InspectIt® ReportPlus™ for Palm
Using The Palm Software

The InspectIt Palm software is an add-on product to the ReportPlus program that allows you to use a handheld device to enter your data during the inspection. The program works like an "electronic checklist" – which means that you can select your pre-defined options that you have in your PC software on the Palm. You can then create a report based on your choices selected on the handheld.
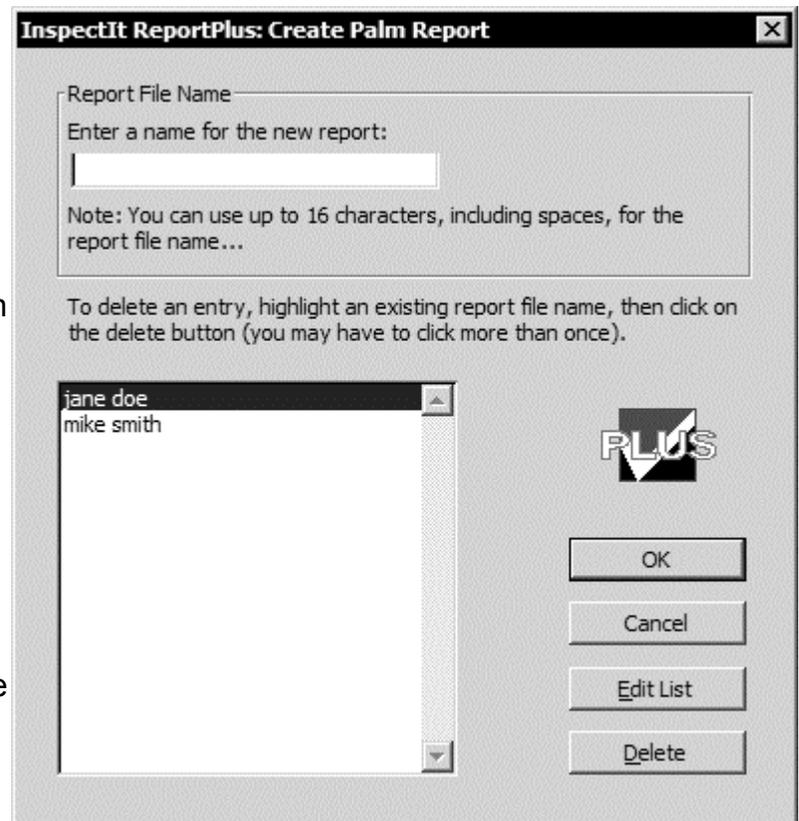
During the synching process between the handheld and your PC, any changes that you have made to your desktop software (such as new options that you have created) will be sent to your handheld device.

Note: The names of the report sections on the Palm application drop down list are generated from the first word in the section text file. Example: The first word on the Structure / Description text file (S011~~~~.txt) is "Structure". Therefore, the name on the drop down list within the InspectIt Palm application will be "Structure".

CREATING A REPORT FILE

There are two options available for you to create a report file on your Palm handheld. To create a report file from your PC, use the following steps:

1. From within the ReportPlus software, click on the **Reports** menu at the top of the screen

2. Select the option **Create Palm Handheld Report File**, and the screen at right will now appear.

3. You can now enter a name for the file – which is limited to 16 characters and click on the **OK** button.

4. **HotSync** your handheld with your PC - the report file will be sent to the Palm.

5. Open the **InspectIt** application on the handheld and find the new file on the list.

InspectIt ReportPlus: Create Palm Report

Report File Name
Enter a name for the new report:

Note: You can use up to 16 characters, including spaces, for the report file name...

To delete an entry, highlight an existing report file name, then click on the delete button (you may have to click more than once).

jane doe
mike smith

PLUS

OK

Cancel

Edit List

Delete

You can also create an inspection report file on the Palm handheld without having it connected to your PC. To accomplish this, use the following steps:

1. Start the **InspectIt** application on your handheld.

2. Click on the **Add Report** button.

3. You will then be asked to enter a identification name.

4. Once the name has been entered and you have clicked on the **OK** button, the new report name will then appear on the list within the InspectIt Palm application.

Note: When creating a new report file name from either the PC or the Palm handheld, the first character of the name cannot be a number. The **first character must be a letter**.

Note: To delete a report file name on your PC or handheld, click on the name on the screen shown above and then click on the **Delete** button. The name will be deleted on the PC immediately and will be deleted on the handheld the next time you perform a HotSync operation

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IMPORTING DATA FROM THE PALM HANDHELD

Once you have completed a report on your handheld, you will then need to perform a HotSync operation with your PC. During the HotSync, the files from your handheld are uploaded to your PC hard drive.

Note: When uploading your report(s) during a HotSync, it can take up to 5 minutes per report to complete.

After the HotSync has been completed, you will then need to create a new inspection report or open one that was previously saved on your hard drive. You will now be able to import data that was uploaded from the handheld. To accomplish this, use the following steps:

InspectIt ReportPlus: Palm Inspection Data ☒

Choose a report to create from Palm data:

> jane_doe_____
> mike_smith_____

[PLUS logo]

[Delete Data]

[OK] [Cancel]

1. Click on the **Reports** menu on the menu bar

2. Select the option **Import Data From Palm Handheld** - the screen at right will now appear.

3. Select the report file name that you wish to import and then click on the **OK** button.

The report will now automatically insert all of the AutoText entries that you selected from the handheld into the report document. If you have added Notes on your handheld, they will appear at the bottom of the Report Overview page.

Note: To delete the report data on your PC once you have finished the report, click on the name on the screen shown above and then click on the **Delete** button.