

PALM▲**TECH**

home inspection software

V E R S I O N 9

HOW TO:

Use the Cloud Drive

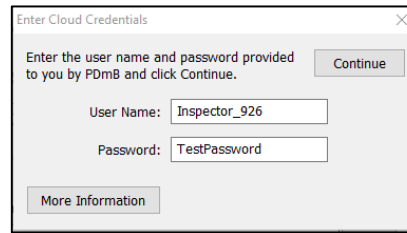
This step by step How To article explains how to use the cloud drive on a PC.

For a complete list of available How To documents, visit the Support section of our website: www.palm-tech.com/support/

HOW TO: Use the Cloud Drive

The Palm-Tech cloud is used to transfer files from one device to another. You can transfer your inspections, libraries, and templates using the cloud. You will need an internet connection on your device in order to access the cloud.

1. After installing the program to your PC, you can enter your username and password to connect to the cloud drive. This is done by clicking the Support tab in the lower left corner of the screen and then clicking on the 'Get/Reset License' button.



Enter Cloud Credentials

Enter the user name and password provided to you by PDM8 and click Continue.

User Name: Inspector_926

Password: TestPassword

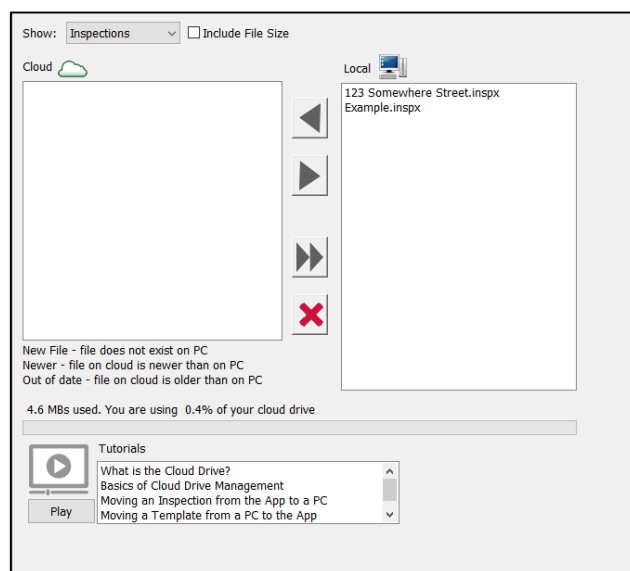
More Information

Continue

2. Once connected to the Cloud Drive, you can access your it by clicking the 'Manage Cloud Drive' tab from the shell.

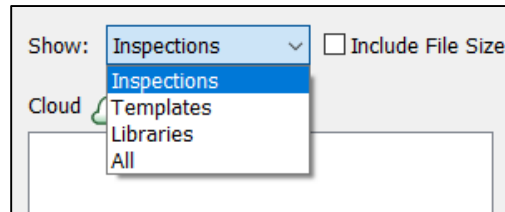


3. This pulls up your Cloud Drive.

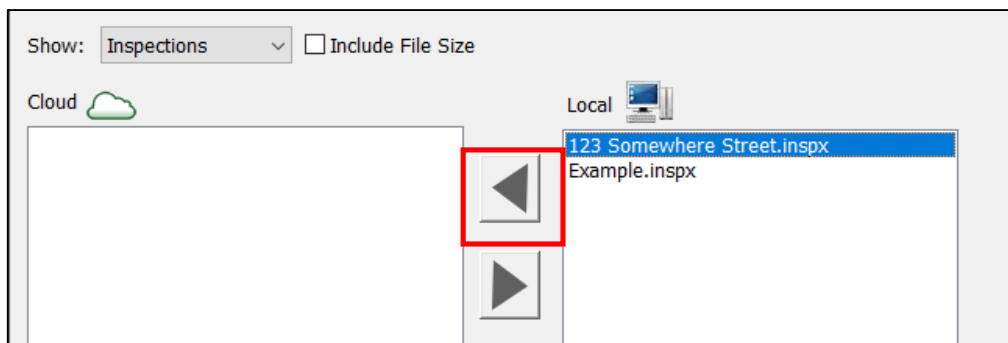


HOW TO: Use the Cloud Drive

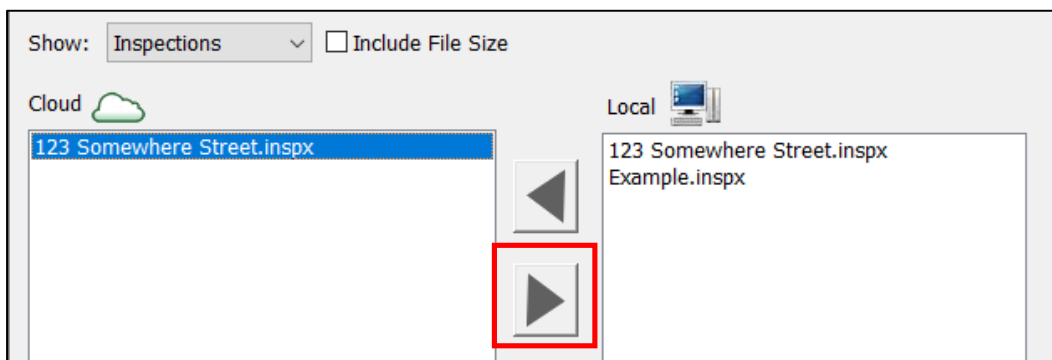
4. Here you can upload and download inspections, templates, and libraries to/from your cloud. To select a file type, click the dropdown at the top of the box that says 'Show'.



Upload a file to the Cloud: To upload a file to the cloud, highlight the file under Local and click the blue arrow pointing to the cloud. This will upload the file from your local PC to the cloud.

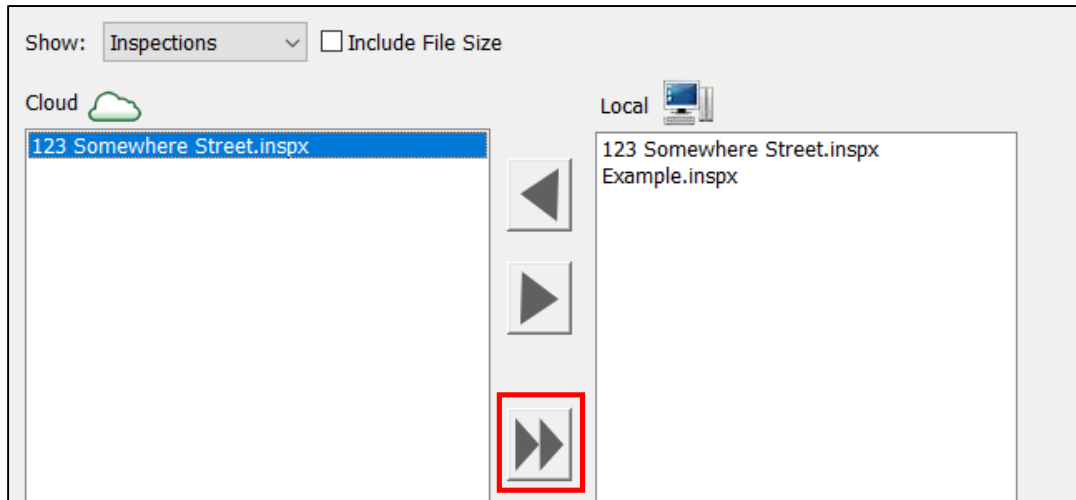


Download a file from the Cloud: To download a file from the cloud, highlight the file under Cloud and click the blue arrow pointing to Local. This will download the file from the cloud to your local PC.

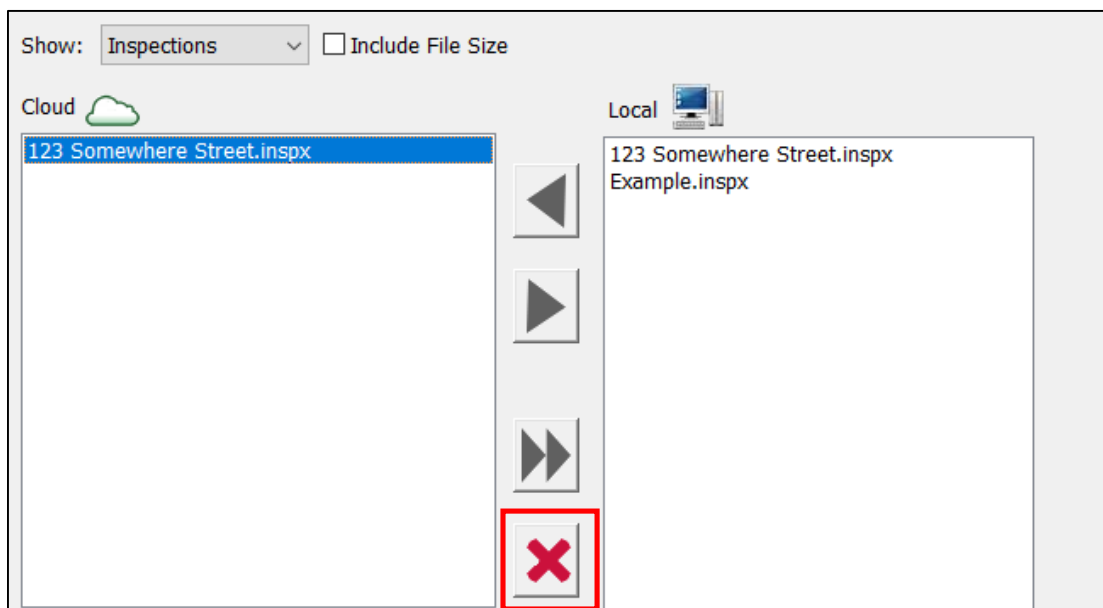


HOW TO: Use the Cloud Drive

Download all Files from the Cloud: For example, if you have 3 inspections on the cloud that you would like to download you can click the Download All button and all three will download.



Delete a File: To delete a file from the cloud or your local PC, highlight the file and click the Delete button.



The same procedure will work for libraries and templates as well.