



Trimble Access™ Services



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Trimble Inc.

www.trimble.com

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Contents

- 1 Introduction to Trimble Access Services 4**
 - Trimble Access Services overview 4
 - Logging in to Trimble Access in the field 6

- 2 Trimble Connect 10**
 - Trimble Access Services and Trimble Connect 10
 - Setting up the Trimble Connect project 13
 - Managing project data 14

- 3 AccessSync with Trimble Connect 17**
 - AccessSync overview 17
 - Synchronizing files between Trimble Connect and the controller 17
 - Controlling what happens to duplicate files on the controller 21
 - Managing your data in the cloud from your office computer 23

- 4 Trimble Connected Community 25**
 - Trimble Access Services and the Trimble Connected Community 25
 - Administering the Trimble Connected Community organization 27
 - Using your Trimble Connected Community organization 31

- 5 AccessSync with Trimble Connected Community 34**
 - AccessSync overview 34
 - Transferring files from the office to the field 36
 - Controlling what happens to duplicate files on the controller 40
 - Transferring files from the field to the office 42
 - Managing your data in Trimble Connected Community from your office computer 47

- 6 File Conversions 49**
 - Converting old Trimble Access files to the latest version 49
 - Automatic file conversion 49
 - Manual file conversion 51

- 7 GNSS Forecast 52**
 - GNSS Forecast 52

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.

Trimble Access Services overview

Trimble Access Services are a collection of tools that complement the Trimble Access software, for example enabling you to easily move files from the controller to a supported cloud-based collaboration platform. You are entitled to use Trimble Access Services if you have a valid Trimble Access software maintenance agreement.

The service used to synchronize files between the controller and the cloud is AccessSync. AccessSync can be used with either the Trimble Connect cloud-based collaboration platform or Trimble Connected Community web-based service.

Note – *To run the AccessSync application, every controller must have a valid AccessSync license. This means that there must be a valid maintenance agreement for each controller that will be used with the AccessSync application.*

Service	Available in the...	Description
AccessSync	Field	<p>This service uses an Internet connection to synchronize files between the field controller and the cloud (Trimble Connect or Trimble Connected Community).</p> <p>When transferring files from the office to the field, files are automatically converted to the version required by the field controller.</p>
Trimble Connect	Office	<ul style="list-style-type: none"> • <i>File storage and sharing for AccessSync</i> <p>Manage files stored in the cloud using one of the following:</p> <ul style="list-style-type: none"> • Web browser (http://connect.trimble.com) • Trimble Business Center (open remote file) • Synchronize to desktop using Trimble Connect Sync <p>Manage file permissions</p>
Trimble Connected Community	Office	<ul style="list-style-type: none"> • <i>File storage and sharing for AccessSync</i> <p>Manage files stored in the cloud using one of the following:</p> <ul style="list-style-type: none"> • Web browser (http://mytrimbleaccess.com) • Trimble Business Center (open remote file) • Synchronize to desktop using Trimble Connected Community Explorer <p>Manage file permissions</p> <ul style="list-style-type: none"> • <i>File conversion*</i> <p>Upload and convert older Trimble Survey Controller or General Survey job files to the latest versions and then save them locally or directly to Trimble Connected Community for transfer to the field.</p> <ul style="list-style-type: none"> • <i>Data processing*</i> <p>Upload GNSS data files to a third-party service for final processing.</p> <ul style="list-style-type: none"> • <i>GNSS Forecast*</i> <p>A planning tool to forecast suitability for GNSS surveying, based on the availability of satellites and ionospheric conditions at a specified location.</p>
GNSS Forecast	Field	<p>A planning tool to forecast suitability for GNSS surveying, based on the availability of satellites and ionospheric conditions at a specified location.</p>

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 location in the cloud.
- Enable you to pick up any controller and access your field project data.

Logging in to Trimble Access software

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

Login mode	Use when...	Function
<i>Offline</i>	You do not currently have an Internet connection. or 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\ <i><username></i>
<i>Trimble Connect</i>	You have a Trimble Connect account. and You currently have an Internet connection.	<ul style="list-style-type: none"> • Defines the directory that your data will be stored in. All Trimble Access files will be stored in a folder under \Trimble Data\<i><username></i>. The <i><username></i> folder is the first part of the email address you use to sign in to Trimble Connect, that is the part of the email address before "@". • 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 location in the cloud.
<i>TCC</i>	You have an organization set up in Trimble Connected Community. and You currently have an Internet connection.	<ul style="list-style-type: none"> • Defines the directory that your data will be stored in. All Trimble Access files will be stored in a folder under \Trimble Data\<i><username></i>. • 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.

2. 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 account username. 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 Connect projects or 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 to Trimble Connect, you must enter your Trimble Connect username (email address) and password. 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 Connect projects, with which you can synchronize files using the AccessSync service.

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

Tap *Next*.

Review the Login settings and then tap *Finish*.

- If you are logging in online to Trimble Connected Community, 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*.

Note –

- *The AccessSync service will always synchronize data to the current Trimble Connect project or Trimble Connected Community site. If this project or site is incorrectly set, data may be transferred to the wrong location.*
- *The list shows only Trimble Connect projects or Trimble Connected Community sites within the organization that you have access to. For more information, see [Sharing your project with team members](#) or [Editing site permissions](#).*
- *Make sure that you have the correct date set on your controller. Otherwise, login may fail.*

1 Introduction to Trimble Access Services

- *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.*

Logging 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.

Note –

- *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.*

Trimble Connect

Trimble Access Services and Trimble Connect

The AccessSync service uses an Internet connection to synchronize files between the field controller and Trimble Connect.

Trimble Connect is a cloud-based collaboration platform that provides online data storage and other tools to enable project teams to share project information quickly and easily.

All Trimble Connect users have access to the same features in Trimble Connect, but there may be limits on the number of projects you can access, the amount of data you can store, and the number of users you can invite to view your projects.

This chapter describes how to use the Trimble Connect as part of the Trimble Access system:

- [Key differences between Trimble Connect and the Trimble Connected Community](#)
- [Overview: Setting up a Trimble Connect project and transferring data using AccessSync](#)
- [Setting up the Trimble Connect project](#)
 - [Creating a Trimble Connect account](#)
 - [Signing in to Trimble Connect Web](#)
 - [Creating a project in Trimble Connect Web](#)
 - [Sharing your project with team members](#)
- [Managing project data](#)
 - [Structuring your data](#)
 - [Adding data to the project in Trimble Connect Web](#)

For more information, refer to the *Trimble Connect Help*.

Key differences between Trimble Connect and the Trimble Connected Community

If you are used to using the Trimble Connected Community to store data and share information and are considering moving to the Trimble Connect cloud-based collaboration platform, you may find it useful to understand the key differences between the two platforms. These are:

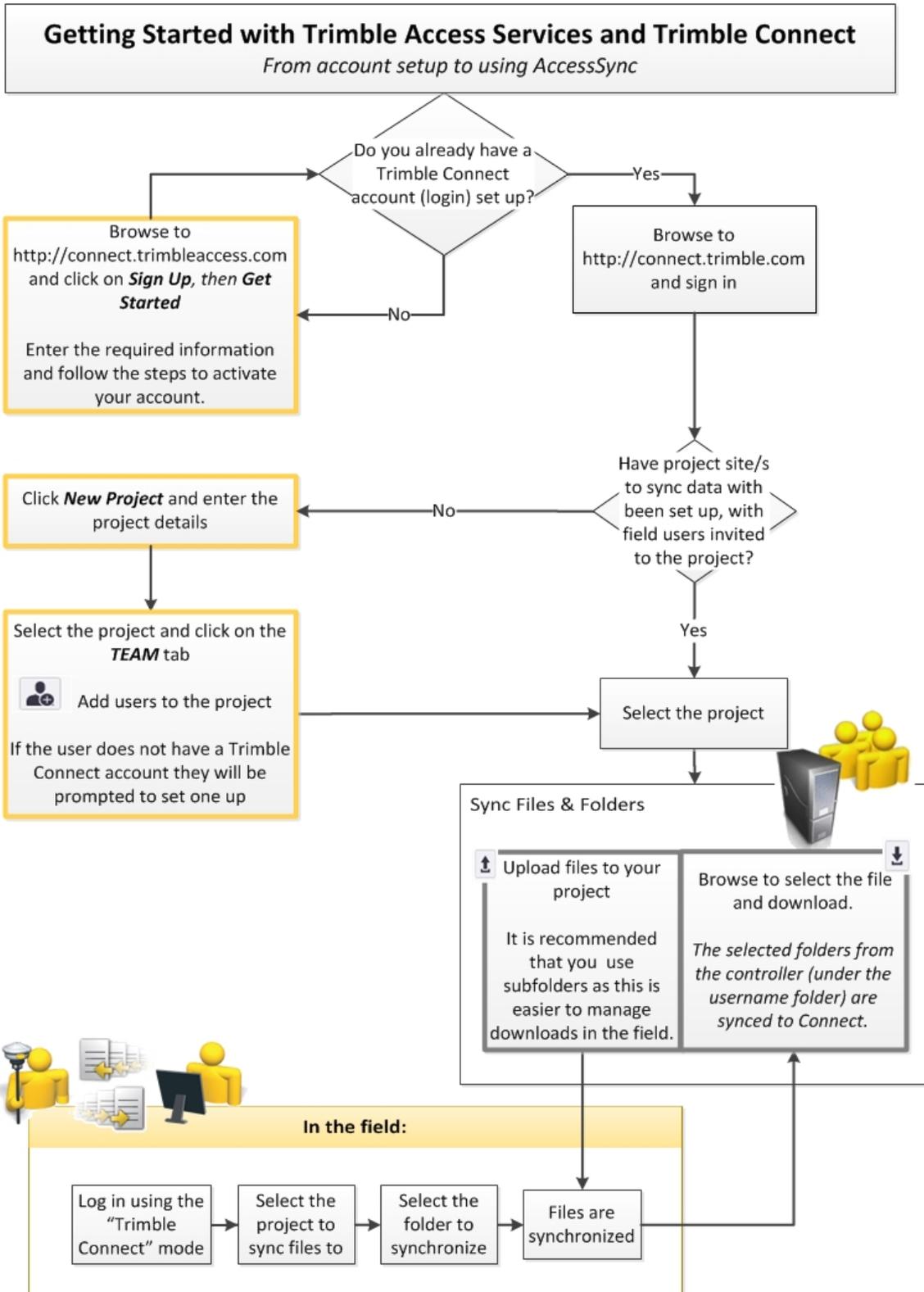
- Trimble Connect does not have the concept of an organization; instead, data is organized in projects and folders.

2 Trimble Connect

- You can share folders or projects with anyone who has a Trimble Connect account, or invite new users.
- Trimble Connect uses a simpler folder structure; you don't need to create *To the Field* or *System Files* folders in your project before transferring data to the controller.
- Data is not separated into user folders. Instead, each file has a *Last modified by* tag.
- You can more easily share files from the field with other users who are in the field, simply by synchronizing your data with the Trimble Connect project. Other field users won't need to wait for someone in the office to move those files before they can download them to their controller.

Overview: Setting up a Trimble Connect project and transferring data using AccessSync

The following diagram shows the steps from setting up a project to transferring data with AccessSync.



Setting up the Trimble Connect project

Creating a Trimble Connect account

1. In your Internet browser, go to <http://connect.trimbleaccess.com>.
2. Click *Sign Up*.
3. Click *Get Started*.
4. Fill out the required details and then click *Create Account*.

An email will be sent to the email address you provided. Click the link in the email to activate your account. As part of the account activation process, you will set up the details required to sign in to Trimble Connect.

Signing in to Trimble Connect Web

1. In your Internet browser, go to <http://connect.trimble.com>.
2. Click *Sign in*.
3. Enter your username and password and then click *Sign in*.

Creating a project in Trimble Connect Web

1. In your Internet browser, go to <http://connect.trimble.com> and sign in to Trimble Connect.
2. Click *New project*.
3. Enter a name for the project.
4. If required, select an image to use as the thumbnail image for the project in Trimble Connect.
5. Select the project file server where the project should reside.

For the best performance when downloading or uploading data, select the region closest to where the project team is based.

Tip – The projects list is filtered by server location. If you cannot see all of your projects, check the *Project Server Location* setting in the *Projects / Filter* tab.

6. Click *Submit*.

The project is created and appears in Trimble Connect.

Note – *Until you invite team members to the project, you are the only person who can see the project you have created.*

7. Click the project to open it.

The *Explorer* panel appears to the left of the screen, and action tabs for the project appear across the top of the screen.

Sharing your project with team members

1. Open the project in Trimble Connect Web.
2. Select the *Team* tab.

3. Click .
4. Enter the email address of the user you are inviting. You can enter multiple email addresses, separated by a comma or semi-colon.
5. If required, select the group the user will belong to.
6. Select their role. Usually the role will be "User".
7. Click *Submit*.

An email containing instructions on how to join the project is sent to the user. If the user does not already have a Trimble Connect account, the status of the user appears as "Activation Pending" until their account is activated.

Managing project data

Upload files to Trimble Connect Web to store them in a central location and easily download them to the controller as required. After updating files on the controller, upload changes to Trimble Connect Web using AccessSync. You can upload any file type, for example JXL, DXF, and CSV files.

Structuring your data

There are no specific requirements for file locations in Trimble Connect to successfully synchronize data between the office and the controller.

The main project folder in Trimble Connect is synchronized to the username/project folder on the controller. If the project folder does not already exist on the controller, it is automatically created the first time you download files to the controller. If the project folder in Trimble Connect contains files that usually reside in the System Files folder on the controller (for example, feature library FXL files), AccessSync automatically saves these files to the System files folder when they are downloaded and then manages the subsequent synchronization of system files between the office and the controller.

You can set up project sites to suit the size and number of projects that your company normally works on. Trimble recommends structuring your data by doing one of the following:

- **One Trimble Connect project per survey project**

Generally, this structure suits users who work on large projects for extended periods of time. If you have multiple users who will synchronize data to the project, create a subfolder per user to segregate the data from each user.

- **One Trimble Connect project for all field data**

This is the simplest way to structure your data. All users who connect to the project from their controller and then synchronize with the project folder in Trimble Connect will download all files and folders in the project to their controller. To manage data within the project, Trimble recommends creating subfolders to segregate:

- survey projects
- data from multiple users

Tips –

- To simplify the learning process, Trimble recommends that you have just one project with one subfolder per user. As you become more experienced with the system, you can add subfolders and additional projects.
- When there are multiple users synchronizing files, use an appropriate file naming convention to avoid conflicts, for example user_date.job. For more information, see [Controlling what happens to duplicate files on the controller](#).
- Be aware that too many folder levels may make it difficult for the field user.
- The field user is able to add new folders and data to the project. To do this, they can select folders on the controller to synchronize or, if they select their user folder to synchronize, all data in their user folder is uploaded to Trimble Connect.

Note – *Because Pipelines data is stored in the Tally folder on the controller, not the <username> folder, all users can share the same folder in Trimble Connect. When files are synchronized from the controller to Trimble Connect, they are all synchronized to the same folder but each Pipelines file is appended with the user name so they can easily be merged using the Tally and Joint Map Updater utility. For more information, refer to the Pipelines Help, available at <http://apps.trimbleaccess.com/help>.*

Adding data to the project in Trimble Connect Web

1. Open the project in Trimble Connect Web.
2. Select the *Data* tab.
3. In the *Explorer* panel, click  and then click *Create Folder*. Enter the name of the folder where you will store data to synchronize with controllers running the Trimble Access software and then click *Submit*.

Note – *When creating a folder within your project in Trimble Connect, the permissions are set to **Full Access** by default, which means that you can read and write to the folder. Folders must have full access for AccessSync to be able to upload and download files from the server. If you change the folder permissions to "Read Only Access", AccessSync will be able to send data from Trimble Connect to the controller but the controller cannot send data to Trimble Connect. If you set the folder to "No Access" then the folders do not appear in AccessSync and data cannot be synchronized. Any user who has administrator rights to a project has full access to all folders in the project, regardless of the **Folder Permission** setting.*

If there are multiple users synchronizing data to one project, Trimble recommends using one subfolder per user or appropriate naming conventions for your files to help you keep track of the data from each user.

4. If required, select the folder you created and then click  and then click *Create Folder*. Enter the user name of the user who will synchronize data into this folder. Repeat, as required, for each user who will synchronize data for the project.
5. To upload data to a folder, select the folder and then click .

The files you uploaded can now be synchronized to the controller using AccessSync. See [Synchronizing files between Trimble Connect and the controller](#).

2 Trimble Connect

Note – *You do not need to access the Check in or Check out functions in Trimble Connect to upload data to your project or to synchronize data with a controller using AccessSync.*

AccessSync with Trimble Connect

AccessSync overview

Use the AccessSync service to transfer job and related files between the Trimble Connect cloud-based collaboration platform 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 and have selected the Trimble Connect project to synchronize data with.

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.

Data transfer rates

You can select the rate at which data is transferred, and whether the needs of other network services need to be considered. The options are:

- **Minimum:** Transfers files at a slow rate at all times. Holds off all file transfers if real-time surveying is using the connection for base data. Use this if you have a slow or rate-restricted internet connection.
- **Adaptive:** Transfers files at an intermediate rate if the internet connection is not in use, or lowers the transfer rate if there is other activity so as to share the connection. The behavior of this mode depends on the type and capacity of the connection.
- **Maximum:** Transfers files at the fastest rate for the connection. May cause throughput issues for other functions using the internet connection if it is not capable of a high bandwidth.

Synchronizing files between Trimble Connect and the controller

The AccessSync service allows changes to files on either the controller or in the Trimble Connect cloud-based collaboration platform to be synchronized using an Internet connection.

Once you have set up the project in Trimble Connect, uploaded the project data and shared the project with other Trimble Connect users, no further action is required from the office; the field user can use the AccessSync service to synchronize the latest data between Trimble Connect and their controller at any time.

Note – You can configure file conflict options for a particular folder and subfolders (for example, to define file versioning or overwrite settings on the controller) from within AccessSync. For more information, see [Controlling what happens to duplicate files on the controller](#).

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 using your Trimble Connect sign in credentials:
 - a. In the Trimble Access Launcher screen, tap the user name field. The *Login* screen appears.
 - b. In the *Login mode* field, select *Trimble Connect*.
 - c. Enter the username and password you use to sign in to Trimble Connect. Your username is the email address you use to sign in to Trimble Connect.
 - d. Tap *Next*.
 - e. Select the Trimble Connect project to synchronize data with and tap *Next*.
The *Login Complete* screen confirms you are successfully logged in to the Trimble Connect project you selected.
 - f. Tap *Next*.
The AccessSync service starts automatically and provides information on the file transfer process; 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 Trimble Connect.</p> <p>The following folder names appear:</p> <ul style="list-style-type: none"> • <username> • Any project folders and subfolders contained under the <username> folder • System Files <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"> • <i>Idle</i>, there are no files to transfer, or the folder is not selected to be synchronized. • <i>x of y</i>, x number of files have been successfully transferred out of a total number of y files. <p>The cloud icons indicate whether the file needs to be sent/received:</p> <p> indicates files need to be uploaded to Trimble Connect</p> <p> indicates files need to be downloaded from Trimble Connect.</p> <p> indicates some files need to be uploaded to and some files need to be downloaded from Trimble Connect.</p> <p>Tap on the status to see the list of individual files that are being transferred.</p> <ul style="list-style-type: none"> • 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. • Tap  to configure file download conflict options. See Controlling what happens to duplicate files on the controller.
Trimble Connect Project	<p>The Trimble Connect project folder which files will be sent to and received from.</p>

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.

4. 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
<input checked="" type="checkbox"/>	Files in the folder will be synchronized to the Trimble Connect project. To stop synchronizing these files, clear this check box.
<input type="checkbox"/>	Files in the folder will not be synchronized to the Trimble Connect project. To start synchronizing these files, select this check box.
<input checked="" type="checkbox"/>	Files in the folder will not be synchronized because they are not assigned to the Trimble Connect project. To reassign the files to the Trimble Connect project, select this check box.



Files in the folder will be synchronized to the Trimble Connect project.

To stop synchronizing these files, clear this check box.



Files in the folder will **not** be synchronized to the Trimble Connect project.

To start synchronizing these files, select this check box.



Files in the folder will **not** be synchronized because they are not assigned to the Trimble Connect project.

To reassign the files to the Trimble Connect project, select this check box.

5. To change the [data transfer rate](#), tap .

6. Tap  to change the maximum file upload size.

Note – By default, AccessSync will not attempt to send a file to Trimble Connect that is more than 8 MB. If you are using a tablet, you can increase the maximum file upload size to 256 MB.

7. You can configure Trimble Connect to email users when a file on the site is uploaded or updated. To do this, open the project in Trimble Connect Web, select *Settings*, and then select *Email* from the menu to the left of the screen.

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

Note –

- Once set up, the AccessSync service compares the files in the selected project folders on the controller with the Trimble Connect project every 30 seconds. If there is a file in the Trimble Connect project that does not exist on the controller, or if the file on the controller changes, the new and modified files are transferred.
- All files in the selected project folder and selected subfolders are synchronized between the Trimble Connect project to the controller.
- If there is no Internet connection, the files are synchronized when a connection is made.
- If the Internet connection also provides GPS corrections, the GPS corrections take priority over file upload.
- Only FXL, RTD and LOG files within the System Files folder are transferred from the controller to Trimble Connect.
- There is no limit on the amount of data that can be sent from the office to the controller in the field.
- 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 select the check box for the folders that contain the files to be downloaded from Trimble Connect.
- 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:

- Start the AccessSync service and then select 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 Connect projects in the field

The AccessSync service transfers files to the current Trimble Connect project that you select on the controller during log in. To change this project, log in again and select the appropriate project. In the AccessSync screen, select the folder(s) to synchronize.

Controlling what happens to duplicate files on the controller

When a file is updated on the server multiple times, AccessSync detects if a version of the file already exists on the controller and automatically pauses the download to prevent an excess of files being created on the controller. If the field user requires the latest updates you can resume the download. The latest version of a file has a number appended to the filename to indicate it is a newer version.

To manually resume downloading a duplicate file:

1. In the AccessSync screen, tap inside the *Status* column for the file.
2. Click in the *Priority* column for the file and then select a priority for the file (High, Medium or Low). Files are downloaded in priority order.

To configure rules for file conflict behavior, do the following:

1. In the AccessSync screen, tap inside the *Status* column for the folder you want the rule to apply to.
2. Tap .
3. Define the options for file conflicts. This creates an .fsoxml file which is saved to the folder for

which you are defining the file conflict options.

Parameter	Notes
Apply to subfolders	<p>Select this check box to apply these options to files downloaded into any subfolder, to any depth.</p> <p>If required, you can apply settings to subfolders and then create an .fsoxml in a subfolder that contains different settings for that subfolder. As long as the name of the .fsoxml in a subfolder matches the name of the subfolder then the settings in that .fsoxml will override settings configured in any higher-level folder.</p>
Files named	<p>Specifies the names of the files that the options apply to. To apply settings to:</p> <ul style="list-style-type: none"> • all files, enter *.* • all files of one type, for example style files, enter *.sty • a specific file, enter the filename and extension, for example "control.csv" <p>Use the arrow buttons to change the order of named files. Put more specific items first, for example, position "control.csv" ahead of "*.csv" so that you can create a specific rule for the file named "ctrl.csv" and then create a rule for all other .csv files.</p>
Manage conflicts by	<p>Controls versioning of the downloaded file. Select:</p> <ul style="list-style-type: none"> • <i>Version new file</i> to rename the newly downloaded file one version higher than the highest currently existing file on the controller. This is the default option if no option matches the file name. • <i>Version old file</i> to keep 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. • <i>Replace old file</i> to overwrite 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.
Alert on file download	<p>Controls how alerts are displayed for files that have been downloaded or that exist on the controller but for which a new version is available for download. Select:</p> <ul style="list-style-type: none"> • <i>Count of files</i> to display a single alert showing the number of files downloaded or available for download since the alert was last displayed. This is the default option.
Alert on new file version	<ul style="list-style-type: none"> • <i>Every file</i> to display a new alert for each file that is downloaded or available for download. The alert includes the name of the file. • <i>None</i> to prevent any alerts for any files from appearing.

4. Tap *Back* to return to the AccessSync screen.

Notes –

- *.fsoxml files are not uploaded to the server.*
- *When 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 Manage conflicts by settings in the .fsoxml file itself.*
- *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.*
- *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 Trimble Access 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.*

Managing your data in the cloud from your office computer

In the office, data you have synchronized from the field controller to the cloud can be accessed using:

- Trimble Connect, using a web browser
- Trimble Business Center

Trimble Connect Sync can also be used to synchronize files between Trimble Connect and a folder on the local computer.

Managing data directly through Trimble Connect Web

Trimble Connect Web is managed and hosted by Trimble and you can easily access it using a web browser.

To access Trimble Connect, go to <http://connect.trimble.com>. Sign in using your username (email address) and password. For more information, go to <https://community.trimble.com/community/forums/connect-help>.

You can upload files to or download files from Trimble Connect using the *Data* tab of the project in Trimble Connect Web.

Managing data from within the Trimble Business Center software

You can upload files to or download files from Trimble Connect from within the Trimble Business Center software.

To avoid having to sign in to Trimble Connect every time you want to manage files in the cloud, set up Trimble Business Center as an external service profile so that it always uses the same sign in credentials. To do this:

1. Within Trimble Business Center, click *File* then *Options*. Under the *General* folder select *External Services – Profiles*.
2. Click *Create* and then select Trimble Connect as the service. Give your profile a name and then click *OK*.
3. Enter your Trimble Connect sign in credentials (email address and password) and then click *OK*.

To import files directly into Trimble Business Center from Trimble Connect, use *Open Remote File*. Select the external service profile you created for Trimble Connect and then browse to the project and select the file to import.

To export files from Trimble Business Center directly into Trimble Connect, use *Export*. Click the Cloud button next to the *File Name* field and select the location in Trimble Connect to export the file to.

Managing your files using Trimble Connect Sync

Trimble Connect Sync is an application that installs onto your computer. It keeps your files synchronized with multiple projects in Trimble Connect. Individual folders can be selected and synchronized with Trimble Connect, and you can also choose the direction that files should synchronize.

Trimble Connect Sync can make it easier to manage files and folders in Trimble Connect by allowing you to manage files and folders in the same way as in Windows.

To download Trimble Connect Sync, go to <http://connect.trimble.com> and sign in. Click the App

Store icon  and then download the appropriate version of Trimble Connect Sync for your operating system.

For more information, go <https://community.trimble.com/community/forums/connect-help>.

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.

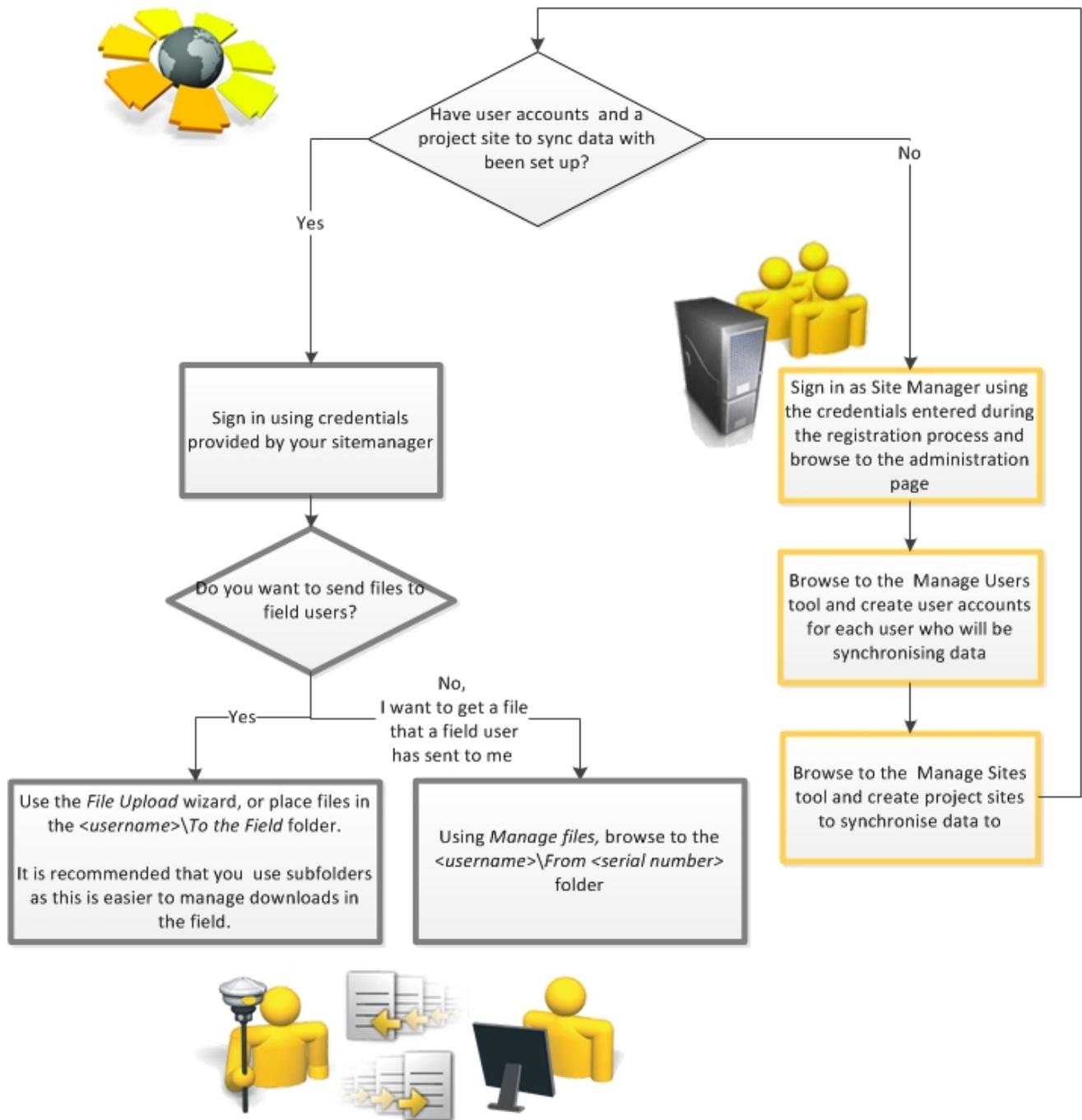
This chapter describes how to use the Trimble Connected Community as part of the Trimble Access system:

- [Administration and user roles for Trimble Access Services](#)
- [Administering the Trimble Connected Community organization](#)
 - Manage sites
 - Manage users
- [Using your Trimble Connected Community organization](#)
- [Managing your data in Trimble Connected Community from your office computer](#)

For more information, refer to the Trimble Connected Community help files.

The following diagram shows the steps from getting an organization set up to transferring a file with AccessSync.

Getting Started with Trimble Access Services



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

Note –

- *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.*

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.

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 [Managing data from within the Trimble Business Center software](#).
 - 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.

Note –

- 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

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 [Managing your data in Trimble Connected Community from your office computer](#).

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.

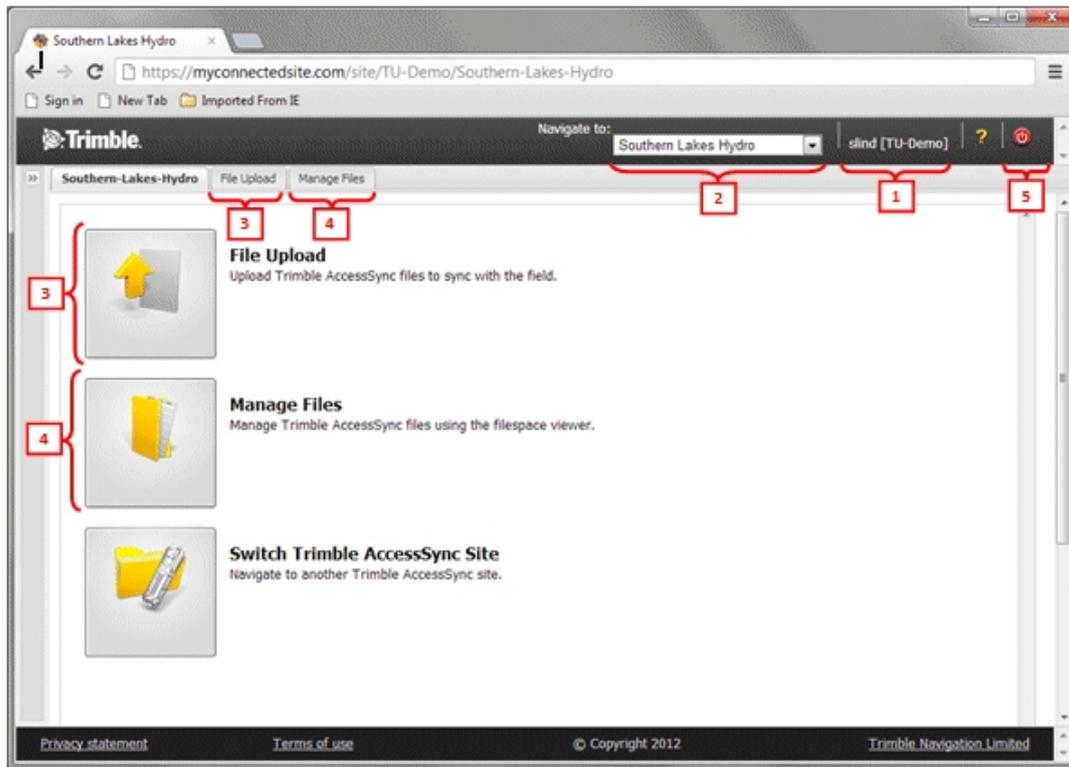
When you sign in, the page that you land on depends on whether or not your sitemanager defined a default project site for you:

- 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.

4 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 *File Upload* wizard where you can select one or more users and then upload files to be sent to them in the field.
- 4 Navigate to *Manage Files* where you can:
 - view the filespace of project files
 - upload and download files
 - move files between users
- 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.*

AccessSync with Trimble Connected Community

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.

Data transfer rates

You can select the rate at which data is transferred, and whether the needs of other network services need to be considered. The options are:

- **Minimum:** Transfers files at a slow rate at all times. Holds off all file transfers if real-time surveying is using the connection for base data. Use this if you have a slow or rate-restricted internet connection.
- **Adaptive:** Transfers files at an intermediate rate if the internet connection is not in use, or lowers the transfer rate if there is other activity so as to share the connection. The behavior of this mode depends on the type and capacity of the connection.
- **Maximum:** Transfers files at the fastest rate for the connection. May cause throughput issues for other functions using the internet connection if it is not capable of a high bandwidth.

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 <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 System 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 into 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 System

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.

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 [Managing your data in Trimble Connected Community from your office computer](#).
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*.

4. 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".

5. 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

1. [Log in to the Trimble Access software](#). To ensure that the AccessSync service is set up correctly:
 - Select the *TCC* 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.
2. 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"> • <username> • System Files • Any project folders contained under the <username> folder <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"> • <i>Idle</i>, there are no files to transfer, or the folder is not selected to be synchronized. • <i>x of y</i>, x number of files have been successfully transferred out of a total number of y files. <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.

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. To change the [data transfer rate](#), tap .

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.*
- *You can configure file conflict options for a particular folder and subfolders (for example, to define file versioning or overwrite settings on the controller) from within AccessSync. 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.*

Controlling what happens to duplicate files on the controller

When a file is updated on the server multiple times, AccessSync detects if a version of the file already exists on the controller and automatically pauses the download to prevent an excess of files being created on the controller. If the field user requires the latest updates you can resume the download. The latest version of a file has a number appended to the filename to indicate it is a newer version.

To manually resume downloading a duplicate file:

1. In the AccessSync screen, tap inside the *Status* column for the file.
2. Click in the *Priority* column for the file and then select a priority for the file (High, Medium or Low). Files are downloaded in priority order.

To configure rules for file conflict behavior, do the following:

1. In the AccessSync screen, tap inside the *Status* column for the folder you want the rule to apply to.
2. Tap .
3. Define the options for file conflicts. This creates an .fsoxml file which is saved to the folder for which you are defining the file conflict options.

Parameter	Notes
Apply to subfolders	<p>Select this check box to apply these options to files downloaded into any subfolder, to any depth.</p> <p>If required, you can apply settings to subfolders and then create an .fsoxml in a subfolder that contains different settings for that subfolder. As long as the name of the .fsoxml in a subfolder matches the name of the subfolder then the settings in that .fsoxml will override settings configured in any higher-level folder.</p>
Files named	<p>Specifies the names of the files that the options apply to. To apply settings to:</p> <ul style="list-style-type: none"> • all files, enter *.* • all files of one type, for example style files, enter *.sty • a specific file, enter the filename and extension, for example "control.csv" <p>Use the arrow buttons to change the order of named files. Put more specific items first, for example, position "control.csv" ahead of "*.csv" so that you can create a specific rule for the file named "ctrl.csv" and then create a rule for all other .csv files.</p>
Manage conflicts by	<p>Controls versioning of the downloaded file. Select:</p> <ul style="list-style-type: none"> • <i>Version new file</i> to rename the newly downloaded file one version higher than the highest currently existing file on the controller. This is the default option if no option matches the file name. • <i>Version old file</i> to keep 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. • <i>Replace old file</i> to overwrite 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.
Alert on file download	<p>Controls how alerts are displayed for files that have been downloaded or that exist on the controller but for which a new version is available for download. Select:</p> <ul style="list-style-type: none"> • <i>Count of files</i> to display a single alert showing the number of files downloaded or available for download since the alert was last

Parameter	Notes
	displayed. This is the default option.
Alert on new file version	<ul style="list-style-type: none"> • <i>Every file</i> to display a new alert for each file that is downloaded or available for download. The alert includes the name of the file. • <i>None</i> to prevent any alerts for any files from appearing.

4. Tap *Back* to return to the AccessSync screen.

Notes –

- *.fsoxml files are not uploaded to the server.*
- *When 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 Manage conflicts by settings in the .fsoxml file itself.*
- *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.*
- *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 Trimble Access 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 *TCC* 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"> • <username> • System Files • Any project folders contained under the <username> folder <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"> • <i>Idle</i>, there are no files to transfer, or the folder is not selected to be synchronized. • <i>x of y</i>, x number of files have been successfully transferred out of a total number of y files. <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.

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. To change the [data transfer rate](#), tap .
7. Tap  to change the maximum file upload size.
Note – By default, AccessSync will not attempt to send a file that is more than 8 MB. If you are using a tablet, you can increase the maximum file upload size to 256 MB.
8. 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.
- 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*.

Note –

-  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.

Managing your data in Trimble Connected Community from your office computer

Files saved in the Trimble Connected Community can be accessed using:

- 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 user's local computer.

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.

Managing data directly through the Trimble Connected Community

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

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.

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>).

To open a job file, browse to the .job or .jxl file in Trimble Connected Community and then double-click the file. Select *Open With* and then click *Browse* and select the appropriate software. The software starts and opens the selected file.

To download a file, select the file and then click *Download Selected File* . Save the file to your computer and then open the file using the appropriate 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 appropriate Trimble office software.

Managing data from within the Trimble Business Center software

The same services that are accessed via a web browser can also be accessed 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.

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

Note – 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*.

Managing data 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:
 - *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*.

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.

File Conversions

Converting old Trimble Access files to the latest version

You can use the following methods to convert 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"> • General Survey • Roads • Tunnels • Mines • Pipelines 	*.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

File type	File extension	From 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"> • General Survey • Roads • Tunnels • Mines 	*.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:

1. 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:
 1. Navigate to *File* , *TCC* then click on *Trimble Access Services*.
 2. Click *Sign in* in the title bar and sign in with the credentials provided by your sitemanager.
 3. 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](#)
2. 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* .
3. 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.
4. The results of the conversion will be displayed. All files that have been successfully converted will be listed as hyperlinks.
 - 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.

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 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.