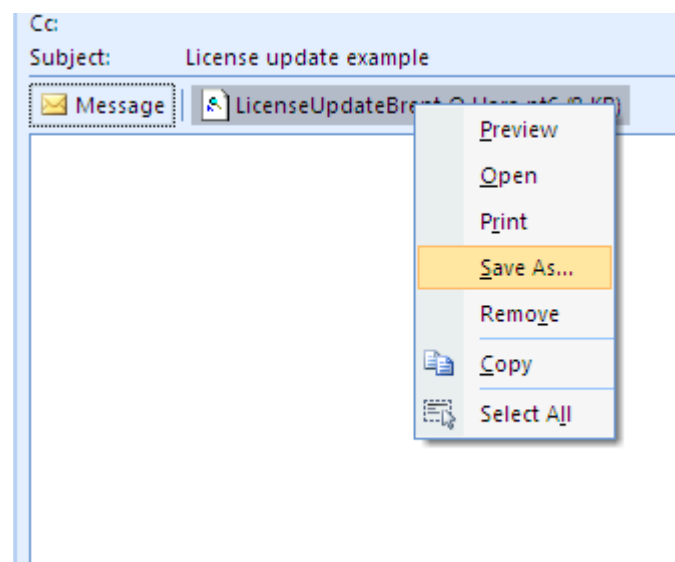


If you need to install the software to a new PC and cannot locate your installation CD or are on version 5 and need to update your address, you will want to get a license. This document will take you through the process step by step.

I. Obtain a new license

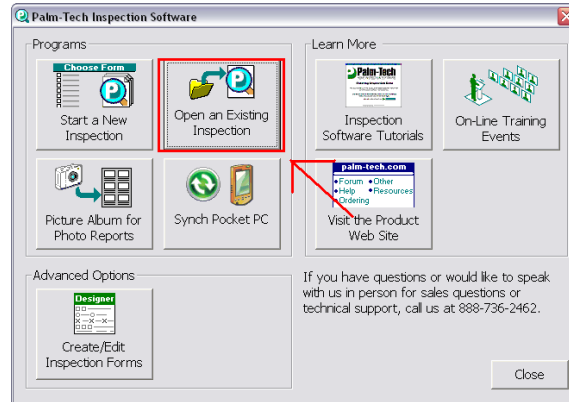
1. Fill out a change of address form there is one at the end of this document or you can download it from: [Change of Address.pdf](#).
2. You will be emailed a change of address form. Even if your address isn't changing, fill this form out by either typing into the PDF and email it back to us, or print it out and fax it to us at 513-729-4683.
3. Once we have your information, you will receive an email with the new license file as an attachment. Right click on the attachment and save-as to a convenient location.



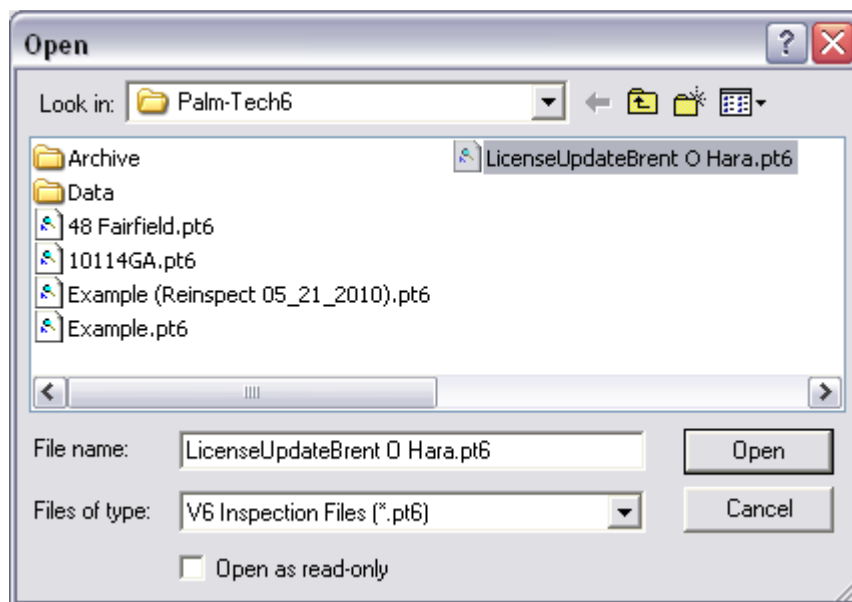
How To: Update Your License Information

II. Installing your new license

1. On the main menu, click on 'Open an existing inspection'.

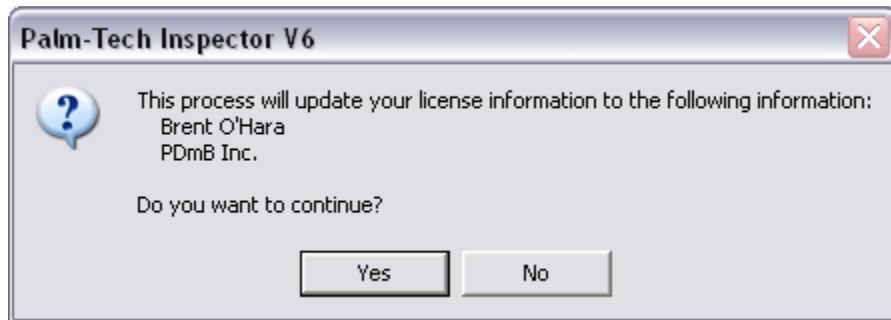


2. This will cause the 'Open inspection' window to appear. Navigate from the side window to where you have saved your license (for this example it is located in the Palm-Tech6 folder), select it and click on 'Open'.



How To: Update Your License Information

3. You will notice a prompt that informs you the license update file will update your license. Click on 'Yes' to start the update process.



4. After this you will see one more window asking if you wish to update your handheld now.
 - a. If you use a Pocket PC for your inspections, connect it now, let it go through the connection process and click 'Yes'.
 - i. You will see a progress bar for about 5-10 seconds as the license file is applied to your Palm-Tech Pocket PC software.
 - b. If you do not own/use a Pocket PC for inspections, click 'No'.



5. You are now finished. This completes the license update process.

The Company Name and Inspector's Name are pre-set when you receive your software. For older versions of the program, the address is pre-set also. Palm-Tech Inspector is licensed to an inspector working for a single company at a single location. If you need to change this information, complete the form below.

Complete the following information as you want it to appear on the report.

Company Name

Inspector's Name

Complete Address

City/State/Zip

Phone Number

Email Address

- Version 4 \$50 for disk plus \$10 shipping
- Version 5 \$10 for shipping or email update free
- Version6 \$10 for shipping or email update free

- Ship me a CD
(fax and/or e-mail this form completed and then call us with payment information)

- EMAIL UPDATE (not available for version 4)