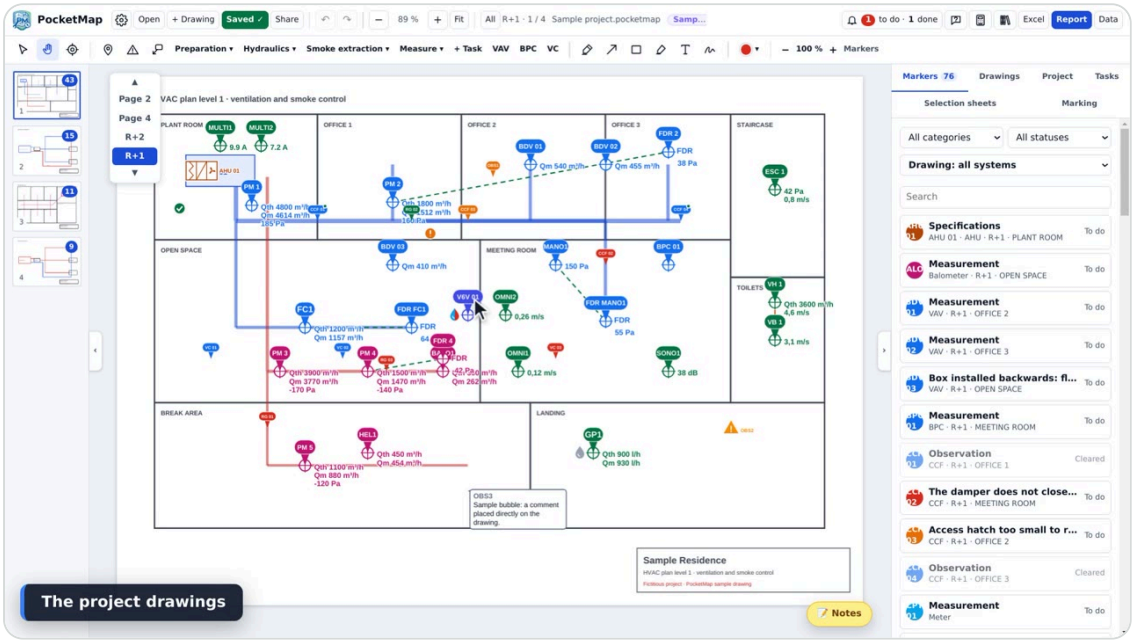
PocketMap

Getting started guide

The Windows software for HVAC commissioning: your readings, notes and photos on the drawing, the PDF report in one click.

Works on Windows 10 and 11 · laptops and Windows tablets



▶ The video of this guide (14 min)
metteuraupoint.fr/en/pocketmap/tutoriel

10-day free trial and licence
metteuraupoint.fr/en/pocketmap

All tutorials
youtube.com/@PocketmapMetteuraupoint

Questions
pocketmap@metteuraupoint.fr

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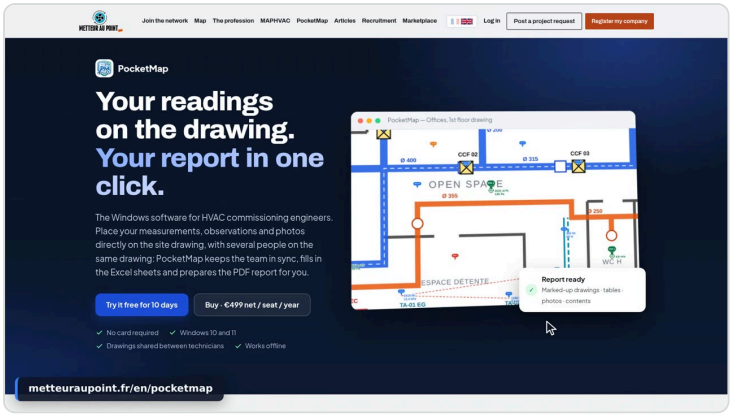
1 Installation



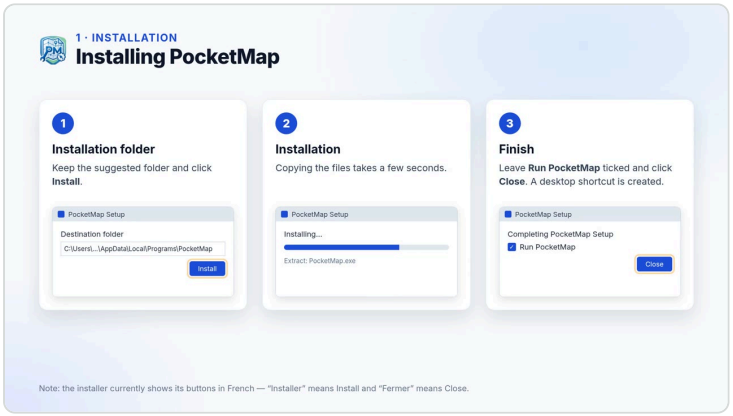
Download PocketMap

On **metteuraupoint.fr/en/pocketmap**, “Download PocketMap” section: enter your email address and company, then click **Download for Windows**. The same page offers the 10-day free trial and the licence (one year, one seat).



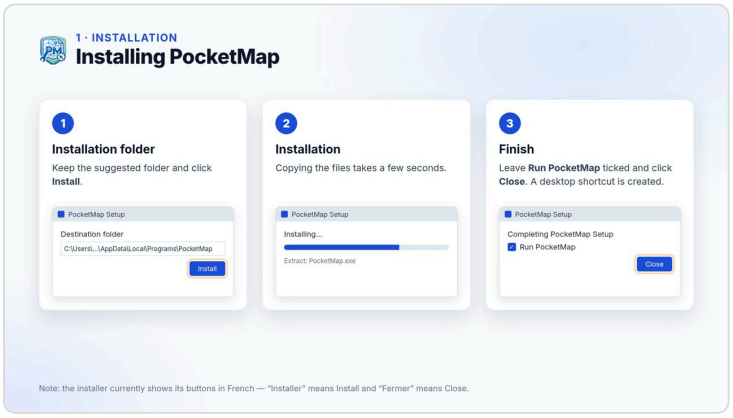
Run the installer

Open the downloaded **PocketMap Setup** file. If Windows shows “Windows protected your PC”, click **More info**, then **Run anyway**.



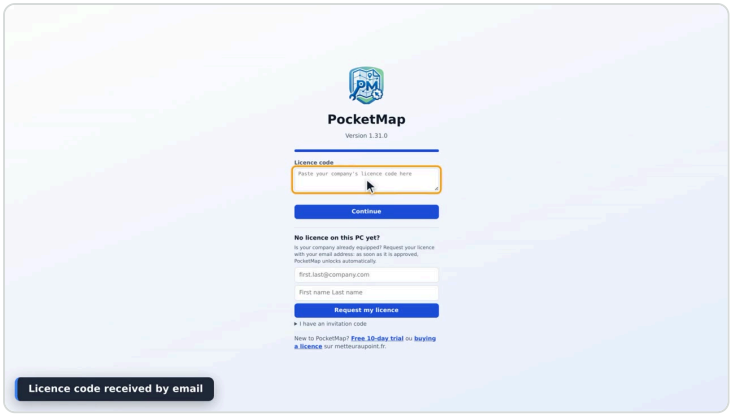
Install

Keep the suggested folder and click **Install**. At the end, leave “Run PocketMap” ticked and click **Close**. A desktop shortcut is created. (The installer currently shows its buttons in French: “Installer” = Install, “Fermer” = Close.)



Choose your language

On first launch, choose **English** or **Français**. You can change it later in Settings.

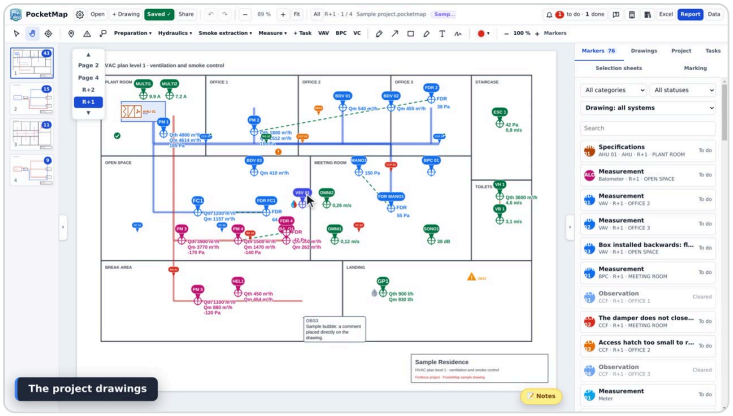


Activate your licence

Paste the **licence code** received by email into the “Licence code” box, then click **Continue**. Internet is needed this first time: the licence is tied to the PC. After that, PocketMap also works offline.

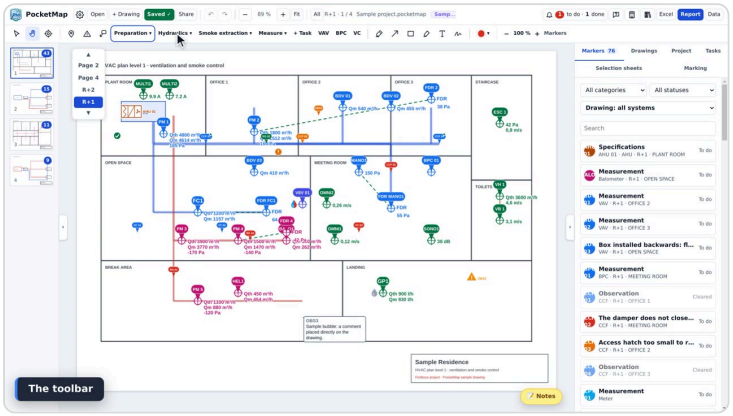
Your company already uses PocketMap? Under “No licence on this PC yet?”, enter your email address and click **Request my licence**: PocketMap unlocks by itself once it is approved.

2 A first tour of the software



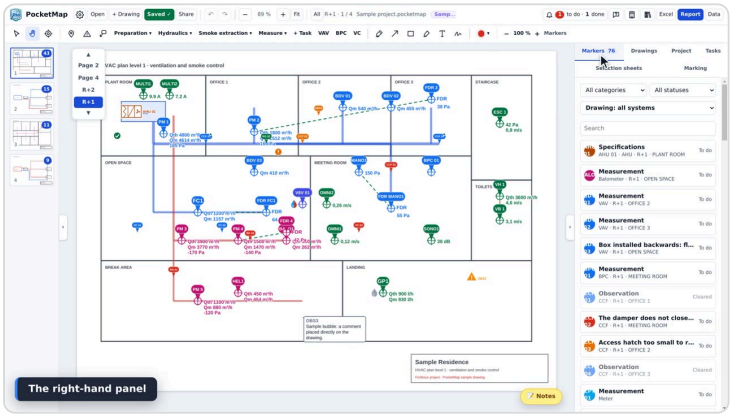
The sample project

Once activated, PocketMap opens a fictitious **sample project** with every type of point, so you can try everything safely. On the left, the drawing thumbnails: one click shows the drawing. The level selector switches floors.



The toolbar

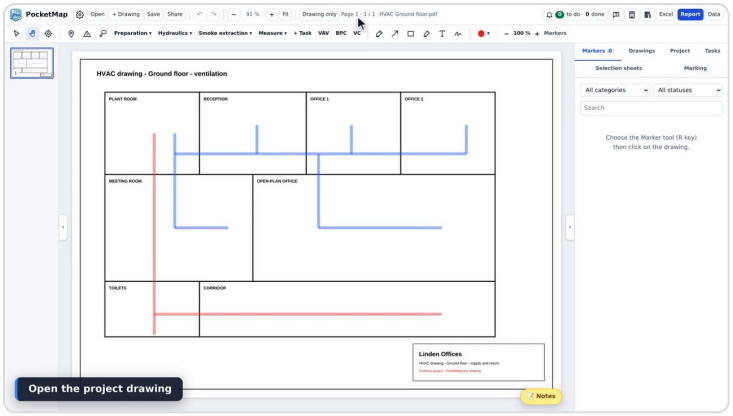
The **Preparation**, **Hydraulics**, **Smoke extraction** and **Measurement** menus hold the points you can place. Next to them: **+ Task**, **VAV**, **BPC**, **VC**, then the drawing tools (highlighter, arrow, box, marker, text, free drawing). At the very top: Save, the **Excel** sheets, the **Report** button and the **Data** table.



The right-hand panel

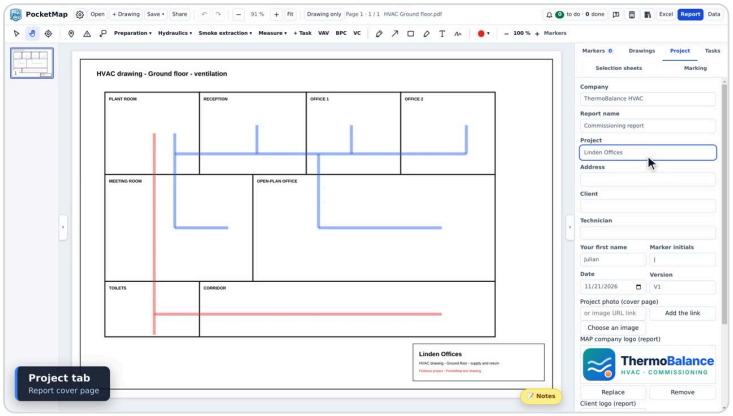
The **Markers** tab lists every point: one click opens its sheet and shows it on the drawing. The **Drawings**, **Project** and **Tasks** tabs hold the drawings, the report information and the team's tasks. The PocketMap logo takes you back home, where the sample project stays available.

3 Setting up a project



Open the drawing

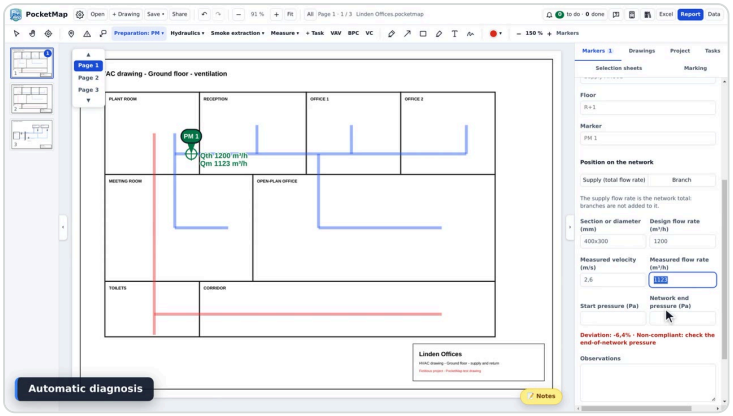
Click **Open a PDF** and choose the drawing from the design office. PocketMap reads it and recognises its level (ground floor, first floor…). Add the other levels and the schematic with **+ Drawing**; the Drawings tab lets you rename them and check their level.



Fill in the project

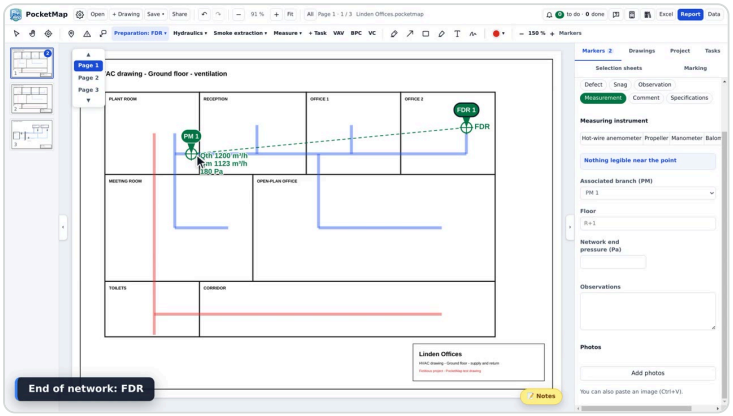
In the **Project** tab, enter the project name, address, client and technician: they feed the report's cover page. Save: the whole project (drawings, readings, photos) fits in a single **.pocketmap** file.

4 On site



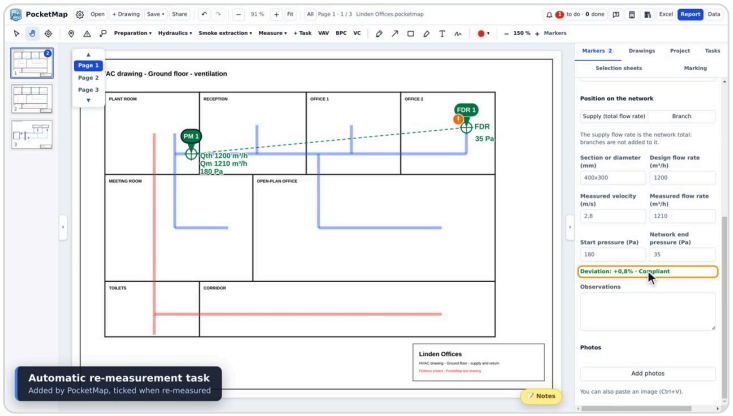
Duct measurement point (PM)

Preparation menu → **PM**, then click the duct. Enter the section and design airflow, then the measured velocity: PocketMap calculates the measured airflow and the deviation, and tells you whether it is **compliant**. If not, it gives advice (for example, check the end-of-network pressure).



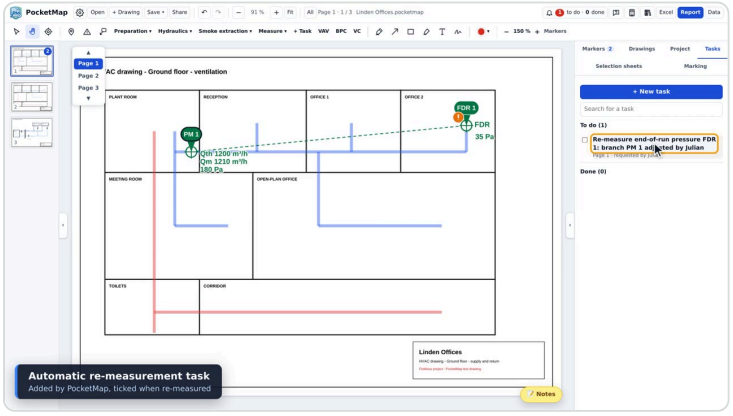
End of network (FDR)

Preparation menu → **FDR**, click at the end of the duct, then click the PM to link: a dotted line joins both points. Enter the end-of-network pressure.



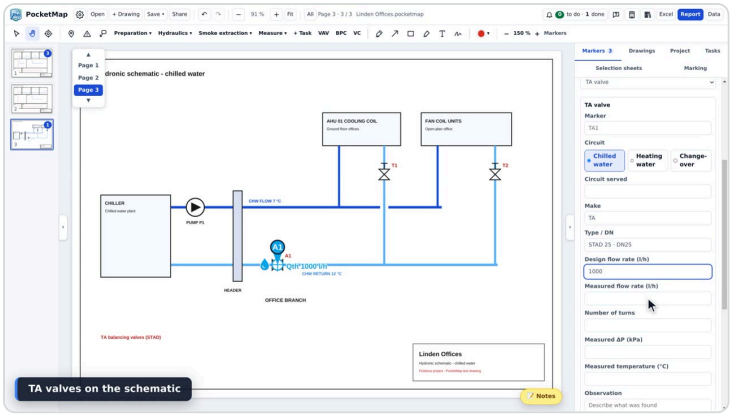
After adjustment

After adjusting the damper, enter the new velocity on the PM: the sheet turns “Compliant”, in green.



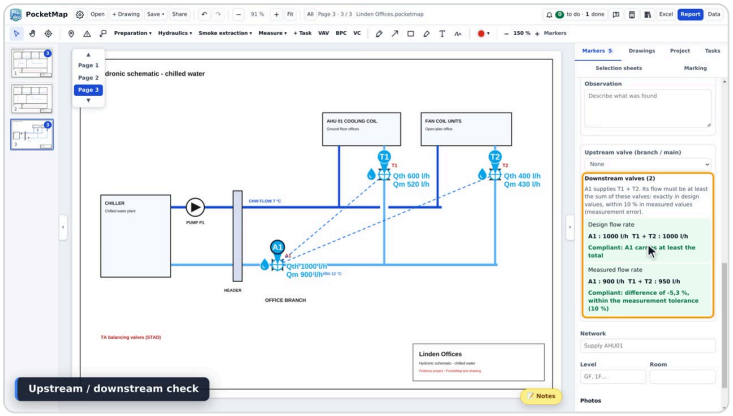
Automatic re-measurement task

Adjusting a PM changes the pressures at the end of the network: PocketMap adds the task “Re-measure the end-of-network pressure” next to the FDR by itself. It ticks itself when you measure again.



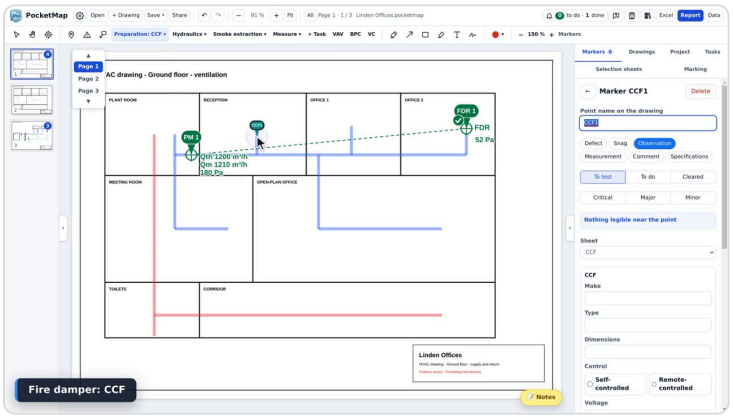
Balancing valves (TA)

On the schematic, Hydraulics menu → **TA**. Place the branch valve (Esc if it has no upstream valve), then the terminal valves: PocketMap asks for the upstream valve, one click is enough. Enter circuit, make, type (e.g. STAD DN25) and flows in l/h.



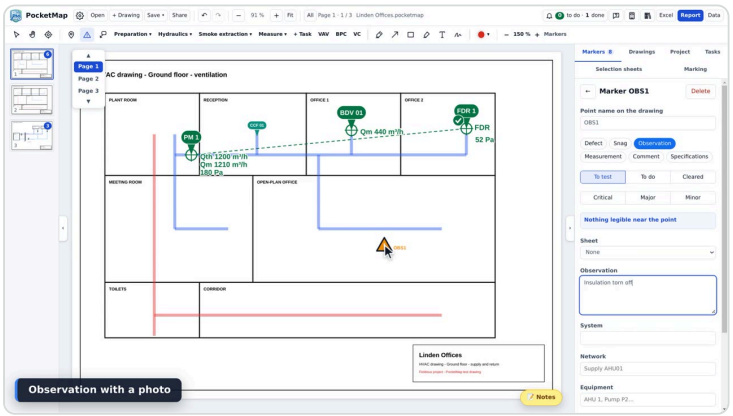
Upstream / downstream check

The branch valve’s sheet compares its flow with the sum of the downstream valves. In design values it must carry at least that sum; in measured values PocketMap allows a **10 %** deviation for measurement error.



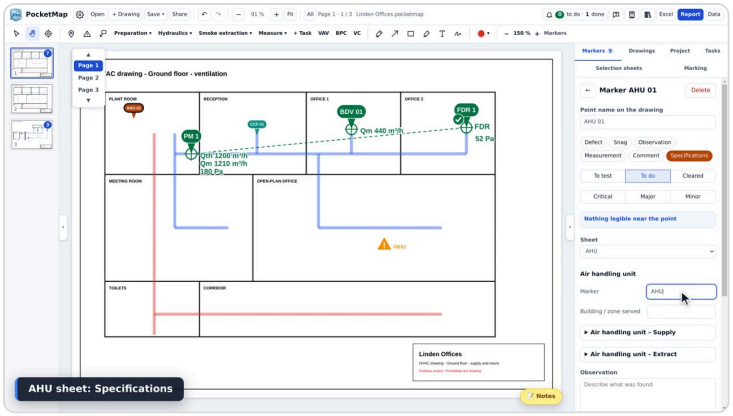
Fire damper, VAV box

Preparation menu → **CCF** (fire damper): control, mechanical test, access. Same principle for a **VAV box**, in the toolbar: installation direction, wiring, power supply, airflows.



Observation with a photo

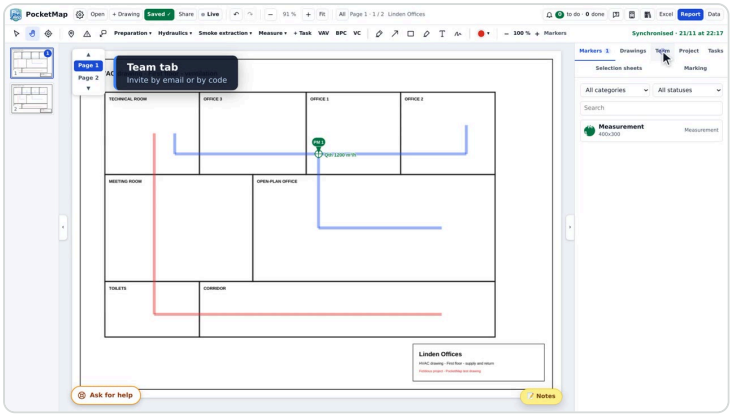
The **warning triangle** places an observation: describe what you see, choose its type and priority, and add photos. They appear on the sheet in the report.



AHU and other equipment

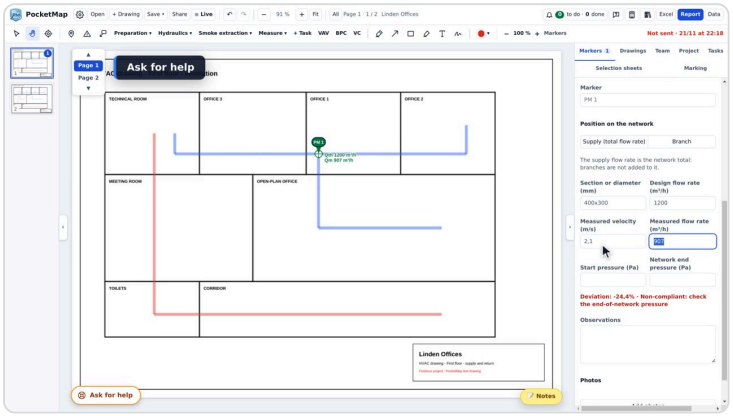
Preparation menu → **Specifications**, then the system (AHU, MEV, smoke control, pumps). A symbol is drawn on the drawing and the full sheet opens: casing, fan, motor, filters… **+ Task** leaves an instruction for the team; the “to do” counter updates. Save often: the button turns green.

5 Teamwork



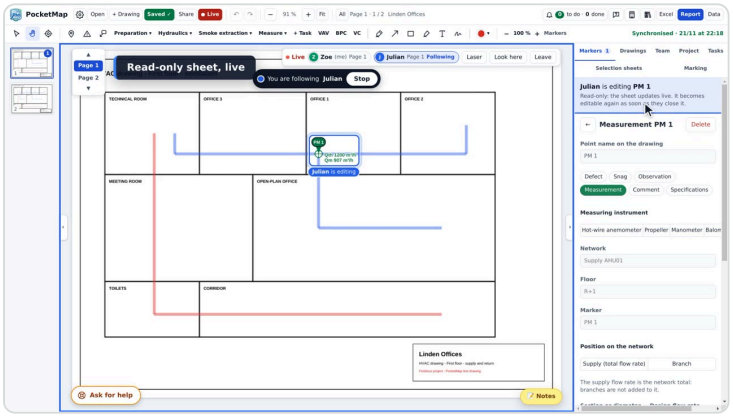
Share the project

Click **Share**, complete the Project tab and confirm. In the **Team** tab, invite colleagues by email, or create a code to send them by text message (they paste it into “Join”). Everyone works on the same drawing from their own PC; everything syncs as soon as there is internet, without overwriting anyone’s work.



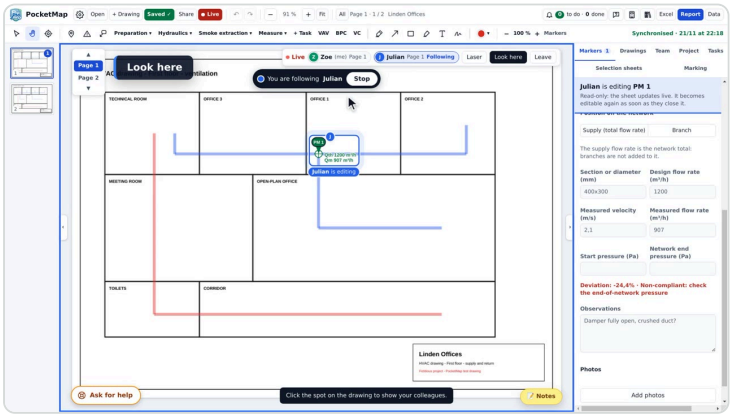
Ask for help

Stuck on a reading? Click **Ask for help** and type your question: colleagues who have the project open get a banner with the drawing, the marker and the message, and join you in one click.



Follow live

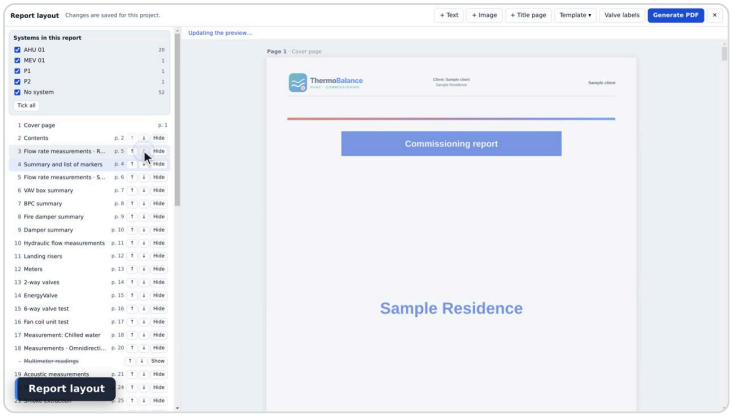
The colleague who joins follows your screen: same drawing, same place. They see your sheet being filled in live, read-only. The “You are following …” banner lets them stop at any time.



“Look here”

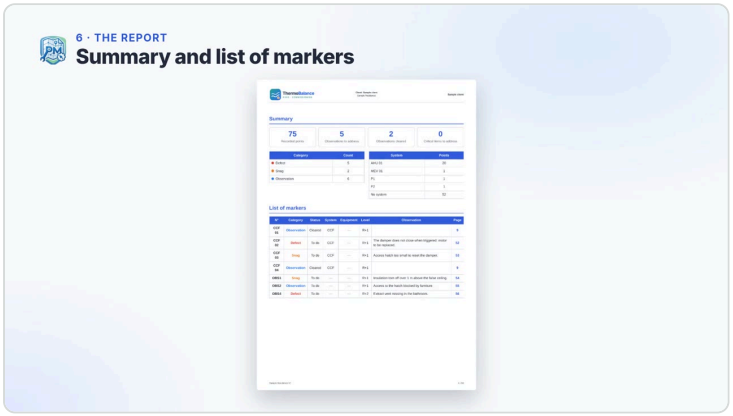
To point at a spot, click **Look here** then the drawing: a circle pulses on your colleague’s screen, and an arrow guides them if it is out of view. Tasks and changes reach everyone instantly. Everyone clicks Leave at the end.

6 The report



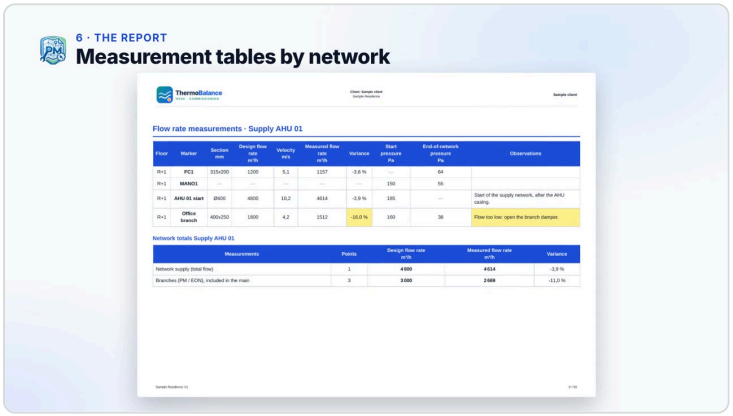
Report layout

Click **Report**. On the left, the parts in PDF order; on the right, a preview in real A4 pages. The arrows reorder, “Hide” removes a part, “Systems in this report” removes a whole system. Add a text, an image or a title page, and keep your layout as a template.



Cover page and summary

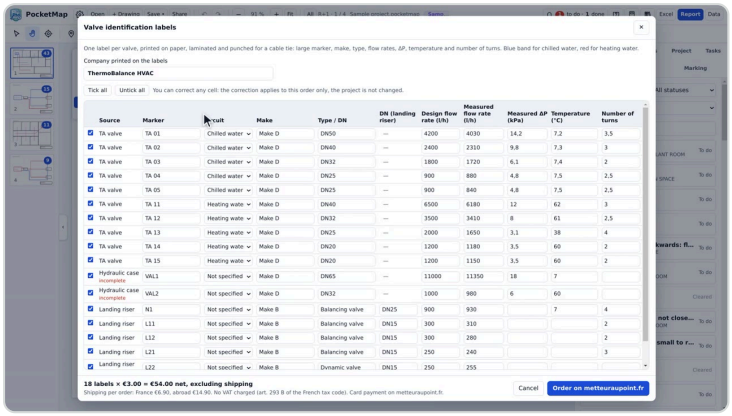
Click **Generate PDF**. The cover page shows the project, the client, your company and its logo; the summary lists every marker with the page of its sheet.



Measurement tables

The tables give, network by network, design and measured flows and the deviation. Each drawing is printed with its points, each marker has its sheet with its photos. The **Excel** button fills your Excel sheets with the same readings.

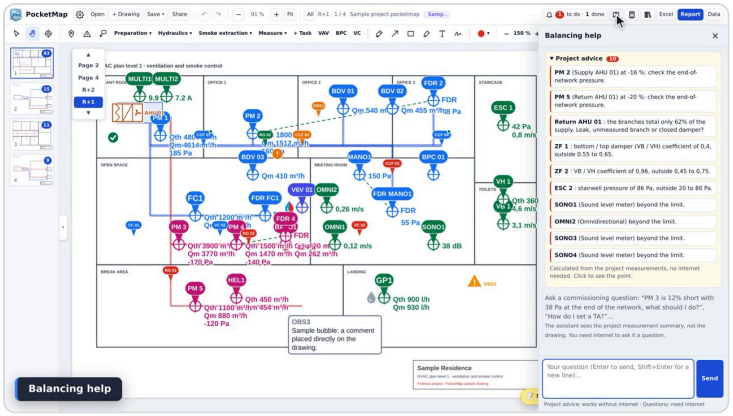
7 Valve labels



Order the labels

When the report contains balancing valves, click **View the labels**: one label per valve (marker, circuit, make, type, flows, pressure, temperature, number of turns). Check the company printed, untick the valves you don’t need, correct a box if needed. **€3 per label** plus shipping, printed, laminated and drilled for a cable tie, with a blue (chilled water) or red (hot water) band. You pay by card on metteuraupoint.fr; nothing is ordered before payment.

8 Where to find help



Balancing help

The **speech-bubble** button at the top right opens Balancing help: advice calculated on your project, even offline, and an assistant you can ask questions. Next to it: the **HVAC calculator** and the **technical library**, available offline. Updates install from **Settings** (red dot when a version is out); your projects are kept.

▶ The video of this guide (14 min)
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