

TRIMBLE ACCESS HELP SHEETS

Getting Started

SETTING UP A JOB

1. Open *Trimble Access*,
Select *General Survey*

2. *Select Jobs > New Job.*

(if you already have a job set up,
select *Open Job*)

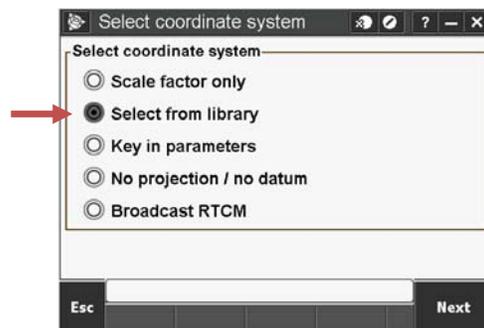


3. Create A New Job With The Appropriate Coordinate Settings.

- set the Job Name and location. Click on the file folder to navigate to the job location. Make sure the *Units* are set to **US survey feet**.



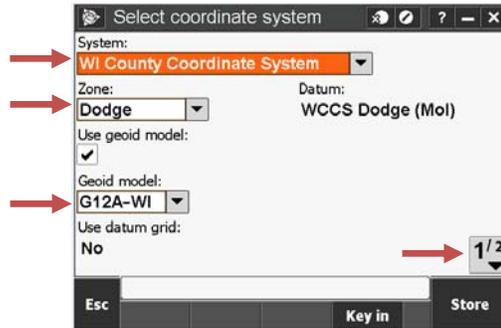
- Click on the *Coord. Sys.* button, then *Select From Library*



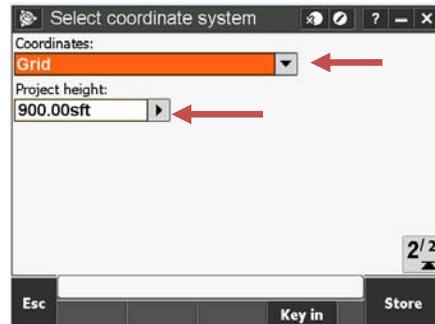
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- Use the *System* dropdown to select **WI County Coordinate System**.
- Set *Zone* to your county
- Set the *Geoid* to **G12A-WI**
- Go to page 2



- Set the the *Coordinates* to **Grid** and *Project Height* to **900**. (900 is a general rule of thumb based on an average county elevation. Some counties may want to change this. Try to set this elevation to within 200' of the actual elevation of the site)
- **HIT STORE** to go back to the Job Properties screen. **HIT ACCEPT**, the job is set up and you are now ready to start the GPS.

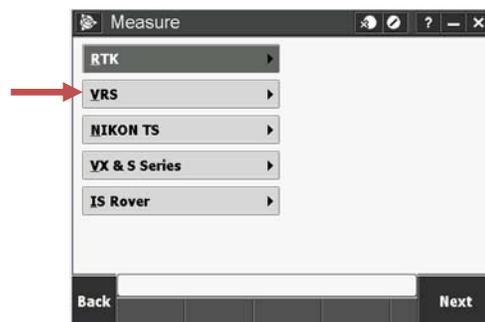


STARTING THE GPS

1. If the Rover and cell phone aren't turned on, turn them on now. Tap on *Measure*



2. Tap *VRS*



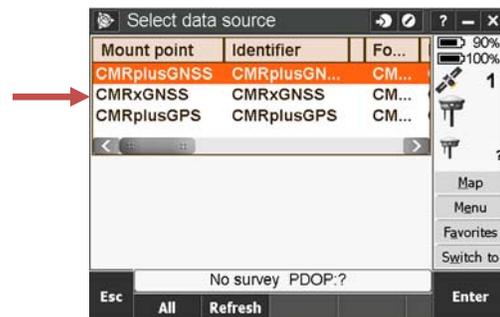
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3. If prompted for the GNSS contact, select the appropriate user.



4. You will be prompted to select the data source format. Select **CMRxGNSS**.



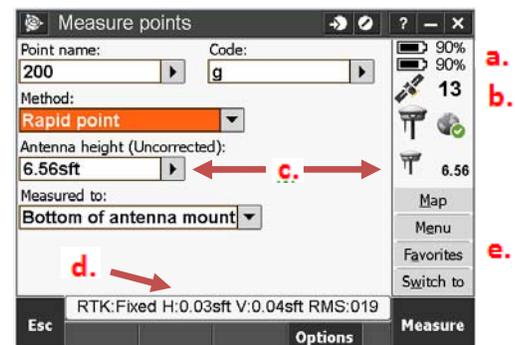
5. Hit **Enter** and the GPS will connect to the base station, called *initialization*, and you should be ready to survey.

BASIC SURVEYING

Now that the job is set up and the GPS unit is fired up, it's time to start storing points. This section will highlight a few important items to watch as you are out collecting data.

1. KNOW WHAT THE MEASURE POINTS SCREEN IS TELLING YOU.

- a. Battery Levels – data collector and rover
- b. Satellites – displays the number of satellites being tracked.
- c. Rover antenna height – the Trimble **grade rod** should be set to 2 meters and the data collector should be set to 2 meters (6.562 ft) as well.
- d. **PDOP (Position Dilution of Precision)** – This is a ratio that tells you how well the GPS is tracking satellites and therefore, how accurate your position is. Details behind this aren't that important, but it is very important make sure you are always **FIXED** when storing points. The data collector should let you know if you are attempting to store points without being fixed. If the data collector shows FLOAT, wait for it to switch back to fixed. You may need to move if there are objects (trees or buildings) obstructing the receiver.
- e. Softkeys – tap these to navigate to other features within the data collector.



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2. STORING POINTS

- a. Set the point name to an even number to start the survey. Usually a multiple of 100. This is not necessary but it does create a cleaner survey file. Subsequent measurements will automatically move to the next point number.
- b. Enter a point description. Use “g” for random ground shots. Label other features as appropriate. NRCS-WI has a list of survey description abbreviations you can use. Remember: a little extra time storing data and entering descriptions can save a lot of headaches in the office.

Point Group Raw Descriptions For Wisconsin NRCS Civil 3D (v.2008) Template

AS BUILT

FG, PG
fg, pg

BANK

BK, TOB, TOE, BE
bk, tob, toe, be

BENCHMARK

BM*, TBM*
bm*, tbm*

BUILDING

B, BLD, NW, NE, SW, SE, NWC, NEC, SWC, SEC, BARN, BLD, SHED, HOUSE,
GARAGE, SILO
b, bld, nw, ne, sw, se, nwc, nec, swc, sec, barn, bld, shed, house, garage, silo

CONCRETE

WALL, TOC, CON, CONC, CC, EC, C
wall, toc, con, conc, cc, ec, c

CONTROL POINTS

BM, TBM*, CP, HUB *, STAKE, REBAR, R
bm, tbm*, cp, hub*, stake, rebar, r, BASE, base

FENCE

FC, F, FL, GATE, GP
fc, f, fl, gate, gp

GROUND

., EG, G, GR, FE, T
., eg, g, gr, fe, t

UTILITIES

PP, TELE, CABLE, POLE
pp, tele, cable, pole

WELL

W, WELL
w, well

PIPES-CULVERTS-TILE

INVERT, INLET, OUTLET, CMP, CROWN, TILE, TL, INV*, CULV*
invert, inlet, outlet, cmp, crown, tile, tl, inv*, culv*

PROPERTY-EASEMENT

PL, EB
pl, eb

ROADS

CL, ER, AR, RD, LANE, FR, BRID, BRIDGE
cl, er, ar, rd, lane, fr, brid, bridge

SOIL INVESTIGATION

PIT, TEST PIT, BORING, SOIL
SB*, TP*, tp*, pit, test pit, boring, sb*, soil

STREAM-DITCH-CHANNEL-WATER

CL, WL, RIFFLE, THAL, BTM, POOL, D, DCH, RIFF, RIF,
cl, wl, riffle, thal, btm, pool, d, dch, riff, rif

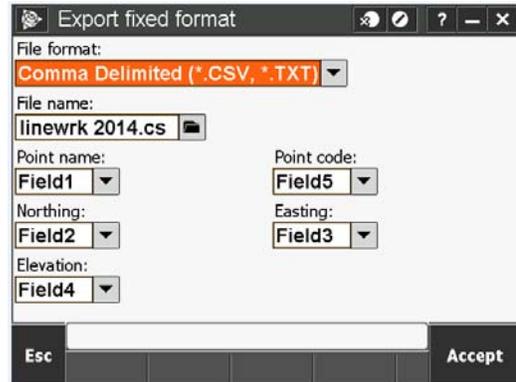
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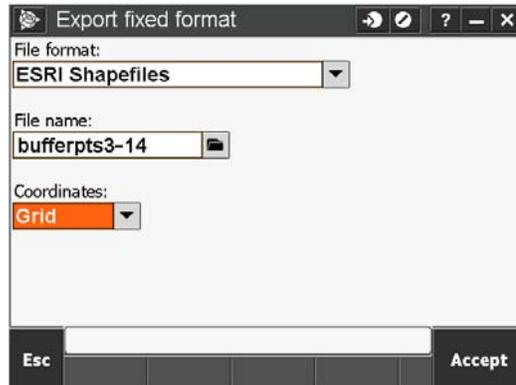
EXPORTING FROM THE DATA COLLECTOR

- **CREATE A .CSV file**
When a survey job is complete, select *Jobs > Import?Export > Export fixed format*. Set the file name (it will default to match the job name) and change the settings to match the picture. This will generate a .csv file that can be read in Excel, CAD, and ArcMap.

↓
AND /OR
↑



- **CREATE A .SHP FILE**
Choose *ESRI Shapefile* from the dropdown menu and name the new shapefile. Remember Arcmap doesn't like spaces. Choose *Grid*. Hit *Accept*. After transferring the .shp and associated files to your computer, you will have to assign a coordinate system, known as a .prj, to the shapefile in ArcCatalog.



- All files associated with the survey jobs are located on the device in the *Trimble Data* folder and whatever sub-folder(s) you specify
- To retrieve files from the data collector, plug it into the computer via the USB cord and start Windows Mobile Device Center (formerly ActiveSync).
- Navigate to the files with windows explorer.