



HELP

# TRIMBLE® ACCESS™ SOFTWARE

Version 2013.30  
Revision A  
July 2013



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# Getting Started

## Welcome

Welcome to the Trimble® Access™ software version 2013.30 Help.

This help system makes it easy to find the information you need to effectively use the full capabilities of the Trimble Access software.

For information that extends or updates this Help:

- Go to the Trimble website ([www.trimble.com](http://www.trimble.com)).
- Contact your local Trimble dealer.

## Trimble Access Overview

The Trimble Access software provides a collection of survey tools for use in the field, and web-based services for the office and in the field. These programs are installed on the controller, the office computer, or on servers hosted by Trimble.

The following table describes the function of each of the system components, and where they are installed.

<b>Application</b>	<b>Function</b>	<b>Installed On...</b>	<b>Standard / Optional</b>
Trimble Access Installation Manager	Installs and updates controllers with the latest changes to applications and services through Microsoft ActiveSync technology or the Windows Mobile Device Center.	Office Computer	Standard
The Trimble Access menu	- Starts applications and services on the controller. - Switches between running applications and services on the controller. - Generates system notifications alerts. - Used to log in to the Trimble Connected Community to access web services, including AccessSync.	Controller	Standard
General Survey	A general surveying application for common field survey tasks for optical and GNSS sensors.	Controller	Standard
Internet Setup	A wizard to simplify the setup of cellular Internet connections.	Controller	Standard
Settings	Define settings for the entire system in one place. Settings include units, connection settings (including survey styles and radio), feature libraries, and other general configurations.	Controller	Standard
Roads	Specialized road application to define, survey, and report on road jobs.	Controller	Optional
Tunnels		Controller	Optional

	Specialized tunnel application to define, survey, and report on tunnel jobs.		
Mines	Specialized mines application to position drilling equipment and report on mines jobs.	Controller	Optional
Monitoring	Specialized monitoring application to define, monitor and report on monitoring jobs.	Controller	Optional
Land Seismic	Specialized land seismic application to stakeout pre-plot definitions.	Controller	Optional
AccessSync	A service that allows for cable-free transfer of the Trimble Access software files from the field to the office and vice versa using an Internet connection. When transferring files from the office to the field, files are automatically converted to the version required by the field controller.	Controller	Optional
GNSS Forecast	A planning tool to forecast suitability for GNSS surveying, based on the availability of satellites and ionospheric conditions at a specified location.	Controller	Optional
Trimble Connected Community	- A web-based set of tools, managed and hosted by Trimble that allows individual organizations to share information quickly and easily across the Internet. - Enables you to create projects and manage hardware and services within the Trimble Access software. - Provides a landing place for files that are transferred to and from the field by the AccessSync service.	Trimble hosted server	Optional
Trimble Connected Community Explorer (TCCE)	- A plug-in for the Microsoft Windows XP, Vista, and Windows 7 operating systems that makes an organizations file and folder structure in the Trimble Connected Community available in My Computer and Windows Explorer areas of the local user's computer. TCCE significantly improves navigation through the Trimble Connected Community by allowing a user to manage files and folders in the same way as in Windows. - Allows automatic synchronization between a selected folder on the local computer and a selected filespace/ folder on the Trimble Connected Community. TCCE can keep up to 10 pairs of folders synchronized.	Office Computer	Optional

## Notes

- All upgrades to the software on the controller must be made through Microsoft ActiveSync technology or the Windows Mobile Device Center connection to the office computer.
- Services on the field controller send and receive data through an Internet connection to the Trimble hosted server.

## Installing and updating the software

You can install Trimble Access software using the Trimble Access Installation Manager online or you can download a copy of the Trimble Access Installation Manager and all application files and licenses for installation to your controllers at a later date, when you may not have access to an internet connection.

### Installing and updating the software using the Trimble Access Installation Manager online

Use the Trimble Access Installation Manager to install software and updates for all Trimble Access applications on your controller.

### Installing and updating the software using the Trimble Access Installation Manager offline

Download a copy of the Trimble Access Installation Manager and all application files and licenses.

When you create an offline version of the Trimble Access Installation Manager:

- You must list the serial numbers for the controllers to be updated offline so that all the licenses for the controllers are included in the offline installation. Only those controllers that have had their licenses downloaded can be updated offline.
- You can select the version of the Trimble Access software to be available for the offline installation. You can then use the Licenses only option to download additional licenses. You must use the Licenses only option to download additional licenses if you purchased new licenses for existing controllers, or if you include additional controllers in the offline installation.

For more information see: [www.trimble.com/taim/](http://www.trimble.com/taim/)

## Licensing the software

Every Trimble Access application must be licensed in order for you to install and operate the software.

When you purchase an additional component for the Trimble Access software, or extend an existing license, the license file is updated on the Trimble hosted server. To download the new license file, do one of the following:

- Connect the controller to the office computer through Microsoft ActiveSync technology or the Windows Mobile Device Center and then run the Trimble Access Installation Manager. This updates the license **and** the software.
- With an Internet connection established, tap the Trimble button in the Trimble Access task bar, or the task bar in the application that you are currently running and then select *About* from the drop down menu. Then tap the *License* button to begin the download process. This updates **only** the license.

### About

To access a list of all Trimble Access applications installed on the controller, their version numbers, license information, and EULA (End User License Agreement), tap the Trimble button in the Trimble Access task bar, or the task bar in the application that you are currently running and then select *About* from the drop down menu.

The *About* dialog shows two dates; the *License expiry date* and the *Software warranty expiry date*:

### **License expiry date**

This refers to the date until which the software or service can be used. Perpetual licenses do not have a license expiry date. Timed licenses show the expiry date of the current license on the controller. However, as the timed licenses are automatically extended, the date shown is the date that the currently downloaded license expires. As long as you maintain your subscription, all you need to do to update a license is to run the Trimble Access Installation Manager software, or if the controller is connected to the Internet, tap the *License* button in the *About* dialog.

### **Software warranty expiry date**

The software warranty expiry date field shows the date the warranty expires, or *On subscription* that relates to timed license subscriptions, which do not expire if the subscription is maintained. If the software warranty has expired, you can continue to operate the software and are entitled to minor updates of the software. New improved versions of the software require a valid warranty.

For information on Hardware Extended Warranties or Software Maintenance, contact [trimble\\_supportsales@trimble.com](mailto:trimble_supportsales@trimble.com).

## **Legal Notices**

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Microsoft, ActiveSync, Excel, Internet Explorer, Windows, and Windows Mobile and are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

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This software is based in part on the work of the Independent JPEG Group, and derived from the RSA Data Security, Inc. MD5 Message-Digest Algorithm.

# Trimble Access

## Trimble Access Features

Use the Trimble Access menu to start and navigate between each of the applications and services within the Trimble Access software.

To start the Trimble Access software, do one of the following:

On a Trimble GeoXR controller:

- Tap Trimble Access from the [Start] menu.

On a TSC2/TSC3 controller:

- Press the Trimble hardkey.
- Tap Trimble Access from the [Start] menu.

On a Trimble CU controller:

- Tap [Start / Programs].

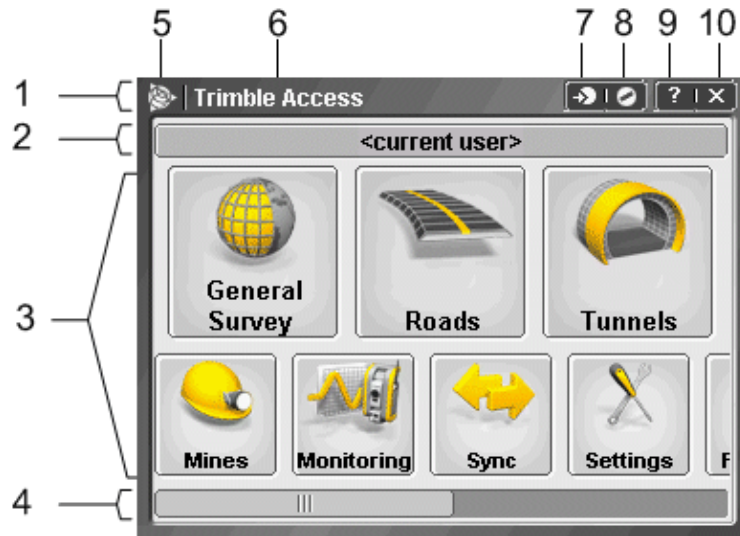
On a Trimble Tablet:






- From the desktop tap the Trimble Access shortcut icon.


**Note** - On starting the Licence Agreement is displayed for acceptance. De-select the *Show on startup* field if you do not want to see the agreement every time you start Trimble Access.

The following diagram and table show the key features and functions of the software:





Item	Feature	Function
1	<a href="#">Trimble Access task bar</a>	Appears in every screen within the Trimble Access software to enable switching between applications and services and to provide system information.
2	<a href="#">Login button</a>	Shows who is currently logged in to the system; if no one is logged in, it says <i>Tap here to log in</i> . This also shows the name of the folder where all data will be stored on the controller. Tap the Login button to log in or change users.
3	Application buttons	Tap an application button to start or switch to that application.
4	Scroll bar	Scroll to see more Trimble Access applications.
5	Trimble button	From the Trimble Access menu, tap the Trimble button to: - view information about the installed Trimble Access applications, including versions and licensing information. - <a href="#">Arrange icons</a> . For all other applications, tap the Trimble button to return to the Trimble Access menu to switch applications.
6	Title	Title information shows either the current application or service running or the name of the current screen.
7	Internet connection button	Shows if there is a current Internet connection:  indicates there is an Internet connection.  indicates there is no Internet connection.
8	Alerts button	Alerts provide useful system information to the user. Tap the alert button to view the notification. There are different levels of alerts:  Information alert: for example, a new file has been downloaded by the AccessSync service.  Warning alert: for example, AccessSync is suspended because the Internet connection has been lost.  Critical alert: for example, a license is about to expire and an application will no longer be useable.

		 indicates that there are no notifications.
9	Help button	Tap this button to open the onboard help files.
10	Close button	From the Trimble Access menu, tap this button to close all Trimble Access applications. In other applications, tap this button to close only the current application.

## Logging in to Trimble Access in the field

Every user must log in to the Trimble Access software the first time the system is run to define the directory that their data will be stored in. All Trimble Access files will be stored in a folder under [\\Trimble Data\].

Logging in enables you to:

- Separate and distinguish your files from those of other people who use the same controller.
- Easily manage data between particular field crews within an organization.

Logging in is required by the AccessSync service to:

- Authenticate access to services from the field.
- Ensure that files are transferred to the correct controllers in the field, and to the correct organization, project site and folder location in the office.
- Enable you to pick up any controller and access your field project data.

### To log in to Trimble Access software:

1. From the Trimble Access menu, tap *Login* and then select the *Login Mode*.

Login mode	Use when...	Function
[Offline]	You do not currently have an Internet connection. <b>or</b> You have not purchased any online services, such as AccessSync.	Defines the directory that your data will be stored in. All Trimble Access files will be stored in a folder under [\\Trimble Data\ <username>].</username>
[Online]	You have purchased online services, such as AccessSync. <b>and</b> You currently have an Internet connection.	- Defines the directory that your data will be stored in. All Trimble Access files will be stored in a folder under [\\Trimble Data\ <username>]. - Authenticates that the user has access to services from the field. - Ensures that files are transferred to the correct controllers in the field, and to the correct organization, site, and folder location in the office.</username>

1. Enter your user details. Do one of the following:
  - ◆ If you are logging in offline and have not purchased online services such as AccessSync, you

can enter any username as this is used only to define the data folder name. You do not need a password.

Tap *Next*.

Review the user settings and then tap *Finish*.

- ◆ If you are logging in offline, but you intend to use online services such as AccessSync in the future, enter your Trimble Connected Community username (Member ID). You do not need a password.

The username is used to set up your data folder; when you try to use online services, this will be used for authentication.

Tap *Next*.

If you have previously logged in online, you see the list of available Trimble Connected Community sites available for transferring data to. Select a site and then tap *Next*. When you next obtain an Internet connection, you can transfer files without logging in again.

If you have not previously logged in online, you can review the user settings and then tap *Finish*.

- ◆ If you are logging in online, you must enter your Trimble Connected Community username (Member ID) and password. Enter the Trimble Connected Community organization *short name* or select from the list. These user details are used to set up the data folder *and* for authentication.

Tap *Next*. The Trimble Access software uses the Internet connection to contact the Trimble hosted servers to authenticate your login details. Once authenticated, the Trimble Access software obtains a list of available Trimble Connected Community sites, with which you can synchronize files using the AccessSync service.

Select a Trimble Connected Community site from the drop-down list. This site is where files will be transferred to and from using the AccessSync service.

Tap *Next*.

Review the Login settings and then tap *Finish*.

## Notes

- ◆ The AccessSync service will always synchronize data to the current Trimble Connected Community site. If this site is incorrectly set, data may be transferred to the wrong site.
- ◆ The list shows only Trimble Connected Community sites within the organization that you have access to. For more information, see [Trimble Connected Community permissions](#).
- ◆ Make sure that you have the correct date set on your controller. Otherwise, login may fail.
- ◆ To delete a username tap the *Delete* button. The associated data folders are not removed. If you want to remove these folders they can be manually removed using the *Files* application.

## To log in as a different user on the controller:

1. Tap the login button on the Trimble Access menu.
2. Log in with the new username and password.

### Notes

- ◆ The current user is shown on the Login button on the Trimble Access menu.
- ◆ When switching users, you must restart the specialized applications to ensure that data is stored in the correct location.

## Switching between applications and services in the field

You can run more than one application at a time and easily switch between them. For example, you can switch between functions in *Roads*, *Tunnels*, *Mines*, and *General Survey*.

To run more than one application at a time, use the Trimble button or Trimble icon in the top left corner of the screen to open the Trimble Access menu. From there, you can run the other application.

To switch between applications:

- Tap the Trimble button in the task bar to access the menu of available applications and services currently running, including the Trimble Access menu. Select the application or service to switch to.
- On the TSC2/TSC3 controller, a short press of the Trimble button accesses the menu of available applications and services currently running, including the Trimble Access menu. Select the application or service to switch to.
- On the Trimble GeoXR controller, tap the Trimble button to access the menu of available applications and services currently running, including the Trimble Access menu and the *Windows Start Menu*. Alternatively, press and hold the camera button for two seconds and then select the application or service to switch to.
- Tap *Switch to* and then select the required function from the list. If the *Switch to* button is not on your current screen, press **CTRL W** to open the *Switch to* pop-up list.
- Press **CTRL TAB**. This is the keyboard shortcut to scroll through the current list of *Switch to* functions.
- Tap *Favourites* or press **CTRL A** to select a preconfigured favorite.
- On a TSC2/TSC3 controller, configure the [Left App] button and [Right App] button for the functions you want to run. This method opens an application even if that application is not running.

For more information, see [Trimble Access Buttons](#).

**Tip** - You can use this functionality to return to the main menu of the application you are currently running e.g. if you are running the *Define* option in Trimble Access Roads and you want to view the *Map*, tap the Trimble button and select Trimble Access Roads from the drop down list.

The same job can be used in the following applications at the same time:

- Trimble Access General Survey
- Trimble Access Roads
- Trimble Access Tunnels
- Trimble Access Mines

For more information, see [Jobs](#).

## Arrange Icons

You can change the order of application icons displayed in the Trimble Access launcher. To do this:

1. Tap the Trimble button in the top left corner of the task bar.
2. Select *Arrange icons*.
3. Tap an application name to select it, and then use the arrow buttons to the right of the application names to move the application.

# Survey Settings

## Settings Menu

Use *Settings* from the Trimble Access menu to configure common configuration settings that are shared among multiple programs.

The following programs use common configuration settings that are available from Settings:

- Trimble Access General Survey
- Trimble Access Roads
- Trimble Access Tunnels
- Trimble Access Mines

Use the Survey styles menu to:

- Create and edit [survey styles](#)

Use the Templates menu to:

- Create, edit, rename, or delete a [template](#).
- [Import](#) a template from another job.

Use the Connect menu to:

- Configure the [Internet setup](#)
- Create [GNSS contacts](#) for use with cellular modems
- Configure [Auto connect](#) options
- Configure Trimble VX Spatial Station or Trimble S Series total station and Trimble 5600 total station [Radio settings](#)
- Configure [Bluetooth](#) connections
- Configure the [Wi-Fi image transfer](#) settings. Only available if you are using a controller with Wi-Fi image transfer software installed.

Use the Feature library menu to:

- Create and edit [feature libraries](#)

Use the Language menu to:

- Change the [language](#).
- Switch on or off [sound events](#).

# Language

To change the language of the General Survey software:

1. Transfer the language file to the controller.
2. From the Trimble Access menu, tap *Settings / Languages*.
3. Choose the required language from the list.
4. Restart the General Survey software.

# Internet Setup



## Creating an Internet connection using the Internet Setup wizard

The Internet Setup wizard helps you to easily configure an Internet connection on a controller. Once the connection is configured, you can use Internet Setup to quickly connect or disconnect to the Internet. You can use this connection to log in online to the Trimble Connected Community service and then run the following segmented applications:




- [Trimble Access AccessSync](#)
- Trimble Access General Survey
- Trimble Access Roads
- Trimble Access Tunnels
- Trimble Access Mines
- Trimble Access Monitoring
- [Trimble Access GNSS Forecast](#)
- Trimble Access Internet

Internet Setup supports [modem/phone](#) Internet connections as well as [Wi-Fi](#) connections.

### To connect to the Internet using the internal modem in the Trimble TSC3 or Trimble GeoXR controller:

1. Do one of the following:
  - ◆ From the Trimble Access menu, tap *Internet Setup*.
  - ◆ Tap *Settings / Connect / Internet Setup*.
  - ◆ Tap the [Internet Connection button](#) (  or  ) from the Trimble Access task bar.
2. Select *Phone / Modem*.
3. From the *GPRS Connection* drop down list, select *Internal modem*.
4. Tap *Connect*.

### To create or edit an Internet connection using a phone/modem for the Trimble GeoXR / CU / TSC2 and TSC3 controllers:

1. Do one of the following:
  - ◆ From the Trimble Access menu, tap *Internet Setup*.
  - ◆ Tap *Settings / Connect / Internet Setup*.
  - ◆ Tap the [Internet Connection button](#) (  or  ) from the Trimble Access task bar.
2. Select *Phone / Modem*.
3. Tap the New/Edit button. 
4. From the drop-down list, select the *Port*. This is the type of connection from the controller to the cellular modem.

If you select *Bluetooth*, select the Bluetooth device from the drop-down list, which shows all modems that are paired with the controller. If your device does not appear in the list, you must pair the device.



To pair a device on a Trimble GeoXR or TSC3 controller:

- a. Tap *Create Partnership*.
- b. In the *Mode* tab, make sure that *Turn on Bluetooth* is selected, the device is visible and that Bluetooth is also enabled in the modem.
- c. Tap the *Devices* tab and then select *Add new device*. This initiates a scan for other Bluetooth devices.
- d. Select your device from the list and then tap *Next*.
- e. If required, enter a passkey and then tap *Next*.
- f. Tap *Done* to return to *Internet Setup*.

To pair a device on a TSC2 controller:

- a. Tap *Create Partnership*.
- b. In the *Mode* tab, make sure that *Turn on Bluetooth* is selected, the device is visible and that Bluetooth is also enabled in the modem.
- c. Tap the *Devices* tab and then select *New Partnership*. This initiates a scan for other Bluetooth devices.
- d. Select your device from the list and then tap *Next*.
- e. If required, enter a passkey and then tap *Next*.
- f. Tap *Finish* and then tap *Ok* to return to *Internet Setup*.

To pair a device on a Trimble CU controller:

- a. Tap *Create Partnership*.
- b. In the *Mode* tab, make sure that *Turn on Bluetooth* is selected, the device is visible and that Bluetooth is also enabled in the modem.
- c. Tap the *Scan Device* button. This initiates a scan for other Bluetooth devices.
- d. Select your device from the list and then use the arrow button to move it from the *Untrusted device* window to the *Trusted device* window.
- e. If required, enter a passkey.
- f. Tap *Ok* to return to *Internet Setup*.

If you are using a Trimble GeoXR or TSC3 controller, select Cellular Line (GPRS) to use the internal modem.

6. If your modem requires a PIN, select *My Modem Requires A PIN*, enter the PIN and then tap *Ok*.
7. Tap *Next*.
8. Select the details for your *Home network location*, *Service provider*, and *Plan*.

If these details are not in the list, you can manually configure them:

- a. Tap *Add Service Provider*.
- b. Enter your custom service provider details for *Dial string* and *APN* and if required *User Details*. If your *Location*, *Service provider*, or *Plan* are not in the list, enter them manually in the drop-down fields.
- c. Tap *Add* and then select your new service provider details for *Home network location*, *Service provider*, and *Plan*.

d. Tap *User details* to enter a user name and password if required.

**Tip** - If you are using a Trimble GeoXR or TSC3 controller and you have selected an internal modem, tap the *Detect* button to extract the service provider information detected by the SIM card. Alternatively, select *Auto detect* and this will be done automatically.



9. Tap *Next*.

10. Enter a name for the connection setup and then tap *Finish*.

## Notes

- If a connection of the same name already exists, you are prompted to overwrite the old connection. If you do not want to overwrite the old connection, tap *No* and then save the new connection with a different name.
- If the default service provider details are modified, the new details are saved to a [userserviceproviders.xml] file, located on the controller under [Program Files\Trimble\Common]. If you want to recover the default values, you must remove this file from the controller.
- You cannot connect to the Internet using a CompactFlash card that has a modem PIN set. If you are using a CompactFlash card in the TSC2 controller, make sure that the SIM does not require a PIN.
- After three attempts to unlock the SIM card using an incorrect PIN, the SIM card is blocked, except for emergency calls. You are prompted to enter a PUK (Personal Unblocking Key) code. If you do not know the PUK for your modem, contact the supplier of the modem SIM card. After ten unsuccessful attempts to enter the PUK, the SIM card is invalidated and is no longer operable. When this occurs, you must replace the card.

## To create or edit an Internet connection using a phone/modem for the Trimble Tablet:

1. Do one of the following:
  - ◆ From the Trimble Access menu, tap *Internet Setup*.
  - ◆ Tap *Settings / Connect / Internet Setup*.
  - ◆ Tap the **Internet Connection button** (  or  ) from the Trimble Access task bar.
2. The *Windows Network and Sharing Center* screen is displayed. Select *Set up a new connection or network* to create a dial-up network. See Windows Help for further details.

**Note** : Network connections can also be created and edited while in *GNSS Contacts* in *Settings* .

## To connect, disconnect, or view the current state of your phone/modem internet connection

Once you correctly save a connection, you can use it to easily reconnect to the Internet:

1. From the *GPRS Connection* drop-down list, select the pre-configured connection.
2. If using Bluetooth technology, make sure that *Turn on Bluetooth* is selected.
3. Tap *Connect*.

Once the connection is established, the *Internet Setup* status bar updates to *Internet connection <connection name> established*, and the *Connect* button changes to *Hang up*. To disconnect, tap *Hang Up*.

When there is no connection, the *Internet Setup* status bar updates to *Internet not connected* and the *Hang Up* button changes to *Connect*.

## Notes

- The current ActiveSync or Wi-Fi connection to the controller is displayed in the Internet Setup wizard.
- When you have a Wi-Fi connection to a camera, the Internet setup wizard may incorrectly report that a Wi-Fi connection was established.
- To use a Wi-Fi connection to a camera and an Internet connection at the same time, you must first create the Internet connection and then create the connection to the camera.



**Tip** - There is also an [Internet connection indicator](#) in the task bar, which is visible in other [Trimble Access](#) screens.

## To delete an existing modem/phone connection within Internet Setup

**Note** - You cannot delete a connection if it is currently in use.

1. Select the *GPRS Connection* name from the drop-down list.
2. Tap *Delete*.

## To create or edit an Internet connection using a Wi-Fi connection for a Trimble GeoXR / TSC2 or TSC3 controllers:



1. Do one of the following:
  - ◆ From the Trimble Access menu, tap *Internet Setup*.
  - ◆ Tap *Settings / Connect / Internet Setup*.
  - ◆ Tap the [Internet Connection button](#) (  or  ) from the Trimble Access task bar.
2. Select *Wi-Fi*. This enables Wi-Fi on the controller.

**Note** - To disable Wi-Fi on the controller, select the *Phone / Modem* option.

3. To configure and connect to Wi-Fi:
  - ◆ On the TSC2 controller tap [Start / Settings / Connections / Wireless manager].
  - ◆ On the TSC3 controller tap [Start / Settings / Connections / Wi-Fi].
  - ◆ On the Trimble GeoXR controller tap the Trimble button, select *Start menu* and then select [Settings / Connections / Wi-Fi].

If you have already configured and connected to the network, the controller automatically connects to this network if it is in range.

## To create or edit an Internet connection using a Wi-Fi connection for the Trimble Tablet:

1. Do one of the following:
  - ◆ From the Trimble Access menu, tap *Internet Setup*.
  - ◆ Tap *Settings / Connect / Internet Setup*.
  - ◆ Tap the [Internet Connection button](#) (  or  ) from the Trimble Access task bar.

2. The Windows *Network and Sharing Center* screen is displayed. Select *Set up a new connection or network* to create a Wi-Fi network. See Windows Help for further details.