

# Managing Reports

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# Unsynchronized Reports

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Unsynchronized reports are reports that have been created on your device but have not been uploaded to the Presynct server. Unsynchronized reports can still be edited by the user.



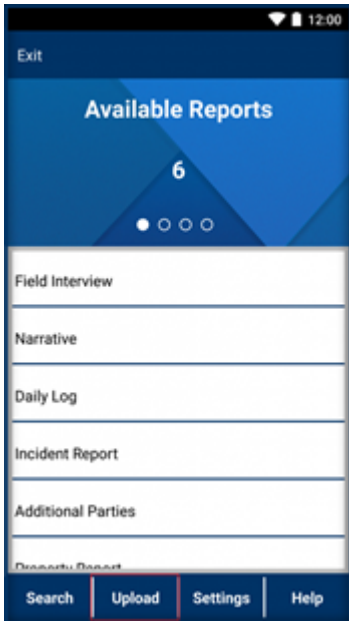
To view Unsynchronized Reports, swipe left from the Available Reports tab.

# Uploading Reports

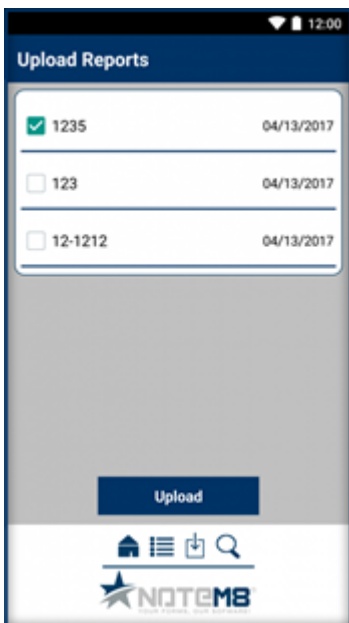
When you have finished writing your report. You will want to upload your report to the Presynct server archival purposes.

## To upload a report:

1. Tap Upload near the bottom of the screen



2. Check the box next to each report you would like to upload



3. Press the Upload button near the middle of your screen



Reports may also be uploaded from the Unsynchronized Reports tab by tapping and holding the report that you would like to upload.

# Synchronized Reports

The synchronized reports tab holds all of your reports that you have uploaded to the Presynct server.



## Viewing Synchronized Reports:

1. Navigate to the Synchronized Reports tab by swiping left from the Available Reports tab
2. Tap on the report you would like to view

\* Synchronized Reports can no longer be edited on your device

\* You may download a PDF version of your report by tapping on the Download button next to the report number.

# PDF Reports


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Reports that you have downloaded PDF copies of will be available in the PDF Reports tab



## Viewing PDF Reports:

1. Navigate to the PDF Reports tab by swiping left from the Available Reports tab
2. Tap the report you would like to view

 PDF Reports will be opened by your default PDF viewer

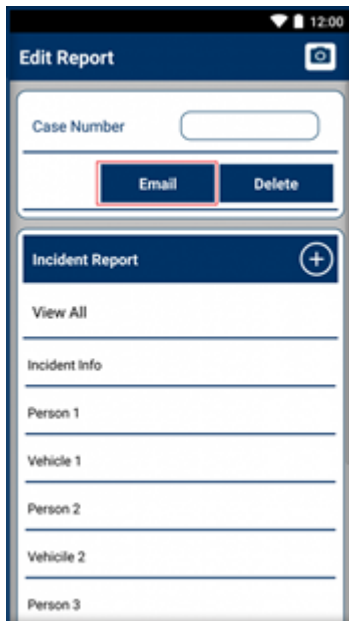
# Emailing Reports

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Unsynchronized reports can be emailed to others using your default email app

## To email a report:

1. From the Unsynchronized Reports tab tap on the report you would like to email
2. Tap the Email button



3. Review and send the Email from your default email app

# Deleting Reports

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Both unsynchronized and synchronized reports may be deleted from your device

## To delete a report

1. Navigate to either the unsynchronized or synchronized report tab
2. Tap on the report you would like to delete
3. Press the Delete button



4. Confirm that you would like to delete the report

\* You may also delete a report by tapping and holding on the report you would like to delete