

# **Palm HipPocket**

## ***Initial Setup***

Ensure your PDA is properly installed on your computer, and HipPocket is installed on your PDA. Perform a HotSync. Click on the HipPocket icon in Inspectware and ensure it recognizes there is a Palm hooked up to your PC.

## ***Create New***

To begin an Inspection, open HipPocket, wait for splash screen, and tap <<Add New>>, name your new inspection, and tap OK. Tap the new inspection to open it.

## ***Complete Report***

Similarly to completing the report on the PC, select a system, select a subsystem and select one or more subsystem types. To include comments, tap the comment button and include one or more of the comments from the comment pool. Flag the subsystem for pictures to be included later, or for further comment. Included Subsystem types transfer to the box on the right. They can be removed by tapping them again.

## **Estimator**

In the comments screen in your PDA, towards the bottom of the screen are two boxes marked E1 and E2. These are estimator boxes. Depending on which type of estimator you wish to use, enter the Hours/Cost or the Min/Max for repair on that particular subsystem. If you do not wish to include an estimator, or if there is no repair required, leave these boxes blank.

## **Excluding Systems and Subsystems**

To exclude an entire system, open a system without selecting a subsystem to enter and tap the N Button and tap OK.

## ***Transferring Report to PC***

### **Transferring Reports**

After you have finished the inspection, HotSync your Palm. The inspection does NOT need to be complete to transfer it. It will be finished on the PC. Open your Inspectware Software. Create a New Report to correspond to your Palm Report. (Be sure to include all required information. See Create New in PC instructions.) Click on the HipPocket logo button. Select the Inspection you wish to upload. Click Upload Palm Inspections. Confirm Upload and Merge for the file. Select the corresponding report, and click Open.

### **Merging Reports**

If the report is already on the PC and there are differences in the report, for each difference, you will be prompted to select which record to choose. Each entry will be shown on the corresponding side. To choose to use only one report, select the Always Use Handheld or Always Use PC checkboxes, and click the corresponding button.

## **Download an Inspection**

To download an Inspection Report from the PC to the PDA, click Download an Inspection. You must HotSync before the data will be available on the PDA.

## **Delete PDA Inspections**

When you have deleted Inspections from the PDA, the next time a HotSync is performed, those Inspections will also be deleted from the PC unless they have been merged into an Inspection created on the PC. **WARNING:** We recommend always merging Inspections created on the PDA into Inspections created on the PC when uploading them. This will prevent accidental loss of Inspections.

## **Download Framework**

To transfer Framework Customizations from the PC to the PDA, first clear the Framework on the PDA by tapping Clear Framework on the main HipPocket Screen. Then click the HipPocket logo in your Inspectware on your PC. Click Download Framework. **WARNING:** These Framework changes will be permanent, and will apply to all existing reports. Adding Systems and subsystems will require these to be completed in all previously completed reports. Removing existing systems and subsystems can corrupt the previous data, and may cause problems.

## **Complete Report on PC**

Complete the report on the PC, as instructed in the PC Walkthrough.

## **Deleting Inspection Reports from the PDA**

To delete all the inspection reports from your PDA, in the main HipPocket screen, click Delete All.