

PALM  **TECH**

home inspection software

V E R S I O N 9

HOW TO:

Move a Library File From the App to the PC

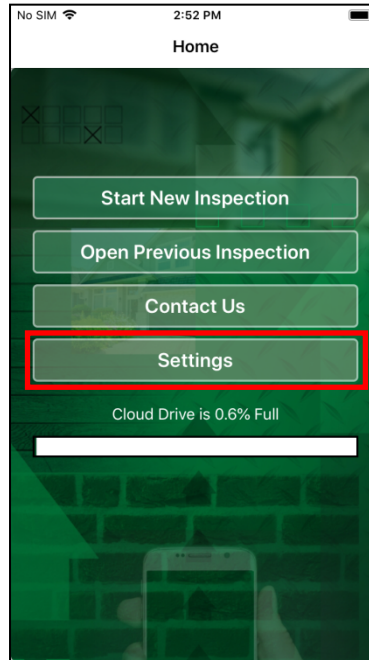
This step by step How To article explains how to move a library from the app to the PC using the cloud drive.

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

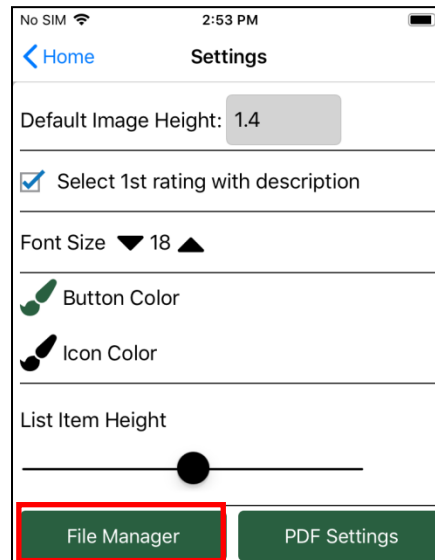
HOW TO: Move a Library File From the App to a PC

This document explains how to use the cloud drive to move a library from the app to a PC. If you add items to your dropdown lists and want to move those to your PC, you will need to follow these steps to move your library from the app to the PC. It is important to note that if you do this, it will overwrite the library on your PC.

1. From the main screen of the app, tap on "Settings."

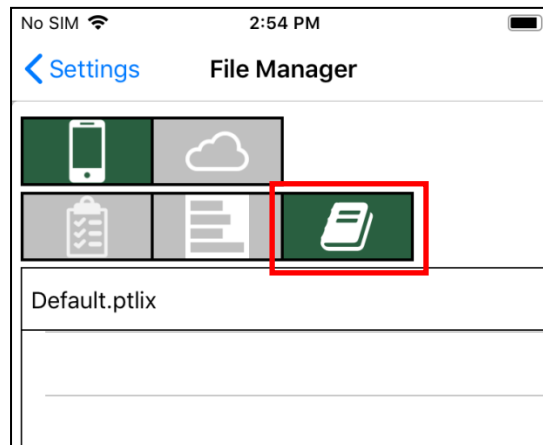


2. Next, tap "File Manager."

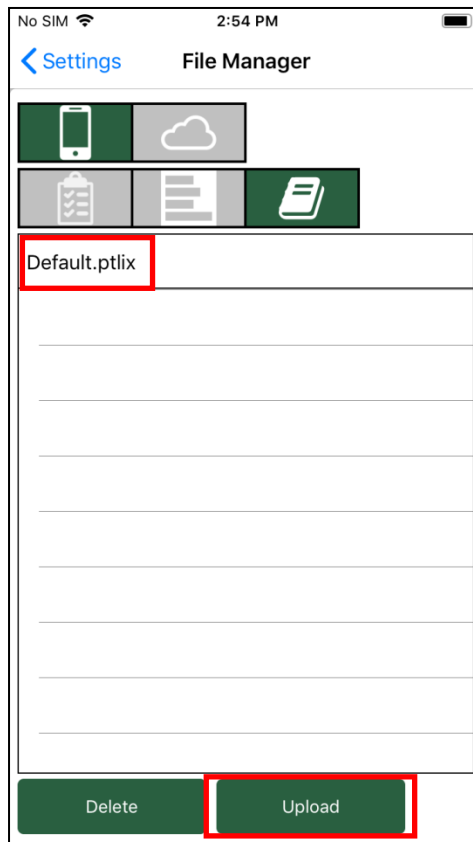


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3. Tap the icon that looks like a book; this is where your library files are located.



4. Tap the library you want to upload (for most inspectors, this will be the 'Default.ptlix' file.) Once you've selected the file, tap 'Upload' at the bottom right.

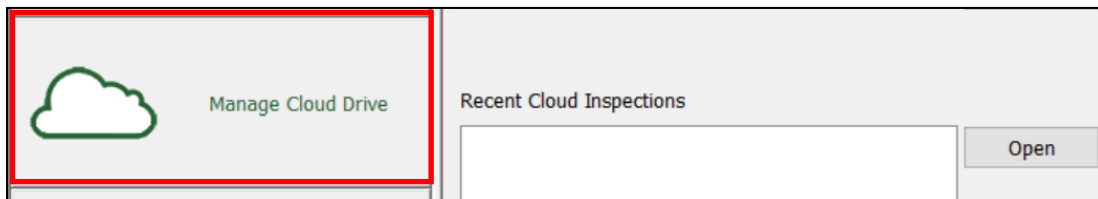


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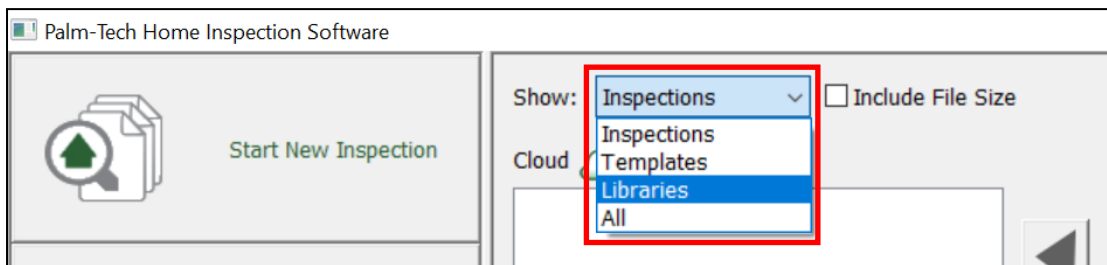
5. Now that the file has been uploaded to your cloud drive, you'll need to switch over to your PC and open the Palm-Tech program by double clicking on the icon on your desktop.



6. Once the main program appears, click on the 'Manage Cloud Drive' tab on the left-hand side.

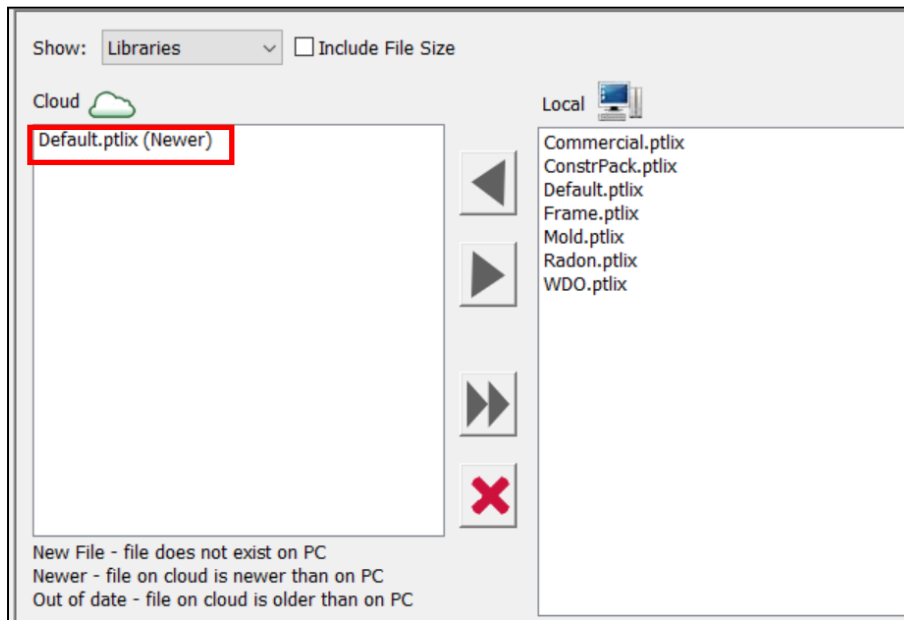


7. Next, click on the dropdown next to 'Show' at the top and select 'Libraries.'

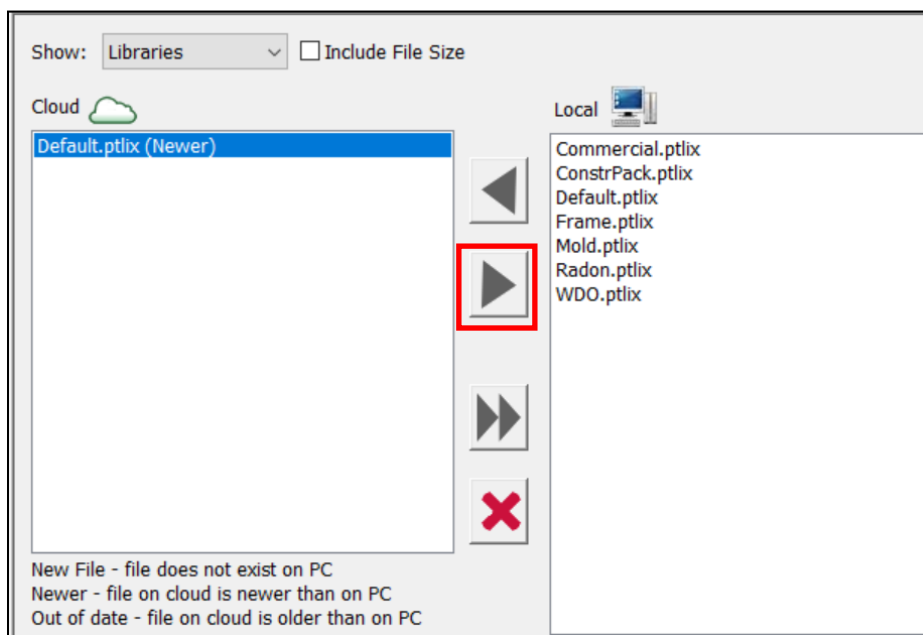


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8. You will now be able to see all of the library files on both your cloud drive and your local PC. To move the library file from your cloud to your PC, click on Default.ptlix from the left side list (files on your cloud drive.) You will notice that it says '(Newer)' next to the file which indicates the file on your cloud drive is newer than the one on your PC.



9. Next, click the second arrow down to send this file to your PC. NOTE: If this library already exists on the PC, the program will overwrite the library on your PC with the one from the cloud drive.



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10. Depending on the size of your library, this process can take anywhere from a few seconds to several minutes. When finished, the library will have been successfully moved from the app to your PC.