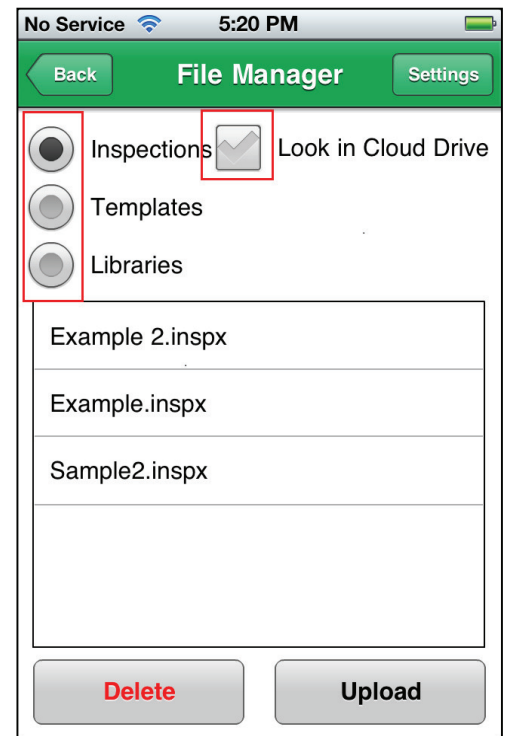
## File Manager – App



File manager is where inspections, templates, and libraries are managed on the device that is running the Palm-Tech App. This screen allows you to see the files currently on the device, as well as, on your Cloud Drive. Here you are able to Upload files from the local device to the Cloud, and delete files from both locations.

File Manager is accessed by tapping on 'File Manager' in the top right corner of the opening Palm-Tech screen.

You can see the available file for each file type by tapping on the button to their immediate right. By default you will be looking at the files stored on the local device. To view the files located on the cloud, tap the checkbox next to 'Look in Cloud Drive'.



### Deleting Files

To delete a file, tap on the file from the file list and tap the DELETE button in the lower left corner. This will bring up the Delete File screen. Tap 'Continue' to finish the delete process

### Uploading Files

To upload a file, tap on the file from the file list and tap the UPLOAD button in the lower right corner. The App will take several moments to upload the file, during which the screen will turn all options gray and a popup window that says 'uploading' will appear. When the upload is complete, the popup box will disappear and the screen will return to normal.

**Downloading Files**

With the 'Look in Cloud Drive' box checked, tap on the file from the list that you want to download onto the app and tap the DOWNLOAD button in the lower right corner. While the app is downloading the file, the screen will turn all options gray and a popup window that says 'downloading' will appear. When the download is complete, the popup box will disappear and the screen will return to normal.