

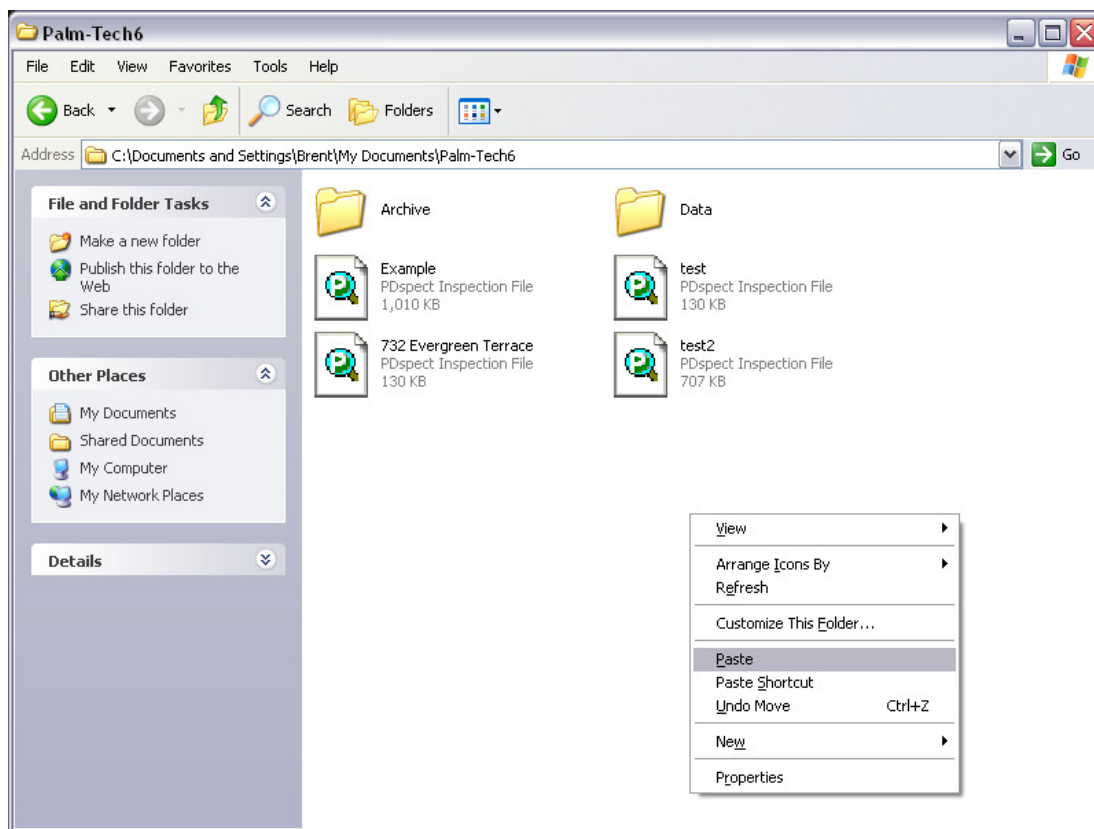
Did you know that your Palm-Tech inspections on your Pocket PC are the exact same format as inspections created and edited on your Desktop or Laptop computer? It's true, and this makes the process of transferring your inspections manually in the event of an emergency a quick and easy process. This guide will take you through the process step-by-step.

## **Manually retrieve your inspections from PPC**

1. Connect your Pocket PC to your Desktop or Laptop computer.
2. Navigate to "My Computer" and locate your Mobile Device.
  - a. In Windows Vista and 7 this will simply be called "Computer".
3. Double-click on your Mobile Device.
  - a. In Windows Vista and 7 it will be called Pocket\_PC
4. In this menu you will see several folders, and another mobile device that reads "My Windows Mobile Device". Double-Click on this.
  - a. In Windows Vista and 7 you will see 2 drives, one called "/" and the other called "Storage Card". Double-click on "/".
5. Your inspection files are stored in this directory. Navigate until you locate the inspection(s) you need to transfer from Pocket PC to your Desktop or Laptop.
  - a. To select multiple files, hold CTRL while clicking them.

## How To: Manually retrieve inspections from Pocket PC

6. Once you have clicked on the file(s) you wish to transfer over, right-click on it and select "Copy".
7. Open your Palm-Tech 6 folder.
  - a. This is in your "My Documents" directory. In Vista it will be stored in "Documents".
8. Right-click in an **empty area** of this folder and select "Paste". This will transfer your inspections selected from the PPC to the default directory in the desktop application.



9. Open the inspection in your Palm-Tech 6 application from your Desktop or Laptop and verify that the information is as you left it on the PPC. You are now finished with the transfer process.