



How To:

Import Version 4 Data into Version 8

This step by step How To article explains how to import your templates and libraries from Palm-Tech 4 into Palm-Tech 8.

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

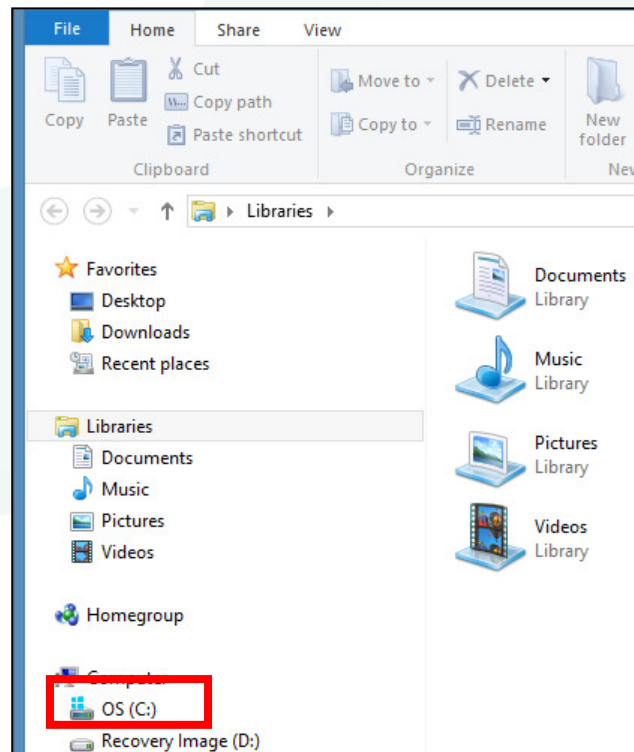
HOW TO: IMPORT VERSION 4 DATA INTO VERSION 8

When upgrading to Palm-Tech 8, you are able to import all of your templates and libraries from Palm-Tech 4 so that you don't lose any data when upgrading to the latest version. Because version 4 is 10+ years old, there are a number of steps to complete this process. However, this How To will walk through it step by step.

In order to import from version 4, you will need to have versions 5, 6, 7 and 8 installed on the same PC. Then you will import from version 4 to 5, 5 to 6, 6 to 7 and then from version 7 to 8.

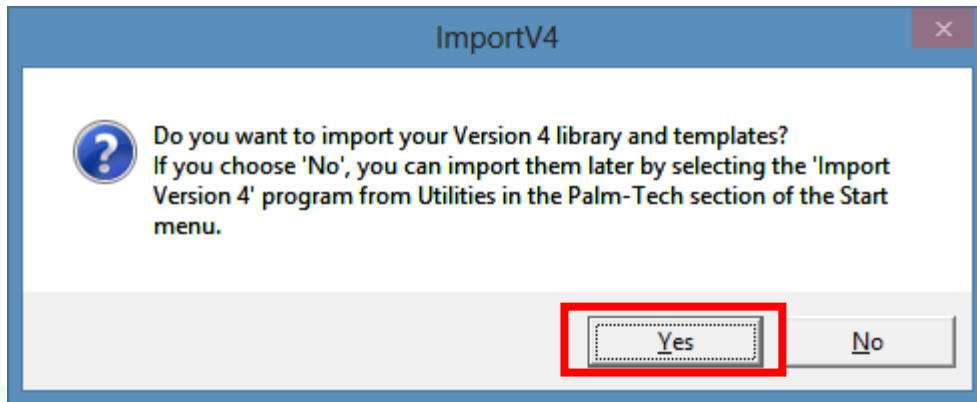
Installing version 5 and importing version 4

1. To import from version 4 to version 5, we'll first need to install version 5 on the same PC where version 4 is installed. To do this you'll click on the link to install version 5 from the setup email you received from Palm-Tech. You can also install version 5 from here: <https://www.palm-tech.com/DownloadV5Demo.php>
2. Once version 5 is installed, you'll need to import your templates and libraries from version 4. First, we'll close out of any running programs.
3. Click on File Explorer and navigate to the C: drive.

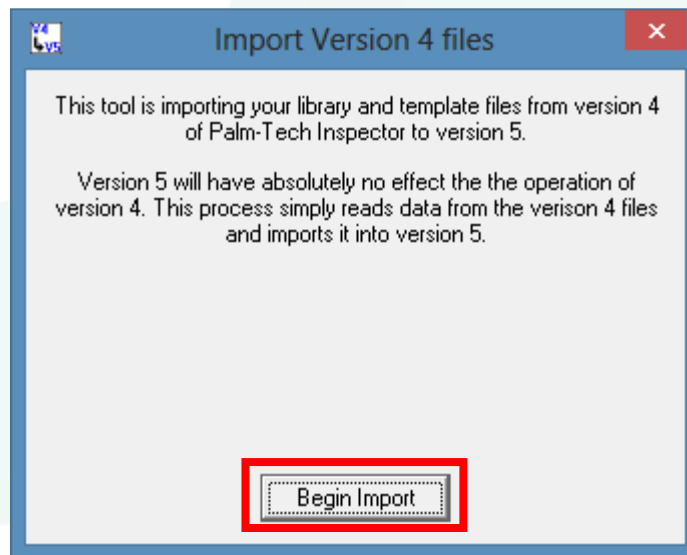


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4. Then click on Program Files (x86) > Palm-Tech5.
5. Click on ImportV4.exe to start the import.
6. A box will pop up asking if you want to import your libraries and templates from version 4, click 'Yes'.



7. Another box will pop up with information about the import process. To start the import, click 'Begin Import'.

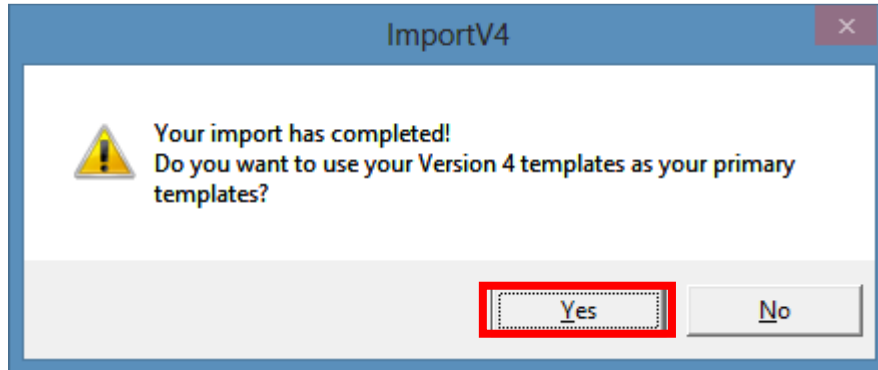


8. You will notice a progress bar on the screen and you should see your data being imported.

NOTE: If you are prompted to locate your version 4 folder, then this means that your Palm-Tech 4 folder is not saved in the default location. Simply locate where version 4 is installed, highlight it and click 'OK'.

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9. Once the import is complete, a box will appear asking if you want to use your V4 templates as your primary templates. Click 'Yes'.



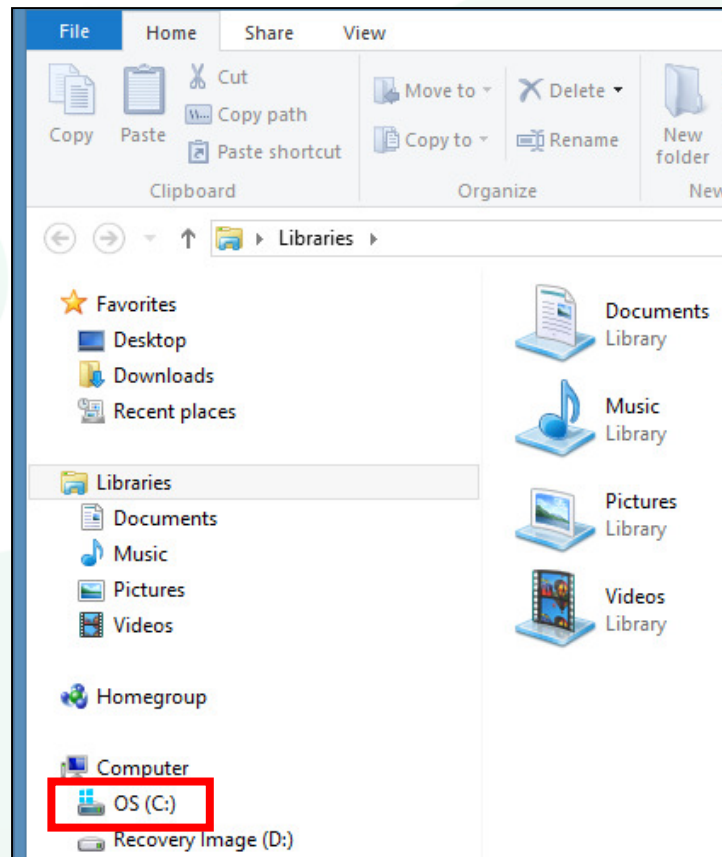
10. The import process is now complete. To confirm it was completed successfully, start a new inspection with Palm-Tech 5 and check if your custom templates/dropdown answers are present.

Now that your templates and libraries have been imported into version 5, we want to import the data into version 6.

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Installing version 6 and importing version 5

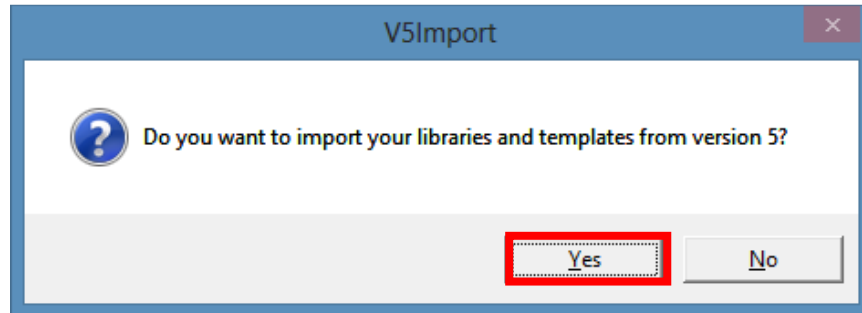
1. To import from version 5 to version 6, we'll first need to install version 6 on the same PC where version 5 is installed. To do this you'll click on the link to install version 6 from the setup email you received from Palm-Tech. You can also install version 6 from here: <http://www.palm-tech.com/files/Setup6.exe>
2. Once version 6 is installed, you'll need to import your templates and libraries from version 5. First, close out of any running programs.
3. Click on File Explorer and navigate to the C: drive.



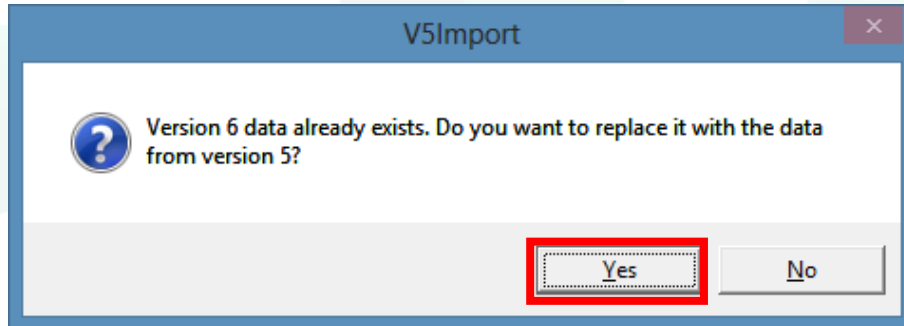
4. Then click on Program Files (x86) > Palm-Tech6.
5. Click on V5Import.exe to start the import.

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6. A box will pop up asking if you want to import your libraries and templates from version 5, click 'Yes'.



7. Another box will pop up asking if you want to replace your version 6 data with your version 5 data, click 'Yes'.



- a. You will notice a progress bar on the screen and you should see your data being imported.

NOTE: If you are prompted to locate your version 5 folder, then this means that your Palm-Tech5 folder is not saved in the default location. Simply locate where version 5 is installed, highlight it and click 'OK'.

7. The import process is now complete. To confirm it was completed successfully, start a new inspection with Palm-Tech 6 and check if your custom templates/dropdown answers are present.
8. Now that your templates and data have been imported into version 6, we want to import the data into version 7.

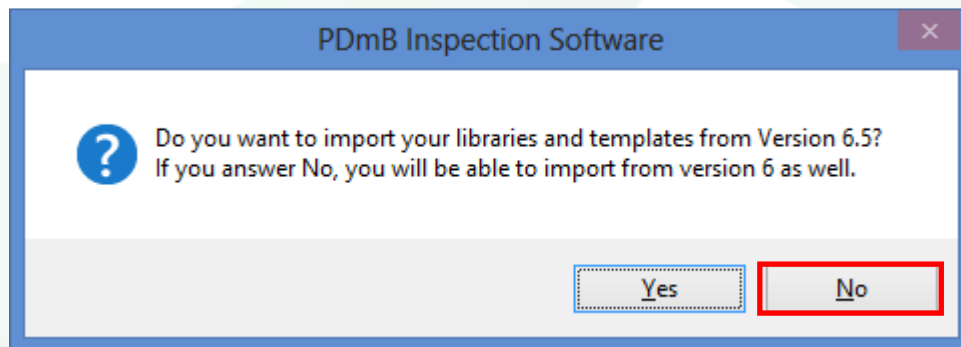
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Installing version 7 and importing version 6 or 6.5

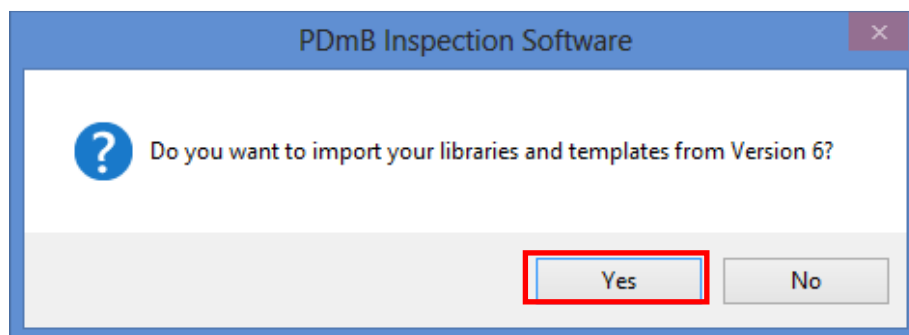
1. To import from version 6 to version 7, we'll first need to install version 7 on the same PC where version 6 is installed. To do this you'll click on the link to install version 7 from the setup email you received from Palm-Tech. You can also install version 7 from here: <http://www.palm-tech.com/files/Palm-TechSetup706k.msi>
2. After installing Palm-Tech 7, double click on the Palm-Tech 7 icon on your desktop.



3. The program will recognize that you have a previous version of Palm-Tech already installed on the PC and will ask if you want to import your libraries and templates into version 7. The first box that appears asks if you want to import from version 6.5 and it lets you know that if you click 'No' you can import from version 6 with the next box. Since we are importing from version 6 for this How To, we'll click 'No' here.

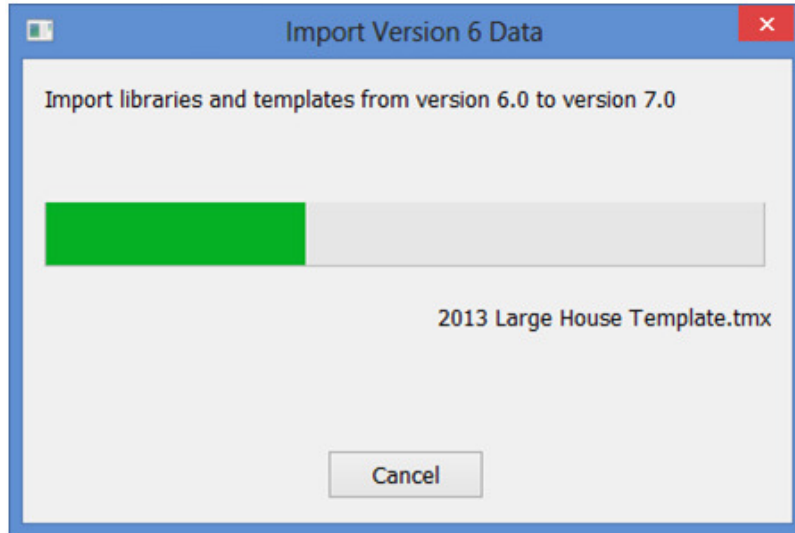


4. The next box that appears asks if you want to import from version 6, click 'Yes'.

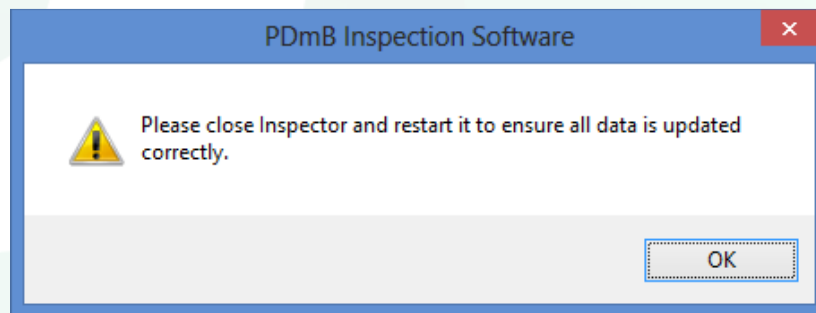


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5. A box will appear on screen showing the import in progress.



6. Once the import is finished, completely close out of Palm-Tech and then go back into the program.



7. You have successfully imported your libraries and templates from version 6 into version 7.

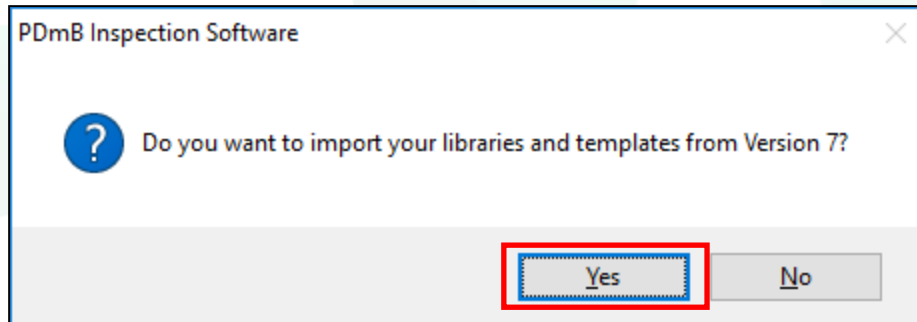
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Installing version 8 and importing version 7

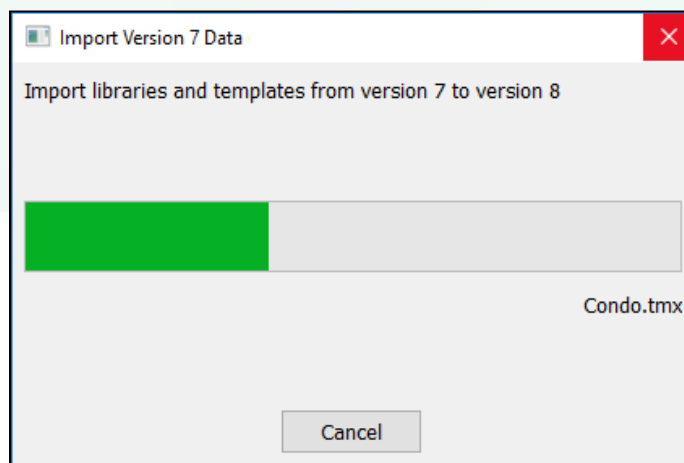
1. After installing Palm-Tech 8, double click on the Palm-Tech 8 icon on your desktop.



2. The program will recognize that you have version 7 of Palm-Tech installed on the PC and will ask if you want to import your libraries and templates into version 8. Click 'Yes'.



3. A box will appear on screen showing the import in progress.



4. Once the import is finished the Palm-Tech program will be opened and ready for use. You have successfully imported your libraries and templates from version 7 into version 8.