

What is OfficeSync?

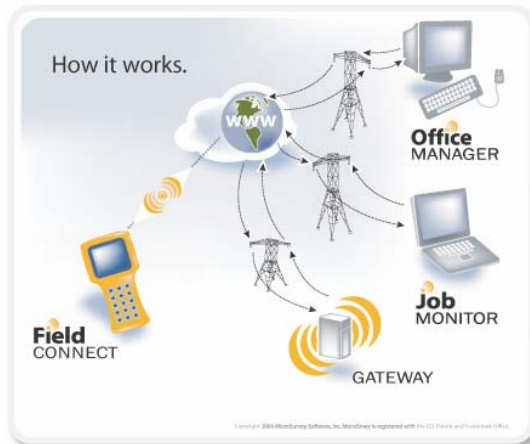
OfficeSync is a convenient and reliable wireless data transfer technology used by people in the mobile workforce, such as land surveyors, contractors and project managers.

OfficeSync instantly transfers any data files, between the jobsite and any computer in the office, or anywhere else in the world.

In the office or on site, using OfficeSync is as easy as:

1. Choose your file(s)
2. Select the destination
3. Click **Send**

The OfficeSync software automatically creates a wireless connection to the Internet and transfers the selected files to the **Gateway**. The Gateway is a central server and Interagent that manages all uploads and downloads, routing job data between authorized field personnel and their offices. The Gateway is located in a secure data center in Florida.



OfficeSync has three integrated software components that work together to send and receive files via the Gateway:

Field Connect,
Job Monitor
Office Manager.

OfficeSync Software Components



Field Connect is an easy to use application that installs on most PDAs and data collectors used by field personnel. It automates the transfer of files to and from the OfficeSync Gateway. Field Connect is designed to work both online and offline, so you can login and prepare files for transfer whenever it is convenient. If cellular service is interrupted, Field Connect will re-establish the connection and resume file transfer automatically. The auto-upload feature enables hands-free data transfer, which is useful while driving.



Office Manager is the central component of OfficeSync and can be installed on any PC connected to the Internet. It contains all the administrative tools needed to manage data transfers to and from the jobsite. Office Manager is used to create new jobs, crews, devices and manage users. It includes a reporting feature that allows the administrator to view all activity in the system, by customer, crew, priority or location.



Job Monitor is a software component for non-administrators who only need to send and receive files from their desktop. It provides real-time monitoring of the OfficeSync Gateway so when files are sent from the field, Job Monitor issues a pop-up notification. Users have the option to accept delivery of the new data, or wait until later. On acceptance, Job Monitor will download the files and remove them from the Gateway.

How OfficeSync Works

The OfficeSync Gateway

The Gateway is the hub of the OfficeSync data transfer service. It is a database and Interagent that routes data files between users in the field and the office. Office computers can be located anywhere in the world, as long as they have access to the Internet. There are no limitations on how many fixed or mobile users there can be in an OfficeSync account, as all application data is stored on the Gateway.

Larger File Transfers

Larger files can be transferred using OfficeSync so you can send large DTMs or drawing files to survey or construction crews in the field with confidence. Unlike email, there are no full mailboxes or rejected attachments. Each OfficeSync service plan includes a set amount of data capacity measured in Megabytes (MB). If data throughput exceeds the monthly plan, an additional charge of a few cents per Kilobyte (KB) will be billed to your OfficeSync account. Plans can be upgraded at any time to avoid overage charges. Please refer to current plan rates for details.

Infrastructure

The OfficeSync wireless data service includes all supporting software and communication hardware. There is no requirement to have an existing cellular voice or data plan to use our service. OfficeSync modems operate on the Verizon network in the United States and the Telus network in Canada. Both networks employ a digital "1x" CDMA infrastructure, providing the fastest transfer speeds and the most widespread coverage available.

Sending and Receiving Files

Whether you are in the field or in the office, the process of sending or receiving files is essentially the same.

- Select the file(s) to send and then click the **Send Data** button.
- If you are receiving a file, you click the **Get Data** button then select which folder to save the file(s) to.

It really is that easy. OfficeSync was designed for ultimate convenience and reliability. In fact, there is nothing like it on the market today.

Multiple Field Users

If there are multiple users in the field, how does OfficeSync know which person to send the file to?

- When a file is sent from the office, it is sent to a particular Field Crew.
- When a field user logs into Field Connect on their mobile device, OfficeSync knows which crew they are a member of.
- When they click the Get Data button, the Gateway uploads any pending files for that crew to the device that crew member is logged in to.

Each user of OfficeSync is assigned a **User ID** and a **Role**. The roles serve to identify field users and office users. Users can have multiple roles

Automatic Data Upload

When files are selected for upload or download, Field Connect automatically manages the connection to the cellular network, the Internet and the Gateway.

If for some reason the connection is lost during a file transfer, Field Connect will pause, re-connect and resume the transfer where it left off. There is also hands-free **Auto Upload** feature which checks the Gateway at regular intervals and automatically uploads any pending files without requiring user action – a convenience while driving.