

**CleanOpsStaff-3ed-ProMobilePlus Help**  
**Updated 9/1/2011**  
(Recommend you print this file)

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## More Help

<p>Activating and Installing CleanOpsStaff-3ed-ProMobile on the PC/Laptop and the PDA</p>	<p><a href="http://hunterconsulttrain.com/CleanOpsStaff-3edProMobile.aspx">http://hunterconsulttrain.com/CleanOpsStaff-3edProMobile.aspx</a>  <a href="http://hunterconsulttrain.com/CleanOpsStaff-3edProMobilePDAActivation.aspx">http://hunterconsulttrain.com/CleanOpsStaff-3edProMobilePDAActivation.aspx</a>  <a href="http://hunterconsulttrain.com/Documents/PDA%20Manager%20Help.pdf">http://hunterconsulttrain.com/Documents/PDA%20Manager%20Help.pdf</a></p> <ol style="list-style-type: none"> <li>1. Learn what you need to run CleanOpsStaff-3ed-ProMobile.</li> <li>2. Learn how to activate CleanOpsStaff-3ed-ProMobile-PC on your PC/Laptop</li> <li>3. Learn how to install and uninstall CleanOpsStaff-3ed-ProMobile-PDA on your PDA</li> <li>4. Learn how to activate and deactivate CleanOpsStaff-3ed-ProMobile-PDA on your PDA</li> <li>5. Learn how to use the CleanOpsStaff-3ed Program Manager PDA File Manager</li> </ol>
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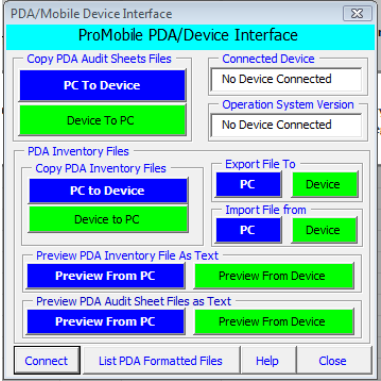

## Purchasing CleanOpsStaff-3ed-PC/PDA and CleanOpsStaff-3ed-ProMobile-PDA

CleanOpsStaff-3ed-ProMobile-PC and CleanOpsStaff-3ed-PDA is already part of the CleanOpsStaff-3ed package and can be run in demo mode immediately upon downloading CleanOpsStaff-3ed from the Hunter Consulting and Training web site. Once you decide that the upgrade is compatible with your PDA or Windows Mobile device you may purchase from Hunter Consulting and Training web site at <http://hunterconsulttrain.com/ProMobilePCPDAUpgrade.aspx> and <http://hunterconsulttrain.com/ProMobilePDA.aspx> . It is your responsibility to ensure this upgrade is compatible with your PDA since there are literally hundreds of different PDAs on the market. You can send Hunter Consulting and Training an email if you have questions about compatibility. Hunter Consulting and Training is not able to process refunds.

## CleanOpsStaff-3ed-ProMobilePlus Three Major Components:

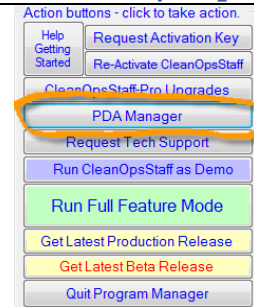
*CleanOpsStaff-3ed-ProMobilePlus* has three major components: (1) CleanOpsStaff-3ed-ProMobilePlus-PC (PDA Manager); (2) CleanOpsStaff-3ed-ProMobilePlus-PC (PDA Interface); and (3) CleanOpsStaff-3ed-ProMobilePlus-PDA.

**NOTES:** In this help file the terms **"PDA"** and **"Device"** are use to mean the same thing (the mobile device).

<p><b>CleanOpsStaff-3ed-ProMobilePlus-PC (PDA Manager)</b></p>	<p><b>CleanOpsStaff-3ed-ProMobilePlus-PC (PDA Interface)</b></p>	<p><b>CleanOpsStaff-3ed-ProMobilePlus-PDA</b></p>
		

## Using CleanOpsStaff-3ed-ProMobilePlus-PC (PDA Manager) on the PC/Laptop

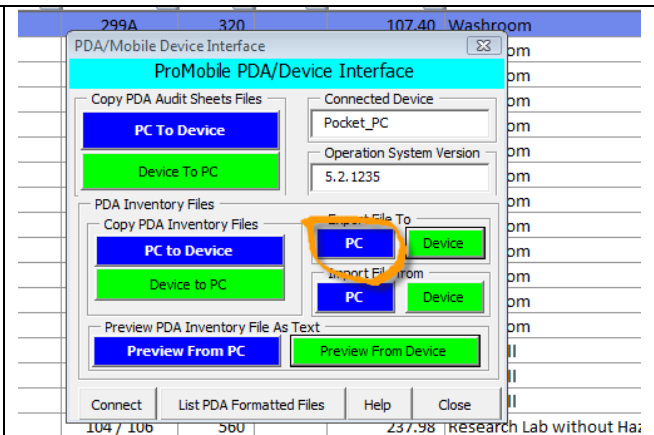
**CleanOpsStaff-3ed-ProMobilePlus-PC (PDA Manager):** The **PDA Manager** is launched by clicking the PDA button in the left panel of the **CleanOpsStaff-3ed Program Manager**. To see instructions on using the **PDA Manager** to **Activate CleanOpsStaff-3ed-ProMobilePlus-PC** on the PC/Laptop and Installing and activating **CleanOpsStaff-3ed-ProMobilePlus-PDA** on your PDA go to <http://hunterconsulttrain.com/Documents/PDA%20Manager%20Help.pdf>.



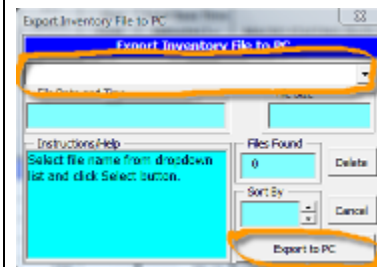
## USING PDA INTERFACE ON THE PC/LAPTOP

### Using PDA Interface to Export PDA Inventory File to PC

1. You do not have to have a PDA connected in order to export PDA formatted inventory files. You can export them to the PC and then copy them to the PDA later.
2. While in the **Macro Staffing and Inventory** worksheet, select the records (by highlighting them) you want to export to a PDA formatted file.
3. On the **MiniToolbox**, click the **PDA** button.
4. On the **PDA/Mobile Device Interface** toolbox, click the **Export File to PC** button.

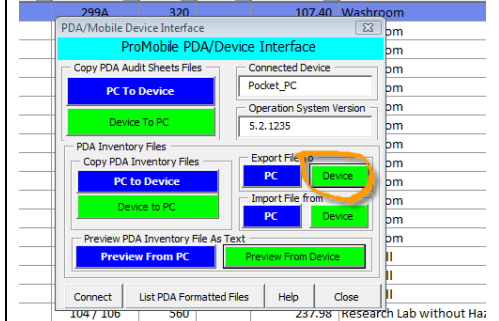


5. Enter or select the desired file name in to **Export Inventory File to PC** textbox.
6. Click the **Export to PC** button and click **OK**.
7. The file will be saved to the **C:\CleanOpsStaff-3ed-ProMobile Data** folder on the PC/Laptop and will be appended with the extension **"-HECS-PDAi"**.
8. Once you connect a PDA, you can use the **Copy Inventory Files - PC to Device** button to copy the file to the PDA.
9. Once the file is copied to the PDA, you can edit the space inventory data on the PDA while collecting space inventory data in the field and then import it back into **CleanOpsStaff-3ed-Pro** on your PC/Laptop.

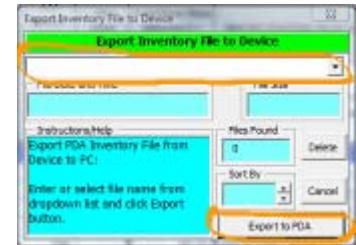


## Using PDA Interface to Export PDA Inventory File to PDA

1. If you have a PDA connected to your PC/Laptop, you can export PDA formatted inventory files directly to your PDA. You can then copy PDA formatted inventory file from your PDA to your PC/Laptop later.
2. While in the **Macro Staffing and Inventory** worksheet, select the records you want to export to the PDA.
3. On the **MiniToolbox**, click the **PDA** button.
4. On the **PDA/Mobile Device Interface** click the **Export File To Device** button

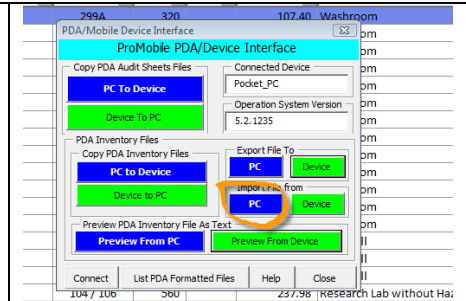


5. Enter or select the desired file name in to **Export Inventory File to Device** textbox.
6. Click the **Export to PDA** button and then Click **OK**
7. The file will be saved to the **\\CleanOpsStaff-3ed-ProMobile Data** folder of your PDA and will be appended with the extension **“-HECS-PDAi”**.
8. Once the file has been exported to the PDA, you can edit the space data on the PDA while collecting space inventory data in the field and then import the file back to **CleanOpsStaff-3ed** on the PC/Laptop.

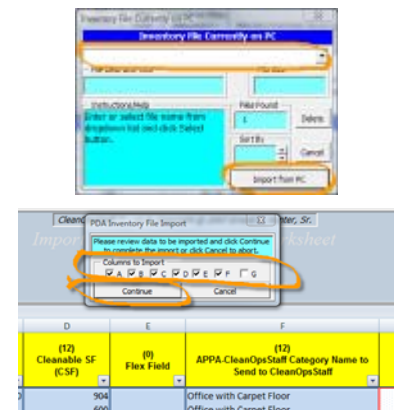


## Using PDA Interface to Import PDA Formatted Inventory File from PC

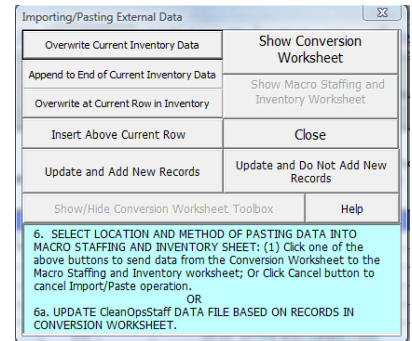
1. You do not have to have a PDA connected in order to import a PDA formatted inventory files. You can import PDA formatted inventory files from your PC/Laptop if they are already in the **C:\CleanOpsStaff-3ed-ProMobile Data** folder of your PC/Laptop.
2. While in the Macro Staffing and Inventory worksheet, on the **MiniToolbox**, click the **PDA** button.
3. On the **PDA/Mobile Device Interface**, click the **Import Inventory File from PC** button.



4. Select the desired file name in **Inventory File Currently on PC Dialog box** textbox.
5. Click the **Import from PC** button and click **OK**.
6. You will be taken to the temporary **Import Wizard –Conversion Worksheet** so you can review the content of the PDA formatted file before actually sending it to the Macro Staffing and Inventory worksheet.
7. The PDA Inventory File Import Column Selector toolbox will pop up at the top of the **Import Wizard –Conversion Worksheet**.
8. Check or uncheck the column checkboxes to select to columns you want to send to Macro Staffing and Inventory worksheet
9. Click the **Continue** button to continue the import process

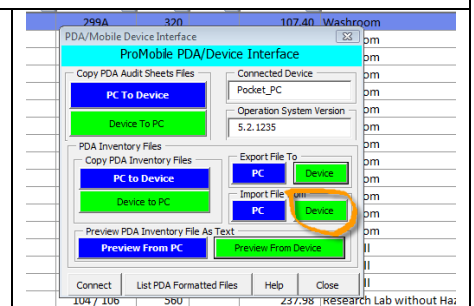


10. You will then be taken to the Macro Staffing and Inventory worksheet and the **Importing/Export External Data** toolbox will pop up at the top of the screen.
11. Click one of the six pasting buttons. You have six options for how to accept the inventory data into the **Macro Staffing and Inventory** worksheet:
  - a. **Overwrite Current Inventory Data** – this option will clear out all the current inventory data and replace it with the data from the imported PDA formatted file beginning with row 1.
  - b. **Append to End of Current Inventory Data** – this option will add the records from the PDA formatted file to the end of the current data in the **Macro Staffing and Inventory** worksheet
  - c. **Overwrite at Current Row Inventory** – this option will replace the records in the **Macro Staffing and Inventory** worksheet starting with the current selected row.
  - d. **Insert Above Current Row** – this option will insert the records from the PDA formatted file beginning with the row above the selected row.
  - e. **Update and Add New Records** – this option will compare the records in the **Macro Staffing and Inventory** worksheet with those in the PDA formatted file and change the **CSF** and **Space Category Name** in the **Macro Staffing and Inventory** worksheet to match those for matching records of the PDA formatted file. Additionally, any new records in the PDA formatted file will be appended to the end of the **Macro Staffing and Inventory** worksheet
  - f. **Update and Do Not Add New Records** – this option will compare the records in the **Macro Staffing and Inventory** worksheet with those in the PDA formatted file and change the **CSF** and **Space Category Name** in the **Macro Staffing and Inventory** worksheet to match those for matching records of the PDA formatted file. Any new records in the PDA formatted file will be ignored and **NOT** appended to the **Macro Staffing and Inventory** worksheet

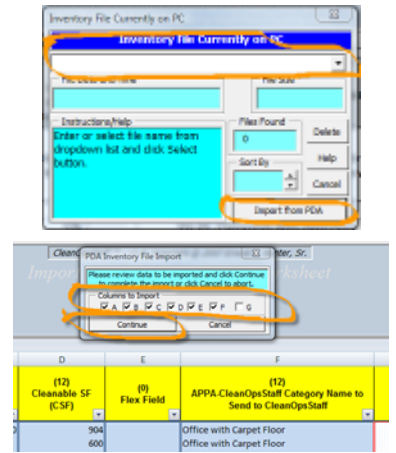


## Using PDA Interface to Import PDA Formatted Inventory File from PDA

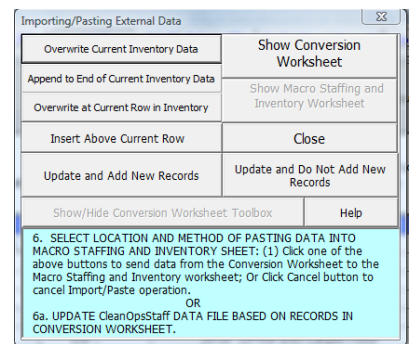
1. If you have a PDA connected to your PC/Laptop, you can import a PDA formatted inventory files directly from your PDA to your PC/Laptop.
2. While in the **Macro Staffing and Inventory** worksheet, on the **MiniToolbox**, click the **PDA** button.
3. On the **PDA/Mobile Device Interface**, click the **Import Inventory File from Device** button.



4. Select the desired file name in **Inventory File Currently on PC Dialog box** textbox.
5. Click the **Import from PDA** button and click **OK**.
6. You will be taken to the temporary **Import Wizard –Conversion Worksheet** so you can review the content of the PDA formatted file before actually sending it to the **Macro Staffing and Inventory** worksheet.
7. The **PDA Inventory File Import Column Selector** toolbox will pop up at the top of the **Import Wizard –Conversion Worksheet**.
8. Check or uncheck the column checkboxes to select the columns you want to send to **Macro Staffing and Inventory** worksheet
9. Click the **Continue** button to continue the import process

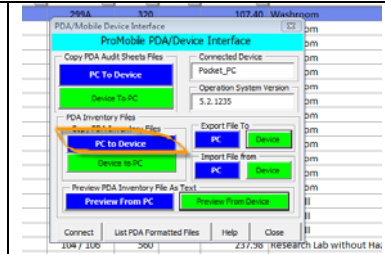


10. You will then be taken to the **Macro Staffing and Inventory** worksheet and the **Importing/Export External Data** toolbox will pop up at the top of the screen.
11. Click one of the six pasting buttons. You have six options for how to accept the inventory data into the **Macro Staffing and Inventory** worksheet:
  - a. **Overwrite Current Inventory Data** – this option will clear out all the current inventory data and replace it with the data from the imported PDA formatted file beginning with row 1.
  - b. **Append to End of Current Inventory Data** – this option will add the records from the PDA formatted file to the end of the current data in the **Macro Staffing and Inventory** worksheet
  - c. **Overwrite at Current Row Inventory** – this option will replace the records in the **Macro Staffing and Inventory** worksheet starting with the current selected row.
  - d. **Insert Above Current Row** – this option will insert the records from the PDA formatted file beginning with the row above the selected row.
  - e. **Update and Add New Records** – this option will compare the records in the **Macro Staffing and Inventory** worksheet with those in the PDA formatted file and change the **CSF** and **Space Category Name** in the **Macro Staffing and Inventory** worksheet to match those for matching records of the PDA formatted file. Additionally, any new records in the PDA formatted file will be appended to the end of the **Macro Staffing and Inventory** worksheet
  - f. **Update and Do Not Add New Records** – this option will compare the records in the **Macro Staffing and Inventory** worksheet with those in the PDA formatted file and change the **CSF** and **Space Category Name** in the **Macro Staffing and Inventory** worksheet to match those for matching records of the PDA formatted file. Any new records in the PDA formatted file will be ignored and **NOT** appended to the **Macro Staffing and Inventory** worksheet

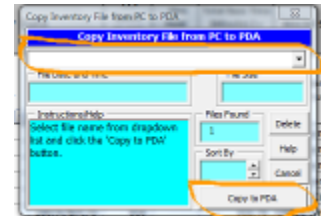


## Using PDA Interface to Copy PDA Formatted Inventory File from PC to PDA

1. Any PDA formatted file in the **"C:\CleanOpsStaff-3ed-ProMobile Data"** folder on the PC/Laptop can be copied to a connected PDA.
2. While in the Macro Staffing and Inventory worksheet, on the MiniToolbox, click the PDA button.
3. On the PDA/Mobile Device Interface, click the **Copy Inventory File from PC to Device** button.

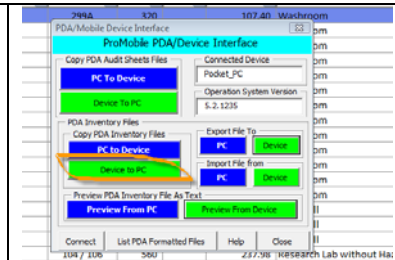


4. Select the desired file name in **Inventory File Currently on PC Dialog box** textbox.
5. Click the **Copy to PDA** button and click **OK**.
6. The file will be copied from the **"C:\CleanOpsStaff-3ed-ProMobile Data"** folder on the PC/Laptop can be copied to the **"\CleanOpsStaff-3ed-ProMobile Data"** folder on the connected PDA.

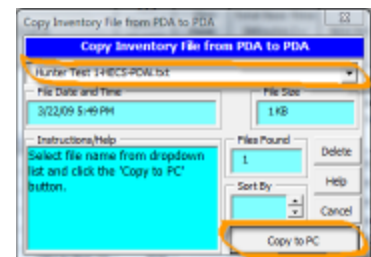


## Using PDA Interface to Copy PDA Formatted Inventory File from PDA to PC

1. Any PDA formatted file in the **"\CleanOpsStaff-3ed-ProMobile Data"** folder on a connected PDA can be copied to your PC/Laptop.
2. While in the **Macro Staffing and Inventory** worksheet, on the **MiniToolbox**, click the **PDA** button.
3. On the PDA/Mobile Device Interface, click the **Copy Inventory File from PC to Device** button.

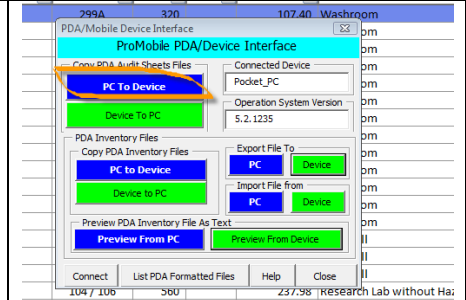


4. Select the desired file name in **Inventory File Currently on PC Dialog box** textbox.
5. Click the **Copy to PC** button and click **OK**.
6. The file will be copied from the **"C:\CleanOpsStaff-3ed-ProMobile Data"** folder on the PC/Laptop to the **"\CleanOpsStaff-3ed-ProMobile Data"** folder on the connected PDA.

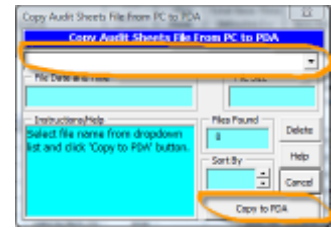


## Using PDA Interface to Copy a PDA Audit Sheets File from PC to PDA

1. Any PDA Audit Sheets File in the **"C:\CleanOpsStaff-3ed-ProMobile Data"** folder on the PC/Laptop can be copied to a connected PDA.
2. While in the **Macro Staffing and Inventory** worksheet on the **MiniToolbox**, or on the **Reports Toolbox**, click the PDA button. **You will use this feature more often from the Reports Toolbox when you are working with the CleanOpsStaff-3ed Audit Package.**
3. On the **PDA/Mobile Device Interface**, click the **Copy PDA Audit Sheets File from PC to Device** button.

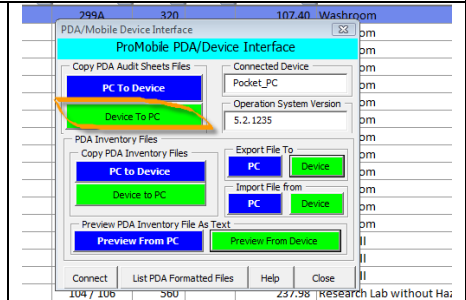


4. Select the desired file name in **Copy Audit Sheets Files from PC to PDA Dialog box** textbox.
5. Click the **Copy to PDA** button and click **OK**.
6. The file will be copied from the **"C:\CleanOpsStaff-3ed-ProMobile Data"** folder on the PC/Laptop can be copied to the **"\CleanOpsStaff-3ed-ProMobile Data"** folder on the connected PDA.

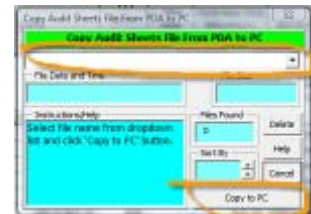


## Using PDA Interface to Copy a PDA Audit Sheets File from PDA to PC

1. Any PDA Audit Sheets file in the **"\CleanOpsStaff-3ed-ProMobile Data"** folder on a connected PDA can be copied to your PC/Laptop.
7. While in the **Macro Staffing and Inventory** worksheet on the **MiniToolbox**, or on the **Reports Toolbox**, click the PDA button. **You will use this feature more often from the Reports Toolbox when you are working with the CleanOpsStaff-3ed Audit Package.**
2. On the **PDA/Mobile Device Interface**, click the **Copy Audit Sheets File from Device to PC** button.



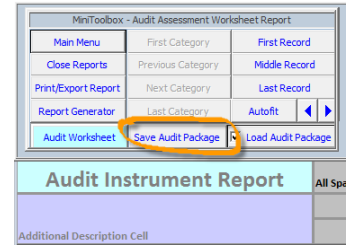
8. Select the desired file name in **Copy Audit Sheets Files from PDA to PC Dialog box** textbox.
3. Click the **Copy to PC** button and click **OK**.
4. The file will be copied from the **"\CleanOpsStaff-3ed-ProMobile Data"** folder of the connected PDA to the **"C\CleanOpsStaff-3ed-ProMobile Data"** folder on the PC/Laptop.



## Working with PDA Audit Sheets Files on the PC/Laptop

### Using CleanOpsStaff-3ed-ProMobilePlus-PC to Save PDA Audit Sheets Files to PC

1. Once you have created or loaded an Audit package into **CleanOpsStaff-3ed** on your PC/Laptop, you can save the Audit Sheets in PDA format (PDA Audit Sheets File) to your PC and later copy them to your PDA.
2. While in the **Audit Instrument Report** worksheet, on the **MiniToolbox**, click the **Save Audit Package** button. **NOTE: The audit package must have been previously saved or loaded and a file name must be visible in the Audit Package File Name cell of the Audit Instrument Report worksheet located near the top center of the worksheet. There is a different between saving the audit package and saving the audit sheets.**

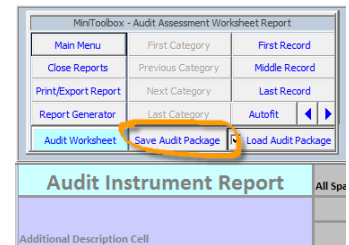


3. On the **Save Audit Package** dropdown, click the **Save PDA Audit Sheets to PC** button.
4. If file already exists, click **Yes** to confirm the save process.
5. Click **OK**.
6. You can now connect a PDA to your PC/Laptop and copy the PDA Audit File to a connected PDA. Once the PDA Audit File is on your PDA, you can use the PDA to conduct your audit/inspection instead of printing out the inspection sheets. **NOTE: The Audit Sheets File will be saved under the same name as the Audit Package File name but with an extension of "-HECS-PDAa" and will be saved to the "C\CleanOpsStaff-3ed-ProMobile Data" folder on the PC/Laptop. There is a different between saving the audit package and saving the audit sheets.**



### Using CleanOpsStaff-3ed-ProMobilePlus-PC to Save PDA Audit Sheets Files to PC

1. Once you have created or loaded an Audit package into **CleanOpsStaff-3ed** on your PC/Laptop, you can save the Audit Sheets in PDA format (PDA Audit Sheets File) directed to a connected PDA.
2. While in the **Audit Instrument Report** worksheet, on the **MiniToolbox**, click the **Save Audit Package** button. **NOTE: The audit package must have been previously saved or loaded and a file name must be visible in the Audit Assessment File Name cell of the Audit Instrument Report worksheet located near the top center of the worksheet. There is a different between saving the audit package and saving the audit sheets.**



3. On the **Save Audit Package** dropdown, click the **Save PDA Audit Sheets to Device** button.
4. If file already exists, click **Yes** to confirm the save process.
5. Click **OK**.
6. You can now use the PDA to conduct your audit/inspection instead of printing out the inspection sheets. **NOTE: The Audit Sheets File will be saved under the same name as the Audit Package File name but with an extension of "-HECS-PDAa" and will be saved to the "\CleanOpsStaff-3ed-ProMobile Data" folder on the PDA.**



## Using CleanOpsStaff-3ed-ProMobilePlus-PC to Load PDA Audit Sheets Files from PC

1. Once you have created or loaded an Audit package into **CleanOpsStaff-3ed** on your PC/Laptop, you can load PDA Audit Sheets Files stored in the PC/Laptop "**C:\CleanOpsStaff-3ed-ProMobile Data**" folder in order to capture the results of your audit/inspection that you conducted using your PDA.
2. While in the **Audit Instrument Report** worksheet, on the **MiniToolBox**, click the **Load Audit Package** button. **NOTE: The audit package must have been previously saved or loaded and a file name must be visible in the Audit Package File Name cell of the Audit Instrument Report worksheet located near the top center of the worksheet.**



3. On the **Load Audit Package dropdown**, click the **Load PDA Audit Sheets from PC** button.
4. Click **OK**.
5. The cleaning level scores will be loaded from the **PDA Audit Sheets file** and into the audit package currently in the **Audit Instrument Report** worksheet.



## Using CleanOpsStaff-3ed-ProMobilePlus-PC to Load PDA Audit Sheets Files from PDA

1. Once you have created or loaded an Audit package into **CleanOpsStaff-3ed** on your PC/Laptop, you can load **PDA Audit Sheets Files** stored in the PDA "**\CleanOpsStaff-3ed-ProMobile Data**" folder in order to capture the results of your audit/inspection that you conducted using your PDA.
2. **With a PDA connected to your PC/Laptop** and while in the **Audit Instrument Report** worksheet, on the **MiniToolbox**, click the **Load Audit Package** button. **NOTE: The audit package must have been previously saved or loaded and a file name must be visible in the Audit Assessment File Name cell of the Audit Instrument Report worksheet located near the top center of the worksheet.**



3. On the **Load Audit Package dropdown**, click the **Load PDA Audit Sheets from Device** button.
4. Click **OK**.
5. The cleaning level scores will be loaded from the **PDA Audit Sheets** file from the PDA "**\CleanOpsStaff-3ed-ProMobile Data**" folder and into the current **Audit Instrument Report** worksheet.



## Starting CleanOpsStaff-3ed-ProMobilePlus-PDA on the PDA

1. Since there are literally hundreds of PDAs and Mobile Devices on the market, the instructions in this help file might not exactly fit your PDA. However, the generic PDA used in the instructions should be close enough for you to use. Send email to Hunter Consulting and Training with the Manufacturer and Model of your PDA to ensure we address any issue you might have.
2. After installing **CleanOpsStaff-3ed-ProMobilePlus-PDA** on the PDA, (you must activate for full feature), tap the **Start** button.



3. Find the **CleanOpsStaff-3ed-ProMobile** program in the program list and tap it.
4. The Main Menu of **CleanOpsStaff-3ed-ProMobile** will appear with two menu selections
  - a. **Exit** button – this button will close **PDA Inventory File** and **Audit Sheets File** if open and exists **CleanOpsStaff-3ed-ProMobile-PDA**
  - b. **Main Menu** Button – let you select whether you want to work with a **PDA Inventory file** or **PDA Audit Sheets file**.



5. Click the **Main Menu** button. The Main Menu button will pop up two menu options
  - a. **Audit button** – this button will launch the CleanOpsStaff-3ed-ProMobile-PDA **Audit Module**
  - b. **Inventory button** – this button will launch the **CleanOpsStaff-3ed-ProMobile-PDA Inventory Module**



## Working with PDA Inventory Files on the PDA

### Editing PDA Formatted the Inventory File on PDA

1. You can get PDA formatted inventory files onto your PDA from any of these sources (1) downloaded from your PC/Laptop inventory worksheet; (2) created a blank inventory file directly on your PDA; or (3) created a test inventory file directly on your PDA; (4) copy from your PC to your PDA; (5) email attachment to your PDA.
2. Once you have PDA formatted inventory files on your PDA, you can edit them in much the same way you would on your PC using **Turn Edit Mode on**, **Insert Space** and the **Delete Space** menu entries.



## Loading and Using a PDA Inventory File on the PDA

1. Launch the **PDA Inventory Module** using the **Main Menu** button and then the **Inventory** button
2. Tap **Inventory** button
3. Tap **File** button
4. Tap **Open Inventory File** button
5. Select the desired PDA Inventory File from dropdown list and tap the **Open** button
6. Tap **Yes** and **OK** each time you are prompted to do so.



7. The Inventory file will open displaying the basic **CleanOpsStaff-3ed** data fields. You can now take your PDA with you as you go to the field to verify the Cleanable Square Feet (**CSF**) and the Space Type for each space you exported to your PDA.
8. Tap the **Bldg** field to select the building
9. Tap the **Fir** field to select the floor
10. Tap the **Rm** field to select the Room or Space
11. To change the **CSF**, tap inside the **CSF** field and enter the new **CSF**
12. To change the **Note**, tap inside the **Note** field and enter the new **Note**
13. To change the **room/space Type**, tap inside the **Types** field and select the room type from the drop down list. To paste the new Space Type into the Type field, tap the **Inventory** button, tap **Paste New Type** and then tap **OK**.
14. To save the edits you just made, tap the **Action** button and then tap the **Save Record** button
15. To make major edits to the inventory file see **Making Major Edits to PDA Inventory Files** above.






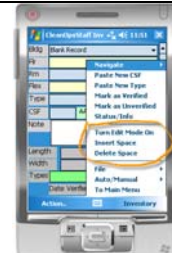
16. Click inside the Current Record field and use your PDA **Right Arrow key**, **Left Arrow Key**, **Up Arrow key**, and **Left Arrow Key** to move to **Next Record** and **Previous Record**.
17. You can also tap the **Action** menu and then **Next Space** or **Previous Space** to move to the next and previous space on the current floor.







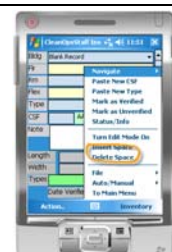

## Creating a New Blank PDA Inventory File on the PDA While in the Field

1. Launch the **PDA Inventory Module** using the **Main Menu** button and then the **Inventory** button
2. Tap **Inventory** button
3. Tap **File** button
4. Tap **Create New Blank Inventory File** button
5. Tap **Yes** and **Ok** if prompted to do so



<ol style="list-style-type: none"> <li>Enter a filename and tap <b>OK</b></li> <li>Enter number of desired spaces/records (<b>do not exceed 200</b>) and tap <b>OK</b></li> <li>Tap <b>Yes</b> and <b>OK</b> each time you are prompted to do so.</li> </ol>		
<ol style="list-style-type: none"> <li>You now have a inventory file in the PDA memory and saved to PDA storage folder (<b>\CleanOpsStaff-3ed-ProMobile Data\</b>) that you can now edit using the below menus (See <b>Making Major Edits to PDA Inventory Files</b> below): <ol style="list-style-type: none"> <li>Turn Edit Mode On</li> <li>Insert Space</li> <li>Delete Space</li> </ol> </li> </ol>		

<h3 style="text-align: center;">Creating a Test PDA Inventory File on the PDA While in the Field</h3>		
<ol style="list-style-type: none"> <li>You can create a populated <b>Test Inventory</b> file to use for training or for actual operations. You can edit the test file to document a walk-through inspection or for inventory verification or other purposes</li> <li>Tap <b>Create Test Inventory File</b> button</li> <li>Accept the <b>Test Inventory</b> as the default file name or enter desired file name and tap <b>OK</b></li> <li>Tap <b>Yes</b> and <b>Ok</b> if prompted to do so</li> <li>A test inventory file will be in memory and saved to PDA storage with of a five story hypothetical building of up to 200 spaces (Demo mode will only process 10 records)</li> </ol>		

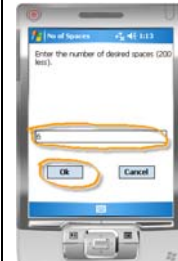
<h3 style="text-align: center;">Making Major Edits PDA Inventory Files on the PDA</h3>		
<ol style="list-style-type: none"> <li>After loading or creating a <b>PDA Inventory File</b> tap <b>Inventory</b>, tap <b>Turn Edit Mode On</b></li> <li>The data field label on the left of the screen will change color (<b>Light Salmon</b>)</li> <li>You can now type directly into the data fields or select values from the available dropdown list</li> <li>You will move through the spaces/records in the normal manner as described previously in this help file</li> </ol>		
<ol style="list-style-type: none"> <li>Use <b>Insert Space</b> and <b>Delete Space</b> to insert and delete spaces/records as needed</li> <li>Use <b>Next Record</b>, <b>Previous Record</b> and/or <b>Save Record</b> to save your edits</li> <li>To cancel any edits before saving use tap <b>Action</b> then tap <b>Cancel</b></li> </ol>		

1. When you are finished with editing, tap **Turn Edit Mode Off** to return to the **Verification Mode**. The data field label on the left of the screen will change color (**Light Gray**)
2. You can switch between **Edit Mode** and **Verification Mode**, as needed using **Turn Edit Mode Off** and **Turn Edit Mode On**. **Verify Mode** is the mode you will be in most of the time when you are verifying the inventory since generally during verification you will mostly be editing the **CSF**; **Room Type**; **Note** and **Verified** boxes.
3. You can switch between Edit Mode and **Verification Mode** any time you wish.



## Example of Creating and Using PDA Inventory File on the PDA While in the Field

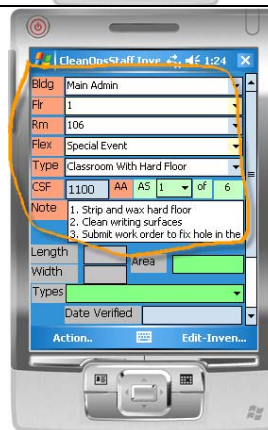
1. Assume you are a Custodial Supervisor and you happen to be in the Main Admin Building when a trusted customer informed you that room 101, 106, 107, 220, 221, and 240 were used by a special event for the last two days and will be needed again tomorrow. She asked you to go look at the rooms to determine what work need to be done to make them ready for the special event.
2. Tap **Inventory**, tap **File**, tap **Create New Blank Inventory File** button
3. Enter **Main Admin Special Event** as file name and click **OK**
4. Enter **6** as desired number of records/spaces
5. Tap **Yes** and **Ok** if prompted to do so



6. A blank inventory file will be in memory and saved to PDA storage 6 spaces/records
7. Tap **Inventory**, tap **Turn Edit Mode On**



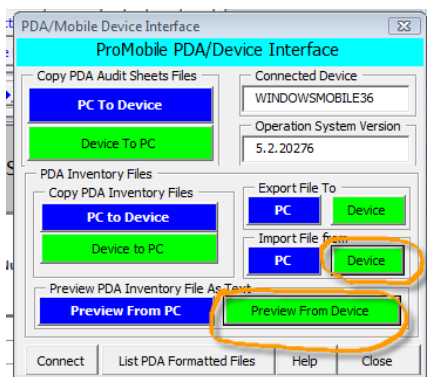
8. Enter data as below:
  - a. Bldg: **Main Admin**
  - b. Flr: **1**
  - c. Rm: **106**
  - d. Flex: **Special Event**
  - e. Type: select **Classroom with Hard Floor** from dropdown list
  - f. CSF: **1100** (optional)
  - g. Note:
    1. Strip and wax hard floor
    2. Clean writing surfaces
    3. Submit work order to fix hole in the



<p>door</p> <p>4. Perform all routine cleaning activities</p> <p>5. Clean all windows</p> <p>9. Tap <b>Action</b>, tab <b>Save Record</b></p> <p>10. Tap <b>Next Record</b></p>		
<p>11. Enter data as below:</p> <ol style="list-style-type: none"> <li>Bldg: <b>Main Admin</b></li> <li>Flr: <b>1</b></li> <li>Rm: <b>101</b></li> <li>Flex: <b>Special Event Main Program</b></li> <li>Type: select <b>Auditorium Seating &amp; Foyer Floor</b> from dropdown list</li> <li>CSF: <b>5000</b> (optional)</li> <li>Note: <ol style="list-style-type: none"> <li>Perform all routine item</li> <li>Perform Normal Quarterly Project Activities</li> <li>Submit work order to fix front row seats</li> </ol> </li> </ol> <p>12. Tap <b>Action</b>, tab <b>Save Record</b></p> <p>13. Tap <b>Next Record</b></p>		<p>14. Enter data as below:</p> <ol style="list-style-type: none"> <li>Bldg: <b>Main Admin</b></li> <li>Flr: <b>2</b></li> <li>Rm: <b>220</b></li> <li>Flex: <b>Special Event Food Service</b></li> <li>Type: select <b>Classroom With Carpet Floor</b> from dropdown list</li> <li>CSF: <b>800</b> (optional)</li> <li>Note: <ol style="list-style-type: none"> <li>Perform Routine and Quarterly activities</li> <li>Submit work order to fix broken light switch</li> </ol> </li> </ol> <p>15. Tap <b>Action</b>, tab <b>Save Record</b></p> <p>16. Tap <b>Next Record</b></p>
<p>17. Enter data as below:</p> <ol style="list-style-type: none"> <li>Bldg: <b>Main Admin</b></li> <li>Flr: <b>1</b></li> <li>Rm: <b>107</b></li> <li>Flex: <b>Special Event Food Services</b></li> <li>Type: select <b>Cafeteria with Carpet</b> from dropdown list</li> <li>CSF: <b>3000</b> (optional)</li> <li>Note: <ol style="list-style-type: none"> <li>Perform Routine and Quarterly activities</li> <li>Submit work order to fix broken light switch</li> </ol> </li> </ol> <p>18. Tap <b>Action</b>, tab <b>Save Record</b></p> <p>19. Tap <b>Next Record</b></p>		<p>20. Enter data as below:</p> <ol style="list-style-type: none"> <li>Bldg: <b>Main Admin</b></li> <li>Flr: <b>2</b></li> <li>Rm: <b>221</b></li> <li>Flex: <b>Special Event Training</b></li> <li>Type: select <b>Classroom with Carpet Floor</b> from dropdown list</li> <li>CSF: <b>900</b> (optional)</li> <li>Note: <ol style="list-style-type: none"> <li>Perform all routine cleaning</li> <li>Replace 4 carpet tiles at on west wall below the screen</li> </ol> </li> </ol> <p>21. Tap <b>Action</b>, tab <b>Save Record</b></p> <p>22. Tap <b>Next Record</b></p>
<p>23. Enter data as below:</p> <ol style="list-style-type: none"> <li>Bldg: <b>Main Admin</b></li> <li>Flr: <b>2</b></li> <li>Rm: <b>240</b></li> <li>Flex: <b>Special Event Training</b></li> <li>Type: select <b>Classroom with Hard Floor</b> from dropdown list</li> <li>CSF: <b>1400</b> (optional)</li> <li>Note: <ol style="list-style-type: none"> <li>Perform same tasks as in room 221</li> </ol> </li> </ol> <p>24. Tap <b>Action</b>, tab <b>Save Record</b></p> <p>25. Tap <b>Next Record</b></p>		<p>26. Tap <b>Edit-Inventory</b></p> <p>27. Tap <b>Turn Edit Mode Off</b></p> <p>28. Tap <b>Inventory</b></p> <p>29. Tap <b>File</b></p> <p>30. Tap <b>Close Inventory File</b>, Tap <b>Yes</b></p> <p>31. Tap <b>Inventory</b></p> <p>32. Tap <b>To Main Menu</b></p> <p>33. Tap <b>Exit</b></p> <p>34. Tap <b>Yes</b></p>

35. You can now connect your PDA to your PC/Laptop and run CleanOpsStaff-3ed and use the PDA Interface to make use of the Inventory data in the following way:

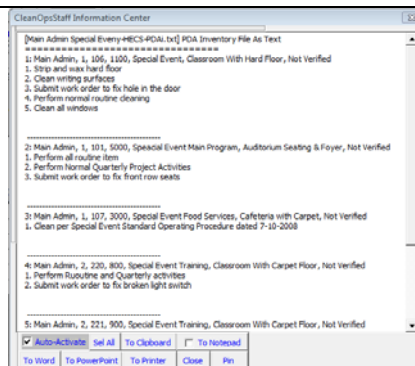
- a. Import into your Inventory worksheet at any location you wish
- b. Update your inventory worksheet with or without adding new records
- c. Preview the inventory in text format to send to printer or to other applications such as word, email, etc.



36. Use the **Import File from Device** feature to import the information into the **Macro Inventory Worksheet** where you can perform Workloading and scheduling. See instructions for the PDA Interface by clicking the Help button on the PDA Interface.

Row	Building Name/Number	Floor Name/Number	Space Name/Number	Cleanable sq (CSF)	Flex Field	Base Time (Minutes)	Standard Space Category Or Local Custom Space Category	MACRO STAFFING (Both in Minutes)	All Cle Le
1	Main Admin	1	106	1,100	Special E	670.37	Classroom With Hard Floor		
2	Main Admin	1	105	5,000	Special	2,099.56	Auditorium Seating & Foyer		
3	Main Admin	1	107	3,000	Special E	611.27	Cafeteria with Carpet		
4	Main Admin	2	220	800	Special E	354.50	Classroom with Carpet Floor		
5	Main Admin	2	221	900	Special E	401.06	Classroom With Carpet Floor		
6	Main Admin	2	240	1,400	Special E	851.20	Classroom With Hard Floor		

37. Use the **Preview from Device** feature to import the information into the CleanOpsStaff-3ed Information Center where you can paste into other applications such as email, word processing documents, PowerPoint and other application. See instructions for the PDA Interface by clicking the Help button on the PDA Interface.



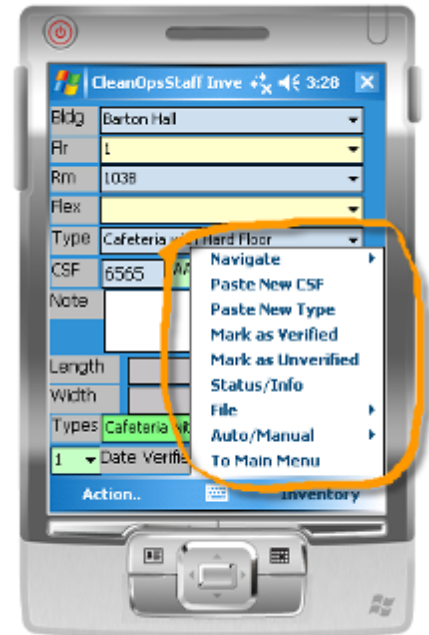
## Difference between Next Space and Next Record

1. **Next Space** will take you to the next space on the selected floor in the selected building. **Next Record** will take you to the next record in the file in sequence.
2. **Next Space** will automatically save your entries when the **Automatic Accept (AA)** and **Automatic Save (AS)** are set.
3. The same difference exists between **Previous Space** and **Previous Record**.
4. NOTE: Navigating using the Current Record dropdown list is the same a Next Record and Previous Record – your edits are not saved when you leave the record using this method.
5. You can always use the **Save Record** to ensure your edits are saved before leaving the record.



## Using Inventory Module Primary Menus on PDA

1. Navigate menu –launches a set of sub menus to move around in the Inventory file and to get status.
2. Paste New CSF menu – pastes the entry from the **Area** field to the **CSF** field to allow you calculate the **CSF** from the **Length** and **Width** of the room or space. To calculate CSF, enter the length in the **Length** field, and enter the width in the **Width** field. The CSF will be calculated in the **Area** field. The **Paste New CSF** button will paste the results from the **Area** field into the **CSF** field.
3. Paste New Type menu – pastes the entry from the **Types** dropdown list to the **Type** field to allow you to edit the space type for the current record. Select the desired space type name from the **Types** field dropdown list. Tap **Inventory**. Then tap **Paste New type**.
4. Mark as Verified menu – add a date and time stamp to the **Date Verified** field to indicate that you have verified the **CSF** and **Space Type** for the current record and that you no longer need to visit the space to verify any information about it.
5. Mark as Unverified menu – remove the date and time stamp from the **Date Verified** field to indicate that you have not verified the **CSF** and **Space Type** for the current record and that you need to visit the space.
6. Status/info menu – launches a status information box to show you the status of your inventory verification progress (see below for additional information about the **Status/Info menu**).
7. File menu – launches the file open dialog box to allow you to open an open a PDA Inventory file on your PDA.
  1. Auto/Manual menu – launches a sub menu to set the **Edit Accept and Save mode** (will be explain later in this help file)
  2. To Main Menu menu – activates Main Menu so you can launch the **Audit Module** or **Exit**.



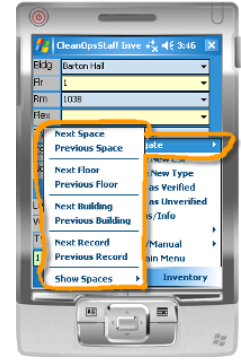
## Using Inventory Module Status/Info Box On PDA

6. Status/Info box – This box provide information to help you keep track of which spaces you have already visited and verified and which ones you have not. It also tells you how many CSF is in the entire file as well as the CSF for the verified spaces and the unverified spaces.
7. To launch this box tap **Inventory**. Tap Status/Info. Tap OK when finished reviewing the information.



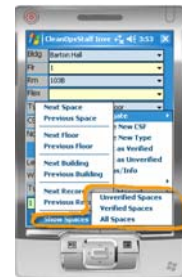
## Using Inventory Module Navigate Sub Menus on PDA

1. **Next Space** – save current record and display next space on the current floor.
2. **Previous Space** – save current record display previous space on the current floor.
3. **Next Floor** – display next floor in the current building.
4. **Previous Floor** – display previous floor in the current building.
5. **Next Building** – display next building in the current file.
6. **Previous Building** – display previous building in the current file.
7. **Next Record** – display next record in file in sequential order.
8. **Previous Record** – display previous record in file in sequential order.
9. **Show Space** – launch a submenu to allow you to show verified records, unverified record, or all records.



## Using Inventory Module “Navigator/Show Spaces” Sub Menus On PDA

1. The Show Spaces submenus allow you to set CleanOpsStaff-3ed-ProMobile to show only a subset of the records. For example if you only want to see the spaces you have not visited and verified yet then you would select **Unverified Spaces**. As you navigate through the records, only the **Unverified Spaces** will be displayed.
2. Unverified Spaces menu –display only the verified spaces.
3. Verified Spaces menu – display only the unverified spaces.
4. All Spaces menu – display all spaces.



## Using Inventory Module “File” Sub Menus on PDA

1. **Open or Delete Inventory File** – launch file open dialog box to allow you to open or delete a PDA Inventory file on your PDA.
2. **Save Inventory File** – launch file save dialog box to allow you to save a PDA Inventory file to your PDA.
3. **Close Inventory File** – close the currently open PDA Inventory file.
4. **Create New Blank Inventory File** – create an inventory file with placeholder data for you to edit directly on you PDA while in the field.
5. **Create Test Inventory File** – create a test inventory file with placeholder data for you to use for training. You can also this file directly on you PDA while in the field.



## Using Inventory Module “Auto/Manual” Sub Menus on PDA

Auto/Manual allows you to set what happens to your edits when you move to the next record. The default is Automatic Accept (AA) and Automatic Save (AS). In most situations, it is best to leave the setting in this default mode.

Auto Accept – this toggle the Auto/Manual Accept between **Auto Accept (AA)** and **Manual Accept (MA)** mode. In **AA mode**, any edit you make to the record will be automatically retained in program memory when you move to another record. In **MA mode**, any edit you make to the record will be lost in program memory when you move to another record.

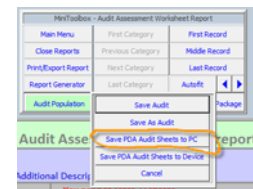
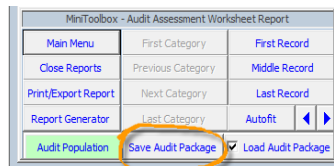
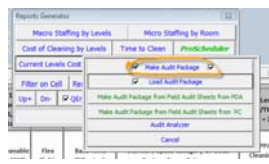
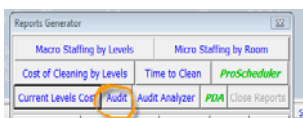
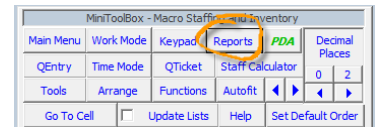
1. Auto Save – this toggle the Auto/Manual Save between **Auto Save (AS)** and **Manual Save (MS)** mode. In **AS mode**, any edit you make to the record will be automatically retained in program memory as well as **saved to the file** when you move to another record. In **MA mode**, any edit you make to the record will **not** be saved to the file unless you tap **Action** and **Save Record**.



## Working with PDA Audit Sheets Files on the PDA

### Getting PDA Formatted Audit Sheets Files on PDA

1. You will get PDA formatted audit sheets file onto you PDA by:
  - a. Making an audit package on your PC/Laptop from selected records from your inventory worksheet (Click the Help button on the **Report Generator** toolbox with in CleanOpsStaff-3ed inventory worksheet for help on making audit packages).
  - b. After saving the Audit Package to disk, you can then save the sheets to the PDA as an alternative to printing them out.
  - c. The **Audit Sheets files** will have an extension of '**-HECS-PDAa.txt**' and will be stored in the '**\CleanOpsStaff-3ed-Promobile Data**' folder on your PDA
  - d. **IMPORTANT NOTE:** Since file with **-HECS-PDAa.txt** are associated with an audit package on your PC/Laptop you will be able to score the sheets but you will not be able to edit, insert or delete record.



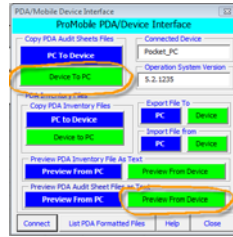
### Creating a Blank Field Audit or Daily Inspection File on PDA

1. With **ProMobilePlus**, you do not need to be on your PC or Laptop to create a Field Audit or daily inspection file. In CleanOpsStaff-3ed, the term "**Field Audit**" is used to refer to any inspection file you create on the fly directly on your PDA. Please note that the PDA never stores an entire audit package. Only the PC or Laptop stores the entire audit package. The PDA only stores the information for the Audit Instrument (audit sheets).
2. (1) Tap **Main Menu**; (2) tap **Audit**; (3) tap **Audit** again; (4) tap **File**; (5) tap **Create New Blank Field Audit File**
3. (6) Enter desired **File Name** or accept default; (7) Enter desired number of spaces or accept default; (8) tap OK
4. A file will be created containing placeholder data. You will edit the data as you conduct your field audit or daily inspection. You will add and delete spaces as needed.
5. Use the three menu selections shown to in the screenshot to Insert, Edit, and Delete spaces (a) **Insert Space in Field Audit**; (b) **Edit Space in Field Audit**; and (c) **Delete Space from Field Audit**.
6. **NOTE:** this file will have an extension of "**-f-HECS-PDAa.txt**" and will be stored on the PDA in the "**\CleanOpsStaff-3ed-ProMobile Data**" folder.

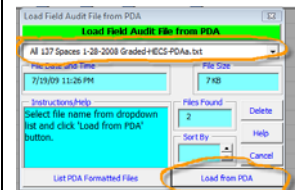
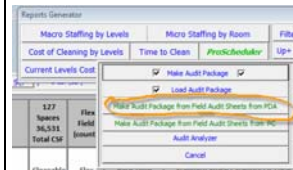


The “-f” denotes Field audit or daily inspection sheets to distinguish it from the files without the “-f” which are associate with an audit package created on your PC/Laptop and can be scored but not edited.

7. You will use the **PDA Interface** in your PC or Laptop to preview the field audit file in text format or to copy the file to your PC/Laptop.
8. The **Preview From Device** button will send a text version of the field audit to the CleanOpsStaff-3ed Information Center to allow you to send the result to other applications such as email, word document, etc.
9. This feature is intended for when you want a quick view of the inspection results and the notes without a formal weighted average cleaning level.
10. If you want to convert your field audit into a full formal audit package, you will follow the instructions below.



11. To make an audit package within **CleanOpsStaff-3ed** on your PC/Laptop from the field audit file on your PDA, you will follow the below steps while in the Macro Staffing and Inventory Worksheet: (1) Click **Reports**; (2) Click **Audit**; (3) Click **Make Audit Package from Field Audit Sheets from PDA**; (4) Select file from dropdown list; (5) Click **Load From PDA**.







12. An audit package will be created with the same name as your field audit file. You can save the audit package and the field audit file will be automatically paired with the audit package file for future. Once you make the audit package, you can delete the field audit file from the PDA if you wish since you can always recreate the field audit sheets file from the audit package.
13. **NOTE:** If you prefer to have more placeholder data in the field audit field, you can also use the Test Field Audit File in the same manner as the Blank field file.




## Loading and Using a PDA Audit Sheets Files on PDA

2. Launch the **PDA Audit Module** tapping the **Main Menu** and then the **Audit**
3. Tap **Audit** menu
4. Tap **File** menu
5. Tap **Open Sheets fm File** menu



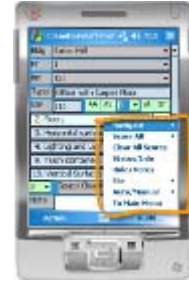
<ol style="list-style-type: none"> <li>Select the desired PDA Audit Sheets File from dropdown list and tap the <b>Open</b> menu</li> <li>Tap <b>Yes</b> and <b>OK</b> each time you are prompted to do so.</li> <li>The Audit file will open displaying the basic CleanOpsStaff-3ed Audit Sheet data fields. You can now take your PDA with you as you go to the field to conduct your audit/inspection.</li> <li>Tap the <b>Bldg</b> field to select the building</li> <li>Tap the <b>Flr</b> field to select the floor</li> <li>Tap the <b>Rm</b> field to select the Room or Space</li> </ol>		
<ol style="list-style-type: none"> <li>Tap inside the Current Record field and use your PDA <b>Right Arrow key</b>, <b>Left Arrow Key</b>, <b>Up Arrow key</b>, and <b>Left Arrow Key</b> to move to <b>Next Record</b> and <b>Previous Record</b>.</li> <li>You can also tap the <b>Action</b> menu and then <b>Next Space</b> or <b>Previous Space</b> to move to the next and previous space on the current floor.</li> </ol>		

## Using the PDA to Record Results of Your Audit ON PDA

<ol style="list-style-type: none"> <li>For each record based on the room type, the <b>APPA Appearance Items</b> are listed with a cleaning level grade field on the right of the screen.</li> <li>To apply a cleaning level to an appearance level, tap the cleaning level field and select a level from the dropdown list. <b>Select "N" from the dropdown list if the space does not have a certain APPA Appearance Items. For example if the classroom does not have "Chalkboard and Erasers" then select "N" from the dropdown like to indicate that the space does <u>not</u> contain the inspection item.</b></li> <li>To apply the same cleaning level to all appearance items tap <b>Audit</b>, then tap <b>Score All</b> and then tap the desired <b>Cleaning Level (1 through 5)</b>.</li> <li>The Cleaning Level for the space is computed when you complete scoring all the Appearance Items and <b>indicate all missing appearance items by selecting "N" from the dropdown list. NOTE: You can temporarily compute the cleaning level before you complete scoring all the spaces by tapping Action then tapping Compute Temp Avg Level.</b></li> <li>Tap <b>Action</b> and then Tap <b>Save Record</b> to save the scores. Or Tap <b>Action</b> then Tap <b>Next Record</b> or <b>Previous Record</b> to save the scores and move to the next or previous record.</li> </ol>			
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## Using Audit Module Sub Menus

1. **Navigate** —launches a set of sub menus to move around in the Inventory file and to get status.
2. **Clear All Scores** – clear all the cleaning level scores for all appearance items in the current record.
3. **Status/Info** – launches the Audit Sheets file status information box.
4. **Hide/Show Notes** – show and hide the note to improve visibility of the data.
5. **File**– launches submenus to let you open, delete, save and close the PDA Audit Sheets file.
6. **Auto/Manual** – launches submenus to allow you to set the record accept and save mode.
7. **To Main Menu** – go to Main Menu to allow you to switch to the Inventory Module or exit CleanOpsStaff-3ed-ProMobile-PDA.



## Using Audit Module Status/Info Box on PDA

1. Audit Module Status/Info box – This box provides information to help you keep track of which spaces you have already visited and inspected and which ones you have not. It also tells you how many CSF is in the entire file as well as the CSF for the inspected spaces and the uninspected spaces. It also gives you the **Weighted Average Cleaning Level** of the inspected spaces is also provided in this Status/Info box.

To launch this box tap Audit. Tap Status/Info. Tap OK when finished reviewing the information.



## Using Audit Module “Navigate” Sub Menus on PDA

1. **Next Space** – display next space on the current floor.
2. **Previous Space** – display previous space on the current floor.
3. **Next Floor** – display next floor in the current building.
4. **Previous Floor** – display previous floor in the current building.
5. **Next Building** – display next building in the current file.
6. **Previous Building**– display previous building in the current file.
7. **Next Record** – display next record in file in sequential order.
8. **Previous Record** – display previous record in file in sequential order.
9. **Show Spaces** – launch a submenu to allow you to show verified records, unverified record, or all records.



## Using Audit Module “Score All” Sub Menus on PDA

1. **Score All**– Use this selection to score all the appearance levels the same. For example, you can set all cleaning levels to ‘4’ and then change several of them to some other level to help speed up your data entry.



## Using Audit “File” Sub Menus on PDA

2. **Open or Delete Audit Sheets File** – launches a file open dialog box to allow you to open or delete a PDA audit sheets file.
3. **Open or Delete Field Audit File** – launches a file open dialog box to allow you to open or delete a PDA field audit sheets file.
4. **Create New Blank Field Audit File** – create a new field audit file directly on your PDA with placeholder data for you to edit as you conduct your inspection.
5. **Create New Blank Field Audit File** – create a new field audit file directly on your PDA with additional placeholder data for you use in training or to edit as you conduct your inspection.
6. **Close File** – close the currently open audit file
7. **Close File** – save the currently open audit file
8. **Clear All Scores This File** – clear out all SCORES from the audits sheets in the entire file. **Notes: This will remove all scores from the entire set of audit sheet and there is no way to undo this action.**
9. **Clear All Notes This File** – clear out all NOTES from the audits sheets in the entire file. **Notes: This will remove all scores from the entire set of audit sheet and there is no way to undo this action.**
10. **Clear All Scores/Notes This File** – clear out all SCORES and NOTES from the audits sheets in the entire file. **Notes: This will remove all scores from the entire set of audit sheet and there is no way to undo this action.**



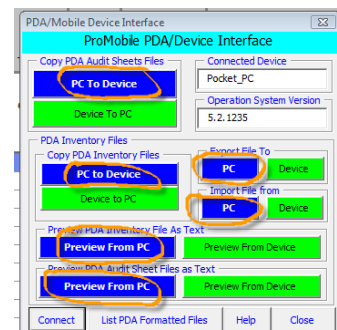
## Using Audit Module “Auto/Manual” Sub Menus on PDA

1. Auto/Manual– launches a sub menu to set the **Edit Accept and Save mode** (will be explain later in this help file)
2. To Main Menu– activates Main Menu so you can launch the **Audit Module** or **Exit**.



## Using your PC/Laptop to Work with PDA Formatted Files

1. You do not have to have your PDA cradled to manipulate PDA formatted files. Note that the **PDA Interface** in **CleanOpsStaff-3ed** has companion buttons to allow you to work with PDA formatted files without your PDA. You can them move or copy the files to your PDA later.
2. The drop down menu on the **Report Generator** and then Audit Assessment worksheet MiniToolBox also have companion buttons for making audit package from PDA formatted file stored on the PC/Laptop.



Reports Generator

Macro Staffing by Levels    Micro Staffing by Room    Filter on

Cost of Cleaning by Levels    Time to Clean    *ProScheduler*    Up+    Dr

Current Levels Cost

127 Spaces	Flex Field count
36,531 Total CSF	

Cleanable    Flex    base time    standard space category or total

Make Audit Package     Load Audit Package  
 Make Audit Package from Field Audit Sheets from PDA  
 Make Audit Package from Field Audit Sheets from PC  
 Audit Analyzer

MiniToolbox - Audit Assessment Worksheet Report

Main Menu	First Category	First Record
Close Reports	Previous Category	Middle Record
Print/Export Report	Next Category	Last Record
Report Generator	Last Category	Autofit
Audit Population	Save Audit Package	<input checked="" type="checkbox"/> Load Audit Package

Audit Assessment Worksheet

Additional Description Cell

All Spaces have been Scanned
Totals /Un-Weighted Average

Load Audit Package  
 Load PDA Audit Sheets from PC  
 Load PDA Audit Sheets from Device  
 Make Audit Package from Field Audit Sheets on PDA  
 Make Audit Package from Field Audit Sheets on PC  
 Go to Audit Worksheet