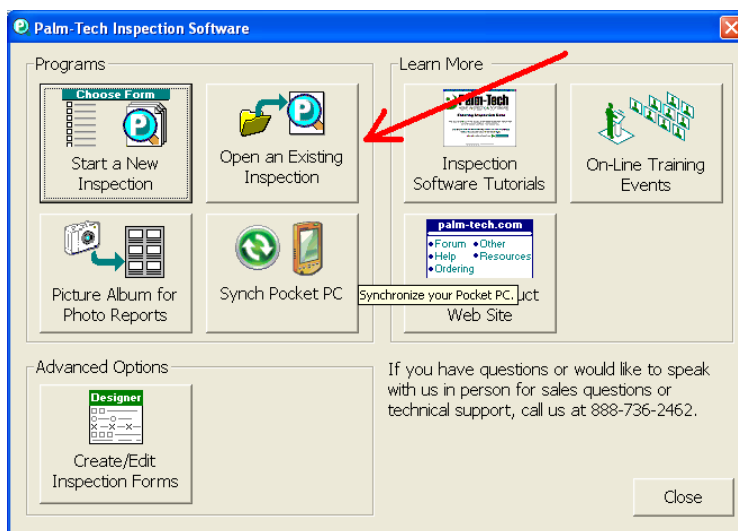


How To: Create and Restore backups

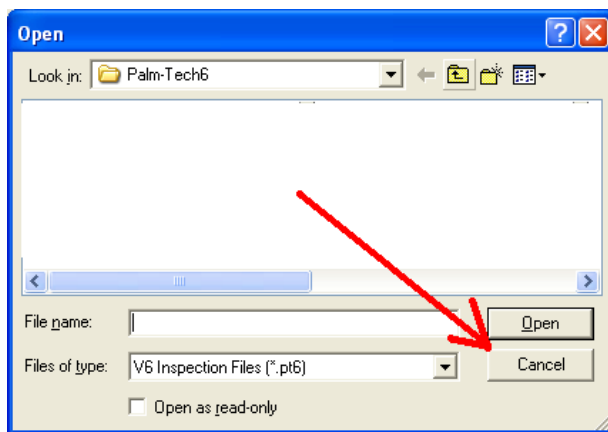
NOTE: You'll need a USB thumb drive to store your backup file on before you get started. You can use other methods to store or move your backup file (See Note in step 5 for details), but for this document, we will assume you are using a USB thumb drive.

Backup

1. Open Palm-Tech and choose Open an Existing Inspection.

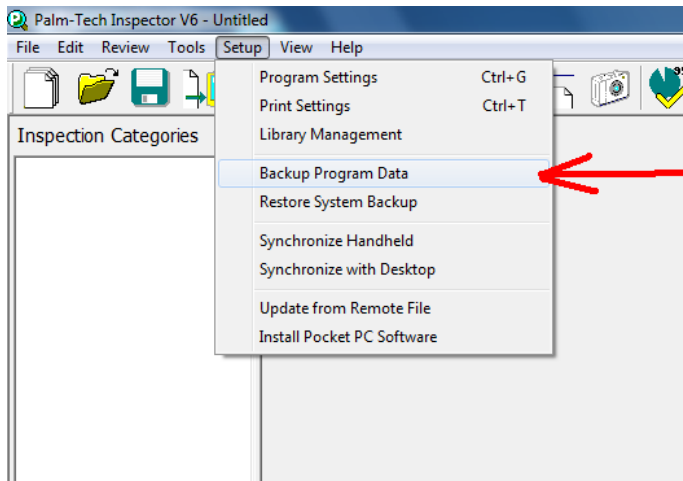


2. Choose Cancel to open Inspector without opening an inspection

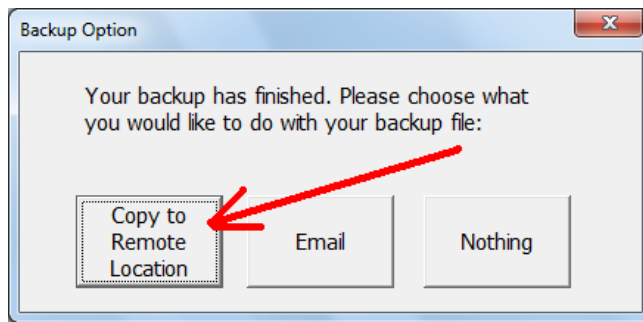


How To: Create and Restore backups

- From the menu, select Setup→Backup Program Data.



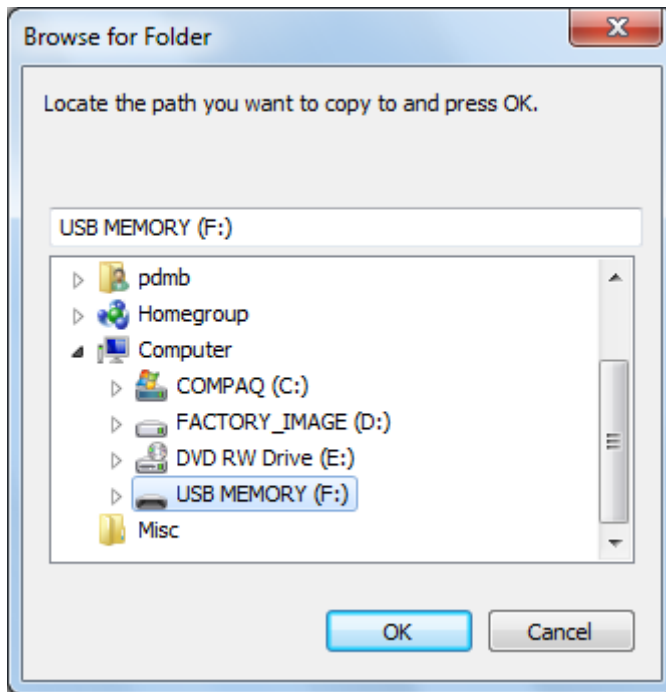
- The screen will pause while the backup is being created. When the creation of the backup is finished, you will be prompted by a message box with 3 selections. Those selections will read "Copy to Remote Location", "Email", or "Nothing"
- Plug in your USB thumb drive.
- Choose "Copy to remote location"



Note: copy to remote location allows you to save your backup file to a specific location on your PC, or to remote file storage (ex. USB thumb drive, writable CD's, or external hard drive.) Selecting email will automatically attach the backup file to a blank email ready for you to enter the email address and hit send (this only works if you have your e-mail program installed on your PC). Choosing nothing will place the backup file in the maintenance folder under the data folder of your software.

How To: Create and Restore backups

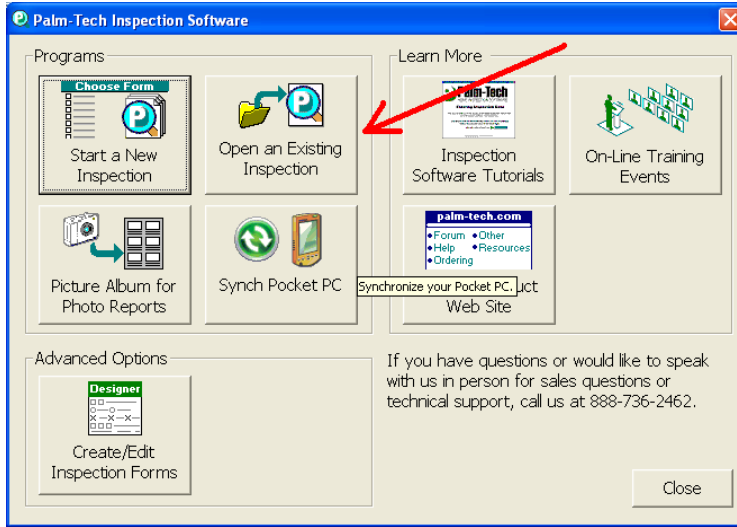
7. A navigation screen will appear, allowing you to select the USB thumb drive. Locate and click OK



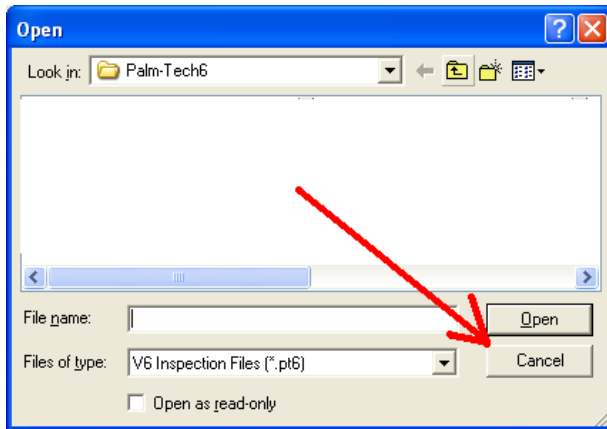
8. The backup file will be a zip file with the date you created the backup on.

Restore

1. Place the thumb drive, holding the backup file, into your PC.
2. Open Palm-Tech and choose Open an Existing Inspection.

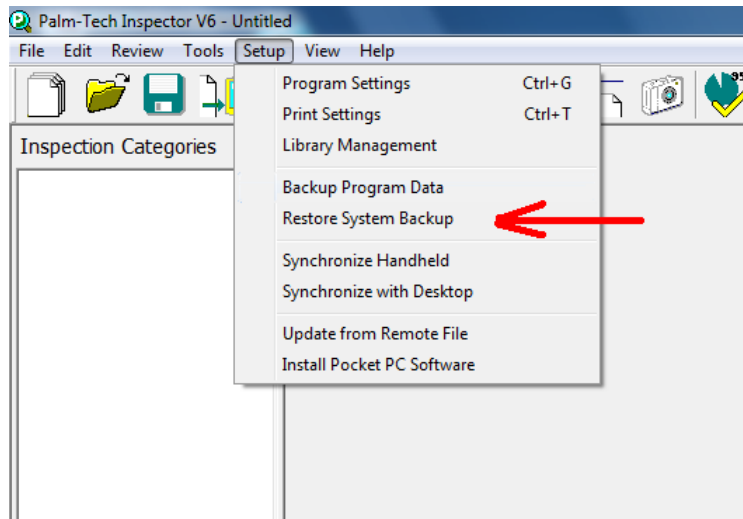


3. Choose Cancel to open Inspector without opening an inspection

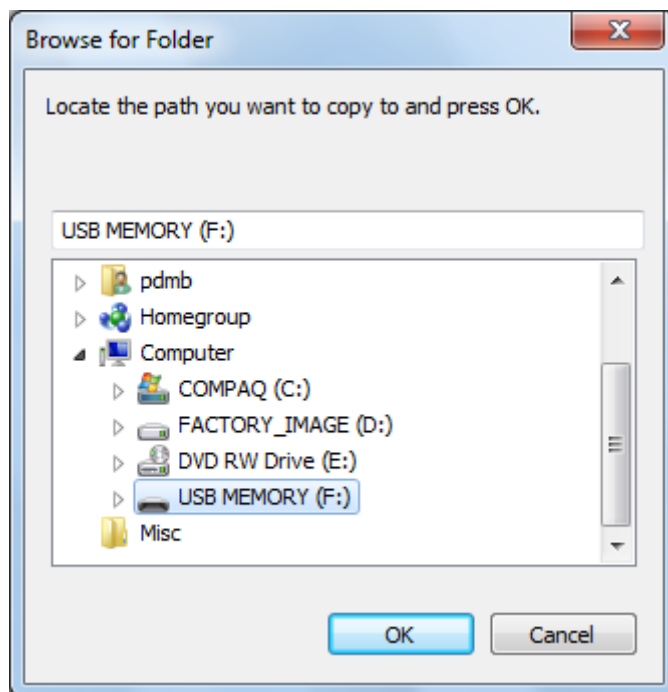


How To: Create and Restore backups

From the toolbar, select Setup→Restore system backup

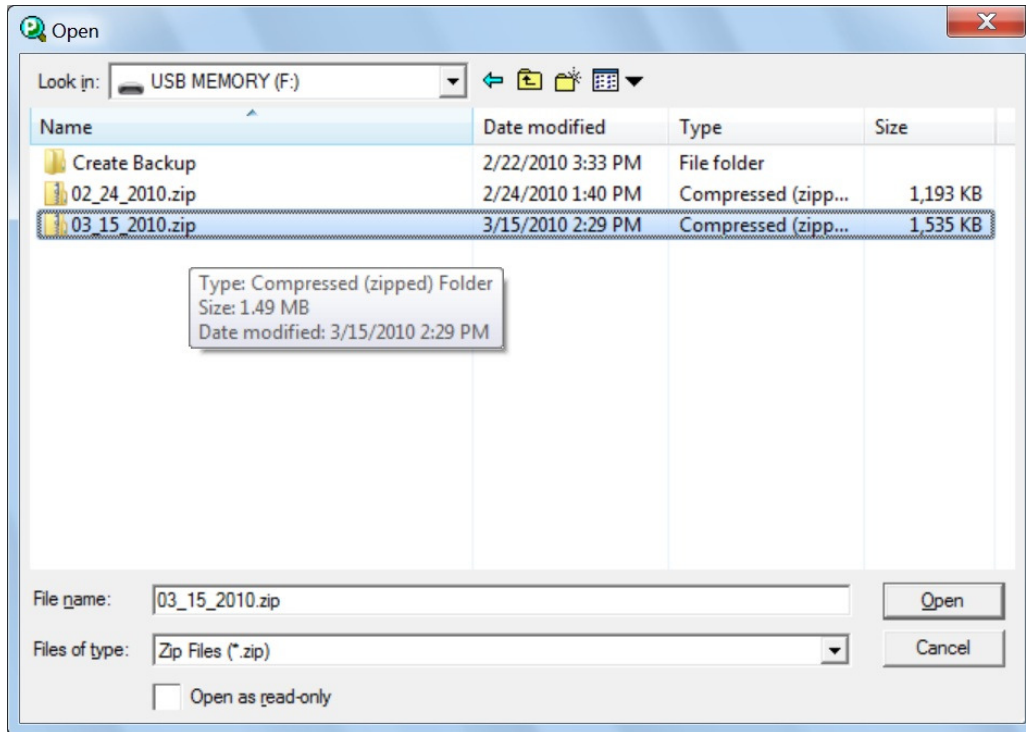


4. Select your thumb drive, from the navigation screen that appears.

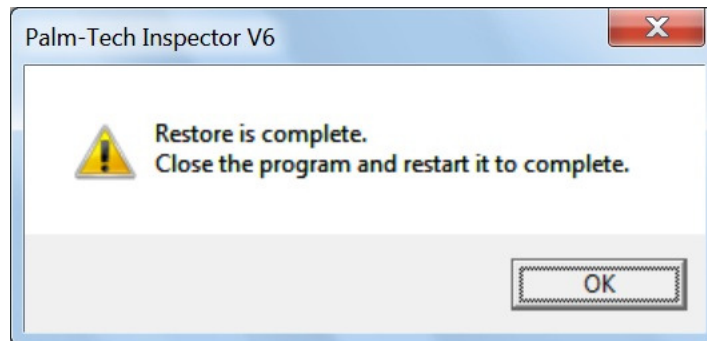


How To: Create and Restore backups

5. Select your backup file from the thumb drive, the backup file will be a zip file named the date it was created. (ex. 03_23_2010.zip)



6. The software will automatically restore your templates, library information, print and program settings. You will be notified that you must restart the program before the changes will take effect.



If you have any other questions or need additional help call us at 1-888-736-2462 or you can email us at support@pdmB.com.