



Version 2.1

User Manual

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About this Document

The document goes into great detail about the functionality of K2Punch. For most users, playing with the file, along with perhaps the Quick Start Guide, should be enough to learn most of the features.

The screenshots in this document were made on a Macintosh computer running OS 10.6 ("Snow Leopard"), an iPad 2 and an iPhone 4s, (both running iOS 5.1). Windows users will obviously see slightly different interfaces, as may users of different versions of iOS.

Requirements

K2Punch requires FileMaker® Pro software to operate on a Mac or Windows computer, the FileMaker Go app to run on an iOS device, and/or FileMaker Server to host on a network (actual network sharing of K2Punch is contingent on appropriate licensing). Version 2.x of K2Punch was developed in FileMaker version 12. FileMaker Pro may be purchased directly from FileMaker Inc. or through other channels. FileMaker Go may be downloaded from the App Store.

K2Punch may work on newer versions of FileMaker than specified above. If you upgrade FileMaker subsequent to using this file, please make a copy of the file before converting/upgrading and test it to be sure it operates as expected.

The installation and basic functionality of FileMaker is beyond the scope of this document. Please visit www.filemaker.com for information about FileMaker software.

K2Punch generally has the same system requirements as FileMaker Pro and FileMaker Go. As of this printing, FileMaker Pro and FileMaker Pro Advanced requires a 1024x768 or higher resolution display, a DVD drive (for box product) and a computer that meets the requirements below:

Operating System*	Minimum Requirements	Recommended Requirements
Windows 8 Standard and Pro editions	CPU: 1 GHz or faster RAM: 1 GB	CPU: 1 GHz or faster RAM: 2 GB
Windows 7 Ultimate, Professional, Home Premium	CPU: 1 GHz or faster RAM: 1 GB	CPU: 1 GHz or faster RAM: 2 GB
Windows Vista Ultimate, Business, Home Premium (Service Pack 2)	CPU: 1 GHz or faster RAM: 1 GB	CPU: 1 GHz or faster RAM: 2 GB
Windows XP Professional, Home Edition (Service Pack 3)	CPU: 700 MHz or faster RAM: 256 MB	CPU: Pentium III 700 MHz or faster RAM: 2 GB
OS X Mountain Lion v10.8	CPU: 64-bit Intel Core 2 Duo Mac RAM: 2 GB	CPU: 64-bit Intel Core 2 Duo Mac RAM: 4 GB
OS X Lion v10.7	CPU: Intel-based Mac RAM: 2 GB	CPU: Intel-based Mac RAM: 4 GB
Mac OS X v10.6	CPU: Intel-based Mac RAM: 1 GB	CPU: Intel-based Mac RAM: 2 GB

Higher versions of operating systems may also work, check with FileMaker, Inc. for details.

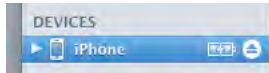
FileMaker Go 12 requires an iPad, iPhone or iPod Touch with iOS 5.1 or later. FileMaker Go for the iPad and FileMaker Go for the iPhone/iPod Touch are separate applications. A device with a camera is required to take pictures (yes, we felt compelled to say that).

Installation

K2Punch is essentially a file. Therefore it may be copied, duplicated and renamed like any file, pursuant to the End User License Agreement. Installation on a device (a computer, iPad, iPhone or iPod) can be as simple as emailing the file to that device's user, transferring it over a network (on computers), or copying it via iTunes (on iOS devices). Other iOS apps that transfer files may also permit copying K2Punch to and from your device.

To copy K2Punch to an iOS device via iTunes:

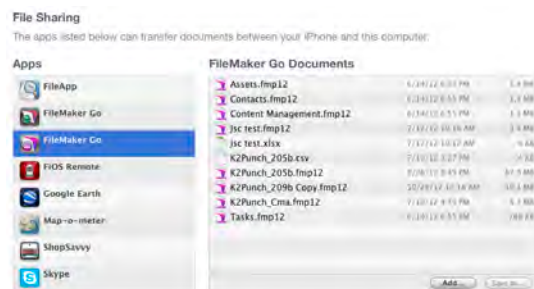
- Connect your device to your computer. Depending on your iTunes settings, the device may start to sync automatically. Generally, you can avoid this by holding down the Command+Option keys if running Mac or Shift+Ctrl keys in Windows while connecting the device.
- Open iTunes if it does not open automatically.
- Choose the device on the left.



- Choose Apps at the top.



- Choose FileMaker Go in the Apps list near the bottom.



- You can then drag the K2Punch file to the FileMaker Go Documents list or click the Add.. button to add it.
- Disconnect your device per iTunes' and the device's instructions.

The Troi File Plug-in

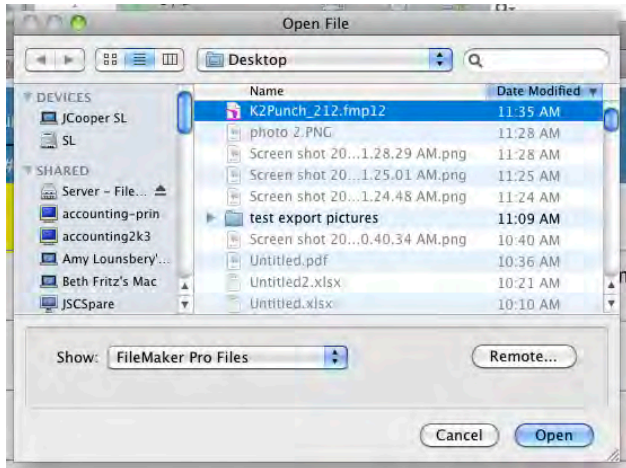
When used on a computer, K2Punch has some features not available on iOS devices. One of these is the ability to export images from the database as JPEG files. To aid in this, K2Punch uses a FileMaker Plug-in from *Troi Automatisering* (www.troi.com). Use of this plugin is recommended but not required. When first opened on a computer, the file will check to see if this plugin exists and is enabled. If not, you will have an opportunity to install it right from the database. If you choose not to install the plug-in, you can install it later from the K2Punch Preferences screen.

In FileMaker Preferences on the Plug-Ins tab there is a checkbox labeled "Allow Solutions to Install Files." If this checkbox is not checked, the plug-in will not install and you will need to install it manually. You can obtain it from Troi Automatisering at www.troi.com.

If you have a version of the Troi File Plugin older than 5.5 already installed, K2Punch will not replace it. This is because we don't want to risk breaking any other solutions you have that use it. In this case, you should check with the developer(s) of your other databases and be sure that it is safe to replace your plug-in. If so, manually remove it, then install the version included with K2Punch by going to the K2Punch Preferences screen. Note that unless you have an existing license for this plug-in, it will only be legally licensed when used by K2Punch.

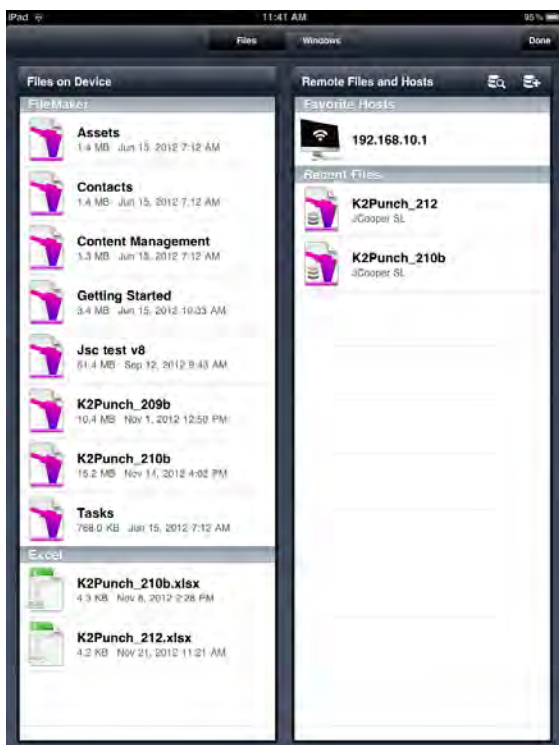
Launching K2Punch

To open K2Punch on a computer using FileMaker Pro, you can double-click the icon, choose Open from the file menu, or, if opening a networked punchlist, choose Open Remote (also from the File menu) or click the Remote button the Open File dialog box.



The FileMaker Pro Open File dialog box

On an iOS device, use the FileMaker Go File Browser to find and tap the desired file.



The FileMaker Go File Browser on an iPad



on an iPhone/iPod

A Note About Saving

FileMaker databases have no "Save" function in the traditional sense. Changes are usually saved automatically during idle time or when you navigate away from a record. Please refer to FileMaker documentation for detailed information about saving records.

iPad vs iPhone vs Computer

There are two main user interfaces used by K2Punch. One is designed for a smaller iOS device such as an iPhone or iPod Touch. The other is designed for larger (iPad) screens.

When opened on a computer, K2Punch for the most part uses the iPad screen. Some message boxes and other user interfaces may appear slightly different on a computer than on an iPad.

There are two main differences when running K2Punch on an iOS device vs. a computer:

1. FileMaker Pro (on a computer) can export images in the database as JPEG files. Therefore you will have this option when using the Export Pictures command in the Items List. Security restrictions in iOS prevent this on iPhones and iPads.
2. FileMaker Pro and FileMaker Server can host FileMaker solutions over a network, so you can connect to them from another copy of FileMaker Pro or FileMaker Go. FileMaker Go does not have this ability. Note that you can connect to a networked database with FileMaker Go, but others cannot share from your device.

Registration

When you register K2Punch, it unlocks some or all features of the database. Registration involves purchasing a registration key then entering that key in the K2Punch Preferences screen. Consult the End User Licensing Agreement for legal details concerning registration. Pricing, license types and other details are available online at www.kingarch.com/software.

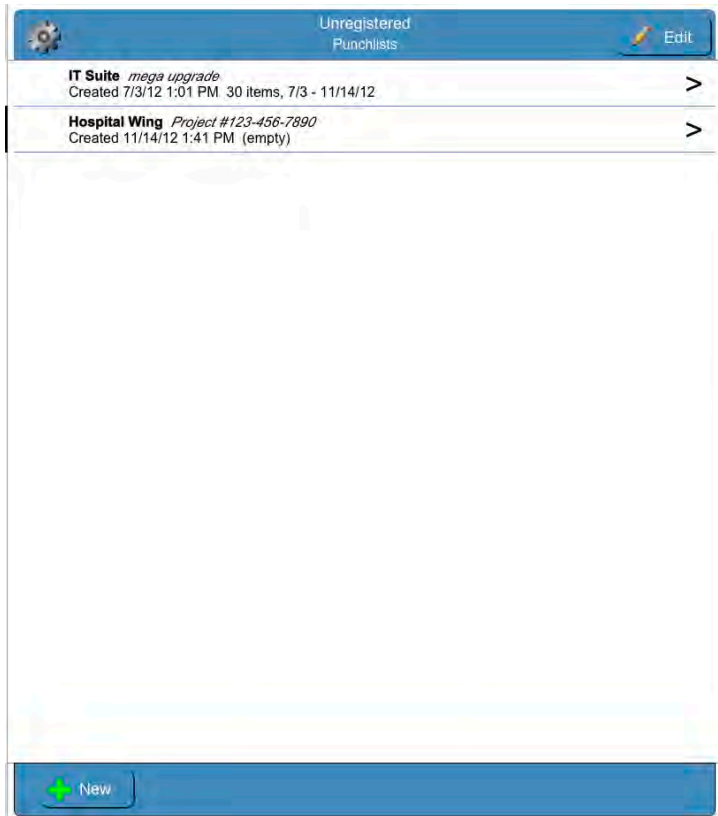
To enter a registration key, tap the gear icon on the Punchlist Screen then choose Preferences.

Scroll to the bottom of the preferences screen and tap Register.

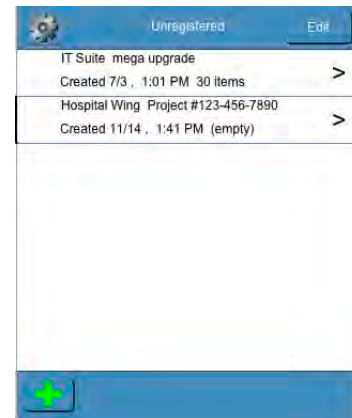
Enter your company name and the registration key. Note that if you have purchased an upgrade key, the file needs to already be registered to the level are you are upgrading from. So, if re-entering keys from scratch, you'll need to enter the initial key first, followed by the upgrade key(s).

The Punchlist Screen

This screen lists all the punchlists in the file. Each punchlist has a name, a project #, the date created, and the count & date range items in the list.



Punchlist Screen on iPad/Computer



on iPhone/iPod

Tap a punchlist to view and edit its items.

Tools (Gear Icon)



The main K2Punch Tools menu is accessed by tapping the gear in the top left of this screen. The following commands are available:

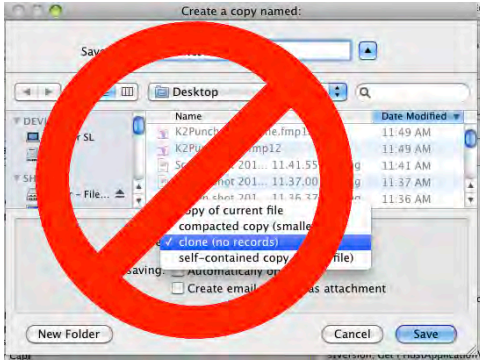
About K2Punch

Displays copyright, version and other information about the file. Legal notifications including the End User License Agreement are also available here.

Save a Copy As

Use this to make a copy of the current file. Note that you can only save a copy if the file resides on the local machine.

Note: The Save Dialog on a computer has the option to save the file as a Clone. **A clone of K2Punch will not work.** Do not use this option.



Save as a Clone: Don't do this.

If you want to create the smallest, most empty file possible:

- Save a copy of the file
- Open the copy.
- Delete all punchlists in the copy.
- On a computer, save a copy again but choose the type "compact copy (smaller)".
In iOS, just save a copy; iOS devices save compacted copies by default.

These steps will come closest to achieving what saving a clone does, while retaining the user data and registration information necessary for the file to function.

Preferences

Opens the K2Punch Preferences screen. See K2Punch Preferences for more information.

Utilities

There are two commands under utilities.

Preference Status

This allows you to view how many device have their preferences saved. K2Punch saves preferences for up to the licensed number of devices. If the number of devices on which the file is opened is exceeded, the least recently (longest ago) accessed preferences will be erased. See K2Punch Licensing Terms for details.

Import (Upgrade)

Import all data, including punchlists, items and preferences from another file. All data in the current file will be deleted before new data is imported. Use this command when upgrading from an older version of K2Punch, or to move a large number of records when Copy/Paste is not practical. To be clear: upgrading from an earlier version of K2Punch is done from the new file. The data from the old file will be imported into the new one.

This command must be performed on a local file with sharing disabled (single-user mode). Additionally, the source file for the data must be local.

Note that preferences, except registration keys, will be imported. Therefore, if upgrading from an earlier version of K2Punch, you need to manually enter the key(s).

During the import process you may be prompted to authorize the current file to access the other one. You should answer **Yes** to this prompt.



Authorize access to another file. Say Yes.

Help

Open a screen from which you can view PDF documents and manuals.

Close

Closes the K2Punch file. On a computer the same thing can be accomplished by closing all windows for the file. Note that in iOS, hitting the Home button or otherwise switching away from FileMaker Go does not close the file. FileMaker is in hibernation during this time and will return to where you left off when you come back to it --- assuming nothing went wrong with your device in the meantime.

New Punchlist



or Tap the New button to create a new empty punchlist. You can give each punchlist a name and an optional project name or number or some other identifier.

Edit Punchlists



or Tap Edit to enter Edit Mode. While in Edit Mode, additional commands will be available so you can rename, delete, copy, paste and merge punchlists. After entering Edit Mode, you can choose the punchlist(s) you wish to edit by tapping them. Different commands will be available depending whether one or more than one punchlist is selected. While in Edit Mode, the Edit button will change into a **Done** button so you can tap it to exit Edit Mode.

Rename Punchlist



or Tap Name to rename the punchlist or it's project. You can only rename one punchlist at a time.

Delete Punchlist(s)



or Tap Delete to delete one or more punchlists. Note: this command is not undoable. Deleting a punchlist permanently deletes all items and pictures it contains.

Merge Punchlists

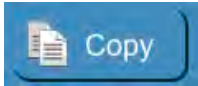


or



If more than one punchlist is selected, you can merge them into a single, larger punchlist. You will be given an opportunity to name the new punchlist and to optionally delete the original punchlists once the merge is complete. Note that this can take a few moments if your punchlists are large.

Copy Punchlist(s)

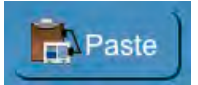


or



You can add one or more punchlists to the clipboard. Use the Paste command to paste it back into the same file (with a different name) or into a different file. This is a good way to copy punchlists from a local copy to a remote file, from a remote file back to the device, or to simply duplicate a punchlist as a backup.

Paste Punchlist(s)



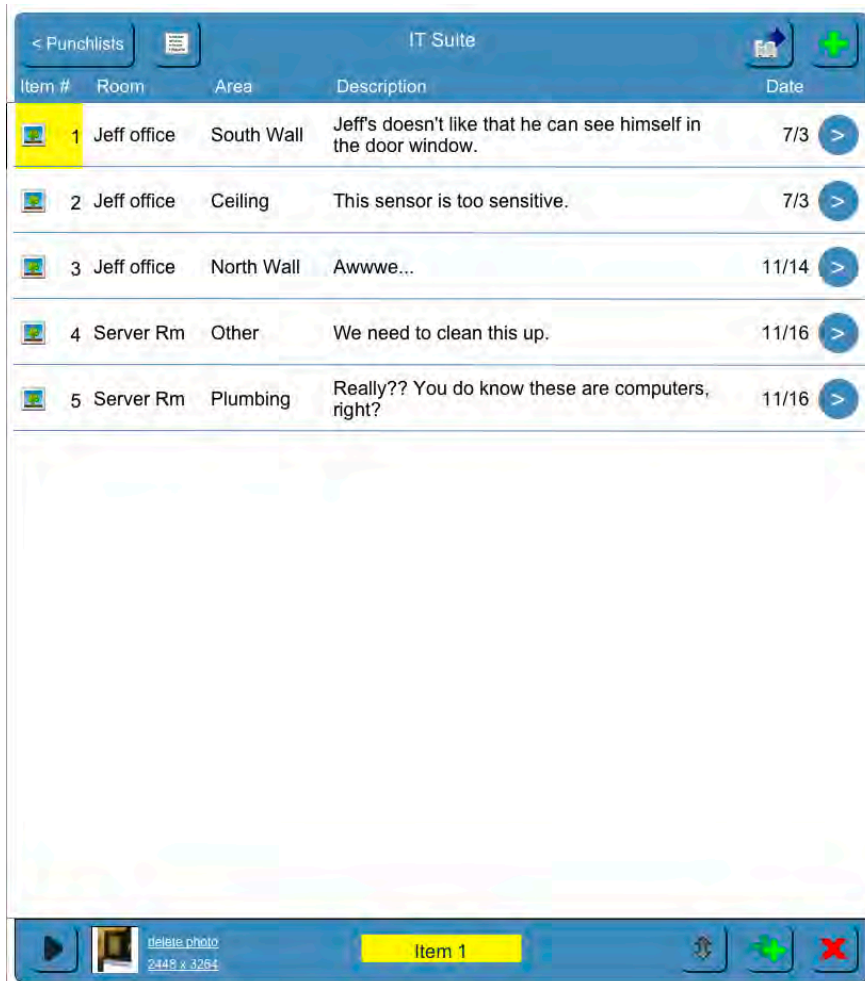
or



Tap Paste to paste punchlist(s) from the clipboard into the current file. This can take a few moments if your punchlists are large.

The Item Screen

This screen lists all the items in a punchlist. Each item has a room, area, description, date and a picture. See Putting Your Info In: Adding Pictures and Data for details about each field.



Item #	Room	Area	Description	Date
1	Jeff office	South Wall	Jeff's doesn't like that he can see himself in the door window.	7/3
2	Jeff office	Ceiling	This sensor is too sensitive.	7/3
3	Jeff office	North Wall	Awwwwe...	11/14
4	Server Rm	Other	We need to clean this up.	11/16
5	Server Rm	Plumbing	Really?? You do know these are computers, right?	11/16

Item Screen on iPad/Computer



#/Date	Room	Area
1 7/3	Jeff office	South Wall
2 7/3	Jeff office	Ceiling
3 11/14	Jeff office	North Wall
4 11/16	Server Rm	Other
5 11/16	Server Rm	Plumbing

on iPhone/iPod

Picture Icon

If an item has a picture, an icon will appear on the left side of the item.



Picture Icon

Item Number

Each item also has an **Item Number**, which usually corresponds to the row number of the item. There is a Renumber command that lets you start counting at a higher number (for example by making the first item number 1001). If a new item is inserted in the middle of the list, the item

Numbers of items that come after it will increase by 1. When pictures are exported, they will be named based on the item numbers to help you associate the right picture with the right item.

On an iPad/computer, one row will be highlighted in **yellow**. This will indicate which is the active row for data entry and commands in the Item Screen Footer

Go to Item Detail

iPads/computers also have a Go To Item Detail icon to take you to the Item Detail screen for that item.



Go to Item Detail button (iPad/computer only)

On an iPhone/iPod, tapping anywhere on an item will take you to the Item Detail Screen where you can enter your data.

Buttons along the top and bottom of the Item Screen do a number of things.

Return to Punchlist Screen



or Return to the Punchlist Screen.

General Notes



Tap to enter general notes. These are not specific to any one particular item and will appear at the beginning of reports.

New Item



Tap to add a new item. Newly added items will appear either directly below the currently selected item, or at the end of the punchlist, depending on user preferences. The Room and Area fields will automatically fill in with values from the currently selected item; they will be blank if you're entering the first item in the list.

Action Menu



Tap to bring up the Action Menu. From this menu you can perform a number of operations on the punchlist and its items:

Sort

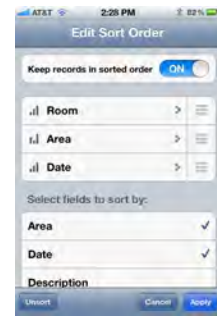
This will bring up the standard FileMaker Sort dialog with a default sort order selected. You may change the sort order if you wish. Please see FileMaker documentation for details about sorting records.



Sort dialog on Computer



on iPad



on iPhone/iPod

Renumber

You can change the item # of the first item in the list, thereby changing all subsequent numbers. This is useful if you wish to combine punchlists later using other tools such as Microsoft® Excel.

Export Data

See Getting Your Info Out: Exporting and Reports

Export Pictures

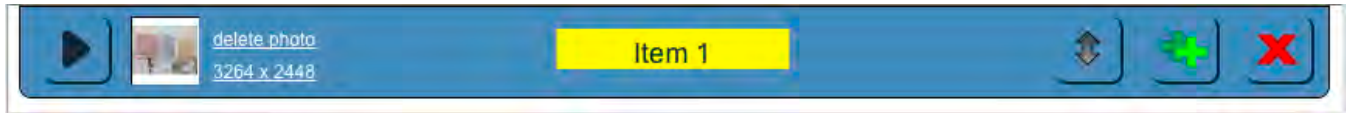
See Getting Your Info Out: Exporting and Reports

Reports

See Getting Your Info Out: Exporting and Reports

Item Screen Footer

On iPads/computers the Item Screen's footer contains commands and functions that apply only to the **selected item**. Most of the same buttons are available on iPhones/iPods by tapping the desired item and going to the Item Detail Screen.



The Item Detail Footer (iPad/Computer only)



Tap to expand the footer. This provides greater detail about the selected item.



Tap to collapse expanded footer. This more rows visible.

Current Item Indicator. Shows the item number you have selected. If you tap it, the list will scroll if necessary and take you to the description field of the item.

Picture Preview



Tap the Picture Preview to insert, replace, or view a picture. On iPhones/iPods, this button is available on the Item Detail Screen. See Putting Your Info In: Adding Pictures and Data for information about adding photos and other images.

Delete Photo

Delete Photo link. If an image exists, tap this to erase it. On iPhones/iPods, this link is available on the Item Detail Screen.

Resolution Indicator

Resolution indicator. This will show you with width and height, in pixels, of the image. On iPhones/iPods, this indicator is available on the Item Detail Screen.

Reorder Item



Tap to move the selected item to any position in the list. On iPhones/iPods, this button is available on the Item Detail Screen.

New Item



Tap to duplicate the selected item, including the description and picture. On iPhones/iPods, this button is available on the Item Detail Screen.

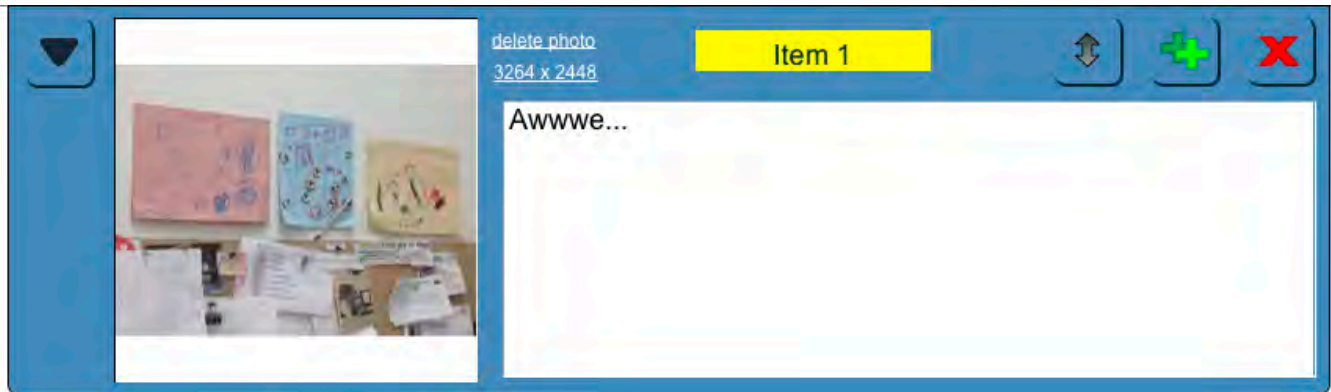
Delete Item



Tap to permanently delete the selected item, including its picture. On iPhones/iPods, this button is available on the Item Detail Screen.

Expanded Footer (iPad/Computer only)

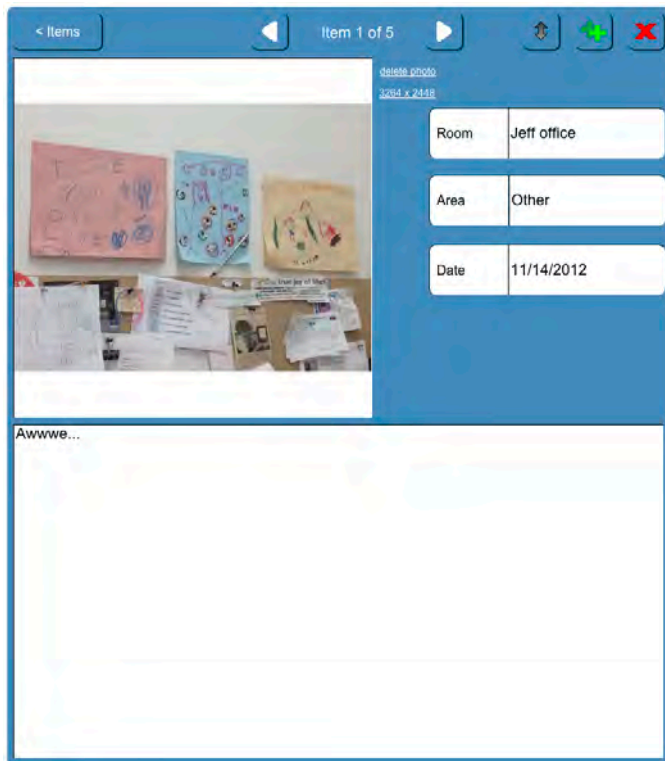
When viewing the Expanded footer, the Image Preview is much larger. In addition, the item's description appears as a large editable text box.



The Expanded Footer (iPad/Computer only)

The Item Detail Screen

This screen displays a single punchlist item at a time. It also contains many of the same buttons that exist on the Item Screen Footer. See Item List Footer for more information on these commands.

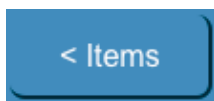


Item Detail Screen on an iPad/Computer



on an iPhone/iPod

There are a couple of commands on this screen in addition to what was described under Item Screen Footer:



or



Return to the Items List.



The navigation controls allow you to go to the next or previous item. If you tap the center text (in this illustration "Item 1 of 5") a box will appear allowing you to enter the item number you wish to go to.

Putting Your Info In: Adding Pictures and Data

Adding Data

When entering Items, there are four main data fields (room, area, description, date) plus one picture.

Room names can be up to 20 characters in length and may not contain carriage returns. Anything longer will be truncated.

Areas are generally chosen from an editable menu that appears when you enter the field. The Area menu can be edited by selecting Edit... from the bottom of the menu. If you edit areas in this menu, it does not change areas that were already entered.

You are not forced to use what's in the menu. On an iOS device, just start typing and you can enter anything you want. On a computer, press ESC to hide the menu then start typing. Areas can be up to 20 characters in length and may not contain carriage returns. Anything longer will be truncated.

Descriptions can be up to 1,000 characters in length and may contain carriage returns. Please note that too many carriage returns may cause part of the description to be hidden on reports.

The Date field is automatically populated with the current date. You can change this to a different date if you wish.

Siri

Siri does work, provided you have a device that supports it and an Internet connection. Use the microphone icon in the keyboard to dictate to Siri once you are in a field.

Adding Pictures

Depending on the device, pictures may be added a number of ways.

Adding Pictures on a Computer...

You can drag and drop an image file onto the Picture Preview to add a picture or replace an existing one.

You may also right-click (or control-click on a Mac) on the Picture Preview to access a menu that will allow you to add an image.



Right-click on Picture Preview to get this menu.

Choose **Insert Picture...** to import an image file from the computer.

Paste will allow you to paste an image you have copied from another source to the clipboard.

While choosing a picture to insert, you'll see a checkbox labeled "Store only a reference to the file." It is recommended that you leave this unchecked. A reference "points" to the file on your computer, rather than putting an actual copy of the image in the database, which means other computers and devices may not have access to it.

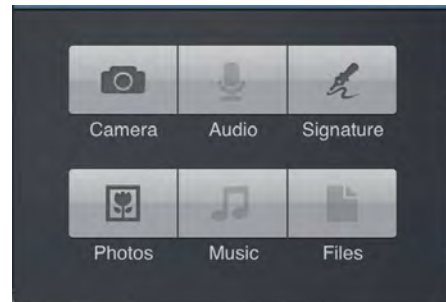
Adding Pictures on an iOS device...

Tap on the Picture Preview. The menu that appears will depend on the device and whether or not an image already exists for the item.

If the Picture Preview *is blank* you'll see an Import menu.



Import Menu on an iPad

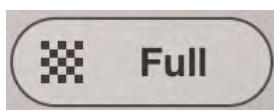


on iPhone/iPad

Choose **Camera** to take a picture and insert it directly into the item.

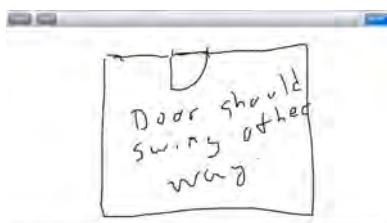
Pictures taken this way will not appear in the iOS Photo Library. The only copy will be in the database. To make the picture appear in both places, use the iOS Camera app to take the picture then choose **Photos** from the K2Punch Import menu.

While taking the picture from K2Punch, in addition to normal camera controls, you will see a small resolution indicator over the image. This allows you to adjust the size, in pixels, of the pictures you are taking. Tap this indicator to change the picture size. For maximum definition, it's recommended that you set this to "Full". The resolution cannot be improved after you insert the picture.



Resolution Indicator

Signature is designed to allow users to draw signatures and store them as images in FileMaker databases. But it can also be used to do a quick one-color drawing.



Using Signature to draw on an iPad

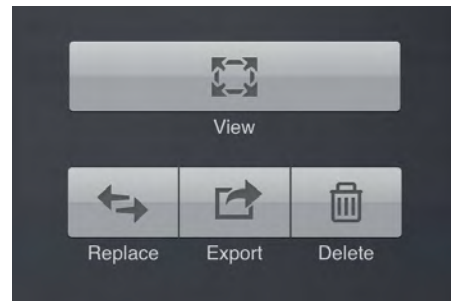
Photos will allow you to import an existing image from the Photo Library on the device.

Tip: If you can see it you can insert it. Press and hold the Home button. While holding it, press and release the on/off button. An image of whatever you see is added to your Photo Library. You can then insert the image by tapping Photos on the Import menu and selecting it from the Library. This is a handy way to quickly get marked up PDFs or other images into your items.

Tapping the Picture Preview that *contains an image* will bring up an Actions Menu.



Actions Menu on iPad



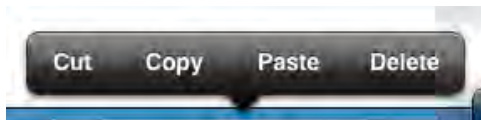
on iPhone/iPod

View allows you to see the image full screen.

Replace takes you to the Import Menu.

Delete can be chosen from this menu as an alternate method to the Delete Photo link in the Item.

You can tap and hold on the Picture Preview to bring up an edit menu. From there you can cut, copy, paste or delete an image.



iOS Image Edit Menu

Getting Your Info Out: Exporting and Reports

There are two methods to extract information from the database: Exporting and Reports. Data and Pictures are exported separately. Each is done using the Action menu on the Item Screen.

Exporting

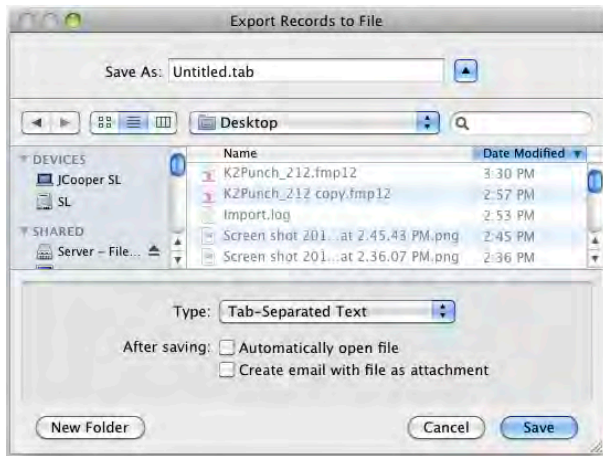
When you export data, the following fields are exported: Item Number, Room, Area, Blank Columns (optional; see below), Description, Date and Picture Name.

The Picture Name will closely match the item number, such as "Picture 013.jpg".

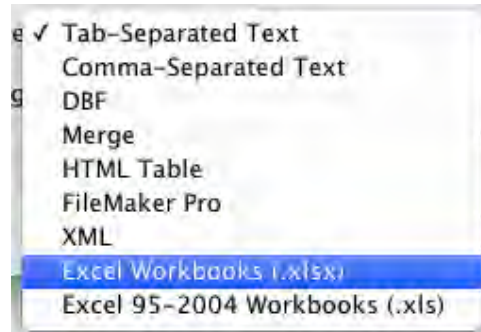
Optional Blank Columns are specified in K2Punch Preferences. These are just what they sound like: columns with no data that can act as "place holders" for information entered by other means on reports, in Excel, etc.

Exporting Data on a Computer

When you chose Export Data from the Item Screen's Action Menu you will first be prompted for a file location and name, and a file type to save your file. By default, Tab-Separated Text is the chosen file type, but you may choose what you like from the menu that appears on the dialog box.



Exporting Data



The File Type menu

Depending on the file type chosen, you may have additional options after clicking Save. For example, if you choose Excel Workbooks (.xlsx) you'll have a chance to set the Worksheet name and other specifics.



The Excel Options dialog

Some file types may give you the option to “Use field names as column names in first row.” This is unnecessary but there’s generally no real harm in checking the box. K2Punch adds its own column headers to exported data, to ensure the Optional Blank Columns are named correctly. In most cases, checking this box will do little more than give you an extra row names, above the actual names, that may or may not make sense.

The final step is to confirm the export order. A standard export order is specified by default. You may override this if you wish: add, remove or reorder fields. It is recommended that you do not use the “Group By” options. Since K2Punch adds its own “header row” to the top of the exported data, grouping can cause unexpected results. Consult FileMaker documentation for more help with available exporting options.

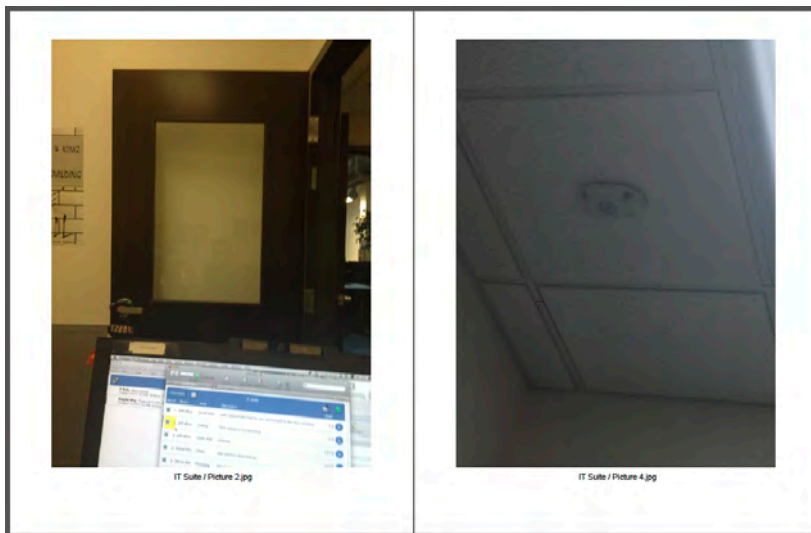
Exporting Pictures on a Computer

Note: When K2Punch is first opened on a computer, it checks for, and attempts to install if necessary, the Troi File Plugin (see Installation). If you opt to not install this plugin, the JPEGs option mentioned below will not be available.

When you Export Pictures you can export them as a single PDF or as a collection of JPEG files.

Exporting pictures as a PDF places one image on each page. The bottom of the page will show the Punchlist name and the picture name. Consult FileMaker documentation for more help with available exporting options.

You can also extract a single picture at a time using the Cut, or Copy commands from the menu that appears when you right-click (or control-click) a Picture Preview. You can also use the Export Field Contents command from this menu to save the picture to a file.



Two Punchlist pictures, exported as a PDF.

If you choose to export pictures as a collection of JPEGs, you will be prompted to specify a folder (aka directory) into which to save the pictures. The file names will closely match the item number, such as “Picture 22.jpg”. You will be alerted if any of the pictures is about to replace an existing file and given a chance to stop the export at that point.

Exporting Data on an iOS Device

When you chose Export Data from the Items Screen’s Action Menu you will have an opportunity to set various options, including file name, type and which fields are exported.



Exporting Data on an iPad



on an iPhone/iPod

By default, tab separated text is the chosen file type, but you may choose what you like by tapping it and picking from the list.



Available file types on an iPad



on an iPhone/iPod

You may override the standard export order by tapping **Fields** then selecting, deselecting or reordering fields. It is recommended that you do not use the “Group By” options. K2Punch adds its own “header row” to the top of the exported data; because of this, grouping can cause unexpected results. Consult FileMaker documentation for more help with available exporting options.

Finally, you have a choice to email the file or to save it. If you save it, the file will appear in the FileMaker Go File Browser. You can tap on it in the file list and, depending on the type of file, view it or send it to another app.

Exporting Pictures on an iOS Device

You can extract a single picture at a time using the Cut, or Copy commands from the menu that appears when you tap and hold a Picture Preview.

You can also use Export Field Contents from the Picture Preview’s Actions menu to export the image as a JPEG file. You have the option to attach it to an email or to save it. If you save it, it will appear in the FileMaker Go File Browser. This method only allows one image at a time to be exported. See Getting Your info Out: Exporting and Report for more information on how to export all pictures in a punchlist.



Exporting a single Image in iOS

You can export all pictures in a punchlist by choosing Export Pictures from the Item Screen’s Action Menu. On an iOS device you can export the pictures as a PDF. Exporting pictures as a PDF places one image on each page. The bottom of the page will show the Punchlist name and the picture name. Consult FileMaker documentation for more help with available exporting options.

When you create a PDF in iOS, you are first presented with Print Setup dialog. Tap PDF to create the PDF. You can choose to view the PDF on-screen, email it, or save it to the FileMaker Go File Browser.



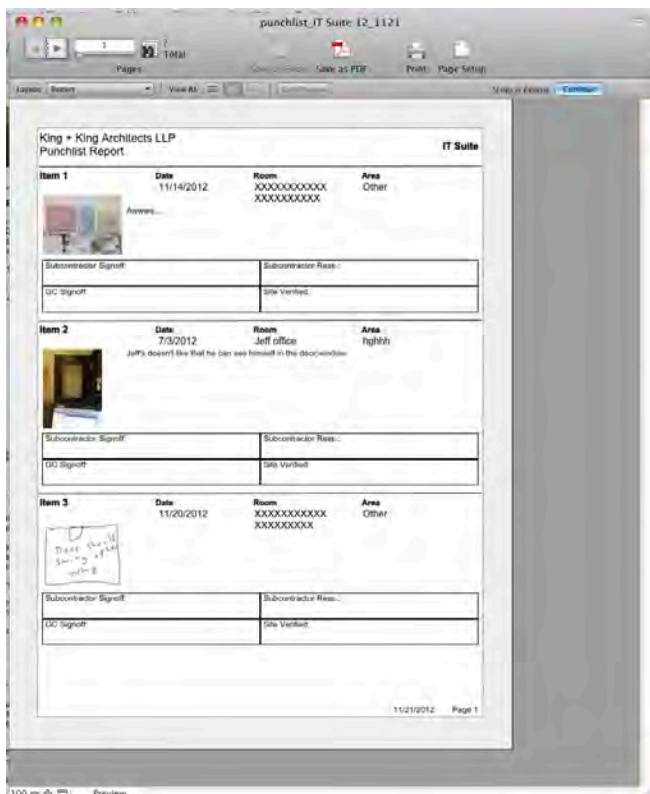
Exporting to PDF in iOS



Choices for what to do with the PDF

Reports

K2Punch can generate a report containing pictures and all other fields, in addition to Blank Fields specified in Preferences. These blank fields can be used for signatures or other written information.

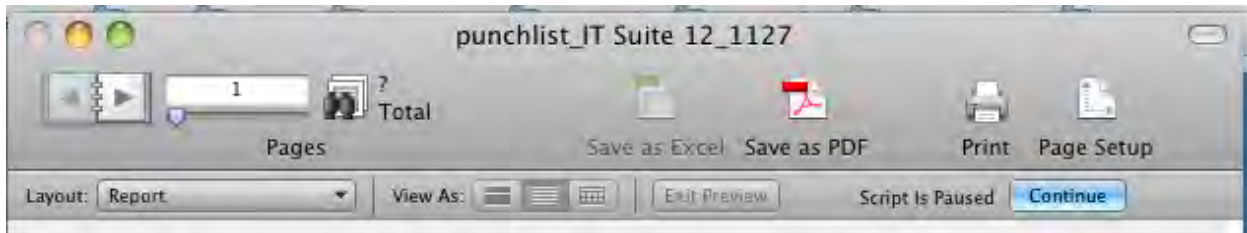


Previewing a report on a computer



on an iPad

On a computer, reports are previewed in FileMaker with a command bar. You can use the navigation book at the left side to go from page to page. There are also buttons generate a PDF, enter Page Setup and Print the report. Click the blue **Continue** button to close the preview window.



The Command Bar when previewing a report on a computer

On an iOS device, reports can be printed if a compatible printer is available or saved as a PDF. If creating a PDF, you can view it on the device, Save it to the FileMaker Go File Browser, or attach it to an email. This is similar to what occurs when you create a PDF of images, except for the addition of a Print button at the top right.



Printing a report in iOS



PDF options (also in iOS)

Preferences

Various preferences are available to K2Punch. These are separate from the FileMaker Pro and FileMaker Go application preferences. K2Punch Preferences are accessed through the Tools menu on the Punchlist screen.

Aside from Registration and Sharing, all preferences are specific to the device or computer being used to open the file. This goes for remote and local access. Note that unregistered copies of K2Punch will not save preferences; they will be reset each time the database is closed.

NOTE: Depending on the type of license, each K2Punch file is limited to a certain number of devices. Only that number of preference settings will be saved. If the number of licensed devices on which the file is opened is exceeded, the least recently (longest ago) accessed preferences will be erased.

This database will collect

K2Punch doesn't need to be for punchlists. You can rename the "noun" being used to describe what the file collects. It can be "surveys", "Field Reports", "Annoyances", whatever you like.

Blank Field and Signature Titles

You can add up to 10 items to appear as blank fields in exported data and reports. This is helpful when you need signatures or are requesting others fill in certain details not collected by K2Punch. You can choose whether to include the blank fields in Exports, Reports or both. As these values are simply labels that appear on reports or in the headers of exported data, you can set them after you have collected all your data.

Add New/Duplicate Items

When entering your data, you can have K2Punch add new or duplicated items to the end of the punchlist or after the currently selected item.

Verify Resolution of Images

When taking pictures with an iOS device, it's possible to lower the picture quality (see Putting Your Info In: Adding Pictures and Data). If K2Punch detects a low-resolution image, it will alert you if this box is checked. Note that it will warn you no more than once per day, or after closing then reopening the database file. (Remember: in iOS, exiting to the home screen or another app does not necessarily close the files.)

Network Sharing

FileMaker Pro and FileMaker Server can host databases for other devices and computers. You can turn sharing on using this setting. Once shared, remote users can access the database by choosing Open Remote from the File Menu on computers or from the File Browser on iOS Devices.

FileMaker Go cannot host files.

See FileMaker documentation for further information and requirements regarding remote access to FileMaker databases.

Important: If you plan on uploading a K2Punch file to FileMaker Server, enable sharing before uploading. Although the FileMaker Server Admin application does enable Multi-user mode on upload, due to how K2Punch determines access and functionality, the

options set by the Server Admin may prevent the database from being accessed by some or all remote users.

Install Troi File Plug-In

If the Troi File Plug-In is not installed, you can install it using this button.

Registration

When you purchase a registration key, enter it here, along with your company name, by tapping Register. Registering unlocks certain features of K2Punch.

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