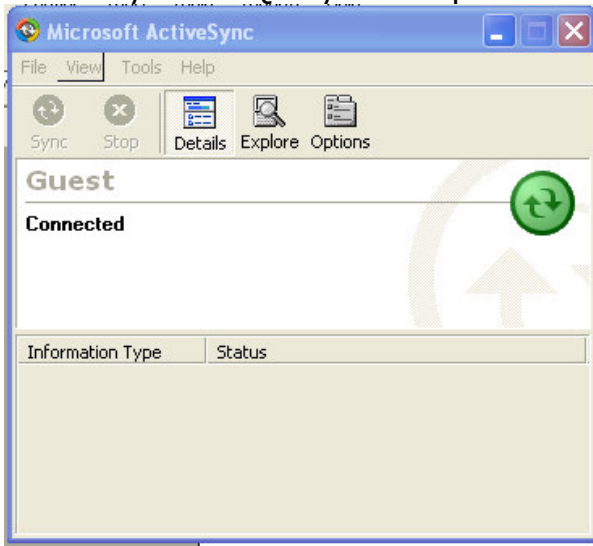


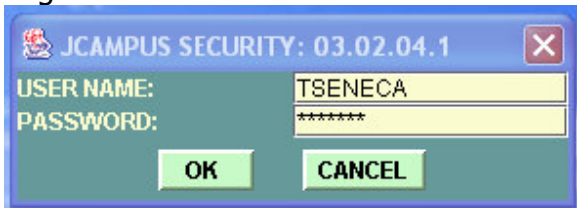
## Instructions for Updating JPAMS on the IPAQ

1. Connect your IPAQ to your computer via the cradle. Make sure that there is a connection.

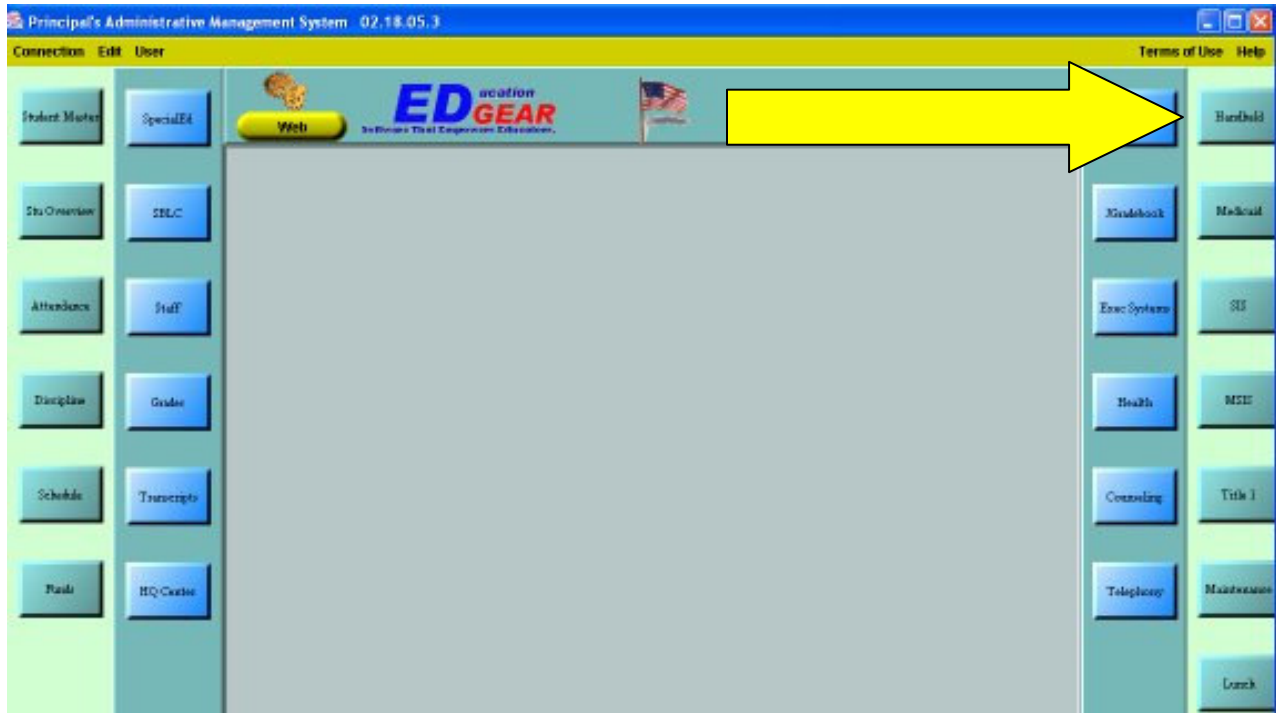


You should see a box like above.

2. Log onto JPAMS



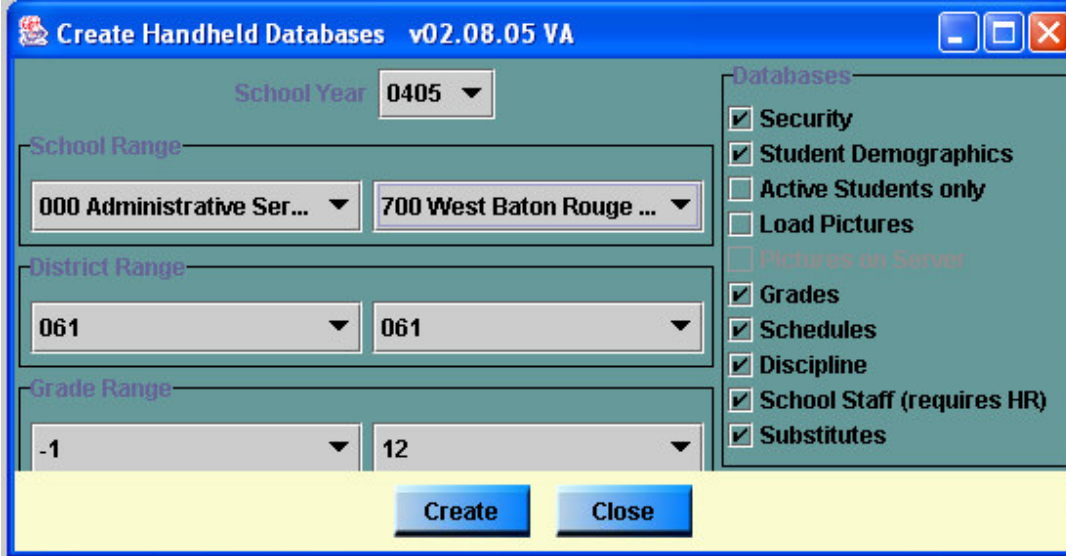
3. Click on the **HANDHELD** tab:



4. Click on run next to Create Handheld Databases

| NO | RUN | HELP | PROGRAM NAME              | LAST RUN            | USER    | VERS       | PROGRAM                            |
|----|-----|------|---------------------------|---------------------|---------|------------|------------------------------------|
| 01 |     | HELP | PAMS.DASH OVERVIEW        | 02/21/2005 09:50:04 | TSENECA | 1003021510 | Current Program: Contains all pams |
| 02 | RUN | HELP | Create Handheld Databases | 02/17/2005 08:11:06 | RM      |            | Create Handheld Databases          |

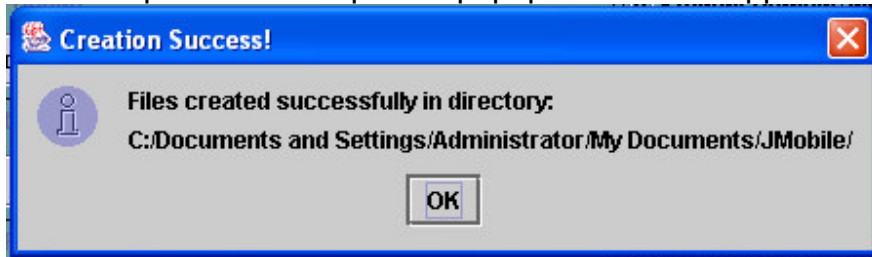
5. Change the setup information to fix your school and then click on **CREATE**.



JPAMS will go through the processes of gathering student records.



Once the process is complete a popup window will appear with the location of the file.



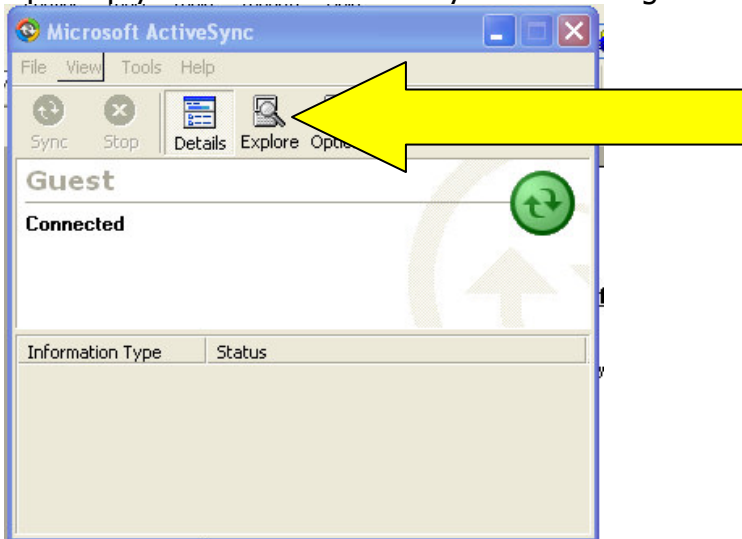
Example: This file is located on the C: drive under Documents and Settings - Administrator file – My Documents – JMobile OR

Look in My Documents in the JMobile file – everyone's should default to there.

Click **OK**. Then click **CLOSE** to close the Create Handheld Databases window.

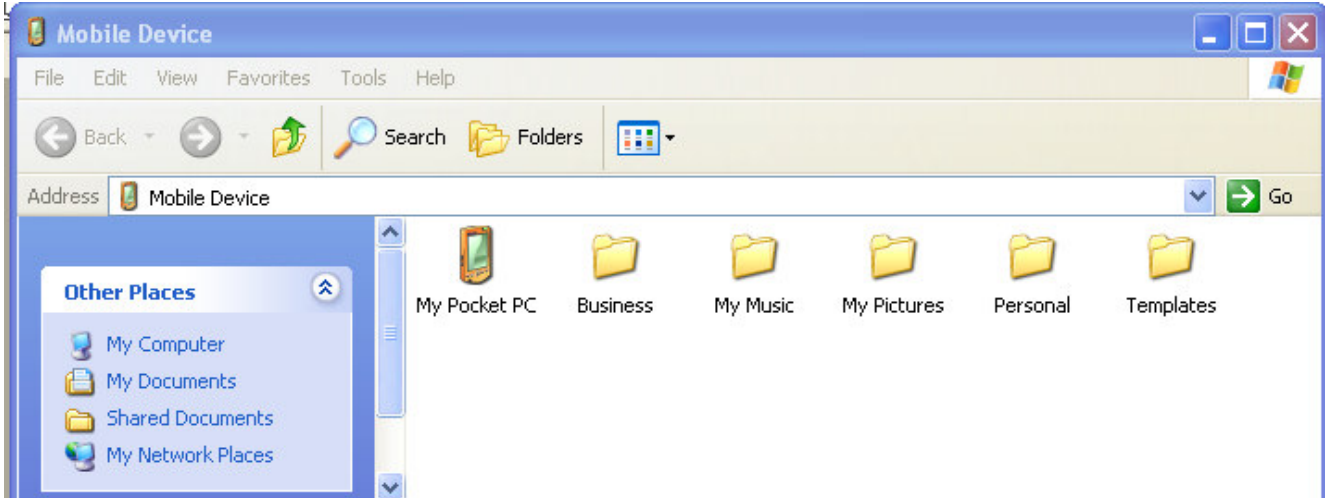
**You are now done with JPAMS and will need to transfer the file to your PDA.**

6. Open up your Microsoft ActiveSync window again.

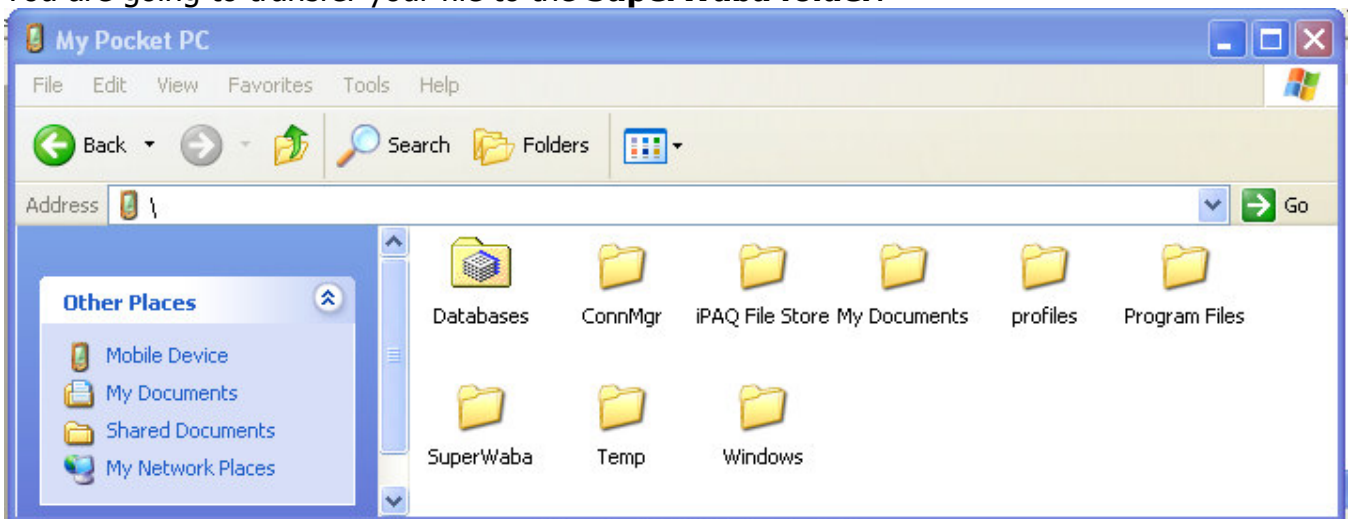


Click on **EXPLORE**.

7. Double-Click on **MY POCKET PC**.

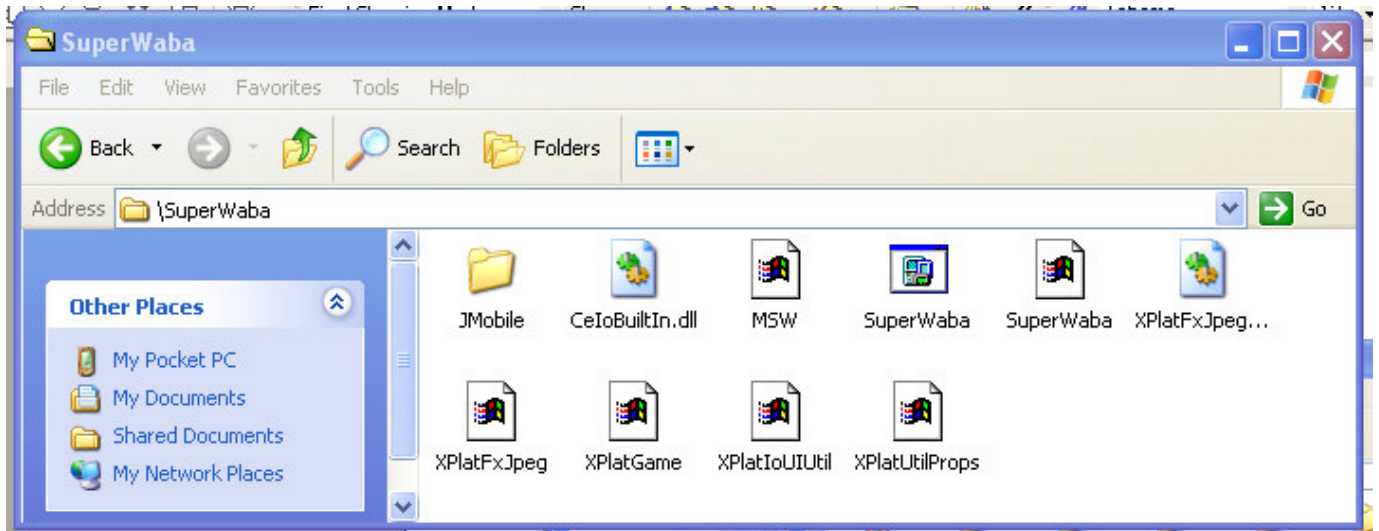


8. You are going to transfer your file to the **SuperWaba** folder.



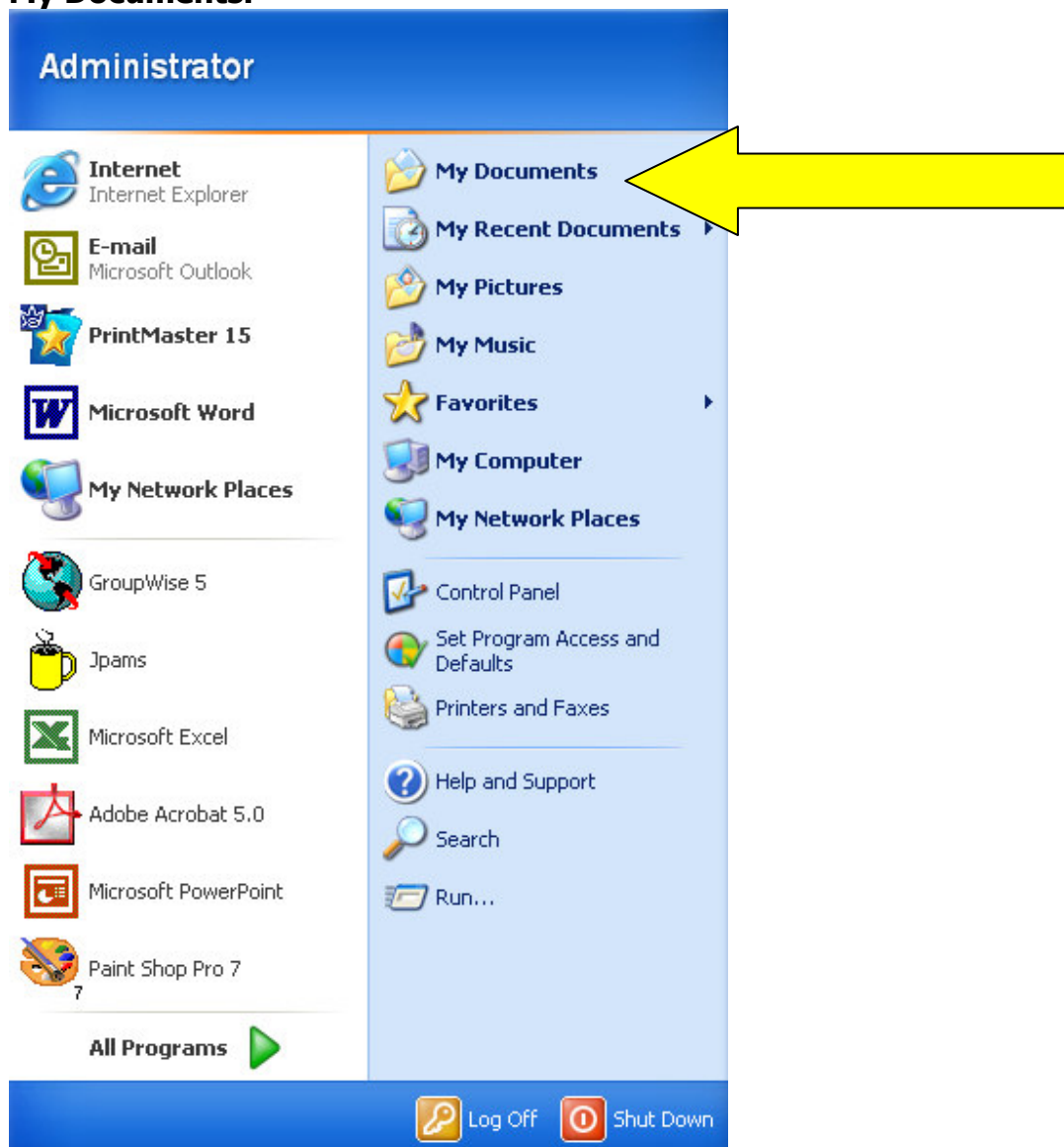
**Double-Click on SuperWaba.**

The SuperWaba folders will contain a folder called **JMOBILE**.

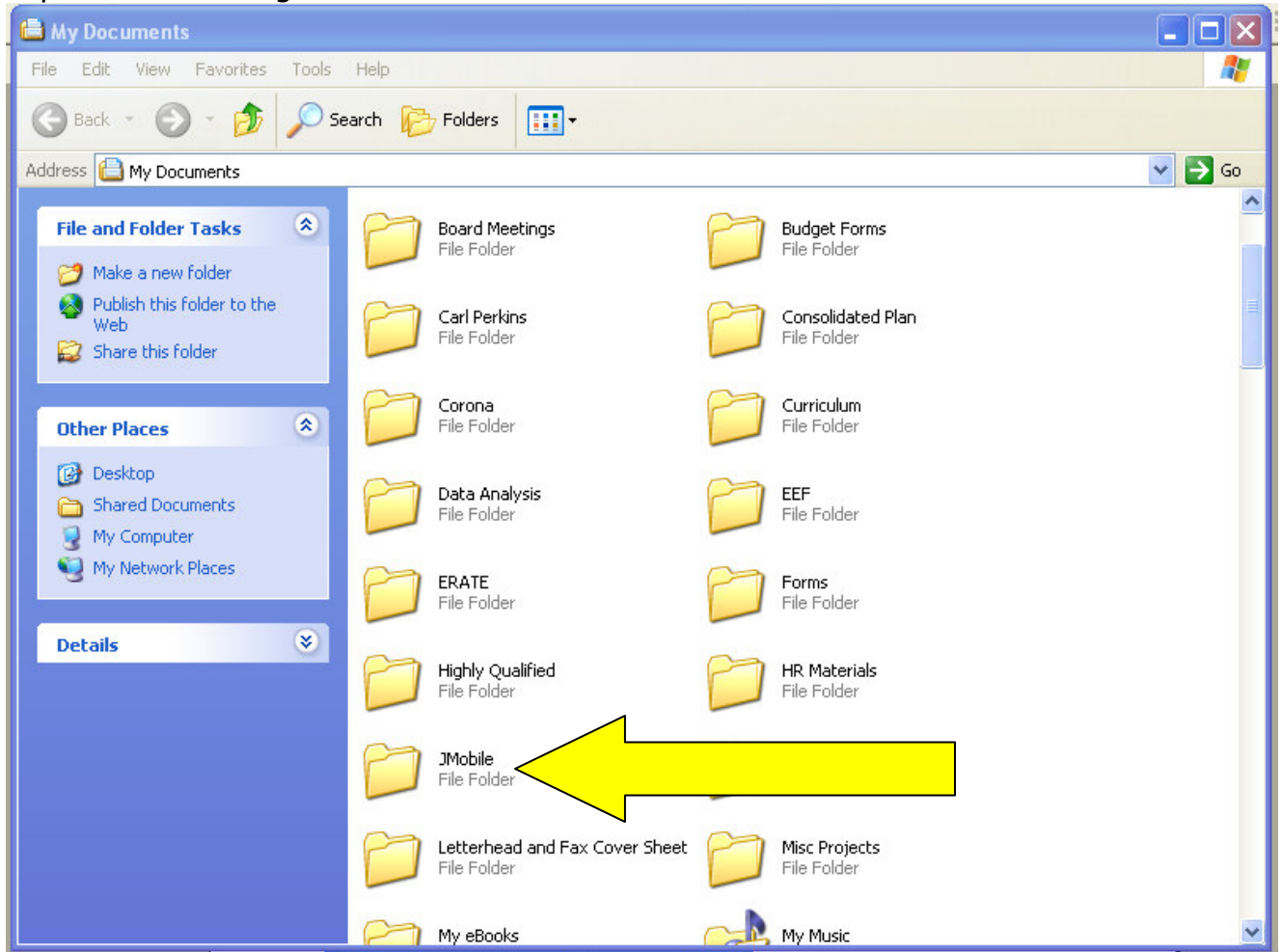


You will be overriding this folder to update all of your student files.

9. Once you have opened the SuperWaba file **minimize it** and then you need to open up **My Documents**.



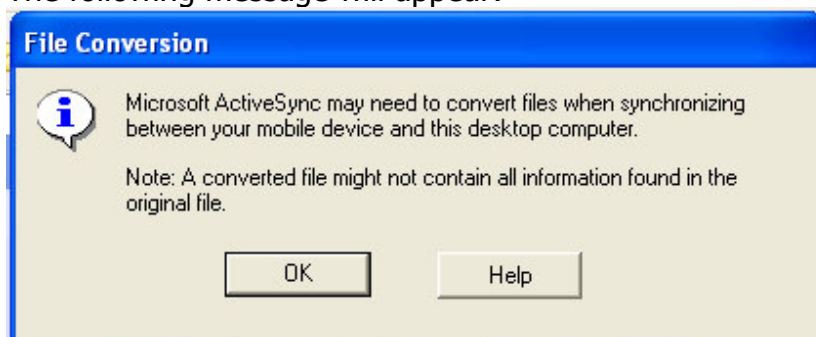
Make sure the window does not cover the entire screen because you will be clicking on the SuperWaba folder again.



**You will be able to locate the JMobile file in My Documents.**

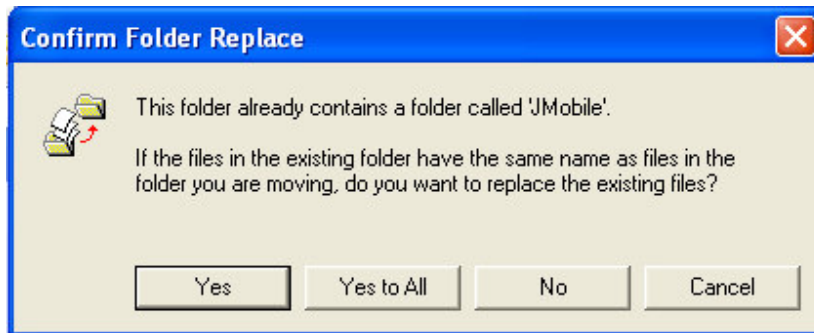
- 10. Click on JMobile – while holding down the left button on your mouse “pick-up” the file and transfer it to the SuperWaba folder.** You can drop it anywhere in the SuperWaba folder.

The following message will appear:



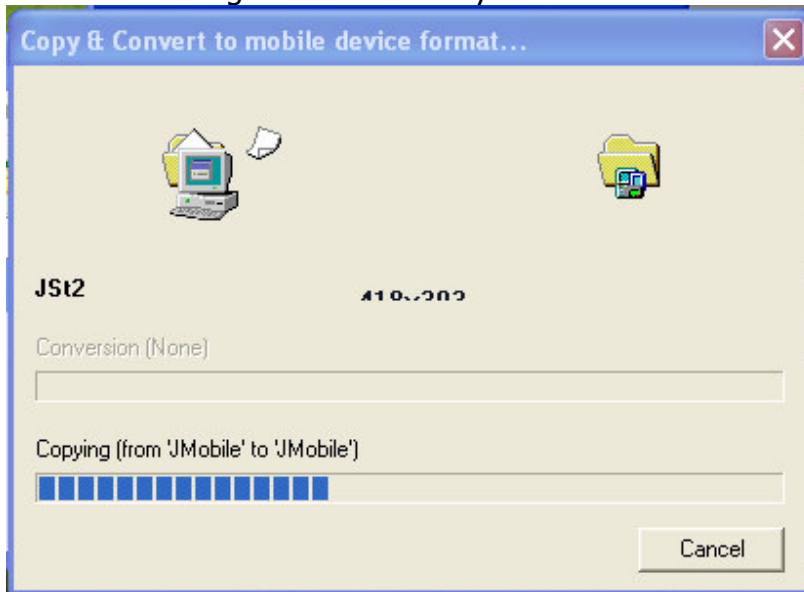
**Click OK.**

The next message will appear:



**Click YES TO ALL.**

The files will begin to transfer to your PDA.



- 11.** Once this is done you can close out the two windows and the pda is updated. **You should do this every couple of days in order to keep your information accurate.**