



Palm-Tech
HOME INSPECTION SOFTWARE

Step by Step

How To

**Use the Cloud Drive on
a PC**

*This How To article will show you how to use
the cloud drive on a PC*

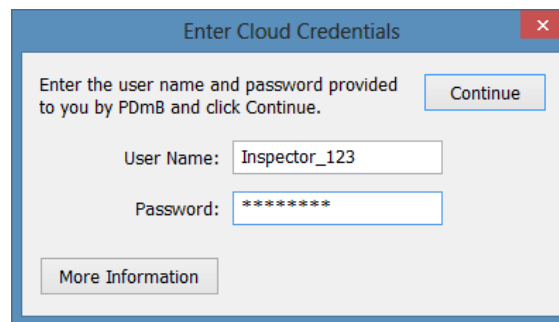
For a complete list of available How To documents visit the
Support section of our website: www.palm-tech.com/support/

HOW TO: USE THE CLOUD DRIVE ON A PC

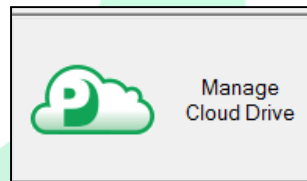
The Palm-Tech cloud is used to transfer files from one device to another. You can transfer your inspections, library, and templates using the cloud. You will need an internet connection on your device in order to access the cloud.

Using the Cloud Drive on a PC

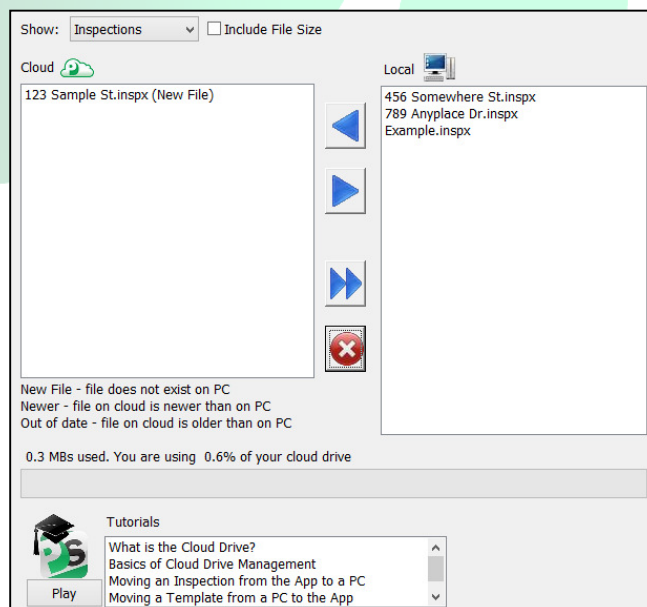
1. When installing the program to your PC, you will be prompted to enter your username and password. This is the username and password that is included in your setup email. Entering your login information here will set up the cloud drive on your PC.



2. You can access your Cloud Drive by clicking the 'Manage Cloud Drive' tab from the shell.

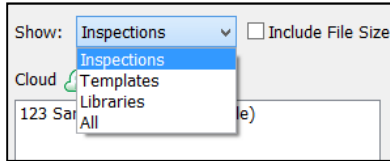


3. This is going to pull up your Cloud Drive.

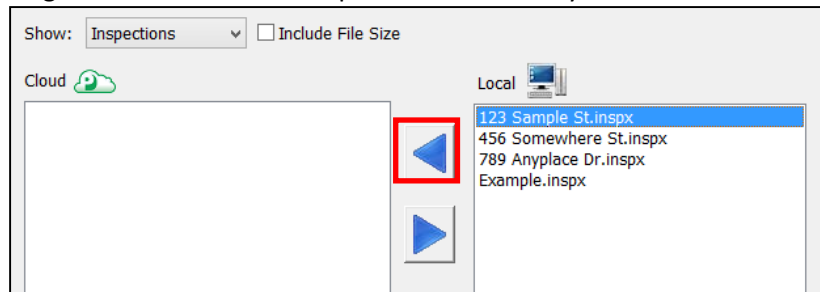


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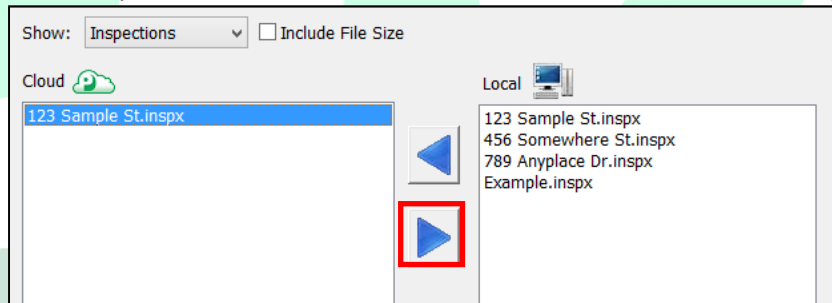
4. Here you can upload and download inspections, templates, and libraries to/from your cloud. To select a file type, click the dropdown at the top of the box that says 'Show'. Here you can select Inspections, Libraries, or Templates.



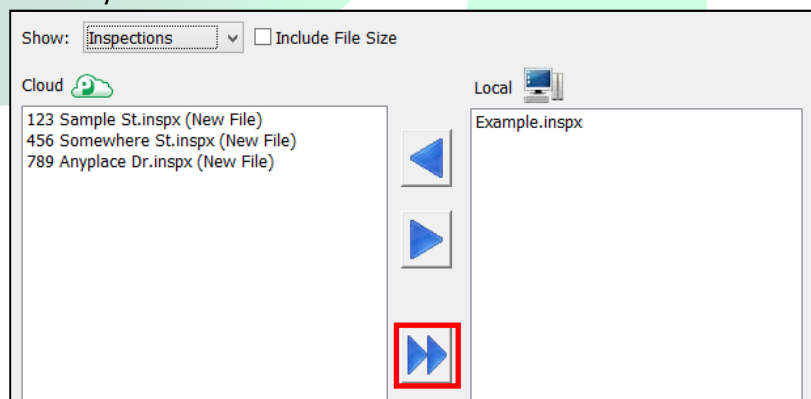
Upload a file to the Cloud: To upload a file to the cloud, highlight the file under Local and click the blue arrow pointing to the cloud. This will upload the file from your local PC to the cloud.



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

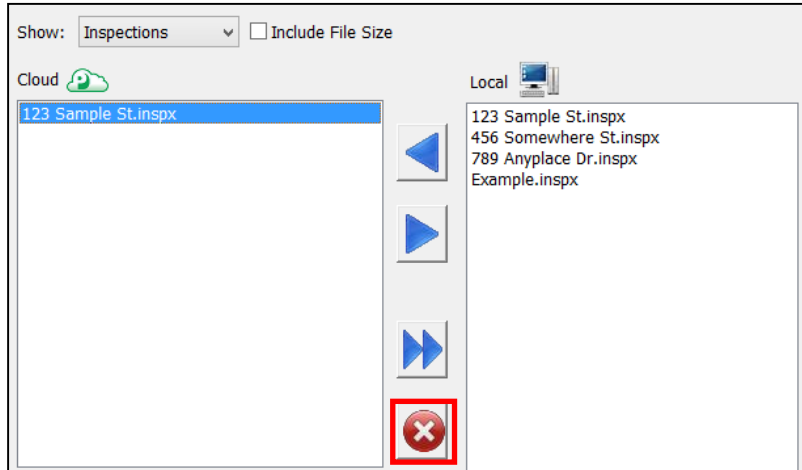


Download all Files from the Cloud: For example, if you have 3 inspections on the cloud that you would like to download you can click the Download All button and all three will download.



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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.