

## Logging into Trimble Access

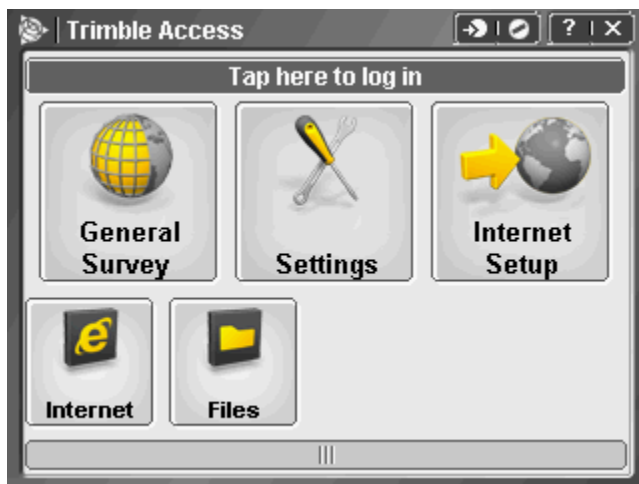
Every user must log in to the Trimble Access software the first time the system is run to define the directory that their data will be stored in. Access files will be stored in a folder under \Trimble Data\


Logging in enables you to:

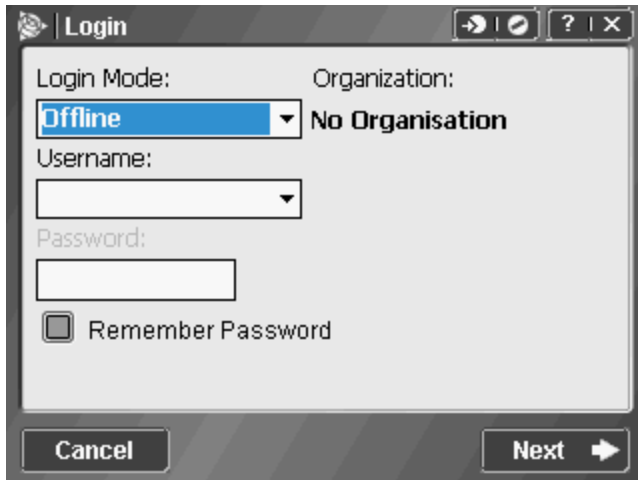
- Separate and distinguish your files from those of other people who use the same data collector.
- Easily manage data between particular field crews within an organization.

Logging in is required by the AccessSync service to:

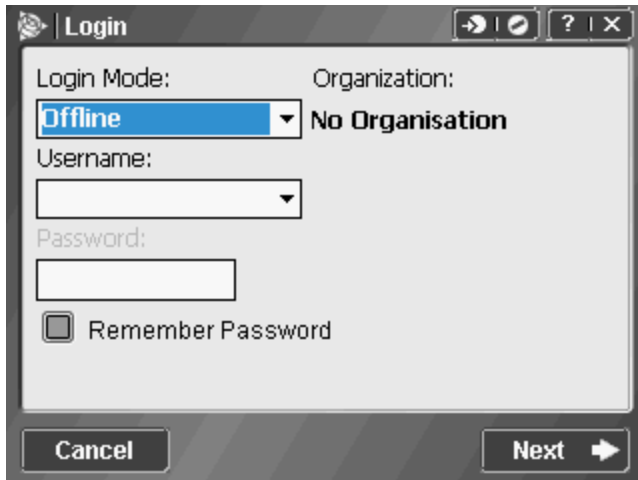
- Authenticate access to services from the field.
- Ensure that files are transferred to the correct controllers in the field, and to the correct organization, project site and folder location in the office.
- Enable you to pick up any controller and access your field project data.



From the Trimble Access menu, tap on .




Login Mode	Use	Function
Offline	You do not currently have an Internet connection or you have not purchased any online services, such as AccessSync.	Defines the directory that you data will be stored in. All Trimble Access Files will be stored in a folder under \Trimble Data\ <username&gt;.< td=""> </username&gt;.<>
Online	You have purchased online services, such as AccessSync and you currently have an Internet connection.	<p>Defines the directory that your data will be stored in.</p> <p>Authenticates that the user has access to services from the field.</p> <p>Ensures that files are transferred to the correct controllers in the field, and to the correct organization, site, and folder location in the office.</p>



A screenshot of a 'Login' dialog box. It features a title bar with a close button and a help icon. The main area contains two labels: 'Login Mode:' and 'Organization:'. The 'Login Mode:' dropdown menu is set to 'Offline'. The 'Organization:' field is 'No Organisation'. Below these are two empty text input fields for 'Username:' and 'Password:'. A 'Remember Password' checkbox is present and unchecked. At the bottom, there are 'Cancel' and 'Next' buttons with a right-pointing arrow.

**Login Mode** – Offline

**Username** – Enter a user name.



A screenshot of the same 'Login' dialog box, but with the 'Username:' dropdown menu set to 'Crew A'. The 'Password:' field remains empty. The 'Remember Password' checkbox is still unchecked. The 'Next' button is highlighted, indicating it is the next step in the process.

**Password** – Not required when logging in Offline.

Tap .



Tap **Finish**.

