



Hilti CFS-DM
Firestop Documentation
Manager

Instructions for use

March 2014

Contents

3 **DESKTOP APPLICATION**

4	Your account and login information
5	Login to your desktop application
6	The basic desktop screen “Projects”
7	User settings
8	Define your company and upload documents
10	Define the users
11	Create a project
12	Create a project, step 1
13	Create a project, step 2
14	Upload documents, step 3
15	Define standard attributes, step 4
16	Define standard attributes, step 4
17	Define building hierarchy, step 4
18	Define custom attributes, step 4
19	Define project user assignments, step 5 ... and finish the project setup
20	Starting screen and Logout
21	Working with the documentation in your desktop

26 **MOBILE APPLICATION**

27	Mobile application, login
28	Login to your mobile application
29	Start the mobile application
30	Start the mobile application, user settings
31	Synchronization of the project information
32	The basic project screen
33	The basic penetration screen
34	Create a new penetration, capture information
36	Create a new penetration, take a picture
37	Create a new penetration, scan QR code
38	Create a new penetration, set a marker
39	Finish your documentation

Software specifications, functionality and appearance are subject to change.

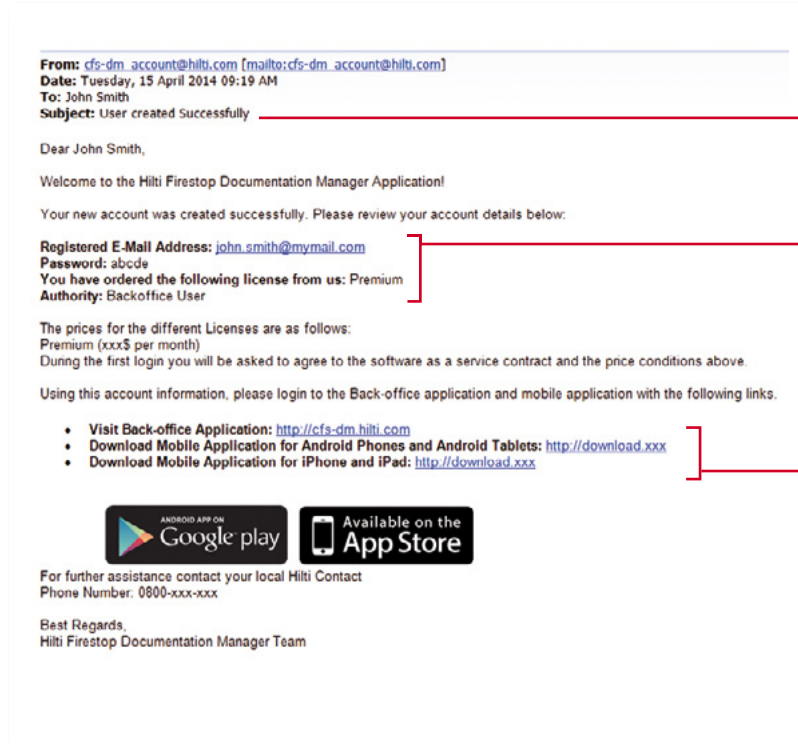
DESKTOP APPLICATION



Your desktop application

Your account and login information

After you have ordered the Hilti CFS-DM Firestop Documentation Manager software, you will receive this e-mail that your account was successfully created, along with information on how to access your account.



1. Initial e-mail information:
user created successfully.

2. Account confirmation:
your e-mail address and password.

WARNING: Please do not forward your password to non-authorized persons.

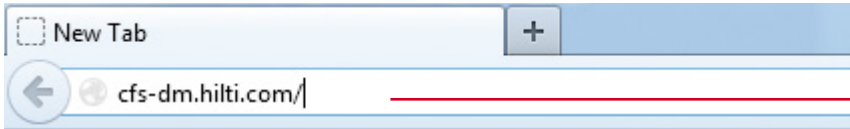
3. Your LOGIN information:

First link: login with this link from your PC Internet browser to access the software

Second link: to download the app for mobile use, click on the appropriate link. There are two different links – one for Apple® devices and one for Android™ devices.

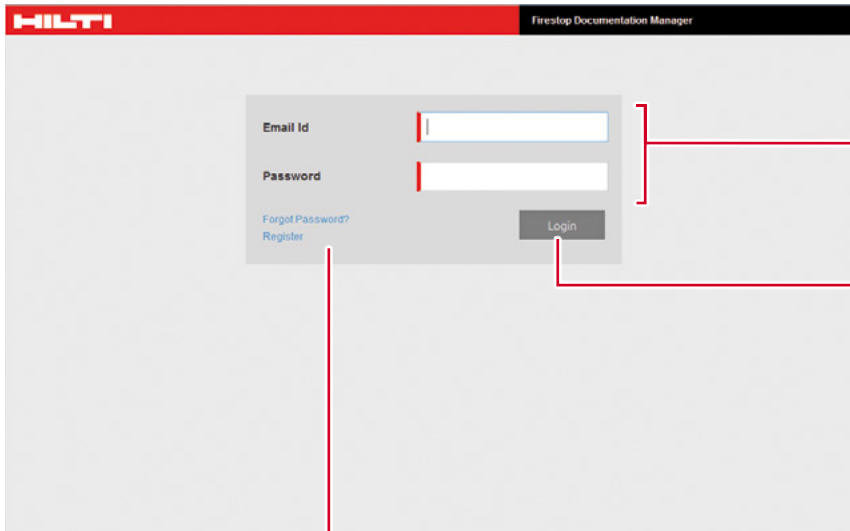
Login to your desktop application

To start your online desktop application, enter the respective URL link in your navigation bar.



1. Copy or write the desktop application link from your e-mail onto your navigation bar.

Congratulations: welcome to the Hilti Firestop Documentation Manager.



2. Enter your registered e-mail address and your password from your e-mail onto the respective fields.

3. Click "Login."

If you forgot your password, click on the link and you will be instructed to register for a new password.

The basic desktop screen “Projects”

The basic desktop screen offers some key functionalities.

Project icon:
overview of your projects and create a new project.

User icon:
overview and creation of your authorized desktop and mobile users.

My Company icon:
your company data, logo, and license information.

Your current license and how many penetrations / data volume you have actually used.

Your name and photo, which you may upload optionally via user settings.

Your number of captured projects.

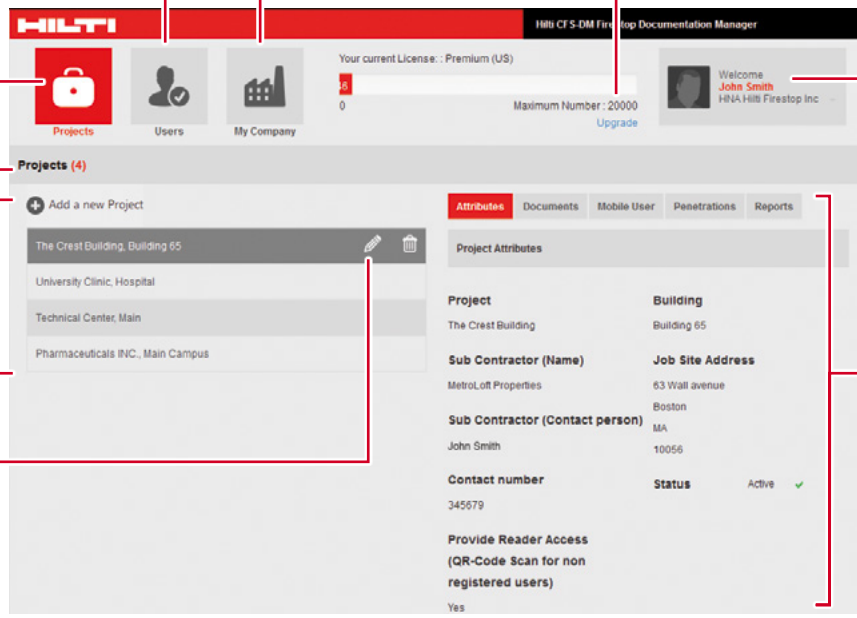
Click on + to add a new project or building.

Overview of all your projects / buildings.

Here you may edit your project attributes or delete a project.

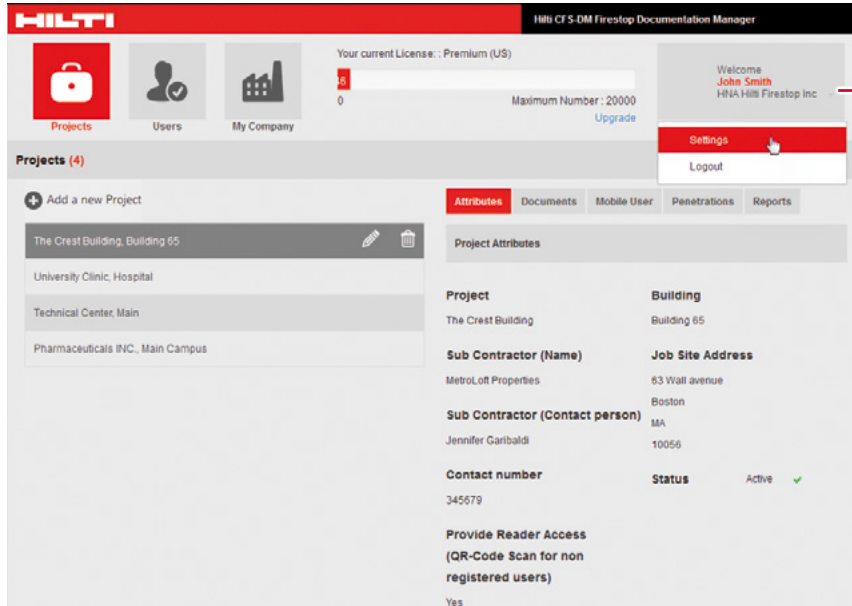
This field shows and offers all activities when clicking on a specific project:

- Project attributes
- Documents
- Mobile user for this project
- Penetrations
- Reports

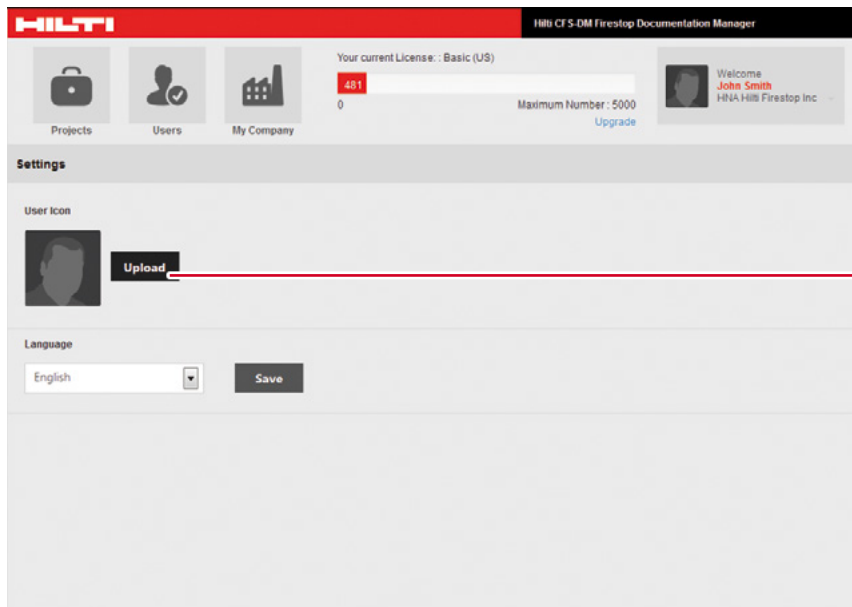


User settings

First, define your user settings.



1. Place your mouse on this field and click on the little arrow, then click "Settings."



2. In the user settings field, upload your picture if desired.

Select language from available parameters.

3. Upload your personal picture. To upload click "Browse..." and select a picture from your personal files and "Upload."

Define your company and upload documents

On “My Company,” you may provide information for your company profile. This is important as this information will also be shown on your reports. You may upload approval documents and listings as well.

The screenshot displays the 'My Company' interface. At the top, there are navigation icons for 'Projects', 'Users', and 'My Company'. The 'My Company' section is active, showing a 'Company icon' with an 'Upload' button. Below this is the 'Company Details' form. The form contains the following fields:

- Company Name: HNA Hilti Firestop Inc
- Address Line 1: Firestreet 117
- Address Line 2: Oil Capital of the World
- City: Tulsa
- State: Oklahoma
- Countries: US
- ZIP: 74104
- Portfolio: Portfolio US
- Status: Active
- Language: English
- License Type: Basic (US)
- Report Title: (empty field)

A 'Save' button is located at the bottom of the form. Red annotations highlight the 'Company Details' icon, the 'Upload' button, the 'Company Name' field, the 'Report Title' field, and the 'Save' button.

1. Click the “Company Details” icon.

2. Upload your company logo from your personal files if desired. Browse your files, click on your logo and upload.

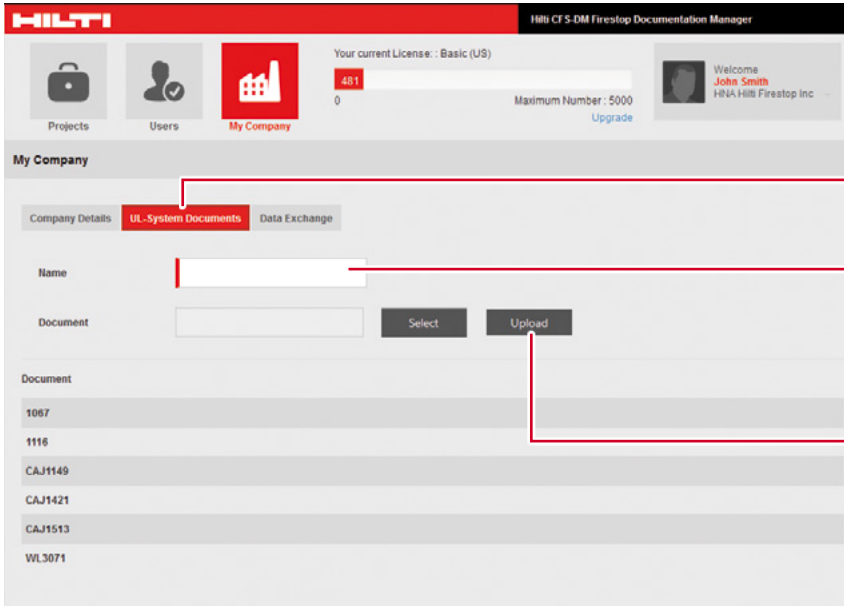
3. Enter all your company data in the respective fields.

Only fields marked in red are required. Other data is not mandatory. You can always go back later and change the data.

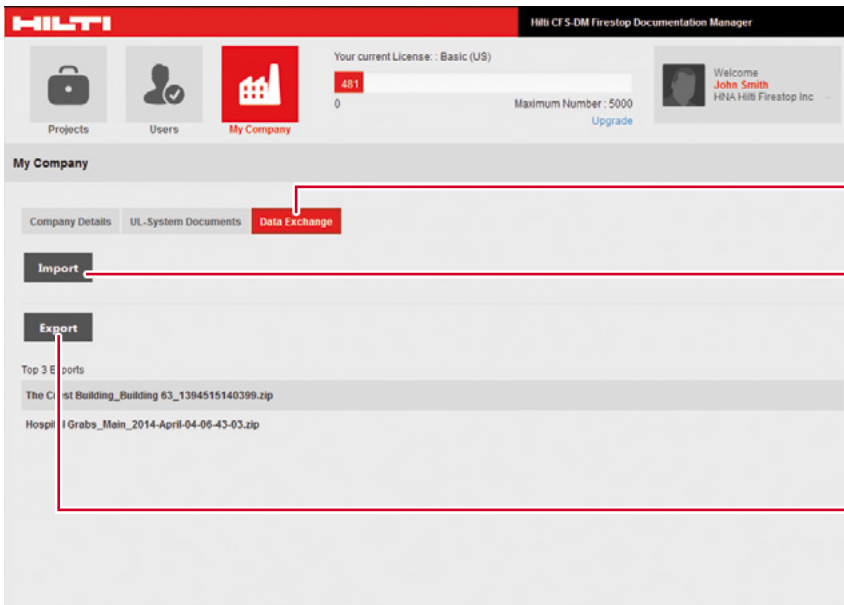
Enter your personalized report title, which will appear on the cover page of your report.

4. Save your input.

Under “My Company,” you may also upload all approval documents, listings and other important documents which you will need for your documentation. PDF format is required.



1. Click the “Documents” icon to enable upload of your documents.
2. Label or name your documents.
All Hilti relevant main approvals documents and listings are uploaded automatically.
3. You may also search for documents in your personal files, label them and upload them into the Documentation Manager.
The list of documents will be shown on the screen.



1. Click the “Data Exchange” icon to enable import and export of project information.
2. In case you want to upload a project which you received from another client, you can Import this file here.
ATTENTION: you need to use a zip-file created by the Hilti Firestop Documentation Manager.
3. In case you want to forward all project information for another client or user, click export and a ZIP-file is generated. Using this ZIP file, the next user or client can again import the project data into his ... Hilti Firestop Documentation Manager.

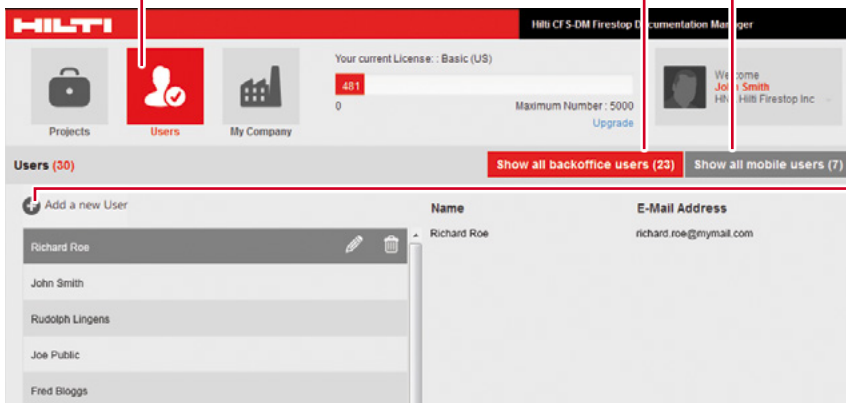
Define the users

Create users who will have the authorization to use the Documentation Manager desktop (BO) and/or with their mobile devices.

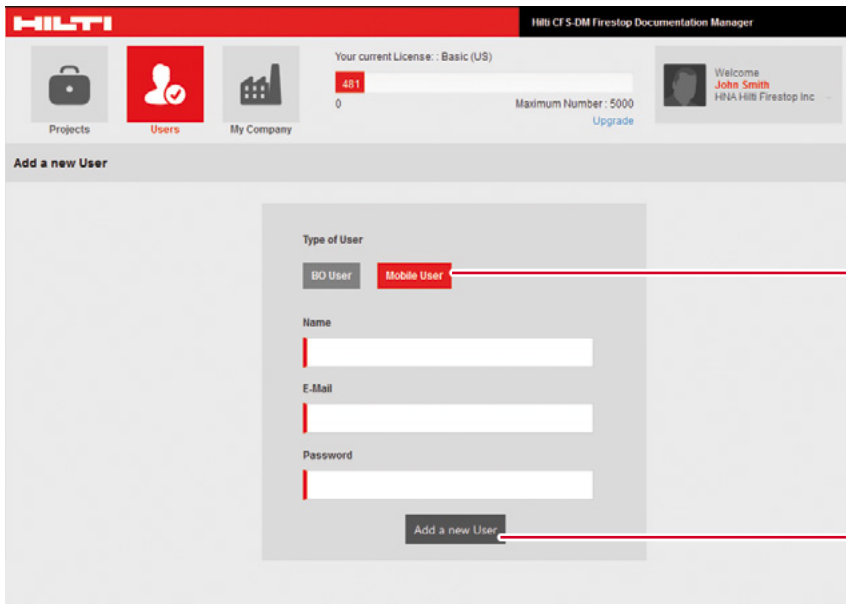
Once authorized, you can manage all desktop and mobile users under the "Users" tab.

By clicking on the desktop user (BO) icon, you will see an overview of all your defined desktop (BO) users.

By clicking on the mobile user icon, you will see an overview of all your defined mobile users.



1. Click the + "Add a new User" icon to reach this screen.

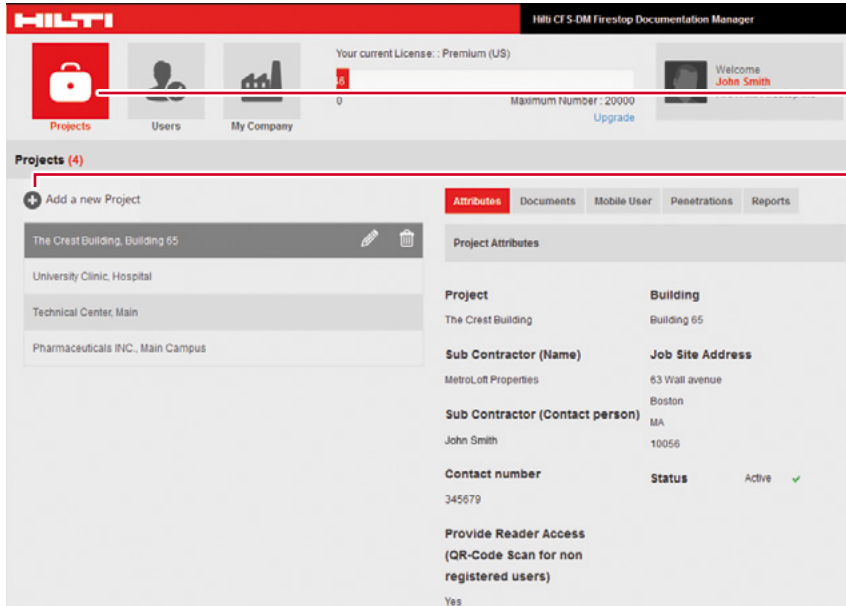


2. Select type of user, include name, e-mail and password of the users you want to create. All information is required.
3. Click "Add a new User." A confirmation email with login information is then sent to the newly created user.

With the user creation function, desktop (DT) users are able to use all key functions of the Documentation Manager – the mobile users are able to download the mobile app and use the Documentation Manager with their mobile device.

Create a project

Now everything is set up and ready for projects. With this important step you can start your documentation work within your projects, buildings and facilities. Let us get started by adding the first new project.



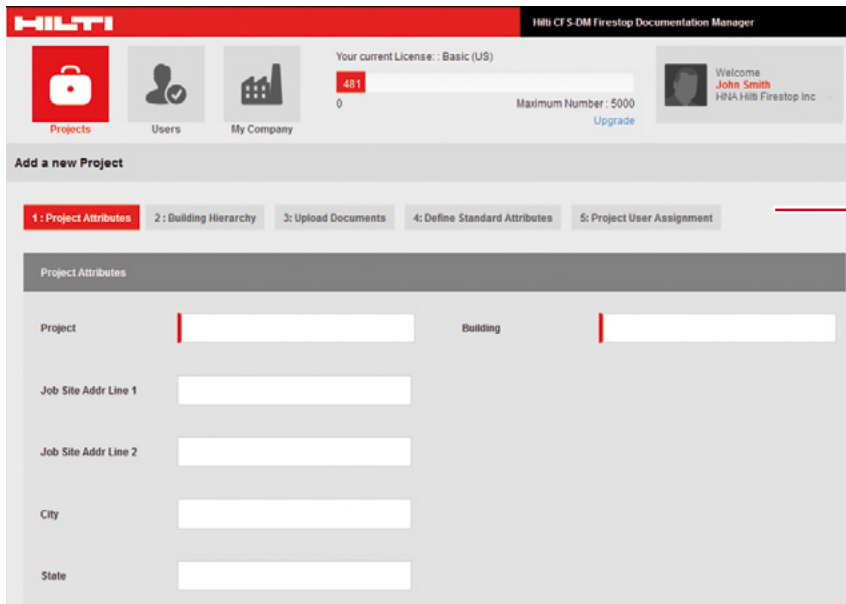
1. Click the “Project” icon.

2. Click **+** “Add a new Project” to start.

All active projects will be shown here. By scrolling down they may easily be selected and edited.

ATTENTION: by deleting a project, all information regarding that project will be deleted and cannot be restored.

To create a project, you will have several options and you may define multiple items you would like to capture. Here is the first screen you will see and the key functionalities.



As a guideline to create your project, follow these 5 steps:

1. **Project Attributes:** here you may define all attributes to document specific to the project.
2. **Building Hierarchy:** here you may structure your project or building or facility into different substructures for a better overview.
3. **Upload documents:** here you may upload additional documents and 2D plans if required.
4. **Define Standard Attributes:** here you may define all information to capture in your documentation.
5. **Project user assignment:** here you may define project specific users.

Create a project, step 1

Step 1 offers you the opportunity to define the attributes, the values and other relevant information when documenting your project and creating a report in a later step.

1. On the project/building level you may define the project name, jobsite or building name and address, city, state and zip code.

Only the two red marked fields are required; all other information is optional.

2. If you scroll down further, you may also add the names, companies, client numbers and other information which might be of value for your documentation.

All this information is optional.

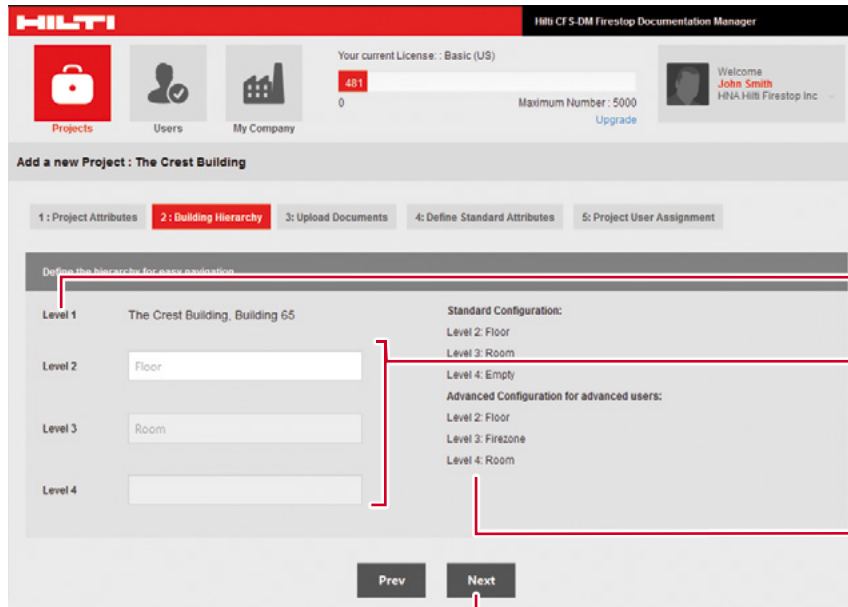
3. At the bottom of the page, you will find further information for this project: Project status “Active” means that all the defined users and especially mobile users may actively document the Firestop penetrations.

You may also provide a “Reader Only” access which means that a user may only use the QR code and access relevant information, but may not change or document anything.

4. With “Cancel,” you may delete the information. With “Save,” you may save the data and proceed to step 2.

Create a project, step 2

Step 2 offers you the opportunity to structure your project, building or facility. You will have different options and you may include in total 4 additional substructures or, as it is called here, “Levels.”



Step 2 is called “Building Hierarchy.”

1. Level 1 was previously defined by naming your project or building in Step 1.

2. Enter the level you want to add for your project or building.

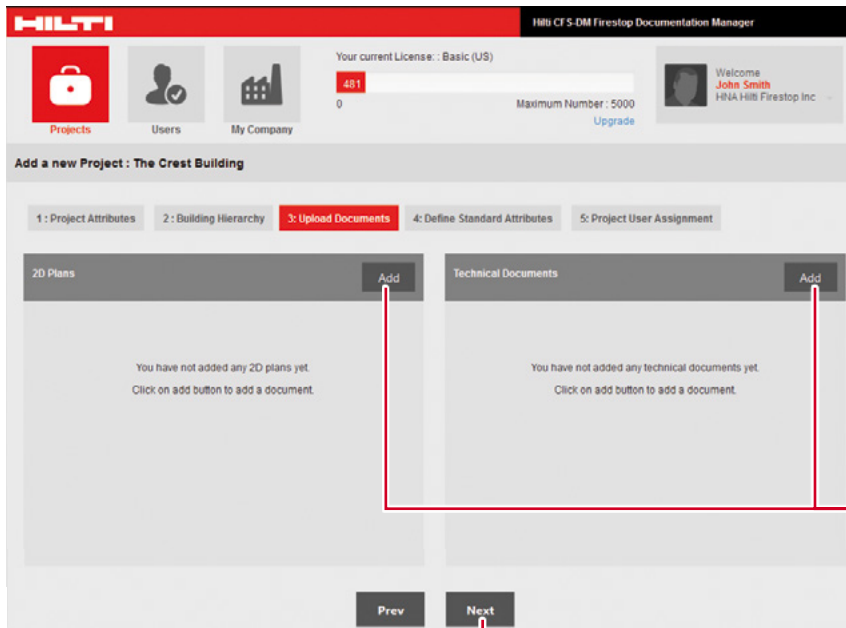
This levelling is optional. You may also include only 1 or 2 additional levels.

To support you, here are two examples which you may take for your own structure.

3. If you have done step 2, click “Next” and go to step 3.

Upload documents, step 3

Step 3 offers you the unique opportunity to upload all project related and necessary documents as a pdf file. This might be relevant in case you want to add additional approval documents or listings, as well as EJs to your final project report. These documents will be added as attachments to your standard report.



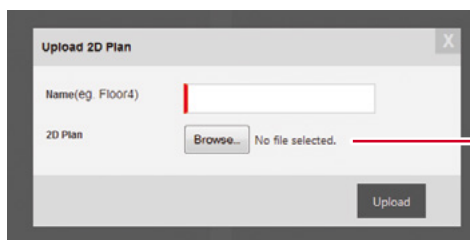
Step 3 is called "Upload Documents."

1. If needed, you may upload approvals, listings, EJs or other project relevant documents, e.g. certificates of conformity or work orders.
2. If you want to mark the penetration locations, you may upload a 2D plan.
3. To start the upload option, simply click "Add."

ATTENTION: uploaded documents need to be in PDF-format.

The uploading of documents or 2D plans is optional. If you do not need to do this step, click "Next" and skip to step 4.

How to upload documents and 2D Plans.




4. Once you click "Add," this screen will pop up and you may search through your drives by clicking "Browse...". Select the file, give it a name (compulsory) and click "Upload."

Define standard attributes, step 4

Step 4 offers you the opportunity to define your Firestop project level and penetration attributes. This step is very important as it defines which criteria and which values you want to capture when documenting your Firestop penetrations on your project. This step defines which data you may document with your mobile device on the jobsite in the building.

Define Standard Penetration Attributes

NOTE : To re-arrange the order of attributes, please mouse hover through the table rows. Once the mouse pointer appears like this , drag and drop the row to the required row location


Attribute	Type of Attribute	Attribute values (comma separated)
Products	List of values exte	Press to enter Values +
UL-System	List of values exte	Press to enter Values
Floor	List of values exte	Press to enter Values
Room	List of values exte	Press to enter Values
Installer	Free Text	
Date	Free Text	
Status	List of values	Complete.Pending
Inspection	List of values exte	yes.no.deficit
Comments	Free Text	

Buttons: Prev, Next

+ Add a new Attribute

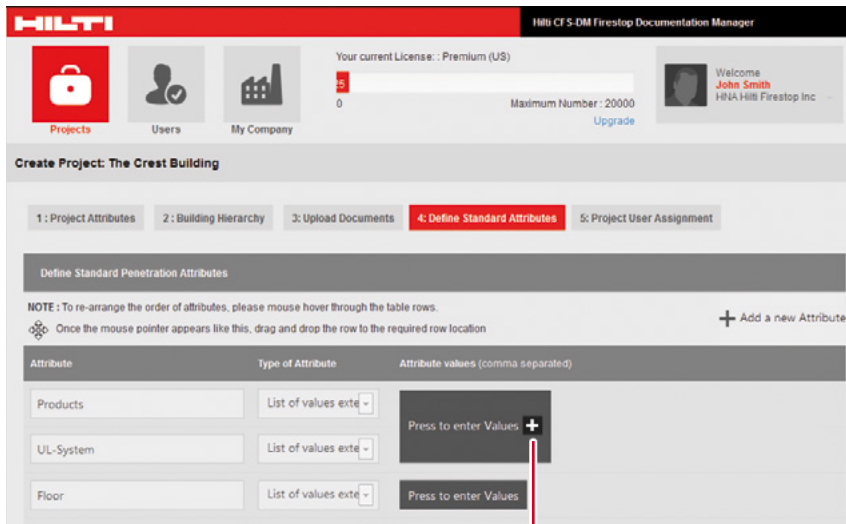
Step 4 is called “Define Standard Attributes.”

1. You may add additional info to the existing fields, add new attributes, define list of values and delete attributes.
2. The first two grey fields are pre-defined with all relevant Hilti products and approvals. You may enter new or more products.
3. These fields appear only when you have defined the levels of the Building Hierarchy.
4. These fields are defined according to the individual who is documenting the penetrations (installer name and date).
5. These fields can be customized and added by clicking + “Add a new Attribute.”
6. You may delete certain attributes.
7. For each attribute you may define values: free text, list of values and list of extendable values.

NOTE : To re-arrange the order of attributes, hover mouse through the table rows. Once the mouse pointer appears like this , drag and drop the row to the required row location.

Define standard attributes, step 4

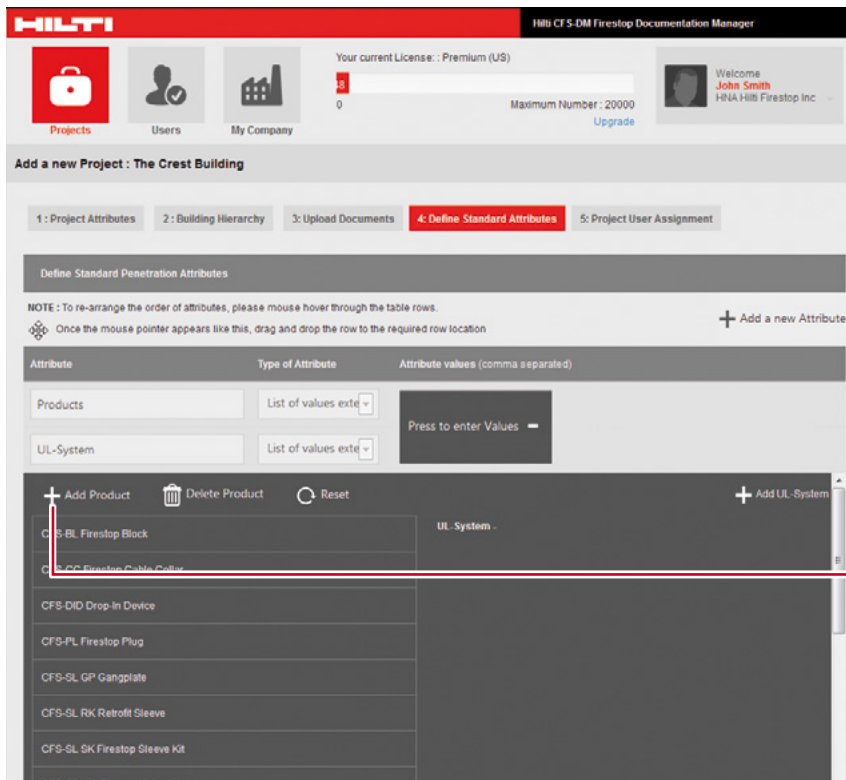
Below is information on how to enter products and approvals.



For added simplicity, all Hilti Firestop products are preloaded in the system. Approvals and listings relevant to each product are linked and included.

How to enter a new product.

1. Click **+** to enter values.



2. Next, you may add or delete a product by simply clicking the respective icon.

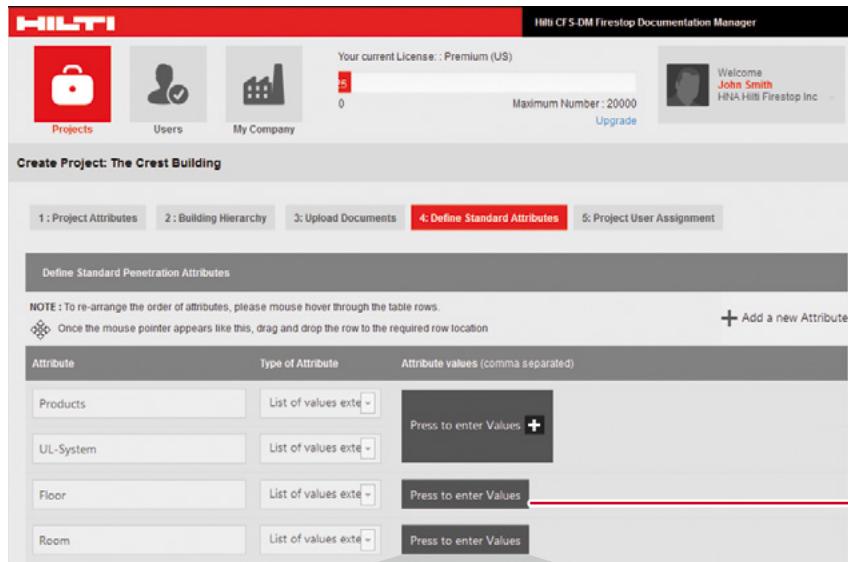
3. Click **+** "Add Product;" a new field will open. Enter the name to add the new product.

4. Add the respective approval/listing document if required.

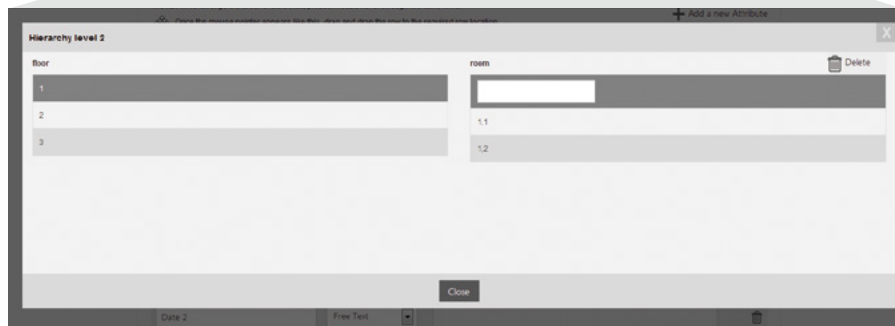
NOTE: all included additional products will automatically be saved and appear again a new project is created. If you do not prefer this option, click "Reset" to reset product and approval range to reload the original Hilti product portfolio.

Define building hierarchy, step 4

Below is information on how to enter a list of floors and rooms.



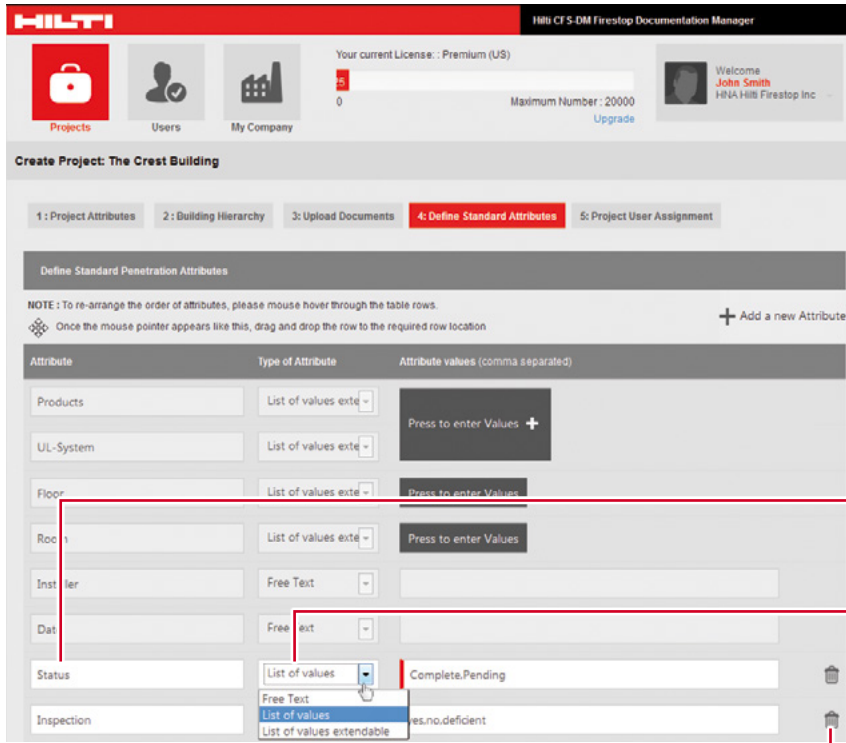
1. Click the “Click to enter Values” icon.



2. Fill in the floor and room numbers.
Confirm each entry by clicking enter.

Define custom attributes, step 4

In Step 4, the following info describes how to enter other penetration attributes and all information which should be included during documentation of your penetrations.



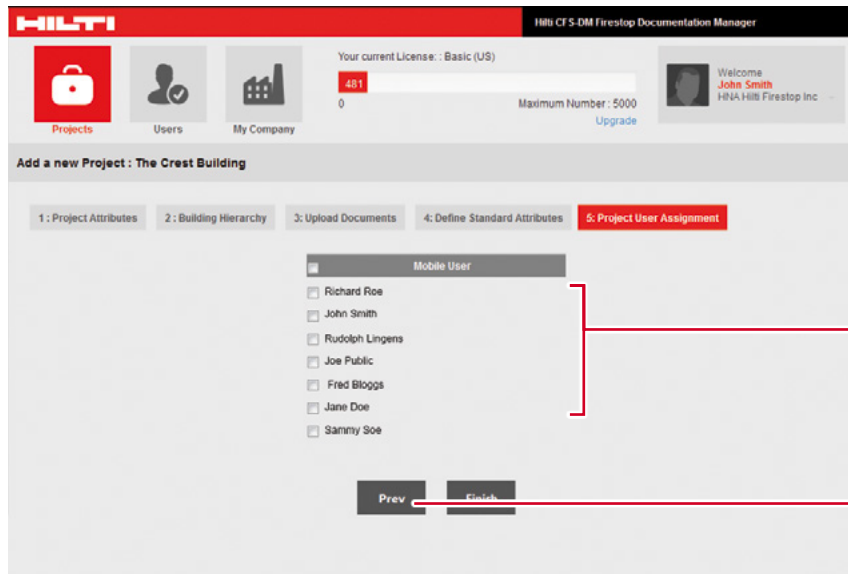
In addition to products and approvals / listings you may enter, add and activate other penetration related attributes. This information is optional and provides the opportunity for you to enter more content for your documentation.

1. If you would like to include more attributes, just click **+** “Add a new Attribute,” and a new field will open automatically.
2. Include the attribute you want to have documented.
3. You are given a choice of three options when doing the documentation later on the jobsite:
 - **Free text:** gives you the option to write a comment.
 - **List of values:** you may define different values, always separate values with a comma .e.g.: 1,2,3,4,5. The mobile user may simply choose from these defined values.
 - **List of values extendable:** you may include a list of values. On the jobsite, mobile users may add other values.

Additional attributes may be deleted at any time.

Define project user assignments, step 5 ...and finish the project setup

Step 5: "Project User Assignment." With this last step, you may define and delegate authorized mobile software users.



Step 5: Project User Assignment

1. All your assigned users appear in a list and you may easily select the users you want to assign to this specific project by clicking on the respective name.

If you need to edit, click "Prev" and you will go back to the previous steps.

Now you have finished all major steps to define your project. You went through all 5 basic steps and the project is now defined and you are ready to go.

Once you click "Finish", you are ready to go! Your project is now displayed as an official project and all your assigned users (mobile and desktop) may start working on the documentation immediately.

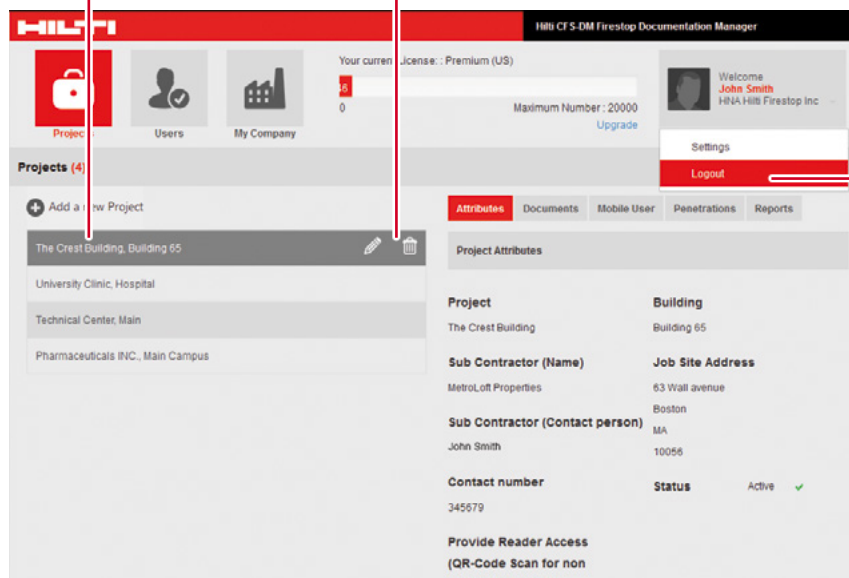
Starting screen and Logout

Once you have finished your project / building setup, you automatically return to the start screen.

You may edit, add, change or work on the content or, once obsolete, delete the project.

Your newly created project is now shown in your project list.

ATTENTION: once deleted, the project information cannot be retrieved!

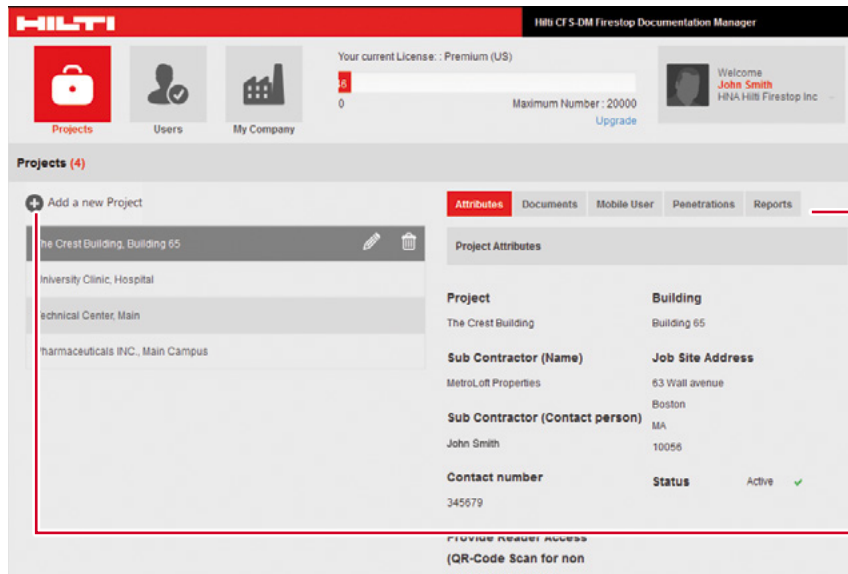


To log out, go to the upper right field, click on the little arrow and click "Logout."

Working with the documentation in your desktop

Now you may work and document your Firestop penetrations.

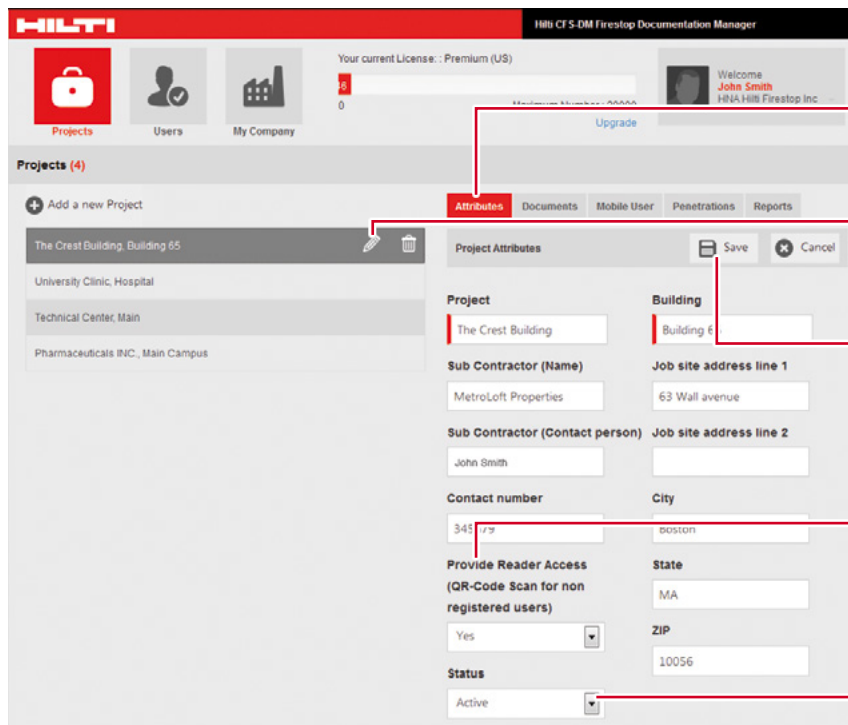
As soon as your mobile users document penetrations locally with their smartphone or tablet, you are immediately able to see their work online as soon as the captured information, pictures or other data is synchronized.



This starting screen shows and offers all activities when clicking on a specific project. Here you have 5 possible activities including the creation of your project report.

- Project attributes
- Documents
- Mobile user for this project
- Penetrations
- Reports

Should you need to create a new project, just click + "Add a New Project" and start the five basic steps again (see previous pages "Create a Project" of this instruction booklet).



1. Click on the icon "Attribute" and you are able to see all Attribute pertinent information.

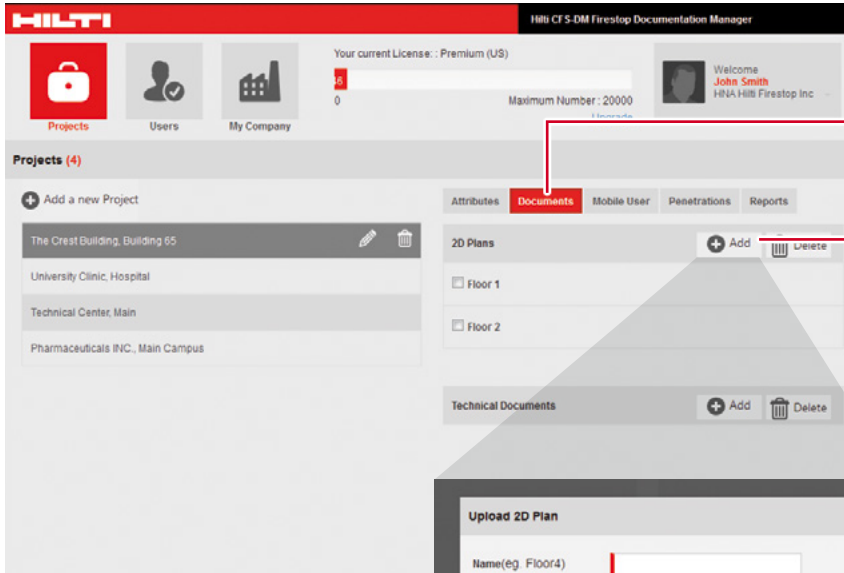
2. Click on the "Edit" icon and you have the possibility to edit the information in the respective fields.

3. Click "Save" to save all changes or "Cancel" in case you do not want to change your input.

Should you provide a "Reader Only" access, then a user may use the QR Code to see the penetration information. When prompted, select "Yes."

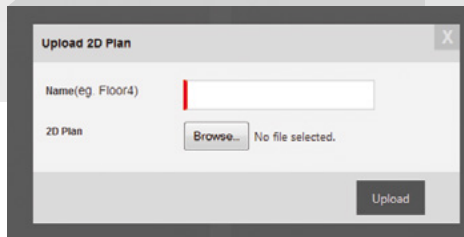
If you need to pause mobile documentation of this project, just set the status on "Inactive."

If you want to delete a certain project, the project status has to be set on "Inactive."

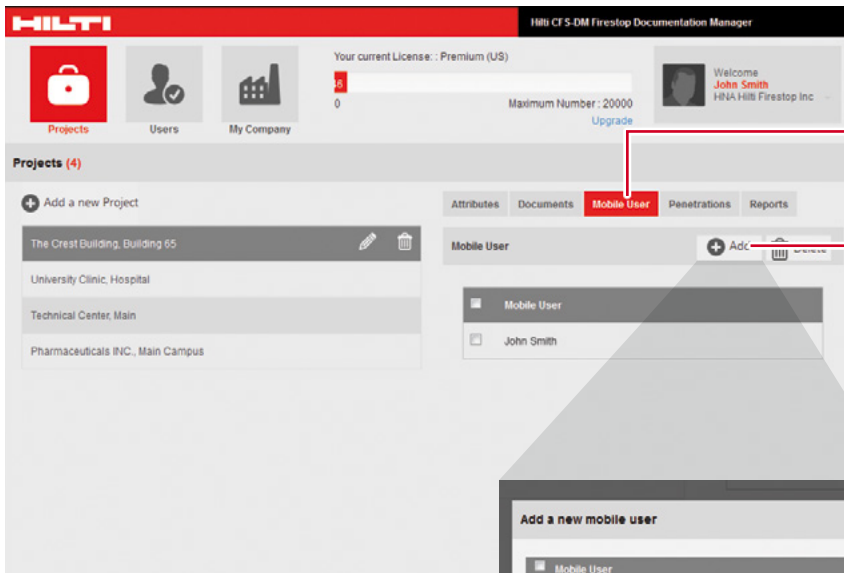


1. Click on the icon “Documents” and you are able to see all Document relevant information.

2. Once you see the overview, you may add or delete 2D plans per defined floor level and you may add or delete technical documents, approvals or listings.

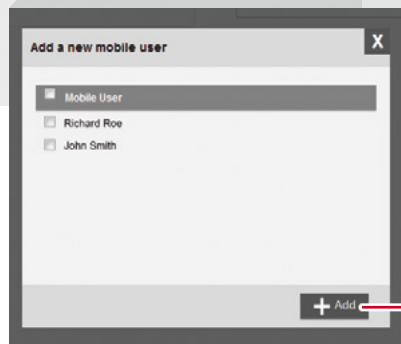


3. When you want to add a new 2D plan or technical document, a new window opens and you may upload the 2D plan or document. Enter the name and upload the file (pdf) by clicking on “Upload.”

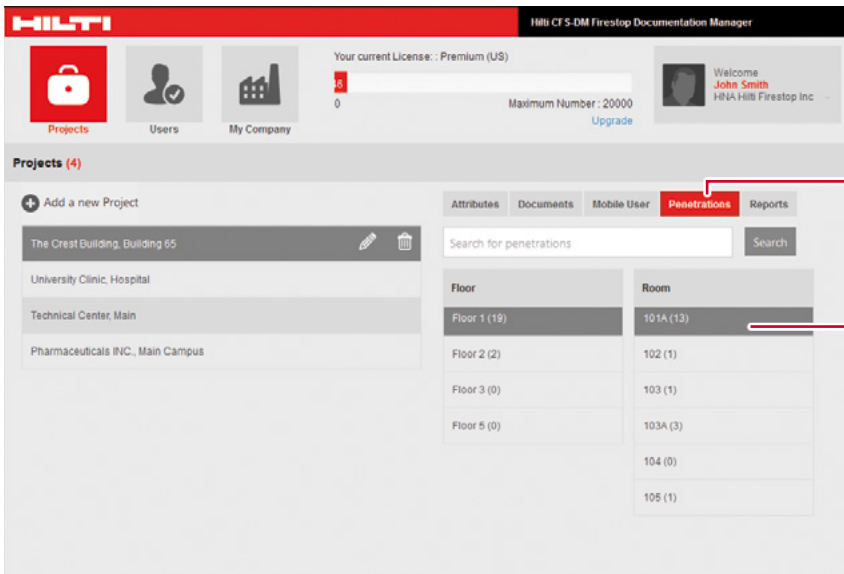


1. Click on the icon “Mobile User” and you may add a new mobile user or delete a mobile user.

2. When you want to add a new mobile user, click on “+ Add.”



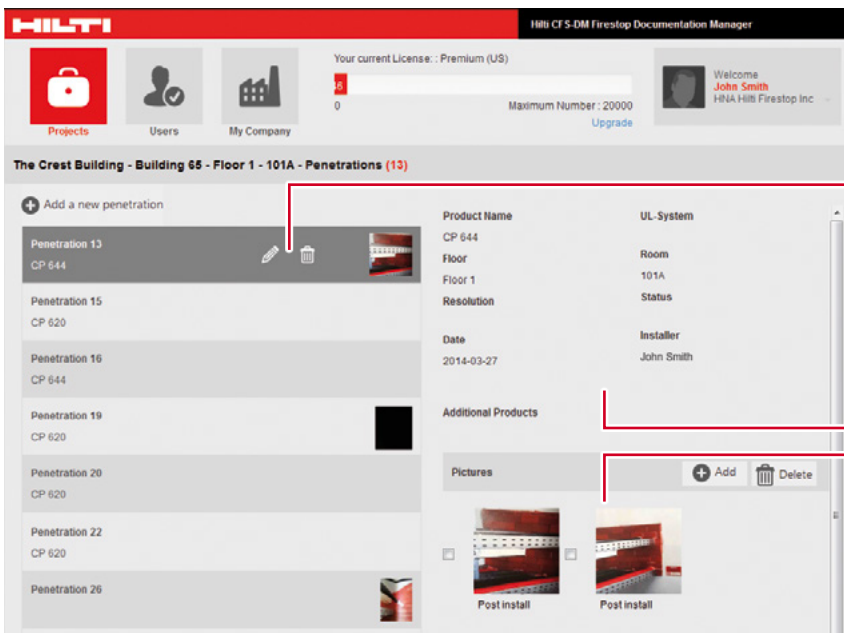
3. Add a new mobile user and click “Add.”



1. Click on “Penetrations” and you may add or cancel your levels of the project as well as view all penetrations, pictures and all other penetration attributes.

2. To see all the Firestop penetration details (penetration attributes and the respective values and especially the pictures taken by your mobile users) click on the last level hierarchy field, e.g. on “Room 1.1.”

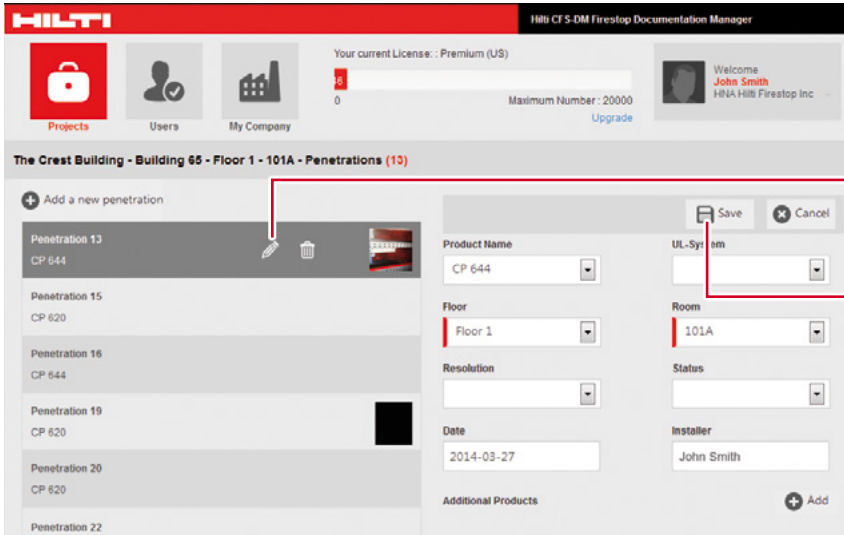
NOTE: to search for a specific penetration (number or name) you may use the search field.



4. Here you see all the captured Firestop penetration details for your selected hierarchy level. Now you may edit or delete the penetrations.

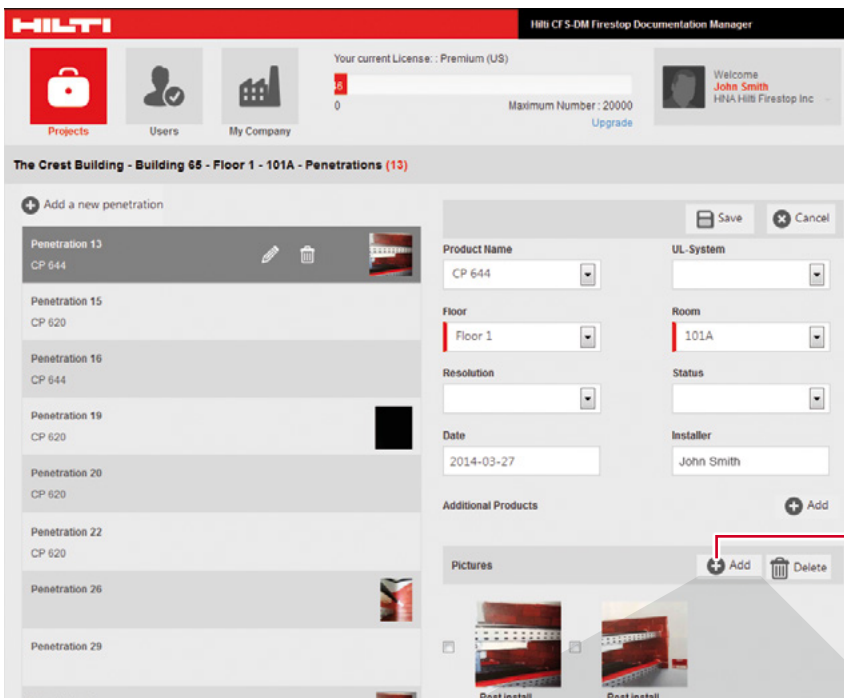
5. By clicking on the respective penetration, you may view all information for that penetration:

- Attributes
- Pictures



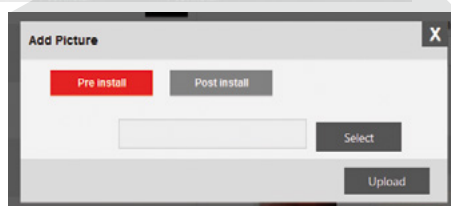
6. Click on "Edit" and you are able to edit, change or add attributes as a desktop user.

Save your changes by clicking on the "Save" icon.

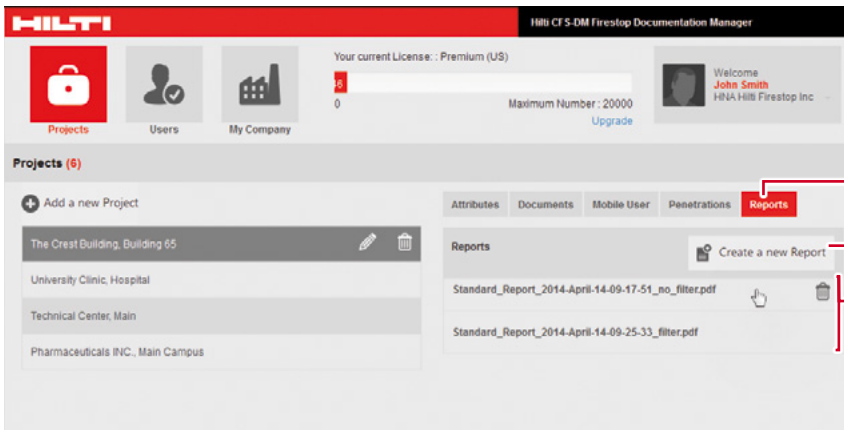


7. You may add a new picture or delete an existing picture.

8. To upload a picture, a new window opens and you may upload a picture from your personal files.



The last and a very important final opportunity is the creation of your project report. To create a report you have multiple possibilities.

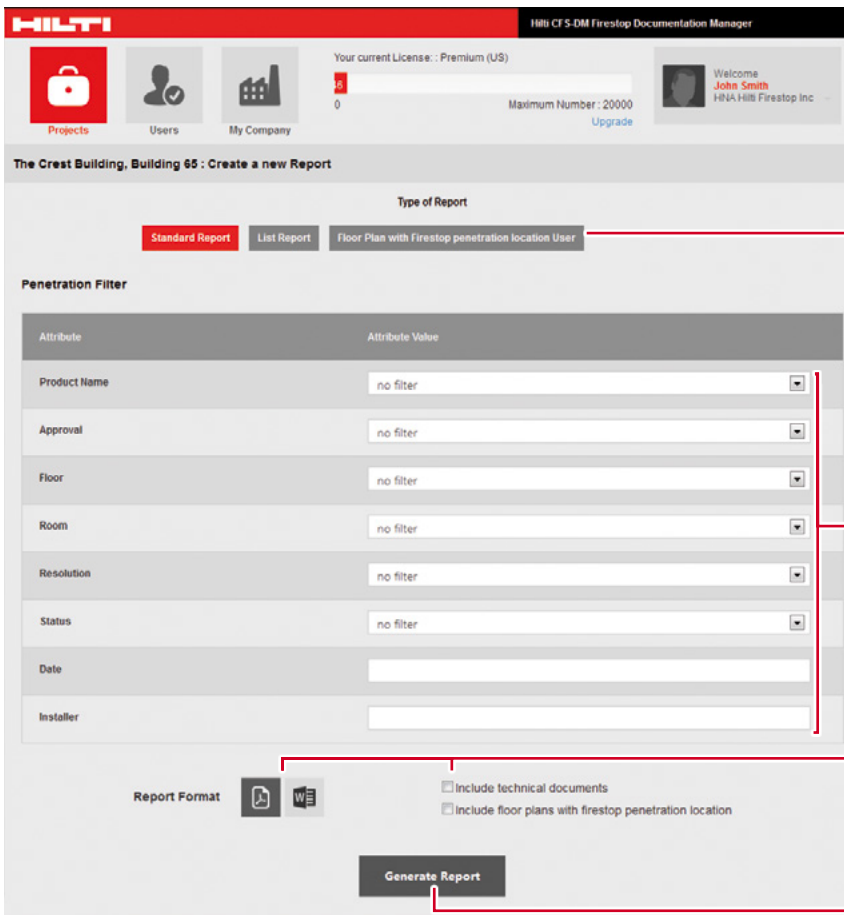


1. Click on "Reports."
2. Click on the icon "Create a new Report."

Here you'll see a list of all created reports. This enables you to create a history of reports (e.g. for each year, semester or inspection cycle). When you hover over a report, a delete symbol appears.

NOTE: you may download the report into your personal folders and then delete the report if needed.

ATTENTION: by deleting a report, the report will be completely deleted and may not be restored.



1. To create a new report, the following screen opens. You will see a list of all your defined attributes for your project or building.
2. You may decide the type of report:
 - Standard report: cover pages and one page per penetration and attachments (pdf).
 - List report: a list of attributes in excel format.
 - 2D floor plan: print out your uploaded 2D plan including the markers made by the mobile users.
3. Decide which content (attributes) you want to include in your report. If you want to display a special value only in your report, set the filter accordingly.
4. In the standard report, you have the choice to define the format and whether to include technical documents and the 2D plans as attachments.
5. Click "Generate Report." A new report will be generated. This may take a few minutes. The generated report will be automatically stored in the software and may be reviewed or printed anytime.

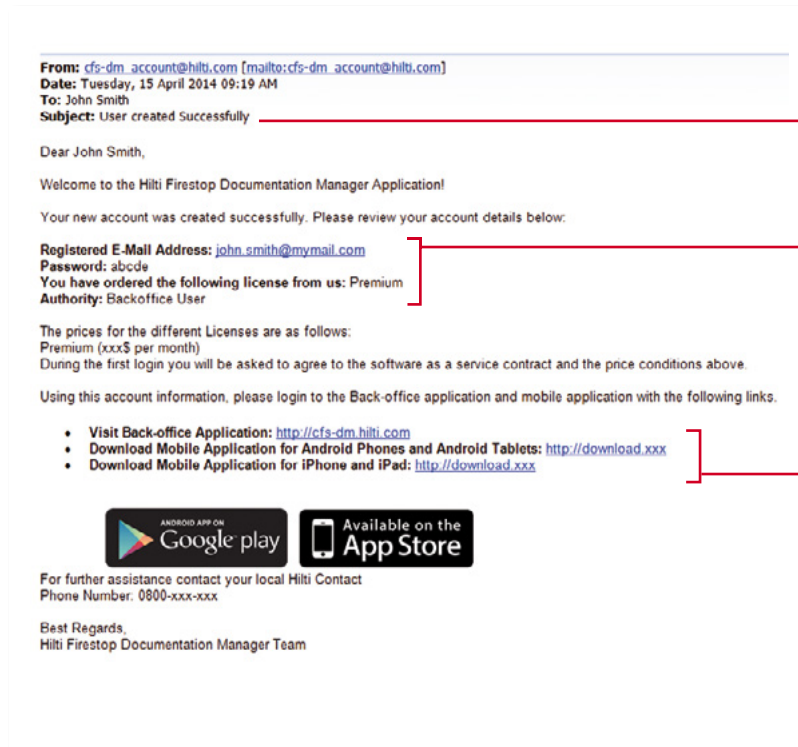
MOBILE APPLICATION



Your mobile application

Mobile application, login

Use your mobile device to perform documentation of Firestop applications on the jobsite or in a building. After ordering the Hilti CFS-DM Firestop Documentation Manager software, you will receive access information in an e-mail.



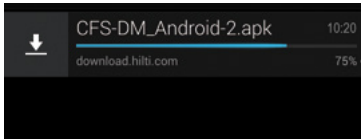
1. Initial e-mail information:
user created successfully.

2. Account confirmation:
your e-mail address and password.
WARNING: Please do not forward your password to non-authorized persons.

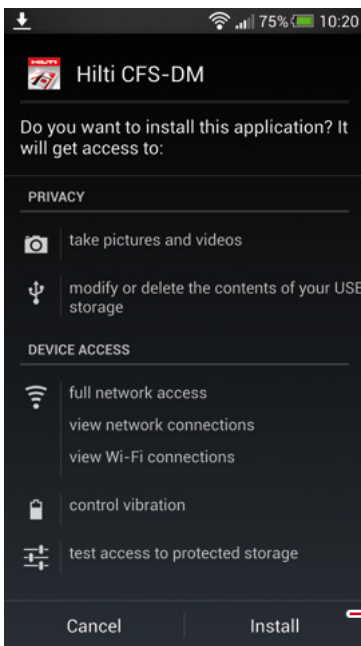
3. Your LOGIN information:
First link: login with this link from your PC Internet browser to access the software
Second link: to download the app for mobile use, use this link. There are two different links (for Apple® and Android™ mobile devices).

Login to your mobile application

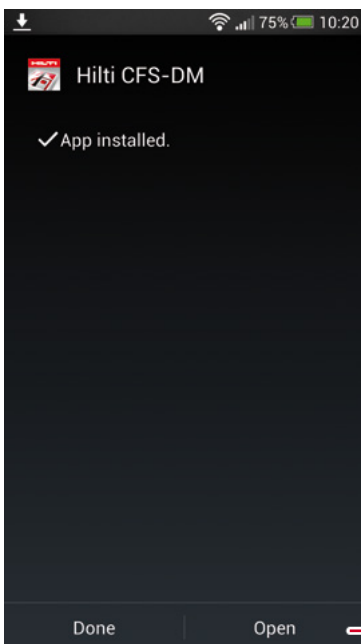
To start your mobile application, download the respective Hilti CFS-DM Firestop Documentation Manager file. The download procedure might vary dependent on your mobile device.



1. Once tapped, the App will automatically download. The download icon indicates the download process.



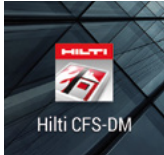
2. After the download is complete, select the file and tap "Install."



3. Once the App is installed, open the App.

Start the mobile application

You may now start the application.



4. Locate the Hilti CFS-DM App on your mobile phone. Tap on the icon to open the application.

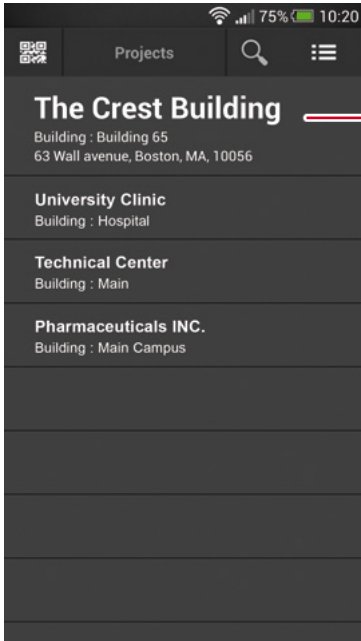


5. The App login screen will open with all three fields blank. Enter the login criteria (URL, registered e-mail address and password) from your login email. The App will store your login information.

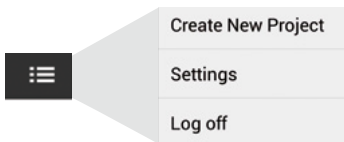
6. Tap "Login." The synchronization process may take a few seconds.

Start the mobile application, user settings

Welcome to the Firestop Documentation manager mobile application. You may now start to document your Firestop penetrations with all available features.



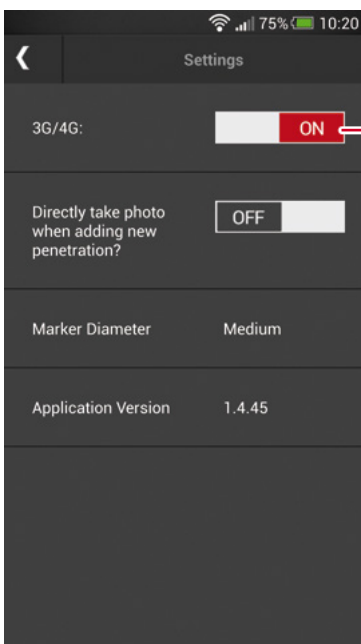
The App will then take you to the Projects Page. Any projects that have been loaded or created by the Desktop User will appear on this screen. You may select a project and begin documenting penetrations.



1. Tap the settings icon of your mobile device to open and review the settings.

The exact location of this icon might vary depending on your mobile device.

You may also create a completely new project via your mobile device if needed.

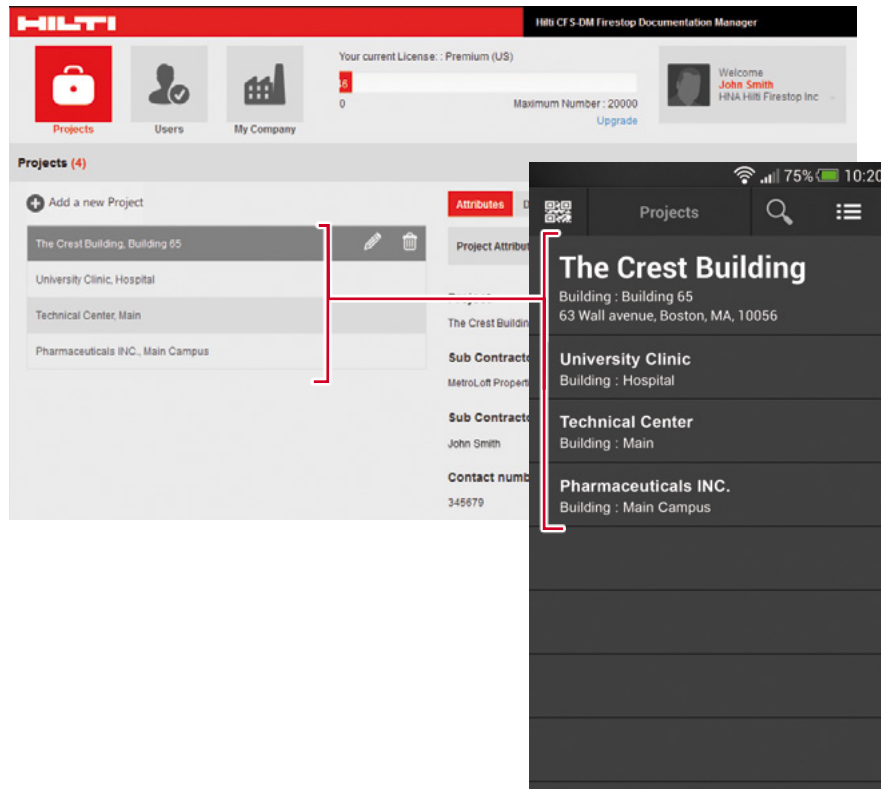


In the settings you may:

- Define your preferred language
- If required start 3G/4G connection
- Decide whether you want a picture taken before or after creating a new penetration
- Define the size of a marker in your 2D plan (see instructions later)

Synchronization of the project information

From this screen, you can capture your penetrations to document attributes, scan a QR Code which is printed on the identification plates/stickers, take pictures, or set the markers in your 2D plan. All these activities are optional and are dependent on documentation requirements for a specific project or building.



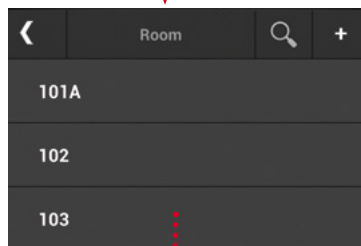
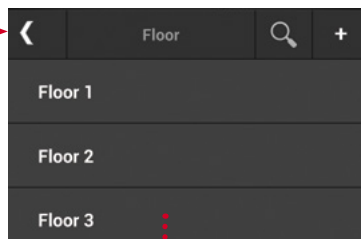
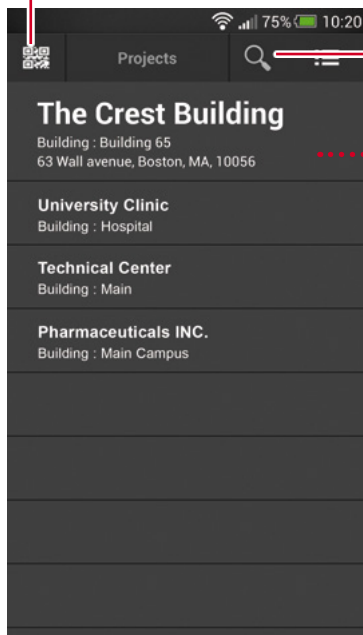
All information is automatically synchronized as soon as you have an internet connection. The App also synchronizes all the data and all projects from your Desktop application to the mobile phone whenever the phone is online.

The basic project screen

The basic functions of your project screen and how to navigate input fields to create a new penetration.

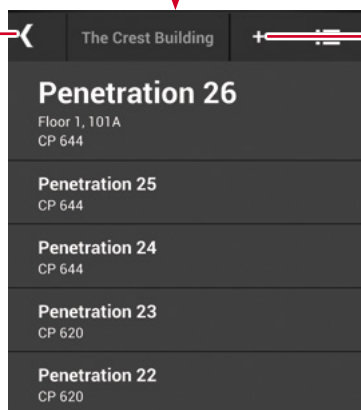
For existing and correctly QR coded projects, tap on the “QR Code” icon of a penetration. The QR code scanner will open. You may then scan the QR code of the penetration. You will then receive the respective penetration information.

If you need to search for a specific project or penetration (e.g. if you have too many lines on your mobile device), just tap on the “Search” icon and enter a search word to find your specific project or penetration.



1. Select a project.
2. To reach further project levels, just continue to tap the respective fields
3. Once you reach your penetration level, you'll find a list of all captured penetrations. By tapping on a specific penetration, you will find all data, pictures and attributes.

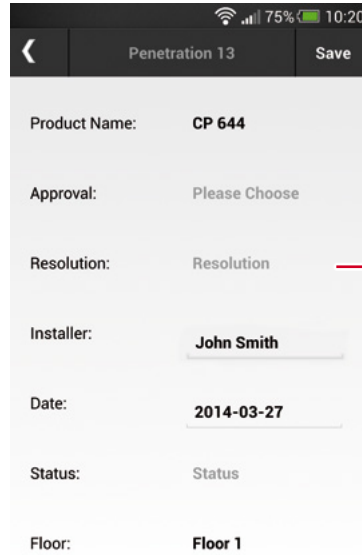
Here you may go back one step.



Here you may create a new penetration.

The basic penetration screen

The basic functions of your project screen with all functionalities.



See information of all relevant and defined penetration attributes here. Scroll down for further data.

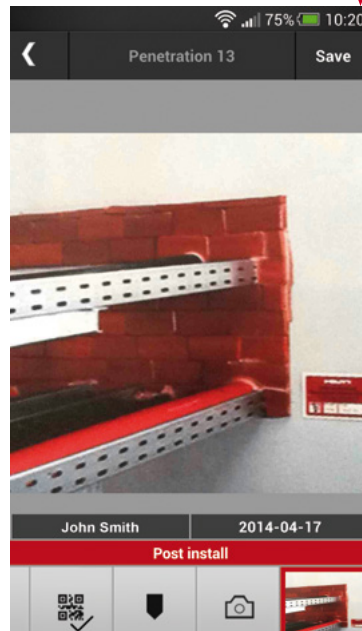
You may enter, change or adapt new information into the respective fields. Then tap "Save" to capture your new information.

There are four basic functionalities:

1. **Penetration attributes.** List of all relevant information.
2. **Scan QR code** of the id plates or stickers. This opens your QR Code scanner. A specific QR code is linked to the specific penetration.
3. If a **2D plan** is available (uploaded in your desktop applications) set a simple marker
4. Take a **picture** (photographer's name and date automatically stored)



If there are already saved pictures for a specific penetration, you can see them by sliding on this field. Tap on the picture and you will see the picture details, incl. date and photographer information. As soon as you take a picture it will also be displayed here for easy access.

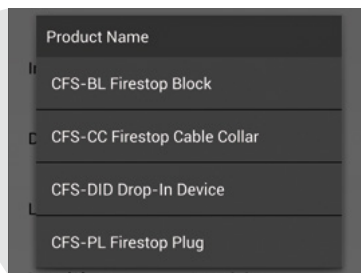
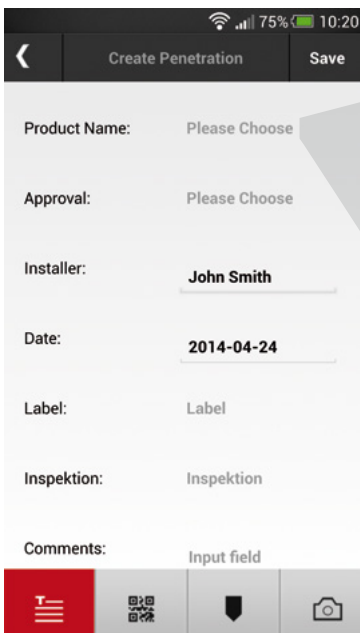


Create a new penetration, capture information

Create and/or document a new penetration in just a few steps.



1. Tap the **+** icon to create or document a new penetration.

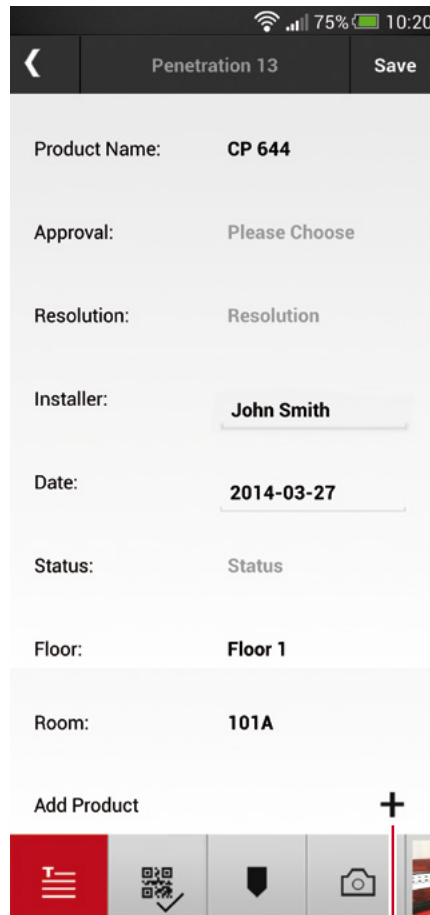


2. Enter all data by tapping on the respective fields.
3. When tapping on an attribute, a new box opens dependent on which content was defined in the desktop application. Simply tap on it and enter text as necessary.

If you are finished (no more pictures or QR codes), then save your information. You will return to the penetration list to create the next penetration if required.

Specific attributes are explained here. Except “Product Name” and “Approval/ Listing,” all other input fields of these attributes are optional. This is up to each customer to define in the desktop application.

The following input fields are examples and serve as an example on what information may be covered.



Product name: input of the installed Firestop product. A list of all main available Hilti products are automatically uploaded.

Approval / Listing: input of the approval document, UL listing or EJ document. Whenever a specific product name is entered, a list of related approvals or listings is automatically shown to support a fast input for the customer.

Installer: is automatically captured via the mobile application user.

Date: is automatically captured via the mobile application user.

Floor, room, etc.: all pre-set project or building levels can be located quickly and are clearly shown here.

If you want to add more attributes, this may easily be done. Two examples:
Firestop status: examples might be if the job is done, if the work is still pending etc. This serves as an easy overview for the backoffice user.

Inspection: this could be an important attribute as here an inspector or auditor may input whether a penetration is inspected, deficient or not checked yet.

Here you may add other products or components relevant to this specific penetration. Just tap **+**. The pre-installed product list appears again. You may also add other products.

Create a new penetration, take a picture

Take pictures quickly and easily.



4. Tap on the "Picture" icon.

The camera opens and you may take a picture of your penetration.

- You have two additional choices:
- To select a picture from your mobile device gallery, tap on the bottom left icon.
 - You can also skip the photo selection step by tapping on the bottom right icon.

5. To take a picture, tap on the middle icon. Once the picture is taken, it is automatically saved.



6. Before the picture is saved, you may choose pre- vs. post-installed picture

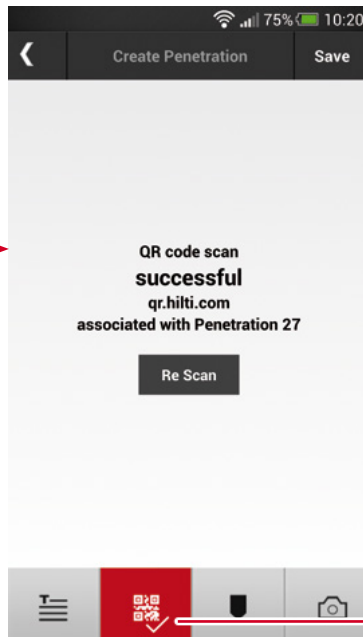
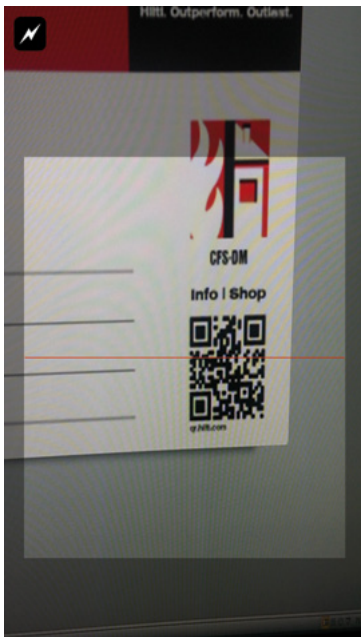
If you need to retake the picture, tap this icon.

Create a new penetration, scan QR code

Another important function is to link a QR code which is printed on the identification plate or sticker with the penetration. Each QR code is unique.



1. Tap on the “QR code” icon.

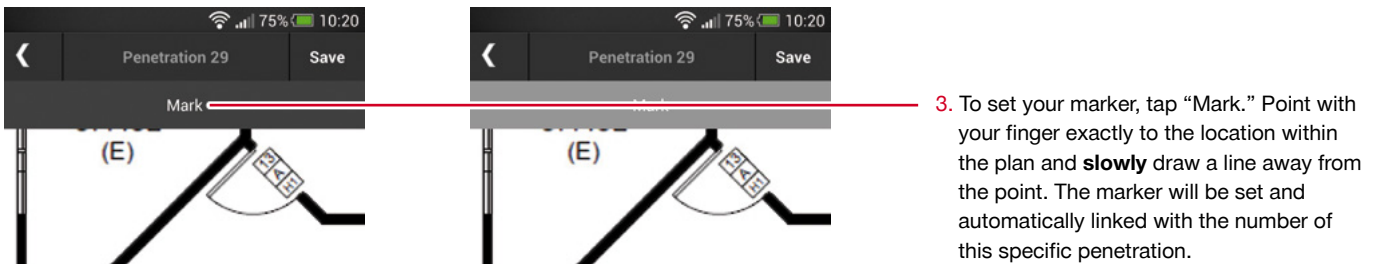
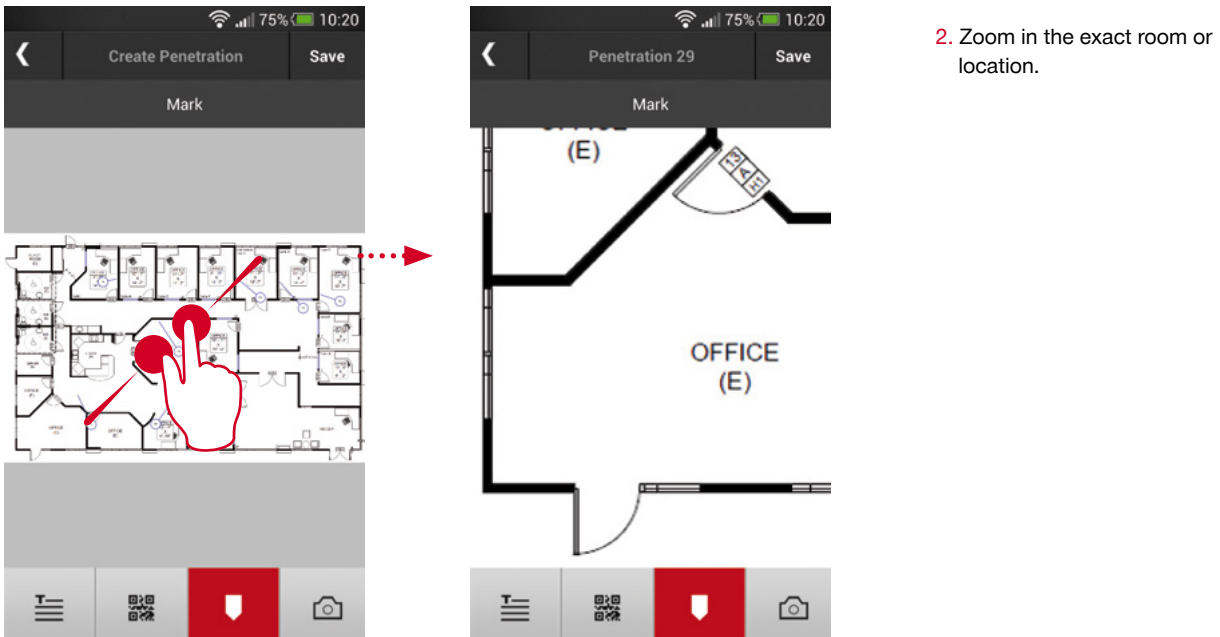


2. Scan the QR code. The message “QR code scan successful” will appear.

3. Once the message “QR code scan successful” appears, a little tick on the bottom icon indicates that a QR code is clearly linked to this specific penetration.

Create a new penetration, set a marker

If you have uploaded a 2D plan (pdf) in your backoffice application dedicated to a specific level of the project or building, you can now upload this 2D plan and set a marker which indicates the location of a penetration.



Finish your documentation

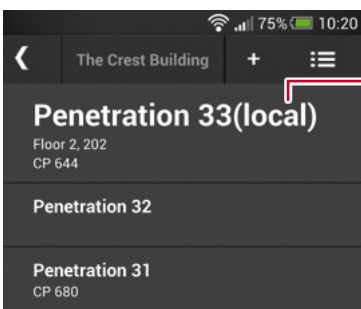
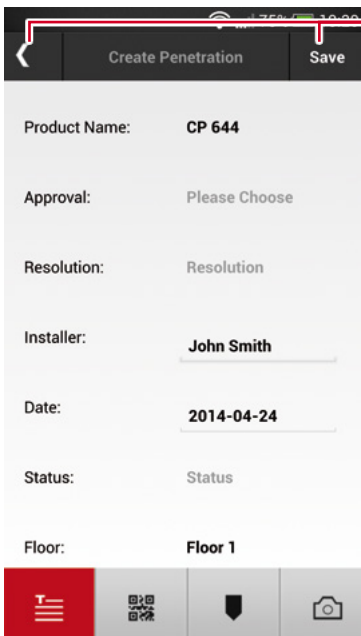
Once you have finished all documentation work on the jobsite or in the building, synchronize the data through an online connection. This enables the desktop user to view all data online and live. Respectively, you will be able to view all data (attributes, pictures) once you are logged on to your desktop application.

The data storage volume is dependent on your mobile device and may vary from device to device.

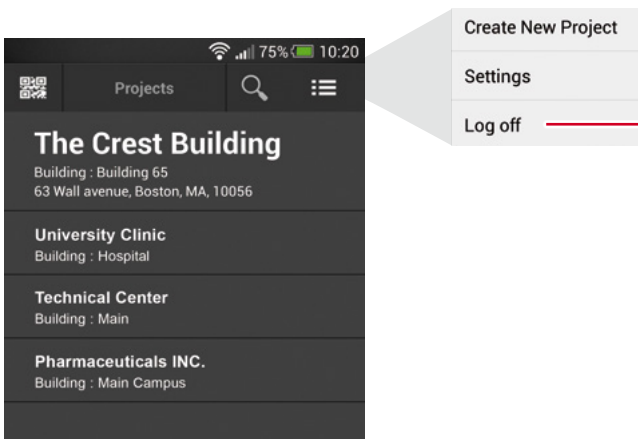
Go back to the basic project screen. Remember to always save your inputs.

ATTENTION: do not log out (via settings) unless data is synchronized. If you have no internet connection, you will be asked whether your data is synchronized before logging out.

Normally, synchronization is done automatically once you have internet connection.



If you have captured information and your data is not yet synchronized, it will be marked with the word "local." Once it is synchronized the word "local" will disappear.



Go to settings and log out.

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