



How To:

Delete Files on the Cloud Drive

This step by step How To article explains how to delete files on the cloud drive.

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HOW TO: DELETE FILES ON THE CLOUD DRIVE

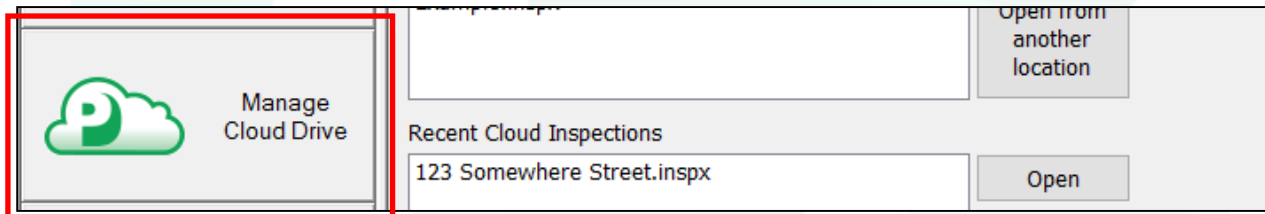
The Palm-Tech cloud is used to transfer files from one device to another. It is not designed for permanent storage and there is a limited amount of space on the cloud. There are times when you will need to delete files from it and below are the steps for how to do this.

Deleting Files from the Cloud on a PC

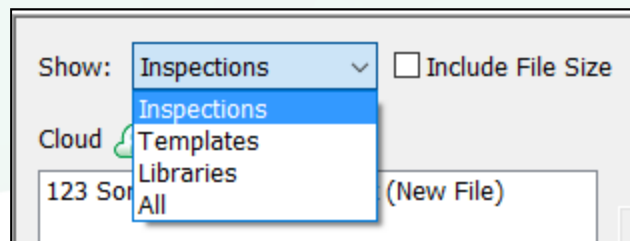
1. The first step is to open the Palm-Tech program by double clicking on the icon on your desktop.



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

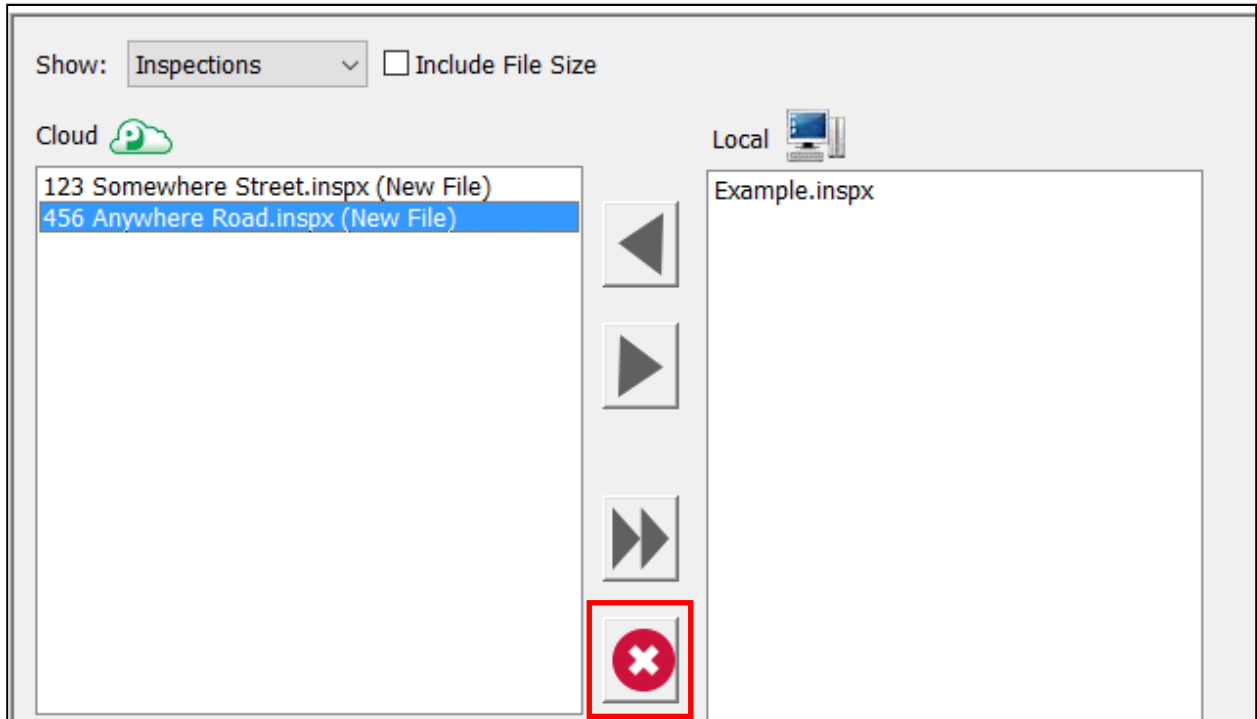


3. Here you will be able to see all of the inspections, templates and libraries on your cloud drive. You can choose which files to see by clicking on the dropdown next to 'Show:'.



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4. To delete a file from the cloud drive, highlight the file from the column on the left (the list of files on your cloud) and then click the 'Delete' button.



Deleting Files from the Cloud on the App

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

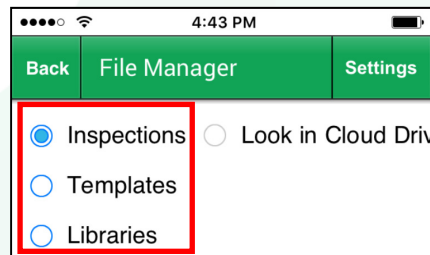


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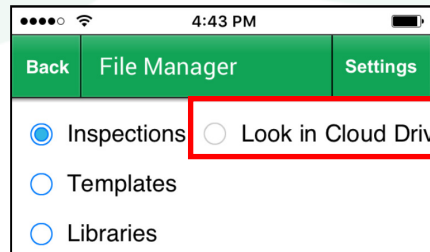
2. This will pull up the cloud drive on the app.



3. Here you will be able to see all of the inspections, templates and libraries on your cloud drive. You can choose between these by selecting the button next to each option.



4. To delete a file from the cloud, tap on the 'Look in Cloud Drive' option to make sure you are seeing the files on the cloud.



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- Next, simply tap on the file you want to delete and then tap the 'Delete' button in the lower left corner.

