



**Palm-Tech**  
HOME INSPECTION SOFTWARE

**Step by Step**

**How To**

**Use the Cloud Drive on  
the App**

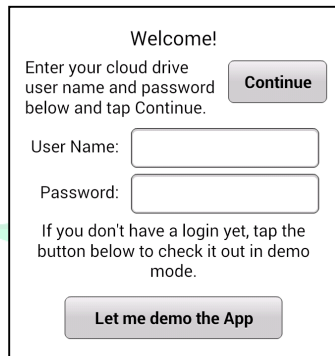
*This How To article will show you how to use  
the cloud drive on the App*

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

# HOW TO: USE THE CLOUD DRIVE ON THE APP

**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.**

1. When first opening the Palm-Tech app on your mobile device, 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 the app.



Welcome!

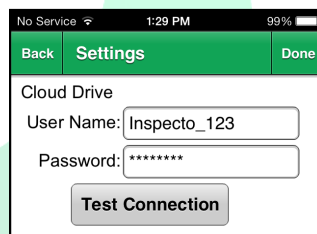
Enter your cloud drive user name and password below and tap Continue.

User Name:

Password:

If you don't have a login yet, tap the button below to check it out in demo mode.

2. If you already have the app installed and are past the screen above, you can enter your username and password in 'Settings' on the app.



Back Settings Done

Cloud Drive

User Name:

Password:

3. To access the cloud on the app, tap on 'File Manager'.



No Service 1:27 PM 99%

Inspector File Manager Settings

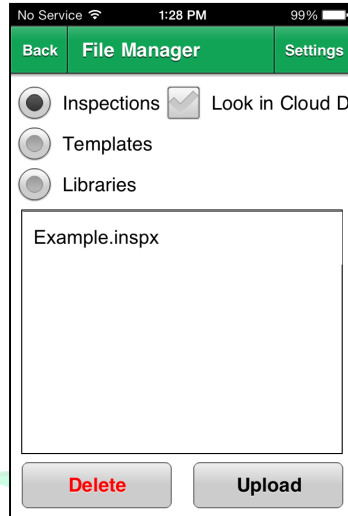
**Palm-Tech** 7.03g  
HOME INSPECTION SOFTWARE

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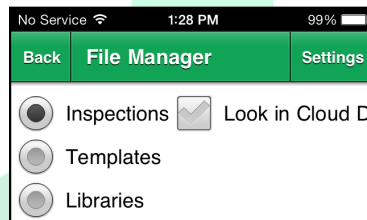
You are using 0.6% of your cloud drive.

# HOW TO: USE THE CLOUD DRIVE ON THE APP

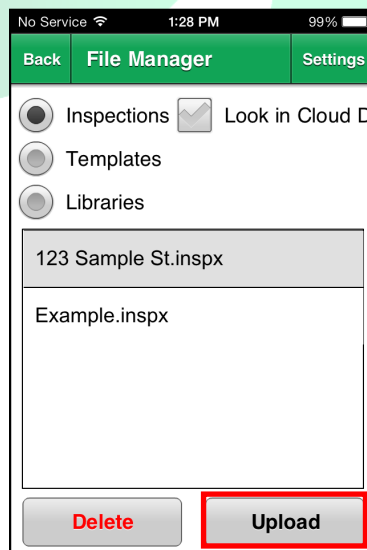
- This will pull up the cloud drive on the app.



- Here you can upload and download inspections, templates, and libraries to/from your cloud. You can choose between Inspections, Libraries, or Templates by selecting the button next to each option. You can also view files on your cloud drive by tapping the 'Look in Cloud Drive' button. See below for instructions on how to upload, download, and delete files to/from the cloud on the app.

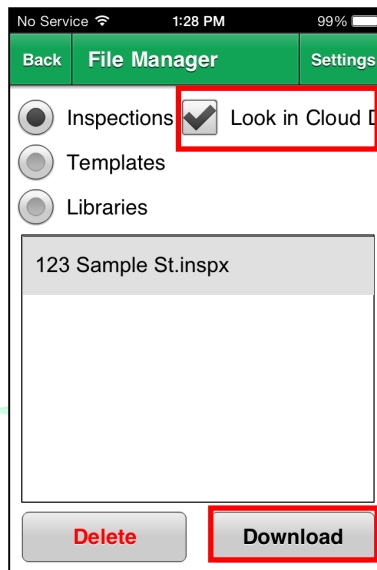


**Upload a file to the Cloud:** To upload a file to the cloud, highlight the file on the app and tap 'Upload'. This will upload the file from the app to the cloud.

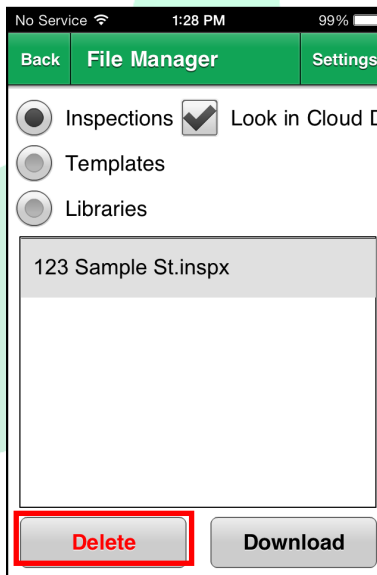


# HOW TO: USE THE CLOUD DRIVE ON THE APP

**Download a file from the Cloud:** To download a file from the cloud, check the box for 'Look in Cloud'. Then highlight the file and tap 'Download'. This will download the file from the cloud to the app where it can then be opened.



**Delete a File:** To delete a file from the cloud or the app, highlight the file and tap 'Delete'.



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