

CleanOpsStaff-3ed-ProMobile PDA Manager Help

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(Recommend you print out this file)

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Help on CleanOpsStaff-3ed-ProMobile

About CleanOpsStaff-3ed-ProMobile

CleanOpsStaff-3ed –ProMobile is a *CleanOpsStaff-3ed-Pro* Upgrade Add-In, which allows you to use Mobile Devices to conduct the APPA Chapter 7 cleaning audit/inspection and to collect space inventory data and then import the audit results and inventory data from your Mobile Device to your PC/Laptop. While all Mobile Devices are technically not PDAs, we will use the term PDA in this help file to refer to all Mobile Device such as Smartphone, Pocket PCs, and other handheld devices. At the time of Beta release, CleanOpsStaff-3ed-ProMobile will work with most PDAs running Microsoft Windows Mobile 5.0 and above operating system and

Windows Mobile 2003. Hunter Consulting and Training is considering developing a version for Blackberry and Palm in the future, but they are not available at this time.

Step to using *CleanOpsStaff-3ed-ProMobile* in Demo Mode

1. *CleanOpsStaff-3ed-ProMobile* is already installed in CleanOpsStaff-3ed-Demo and can be used for demonstration, evaluation, and training without activation.
2. Determine what you need in way of other software (see below “What you need to use *CleanOpsStaff-3ed-ProMobile*”)
3. Install *CleanOpsStaff-3ed-ProMobile* on PDA (see below “Installing *CleanOpsStaff-3ed-ProMobile* on a PDA”)
4. Use the PDA features within *CleanOpsStaff-3ed* for exporting and importing PDA Inventory files to the PDA (use [Help button within CleanOpsStaff-3ed](#)).
5. Use the PDA features within *CleanOpsStaff-3ed* for exporting importing PDA Audit Sheets files to the PDA (use [Help button within CleanOpsStaff-3ed](#)).

What you need to use *CleanOpsStaff-3ed-ProMobile*

1. A Windows Mobile Device such as a PDA, Smartphone, Pocket PC, or other Windows Mobile Device running under Windows Mobile 2003, or Windows Mobile 5.0 and above.

2. Windows ActiveSync (Windows XP), or Windows Mobile Device Center (Vista) running on your PC/Laptop and Microsoft Windows ActiveSync running on the PDA. These programs can be downloaded from the Microsoft website (The first time you plug a Windows Mobile device into a computer that is connected to the Internet and running Windows Vista, Windows Mobile Device Center should automatically download and install on the computer). ActiveSync and Windows Mobile Device Center can be downloaded from the below links.

ActiveSync Download Link (Windows XP)

<http://www.microsoft.com/downloads/en/details.aspx?FamilyID=9e641c34-6f7f-404d-a04b-dc09f8141141>

Windows Mobile Device Center Download Link (Vista and Windows 7)

<http://www.microsoft.com/windowsphone/en-us/howto/wp6/sync/installing-wmdc.aspx>

3. Your PDA must be connected to your PC/Laptop via USB cable or Bluetooth with an established ActiveSync connection. ActiveSync connections usually occur automatically when you plug in your PDA.

4. You must purchase the *CleanOpsStaff-3ed-ProMobile* upgrade from Hunter Consulting and Training to run *CleanOpsStaff-3ed-ProMobile* full features on the PC/Laptop and PDA. You can run *CleanOpsStaff-3ed-ProMobile* in Demo mode for evaluation and training purposes without purchasing an upgrade.

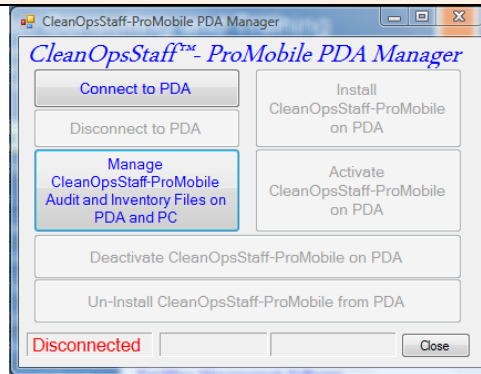
5. The *CleanOpsStaff-3ed-ProMobile* upgrade from Hunter Consulting and Training comes with One (1) **PDA Activation Key**. You are licensed to use a PDA Activation Key on only one PDA at a time.

6. If you wish to use *CleanOpsStaff-3ed-ProMobile* on more than one PDA, you must purchase additional **PDA Activation Keys** for each additional PDA. Each PDA Activation Key is matched with the *CleanOpsStaff-3ed* **Product Code** provided by you when you order the PDA Activation key.

7. You must be running CleanOpsStaff-3ed-Pro under the matching Product Code in order to activate CleanOpsStaff-3ed-ProMobile on a PDA.

8. Once activated the PDA will work with any CleanOpsStaff-3ed-Pro running on any PC/Laptop even if the CleanOpsStaff-3ed-Pro running on the PC/Laptop was activated under a different Product Code than the one that activated the PDA.

Help on PDA Manager



The PDA Manager is the starting tool for working with CleanOpsStaff-3ed-ProMobile while in the CleanOpsStaff-3ed Program Manager on your PC/Laptop.

- The '*Connect to PDA*' button is used to connect the PDA with the PDA Manager.
- The '*Disconnect PDA*' button is used to disconnect the PDA from the PDA Manager.

The below buttons perform the function their name implies and are described later in this help file.

- *Install CleanOpsStaff-3ed-ProMobile*
- *Activate CleanOpsStaff-3ed-ProMobile on PDA*
- *Deactivate CleanOpsStaff-3ed-ProMobile on PDA*
- *Un-Install CleanOpsStaff-3ed-ProMobile from PDA*

The '*Manage CleanOpsStaff-3ed-ProMobile Audit and Inventory Files on PDA and PC*' button is use to open the CleanOpsStaff-3ed-ProMobile Smart Device File Manager (see later in this help file).

Installing CleanOpsStaff-3ed-ProMobile on a PDA

1. Because of the many different varieties of Windows Mobile devices, the instructions may not apply exactly to your particular PDA, but they should be close enough to get you up and running. Send an email to Hunter Consulting and Training with the manufacturer and model of your PDA if you have any issue working with your PDA and CleanOpsStaff-3ed-ProMobile.
2. Connect a PDA to your PC/Laptop and ensure you have an **ActiveSync** connection between your PDA and PC/Laptop
3. Run CleanOpsStaff-3ed and stop at the Program manager. Click the '**PDA Manager**' button in the Action Button group in the left panel of the Program manager. The **CleanOpsStaff-3ed-Program PDA Manager Window** will appear.
4. Click the '**Connect to PDA**' button to connect the PDA to the PDA Manager if it is not already connected. The three '**Status Boxes**' at the bottom of the **CleanOpsStaff-3ed-Program PDA Manager Window** will let you know if the PDA is **Connected** or **Disconnected**; if CleanOpsStaff-3ed-ProMobile is **Installed** or **Not Installed** on the PDA; and if CleanOpsStaff-3ed-ProMobile is **Activated** or **Not Activated** on the PDA
5. If the Install status is **Not Installed**, click the '**Install CleanOpsStaff-3ed-ProMobile on PDA**' button and follow the instructions that pop up on the screen. If install status is **Installed**, you can re-install **CleanOpsStaff-3ed-ProMobile** on the PDA using the '**Re-Install CleanOpsStaff-3ed-ProMobile on PDA**' button. Make sure **CleanOpsStaff-3ed-ProMobile-PDA** is not running on the PDA. **To ensure CleanOpsStaff-3ed-ProMobile-PDA is not running on the PDA click the 'RUN CleanOpsStaff-3ed-ProMobile on PDA' button in the PDA Manager of the Program Manager, then on the PDA navigate to the Main Menu, and then tap Exit.**
6. CleanOpsStaff-3ed-ProMobile is now installed on your PDA and can be used in DEMO mode
7. **IMPORTANT NOTE:** If the above installation did not work or if you get a message on your PDA telling you that you are missing components or files such as missing a newer version of "**Microsoft .Net CF**", then follow the below instructions to run the two below CAB files located in the PDA "\Windows\Start Menu" folder:
 - a. In the PDA, tap **Start**.
 - b. Navigate to **File Explorer** and tap it.
 - c. Navigate to **Windows** and tap it.
 - d. Navigate to **Start Menu** and tap it.
 1. For PocketPC (Do in exact order as listed below)
 - Navigate to "**System_SR_ENU.CAB**" and tap it.
 - Navigate to "**NETCFv2.ppc.armv4.cab**" and tap it.
 2. For Other Windows Mobile Devices or if you get a message that this version is not intended for your PDA operating system in step 1 above (Do in exact order as listed below)
 - Navigate to "**System_SR_ENU_wm.cab**" and tap it.
 - Navigate to "**NETCFv2.wm.armv4i.cab**" and tap it.
 - e. Re-Install CleanOpsStaff-3ed-ProMobile on the PDA by clicking the "**Re-Install CleanOpsStaff-3ed-ProMobile on PDA**" button.

NOTE: On some PDAs these four CAB files may be located in "\Windows\Start Menu\Programs" folder.

This step 7 is likely to be required for device running versions of Windows Mobile 5.0 and below or running Windows Mobile 2003.

NOTE: Once you are sure ProMobile is installed and working properly on your PDA, you can remove these four CAB files from your PDA to free up memory.

8. See '[CleanOpsStaff-3ed-ProMobile PDA Activation](#) and [Deactivation](#)' instructions to activate or deactivate CleanOpsStaff-3ed-ProMobile on your PDA.

Step to using *CleanOpsStaff-3ed-ProMobile* Full Features

1. Activate CleanOpsStaff-3ed-ProMobile upgrade on your PC/Laptop (see [Activating CleanOpsStaff-3ed-ProMobile on PC/Laptop](#))
2. If not already installed, install *CleanOpsStaff-3ed-ProMobile* on PDA (see above "[Installing CleanOpsStaff-3ed-ProMobile on a PDA](#)")
3. Activate CleanOpsStaff-3ed-ProMobile on the PDA (see [Activating CleanOpsStaff-3ed-ProMobile on PC/Laptop](#))

Activating CleanOpsStaff-3ed-ProMobile on PC/Laptop

1. CleanOpsStaff-3ed-ProMobile comes with the CleanOpsStaff-3ed program when you download CleanOpsStaff-3ed from the Hunter Consulting and Training download server. It can be run in Demo mode immediately with certain limitation.

2. To activate CleanOpsStaff-3ed-ProMobile, go to the Hunter Consulting and Training web site purchase page and purchase the CleanOpsStaff-3ed-ProMobile upgrade. Your upgrade will be activated on the Hunter Consulting and Training upgrade server.

3. Upon receipt of the upgrade activation email from the upgrade server, run CleanOpsStaff-3ed and stop at the Program Manager.

4. Click the '**CleanOpsStaff-3ed-Pro Upgrade**' button in the left panel of the Program Manager.

5. The **CleanOpsStaff-3ed Upgrade and Add-In** Status window and the **Activate All CleanOpsStaff-3ed-Pro Upgrade** message box will appears (it might take a few moments for your system to retrieve your upgrade status from the upgrade server -- please be patient)

6. Click '**Yes**' in the **Activate All CleanOpsStaff-3ed-Pro Upgrade** message box.

7. Click '**Yes**', and '**OK**' when prompted to do so. **CleanOpsStaff-3ed-ProMobile** is now activated on your PC/Laptop.

8. IMPORTANT NOTE: Once CleanOpsStaff-3ed-ProMobile is activated on your PC/Laptop, it can work with any PDA running CleanOpsStaff-3ed-ProMobile even if the PDA was activated by a different Product Code from a different PC/Laptop.

Activating CleanOpsStaff-3ed-ProMobile on your PDA

1. Make sure your PDA is Windows Mobile based and has a connection to you PC via USB cable or Bluetooth, or cradle under Windows Mobile ActiveSync or Windows Mobile Device Center (probably came with your Windows Mobile Device. See [Microsoft Windows Mobile page](#) for more information on establishing a connection between your mobile device and PC/Laptop.)

2. Click the PDA Manager button in the Program Manager left panel Action Button Group.

3. The CleanOpsStaff-3ed-ProMobile PDA Manager toolbox will appear.

4. Click the Connect to PDA button to establish a connection between your PDA and CleanOpsStaff-3ed Program manager if it is not already connected. Observe the Connected/Disconnect information box to ensure it contains "Connected." If you cannot get a connection, it means that you must ensure Microsoft ActiveSync is running on the PC and the PDA and they are connected in ActiveSync.

5. If you have not already Installed CleanOpsStaff-3ed-ProMobile on your PDA use the '**Install CleanOpsStaff-3ed-ProMobile on PDA**' button to do so (See Instructions for installing CleanOpsStaff-3ed-ProMobile on your PDA).

6. If CleanOpsStaff-3ed-ProMobile PDA is already installed on your PDA, click the '**Activate CleanOpsStaff-3ed-ProMobile on PDA**' button.

7. The PDA Activation Form will retrieve information you submitted with when you requested your Activation Key and the necessary codes and keys about your CleanOpsStaff-3ed installation.

8. Fill in the PDA Activation Key input box and click the '**Activate CleanOpsStaff-3ed-ProMobile on PDA**' button at the bottom of the form. Make a note of the PDA Activation Key you are activating the PDA with and put the information in a place where you can retrieve it in case you want to deactivate the PDA later.

9. CleanOpsStaff-3ed-ProMobile will be activated on your PDA and registered in the Hunter Consulting and Training database under your Product Code and an email notification will be sent to Hunter Consulting and Training. You might receive an email from Hunter Consulting and Training acknowledging your activation depending on certain situations.

10. You can now run CleanOpsStaff-3ed-ProMobile on your PDA in full feature mode and can function with any other copy of CleanOpsStaff-3ed-Pro that has been upgraded with the PC version of CleanOpsStaff-3ed-ProMobile.

11. IMPORTANT NOTE: You are authorized to use the PDA Activation Key on only one PDA at a time. If you wish to activate another PDA, you must purchase another PDA Activation key from Hunter Consulting and Training.

13. IMPORTANT NOTE: Once CleanOpsStaff-3ed-ProMobile has been activated on a PDA, the PDA will work with any PC/Laptop running CleanOpsStaff-3ed-ProMobile even if the CleanOpsStaff-3ed-ProMobile on the PC/Laptop was activated under a different Product Code.

14. IMPORTANT NOTE: It is your responsibility to keep track of the PDA Activation key you use to activate your PDA. For security reasons, you will not be able retrieve the PDA Activation key from the PDA – it is recommended that you keep a log of the PDA activation keys and the PDAs you use them on.

Steps for Deactivating and Un-installing *CleanOpsStaff-3ed-ProMobile* from PDA

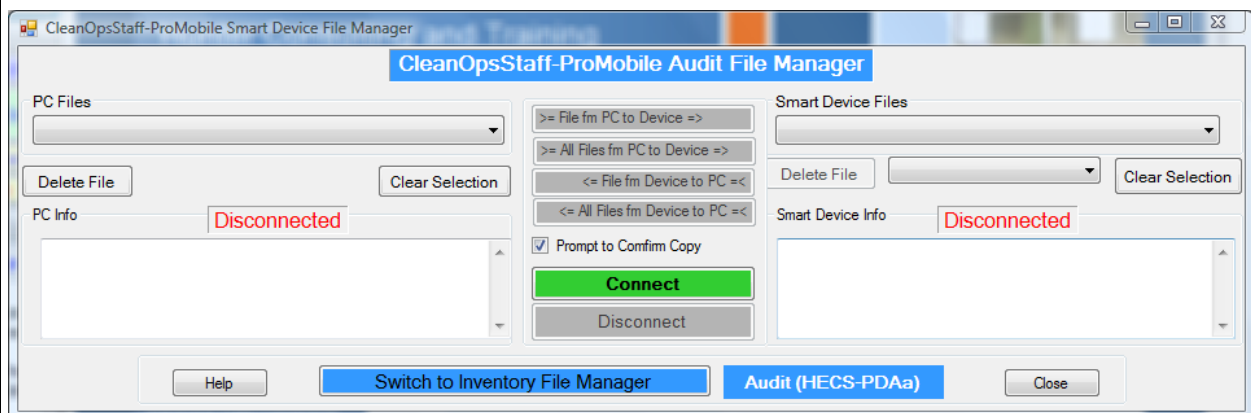
1. Deactivate *CleanOpsStaff-3ed –ProMobile* on all PDA (see below “[CleanOpsStaff-3ed-ProMobile PDA Deactivation](#)”)
2. Un-Install (Remove) *CleanOpsStaff-3ed –ProMobile* from PDA (see below “[What you need to use CleanOpsStaff-3ed-ProMobile](#)”)

CleanOpsStaff-3ed-ProMobile PDA Deactivation
1. Make sure your PDA is Windows Mobile based and has a connection to you PC via USB cable or Bluetooth under Windows Mobile ActiveSync or Windows Mobile Device Center (probably came with your Windows Mobile Device see Microsoft Windows Mobile page for more information on establishing a connection between your mobile device and PC/Laptop.)
2. Click the PDA Manager button in the Program Manager left panel.
3. Click the ' Deactivate CleanOpsStaff-3ed-ProMobile on PDA ' button. The deactivation form will auto-populate and give you the opportunity to cancel if you wish.
4. Enter the PDA Activation key in the PDA Activation input box and click the ' Deactivate CleanOpsStaff-3ed-ProMobile on PDA ' button in the form. Click 'Yes' and 'OK' when prompted to do so.
5. You may now use the PDA Activation Key to activate CleanOpsStaff-3ed-ProMobile on a different PDA or reactivate on the same PDA.

Un-Installing (Remove) CleanOpsStaff-3ed-ProMobile from a PDA

1. Because of the many different varieties of Windows Mobile devices, the instructions may not apply exactly to your particular PDA, but they should be close enough to get you up and running. Send an email to Hunter Consulting and Training with the manufactory and model of your PDA if you have any issue working with your PDA and CleanOpsStaff-3ed-ProMobile.
2. Connect a PDA to your PC/Laptop and ensure you have an **ActiveSync** connection between your PDA and PC/Laptop
3. Run CleanOpsStaff-3ed and stop at the Program manager. Click the '**PDA Manager**' button in the Action Button group in the left panel of the Program manager. The **CleanOpsStaff-3ed-Program PDA Manager Window** will appear.
4. Click the '**Connect to PDA**' button to connect the PDA to the PDA Manager if not already connected. The three '**Status Boxes**' at the bottom of the **CleanOpsStaff-3ed-Program PDA Manager Window** will let you know if the PDA is **Connected** or **Disconnected**; if CleanOpsStaff-3ed-ProMobile is **Installed** or **Not Installed** on the PDA; and if CleanOpsStaff-3ed-ProMobile is **Activated** or **Not Activated** on the PDA
5. If the Install status is **Installed**, click the '**Un-Install CleanOpsStaff-3ed-ProMobile on PDA**' button.
6. **IMPORTANT NOTE:** You can only uninstall CleanOpsStaff-3ed-ProMobile from a PDA after it has been deactivated. You can only deactivate CleanOpsStaff-3ed-ProMobile on a PDA from the PC/Laptop that activated it on the PDA.

Help on CleanOpsStaff-3ed-ProMobile Smart Device File Manager



Because there are so many different PDAs and Mobile Devices on the market with different

approaches to how files on the PDA are handled, *CleanOpsStaff-3ed-ProMobile* comes with its own file manager designed specifically to make it easy to transfer CleanOpsStaff-3ed PDA Audit Sheets files and CleanOpsStaff-3ed PDA Inventory files between your PC/Laptop and PDA.

We will refer to this tool as ***Device File Manager*** for short.

The tables that follow provide step-by-step instructions on how to use the Device File Manager to perform the file management activities you will want to perform for PDA Audit Sheets Files and PDA Inventory Files.

The Device File Manager has an ***Audit File Manager Mode (Green)*** and an ***Inventory File Manager Mode (Blue)***. Use the ***Mode Switch*** button located at the bottom of the Device File Manager to switch between the modes. The ***Title Label***, the ***Mode Switch*** button, and the two ***File Type Boxes*** will change color to help you keep track of which type of files you are managing.

Copy File from PC/Laptop to PDA

1. Use '***Mode Switch***' button to ensure you are in the correct file type mode.
2. Click PDA Manager in Left Panel of Program Manager to activate the Device File manager
3. Click '***Connect***' button to connect PDA to the Device File Manager if not already connected
4. On PC side of Device File Manager, click '***PC Drive***' dropdown to select the PC drive where the file to be copied is located.
5. On PC side of Device File Manager, click '***PC Folder***' dropdown to select the PC folder where the file to be copied is located.
6. On PC side of Device File Manager, click '***PC File***' dropdown to select file to be copied
7. On PDA side of Device File Manager, Click the '***Smart Device Memory or Storage Card***' dropdown and select '***Memory***' or '***Storage Card***' to select which PDA memory device file to be copied to
8. On PDA side of Device File Manager, Click the '***Smart Device Folder***' dropdown and select ***PDA Folder*** you want the file to be copied to
9. Click the '***Copy File Fm PC to Smart Device***' button
10. If file already exist click '***Yes***' to confirm or Click '***OK***' if prompted to do so

Delete file from PC/Laptop

1. Use '**Mode Switch**' button to ensure you are in the correct file type mode.
2. Click PDA Manager in Left Panel of Program Manager to activate the Device File manager
3. Click '**Connect**' button to connect PDA to the Device File Manager if not already connected
4. On PC side of Device File Manager, click '**PC Drive**' dropdown to select the PC drive where the file to be copied is located.
5. On PC side of Device File Manager, click '**PC Folder**' dropdown to select the PC folder where the file to be copied is located.
6. On PC side of Device File Manager, click '**PC File**' dropdown to select file to be d
7. On PC side of Device File Manager, click the '**Delete File**' button
8. Click '**Yes**' to confirm or '**No**' to cancel

Copy File from PDA to PC/Laptop

1. Use '**Mode Switch**' button to ensure you are in the correct file type mode.
2. Click PDA Manager in Left Panel of Program Manager to activate the Device File manager
3. Click '**Connect**' button to connect PDA to the Device File Manager if not already connected
4. On PDA side of Device File Manager, Click the '**Smart Device Memory or Storage Card**' dropdown and select '**Memory**' or '**Storage Card**' to select which PDA memory device file to be copied to is located on
5. On PDA side of Device File Manager, Click the '**Smart Device Folder**' dropdown and select **PDA Folder** device file to be copied to is located in
6. On **PDA** side of Device File Manager, click '**Smart Device File** dropdown to select file to be copied
7. On PC side of Device File Manager, click '**PC Drive** dropdown to select the PC drive where the file to be copied to.
8. On PC side of Device File Manager, click '**PC Folder** dropdown to select the PC folder where the file to be copied into
9. Click the '**Copy File Fm Smart Device to PC**' button
10. If file already exist click '**Yes**' to confirm or Click '**OK**' if prompted to do so

Delete File from PDA

1. Use '**Mode Switch**' button to ensure you are in the correct file type mode.
2. Click PDA Manager in Left Panel of Program Manager to activate the Device File manager
3. Click '**Connect**' button to connect PDA to the Device File Manager if not already connected
4. On PDA side of Device File Manager, Click the '**Smart Device Memory or Storage Card**' dropdown and select '**Memory**' or '**Storage Card**' to select which PDA memory device file to be copied to is located on
5. On PDA side of Device File Manager, Click the '**Smart Device Folder**' dropdown and select **PDA Folder** device file to be copied to is located in
6. On **PDA** side of Device File Manager, click '**Smart Device File** dropdown to select file to be deleted
9. On **PDA** side of Device File Manager, click the '**Delete File**' button
7. Click '**Yes**' to confirm or '**No**' to cancel