



# Trimble Access Services

**Legal information**

Trimble Navigation Limited

[www.trimble.com](http://www.trimble.com)

**Copyright and Trademarks**

© 2009–2015, Trimble Navigation Limited. All rights reserved.

For full copyright and trademark information, refer to the *Trimble Access Help*.

# Contents

<b>1 Introduction to Trimble Access Services</b> .....	<b>4</b>
Trimble Access Services .....	4
Interacting with other applications .....	4
Overview .....	6
Accessing Trimble Access Services .....	8
<b>2 Trimble Connected Community</b> .....	<b>11</b>
Trimble Access Services and the Trimble Connected Community .....	11
Administering the Trimble Connected Community organization .....	14
Using your Trimble Connected Community organization .....	18
Advanced features of the Trimble Connected Community .....	21
<b>3 AccessSync</b> .....	<b>27</b>
AccessSync overview .....	27
Transferring files from the field to the office .....	31
Transferring files from the office to the field .....	36
<b>4 File Conversions</b> .....	<b>41</b>
Converting old Trimble Access files to the latest version .....	41
Automatic file conversion .....	41
Manual file conversion .....	43
<b>5 Registered Devices</b> .....	<b>45</b>
Registered devices .....	45
<b>6 GNSS Forecast</b> .....	<b>48</b>
GNSS Forecast .....	48

## Introduction to Trimble Access Services

Welcome to the Trimble Access Services software version 2.30 help.

For information that extends or updates this Help, refer to the *Trimble Access Release Notes*. Go to <http://apps.trimbleaccess.com/help> to download the latest PDF file of the *Trimble Access Release Notes* or help file for each Trimble Access application.

**Tip** – For links between the Trimble Access application help PDF files to work, download PDF files to the same folder on your computer and do not change any of the file names.

To use this application with other applications, see [Interacting with other applications](#).

## Trimble Access Services

For more details on the components available as part of Trimble Access Services, and to find out about which services you may be entitled to, see [Trimble Access Services overview](#).

In the field, the following services can be launched from the Trimble Access menu:

- [AccessSync](#)
- [GNSS Forecast](#)

In the office, the following Trimble Access Services are available:

- [The Trimble Connected Community](#)
- [Converting old Trimble Access files to the latest version](#)
- [Registered devices](#)

## Interacting with other applications

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 *Favorites* 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.

## Overview

Trimble Access Services incorporate the Trimble Connected Community and dedicated services for survey workflows, including tools for setting up and managing your survey projects and equipment. There are three tiers of functionality available within the Trimble Access Services:









Entitlement	These services are designed to...	Included Services
Freely available tools	assist with general Trimble Access tasks.	<ul style="list-style-type: none"> <li>Manual File Conversions</li> <li>Create Offline Install</li> </ul>
<b>Basic Trimble Access Services</b> Available if you have a valid Trimble Access Maintenance agreement	<ul style="list-style-type: none"> <li>help you to administer your organization by simplifying the setup for managing users and managing projects.</li> <li>transfer files between the field and office</li> </ul>	Freely available tools, plus: <ul style="list-style-type: none"> <li>Manage Users tool</li> <li>Manage Sites tool</li> <li>AccessSync</li> </ul>
<b>Advanced Trimble Access Services for the Trimble Connected Community</b> Available if you have purchased Advanced Trimble Access Services	<ul style="list-style-type: none"> <li>collaborate and communicate with access to <b>full Trimble Connected Community functionality</b> via tools such as filespaces, forums, wikis, blogs, and visual organizer. The collaboration and communication tools are provided through the standard gizmos that are available to all Trimble Connected Community users. For more information, see <a href="#">Advanced features of the Trimble Connected Community</a>.</li> <li>manage your controllers with the Registered Devices services</li> </ul> <p>provide more granular control over permissions and data setup within your organization,</p>	Basic Services plus: <ul style="list-style-type: none"> <li>Registered Devices</li> <li>GNSS Forecast</li> <li>Full access to Trimble Connected Community features</li> </ul>

### Notes

- In order to run the AccessSync application, every controller must have a valid AccessSync license. This means that there must be either a valid maintenance agreement or TAS-2 purchased for each controller that will be used with the AccessSync application.*
- Each option uses the Trimble Connected Community in some way; you must create a company Trimble Connected Community organization for your company to access and use the basic and advanced Trimble Access Services within Trimble Connected Community.*

- *If you purchased a Trimble Connected Community organization, but you are not entitled to Trimble Access Services, you can access only those services that are freely available.*

Trimble Access Services can be accessed from several locations, depending on the service. The following table describes the available services and how they can be accessed:

Service	Description	Location	Accessed from...	Free/Included with Trimble Access Services Basic or Advanced
Manage Sites	Add, Edit, and Delete project sites within your organization. This wizard can automatically create a project site and set up user permissions just as you need them for use with the Trimble AccessSync service. Manage the which users can access a particular project site within your organization.	Office, only accessible by the SiteManager	Trimble Connected Community at <a href="http://mytrimbleaccess.com">http://mytrimbleaccess.com</a> , or within Trimble Business Center	 , *
Manage Users	Add, Edit, and Delete users within your organization. Manage the project sites that the users within your organization have access to.	Office, only accessible by the SiteManager	Trimble Connected Community at <a href="http://mytrimbleaccess.com">http://mytrimbleaccess.com</a> , or within Trimble Business Center	 , *
AccessSync	Enables cable-free transfer of the Trimble Access software files from the field to the office and vice versa using an Internet connection.	Field	AccessSync software	 , *
		Office - within <i>Manage Files</i> (for sending and receiving files to/from the field)	Within Trimble Connected Community at <a href="http://mytrimbleaccess.com">http://mytrimbleaccess.com</a> on the individual Trimble Access project site.	 , *
		Office - File Upload wizard:(for sending files to the field)	Within Trimble Connected Community on the actual Trimble Access project site Within Trimble Business Center	 , *
Automatic File Conversions	When transferring files from the office to the field, files are automatically converted to the version required by the field controller.	Office	N/A. This happens behind-the-scenes on Trimble hosted servers as a file is transferred from the office to the field via the AccessSync service.	 , *
Manual File	Use this service on TCC to	Office	<ul style="list-style-type: none"> <li>• Trimble Connected</li> </ul>	 ,  , *

Service	Description	Location	Accessed from...	Free/Included with Trimble Access Services Basic or Advanced
Conversions	convert old Trimble Survey Controller or General Survey job files to the latest versions and then save them locally or directly onto TCC for transfer to the field.		Community at <a href="http://mytrimbleaccess.com">http://mytrimbleaccess.com</a> , or <ul style="list-style-type: none"> <li>• Within Trimble Business Center</li> </ul>	
File Conversions during upgrade	Supported files that are saved onboard the controller are automatically converted to the appropriate version during an upgrade with the Trimble Installation Manager.	Office	Trimble Installation Manager	✓, ⚙, *
GNSS Forecast	A planning tool to forecast suitability for GNSS surveying, based on the availability of satellites and ionospheric conditions at a specified location.	Field	GNSS Forecast software	*
Registered Devices	Lists all the controllers linked to your organization, and provides you with the information you need about licenses and versions to manage your hardware and software.	Office, only accessible by the SiteManager	Trimble Connected Community at <a href="http://mytrimbleaccess.com">http://mytrimbleaccess.com</a> .	⚙

Where:

- ✓ Freely Available
- ⚙ Included with Basic Trimble Access Services for the Trimble Connected Community.
- \* Included with Advanced Trimble Access Services for the Trimble Connected Community.

## Accessing Trimble Access Services

In the office, Trimble Access Services can be accessed via

- Trimble Connected Community, using a web browser
- Trimble Business Center



TCC Explorer can also be used to access files stored on Trimble Connected Community through My Computer or Windows Explorer area on the users local computer.

## Accessing services through the Trimble Connected Community

To access the Trimble Connected Community, go to <http://mytrimbleaccess.com>. Sign in using the username, organization, and password provided at the time of registration.

The Trimble Connected Community is managed and hosted by Trimble and you can easily access it using one of the following web browsers:

- Internet Explorer version 7.0 or later
- Mozilla Firefox version 3.0 or later
- Safari version 3.1.2 or later

If you do not have a Trimble Connected Community organization, or you want to quickly access one of the freely available services delivered through Trimble Connected Community without having to sign in, click the Survey Tools button on the sign in page (<http://mytrimbleaccess.com>).

## Accessing services via Trimble Business Center

To access Trimble Access Services from within Trimble Business Center:

1. Using the Ribbon user interface, click *File* and then *TCC*. Select the *Trimble Access Services* option.
2. To select a freely available service, click the appropriate button in the left pane. Otherwise, click *Sign In* from the drop down menu in the title bar, and then enter your Trimble Connected Community credentials to enable more services.

To avoid having to sign in to Trimble Access Services every time you want to access them, set up Trimble Business Center to always use the same credentials. To do this:

1. Within Trimble Business Center, click *File* then *Options*. Under the *General* folder select *External Services*.
2. Enter your Username, Organization, and Password.

## Accessing your files using TCC Explorer

TCC Explorer is a plug-in for the Microsoft Windows Vista, Windows 7 and Windows 8 operating systems that makes an organization's file and folder structure in the Trimble Connected Community available in the My Computer and Windows Explorer areas of the user's local computer. TCC Explorer significantly improves navigation through the Trimble Connected Community by allowing a user to manage files and folders in the same way as in Windows.

TCC Explorer allows automatic synchronization between a selected folder on the local computer and a selected filespace/ folder on the Trimble Connected Community. TCC Explorer can keep up to 10 pairs of folders synchronized.

TCC Explorer can be installed using the Trimble Installation Manager.

To configure a folder to synchronize with Trimble Connected Community Explorer:

1. In Windows Explorer, select a folder than you want your data synchronized to.
2. Right-click on the folder, select TCC Explorer then choose from either:

## 1 Introduction to Trimble Access Services

- *Two way Sync: with folder and TCC filespace:* This folder will mirror the filespace selected on TCC; that is, it will copy files from TCC to the local folder, and also from the local folder back up to TCC.
  - *One way sync: TCC to local only:* This option will not copy any local files back up to the TCC filespace.
3. Select the filespace, or a folder within the filespace that you want to synchronize
  4. Click *Sync to Filespace*.

## Trimble Connected Community

### Trimble Access Services and the Trimble Connected Community

The Trimble Connected Community is a web-based service that provides online data storage and other tools to enable individual organizations to share information quickly and easily across the Internet.

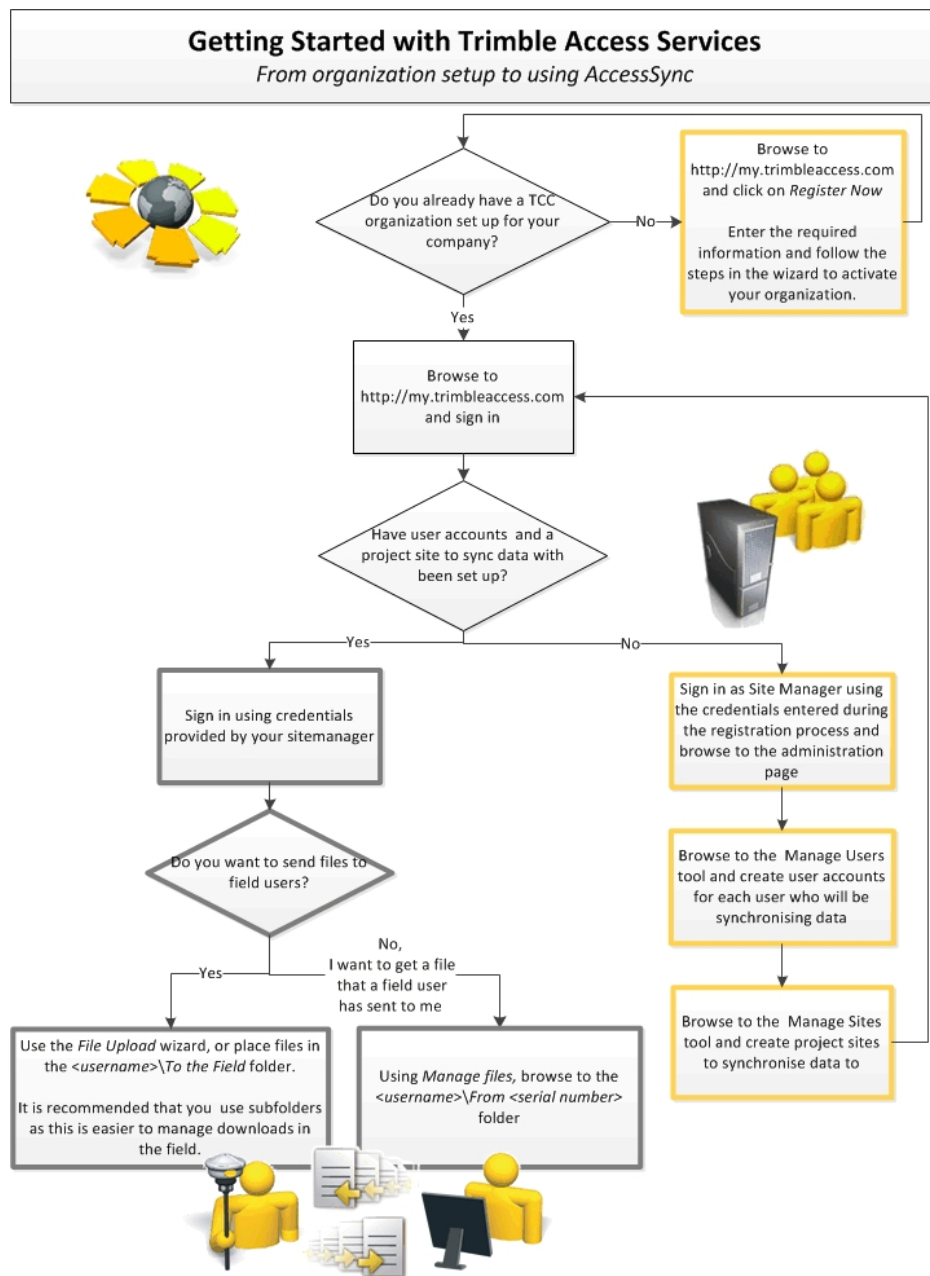
A company that trials or purchases access to the Trimble Connected Community receives a unique organization, which allows them to sign in, store data online, and share data with other users within the organization.

Trimble Access Services are powered by the Trimble Connected Community; most services, regardless of whether they are freely available or purchased, use the Trimble Connected Community. This chapter describes how to use the Trimble Connected Community as part of the Trimble Access system:

- [Accessing services through the Trimble Connected Community](#)
- [Levels of functionality](#)
- [Administration and user roles for Trimble Access Services](#)
- [Creating a new Trimble Connected Community organization](#)
- [Administering the Trimble Connected Community organization](#)
  - Manage sites
  - Manage users
- [Using your Trimble Connected Community organization](#)

For more information, see [Advanced features of the Trimble Connected Community](#) or refer to the Trimble Connected Community help files.

The following diagram is a quick start guide from getting an organization setup to transferring a file with AccessSync.



## Levels of functionality

There are three tiers of functionality available within the Trimble Access Services that you may be entitled to use:

- Free services
- Basic Trimble Access Services
- Advanced Trimble Access Services

Each option uses the Trimble Connected Community in some way; you must create a Trimble Connected Community organization for your company to access and use the Trimble Access Services within Trimble Connected Community.

For more information on the different options refer to the [Trimble Access Services overview](#).

## Administration and user roles for Trimble Access Services

There are two roles that are important when signing in to Trimble Connected Community to use basic or advanced Trimble Access Services:

Role	Tasks
Sitemanager	This is purely an organization administration role: <ul style="list-style-type: none"> <li>• Manage user accounts (adds, edits, and deletes users)</li> <li>• Manage project sites (adds, edits, and deletes project sites)</li> <li>• Determine who can access data on a project site, including through AccessSync</li> </ul>
User	<ul style="list-style-type: none"> <li>• Synchronize data from/to the field and office</li> <li>• Manage files on a project site</li> </ul>

### Notes

- *The Sitemanager **cannot** manage files on a project site or transfer files to the site using the AccessSync service. If the same person is required to undertake both administrative and user tasks, Trimble recommends that this person has two accounts set up - the sitemanager account plus an additional user account.*
- *Trimble Installation Manager does not require a login so anyone (not just the sitemanager) can install the Trimble Access Services onto a controller provided that the controller is appropriately licensed.*

## Creating a new Trimble Connected Community organization

1. Browse to <http://mytrimbleaccess.com>
2. Click *Register Now*
3. Enter prerequisite details and then click Next.
  - You must enter the serial number of a controller that is entitled to run AccessSync
  - You must enter the name of your local Trimble dealer. They will be notified that you are signing up for Trimble Access Services and may provide support if required. If you do not want to provide this information, select *Other*.
4. Enter details about your Organization:
  - Full company name
  - TCC Organization Shortname/ID is the unique name that is used when signing in to your organization.
5. Enter the Sitemanager (administrator) Information:

- Email address where the Trimble Connected Community organization activation email is sent, as well as where password reset requests will be emailed to.
  - Password. The password has the following minimum requirements:
    - be at least six characters long.
    - include at least one number.
    - include at least one punctuation mark.
6. Click Submit. An email will be sent to the email address provided. Click on the link in the email to activate your organization. Once activated, you will receive another email containing the details required to sign in to your organization.

#### Notes

- *Anyone can set up a new Trimble Connected Community organization.*
- *There should be only one Trimble Connected Community company account created for your organization. If your company has already created a Trimble Connected Community organization, contact your sitemanager and get a new user account setup to avoid duplication.*
- *You can only share data across organizations when you have purchased advanced Trimble Access Services.*

## Administering the Trimble Connected Community organization

To set up the Trimble Connected Community organization for use with the AccessSync service, you need to know how to manage user accounts and manage sites.

Generally, the *Sitemanager* user is the only user that has permission to administer your organization.

**Note for users of advanced Trimble Access Services** - *If you have purchased Advanced Trimble Access Services then you can also administer your organization when signed in as any user who is a member of the Administrators group. To access the Trimble Access Services Manage Users and Manage Sites tools, the user must also be a member of the AllSiteManagers group. Using advanced Trimble Connected Community controls is not required for AccessSync, and Trimble recommends that you use the Manage Sites and Manage Users services to administer your organization.*

### Trimble Access sites

Within the Trimble Access software, a Trimble Connected Community site stores project information including files to be used in the field.

To use the AccessSync service, you must set up an AccessSync project site on the Trimble Connected Community. This is where files are transferred to when using the AccessSync service.

## Structuring the data

You can set up project sites to suit the size and number of projects that your company normally works on. The options are as follows:

- **Single project sites: use one Trimble Connected Community site per project or job**  
Generally, this option suits users who work on large projects for extended periods of time. Each user assigned to a project has a folder to store their data within that project.
- **Multi-project sites: use one Trimble Connected Community site for many survey projects or jobs**  
Generally, this option suits users who work on a large number of smaller jobs. The advantage is that all field data is transferred to one site. Each user assigned to this multi-project site has a folder to store their data within each project. If project folders are used in the General Survey application, each project folder appears under each field user, thus separating project data into folders.
- **User permission based sites: create a site for a group of users who have access to the same data**  
User permissions are simplified for basic Trimble Access Services. If a user has permission to access a site, they can also access other data stored on the site, even if this data belongs to other users within the organization who are using the same site. If this is a problem, set up different sites to segregate user access and only allocate permission to users that are allowed to access all data within the site.

### Tips

- Trimble recommends that you have just one Trimble Access Project site per organization to simplify the learning process. You can manage multiple projects in multiple folders below the one site. As you become more experienced with the system, you can try using multiple sites.
- When using multiple sites, create folders under the To the Field folder and then save files into those folders rather than saving them directly under the To the Field folder. This makes it easier for someone in the field to select the correct set of files to synchronize with when using AccessSync.

Configuring the site is the same, regardless of how you want to structure the data.

## Managing sites


*Manage Sites* is a service used by the sitemanager to:


- Create new sites
- View a list of all existing sites within the organization
- Manage which users can access a site.
- Delete a site

Generally, the sitemanager is the only user who can access *Manage Sites*.

## Creating a Trimble Access project site for use with AccessSync

To configure a new site and add the components with the permissions that are required to transfer the components with the AccessSync service:

1. Navigate to *Manage Sites*:
  - From within Trimble Connected Community:
    - a. Browse to <http://mytrimbleaccess.com> and sign in using the sitemanager account. For more information, see [Accessing services through the Trimble Connected Community](#)
    - b. Click on , or on the *Manage Sites* page at the top of the window.
  - From within Trimble Business Center:
    1. Navigate to *File*, *TCC* then click on *Trimble Access Services*.
    2. Click *Sign in* in the title bar and sign in with the sitemanager credentials provided at the time of registration.

**Note** - Within Trimble Business Center, you can define your Trimble Access Services credentials so these do not need to be entered every time you sign in. For more information, see [Accessing services via Trimble Business Center](#)
3. Click  in the left hand panel.
2. Click *Add site*.
3. Enter a Site Title, Site Shortname/ID, and Description and then click *Next*.
4. In the *Allow Access* column, select the users who will have access to this site. If a user has access to the site, they can see it from within the Trimble Connected Community and on the field controller (in the login screen), and they can synchronize files to it using the AccessSync service.
5. Click *Save* to create the site.

## Editing site permissions

If a user has access to a site they can see it from within the Trimble Connected Community and on the field controller (during login), and they can synchronize files to it using the AccessSync service. A user is granted access to a site by simply 'allowing access' within the *Manage Users* or *Manage Sites* services.

Once the site is created, you can change who can access it by either:

- Editing the site and selecting which users can access it, or
- Editing the user and selecting which sites they can access.

**Note** - If you have purchased Trimble Access advanced services, you have more control over the level of permission granted to a site. For example, permissions can be defined for individual sites, pages, filespace, and for some gizmos such as forums and calendars. Generally there are different levels of permission: owner, editor, and viewer. Using these advanced permissions is not required for AccessSync and Trimble recommends that you use the *Manage Sites* and *Manage Users* services to manage permissions, even if you have purchased Trimble Access advanced services.




## Deleting a site

Deleting a site will delete the site, removing it from your list of projects. You will no longer be able to access any data stored on the site.

To delete a site:

1. Navigate to *Manage Sites* .



2. Click  next to the site name.
3. You will get a warning confirming that you wish to delete the selected site. Clicking Yes to this message will delete the site and you will no longer be able to access data stored on the site.

## Managing users: Adding users to your organization


Each user of the Trimble Access Services and Trimble Connected Community should be allocated a username which allows the user to sign in and access the content held by a particular organization. Generally, only the Sitemanager can create new user accounts.

To create an account for a new user:

1. Navigate to *Manage Users* :

- From within Trimble Connected Community:
  - a. Browse to <http://mytrimbleaccess.com> and sign in using the sitemanager account. For more information, see [Accessing services through the Trimble Connected Community](#)



- b. Click  , or select the *Manage Users* page at the top of the window.

- From within Trimble Business Center:

- a. Navigate to *File* , *TCC* then click on *Trimble Access Services*.
- b. Click *Sign in* in the title bar and sign in with the sitemanager credentials provided at the time of registration.



**Note** - Within Trimble Business Center, you can define your Trimble Access Services credentials so these do not need to be entered every time you sign in. For more information, see [Accessing services via Trimble Business Center](#)



- c. Click  in the left hand panel.

2. Click *Add user* and enter the appropriate *User Information* details. All fields are required. Click *Next*.
3. Select which sites the user can access by selecting the site/s in the *Allow Access* column.  
To determine which site the user lands on when signing in, select a *Default Site* . If no sites have been setup at the time of creating the new user, just click *Save*.  
The user can be granted access to a site any time by editing the user or site using *Manage Users* or *Manage Sites* respectively.
4. Click *Save*. The new user should be able to sign in using the Username, Organization Name and Password entered in your setup.

### Notes -

- To edit user details or to view/change the sites that a user has access to, click .
- To delete a user from the organization, click . Deleting a user will remove their access from the Trimble Connected Community organization, but will not delete any of their existing data folders on a Trimble Connected Community site.
- If you have purchased Trimble Access advanced Services you can also create and change user account details using the Trimble Connected Community controls in the Navigation Panel. Using these advanced controls (including defining user roles) is not required for AccessSync and Trimble recommends that you use the Manage Users service to administer users accounts, even if you have purchased Trimble Access advanced services.

## Using your Trimble Connected Community organization

Users can sign in to Trimble Access Services and:

- Synchronize data from/to the field and office
- Manage files on a project site
- Change their password

**Note** - If you have purchased Trimble Access advanced services, a user can be granted permissions to undertake a wider range of tasks. For more information, see [Advanced features of the Trimble Connected Community](#).

In the office, you can access Trimble Access Services and your files by either signing into Trimble Connected Community directly via a web browser, or by signing in through Trimble Access Services within Trimble Business Center. You can also access your files from TCC Explorer, which is an application installed on the desktop that enables access to the folders and files saved on Trimble Connected Community via My Computer or Windows Explorer. For more information on these options, see [Accessing Trimble Access Services](#).

### Viewing Trimble Access Services in your web browser

Browse to <http://mytrimbleaccess.com> and sign in using the credentials allocated to you by your sitemanager.

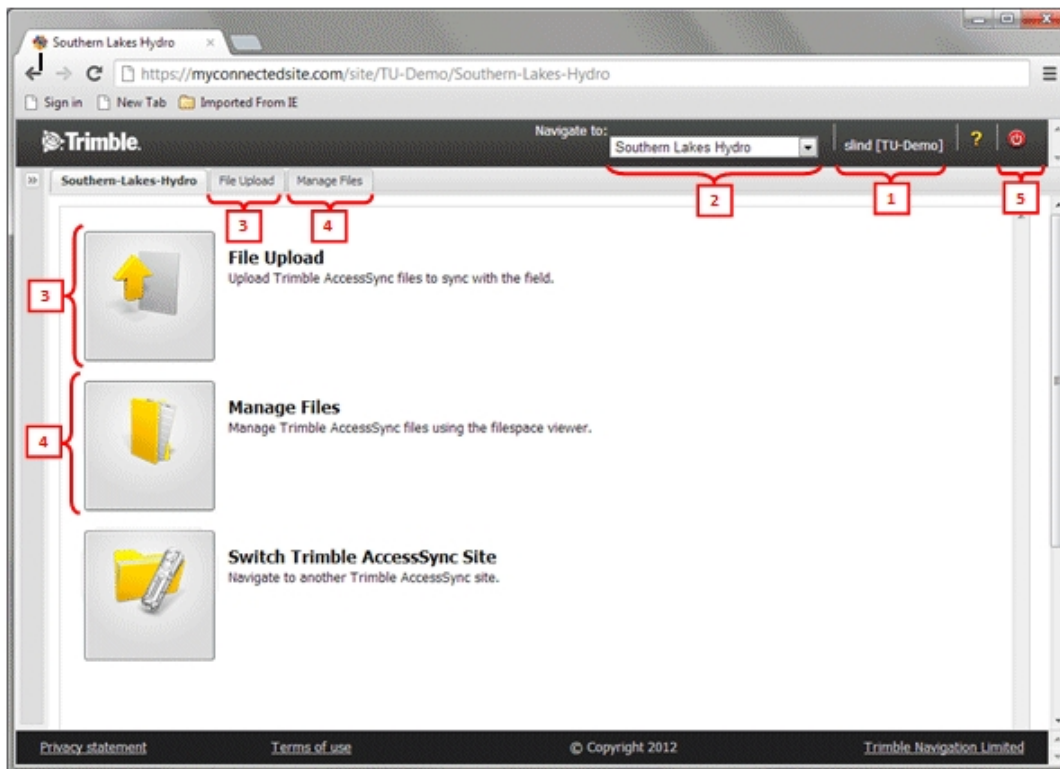
When you sign in, the page that you land on depends on whether or not your sitemanager defined a default project site for you:

- If you do not have a default site selected, you will land on the *Trimble Access Services* page, where you will find information about using Trimble Access Services, as well as a list of sites you have access to.

To navigate to a project, select the project site from the drop down list on the top right, or click on a project site in the list.

- If you have a default site defined, you will land on the project site home page. The following diagram shows the various features of the project site.

## 2 Trimble Connected Community




Item	Description
1	Username and organization
2	The current site you are signed in to. To navigate to a different project, select a project site from the drop down list.
3	Navigate to the <i>File Upload</i> wizard where you can select one or more users and then upload files to be sent to them in the field.
4	Navigate to <i>Manage Files</i> where you can: <ul style="list-style-type: none"><li>• view the filespace of project files</li><li>• upload and download files</li><li>• move files between users</li></ul>
5	Sign out

For more details on using the AccessSync service, see [AccessSync overview](#).

## Changing your password

The Sitemanager can change their own password, or other users passwords by editing the user within *Manage Users*.

To change your own password:

1. Sign in to the Trimble Connected Community using a web browser.
2. Click  to expand the Trimble Connected Community navigation panel on the left of the screen.
3. Click *My Settings* then *Change My Password* . Enter your old password and new passwords.

**Note** - *If you have forgotten your old password you can reset it by browsing to <http://mytrimbleaccess.com> and clicking on the forgot password link. Enter your username, Trimble Connected Community organization and email address. If the credentials match those in the system a new password will be emailed to you.*

## Viewing Trimble Access Services via Trimble Business Center

The same services that are accessed via a web browser can also be accessed via Trimble Business Center. To open web services within Trimble Business Center:

1. Navigate to *File* , *TCC* then click on *Trimble Access Services*.
2. Click *Sign in* in the title bar and sign in with the sitemanager credentials provided at the time of registration.

**Note** - *Within Trimble Business Center, you can define your Trimble Access Services credentials so these do not need to be entered every time you sign in. For more information, see [Accessing services via Trimble Business Center](#)*

By default, when you first load Trimble Access Services you will see the freely available services on the *Survey Tools* site. To see additional services, Select *Sign In* from the navigation drop down box in the top right of the services window and sign in using the credentials allocated to you by your sitemanager.

Generally, the layout of Trimble Access Services within Trimble Business Center is basically the same as for accessing services through a web browser.

### Notes -

- *You can save your user credentials to avoid having to sign in each time you want to access services. For more information on this, see [Accessing Trimble Access Services](#).*
- *To import files from Trimble Connected Community directly into Trimble Business Center, use *Open Remote File* . For more information refer to the *Trimble Business Center help*.*

## Accessing services through TCC Explorer

Using Trimble Connected Community Explorer, you can access your files saved within the Trimble Connected Community filespace. You cannot access other Trimble Access Services.

Trimble Connected Community Explorer is a plug-in for the Microsoft Windows Vista, Windows 7 and Windows 8 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 user's local computer. TCC Explorer significantly improves navigation through the Trimble Connected Community by allowing a user to manage files and folders in the same way as in Windows.

For more information on installing and configuring TCC Explorer, see [Accessing Trimble Access Services](#).

For more information on using TCC Explorer for AccessSync, see [AccessSync overview](#).

## Advanced features of the Trimble Connected Community

The functionality available within the Trimble Connected Community can be separated into two main categories:

- **Collaboration and communication services** via tools such as filespace, forums, wikis, blogs and visual organizer. The collaboration and communication tools are provided via the standard gizmos that are available to all Trimble Connected Community users. For more information, see the section on [Content](#).
- **Services for survey workflow** including tools for setting up and managing your survey projects and equipment. The Trimble Connected Community is required to access and use these services, but they are not available to all community users - these services are only available to customers who are entitled to Trimble Access services.

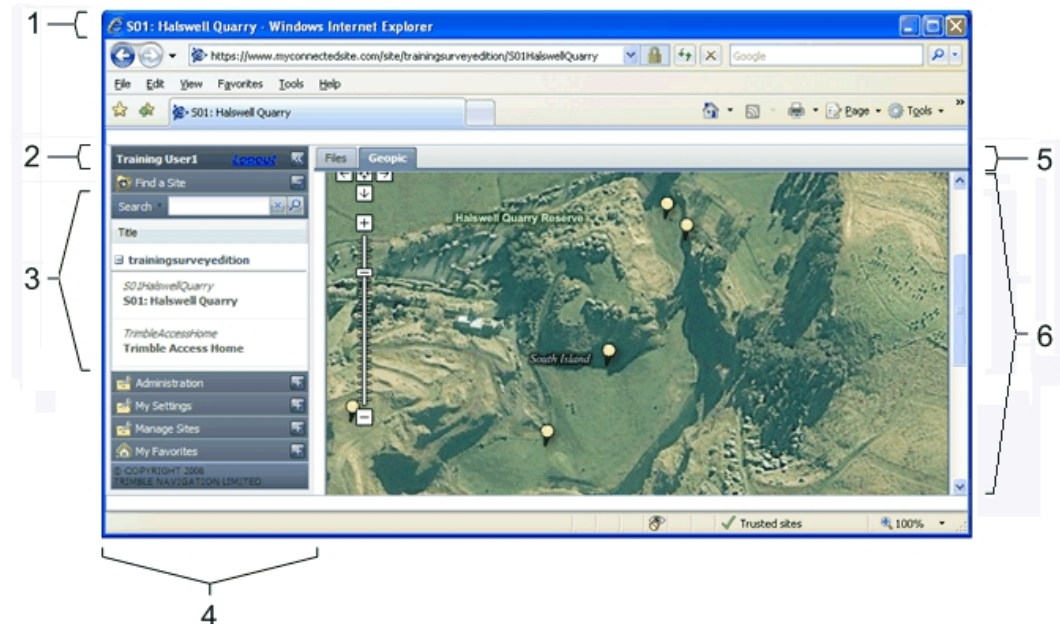
This section focuses on the collaboration and communication services available with the full functionality of the Trimble Connected Community. You will only be able to access this functionality if you have purchased Advanced Trimble Access Services; if you are only entitled to run Basic Trimble Access Services you will not be able to access these features. To learn more about Basic Trimble Access Services, see [Trimble Access Services Overview](#).

In addition to the content available to as part of basic Trimble Access Services, the administrators of organizations with access to advanced services will be able to:

- Access TCC administration tools using the navigation panel.
- Access generic sites that are not necessarily created for use with AccessSync.
- Add additional pages and content to AccessSync sites.
- Allocate other users additional permission to create and view other content.
- Have more granular control over permissions and data setup within your organization.

## Navigating around the Trimble Connected Community

The following figure and table show the layout of a Trimble Connected Community organization, outside of the basic Trimble Access Services controls:



Item	Feature
1	Current selected site.
2	Current signed-in user.
3	Other available sites within the organization, or other sites shared by other Organizations.
4	Navigator panel. This is used to access other Trimble Connected Community tools. Depending on the type of organization and permissions, not all tools are necessarily accessible by all users.
5	Available pages within the site.
6	Content.

### Sites

Within the Trimble Connected Community, organizations can create sites that contain the information that they want to share. An organization can contain one or more sites that are used to group similar data, for example, information for a survey project.

For users who have purchased advanced Trimble Access Services, there are two types of sites within the Trimble Connected Community that can be used:

- a site for use with the AccessSync service. To send and receive files through a site, you **must** have created that site using the *Manage Sites* tool, or if you have an earlier version of Trimble Access Services, the *Create New Trimble Access Site* wizard on the *Survey Tools* site. These

tools create and configure the site exactly as the AccessSync service requires.

The AccessSync service uses sites as the landing place for files. You can set up one site for each field project or use one site for multiple field projects.

For more information on how to set up sites for use with the AccessSync service, see [Creating a Trimble Access project site for use with AccessSync](#).

- a generic site for general/collaboration purposes. Use the *Create New Site* button in the Navigator panel to manually create a blank site and then manually add pages and content. You cannot use AccessSync to send and receive files with sites created in this way.

## Pages

A site can contain many pages to further categorize data. For example, a Trimble Access project site typically contains a page for files, a page for the site forum and a page for the Visual Organizer gizmo.

## Content

The information contained on each site is referred to as "content", and is typically spread across a number of pages on a site.

A single page can contain a number of different types of content or "gizmos". The type of gizmo allows you to put different types of content on your page; for example, reference or interactive text, images, and web pages.

The collaboration and communication services within the Trimble Connected Community are provided via the standard set of gizmos.

Some examples of gizmos are described below.

Gizmo	Description
Filespace Viewer	<p>Enables you to create a hosted set of folders for uploaded and downloaded files that you can then share with others in the organization.</p> <p>You can notify users when new files or versions of files are uploaded to or deleted from the site.</p> <p>The Filespace Viewer gizmo is the key office component of the Trimble Access software.</p>
Forum	<p>Enables you to create a discussion thread and post comments. You can set this up to automatically notify others of postings and to poll and vote on issues.</p> <p>A forum entry can also contain links to other websites.</p> <p>Similar to a blog, see below.</p>
Geo Picture Viewer	<p>Enables you to capture the location of images with a map-based view.</p> <p>Select a pin point on the map to view the image at that location.</p>
Quicknote	<p>Enables you to add a note to a page. For example, use it as a memo board for messages to staff on a particular project.</p>
Web Frame	<p>Enables you to embed content from a website into a single page of a site. A Web Frame is live content that comes from the URL that is defined in the configuration</p>

Gizmo	Description
	settings gizmo.
Blog	A discussion thread in which you can post a comment. Other users can then comment on or respond to that content to initiate a tracked dialogue. This avoids having to follow a number of emails from different people in order to track back through an issue.
Wiki	A collection of sub-pages, which can contain content of a variety of types including text, images, URL links, and so on. Any user with editing rights can edit the pages, using the editor within the Trimble Connected Community, or can create new pages offline using applications that have better formatting capabilities, for example, Microsoft Word or Excel spreadsheet software, and then paste the content into the Wiki pages. Wikis can contain contain text, hyperlinks, tables, and pictures.
Calendar	A shared online calendar that can be used to schedule project events and meetings.
RSS Viewer	News broadcasts that can be picked up and displayed in a page.
Visual Organizer	A map based viewer on which you can display layers of data such as real time tracking data, photographs, and linework and points from a DXF file.

**Note** - The *Manage Sites* tool automatically generates a standard site layout for use with Trimble Access Services. These sites primarily contain a filespace viewer. For more information see [Creating a New Trimble Access Project Site for use with AccessSync](#).

For information on content types and how to add content, refer to the help within your Trimble Connected Community organization.

## Trimble Connected Community member types

Typically, there are three levels of member types available within an organization:

- Site Manager / Administrator, who has complete control over the organization setup.
- A User, who can do anything the Site Manager has empowered them to do.
- A Guest, who by default has very limited access within an organization since they are not a member of the All Users group. Guests can be empowered to do most things within an organization.

**Tip** - Trimble recommends that the Site Manager account is used only for administering your Trimble Connected Community organization. For day-to-day work, create a user account.

### Adding members to your organization

Each user of the Trimble Connected Community should be allocated a member ID which provides access to the content held by a particular organization. To create an account for a new user use the [Manage Users](#) tool.

For defining more advanced settings on the user accounts you can use the Trimble Connected Community *Manage Members* utility from the navigation panel.



## Permissions

A user within an organization can have access to different functionality within the Trimble Connected Community depending on the permissions defined for a particular item. Permissions can be defined for individual sites, pages, filespace, and for some gizmos such as forums and calendars.

The available levels of permissions are owner, editor, and viewer.

### Notes

- *To use the AccessSync service, users must have both owner access on the filespace, and viewer access on the site and the page.*
- *If you cannot see or use a particular feature it could be because you do not have permission to do so. Talk to your Site Manager about gaining permission.*

## Managing permissions using groups


Within an organization, user groups can be established under a group name. Access can be easily assigned to a user group where the members share common access rights.

When setting up your organization, it is good practice to grant common access rights (permissions) once for a group of users rather than to each individual user. This method is much easier, more efficient, and less prone to error.

For example, to add a user and give them access to a particular piece of content, such as a filespace, you would need to create their account as above, grant them access to the site, the page, and the filespace. Then repeat this for each user in your organization that needs access. Now, consider whether most users in your organization need different levels of access, or whether they typically have the same access rights. It is much easier to create the user and then add them to a group that shares common access rights.


### Creating a new group


To create a group where every user will have common access rights:


1. Log in to your Trimble Connected Community account.
2. In the Navigator panel in the left hand side of the page, click *Administration* then *Manage Groups*.
3. Click *Add Group*.
4. Give the group a *Name* and *Description* so you can recognize it as a group with common access rights. For example "Field Crew A".
5. Click  and add the required users to the group. Click *Save*.

### Using *Site Inspector* to grant a user group access to a site and all its contents

All content types contained on a site can be updated from one location using the *Site Inspector* :



1. Browse to the site which you want to change the site permissions for.
2. Click *Manage Sites* then *Site Inspector*.
3. Click  beside the site name.

4. Click  and click on the *Groups* tab. Add the new group to the list of users who have permission to access the site.
5. Set the level of access to Owner, Editor or Viewer and click *Save*.
6. Select the content types that you wish to grant access to, then click *Sync Selected To Site Permissions*.

**Tip** - This updates the content types so that the permissions are set exactly the same as the hosting site. To vary permissions, click  beside each content type.

### **Adding a new user to an existing group**

You can easily give a new user access to the same content as an existing group, by adding the new member to the group:

1. Create the member account (see [Adding members to your organization](#))
2. Click *Administration* then *Manage Groups*.
3. Click  beside the group you wish to update.
4. Click  and select all the users that need to be added to this group.
5. Click *Save*.

**Note** - *If a user or guest is deleted from an organization, they are automatically removed from all relevant user groups.*

## AccessSync

### AccessSync overview

Use the AccessSync service to transfer job and related files between the Trimble Connected Community site in the office and the controller in the field.

The AccessSync service uses an Internet connection to transfer Trimble Access files. In the field, you must be successfully logged into the system using the Online mode, and have selected a current Trimble Connected Community project site to define where the files will be transferred to on the server.

For more information, see:

- [Transferring files from the field to the office](#)
- [Transferring files from the office to the field](#)
- [Transferring files between the Trimble Connected Community and Trimble office software](#)

When transferring files from the office to the controller in the field, some files types can be [automatically converted](#) to the version required by the field controller, and the field user must be signed in with the correct username, and logged in to the correct site.

### Understanding the folder structure required for AccessSync

To transfer files using the AccessSync service, it helps to understand how the folders are structured in the office. To transfer files to the field, the files must be saved in the appropriate folder on the Trimble Connected Community, and the field user must be signed in with the correct username, and logged in to the correct site..

The folder structure within the Trimble Connected Community project site is always the same:

- **Username**

A username directory is created for every user who logs in to the project. The AccessSync service uses the field login information to determine which user folder the field data should be sent to.

**Note - Files are sent to a user account, not to a specific controller!**

- **From <Controller Serial Number>**

A *From <serial number>* folder is created when you log in to the Trimble Access software to store data from that controller. All files and folders saved in the *Trimble Data\<username>* folder on the controller are synchronized when you select the folder in

AccessSync.

If you log in to multiple controllers, you have multiple *From <serial number>* folders.

- **To the Field**

The [To the Field] folder is used for sending files from the office to a particular field user. All files within this folder are sent to this user when they log in to the Trimble Access software and then select the appropriate folder to synchronize.

Files in the [To the Field] folder can be sent to any controller that has the Trimble Access software, including the AccessSync service, installed. If you log in to multiple controllers with the same username, the files are sent to each of the controllers.

- **System Files**

The [System Files] folder is used to send system type files from the office to a particular field user. All files within this folder are sent to this user when they log in to the Trimble Access software and then select the [Systems Files] folder to synchronize. Files in this folder can be sent to any controller that has the Trimble Access software, including the AccessSync service, installed. If you log in to multiple controllers, the files are sent to each of the controllers.

For more information on which files are system files and need to be placed in the systems files folder on the controller, see File management in the General Survey help.

**Note** - *If you place a system file directly into the To the Field folder, the Trimble Access software detects it is a system file and moves it to the correct location on the controller.*

- **To All Users**

The [To All Users] folder is used for sending files from the office to all users who sign in to the current Trimble Connected Community site and select the appropriate file/folder to download.

Files in the [To all users] folder can be sent to any controller that has the Trimble Access software including the AccessSync service installed. If a user in the project logs in to multiple controllers, the files are sent to each of the controllers.

- **System Files**

The [System Files] folder is used to send system type files from the office to all users who sign in on the current Trimble Connected Community site and select the [Systems Files] folder to synchronize. Files in this folder can be sent to any controller that has the Trimble Access software, including the AccessSync service, installed. If a user in the project logs in to multiple controllers, the files are sent to each of the controllers.

For more information on which files are system files and need to be placed in the systems files folder on the controller, see File management in the General Survey help.

**Note** - *If you place a system file directly into the [To All Users] folder, the Trimble Access software detects it is a system file and moves it to the correct location on the controller.*

## Controlling what happens to duplicate files on the controller

When transferring files from the office to the field, the default behavior is that if a file of the same name already exists on the controller, the new file has "(1)" appended to the filename to ensure that changes are not overwritten.

To change the default file synchronization behavior, create a File Synchronization Options xml file that has the file extension .fsoxml and place this file in the same folder as the files to be copied to the field.

**Note** - You can have more than one .fsoxml file in a directory, however if conflicting options for files of the same name appear in different .fsoxml files then it is unpredictable which option will be used.

The following example .fsoxml file shows the possible options. File names are not case-sensitive, but all other strings are case-sensitive and should be written as shown.

```
<?xml version="1.0" encoding="utf-8" ?>
<FileSyncOptions ApplyToSubfolders="True">
<File Name="*ctrl*.csv" DuplicateDownload="VersionNewFile" />
<File Name="*.csv" DuplicateDownload="ReplaceOldFile" />
<File Name="design.dxf" DuplicateDownload="VersionOldFile" Alert="EveryFile" />
<File Name="*.dxf" DuplicateDownload="VersionOldFile" Alert="None" />
<File Name="*.*" Alert="None" />
</FileSyncOptions>
```

Parameter	Notes
ApplyToSubfolders	<p>If this parameter is included in the FileSyncOptions element, then the options in this .fsoxml file also apply to files downloaded into any subfolder, to any depth.</p> <p>If the Name parameters produce a match for a file that also exists in a .fsoxml file in the same folder as the file, then those options are regarded as more specific and override the more general ones in any higher-level folder.</p> <p>If ApplyToSubfolders is omitted or set to "False" then the options apply to this folder only.</p>
Name	<p>Specifies the names of the files that the options apply to. You can use the wildcards * and ? anywhere within the name. A * matches any number of any characters (including none at all) in the name; a ? matches any single character.</p> <p>When AccessSync looks for the options for a downloaded file it always uses the "to the field" name of the file, and uses the first file name match it finds in the .fsoxml file. Therefore, put more specific items first, as shown in the above example with .csv files, where all downloaded .csv files will be replaced, except for those containing the characters "ctrl" in the name. If the "ctrl.csv" rule followed the "*.csv" rule then all csv files would match "*.csv" first and "*ctrl*.csv" would have no effect.</p>
DuplicateDownload	<p>Controls versioning of the downloaded file. The value for this parameter may be:</p> <ul style="list-style-type: none"> <li>"VersionNewFile" renames the newly downloaded file one version</li> </ul>

Parameter	Notes
	<p>higher than the highest currently existing file on the controller. This is the default option if no option matches the file name.</p> <ul style="list-style-type: none"> <li>"ReplaceOldFile" overwrites the old file, destroying the previous contents. Any existing versioned files are ignored. Take care with this option - software may be confused by files which suddenly change. In general, a file that is in use will not be overwritten and an alert is displayed allowing some corrective action to be taken by the user.</li> <li>"VersionOldFile" keeps one old version of the file. If an old version of the file already exists, it is replaced. The version number is always -2 to distinguish it from any "new version" files that may already exist. The name of the downloaded file remains unchanged.</li> </ul>
Alert	<p>Controls how alerts are displayed for these files. The value for this parameter may be:</p> <ul style="list-style-type: none"> <li>"EveryFile" displays a new alert for each file that is downloaded. The alert includes the name of the file.</li> <li>"None" displays no alerts for any files.</li> <li>"Count" displays a single alert showing the number of files downloaded since the alert was last displayed. File download alerts which were displayed as a result of "EveryFile" and "None" are included in the count but do not cause the count alert to display. "Count" is the default option.</li> </ul>

If you have a file called CONTROL.CSV on your controller that you would like to be updated if a new file of the same name is delivered to the same folder on the controller then create an ControlCSV.fsoxml file with these contents and put it in the same folder as the control.csv file:

```
<?xml version="1.0" encoding="utf-8" ?>
<FileSyncOptions>
<File Name="control.csv" DuplicateDownload="VersionOldFile" Alert="EveryFile"/>
</FileSyncOptions>
```

When a new control.csv file is delivered to the controller, the following things will happen:

- An alert about a new control.csv file appears
- The existing control.csv file is renamed to control (-2).csv (overwriting any existing files of this name if they exist)
- The new control.csv file is copied to the controller

In the example above, if you replace "control.csv" with "\*.csv" then all CSV files are replaced. If you replace "control.csv" with "\*.\*)" then all files in the same folder as the fsoxml file are replaced.

#### Notes

- *When uploading and downloading files, .fsoxml files always have the highest priority, so that data files may be sent to the field along with the options for downloading them.*
- *When downloading files, a new .fsoxml file always replaces an existing .fsoxml file with the same name, regardless of the DuplicateDownload settings in the .fsoxml file itself.*

- *If you change the .fsoxml file when AccessSync is running, the new options are loaded and actioned in all subsequent downloads.*
- *If an incorrect .fsoxml file is loaded, AccessSync outputs a message in the TrimbleAccess log file in the System Files folder and continues. Depending on the error, some of the items in the file preceding the error may be loaded and used.*

## Transferring files from the field to the office

The AccessSync service enables you to transfer files from the field controller into a Trimble Connected Community project site through an Internet connection:

1. Start the Trimble Access software.
2. On the controller, use the Trimble Access Internet Setup tool to set up an Internet connection.
3. Log in to the Trimble Access software. To ensure that the AccessSync service is set up correctly:
  - Select the *Online* login mode.
  - Use the correct Trimble Connected Community username (Member ID) and password.
  - Select the appropriate Trimble Connected Community site. This determines where your files will be synchronized.
4. On the controller, start the AccessSync service and select the folder/s to synchronize.

The AccessSync service provides information on the file transfer process in a tabular format; this is described in more detail in the table below.

Column	Description
Folder name	<p>The names of the folders on the controller available to be synchronized with the Trimble Connected Community.</p> <p>The following folder names appear:</p> <ul style="list-style-type: none"> <li>• &lt;username&gt;</li> <li>• System files</li> <li>• Any project folders contained under the username folder.</li> </ul> <p>The check box to the left of the folder name indicates the synchronization state for the folder. For more information, see the table below in step 5.</p>
Status	<p>Provides additional information on the file transfer process.</p> <p>The following states are available:</p> <ul style="list-style-type: none"> <li>• <i>Idle</i>, there are no files to transfer, or the folder is not selected to be synchronized.</li> <li>• <i>x of y</i>, x number of files have been successfully transferred out of a total number of y files.</li> </ul> <p>Tap on the status to see the list of individual files that are being transferred. The up/down arrows indicate whether the file needs to be sent/received. An up arrow indicates the file needs to be sent to Trimble Connected Community, a down arrow indicates the file needs to be downloaded from Trimble Connected Community.</p> <p>Tap on the priority field to set which files will be transferred and to give a file a transfer priority over another file, or change the priority of all files.</p>
TCC site	The Trimble Connected Community site to which files will be sent to and received from.

Additionally, the rows in the table change color to provide more information on the current state of the transfer process:

- Green indicates that the folder is synchronized and that there are no other changes to be transferred.
  - Red indicates that there was a problem in transferring one or more of the files.
5. Set the check box for each folder as required. If the files to be sent are in a folder, the folder appears in the list of folders; otherwise the files are sent to the username folder. Each check box has three possible states:



### State Synchronization action



Files in the folder will be synchronized to the current Trimble Connected Community site.

To stop synchronizing these files, tap this check box.



Files in the folder will **not** be synchronized to the current Trimble Connected Community site.

To start synchronizing these files, tap this check box.



Files in the folder will **not** be synchronized because they are not assigned to the current Trimble Connected Community site.

To reassign the files to the current Trimble Connected Community site, tap this check box.

6. You can configure the Trimble Connected Community to email users when a file on the site is uploaded or updated.

#### Notes

- Once set up, the AccessSync service compares the files in the selected project folders on the controller with the current Trimble Connected Community site every 30 seconds. If there is a file on the controller that does not exist on the site, or if the files are different, the changes are uploaded from the controller.
- All files in the selected project folders are transferred from the controller to the current Trimble Connected Community site.
- Only \*.fxl, \*.rtd and \*.log files within the Systems Files folder are transferred from the controller to the Trimble Connected Community.
- If there is no Internet connection, the files are transferred when a connection is made.
- If the Internet connection is also providing GPS corrections, the GPS corrections take priority over file upload.
- There is no limit on the amount of data that can be sent from the office to the controller in the field.
- AccessSync will not attempt to send a file that is more than 8 MB.
- To view more details about the AccessSync file transfer history, tap on the History softkey.
- Tap the column headings to sort the table.

If you do not require continuous data updates throughout the day, you can optimize the file transfer process:

1. At the beginning of the field session:
  - a. Start the AccessSync service and then enable the check box  for the folders that contain the files to be downloaded from the Trimble Connected Community.
  - b. Once the files have completed synchronizing, clear the checkbox  in the AccessSync window to disable continuous file transfer.
2. At the end of the field session:

- a. Start the AccessSync service and enable the check box  for the folders that contain the field data to be sent to the office.

**Tip** - The AccessSync service can use any kind of Internet connection to send files; Wi-Fi, cellular modem, or a Windows Mobile Device Center connection. Depending on the bandwidth available, the synchronization speed will vary. Typically, cabled Windows Mobile Device Center connections are fastest, followed by Wi-Fi technology, and then cellular modems. To ensure the fastest transfer speed, use a cabled connection whenever available.

### Switching Trimble Connected Community sites in the field

The AccessSync service transfers files to the current Trimble Connected Community site that you select on the controller during log in. To change this site, log in again and select the appropriate site:


1. Start the Trimble Access software.
2. On the controller, use the Trimble Access Internet Setup tool to set up an Internet connection.
  - Select the *Online* login mode.
  - Use the correct Trimble Connected Community username (Member ID) and password.
  - Select the appropriate Trimble Connected Community site. This determines where your files will be synchronized.
3. On the controller, start the AccessSync service.
4. The synchronization mode check box  shows that the files are not assigned to the new site. Tap the check box to reassign the project to the current site.
5. Tap the synchronization mode check box  to start transferring files to the new Trimble Connected Community site.

### Setting up notifications in the office

You can configure the Trimble Connected Community Filespace Viewer gizmo to send an email to a specified user or email address to notify them of a new, changed, or deleted file.



This is particularly useful for an office worker waiting for incoming files from field crews that are using the AccessSync service.

To set up notifications:

1. Browse to the Trimble Access project site.
2. Decide when you want to receive a notification email:
  - When any users within the project makes a change; select the top level in the Filespace Viewer gizmo.
  - When an individual user in the project makes a change; select the <username> folder in the Filespace Viewer gizmo.
3. Click the Notifications icon .
4. Select *Add Notification* and then follow the wizard for creating a new notification:
5. Step 1: Enter details to determine when a notification email will be generated:

- Enter the Filename Pattern.
    - For all files, enter "\*"
    - For all files of a particular type, enter \*.<file extension>. For example, to receive notifications when a General Survey job file arrives, enter "\*.job".
    - For a specific file, enter the file name and extension. For example, "ProjectA.job".
  - If you cannot see or use a particular feature, you may not have permission to do so. Talk to your Site Manager about gaining permission.
  - Select [Also apply this to all folders in this folder] to ensure that every file in the folder structure generates a notification email.
6. Click *Next*.
  7. Step 2: Enter recipient details to determine who the notification emails are sent to:
    - *Add Member* will email a user within the Trimble Connected Community using the email address stored in their user profile.
    - *Add Group* will email a pre-configured group of users within the Trimble Connected Community using email addresses stored in the individual user profiles.
    - *Add Email* allows you to enter email address.
  8. Click *Next*.
  9. Step 3: Enter a subject line and message body to determine what the notification email will say. You can enter some variables to automatically generate some specific details on the files:
    - "%filename%" will be replaced with the filename of the changed file.
    - "%folder%" will be replaced with the folder that the file is in.
    - "%contents%" will be replaced with the contents of the file.
    - "%link%" will be replaced with a link to the file.
  10. Click *Finish*.



#### Notes

-  indicates that the folder has Notifications configured.
- Recipients should update their spam filters to accept email from `notifications@myconnectedsite.com`
- You can set up multiple notifications for a particular folder.
- To edit details of the notification email, highlight the folder for which notifications are configured, select  and then select *Edit* or *Delete* on the relevant notification.

## Transferring files between the Trimble Connected Community and Trimble office software

**Note** - To import data from the Trimble Access software, install Office Updates from the Installation Manager on the office computer that has the Trimble office software installed.

You can import files from the Trimble Connected Community into a Trimble office software package:

- **From within the Trimble Connected Community:**
  - Browse to the .job or .jxl file in Trimble Connected Community and then double-click the file. Select *Open With* and then click *Browse*. Select the appropriate software. The software starts and then opens the selected file.
  - Select the file and then click *Download Selected File* . Save the file to your computer and then open the file using the Trimble office software.
  - To download multiple files, select  to download an FTP executable file. Download and then run the executable file to open a browser window. Select the required files and then copy them locally. Open them using the Trimble office software.
- **Using TCC Explorer:**
  - In the Trimble office software, select the option to open or import the files and then browse to the files within TCC Explorer.
  - In Windows Explorer, browse to TCC Explorer then select the files to be imported. Drag and drop these files into your office software.

## Transferring files from the office to the field

The AccessSync service allows files to be transferred from a Trimble Connected Community project site to the controller through the Internet.

To transfer files from the office to the field there are steps to be taken both in the office and on the field controller.

### In the office



To transfer files using the AccessSync service, it helps to understand how the folders are structured in the office. To transfer files to the field, the files must be saved in the appropriate folder on the Trimble Connected Community. For more information on how the folders are structured, see [Understanding the folder structure required for AccessSync](#).

To transfer files to the field, save those files in the appropriate folder on the Trimble Connected Community. Do one of the following:

- **Use the *File Upload* wizard within the Trimble Connected Community or Trimble Business Center:**

The *File Upload* wizard guides you through the process of saving a file in the right location, so you don't need to have such an intimate understanding of the folder structure.

1. Browse to the File Upload wizard. This can be accessed from either Trimble Connected Community or Trimble Business Center on the relevant project site. For more information see [Accessing Trimble Access Services](#).
2. Click *Select files* and browse to the files you wish to send to the field. You can select multiple files at a time. Click *Next*.

3. If you are accessing the wizard from within the *Survey Tools* site, select the project site to send the files to.
  4. Select the users you wish to send files to, or to send files to all users on the project select *All Users*.
  5. Select the folder to save the files to. To send files to the field, you must put them in the *To the Field* folder. Typically, it is best to place files in a project folder within the *To the Field* folder, as this makes it easy to manage the file transfer process on the field controller. Folders can be edited using the *New Folder*, *Rename Folder*, and *Delete Folder* buttons. Editing folders updates the folder structure for all users selected in the previous step. Click *Next* to upload the files.
  6. A summary screen appears when the files have been uploaded. Click *Finish*.
- **Upload or copy files directly into the filespace on Trimble Connected Community using the filespace gizmo**
    1. Sign in to the [Trimble Connected Community](#) and then browse to the project site to send files from.
    2. Do one of the following:
      - To transfer files to a single user, expand the folder name of that user and then select the *To the Field* folder.
      - To transfer files to all users in the project, select the *To all Users* folder.
    3. Do one of the following:
      - To transfer a single file, select *Upload Files*  and then browse to the required file.
      - To transfer multiple files, select  to download an FTP executable file. Download and run the executable file to open a browser window into which you can directly copy multiple files.
  - **Upload or copy files directly into the filespace on Trimble Connected Community using Trimble Connected Community Explorer**
    1. In Windows Explorer, browse to the Trimble Connected Community Explorer, and then to the project folder from which to send the files.
    2. Do one of the following:
      - To transfer files to a single user, expand the folder name of that user and then select the *To the Field* folder.
      - To transfer files to all users in the project, select the *To all Users* folder.
    3. Copy and paste the files and/or folders to send.
  - **Emailing files directly into the filespace on Trimble Connected Community**

**Note** - this feature is only available if you are entitled to advanced Trimble Access Services.

    1. Select *Administration / Manage Filesaces*.
    2. Find the appropriate filespace in the list of filespace and then click the *Edit filespace* icon (the pencil).
    3. From the *Mail* tab select *Enable mailing into this filespace*.

- Note down the email address titled: *To only save attachments (versioning existing files) use this address*. This will be the base email address you should use for emailing into this filespace.

**Tip:** If you want to restrict who can send files into the filespace, insert the appropriate email addresses into the box titled *Only accept emails from these senders*. Each email address should be entered on a separate line. You can also use an asterisk as a wildcard, e.g. *\*@mycompanydomain.com* will allow any user with an email address ending in *@mycompanydomain.com*.

- Select *Save*.

### Tips

- If, in the email address, a folder has spaces in its filename, for example "To All Users", then you need to substitute "%20" for each space.
- You can identify the name of a filespace used by an AccessSync site by:
  - Signing into Trimble Connected Community using your web browser and navigating to the appropriate AccessSync site.
  - Select the "All Files" page
  - Click the configure gizmo option on the filespace gizmo
  - Click on the "My organization" tab (if it's not already selected)
  - The name of the filespace that the filespace gizmo is associated with will be highlighted.
- Sending to the email address noted down in step 4. will get the file into the filespace. But if you want to send a file to a specific user or "All Users" without having to sign in to Trimble Connected Community and move the file into the appropriate folder, then you'd need to send to a modified address.

The address format is:

`<tcc organization shortname>.<filespace>.<subfolder>@tccattachments.com`

For example, if the name of your filespace is "northernroad" and your company Trimble Connected Community shortname is "southernsurveys", then:

- To send a file to "All Users", you would send to `southernsurveys.northernroad.To%20All%20Users@tccattachments.com`
- To send to a member with an id of "bsmith", you would send to `southernsurveys.northernroad.bsmith.To%20the%20Field@tccattachments.com`

## In the field

- Log in to the Trimble Access software. To ensure that the AccessSync service is set up correctly:
  - Select the *Online* login mode.
  - Use the correct Trimble Connected Community username (Member ID) and password.
  - Select the appropriate Trimble Connected Community site. This determines where your files will be synchronized.
- On the controller, start the AccessSync service.

The AccessSync service provides information on the file transfer process in a tabular format; this is described in more detail in the table below.

Column	Description
Folder name	<p>The names of the folders on the controller available to be synchronized with the Trimble Connected Community.</p> <p>The following folder names appear:</p> <ul style="list-style-type: none"> <li>• &lt;username&gt;</li> <li>• System files</li> <li>• Any project folders contained under the username folder</li> </ul> <p>The check box to the left of the folder name indicates the synchronization state for the folder. For more information, see the table below in step 5.</p>
Status	<p>Provides additional information on the file transfer process.</p> <p>The following states are available:</p> <ul style="list-style-type: none"> <li>• <i>Idle</i>, there are no files to transfer, or the folder is not selected to be synchronized.</li> <li>• <i>x of y</i>, x number of files have been successfully transferred out of a total number of y files.</li> </ul> <p>Tap on the status to see the list of individual files that are being transferred. The up/down arrows indicate whether the file needs to be sent/received. An up arrow indicates the file needs to be sent to Trimble Connected Community, a down arrow indicates the file needs to be downloaded from Trimble Connected Community.</p> <p>Tap on the priority field to set which files will be transferred and to give a file a transfer priority over another file, or change the priority of all files.</p>
TCC site	The Trimble Connected Community site to which files will be sent to and received from.

Additionally, the rows in the table change color to provide more information on the current state of the transfer process:

- Green indicates that the folder is synchronized and that there are no other changes to be transferred.
  - Red indicates that there was a problem in transferring one or more of the files.
3. Set the check box for each folder as required. If the files to be sent are in a folder, the folder appears in the list of folders; otherwise the files are sent to the username folder. Each check box has three possible states:

### State Synchronization action



Files in the folder will be synchronized to the current Trimble Connected Community site.

To stop synchronizing these files, tap this check box.



Files in the folder will **not** be synchronized to the current Trimble Connected Community site.

To start synchronizing these files, tap this check box.



Files in the folder will **not** be synchronized because they are not assigned to the current Trimble Connected Community site.

To reassign the files to the current Trimble Connected Community site, tap this check box.

4. You can configure the Trimble Connected Community to email users when a file on the site is uploaded or updated.

An information alert in the task bar shows that a new file has been transferred to the controller.

#### Notes

- *Once set up, the AccessSync service compares the files in the selected project folders on the controller with the current Trimble Connected Community site every 30 seconds. If there is a file on the Trimble Connected Community site that does not exist on the controller, or if the file on the controller changes, the new files are transferred.*
- *By default, if a file of the same name already exists on the controller, the new file has (1) appended to the filename to ensure that changes are not overwritten. To change the way duplicate files are managed on the controller, create a File Synchronization Options file. For more information, see [Controlling what happens to duplicate files on the controller](#).*
- *All files in the selected system and project folders are transferred from the current Trimble Connected Community site to the controller.*
- *If there is no Internet connection, the files are transferred when a connection is made.*
- *If the Internet connection also provides GPS corrections, the GPS corrections take priority over file upload.*



## File Conversions

### Converting old Trimble Access files to the latest version

There are three methods of converting old job (\*.job) and survey style (\*.sty) files within the Trimble Access software suite:

- [Automatic file conversion](#)
- [Manual file conversion](#)
- File conversions during upgrade.

For more information, refer to the Trimble Installation Manager help.

#### Automatic file conversion

When transferring files from the office to the controller in the field using the AccessSync service, some files types can be automatically converted to the version required by the field controller. You must have a valid AccessSync license to use this service.

Automated file conversion happens "behind-the-scenes"; to use this service all you need to do is copy the files that require conversion to the appropriate folder within the Trimble Connected Community project site and send the file to the field using the AccessSync service.

The following file types can be converted during a transfer:

File type	File extension	From version
Trimble Access job files, used by: <ul style="list-style-type: none"> <li>• General Survey</li> <li>• Roads</li> <li>• Tunnels</li> <li>• Mines</li> <li>• Pipelines</li> </ul>	*.job	Trimble Access system, version 1.0.0 and later
Trimble Access template files	*.jot	Trimble Access System version 1.5.0 and later
Trimble Access survey style files	*.sty	Trimble Access system, version 1.0.0 and later
Trimble Survey Controller job files	*.job	Trimble Survey Controller software, version 11.00 and later
Trimble Survey Controller survey style files	*.sty	Trimble Survey Controller software, version 11.00 and later

If an unsupported version is sent to the field, or if the file conversion fails (for example, if the job is corrupted), then the original file is sent with no conversion applied. When you attempt to open an unconverted job, an error message appears stating that the version is not supported.

#### Notes

- Files are only converted when Trimble Access system version 1.4.0 or later is running on the field controller.
- Files can be converted when they are placed in either the To the Field folder or subfolders, or in the To All Users folder or subfolders on the Trimble Connected Community.


### Manual file conversion

Manual file conversion is a freely available service hosted within the Trimble Connected Community. It enables you to upload job or survey style files to a Trimble hosted server, select the version you wish to convert to, and either save the files back to your local PC or directly onto your Trimble Connected Community organization for transfer to the field. The following table lists the file types that can be converted to any later version, however you can not downgrade jobs to earlier versions using this service.

File type	File extension	From version
Trimble Access job files, used by: <ul style="list-style-type: none"> <li>• General Survey</li> <li>• Roads</li> <li>• Tunnels</li> <li>• Mines</li> </ul>	*.job	Trimble Access system, version 1.0.0 and later
Trimble Access template files	*.jot	Trimble Access system, version 1.5.0 and later
Trimble Access survey style files	*.sty	Trimble Access system, version 1.0.0 and later
Trimble Survey Controller job files	*.job	Trimble Survey Controller software, version 11.00 and later
Trimble Survey Controller survey style files	*.sty	Trimble Survey Controller software, version 11.00 and later


## Manual file conversion

To use the manual file conversion service:

- Browse to the manual *File Conversions* service:
  - Browse to <http://mytrimbleaccess.com> and navigate to the *Survey Tools* area. You can access this area regardless of whether you have an Trimble Connected Community organization. If you do have a TCC organization you can sign in to access additional tools.
  - From within Trimble Business Center:
    - Navigate to *File* , *TCC* then click on *Trimble Access Services*.
    - Click *Sign in* in the title bar and sign in with the credentials provided by your sitemanager.
    - Click .

**Note** - Within Trimble Business Center, you can define your Trimble Access Services credentials so these do not need to be entered every time you sign in. For more information, see [Accessing Services via Trimble Business Center](#)
- Click *Select files* ; browse to the folder location containing the file/s, select the files and click *Open* . You can only select either job files or survey styles at a time, not both. Once you have added all the files you want to be converted to the list, click *Next* .
- Select the version you wish to convert to. Only versions later than the latest version in your list will be displayed. You can only select one version to convert to, even if you have multiple files in the list. Click *Next* .The files will be uploaded to the Trimble hosted server and converted to the version selected.
- The results of the conversion will be displayed. All files that have been successfully converted will be listed as hyperlinks.

#### 4 File Conversions

- To save the files locally onto your PC, click each hyperlink and select the location in which to save the file.
- If you were signed into your Trimble Connected Community organization, you can choose to save the files to a Trimble Access project site within the Trimble Connected Community. To do this:
  - a. Select *Save to my Trimble Connected Community file space* . Click *Next* .
  - b. A list of Trimble Access Project Sites that you have access to will be displayed. Select site that you wish to save the files to.
  - c. Select the folder that you wish to save the files to. If you want to send the files to a field user via AccessSync, expand the username folder by clicking on  and then select the *To The Field* folder. If you want to send the files to all users on the project select the *To All Users* folder. Click *Next* .
- 5. The results of the file save will be displayed. Click *Finish* to return to the start of the wizard and convert more files.



## Registered Devices

### Registered devices

The Registered Devices service allows you to manage your controllers, software license and version information.


**Note** - *Registered Devices is only available to users that are entitled to Advanced Trimble Access Services.*

#### Accessing the Registered Devices service

- Within your Trimble Connected Community organization:
  1. Browse to <http://mytrimbleaccess.com> and navigate to the *Survey Tools* area.
  2. Click on the *Registered Devices* page, or click .
- From within Trimble Business Center:
  1. Navigate to *File* , *TCC* then click on *Trimble Access Services*.
  2. Click *Sign in* and enter the sitemanager credentials provided at the time of registration.
  3. Navigate to the Survey tools area.
  4. Click .


**Note** - *By default, only the Site Manager has access to this service. Other users can be granted access to this service if they are added to the AllSiteManagers group.*

Registered Devices lists the serial number of each controller linked to your Trimble Connected Community organization; that is, those controllers that are licensed for Trimble Access services

Click on  beside each controller to show information about the last login session on the controller:

- The date and time of the last session.
- The name of the last user to have logged in online on the controller and transferred files via AccessSync.
- The project site used in the last session

**Note** - *session information is only displayed if the session occurred within the last 24 days.*

Click on  beside *Applications* to show more details on the software and licensing information, including:

- All of the software options that the controller is licensed for
- The license type, activation date and expiry date for each software option
- The version of software currently installed for each software option the controller is licensed for
- The latest version of software available for each particular software option.

**Note** - Click *Expand All* or *Minimize All* to show or hide information for all controllers.

The list of controllers and software options is color coded to allow you to quickly see the status of your controllers. The color coding scheme is as follows:

Color	On the serial number, indicates that...	On the software option, indicates that...
Red	One or more licenses on this controller has expired.	The license for this particular software option has expired.
Green	One or more licenses on this controller will expire in X number of days.	The license for this particular software option will expire in X number of days.
Blue	There is a software update available for one or more software options on this controller.	There is an update available for this particular software option.
Black	There are no expired licenses on this controller, and this controller is already running the latest version of software for all options.	This controller already has installed the latest version, and the license is currently active.

## Sorting, filtering and searching

To help manage your controllers, the list of serial numbers can be sorted and filtered, and you can search for a particular controller.

To sort the list of controllers, select an option from the *Sort by* drop down box in the top right of the page. The list of controllers can be sorted by:

- Expiration date: Orders the controllers with the earliest expiration date at the top. If a controller has multiple expiry dates across the various software options installed, the earliest expiry date is used.
- Serial Number: Orders the controllers alphabetically/numerically.
- Controller type: Groups the controllers by the type of hardware. The hardware type is indicated by the icon to the left of the serial number.

To filter the list of controllers, select an option from the *Filter* drop down box in the top right of the page. The list of controllers can be filtered by those controllers that have:

- Updates available.
- One or more licenses which have already expired.
- One or more licenses which will expire in the next 30 Days. This includes controllers which have licenses that have already expired.

- One or more licenses which will expire in the next 60 Days. This includes controllers which have licenses that have already expired.
- One or more licenses which will expire in the next 90 Days. This includes controllers which have licenses that have already expired.

To see the details on an individual serial number, enter the serial number in the search field in the top right of the page.

### Reporting on device information

You can print the device information. To do this:

1. Sort or filter the list of controllers as required. Click *Create Report...*
2. Select *Generate Report for All Items* or *Generate Report for Expanded Items* and click *Preview* or *Print*.

## GNSS Forecast

### GNSS Forecast




The GNSS Forecast service is a planning tool used to forecast suitability for GNSS surveying based on availability of satellites and ionospheric conditions at a specified location.

It provides information on the availability of satellites in the satellite systems you have selected.

#### Calculating satellite availability with the GNSS Forecast service

1. On the controller, use the Trimble Access Internet Setup application to set up an Internet connection.
2. From the Trimble Access menu, start the GNSS Forecast application.
3. Tap *Settings*.
4. Set the required details:
  - Enter the date and time.
  - Enter the latitude and longitude of your position.  
**Tip** - To automatically complete the Latitude and Longitude fields using the current autonomous position derived by the GNSS receiver, tap *Here*.
  - Select the number of intervals (hours) that you want to forecast data for.
  - Enter the elevation cut-off.
5. Tap *Next*.
6. Select the satellite system(s) to track.
7. Tap *Finish*.

The GNSS Forecast service contacts the Trimble hosted server to calculate the information. The forecast returns the number of satellites and the ionosphere condition for each interval; this information is summarized to show the suitability of the satellite conditions for surveying:

	Good conditions
	Difficult conditions
	Bad conditions

The *GNSS Forecast* status bar shows the status of the data and the Internet connection availability.



**Note** - *The performance of Trimble's GNSS equipment is dependent on the ionospheric conditions. Due to solar eruptions the condition of the earth's ionosphere changes. High ionospheric activity can cause slower convergence times for Trimble's GNSS solutions and in extreme cases calculating a position may not be possible. The Iono Index ranges from 1 to 10. The higher the number the more likely it is that your GNSS measurements are affected. The GNSS Forecast service will help you interpret that value. If it is too high it will show a yellow or a red icon even if there are enough satellites visible.*