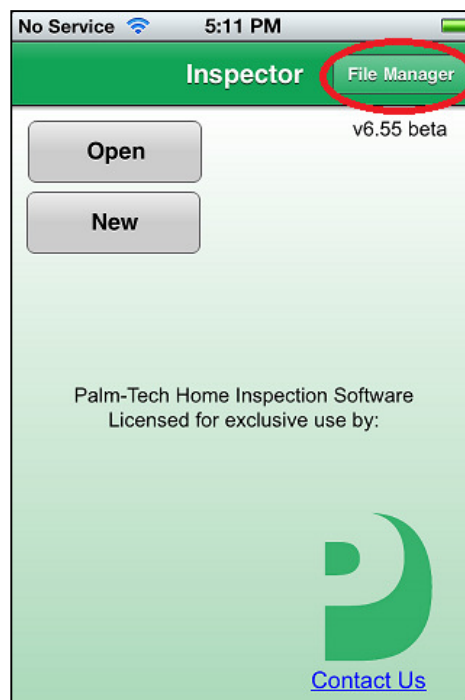


This How To will show you how to enter your Cloud Drive login information on both the Palm-Tech app, and on your main desktop/laptop PC.

NOTE: You must have version 6.5 or newer on your desktop/laptop to be able to input your Cloud Drive information and you MUST have an active internet/WiFi connection.

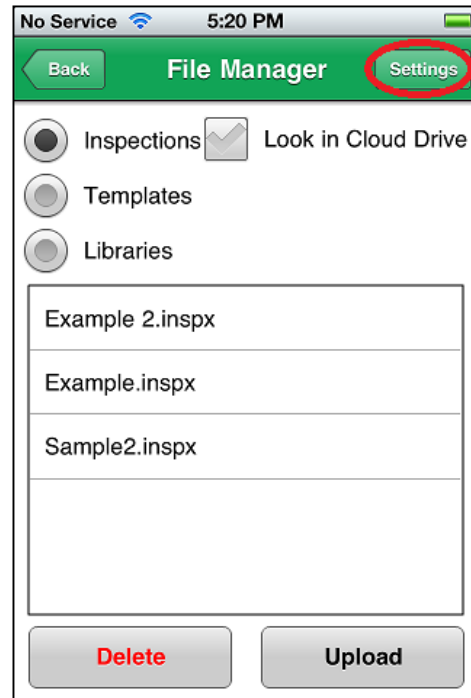
Entering cloud login information on the Palm-Tech App

1. The first time you open the application, it will prompt you for a User Name and Password. You can enter your login information at this time, or you can click the 'Demo the App' button, and enter the login information at a future time. If you choose to enter your login information at this time, simply type it in and tap 'Continue'. You will now be logged into your Cloud Drive on your app.
2. If you do not enter your Cloud Drive login information the first time you open the app, you are able to do it at a future time. To do this, open up the Palm-Tech app and tap on '**File Manager**' which is located in the top right corner.



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- This brings you to the File Manager screen. Now, tap on '**Settings**' located in the top right corner.



- This brings you to a screen where you can input your User Name and Password. Enter this information **exactly** as it appears in the email you received from Palm-Tech.



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5. Finally, tap on the **'Test'** button and the application will let you know if the information has been entered correctly. If it has, it will say 'Successful'.

If you do not get a successful test, then confirm that you have entered the information correctly. Also, for a successful connection you **must** have an active internet/WiFi connection.

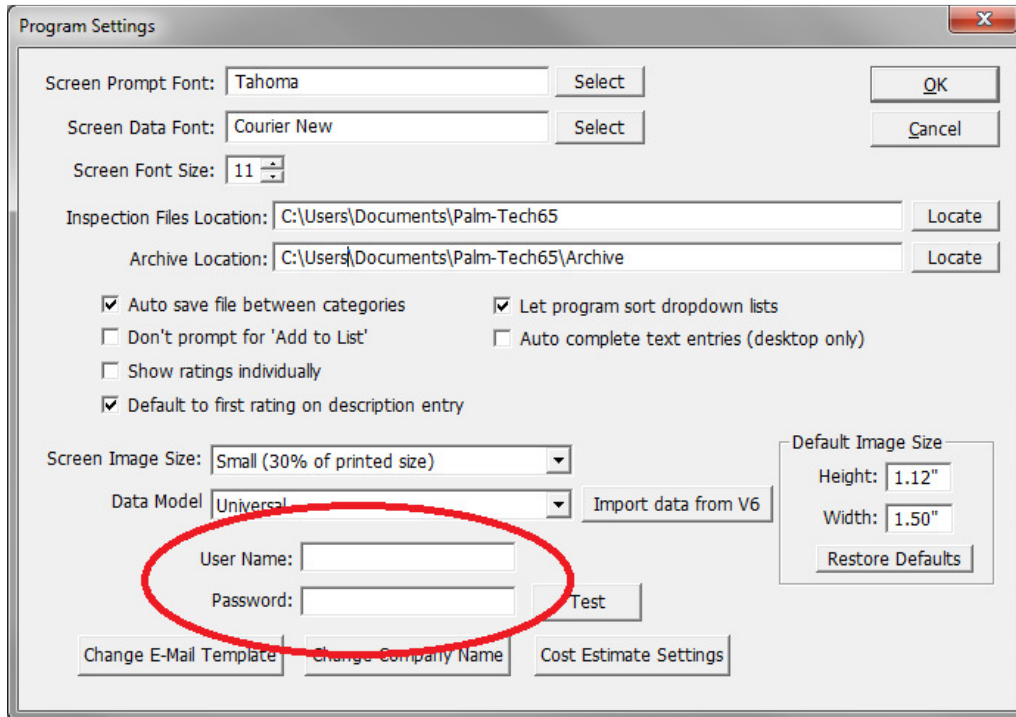
6. When finished, tap **'Done'** in the top right corner.



How To: Input Cloud Drive Login Information

Entering cloud login information on a Desktop/Laptop

1. To enter your cloud login information on a desktop/laptop you must open Palm-Tech version 6.5 and then go to Setup->Program Settings.
2. On the Program Settings screen, you will have the option to input your User Name and Password.



The screenshot shows the 'Program Settings' dialog box. The 'Data Model' dropdown menu is set to 'Universal' and is circled in red. Below it, the 'User Name' and 'Password' fields are visible, along with a 'Test' button. Other settings include 'Screen Prompt Font' (Tahoma), 'Screen Data Font' (Courier New), 'Screen Font Size' (11), 'Inspection Files Location' (C:\Users\Documents\Palm-Tech65), and 'Archive Location' (C:\Users\Documents\Palm-Tech65\Archive). There are also checkboxes for 'Auto save file between categories', 'Let program sort dropdown lists', 'Don't prompt for 'Add to List'', 'Auto complete text entries (desktop only)', 'Show ratings individually', and 'Default to first rating on description entry'. A 'Default Image Size' section shows 'Height: 1.12"' and 'Width: 1.50"'. At the bottom, there are buttons for 'Change E-Mail Template', 'Change Company Name', and 'Cost Estimate Settings'.

NOTE: The Data Model option must be set to Universal. If it is set to Classic you will not have the option to input your User Name and Password.

3. Input your User Name and Password. Click the 'Test' button on the right to confirm you are connected. If you are connected to your Cloud Drive, a box will appear saying your connection is successful and will inform you how much of your Cloud Drive space you are currently using. If the connection is not successful, a box will appear explaining that the connection was not successful and provide next steps.

If unsuccessful, make sure you have entered all information correctly, and that you have an active internet/WiFi connection.

4. Once you have entered the information and have a successful connection click OK in the top right corner.