



Handheld User Guide

Version 3.0

For HotLeap 8.0

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1. Handheld Device

1.1. Handheld models

HotButton Solutions' application HotLeap requires a handheld device or Laptop computer to run. Currently HotButton Solutions supports two types of intrinsically safe handheld devices:

Motorola (Symbol / BARTEC) MC909X-S – Intrinsically safe handheld




Intermec 730i safe – Intrinsically safe handheld (no longer available)



1.2. *Handheld Elements*

There are six important elements to the handheld and its components that need to be considered, and the user familiarized with. Take some time to get to know where everything is and what functions the various items perform. Use the information below as a check list to ensure you properly understand the functions and locations of each sub-item.

1. **Handheld Device** – Charging indicator light, buttons and functions, stylus, battery slot and cover, SD card slot and cover, strap, infrared reader, optical reader, connection slot for cradle.
2. **Cradle** – AC/DC power input, USB connection slot, COM port connection slot, indicator lights (if any), LAN cable slot, handheld slot and connector.
3. **USB Cable** – Where it connects to a computer, what end goes to the cradle, determine if length is appropriate, determine that cable is undamaged.
4. **AC Power Cable with DC Convertor** – Ensure wall outlet is available and within distance, ensure outlet is powered, plug in AC cord to wall and ensure it is connected to the DC convertor box. Ensure DC plug is connected securely to cradle.
5. **Handheld Battery** – Take battery out/put battery back in, check contacts for erosion or debris, ensure battery is secure.
6. **SD Card and Slot** – Take card out/put card back in, ensure enclosure is securely closed and SD card is secure in its slot.

 **Note:** *Motorola has an internal SD card slot.*

These items are all essential in the regular operation of the handheld device. Become familiar with where they are located, and how they connect and work before starting HotLeap. There will be times when they will need to be checked.

Further information on these products can be found in the accompanying user manual (if new) or online at:

www.intermec.com – type the model number “730i” in the search field.

www.motorola.com – type the model number “MC909X-S” into search field.



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1.3. *Resetting the Handheld*

There will be times when it is necessary to reset the handheld device if it freezes or if an application performs an illegitimate operation. There are two methods for resetting the handheld: warm boot and cold boot. A warm boot simply stops any running programs, and empties the handheld memory. A cold boot restarts the Windows Mobile operating system and all processes while changing the settings back to the defaults as power is completely removed from the device. File storage is preserved however.

A warm boot should always be performed first, and a cold boot only if absolutely necessary as it creates more work to set up the handheld again for use.


Warm Boot

Intermec – Hold down the yellow power button on the top left side of keypad for 10 seconds and the device will reset.

Motorola (Symbol/Bartec) – Hold down the red power button on the top right of keypad for 5 seconds and the device will reset.

Cold Boot

Intermec – release battery from the back of device and remove for 30 seconds. Replace and power unit on.

 **Note:** *You will have to set the time and date and redo all other custom settings after a cold boot.*

Motorola (Symbol/Bartec) – Press the primary battery release on the handheld to partially eject the battery. While the battery is partially released, simultaneously press and release the left scan button and the Power button. The left scan button is yellow and on the left *side* of the device. Push the battery back into the handheld. One audible click can be heard as the battery is fully inserted. The handheld will initialize.



2. HotLeap Application

2.1. Starting HotLeap

You may access the HotLeap program in two ways. The first is by tapping the red button HotLeap short cut in the Start Menu of Windows Mobile, if one was created (See the Windows Mobile document for instructions on how to set up). The second is by using the File Explorer tool to navigate to the file in the storage card:

File Explorer - to locate the HotLeap program

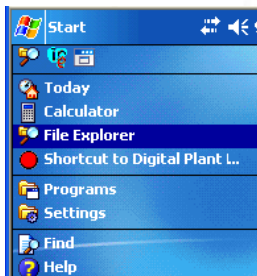
After a cold boot or when the shortcut for HotLeap cannot be found in the Start Menu, use of the File Explorer tool is necessary in order to navigate to the program file located on the storage card in the Handheld.

To access the **File Explorer** menu:

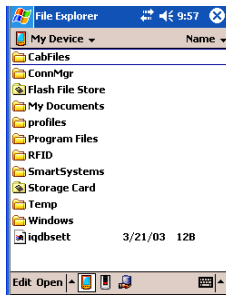
Tap **Start** menu.




Tap **File Explorer**.



- a. The screen below should come up if this is the first time File Explorer is run.



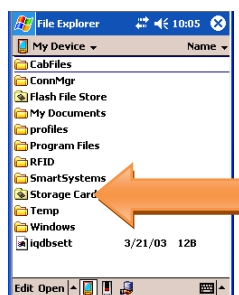
If File Explorer has been used before to access another location then you will need to navigate to  **My Device** ▾

There is a drop down menu at the top of the screen that displays where the File Explorer is pointed.

Under **My Device** the Storage Card can be found. If the File Explorer is not set to the **My Device** folder, tap the down arrow to the right of the title of the folder displayed, and tap **My Device** on the top of the drop down menu.



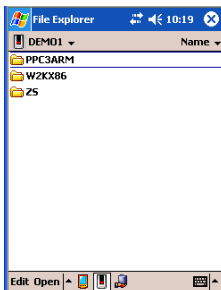
- b. Tap **Storage Card** to access the contents of the Storage Card.



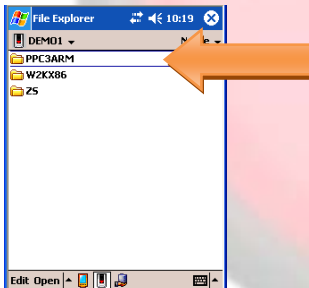
c. Select the folder containing the below folders:

Note: There may or may not be a separate folder containing the folders listed below depending on set up requirements. You may have to explore to find them; however in most cases there should only be one folder.

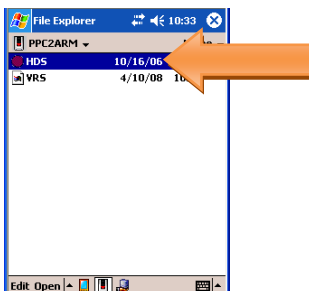
- **PPC3ARM**
- **W2KX86**
- **ZS**



d. Tap the **PPC3ARM** folder.



e. Tap on the red button icon.



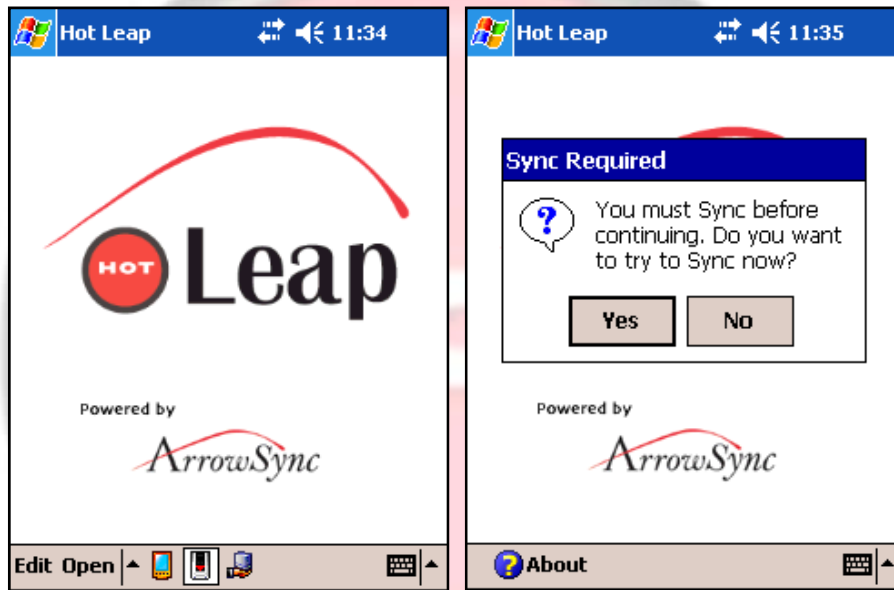
This will start the HotLeap application.



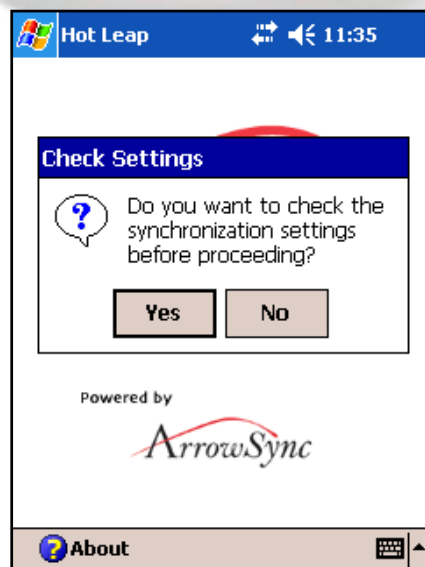
2.2. First Synchronization

When running the HotLeap handheld solution for the first time, the field operator will be prompted to synchronize (sync) with the HotLeap database. This will import (load the handheld with) the runs that have been assigned to the field operator.

Please note that this is a requirement to run HotLeap and that if it is not chosen to perform the first synchronization of HotLeap will not run. When the solution is run again, the program will prompt the user to sync.



After choosing **Yes** to perform the synchronization, the user will be prompted to check synchronization settings.



By default, the correct settings should have already been entered.

Hot Leap 2:38

Server Hostname or IP Address

Port 15051

Packet Size 64 K

Time Out Never

Use Connection Manager

Use Compression

Cancel Save

Insert Server name or IP address here

Note: If **"IPADDRESS"** is specified under **Server Hostname or IP Address** (or the sync fails), please contact the Database Administrator for the correct settings.

Server Hostname or IP Address

IPADDRESS

After synchronization is successful, tap on **Go Back** to view the assigned runs.

Hot Leap 11:54

Sync Status → Sync Successful

Socket connected
> Session Request sent
<- Session Acknowledge received
> Ready To Download sent
<- Payload Packet received: 1
> Acknowledge sent
<- Payload Packet received: 2
> Acknowledge sent
<- Session Terminate received
Session Finished
Processing download
Messages to Process = 7834
Reindexing Tables
Sync Successful


Tools Go Back Cancel Keyboard

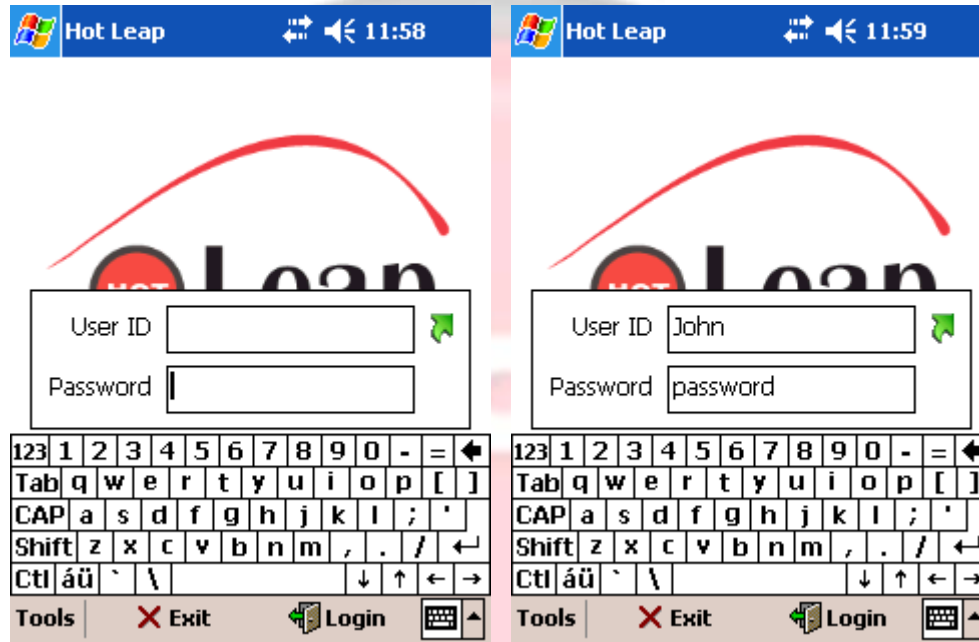
Sync Information: On the left side arrows pointing to the right mean info is sent. When they point to the left info is received. Each line item on this list allows the user to follow the sync progress and view errors.


Tools: access tools menu
Go Back: to access runs after sync
Cancel: cancel current sync
Keyboard: access onscreen keyboard




2.3. Logging In (Optional)

Some HotLeap handheld solutions will prompt the field operator to log in upon entering the program or after performing a sync. To log in, enter the appropriate User ID and password, and click on the  Login icon to log in. If you do not have a User ID and Password contact your database administrator to set one up.




Due to the small nature of the handheld keyboard, the password is not encrypted so that the operator will be able to see what is entered. The data entry icon () located to the right of the User ID field displays a list of HotLeap users (created in OrgAdmin) that the operator can log in with.

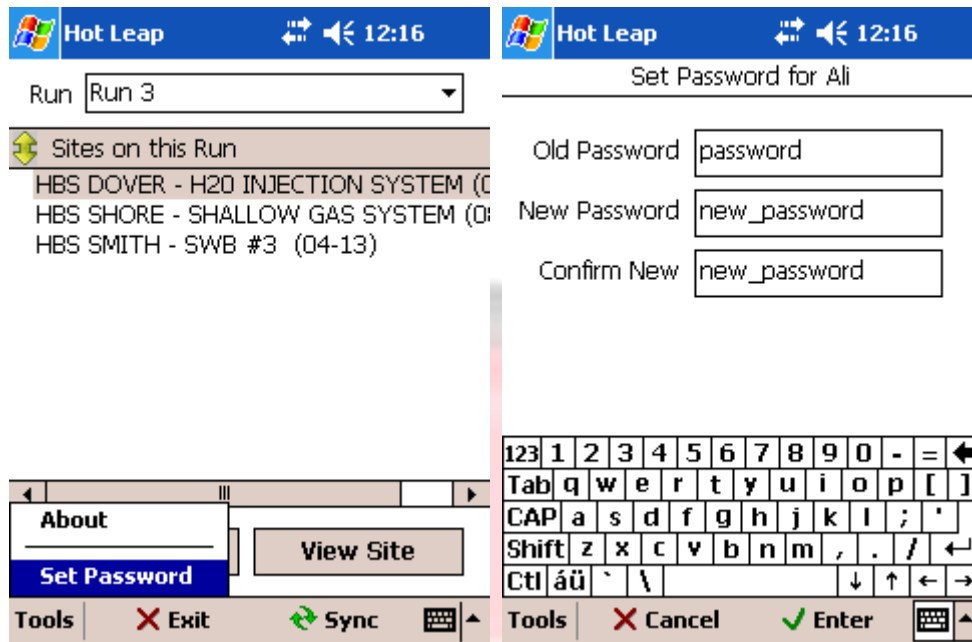
 **Note:** Both User IDs and passwords are case sensitive.

2.4. Change Password

To change the password, click on **Tools** at the bottom left hand corner of the screen and choose **Set Password**. A new screen will appear that will prompt the operator to enter the current password, the desired password, and confirmation. Hit **Enter** to save the password change or **Cancel** to discard the changes.

 **Note:** A sync is required to store the password into the HotLeap database. The operator will not be able to log into other commissions of the HotLeap handheld solution with the new password until the sync is performed.

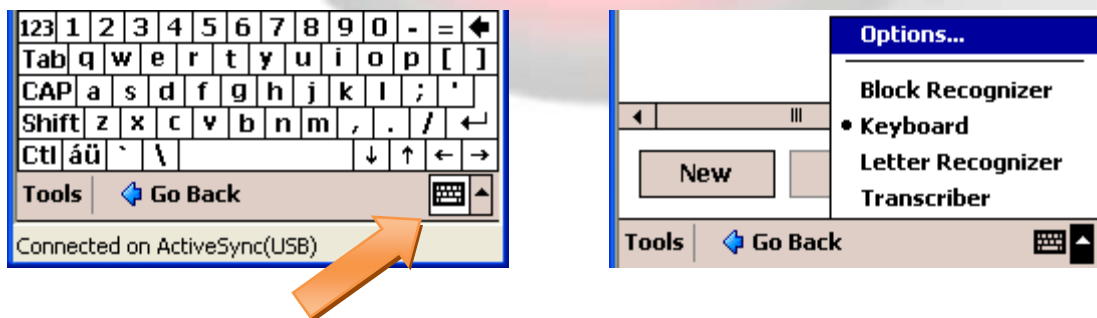




2.5. On-Screen Keyboard

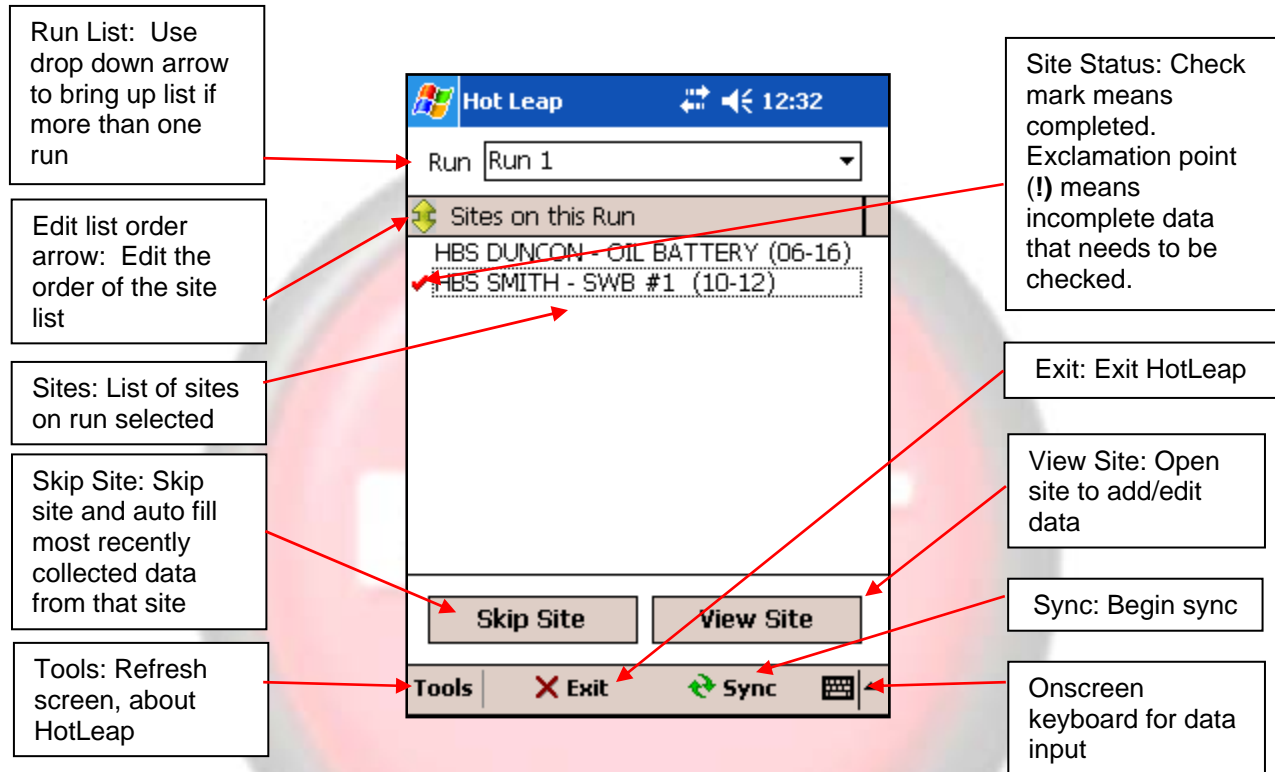
By tapping the keyboard icon at the bottom right hand side of the screen, you will bring up the onscreen keyboard which can be used for entering data into fields.

There are several user options for the onscreen keyboard which can be accessed by tapping the arrow to the right of the keyboard icon. See the Windows Mobile document for more information on the keyboard options.



2.6. Run Screen (Home screen)

The first screen that appears upon entering HotLeap displays the runs and their respective sites as they have been assigned to the field operator.



Note: This first screen is where you will access the administrative menu for HotLeap - Bring up keyboard > tap shift on keyboard > tap **Tools** > tap **About**. More on the administrative menu items in later sections.

2.6.1. Run Screen Skip Site button

Skip Site will bring all data collections of the selected site up-to-date. The handheld will create new entries from the day after data was last entered to the current date. Entries in the last data collection are carried forward. Depending on the size of the site (the number or wells, tanks and meters) this may take a while.

To access a different assigned run, click on the **Run** dropdown list near the top of the screen, and tap on the appropriate run name. The screen will change and the sites associated with the new run will be listed.

Sites with complete and up-to-date data are denoted with a checkmark ✓.



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2.6.1.1. Run Screen Tools

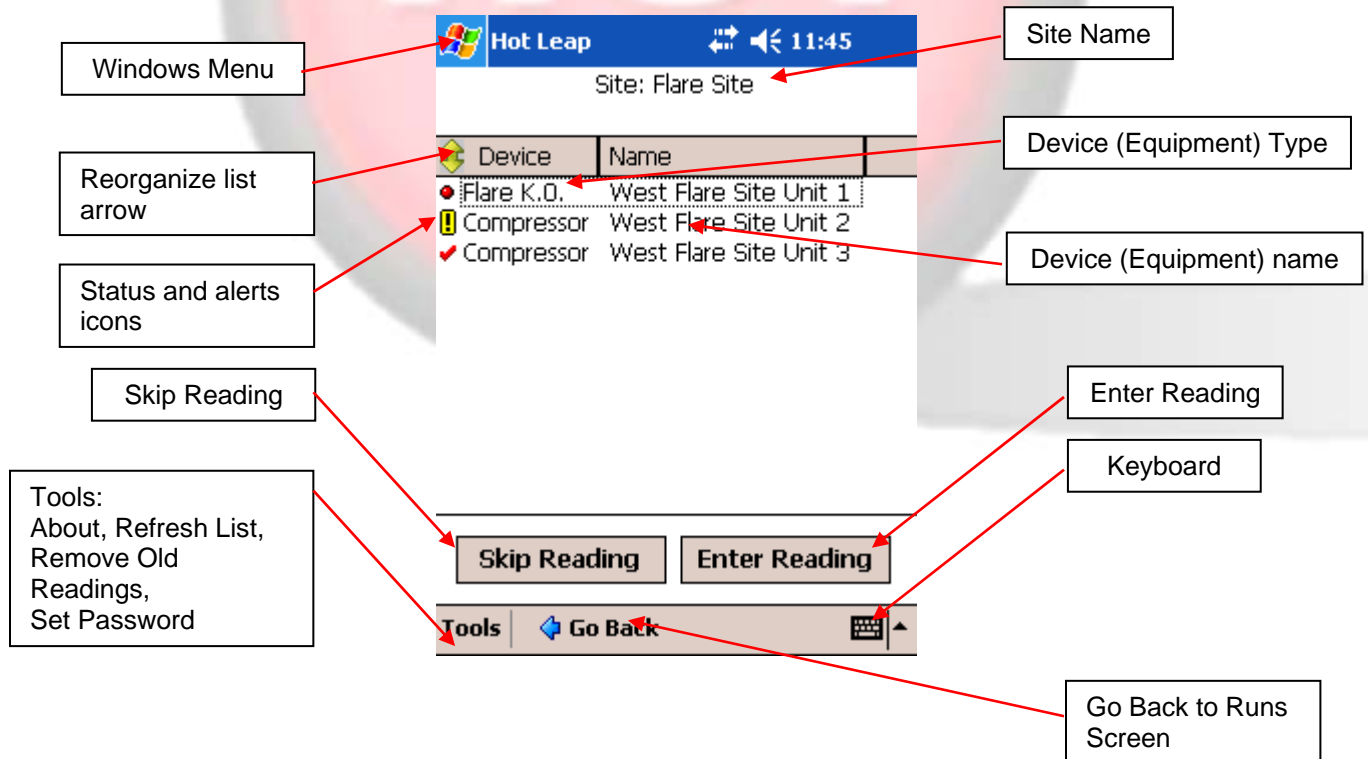
- **About:** Brings up HotLeap Version, Handheld Name, Issuing Unit ID, Year.
- **Refresh List:** Resets the list view to pick up any changes.

2.7. Site Screen

To view a site, double-tap on the site name or tap on the site name once and tap on the button **View Site**. This will bring the field operator to the Device List (Equipment List) where the data can be entered and/or reviewed.

2.7.1. View Site Screen

After selecting a Run in the Run Selection screen, tapping a Site within the Run, and tapping **View Site**, the View Site Screen appears listing all the Devices (Equipment) within the Site.



2.7.2. Tools

- **About:** Brings up HotLeap Version, Handheld Name, Issuing Unit ID, Year.
- **Refresh List:** Resets the list view to pick up any changes.
- **Remove Old Readings:** Removes data older than 30 days (default setting that can be changed) to speed up use.

2.7.3. Remove Old Readings

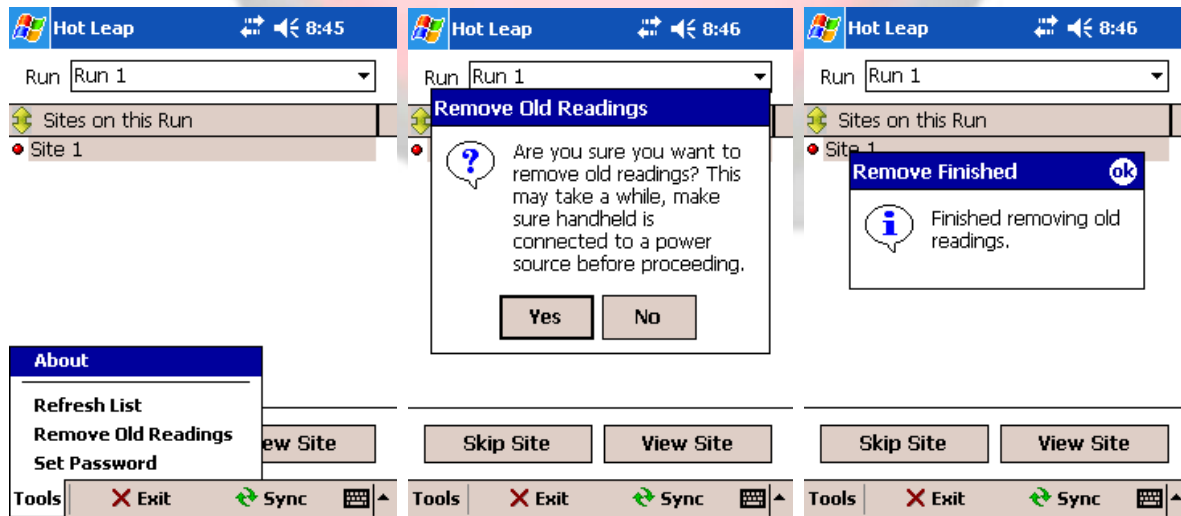
The handheld user will be prompted to delete data that is more than 30 days old. Having data retained longer than 30 days will hinder the sync speed of the handheld. It is recommended to routinely remove data from the handheld that has already been synced to preserve the speed and efficiency of the handheld and the HotLeap application.

To delete old readings go to the **Tools** menu on the site list screen (it is not available when user is on the device list screen).

Tap **Remove Old Readings**.


Tap **Yes**.

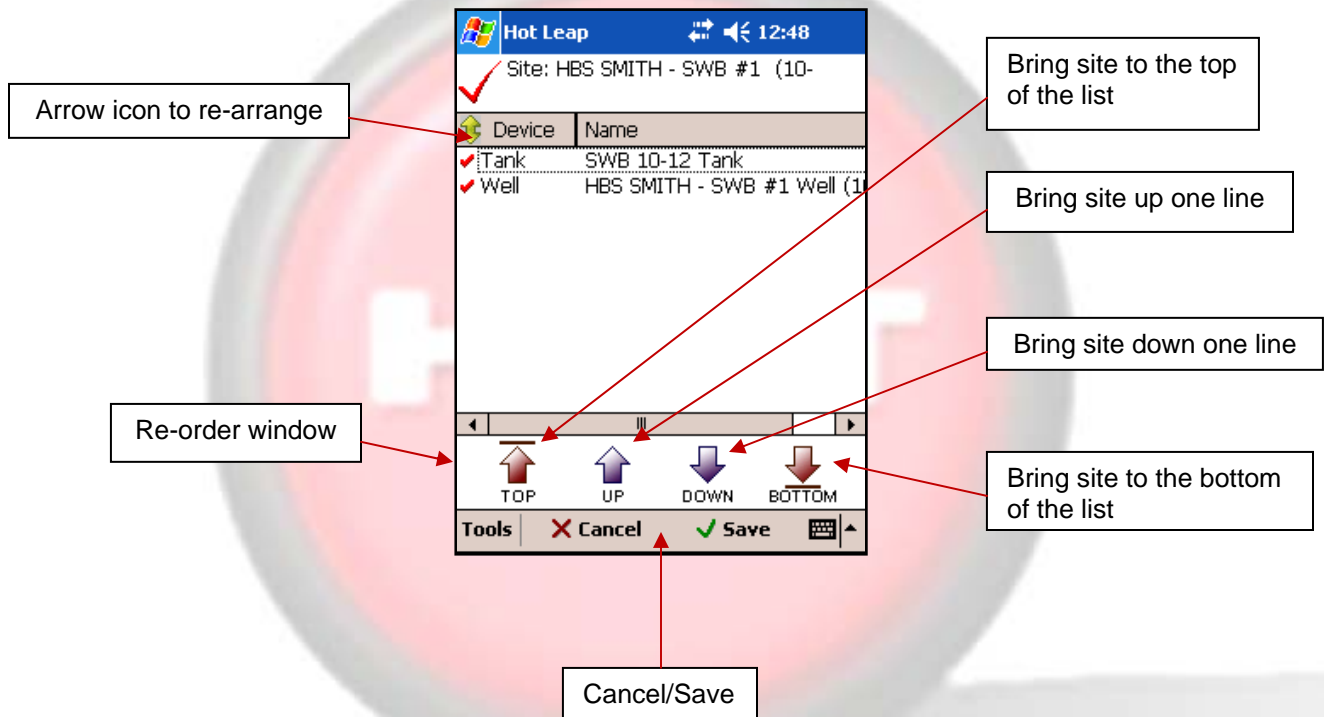
A confirmation message will appear that the removal was successful.



2.7.4. Edit Site List Order (In View Run Screen and View Site Screen)

To re-order a site list follow these steps:

- Tap the arrow icon  at the top left side of the screen.
- A confirmation message asks you to confirm that you wish to change the list.
- Tap **Yes**.
- A small re-order window at the bottom of the screen will appear.

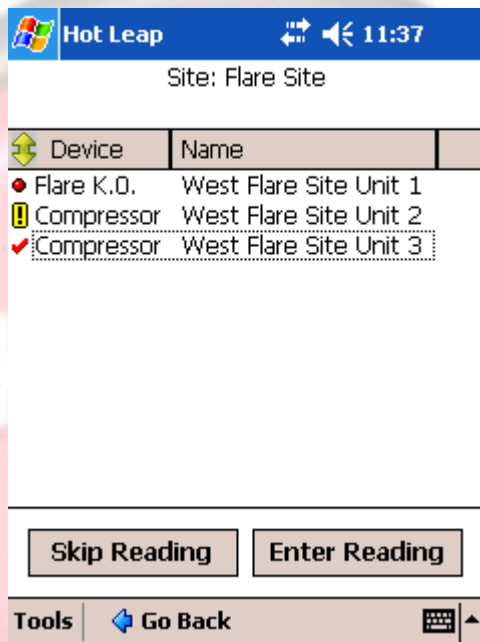





- Tap the **Top** button to move the selected item to the top of the list.
- Tap the **Up** button to move the selected item up one row in the list.
- Tap the **Down** button to move the selected item down one row in the list.
- Tap the **Bottom** button to move the selected item to the bottom of the list.

Tap the **Save** button to save any changes made to the list order. Tap the **Cancel** button.

Device List (Equipment List)

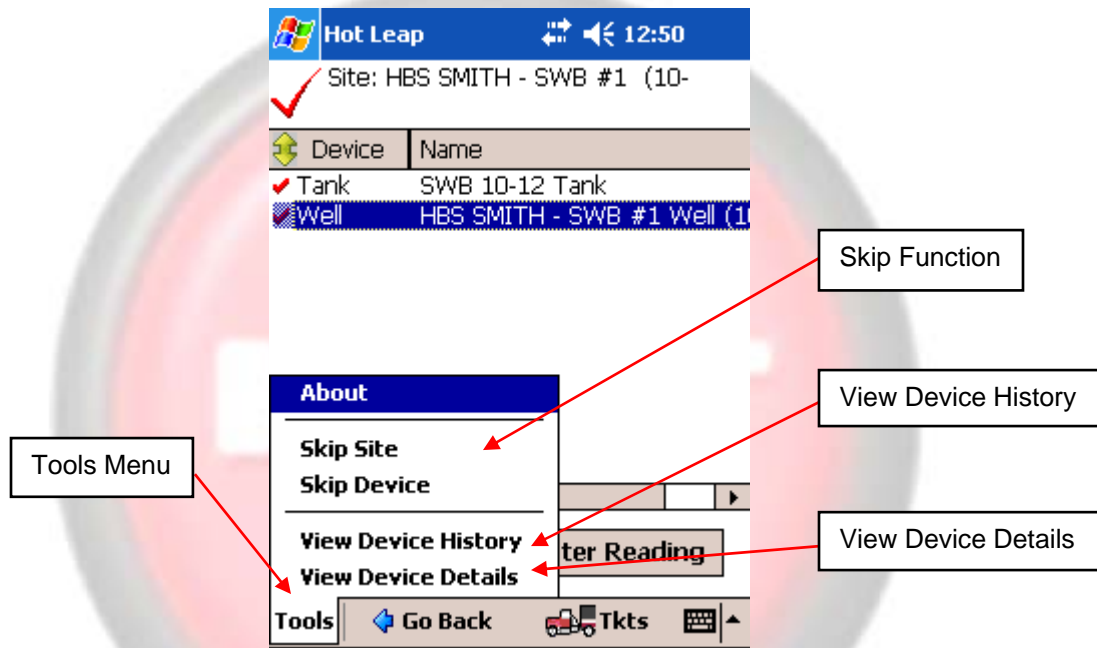
The Device List screen displays devices associated with the site. On this screen, the field operator will be able to enter and skip readings, view device history and view device details (next page).




In the Device List screen, the red dot  icon located to the left of a device denotes that the data collection for that device is incomplete, and the checkmark  icon located to the left of a device denotes that the data collection for that device is complete. An  indicates that the readings are not complete and they need to be re-checked. Once all the collections of a site are finished, a large red checkmark will appear by the site name located at the top of the screen.

2.8. View Device History

To view Device History in order to review or analyze past readings, click on **Tools** and tap on **View Device History**.




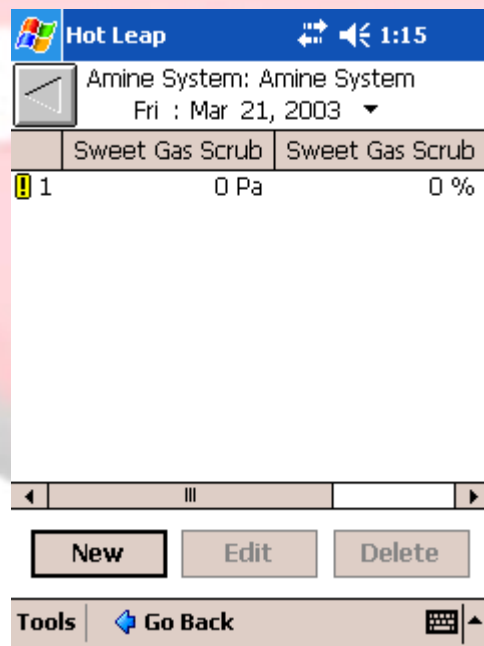
2.9. View Device Detail

To view Device Details click on **Tools** and tap on **View Device Details**. Tap the arrow icon  in the header to change the order of the devices in the list.




2.10. Data Collection

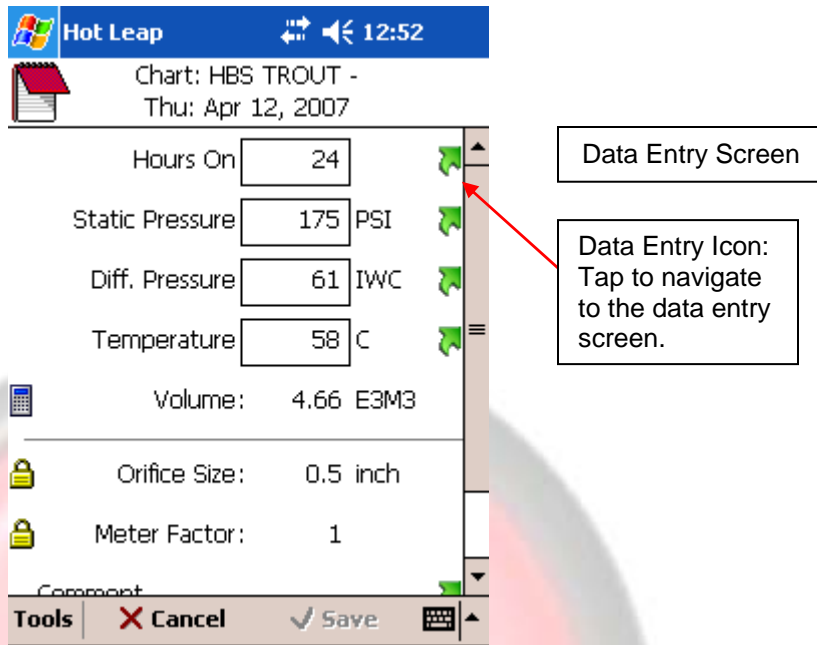
There are two methods that can be used to enter data into a HotLeap handheld solution:

- Tap on the device to which you wish to add reading to
 - The readings display screen will appear listing all readings for the date selected
-  **Note:** *the date can be changed by tapping the down arrow beside the date at the top of the screen. This will bring up a calendar. Tap the date you wish to view.*

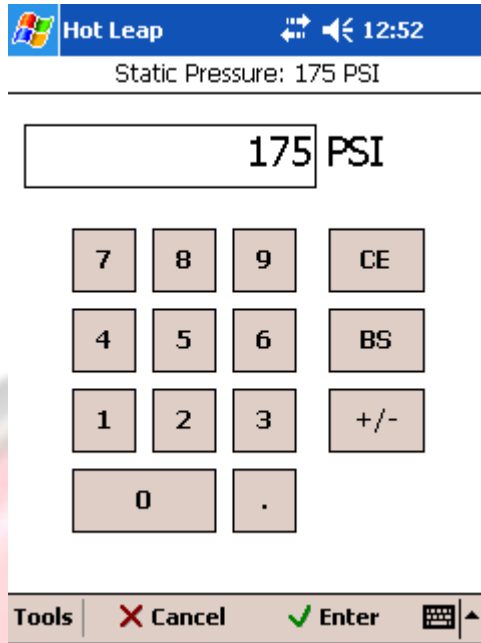


- Tap  to enter a new reading for the selected device
- The Reading screen will appear next (next screen shot)

The first method is by tapping the green arrow  (data entry icon) located beside the entry field. The data entry screen will then be displayed. After entering the data, tap on  **Enter** to complete your entry or tap on  **Cancel** to discard your changes.




Note: For HotLeap systems integrated with 3rd party systems like PVR - If you miss daily readings in HotLeap and enter the data normally for PVR any data back logged into the HotLeap will overwrite the PVR data. To avoid this ensure that daily readings are being kept up to date otherwise several hours of manual data entry can be expected for every day missed.

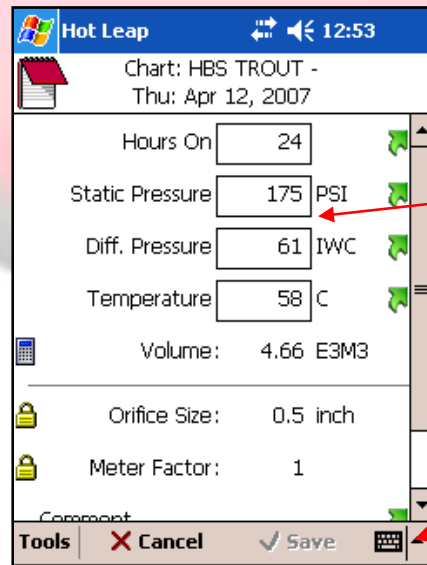


Keypad Screen

CE - Clear
BS - Backspace

The second method is by using the virtual keyboard. Tap inside the entry field and then on the keyboard icon  located on the toolbar to enter the data.

Data Entry Screen



Cursor - Appears after tapping field

Virtual Keyboard

Data Entry Screen 2

Warning sign that readings are not complete for this screen (template)

Red check mark indicates a reading has been taken or confirmed

Red Dot indicates a reading is needed

Tap green arrow to bring up on screen keypad

Tap the unit symbol to bring up unit options

Field Name	Value	Unit	Status
Sweet Gas Scrub	220	Pa	Confirmed
Sweet Gas Scrub Lvl	30	%	Confirmed
Gas Contractor Temp	250	K	Confirmed
Inlet Filter Lvl (L)	0	%	Needed
Inlet Filter Lvl (R)	0	%	Needed
Inlet Gas Filter DP	0	Pa	Needed

- Enter readings into the fields by tapping in each empty field and using the handheld keypad, on screen keypad via the or the on screen keyboard brought up by tapping
- When finished and all fields have been marked with a check mark: tap the **Save** button to save the readings and you will be brought back to the reading display screen

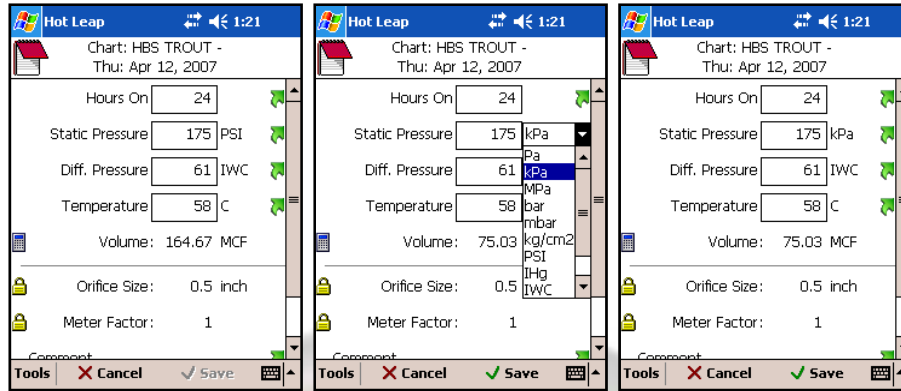
Note: to quickly acknowledge that each data entry field has been visited, tap each field once and when cursor appears move onto the next field without entering data, then when at bottom tap **Save**.

2.11. Edit Units of Measurement

A field operator has the ability to change the unit of measurement of an element while entering data.

To change the unit of measurement for a reading tap on the unit of measurement name to the right of the data entry field. A dropdown list will appear with possible units of measurement for that element. Tap on the preferred unit, and the new unit will appear beside the element.








Note: If no drop down list appears that means there are no other options.

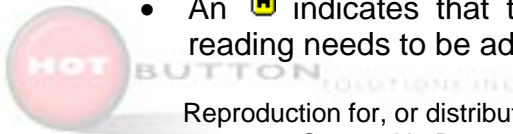


 **Note:** Changing the unit of measurement will not convert the collected data for that element.

2.12. Data Entry Conventions

The following conventions are used on all data entry screens:


- Values in pick lists can be selected directly on the data entry screen by tapping on the pick list to expand it and then selecting an entry in the list.
- Text and numeric entries can be edited directly on the data entry screen by using the virtual keyboard to enter new values.
- A green arrow  is displayed to the right of an element that has a custom data entry editor. The virtual keyboard can still be used for these elements. However, numeric entries, gauge readings, and other types of elements have custom screens available that make data entry easier on a handheld.
- A lock icon  is displayed to the left of an element that requires special handling to edit. The field operator must tap the lock icon to unlock the element and then tap the Yes button to the query that follows before the element can be edited.
- A calculator icon  appears to the left of elements that are not to be entered by the field operator, but rather are calculated by the handheld.
- An error icon  appears to the left of elements that have bad values to alert the field operator so that corrections can be made.
- A comment field is available for entering notes. A pick list allows inserting predefined notes into the comment field. The field operator can insert predefined notes and edit them.
- A warning icon  at the top of the screen indicates that the data that is being collected is not the current date's data.
- A notepad icon  at the top of the screen indicates that the data being collected is for the current day.
- An  indicates that there is an alarm that has been triggered and that the reading needs to be addressed immediately.



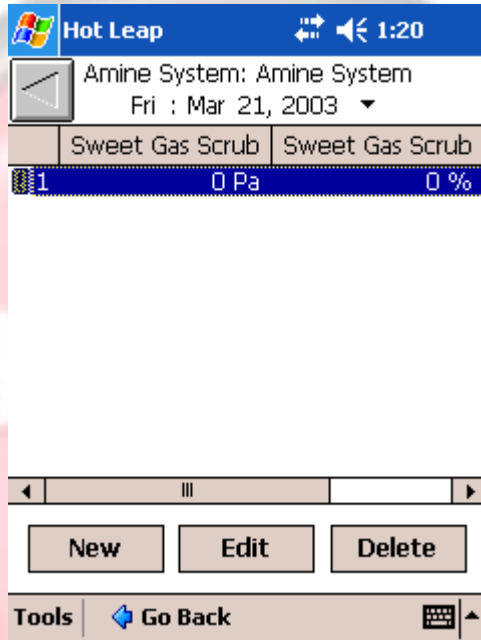
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2.12.1. Edit Reading


If a reading has already been collected for the day, double-tapping on the device name or tapping on the  button will display the current day's collection for editing.

 **Note:** Readings can also be edited from **View Device History Section 2.11**.



2.12.2. Skip Reading

Tap on the **Skip Reading** button to bring the data collection up-to-date. Entries entered for the last data collection will be propagated forward. This can also be performed by clicking on **Tools** (located on the toolbar) and tapping on **Skip Device**. The option to skip the entire site is also given from the **Tools** menu.

 **Note:** This may take a long time depending on the number of devices in the site.

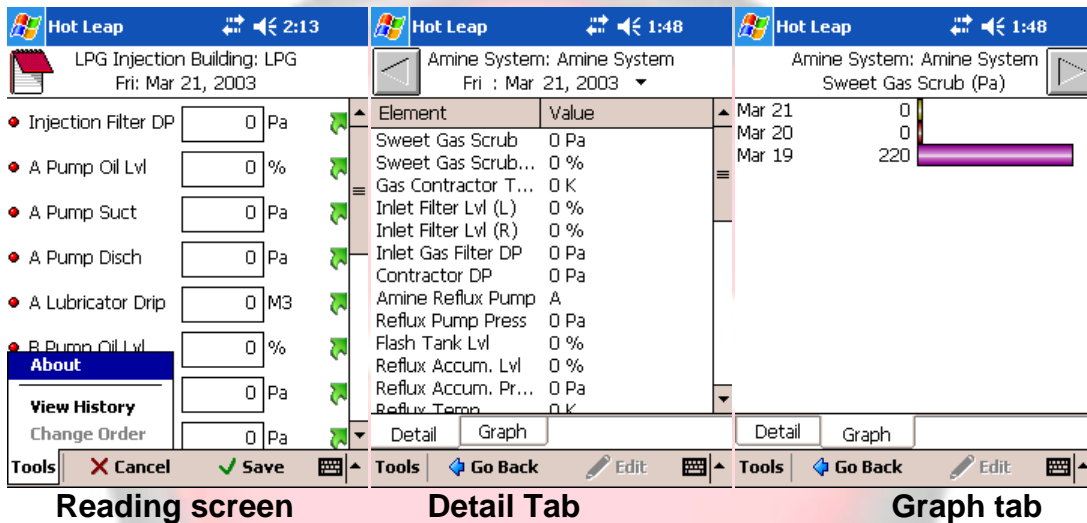
2.13. View Reading History




On the Reading screen Tap Tools > View History

There are two tabs to view device history details:

Detail tab – shows reading details in text

Graphs tab – shows a bar graph view of reading history

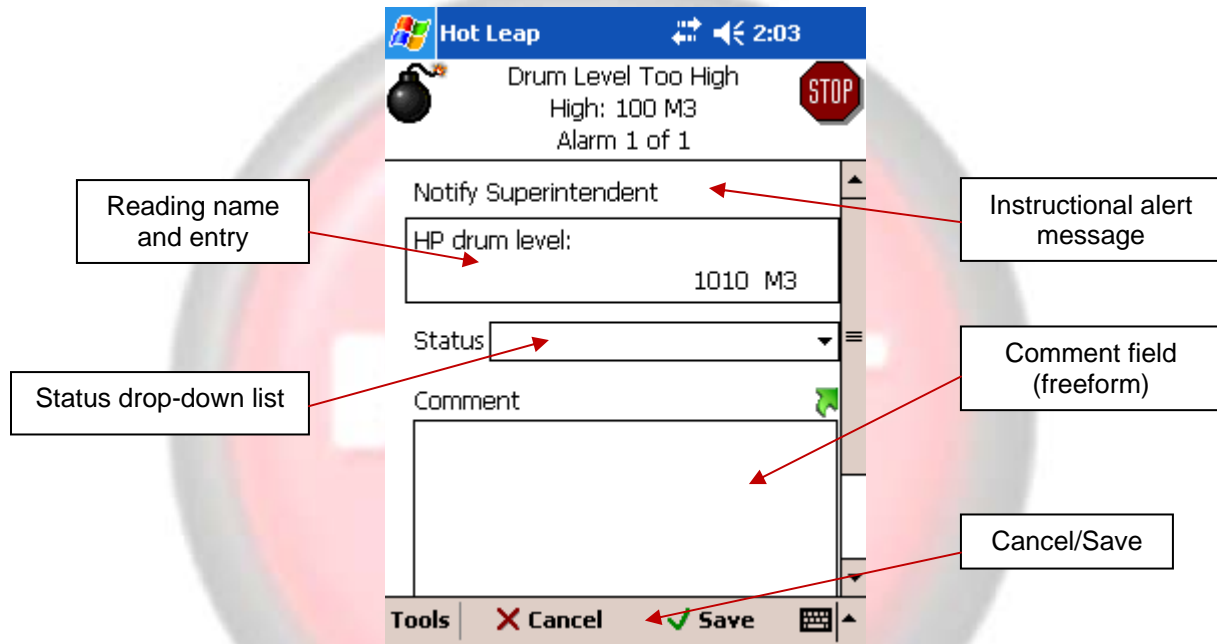


- Note:** You can switch history dates by tapping the  and  keys
- Note:** You may edit readings from this screen by tapping the  Edit button

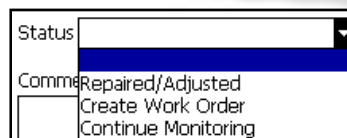
2.14. Alarms

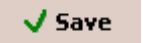
Alarms are set up in the administrative application for HotLeap called OrgAdmin (see OrgAdmin Guide for details). They are set to notify administrators and handheld operators when the data entered is below or above acceptable standards.

When an alarm is triggered an alarm screen appears with an instructional message directing the user what to do next.



- The handheld user will then need to select a pre-defined situation status:




- Enter any additional comments regarding the alarm and its resolution or status.
- Tap .

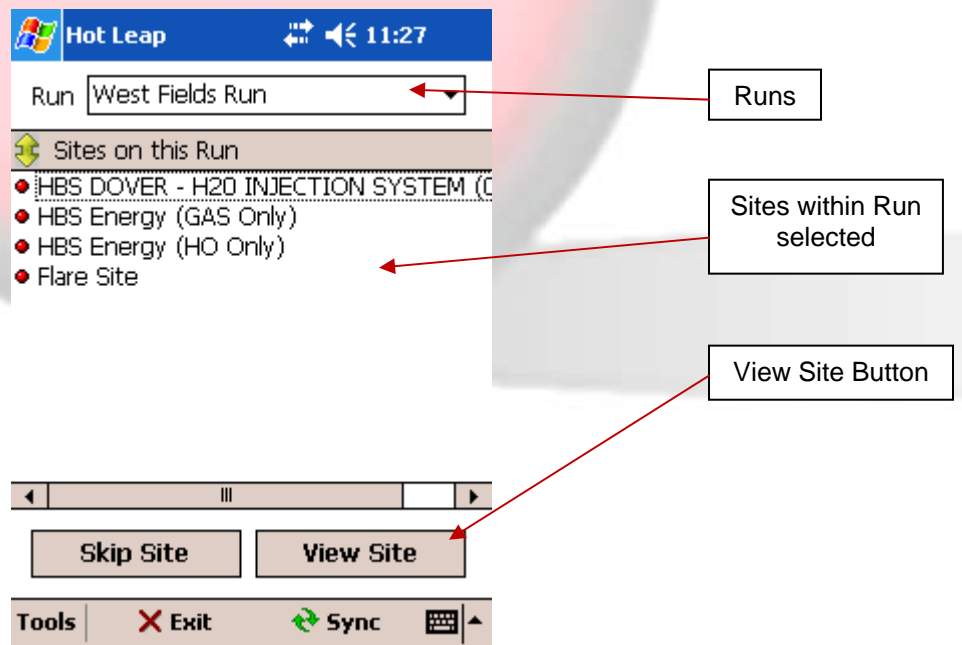
3. PVR Truck Tickets


Creating Truck Tickets within HotLeap enables the handheld user to prepare production fluids for transport to and from internal (within PVR) and external (outside of PVR) locations as well as assign truck companies to truck tickets. The list of available locations and truck companies is set up by an administrator from within OrgAdmin, the HotLeap administrative program.

Note: Material cannot be moved from or to locations that have not been created in PVR.

3.1. Create a new Truck Ticket

- Log in to HotLeap and select a Run to view the Sites from which you would like to create a Truck Ticket.
- Tap a Site to highlight it.
- Tap .



Once within the Site you will see the devices attached to the Site and at the very bottom is a button titled **Tkts:** 



Hot Leap 11:41
Site: HBS DOVER - H2O

Site Name

Device	Name
Meter	HBS DOVER - INJ Meter 04-05
Meter	HBS DOVER - INJ Meter 12-1E

PVR Devices

Scroll bar appears when more information is available to be viewed to the left or right

Skip Reading Enter Reading

Tools Go Back Tkts

Truck Tickets Button

- Tap the **Tkts** button.
- A new screen will display showing all tickets for the current day.
- You may view tickets created for past days by changing the date.
- Click **New** to create a new ticket.

Hot Leap 9:24
Batt: HBS TROUT - GAS
Mon: Sep 29, 2008

Ticket #	Truck Co	Type
✓ 1 6	Paxton Trucking Ltd.	Disp

New Edit Delete

Tools Go Back



Hot Leap 12:16
 Batt: HBS DOVER - H20
 Wed: Sep 24, 2008

Ticket # 9
 Scale # 9
 Type Disposition Internal
 Truck Unit
 Truck Co
 FROM Batt: HBS DOVER - H20
 INJECTION SYSTEM (07-
 Well:

Tools Cancel Save

In the first part of the Truck Tickets creation screen:

Note: a green arrow to the right of a field indicates an onscreen keyboard can be brought up to enter data into a field. Tap the to bring up an onscreen keyboard.

- Assign a Ticket number.
- Assign a Scale number.
- Select a ticket type:

There are two types of tickets a Handheld user can create:

- A **Disposition Ticket** is a ticket created when fluid is being transported away from a location.
- A **Receipt Ticket** is a ticket created when receiving production fluids from another location.

When you create a Disposition Ticket, a receipt ticket is created automatically for the receiving site. When a Receipt Ticket is created a Disposition Ticket is automatically created for the distributing site.


Note: *There always needs to be a “from” and a “to” location built within PVR to assign a Ticket to. You cannot create Truck Tickets to move fluids from a location existing within PVR to one not built in PVR.*






- Select Truck Unit.

Truck Unit

- Select Trucking Company that is moving the fluids from the predefined list.

Truck Co 

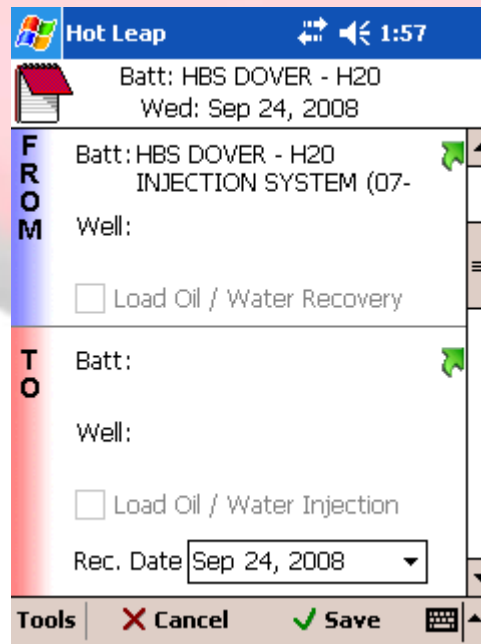
F Batt: 


 **Note:** a  indicates that the data in the Ticket created is correct and filled to completion.

 **Note:** Tickets cannot be copied from previous days or instances.

- Check whether the location that the fluid is being shipped from/to is internal or external. Checking off the box brings up a list of internal locations to assign when filling in the **From** and **To** sections, and leaving the box unchecked brings up a list of external locations in those fields.

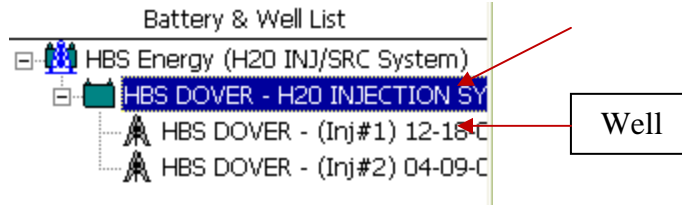
Internal



- **From Field:** Click  to bring up list of PVR Sites (whether they are internal or external is dependent on what ticket type was selected).
- The **Battery & Well** list displays:

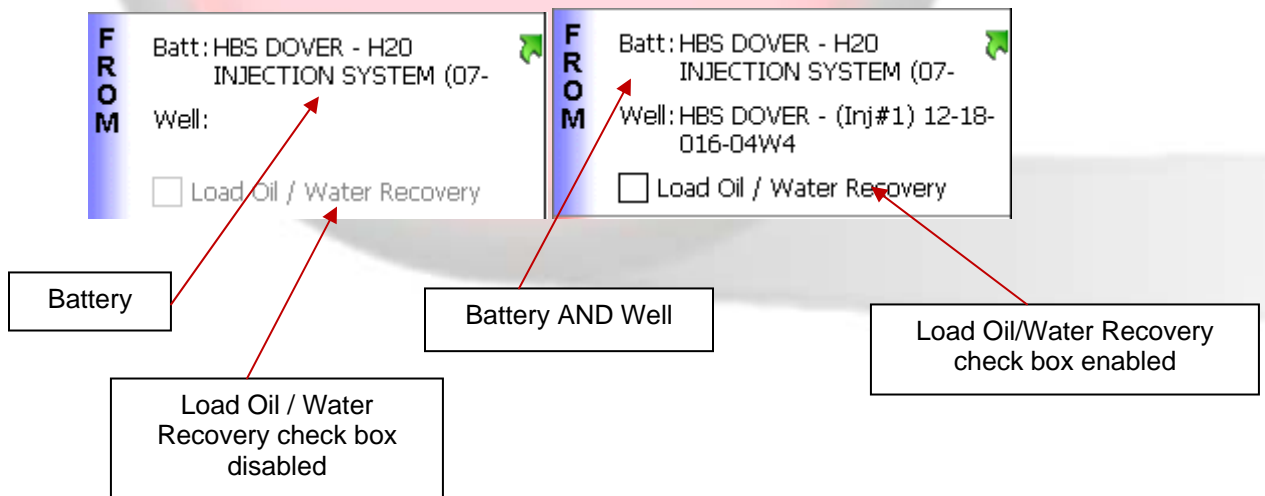


Battery



- Select a Location:** The location may be a Battery OR a Well within a Battery. If you select a Battery then that Battery's details will display in the Ticket **To** or **From** areas after **Batt**. If you select a Well within a Battery, the Battery AND the Well details will display after **Batt** and **Well**.

Example Screens (may be either **To** or **From** fields):



Note: The order in which the **From** and **To** fields are listed change when the **Ticket Type** is changed. **From** will be on the top when **Disposition** is selected and on the bottom when **Receipt** is selected.



T O	Batt:HBS DOVER - H2O INJECTION SYSTEM (07- Well: <input type="checkbox"/> Load Oil / Water Injection	F R O M	Batt:HBS DOVER - H2O INJECTION SYSTEM (07- Well: <input type="checkbox"/> Load Oil / Water Recovery
F R O M	Batt: Well: <input type="checkbox"/> Load Oil / Water Recovery	T O	Batt: Well: <input type="checkbox"/> Load Oil / Water Injection

- With a Well selected as a location, the Load Oil / Water Recovery check box is enabled. By checking this you are confirming that there are details regarding load oil and water recovery that need to be added to the ticket. Fields pertaining to those details become available below.

- **Note:** Each Ticket section is divided by a thin gray line marking the division of two sections. When **Next Section** is mentioned, that means move to the next gray line.

- Confirm or change Ticket date: Rec. Date Tapping the drop down arrow will display a calendar to select a new date if date populated needs to be changed. Tickets can be created for future hauls.

- **Cut Flag Field:** Select appropriate criteria for ticket based on what is being hauled:

Cut Flag	<input type="text" value="BSW"/>
Fluid	<input type="text" value="CWC"/>
	<input type="text" value="N/A"/>

- **BSW** – Amount of water in fluid.
 - **CWC** – Condensate to water ratio – grays out “Sandcut”.
 - **N/A** – Not applicable – grays out fields associated with Cut Flag selections.
- If selecting **BSW** or **CWC**, fill out **Fluid**, **BSW/CWC** and **Free Water** fields. If **N/A**, move on to the next section.
 - The numbers input into the **BSW** and **CWC** fields are calculated to determine **Oil, Water, Condensate, Sand, and Gas Liquids**:

Calculator icon indicates the fields is a calculated field that displays data processed from the fields above

Oil:	0 M3
Water:	2 M3
Condensate:	0 M3
Sand:	0 M3
Gas Liquids:	0 M3

Calculated results

- The calculated fields auto populate in the next section for **Inj. Oil** and **Inj. Water** to be edited if needed:

Inj. Oil	<input type="text" value="16"/>	M3	
Inj. Water	<input type="text" value="6"/>	M3	
Inj. Condensate:	0	M3	

- Weight:** If enabled by checking the box allows entry of weight criteria to Truck Ticket. The **Net Weight** calculated field calculates the net weight based on **Oil Density**, **Water Density**, **Gross Weight**, and **Tare Weight**.



<input checked="" type="checkbox"/>	Weight
Oil Density	<input type="text" value="10"/> kg/M3
Water Density	<input type="text" value="20"/> kg/M3
Sand Density:	0 kg/M3
Gross Weight	<input type="text" value="30"/> kg
Tare Weight	<input type="text" value="3"/> kg
	Net Weight: 27 kg

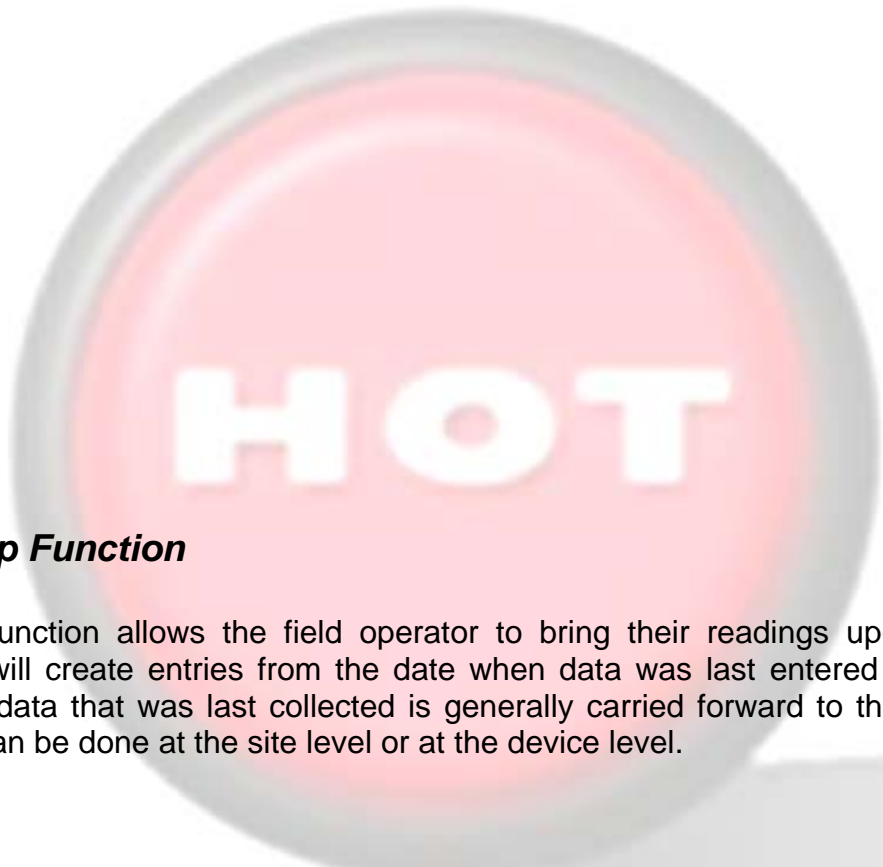
Note: Readings do not reflect actual data capture.

- Comment:** A free form field to add additional comments regarding the Truck Ticket.

Comment
<input type="text"/>



- Click  Save when finished to save or  Cancel to exit without saving.



3.2. Skip Function

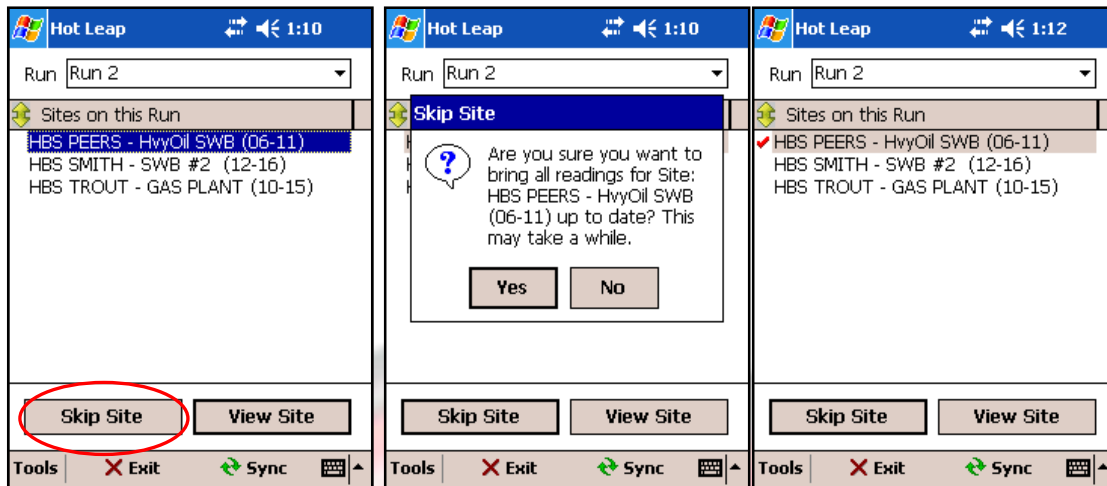
The skip function allows the field operator to bring their readings up-to-date. The handheld will create entries from the date when data was last entered to the current day. The data that was last collected is generally carried forward to the new entries. Skipping can be done at the site level or at the device level.

Site Level


The tool to skip at a site level is available on the Site List screen. To skip a site, highlight the site to be skipped, and tap on **Skip Site** (located near the bottom of the screen and also available in the Tools menu). The operator will be asked to confirm that they wish to skip the site, and all required collections from that site will be created and brought up-to-date.

- ⚠ **Caution:** This process can take from 1 to 90 minutes when skipping at the site level for more than one day depending on the number of devices in your site.





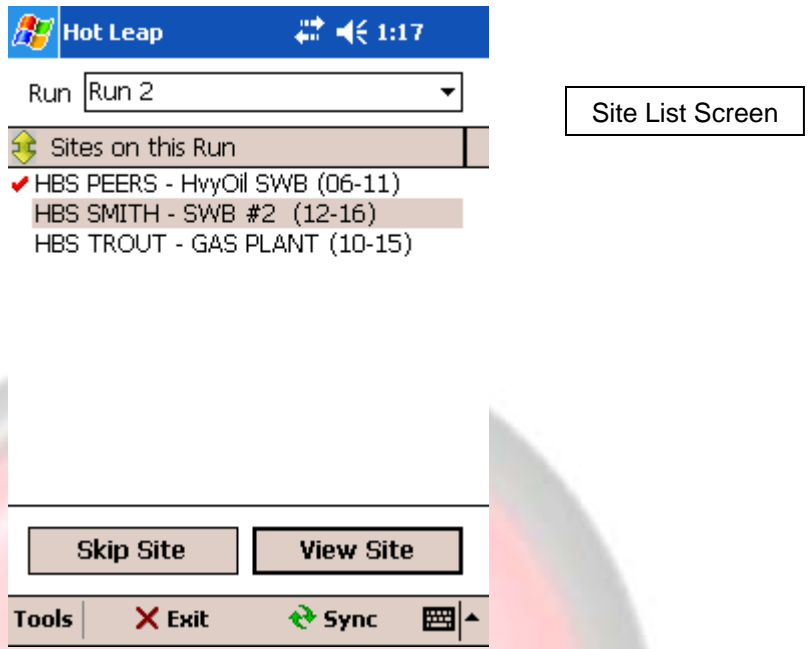
3.3. Synchronization


To synchronize the handheld, tap the Sync button  Sync located on the toolbar. Any changes to the data made since the last synchronization will be uploaded, and changes to the field operator's run assignments are downloaded.

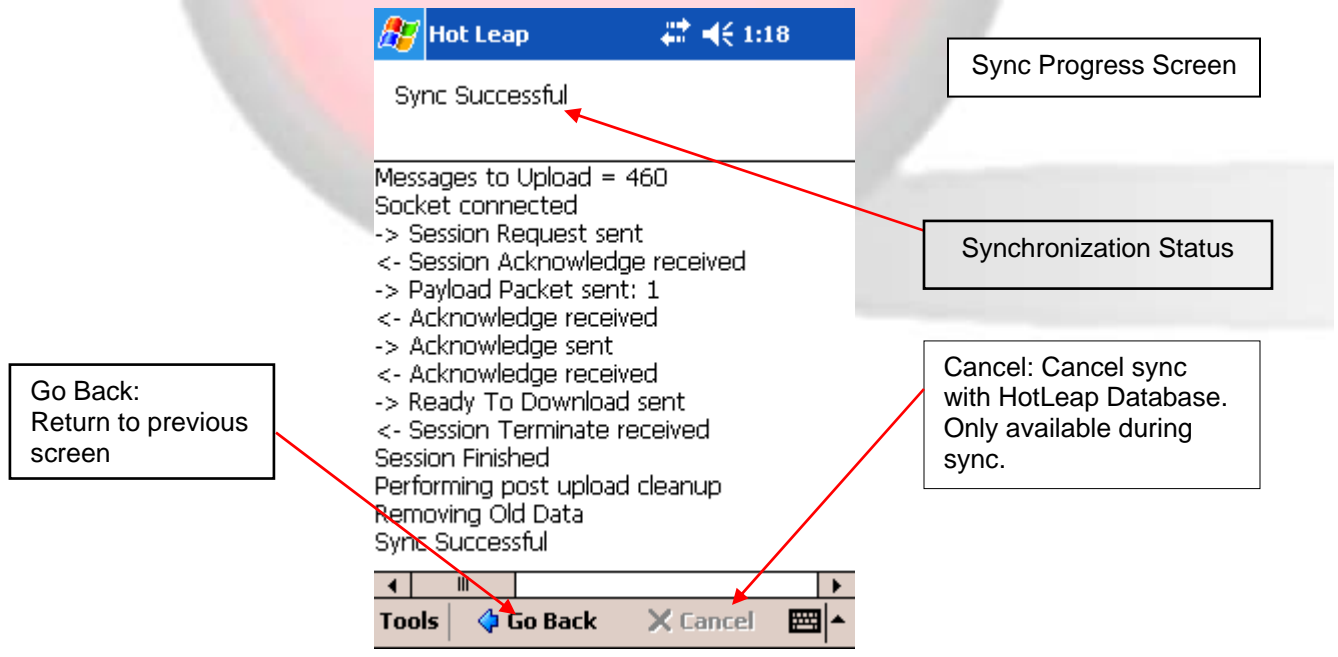
The field operator must ensure that the handheld is connected to the Internet before the handheld can be synchronized. The handheld can connect to the Internet using any of the following methods:

- A dialup connection with a modem plugged directly into the handheld.
- A handheld cradle plugged into a PC. The PC must then be connected to the Internet via a local area network or a dialup connection.
- A direct connection to a local area network via a cellular wireless or 802.11b wireless card plugged into the handheld.




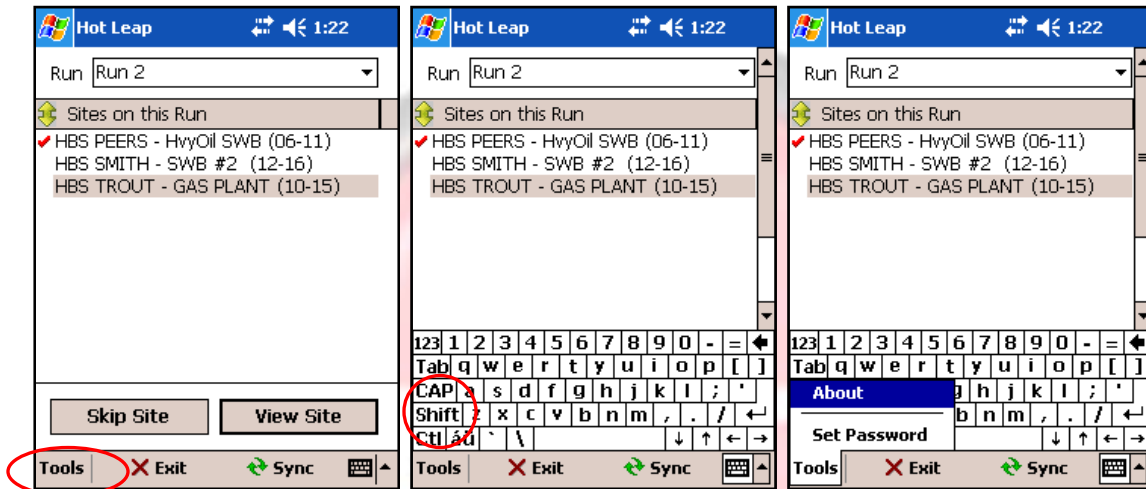


During synchronization a number of status messages are displayed on the screen. The actual progress of the synchronization is displayed at the top of the screen. Once the sync has completed, tap on the  **Go Back** icon to return to the Sites List screen to continue or exit the program.

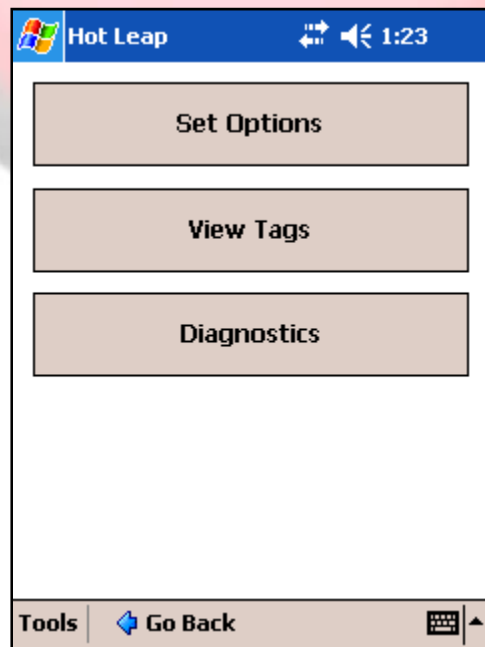


3.4. Administrative Tools

To access the Administrative Tools, tap on the **Shift** key of the virtual keyboard , and while the **Shift** key is still highlighted, tap on **Tools** (located on the toolbar).



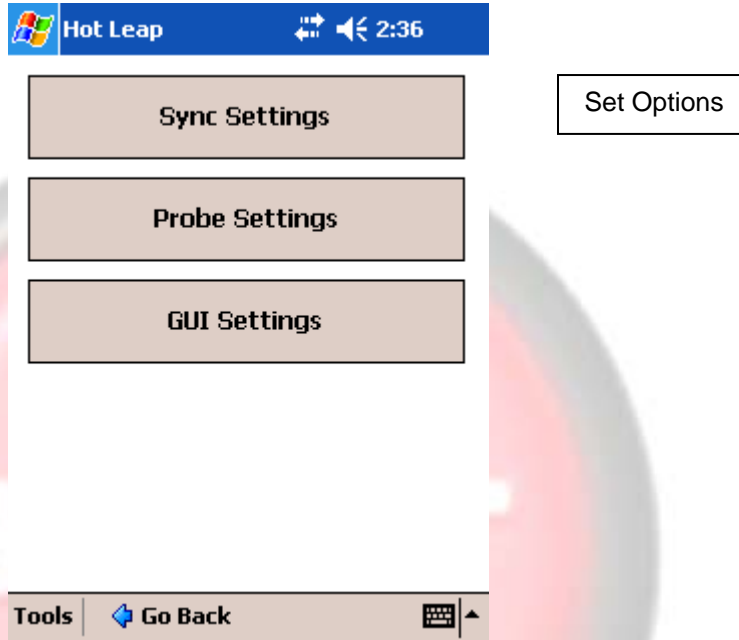
The Administrative Tools are divided up into three sections: **Set Options**, **View Tags**, and **Diagnostics**.



Administrative Tools

3.4.1. Set Options

This handles Settings that affect the general operation of the handheld. Tapping **Set Options** will give the following options:



3.4.2. Sync Settings

Selecting **Sync Settings** will show the handheld user the screen that was displayed on the first synchronization of the handheld. It allows the operator to reset the connection information without resetting the handheld database if the company changes their network settings.

The following settings are supported:

Setting	Description
Server Hostname or IP Address	Identifies the computer running the HBS Conduit. This field can be an IP address (192.168.1.1), a fully qualified DNS entry (server.your_company.com), or a local server name (test_server).
Port	Identifies the port number that the HBS Conduit is listening on for connection requests. Normally set to 15051.
Packet Size	Selects the packet size for data uploads. Larger values result in faster synchronization but can sometimes cause problems with dialup connections. Normally set to 64 K, use lower values if necessary.
Timeout	Sets amount of time before syncing is terminated.
Use Connection Manager	If this box is checked, HotLeap will attempt to make a dialup connection before synchronizing. Check this box only if using a modem plugged directly into the handheld. Leave this box unchecked if the handheld is directly connected to a local area network via a cradle connected to a PC, via an Ethernet connection, or via a wireless card (e.g. 802.11b).
Use Compression	Check this box to enable data compression during synchronization. Data compression can dramatically reduce synchronization time. This box should normally be left checked. Uncheck this box only if experiencing problems with synchronization.

3.4.3. Probe Settings

If a tagging system is being used, this controls the settings for the tag probe.

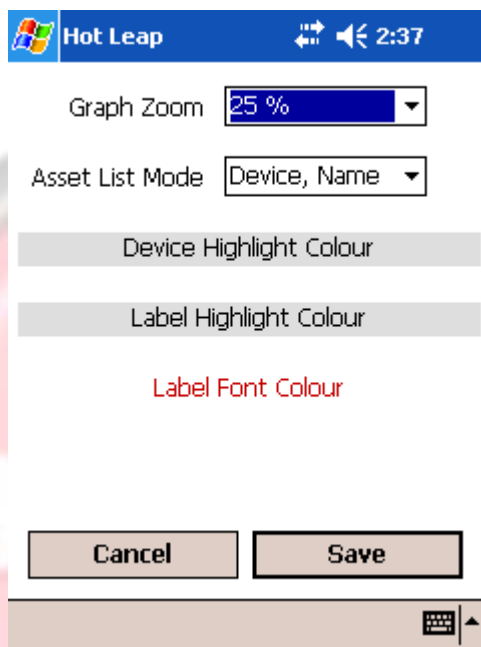
Note: Refer to the tagging section for further instructions if a tagging system is being used. Tagging sections can be obtained by contacting HotButton.



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3.4.4. GUI Settings

This setting allows for the basic settings for the onscreen graph views.

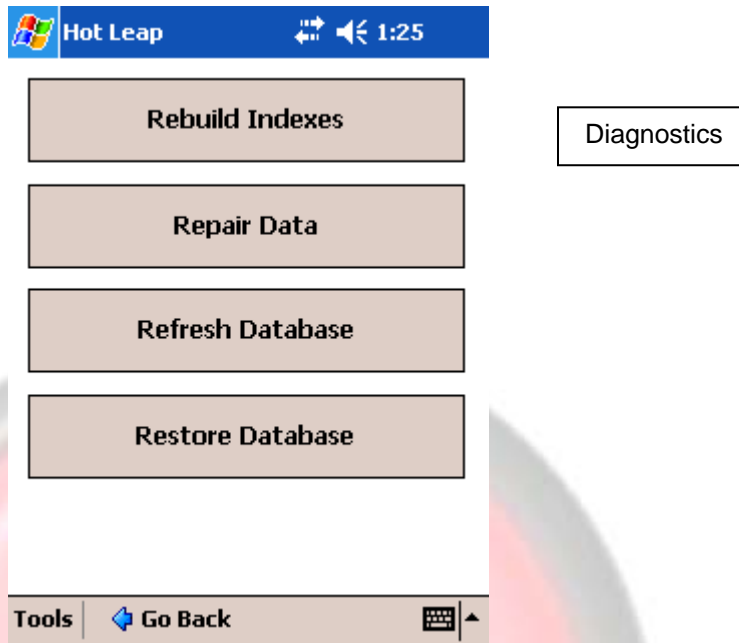


3.4.5. View Tags

This handles the assignment of electronic tags to devices.

Note: Please refer to the tagging section for further instructions if a tagging system is being used.

3.4.6. Diagnostics



The Diagnostics section gives the handheld operator the advanced repair options for the handhelds internal database. While the HotLeap handheld solution is robust in its ability to automatically detect and correct errors, it may become necessary to use some of the following functions to return functionality to the HotLeap handheld solution.

3.4.6.1. Rebuild Indexes

Select **Rebuild Indexes** from the Diagnostic Tools screen if the handheld operator experiences problems with the handheld displaying **CodeBase** error messages. This option of rebuilding indexes will recreate all index files whether they are damaged or not. If this does not fix the problem for the user a restore of the database will have to be done. This tool can be run at any time and does not require the user to sync or have an active Internet connection, but may result in numerous error messages when the Run list is displayed (depending on which index files are corrupt).

3.4.6.2. Repair Data

Select **Repair Data** from the Diagnostic Tools screen to repair any partial records found in the data collection tables. All index files are recreated prior to running this diagnostic because the index files must be in good shape before this tool can be run. This tool will automatically repair all partial records found. This also does not require the handheld operator to sync or have an active Internet connection to perform.

3.4.6.3. Refresh Database



Select **Refresh Database** if a change to the head office database conflicts with the handhelds ability to sync. This effectively recreates the database from scratch, but data that has not yet been uploaded will be retained. This requires the handheld operator to have an active Internet connection so that the device can receive the database information.

3.4.6.4. Restore Database

Select **Restore Database** if all other diagnostics fail.

This option will reset the HotLeap handheld solution database to the state it was when it was synchronized for the first time with the central database. This requires the user to have an active Internet connection so that the device can synchronize and reload the database.

 **WARNING: CHOOSING THIS OPTION WILL RESET ALL INFORMATION IN THE HOTLEAP HANDHELD SOLUTION, AND ANY DATA THAT HAS NOT BEEN UPLOADED WILL BE PERMANATLY LOST!**

If at all possible synchronize the handheld before performing a **Restore Database** operation.

