



Trimble Unity[®]

Trimble Unity Field for Construct Guide

By Trimble, Inc.

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Introduction: Trimble Unity Field for Construct Guide

The Trimble Unity Field app is a configurable office-to-field solution with phone and tablet support offering role-based project management, long-term asset maintenance workflows, and Geographic Information System (GIS)-centric data collection and visualization. Users can create and edit asset-based or location-based work activities, which are then visible on the map or in the activity list.

The app can be used without constant internet connectivity, allowing users to capture data, upload attachments, assign work activities, fill out forms, and complete other action-based workflows with or without an internet connection. When connected to the internet, syncing occurs automatically at configurable intervals. When not connected to the internet, local drafts and work activity updates are stored locally on the device until internet connection is restored.

With integrated annotation tools, streamlined field data collection, configurable smart forms, and more, the app provides quick access to information required to complete workflows.

Trimble Unity Field supports English and Italian.

Release Notes

This section includes release notes for Trimble Unity Field for Construct. See [Trimble Unity Platform Release Notes](#) for related platform release notes.

Topics in this section:

Trimble Unity Field 1.6.x Release Notes

Trimble Unity Field 1.6.1 Release Notes

What's New

The following is a list of what's new in this version of Trimble Unity Field.

Map

- After authentication with ESRI ArcGIS, users can see a list of available web maps and switch between them. A secure web map is required to switch web maps even if the user's other assigned web maps are public. The web map list shows the name and image of each available web map. (3977)

GIS

- GNSS metadata is saved when creating or editing GIS features. (4192)

Trimble Unity Field 1.6 Release Notes

What's New

The following is a list of what's new in this version of Trimble Unity Field.

Log In

- If a user enters an incorrect password three times in a row within a 15-minute period, their account is temporarily locked and they are prompted to try again after 30 minutes. Both the number of attempts and the lockout duration are configurable. (3432)

Work Activities

This includes processes and contracts.

- When creating a new work activity, the workflow details are loaded only after selecting a specific workflow type. To see any workflow changes made to existing work activities/ processes in Trimble Unity Construct, clear all workflow and config data from the offline cache settings before logging into Trimble Unity Field. If a user has not loaded that specific activity type or process before, they do not need to clear the data. (3935)

Settings

- **Sync** settings are available after the initial login, ensuring the correct auto-sync options display depending on your organization. (3846)
- The **Sync** settings page has been updated to allow users to select the automatic project sync frequency. (3550)

GIS

- Users can directly collect and update GIS feature and asset data in the field by capturing locations and metadata via GNSS positioning, manual digitization (through points), or by entering attribute details. (3857, 3859, 3860, 3861, 3878, 3987, 3993)
- Existing GIS feature and asset data can be edited. (3991)

Issues Addressed

The following is a list of issues addressed in this version.

Map

- A "Licensed for Developer Use Only" message was shown on the map when the app was opened. (3784)

Projects

- Projects associated with the user were not displayed upon logging in. (3920)

Work Activities

- Action items showed unformatted HTML tags instead of properly displayed text. (3784)

Trimble Unity Field 1.5.x Release Notes

Trimble Unity Field 1.5.2 Release Notes

What's New

The following is a list of what's new in this version of Trimble Unity Field.

Overall

- App sync performance has been improved. (3891)
- Syncing has been updated. When users tap the **Sync** icon on a work activity, either on the **Activity Types** panel or a summary card, the work activity is synced and downloaded for offline use. (3976, 4014, 4066)

Trimble Unity Field 1.5 Release Notes

What's New

The following is a list of what's new in this version of Trimble Unity Field.

Log In

- Users can clear the **Organization**, **Username**, and **Password** fields on the login screen and have the option to show or hide their password to confirm it was entered correctly. (2217)
- After successfully logging in to the app on Android/iOS, the device's internal credential manager prompts the user to save login information, including biometric data, for faster access in the future. If accepted, the user's credentials automatically fill on subsequent logins. (3502)

Attachments

- Photos taken in the field have the option to display a text-based date and time stamp directly on the image, eliminating the need to access EXIF/metadata properties separately. (3454, 3455, 3643)

Map

- When viewing the map and GIS data, users can view the legend and symbology associated with GIS layers to better understand map features. (1452, 3456)

- Users can switch between available ArcGIS Online base maps using the **Base Map Selection Tool** to better account for current conditions and visibility when connected to the internet. (3116, 3927)

Work Activities

This includes projects, processes, and contracts.

- Users can access project details by tapping the **View Details** button from project cards on the **Projects** screen. Within a project, users can access the **Project Details** page by tapping **View Project Details** on the **More Actions** panel from the **Activities** or **Documents** screens. Project details include the project name, description, address, status, dates, responsible parties, and preconfigured custom fields. Any project images that are set up in Trimble Unity Construct are shown on the project details as well as on the project card in the projects list. Users can view project documents and also get driving directions to the project site in the default navigation app on their device. (190, 191, 193, 2752, 3482, 3750)
- If a user with location permissions is online and opens a work activity section configured with weather data fields, they can tap the weather button to populate the weather fields with data based on their location. This data is not editable and does not overwrite existing data. Tapping the weather button also shows more detailed weather information. (3511, 3513)
- When a user enters location information in the **Search for a location** field on the **Location** panel while searching for a weather location, the location results are shown. When the user taps a location to select it, the **Location** panel is hidden and the weather details on the **Weather** panel are updated for the selected location. (3671)
- When a user taps the **Update Weather** button, the **Weather** panel is hidden and the corresponding fields are updated. (3664)
- If a user is online and opens a section configured with weather data, when the weather data is recorded, a message informs the user that the weather fields have been updated. (3515)
- If a user is offline or does not have location permissions, the weather fields will be empty when they access a work activity section containing weather data. The user can then manually fill in these fields. When offline users tap the weather button, a message informs them that they cannot access the automated weather feature when offline. (3514, 3516)
- Users viewing a process that has cost-related items are provided with a web link to view the items in Trimble Unity Construct. (3090)

Known Issues

Active Known Issues

The following is an active list of confirmed issues in this version.

Map

- In the absence of any defined maps within a Trimble Unity Construct organization, the default public web map displays a watermark stating "Licensed For Developer Use Only." (3784)
- On Android devices, when a secured web map is assigned to a user role, it is loaded as the default map, irrespective of whether the user role is assigned to the secured web map or not. (3809)
- On Android devices, bypassing credentials for a secured web map results in a blank screen instead of loading the default public street map. (3810)

Issues Addressed

The following is a list of issues addressed in this version.

Settings

- The Trimble Unity Field app was not syncing correctly with Trimble Unity Construct. (3470)
- The last sync date and time were not updated when the app was manually synced. (3605)

Trimble Unity Field 1.4.x Release Notes

Trimble Unity Field 1.4.2 Release Notes

Known Issues

Resolved Known Issues

The following is a list of resolved issues.

Work Activities

- During the duplication of an activity or process, a progress bar now shows the status of the duplicate as it is being generated. (3569)
 - Trimble Unity Field 1.4.2

Settings

- The Trimble Mobile Manager (TMM) integration was updated to the latest version. (3557)
 - Trimble Unity Field 1.4.2

Trimble Unity Field 1.4 Release Notes

What's New

The following is a list of what's new in this version of Trimble Unity Field.

Attachments

- Users can select and upload multiple photos and videos from the device's camera roll/gallery. (591, 2840)
- The name and description fields on a file or attachment can be edited. (3085)

Map

- The map zooms to the same activity pin view whether you tap the **Zoom** icon from the activity card or from the activity list. (2478)
- The **My Location** icon allows users to toggle between the following pan modes: center the map on the user's location, follow the user's orientation, and lock the map to a North-up orientation. (2998, 3076)
- GPS location services are supported on Windows devices. (3059)
- When a user taps the **Map** icon on a work activity summary card, the map zooms to the highlighted work activity pin and the activity card is shown. The map view remains the same even after closing the activity card. (3295)
- The map zooms to display all work activities when opened. (3294)
- When a user logs out and logs back in, the map resets to show all work activities. (3296)

Work Activities

This includes projects, processes, forms and contracts.

- The **Duplicate** icon on the activity list screen or the work activity details screen allows users to clone or copy a process or work activity along with all its form data. Users will not be able to duplicate or clone work activities if their device is offline. Users who do not have create permissions cannot duplicate activities. (1054, 3099, 3100, 3107)

- When users select a project and then select a work activity type with items, any items assigned to them will have a label to indicate that those items are in their court. (2825, 3349)
- Users with correct permissions can view work activities that are not in their court by changing the **Search In** filter to **All**. They can then view the summary card details for all items and then open any work activity to download and see all the details. (858, 860, 2821)
- Users can now open workflows not in their court that haven't been downloaded yet while offline. These instances load on-demand when connected to the internet. (2822)
- If a user has selected **All** for the **Search In** filter while connected to the internet, any instance that is not in their court will load only when selected. (3348)
- Account administrators can view all work activities including those that are not in their court by changing the **Search In** filter to **All**. They can then view the summary card details for all items and then open any work activity to see the details. Cost processes will be view-only. (859)
- When loading more workflow items, a loading indicator is shown. (2972)
- When a user selects an on-demand filter in the **Search In** field and enters text in the **Search** bar, work activities that match the search criteria are shown. (2971)
- Users cannot add attachments to items not in their court. (3009)
- When a user is offline and selects an on-demand filter, such as **All** or **Initiated By Me**, a message is shown and the filter isn't changed. (3030)
- When viewing work activity lists, the **Activity Types** panel shows each activity type along with the number of work activities for each type. This count only includes the items that are in the user's court. (3077)
- The **Status/ Step** filter has been updated to show the correct statuses or steps when the **Search In** filter is set to **All**. (3104)
- Users can now create and view forms configured in Trimble Unity Construct from the Trimble Unity Field app. Users who are still using the Forms module in Trimble Unity Construct, can now use these forms in Trimble Unity Field. (3122)
- Forms can be sent to specific users using the **Send To** field. (3121)

Settings

- The **Regular Sync Interval (s)** setting allows users to adjust the regular sync interval frequency in seconds. (1895)
- The Trimble Mobile Manager (TMM) integration was updated to the latest version, enabling enhanced functionality. (3115)

Known Issues

Active Known Issues

The following is an active list of confirmed issues in this version.

Projects

- A crash may occur after logging in but before selecting a project. (3329)

Issues Addressed

The following is a list of issues addressed in this version.

Projects

- After logging in using an iPad device, a crash occurred when loading projects with missing map information. (3371)

Trimble Unity Field 1.3 Release Notes

What's New

The following is a list of what's new in this version of Trimble Unity Field.

Work Activities

This includes projects, processes, and contracts.

- Incomplete processes in the **Draft** state can be synced with Trimble Unity Construct. Incomplete **Draft** processes can now be uploaded from Trimble Unity Field to Trimble Unity Construct and downloaded from Trimble Unity Construct to Trimble Unity Field. (2854)

GIS

- Users logged in with the correct Esri license level can edit asset details and update GIS asset attributes. (2775, 2776, 2779, 2780, 2781, 2880)
- Users can view GIS attachments for selected assets. (2877)

Issues Addressed

The following is a list of issues addressed in this version.

Projects

- The selections made while filtering by status were not saved and could not be used to filter projects. (2897)

Trimble Unity Field 1.2.x Release Notes

Trimble Unity Field 1.2.1 Release Notes

Known Issues

Active Known Issues

The following is an active list of confirmed issues in this version.

Map

- When bypassing the secure web map, the activity/ process layer on the base map will not display on iOS devices only. (2547)

Work Activities

- On the Windows Desktop app, file attachments as specified in data fields are not being saved to the correct default folder as specified. (2756)

Resolved Known Issues

The following is a list of resolved issues.

Work Activities

- In Android and iOS devices, file attachments as specified in data fields save to the correct default folder as specified. (2756)
 - Trimble Unity Field 1.2.1

Trimble Unity Field 1.2 Release Notes

What's New

The following is a list of what's new in this version of Trimble Unity Field.

Overall

- The bottom navigation menu has been updated to add more contrast and a visual divider. (1900)

Camera

- Support for the Windows platform camera has been added. (2518)

Map

- Tapping on a selected work activity result in the **Activities** panel opens the work activity details page. (1910)
- When viewing a work activity on the map, users can tap an associated asset to view the **Asset Details** screen. (2355)

Work Activities

This includes projects, processes, and contracts.

- When zooming in on the activities on the map, the Project Location will be used if no activity locations are available. (2056)

Single Sign-on (SSO)

- Trimble Unity Field now supports Single Sign-on (SSO) logins. If a user is enabled for single sign-on, they are authenticated when they try to log in. (24)
- If a user's account isn't set up for single sign-on, when they try to log in, they will get an error message letting them know that their account hasn't been set up correctly. (22)

GIS

- When a Process is not enabled with location data in Trimble Unity Construct, then all options that contain location data will not be displayed in Trimble Unity Field. (2192)

Known Issues

Resolved Known Issues

The following is a list of resolved issues.

Map

- When a location is selected on the map, the asset menu incorrectly showed the **Create** button. (2469)
 - Trimble Unity Field 1.2.

Work Activities

- The HeaderText property in the Workflow Instance Details API call was not properly populated based on whether or not the header was shown. (2686)
 - Trimble Unity Field 1.2.
- Section headers as defined in Process details now display correctly. (1846)
 - Trimble Unity Field 1.2.

Trimble Unity Field 1.1 Release Notes

What's New

The following is a list of what's new in this version of Trimble Unity Field.

Overall

- Icons and menus have been updated throughout the app to ensure visual consistency and standardized terminology. (1655)

Work Activities

This includes projects, processes, and contracts.

- The **Back**, **Next**, and **Menu** icons have been updated. (1896)
- The **Done** button has been updated. (1897)
- The **Add** button has been updated. (1898)
- The **Zoom** (previously Map), **Directions**, and **Locate** quick actions are hidden when starting or viewing an activity that is not location enabled. (2458)
- When on the Activities screen, the location-related quick actions such as **Zoom** map pin icon, **Directions**, and **Locate** are hidden for activities that are not location-enabled. (2459)

GIS

- Location information is displayed for processes in the mobile app based on the GIS settings for each process. (2215)

Known Issues

Resolved Known Issues

The following is a list of resolved issues.

Map

- The map did not refresh when a **Saved Filter** was selected. (2427)
 - Trimble Unity Field 1.1.

Projects

- The app timed out when loading a project that had a lot of documents attached. (2188)
 - Trimble Unity Field 1.1.

Trimble Unity Field 1.0 Release Notes

What's New

The following is a list of what's new in this version of Trimble Unity Field.

Overall

- The app is compatible with Windows tablets and laptops, iOS devices, and Android devices.
- Split screen is available on tablets.
- Syncing occurs automatically based on a configurable interval when connected to the internet.

Log In

- An organization name is used to determine which cloud service instance the mobile user is connecting to.

- Users can access help documentation in the app.
- An initial offline sync downloads offline activities and GIS information based on the user's organization.

Map

- Project and Process locations can show on the map.
- Distance, bearing, and user location are shown on the map.
- Users can select GIS features via a single tap on the map or by drawing a rectangle.

Work Activities

This includes projects, processes, and contracts.

- Work activities are displayed as summary cards in the work activity list, which can be filtered and sorted.
- Work activities can be saved as drafts before saving and syncing to the cloud.
- Incomplete drafts of work activities can be deleted.
- Work activities can be filtered by summary fields like **Status**, **Priority**, **Template**, and **Projected Start**.

Attachments

- Image markup has been added for attachments.
- Users can capture a map screenshot and mark it up with simple markup tools in iOS and Android.

GIS

- Users can locate assets using Advanced Locate, which utilizes high precision Trimble Global Navigation Satellite System (GNSS) technologies.
- Trimble high accuracy GNSS captures accurate 3D outdoor positions for work activities.
- GPS metadata (including Horizontal and Vertical Accuracy, Horizontal Dilution of Precision (HDOP), Position Dilution of Precision (PDOP), Mean Sea Level (MSL), tilt information, number of satellites, and source of GPS position) is captured and stored for iOS and Android.

Trimble Unity Field Known Limitations

The following is a list of known limitations in this version of Trimble Unity Field.

GIS

- Mobile map packages (MMPK) are not supported.
- Esri app linking is not supported.
- Geocoding services in the app are not supported.
- Barcode scanning and asset search are not supported.

Log In

- Biometric authentication and password saving are not fully supported using the iOS password manager. These features are functional in Android devices.

Map

- Offline map caching is not supported.
- Multiple offline map areas are not supported.
- A secure web map is required to switch web maps even if the user's other assigned web maps are public.

Work Activities

- Some actions that contain eSignatures, such as DocuSign and eSign fields, are not supported.
- Adding actors in the next step of the workflow is not supported.
- Executing a custom script is not supported.
- Opening a work activity or asset detail in a web application by tapping the **Web** icon is not supported.

Compatibility

Trimble Unity Maintain, Trimble Unity Permit, and Trimble Unity Field are compatible with the following versions of ArcGIS:

- ArcGIS Enterprise 11.4
- ArcGIS Enterprise 11.3
- ArcGIS Enterprise 11.2
- ArcGIS Enterprise 11.1
- ArcGIS Enterprise 11.0
- ArcGIS Enterprise 10.9.1

See [Compatibility with ArcGIS Enterprise](#) in Esri's online help for the supported versions of Insights.

See "System Requirements And Installation Instructions" on page 17 for complete system requirements and installation instructions specific to Trimble Unity Field.

Get Started

Once you have installed the app, you can log in, access help resources, perform an initial offline sync, configure app settings, connect to the Global Navigation Satellite System (GNSS), and more.

System Requirements And Installation Instructions

System Requirements

Trimble Unity Field supports three mobile platforms: Apple iOS, Google Android, and Microsoft Windows.

The following describes the minimum OS requirements for each of the platforms.

Android

- Supports both Android Phones and Tablets
- Can be downloaded from Google Play ([Link](#))
- Requires Android 13 or higher. We do not support older versions not maintained by Google

Apple iOS

- Supports both iPhones and iPads
- Can be downloaded from the Apple App Store ([Link](#))
- Requires Apple iOS 16 or higher. We do not support older versions not supported by Apple

Microsoft Windows

- Support Windows 10/11 tablets and laptops
- Can be downloaded from the following [Link](#)
- Minimum 10" screen with 1800 x 1200 resolution
- Recommended - Quad-core CPU with 8 GB RAM
- Digital camera (rear-facing)

More Information

It is recommended to choose device models with the highest specs and appropriate storage required if large mobile caches or high number of documents and media attachments are expected.

This information will change over time in order to keep the app up to date with security, operating system, and store publishing requirements.

For more information, contact your Trimble Sales Representative or Account Manager.

Installation Instructions

Complete the following steps to install the app from your respective app store.

Apple App Store

1. Open the Apple App Store.
2. Search for Trimble Unity Field.
3. Tap **Install**.
4. Tap **Open**.

Google Play Store

1. Open the Google Play Store.
2. Search for Trimble Unity Field.
3. Tap **Install**.
4. Tap **Open**.

Microsoft Windows

1. Tap the following link: [Link](#)
2. Tap the **Windows** icon.

The app is downloaded to your device.

Configure the Redirect URI

To enable SSO functionality with Trimble Unity Field, you must first configure the redirect URI in your ArcGIS Online (AGOL) or ArcGIS Enterprise Portal environments.



 **IMPORTANT:**

- Without this configuration, you will not be able to log in to the app using SSO.
- The redirect URLs must be entered exactly as shown.

1. Navigate to your ArcGIS Online or ArcGIS Enterprise Portal.
2. Tap **My content**.
3. Tap **New item**.
4. Tap **Developer credentials**.
5. Under the **Redirect URLs** section, enter the following redirect URLs based on the device's operating system:
 - Android and iOS: **trimbleunityfield://auth**
 - Windows: **http://localhost:61106/trimbleunityfield**

For more detailed ArcGIS Enterprise Portal configuration instructions, see Esri's [Add and register an app](#) documentation.


For more detailed ArcGIS Online configuration instructions, see Esri's [Add and register an app](#) documentation.


Log In

You can log in to the mobile app using your organization name and user credentials. Your organization determines which Trimble Unity cloud service instance you are connecting to.


If you enter an incorrect password three times within a 15-minute period, your account is temporarily locked and you are prompted to try again after 30 minutes. Administrators can configure both the number of attempts and the lockout duration in Trimble Unity Construct. See the [Trimble Unity Construct Security Settings](#) documentation for more details.


Trimble Unity Field supports Single Sign-on (SSO) based on Trimble Unity Construct SSO settings. Single Sign-on (SSO) must be enabled for the user in Trimble Unity Construct to support this feature in Trimble Unity Field. For more information on enabling and configuring SSO, see the [Trimble Unity Construct SSO documentation](#).



 **IMPORTANT:** If you are unable to log in to Trimble Unity Field using SSO, please use the Trimble Unity Construct Admin Tool or contact the Trimble Technical Support team to ensure that SSO is enabled for the mobile app.

Use your Trimble Unity Construct SSO credentials at the Trimble Unity Field login page.

 **NOTE:** If a user's account isn't set up for single sign-on, when they try to log in, they will get an error message letting them know that their account hasn't been set up correctly.


 **PREREQUISITES:** Before logging in to the app, ensure that:

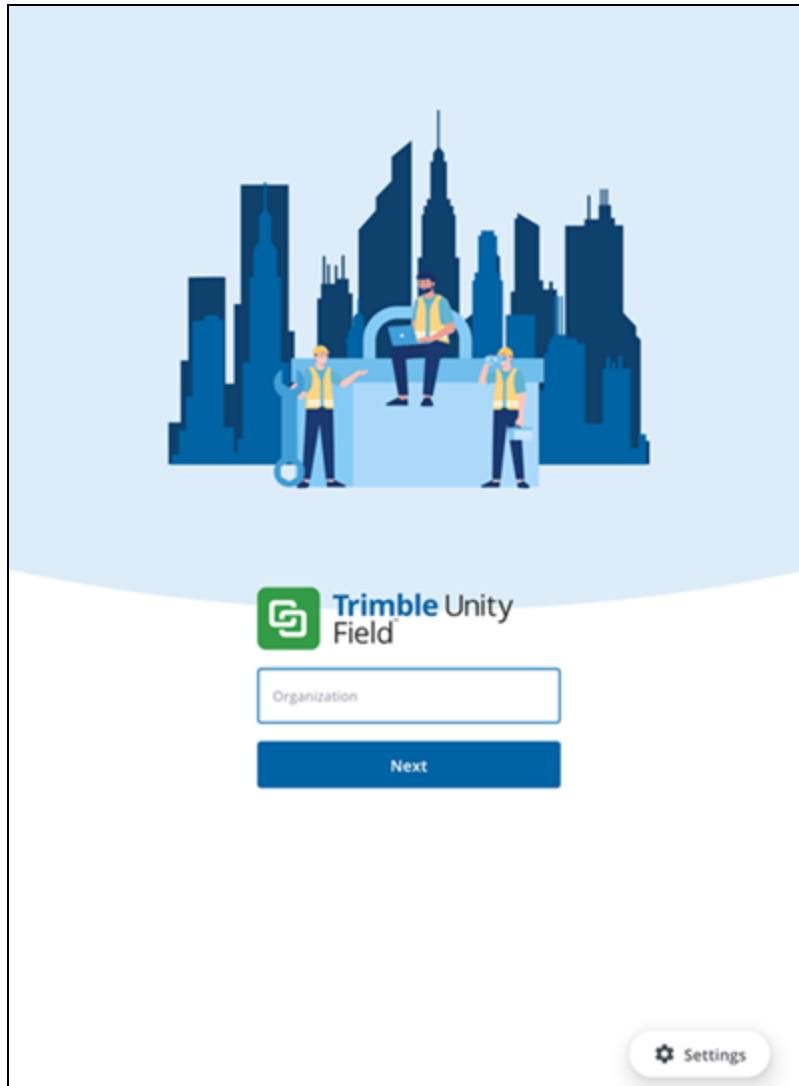
- Your device is connected to the internet.
- You know your organization name and user credentials. If you do not know your organization or need information on how to setup a new account, please contact your administrator

1. Launch the Trimble Unity Field mobile app.

A message appears asking you to allow the Trimble Unity Field app to access your device's location services. Depending on your device, you may be prompted to select your preferred location permissions.

2. Enter your **Organization**.

 **NOTE:** The **Organization**, **Username**, and **Password** fields are case sensitive.



3. Tap **Next**.
4. Enter your **Username** and **Password**.

 **TIP:**

- Tap the **X** icon in the **Organization**, **Username**, or **Password** field to quickly clear the entered text.
- Tap the **Visibility** icon to toggle the visibility of your password.




The image shows a login form for Trimble Unity Field. At the top left is the Trimble logo, a green square with a white stylized 'G'. To its right is the text 'Trimble Unity Field' in blue and black. Below the logo are two input fields: 'username' and 'password'. Each field has a red border and a small 'x' icon in the top right corner. To the right of the password field is a square button with an eye icon. Below these fields is a large blue button with the text 'Sign In' in white.

5. Tap **Sign In**.



The image shows a mobile app login screen for Trimble Unity Field. At the top is a back arrow icon. Below it is a large illustration of a city skyline with three construction workers in yellow vests. Below the illustration is the Trimble logo and the text 'Trimble Unity Field'. Underneath are 'Username' and 'Password' input fields, each with a small 'x' icon. A blue 'Sign In' button is below the password field. At the bottom right is a 'Settings' button with a gear icon.

6. Agree to the **Terms and Conditions**.

 **IMPORTANT:** If your organization has user agreements configured, when you log in for the first time, you will need to accept the agreements in order to access the app. If you decline any of the agreements, you will be taken back to the login page.

For Android and iOS users, your device's credential manager may prompt you to save your login information, including biometric data, for access in the future. If accepted, your credentials will automatically fill on subsequent logins, streamlining the login process and improving efficiency for users who switch between multiple organizations.

At the initial log in, the app automatically syncs. The progress panel shows the total number of updates and changes that are being synced.

Access Help Resources

You can access help resources by navigating to the **Settings** screen.

1. Tap **Settings**.
2. Tap **Help Documentation** to access help documentation.

Initial Offline Sync

After logging in, an initial offline sync is performed to download offline activities and GIS data. The GIS data synced is based on pre-configured offline map areas defined by a system administrator for your organization.



PREREQUISITES:

- Offline map areas must be configured in ArcGIS Online in order to utilize web maps when not connected to the internet. For more information on how to define these offline map areas, see Esri's [Take web maps offline](#) documentation. If you experience any issues with your offline map areas, please contact your system administrator.

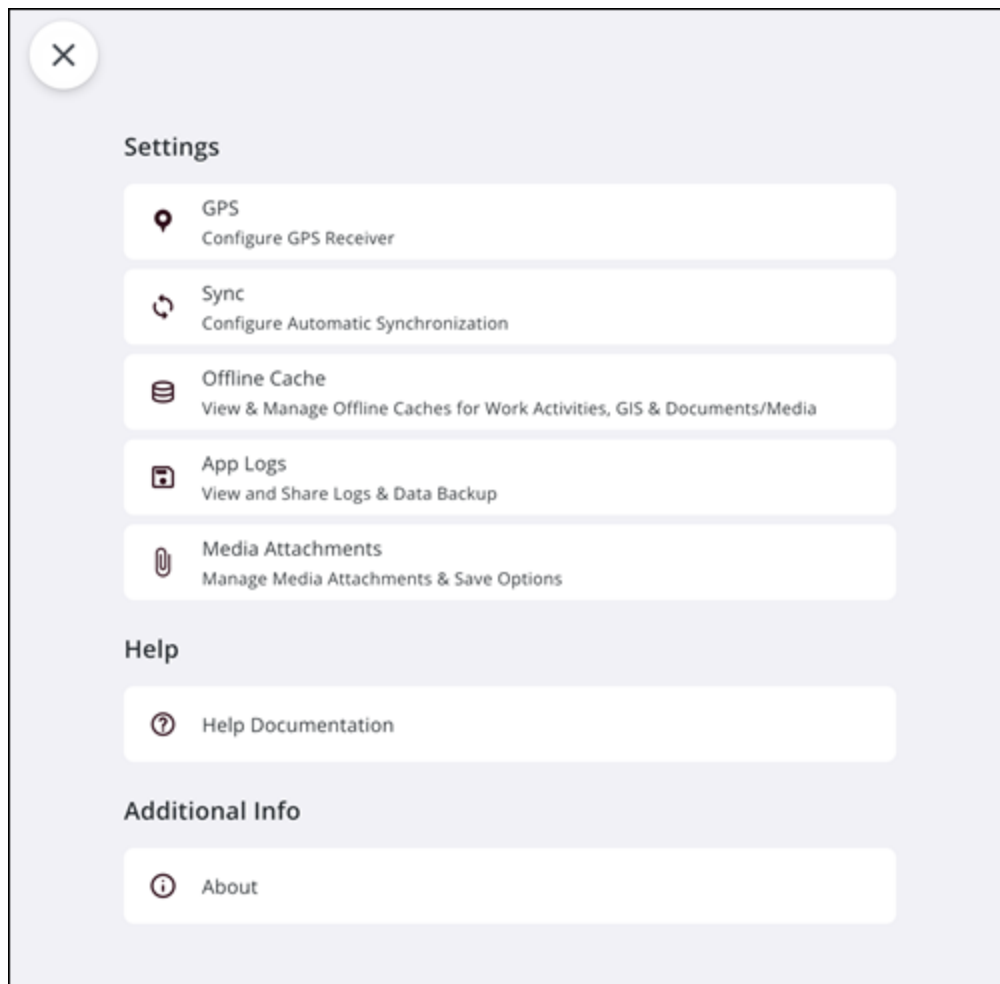
App Settings

You can access the **App Settings** panel before or after logging in to the app.

1. Tap **Settings**.

- **GPS:** Tap to configure and connect to the GNSS receiver.
- **Sync:** Tap to configure automatic syncing. This setting is only available after the initial login to the app.
- **Offline Cache:** Tap to view and manage offline caches for work activities, GIS, and Documents/Media. This setting only appears after logging out of the app.
- **App Logs:** Tap to view and share logs and data backup.
- **Media Attachments:** Tap to manage media attachments and enable photo timestamps.
- **Help Documentation:** Tap to access the help documentation.
- **About:** Tap to view mapping, privacy policy, and version information.
- **Logout:** Tap to log out of the app.

After logging in to the app, additional information appears on the **Settings** panel, including the user's organization, username, **Last sync** details, and a **Logout** option.



Settings

GPS

The following fields appear on the **GPS** panel:

- **Use Metric Units:** Turn on to enable metric units.
- **Trimble Mobile Manager:** Turn on to enable Trimble Mobile Manager's positioning configuration. See "Connect to the GNSS Receiver" on the facing page for more information.
- **Antenna Height:** Tap to adjust antenna height in meters. This option is not available if you have Trimble Mobile Manager enabled.
- **Location Status:** Tap to view the details of your location status.

Sync

These settings are only available after the initial login to the app. The following fields appear on the **Sync** panel:

- **Sync Project on Open:** Tap to select the project sync frequency from the drop-down list.

Offline Cache

These settings appear only after logging out of the app. The following fields appear on the **Offline Cache** panel:

- **Workflows & Config Data:** Tap **Clear All** to clear all work and configuration data. This will erase all Trimble Unity Field data from your device and then allows you to see any workflow changes made to existing work activities/ processes in Trimble Unity Construct. Tap **Clear** to confirm.
- **Offline Map Areas:** Tap **Clear All** to clear all map areas. This will erase all the offline map areas from your device. Tap **Clear** to confirm.

App Logs

The following fields appear on the **App Logs** panel:

- **Send App Log Only:** Tap **Send Data** to only send the entire app log file.
- **Send App Log with Database Backup:** Tap **Send Data** to send the app log file with the database backup.
- **Clear Logs:** Tap **Clear Data** to delete the existing logs on the device.
- **Clear Backups:** Tap **Clear Data** to delete the existing backups on the device.

Media Attachments

The following field appears on the **Media Attachments** panel:

- **Enable Photo Timestamp:** This is enabled by default and ensures photos taken in the field display a text-based timestamp directly on the image. Tap to turn this setting off.

Help

- **Help Documentation:** Tap to access help documentation resources.

Additional Info

About

The following fields appear on the **About** panel:

- **Mapping:** Tap to view the mapping API provided by Esri ArcGIS Runtime SDK.
- **Privacy Policy:** Tap to view the privacy policy.
- **Version:** Tap to view app version information.

Logout

- **Logout:** Tap to log out of the app. This only appears after you are logged in.

Connect to the GNSS Receiver

Trimble Unity Field supports integrated receivers in iOS, Android, and Windows devices. To receive high accuracy position data when using Trimble Unity Field, connecting to an external Global Navigation Satellite System (GNSS) receiver is required. This connection is configured outside of the Trimble Unity Field app using Trimble Mobile Manager.

Configuring the Connection in Trimble Mobile Manager

You must first configure the connection in Trimble Mobile Manager.

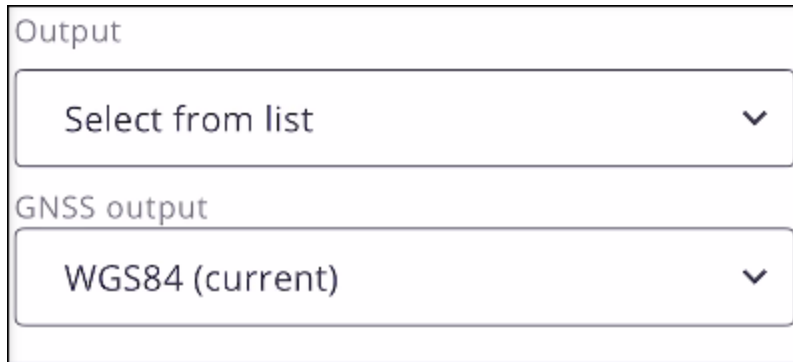
1. Configure the connection in Trimble Mobile Manager. See the [Trimble Mobile Manager Help Portal](#) website or contact your system administrator for more information on how to configure a receiver.



IMPORTANT:

Trimble Unity Field requires positions to be in a **WGS84 (current)** coordinate system. To ensure the most accurate feature and data collection in the app, the GNSS Output configuration in Trimble Mobile Manager must be defined as follows:

1. Under **Configuration**, tap the **Output** drop-down list and select **Select from list**.
2. In the **GNSS** output drop-down list, select **WGS84 (current)**. This is the minimum requirement.



The screenshot shows a configuration window with two dropdown menus. The first menu, labeled 'Output', has 'Select from list' selected. The second menu, labeled 'GNSS output', has 'WGS84 (current)' selected.

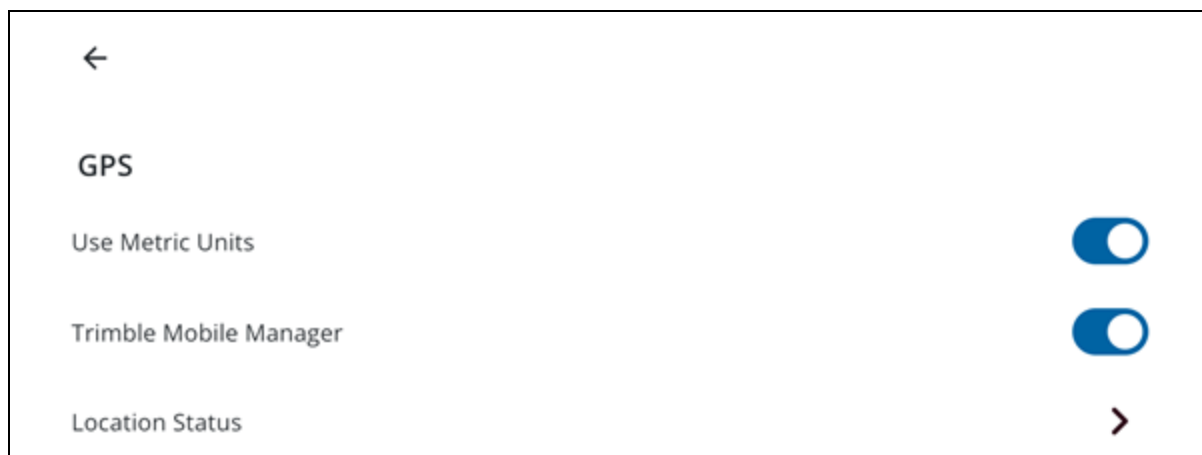
2. If needed, configure real-time corrections. See [Configure real-time corrections](#) on the Trimble Mobile Manager Help Portal website for more information.

Configuring the Connection in Trimble Unity Field

Once you are connected to the GNSS receiver through Trimble Mobile Manager, complete the following to enable the GNSS receiver within the app.

1. Tap **Settings**.
2. Tap **GPS**.
3. Tap to turn on the **Trimble Mobile Manager** switch.

Trimble Mobile Manager is enabled and the GNSS receiver is connected.



The screenshot shows the 'GPS' settings screen. It has a back arrow at the top left. Below the 'GPS' title, there are three settings: 'Use Metric Units' with a toggle switch turned on, 'Trimble Mobile Manager' with a toggle switch turned on, and 'Location Status' with a right arrow.

4. To confirm the GNSS receiver is connected, tap **Location Status**. From here, you can also view more details and position metadata. From here, you can view the following details and

position metadata:

- **Receiver:** The type and model of the connected GNSS receiver.
- **Battery:** The current battery level of the GNSS receiver.
- **Number of Satellites:** The number of satellites currently being used to determine your position.
- **Position:** Displays details about position metadata.
 - **Fix Type:** The type of position solution calculated by the receiver.
 - **Latitude:** Your current latitude coordinate.
 - **Longitude:** Your current longitude coordinate.
 - **Height above Ellipsoid:** Your height above the reference ellipsoid.
 - **Altitude (MSL):** Your altitude above mean sea level (MSL).
 - **Antenna Height:** The height of the GNSS receiver's antenna above the ground.
 - **Vertical Accuracy:** The estimated accuracy of the vertical component of your position.
 - **Horizontal Accuracy:** The estimated accuracy of the horizontal components of your position.
 - **Tilt Compensated Position:** Indicates whether the position has been corrected for the tilt of the GNSS receiver's antenna. This feature, which relies on TIP™ technology (Trimble Inertial Platform™ technology) ensures accurate measurements even if the receiver is not perfectly upright.
 - **Tilt:** The current tilt angle of the GNSS receiver's antenna.
 - **Tilt X:** The tilt angle of the antenna along the X-axis.
 - **Tilt Y:** The tilt angle of the antenna along the Y-axis.
- **Real Time Correction Status:** Displays the status of any real-time correction services being used to enhance position accuracy.
 - **RTK Status:** The status of the Real Time Kinematic (RTK) positioning solution.
 - **Correction Age:** The age of the last received correction data, if applicable.

Navigating Trimble Unity Field

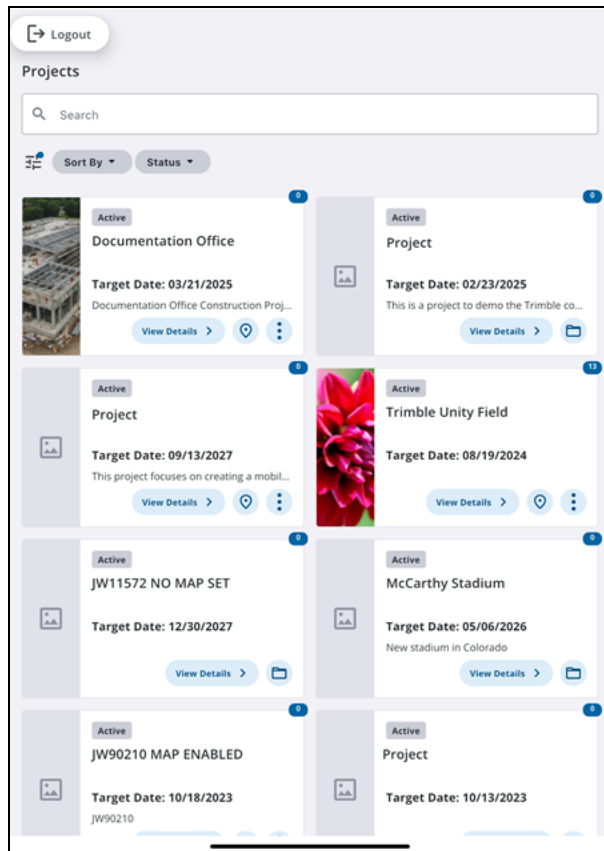
Trimble Unity Field has a user-friendly interface designed to allow field users to access information and perform actions quickly and efficiently.

Projects

The **Projects** page shows a list of projects that you belong to along with project details.

- **All Filters:** Tap to view the **All Filters** panel with **Sort By** and **Status** filters.
- **Sort By:** Tap to select any one of the following sorting options:
 - **Date Created:** Tap to sort projects by creation date. Tap the arrow icon beside it to display most recently created projects first or most recent last.

- **Project Name:** Tap to sort projects by project name. Tap the arrow icon beside it to display projects in alphabetical order going from A to Z or from Z to A.
- **Status:** Tap to sort projects by status. Tap the arrow icon beside it to display projects by status in alphabetical order going from A to Z or from Z to A.
- **Start Date:** Tap to sort projects by project start date. Tap the arrow icon beside it to display most recently created projects first or most recent last.
- **Target Date:** Tap to sort projects by target date. Tap the arrow icon beside it to display most recently created projects first or most recent last.
- **Reset:** Tap to reset any selected options back to the default.
- **Done:** Tap to apply the selected sorting option.
- **Status:** Tap to select one or more statuses to further narrow down the list of projects.
 - **Select All:** Tap to select all available project statuses.
 - **Check boxes:** Tap a status check box to select it.
 - **Reset:** Tap to reset any selected options back to the default.
 - **Done:** Tap to apply the selected status.
- **Project card:** Each project card displays project details.
 - **Project image:** A photo for the project.
 - **Project:** Name of the project.
 - **Description:** A description of the project that can be used to give project members additional information.
 - **Status:** The current status of the project.
 - **Target Date:** the date that the project is scheduled to end.
 - **Documents** icon: Tap to access a list of all documents associated with the selected project.
 - **More Actions** icon: Tap the three dots to access the more actions menu.
 - **Directions:** Tap to get driving directions to the project location.
- **View Details:** Tap to open the project details page for the selected project.



Top Navigation Menu

The Top Navigation menu allows users to perform searches, select work activity types, and access more actions.

- **Activity Types:** Tap to select which work activity type to view in the work activity list. When viewing work activity lists, the **Activity Types** panel shows each activity type along with the number of work activities for each type. This count only includes the items that are in the user's court. The number of activities available for download for offline use displays on each work activity type. For example, **3/12 Offline** means three work activities out of twelve are available for offline use.
 - **Sync** icon: Tap to sync and download all activities associated to the work activity type. You must be connected to the internet to download work activities. See "Sync Work Activities for Offline Use" on page 60 for more information.
 - **Offline** icon: An offline indicator displays when all work activities have been downloaded and are available for offline use.
- **Search** icon: Tap to search work activities using summary card display fields.
 - **Activities** list: Tap to search the work activities list. See for more information.
- **More Actions** icon: Tap the three dots to access the more actions menu.
 - **Switch:** Tap to switch to another project that you have access to. You can select the project from a list of available projects on the Projects screen.

- **View Project Details:** Tap to view additional details about the project on the project details screen. See "View Project Details" on page 42 for more information.
- **Sync Activities:** Tap to perform a sync.
- **Cancel:** Tap to close the menu.

Bottom Navigation Menu

The bottom navigation menu allows users to access the **Activities**, **Documents**, and **Settings** pages.

- **Activities:** Tap to access the top navigation menu, work activity list, filters, and map.
- **Documents:** Tap to access all documents associated with the project.
- **Settings:** Tap to access **Settings** and log out.

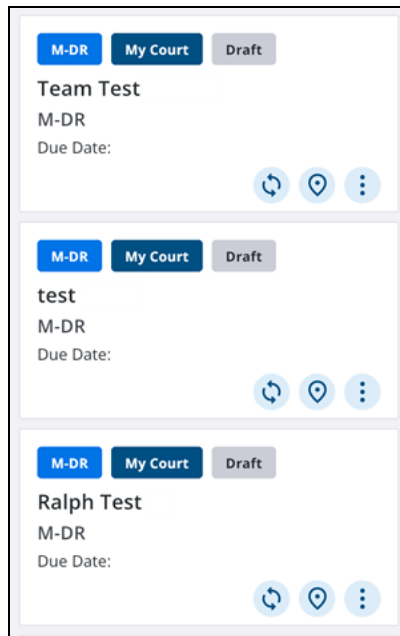
Activities

The Activities page displays the work activity list, filters, and map.

Work Activity List

Work activities are displayed as summary cards in the work activity list. Summary cards display information about the work activity, such as priority, status, start date, projected complete date, and work activity number. You can search for work activities using these display fields.

- **Summary card:** Tap to open a work activity.
- **Map icon:** Tap to view the work activity on the map. The map zooms to the highlighted work activity pin and the activity card is shown.
- **Sync icon:** Tap to sync and download the work activity to your device. Opening the work activity will also download it to your device. You must be connected to the internet to download work activities for offline use. See "Sync Work Activities for Offline Use" on page 60 for more information.
 - **Offline icon:** An offline indicator displays when the work activity has been downloaded and is available for offline use.
- **More icon:** Tap the three dots to access more actions for the work activity.
 - **Directions:** Tap to get directions to the work activity.
 - **Sync:** Tap to perform a sync.
 - **Locate:** Tap to locate the work activity. See "Show Distance and Bearing and My Location On Maps" on page 108 for more information.
 - **Duplicate:** Tap to duplicate the work activity. This creates a **Draft** copy of the work activity containing copies of all the form data. See "Duplicate a Work Activity" on page 80 for more information.



Filters

You can sort and filter your selected work activity list based on **All Filters**, or **Sort By** filters. See "Sort And Filter Work Activities" on page 54 for more information.

- **All Filters** icon: Tap to filter by work activity step, due date and whether it is in your court or not. These filters may vary depending on the selected work activity list. Tap **Reset All** to reset all the filters.
- **Sort By**: Tap to select a filter to sort the work activity list in ascending or descending order by date created, step or due date depending on the selected work activity type. An up arrow filters ascending to descending, while the down arrow filters descending to ascending.
 - **Reset**: Tap to reset the selected filter.

Map

The map allows users to view and interact with GIS data in real-time in reference to their current location in the field. When opened, the map zooms to display all work activities.

- **Select** icon: Tap to use the select tool to select assets and features on the map.
- **Layers**: Tap to access all available layers on the map.
 - **Search** icon: Tap to search for a layer.
 - **Visibility** icon: Tap to turn on/off the visibility of a layer.
 - **Check mark** icon: Tap to select a layer.
- **Current Location** icon: Tap to zoom to your current location on the map and switch between different pan modes. See "View My Location on the Map" on page 100 for more information.

- **More Actions** icon: Tap to access the **More Actions** map menu.
 - **Web Map**: Tap to view available web maps.
 - **Base Maps**: Tap to view and edit base maps using the **Base Maps Selection Tool**.
 - **Legend**: Tap to view the map legend.
 - **Cancel**: Tap to exit the menu.
- **Add** icon: Tap to add a template to create a work activity .

Settings

You can access the Settings page after logging in to the app. See "App Settings" on page 23 for more information.

- **GPS**: Tap to configure the GPS Receiver.
- **Sync**: Tap to configure automatic syncing. This setting is only available after the initial login to the app.
- **App Logs**: Tap to view and share logs and data backup.
- **Media Attachments**: Tap to manage media attachments and enable photo timestamps.
- **Help Documentation**: Tap to access the help documentation.
- **About**: Tap to view additional information.
- **Logout**: Tap to log out of the app.

Work Activity Details

To access the work activity details screen, tap a work activity. Different fields may display depending on the work activity type. See "View Work Activity Details" on page 58 for more information.

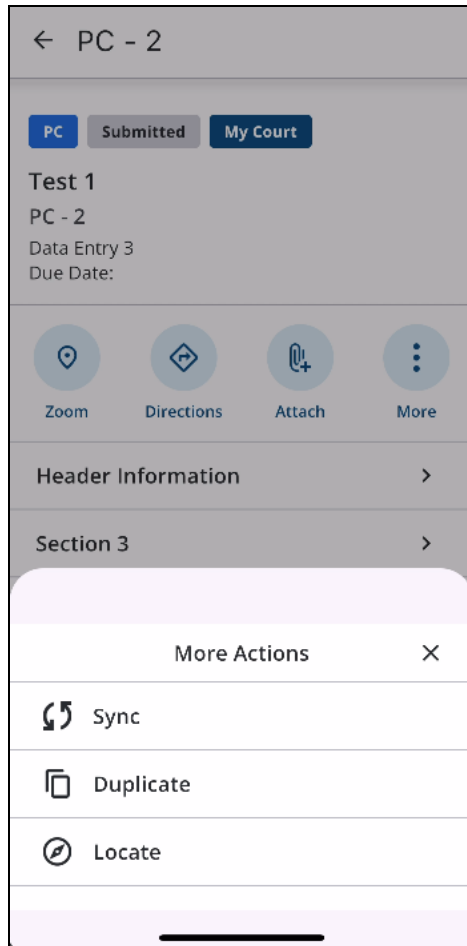
Work Activity Actions

- **Save**: Tap to save the work activity.
- **Back** icon: Tap to exit the work activity.

Quick Actions Menu

- **Zoom**: Tap to zoom to the work activity on the map. This action will be available only for location-enabled work activities. When zooming in on the activity on the map, if the activity location is not available, the Project Location will be used instead.
- **Directions**: Tap to get directions to the work activity. This action will be available only for location-enabled work activities.
- **Attach**: Tap to add an attachment to the work activity.
- **Sync**: Tap to perform a sync.
- **More**: Tap to access more actions.

- **Locate:** Tap to utilize advanced locate for the work activity using GPS. This action will be available only for location-enabled work activities.
- **Duplicate:** Tap to duplicate the work activity. This creates a **Draft** copy of the work activity containing copies of all the form data. See "Duplicate a Work Activity" on page 80 for more information.



Work Activity Pages

Work activity pages display work activity fields.

Depending on your configuration settings, different work activity fields may appear than are displayed in this list.

- **Header Information:** Tap to view process information such as the project name, process name, subject and status.
- **Weather Information:** The current weather data for the location automatically displays in the weather data fields and weather widget. Location permissions and internet connectivity must be enabled to automatically add weather data in this

section. These fields only display if configured for the process in Trimble Unity Construct. See "Add Weather Data " on page 71 for more information.

- **Dynamic Grid items:** Tap on each dynamic grid item or custom field to view and add information to all the data fields for the work activity. These fields only display if configured.
- **Cost-Related Items:** Tap to view cost-related items. These fields only display if they are configured for the process. Tap **Edit in Browser** to view and edit the cost-related items in the Trimble Unity Construct web application.
- **Comments:** Tap to add a new comment or view a list of comments that were already added to the work activity.
- **Attachments:** Tap to view, edit, and add attachments to the work activity. The number in parenthesis indicates the number of attachments.
- **Location:** Tap to view and edit location information for the work activity.

← M-DR - 7

M-DR Pending - MBTA RE Review

07/25/2024 - Inspector Phan

M-DR - 7

Resident Engineer Review

Due Date:

Zoom Directions Attach Sync More

Header Information >

Resident Engineer Comments >

Reported By >

Field Daily Report >

Report >

Inspector Review >

PPE >

Description of Work >

Completed Quantities >

Equipment >

Workforce >

Take Action >

Save


When a work activity page is open, you can navigate between pages using one of the following actions:

- **Next** arrow: Tap to navigate to the next page.
- **Back** arrow: Tap to navigate to the previous page.

- **Menu** icon: Tap to view the list of pages. Tap a page to navigate to it.
- **Swipe left and right**: Swipe left or right on the screen with a finger to navigate between pages.
- **Done**: Tap to exit the page and return to the work activity details page.

Log Out

You will remain logged in to the app until you manually log out.

 **BEST PRACTICE:** Before logging out, ensure you have a stable internet connection. This allows the app to properly clear your session data and prevents potential issues with future logins.

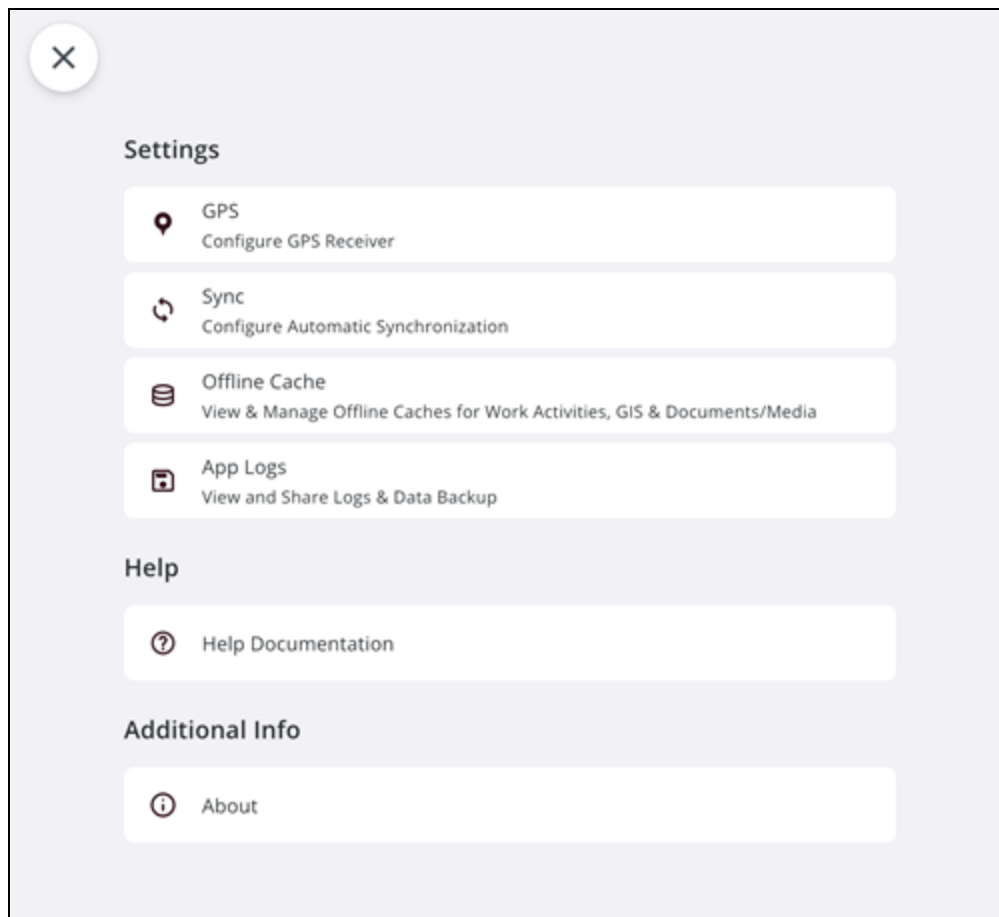
1. Tap **Settings**.
2. Tap **Logout**.
3. A confirmation message appears.
 - If you are connected to the internet, a confirmation message appears informing you that if you log out, internet access will be required to log in the next time.
 - If you are not connected to the internet, the message warns you that your session cannot be cleared on logout and internet access will be required for the next login. This means that user data may remain on your device even after logging out.
4. Tap **Confirm** to log out.

You are logged out of the app.

Clear the Offline Map Cache

Clearing the offline map area cache can resolve map display or performance issues.

1. Tap **Settings**.
2. Tap **Logout**.
3. Tap **Settings**.
4. Tap **Offline Cache**.



- Next to **Offline Map Areas**, tap **Clear All** to clear all map areas.



A confirmation message appears to inform you that this will erase all the offline map areas from your device.

- Tap **Clear** to confirm.

The offline map cache is cleared.

- Tap the **Back** icon to return to the **Settings** page.
- Tap the **X** icon to return to the log in page.

9. Log in to the app again. See "Log In" on page 19 for more information.

Projects

You can view project details and project documents in Trimble Unity Field.



PREREQUISITES:

- You must be connected to the internet for on-demand, project syncing.

The following actions can be performed using the app:

- Quickly view and search project documents.
- Download key project files for offline access before heading to the project site.
- Quickly upload files, photos, videos and other project-specific media files.
- Switch between multiple projects that you have access to.



NOTE: You will be added as a member of a project by your Project Administrator or Manager.

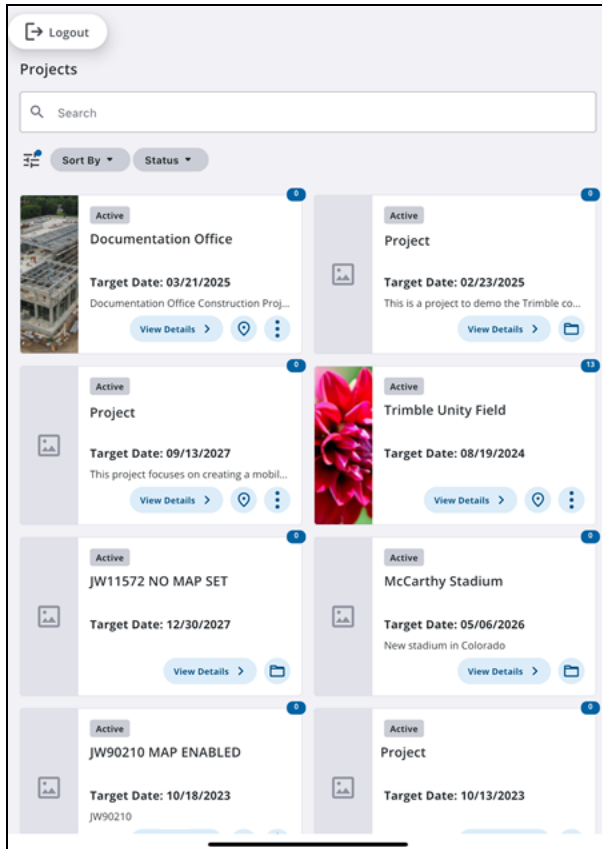
View Projects List

When you are signed in to the Trimble Unity Field app, you will be able to view a list of projects that you belong to.

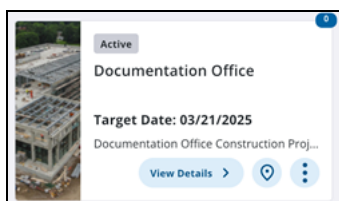
View the Projects List On Sign In

1. Sign in to the Trimble Unity Field mobile app.

A list of projects that you belong to appears.



Each card displays the project's details like name, description, status, and target date of the project. Any project images that are set up in Trimble Unity Construct are shown on the project card in the projects list. If there are any work activities in the project that are in your court, the project card also displays the number of work activities assigned to you. See "View Project Details" on page 42 for more information.



2. Select a project from the list.

Filter Projects

1. Open **Projects**.
2. Tap the **Filter** icon.
3. Tap the **Sort by** field and select any one of the following sorting options:
 - **Date Created:** Tap this option to sort projects by creation date. Tap the arrow icon beside it to display most recently created projects first or most recent last.

- **Project Name:** Tap this option to sort projects by project name. Tap the arrow icon beside it to display projects in alphabetical order going from A to Z or from Z to A.
 - **Status:** Tap this option to sort projects by status. Tap the arrow icon beside it to display projects by status in alphabetical order going from A to Z or from Z to A.
 - **Start Date:** Tap this option to sort projects by project start date. Tap the arrow icon beside it to display most recently created projects first or most recent last.
 - **Target Date:** Tap this option to sort projects by target date. Tap the arrow icon beside it to display most recently created projects first or most recent last.
4. Tap **Done** to apply the selected sorting option. You can reset any sorting options applied back to the default by tapping **Reset**.
 5. Tap the **Status** button.
 6. Tap to select one or more status to further narrow down the list of projects. You can tap **Select All** to select all available project statuses.
 7. Tap **Done** to filter by the selected statuses. You can reset any statuses selected back to the default by tapping **Reset**.

Sort Project By Specific Criteria

You can sort projects by specific criteria on the **Projects** page.

1. Open **Projects**.
2. Tap the **Sort by** button.
3. Select any one of the following sorting options:
 - **Date Created:** Tap this option to sort projects by creation date. Tap the arrow icon beside it to display most recently created projects first or most recent last.
 - **Project Name:** Tap this option to sort projects by project name. Tap the arrow icon beside it to display projects in alphabetical order going from A to Z or from Z to A.
 - **Status:** Tap this option to sort projects by status. Tap the arrow icon beside it to display projects by status in alphabetical order going from A to Z or from Z to A.
 - **Start Date:** Tap this option to sort projects by project start date. Tap the arrow icon beside it to display most recently created projects first or most recent last.
 - **Target Date:** Tap this option to sort projects by target date. Tap the arrow icon beside it to display most recently created projects first or most recent last.
4. Tap **Done** to apply the selected sorting option. You can reset any sorting options applied back to the default by tapping **Reset**.

Filter Projects by Status

You can filter projects by one or more project status on the **Projects** page.

1. Open **Projects**.
2. Tap the **Status** button.

3. Tap to select one or more status to further narrow down the list of projects. You can tap **Select All** to select all available project statuses.
4. Tap **Done** to filter by the selected statuses. You can reset any statuses selected back to the default by tapping **Reset**.

Search for a Project

If you belong to multiple projects, you can search the list of projects to find a specific one.

1. Open **Projects**.
2. Tap the search bar.
3. Type in the project name.
4. Tap the project to view its details.

View Project Details

You can view the project details of projects that you belong to in Trimble Unity Field.

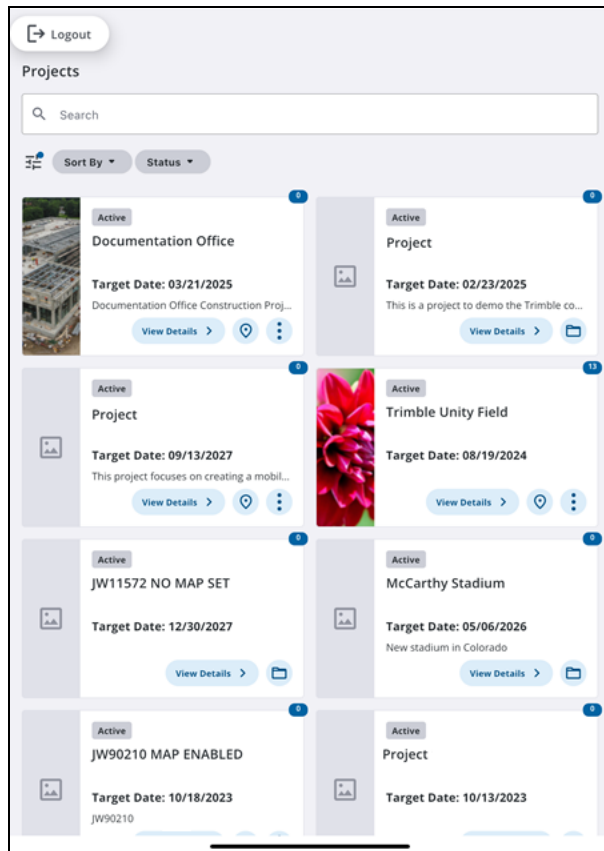
Project details include the project name, description, address location, status, dates, responsible parties, and any other configured custom fields. Any project images that are set up in Trimble Unity Construct are shown on the project details as well as on the project card in the projects list. You can also view the project location on a map and get driving directions to the project site in your device's default map application.

You can access these details from the **Projects** page. If you are already within a project, you can access the **Project Details** page from the **More Actions** panel through the **Activities** page or the **Documents** page.

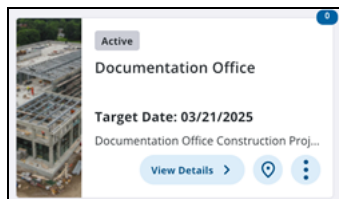
View Project Details from the Projects List

1. Sign in to the Trimble Unity Field mobile app.

A list of projects that you belong to appears.

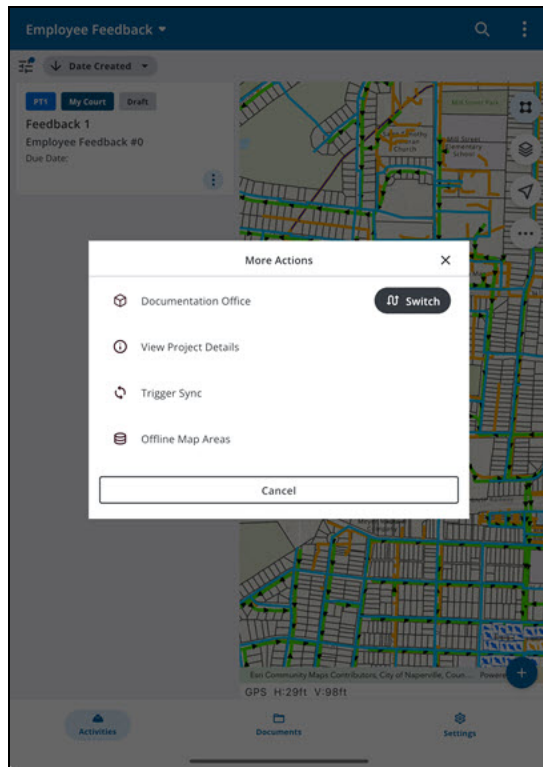


2. Tap the **View Details** button for a project.
The project details page for the selected project appears.



View Project Details from the More Actions Panel

1. When you are already within a project, tap the three dots to access the **More Actions** panel.



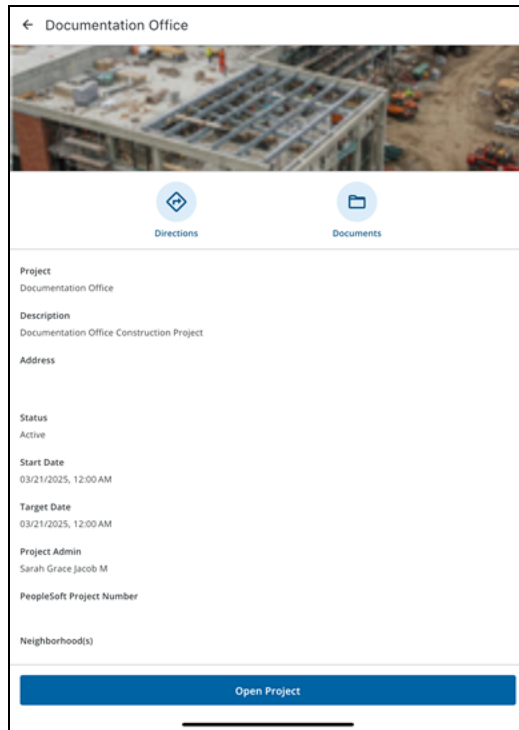
2. Tap **View Project Details**.

The project details page for the selected project appears.

Project Details

- Based on the project setup in Trimble Unity Construct, the following details are shown on the project details page:
 - Project image:** A photo for the project.
 - Project:** Name of the project.
 - Description:** A description of the project that can be used to give project members additional information.
 - Address:** The address location for the project site.
 - Status:** The current status of the project.
 - Start Date:** The date that the project will begin.
 - Target Date:** The date that the project is scheduled to end.
 - Project Admin:** The administrator for the project.
 - Custom fields:** If there are project custom fields available, they display on this tab.
- The following additional actions are available on the project details:
 - Documents:** Tap to access a list of all documents associated with the selected project.

- **Directions:** Tap to get driving directions to the project location. The app opens your device's default map application with directions to the location.
- **Open Project:** Tap to open the work activity list for the selected project.



View Project Documents

After selecting a project, use the **Documents** page to access project files and folders and view them.

1. Tap the **Documents** icon to view the files and folders in the project. You can search for a file or folder using the **Search** bar at the top.
2. Tap a folder in the documents page to view the files in it. The parent folder will be listed at the top. Return to the previous page using the back arrow at the top left.
3. Tap a file to open it. The file will be made available offline so that you can access it even when your device isn't connected to a network.

Add/ Upload Project Documents

After selecting a project, you can add and upload documents.

1. Tap the **Documents** icon on the **Bottom Navigation Menu**.
2. Tap a project folder to open it, if needed.

3. Tap **New**.
4. Tap **Document**.
5. Browse your device and select a document to add it to the project.

Download Documents For Offline Access

When you download a file from the Documents module, it will be available for offline use. You can access it even when your device isn't connected to a network.



PREREQUISITES:

- Always ensure that your device is connected to the internet before attempting to download a file for offline use. If the device is not connected to the internet when you try to download the file, it will be queued for download until the connection is restored.

1. Tap the **Documents** icon to view the files and folders in the project. You can search for a file or folder using the **Search** bar at the top.
2. Tap a folder in the documents page to view the files in it. The parent folder will be listed at the top.
3. Tap a file to open it. The file will be made available offline. To remove a downloaded file, tap the **More Actions** icon for that file and then tap **Remove from Offline**.



NOTE: When your device is connected to the internet, you can periodically check whether a file downloaded for offline use has been updated. To check for downloaded file updates, tap the **More Actions** icon for that file and then tap **Check for Updates**.

Select Project To View All Documents And Work Activities

You can select a project to view all the project documents and work activities associated with it.

When you select a project and then select a work activity type with items, any items assigned to you will have a **My Court** label to indicate that those items are in your court.

1. Sign in to the Trimble Unity Field mobile app.
2. Select a project.

The project documents for the selected project are downloaded.

Search For Project Documents

You can search for specific files or folders from the project documents list by using the search box at the top. You can search by file or folder name or by file type such as JPEG or PDF.

1. Tap the **Documents** icon.
2. Type to enter the file/ folder name or file type in the **Search Files and Folders** bar at the top of the page.
3. Select the desired file or folder from the search results.

Switch Projects

Trimble Unity Field gives you a quick and easy way to switch between the projects that you have access to.

1. Tap the **More Actions** icon on the **Top Navigation Menu**.
2. Tap the **Switch** button beside the current project name.
3. On the **Projects** page, select a project from the list.

Work Activities

You can view, edit, and create location-based work orders in Trimble Unity Field. You can also create and view forms configured in Trimble Unity Construct directly from Trimble Unity Field.



PREREQUISITES:

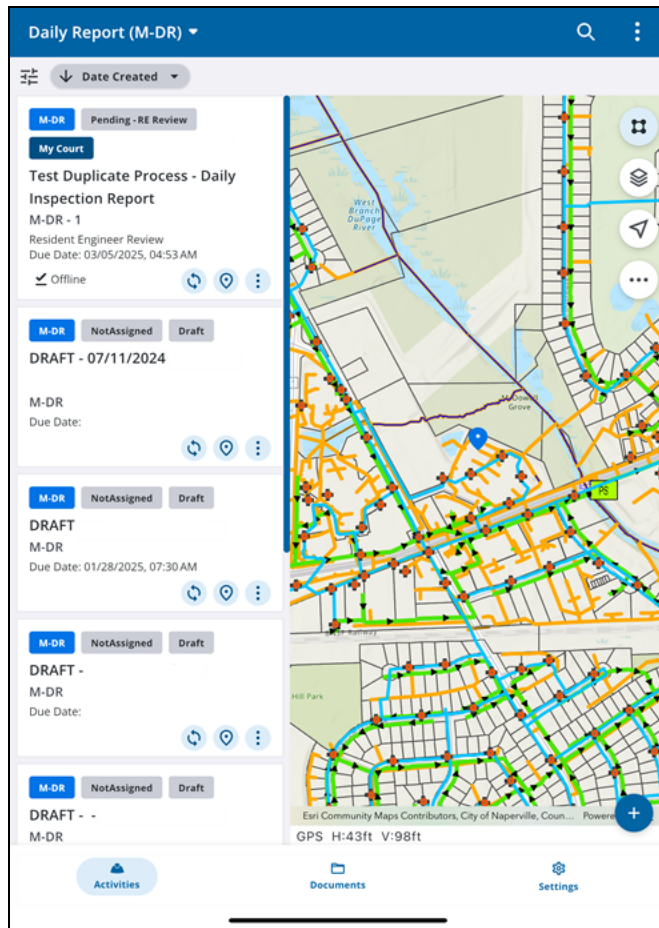
- Always ensure that your device is connected to the internet before attempting to sync and download a work activity for offline use. If you are not connected to the internet, an error message displays informing you that you must be connected to the internet to sync and download a work activity. See "Sync Work Activities for Offline Use" on page 60 for more information.

Work activities are visible as icons on the map or in the activity list as summary cards.

When a work activity is created, you can perform various activities such as assigning the work activity, collecting data, adding costs, uploading attachments, progressing workflows, and linking other work activities.

View and Manage Work Activities

You can view and manage work activities from the **Activities** screen.



View Work Activity Lists and Summary Cards

You can view work activity lists and summary cards.

Work Activity Lists

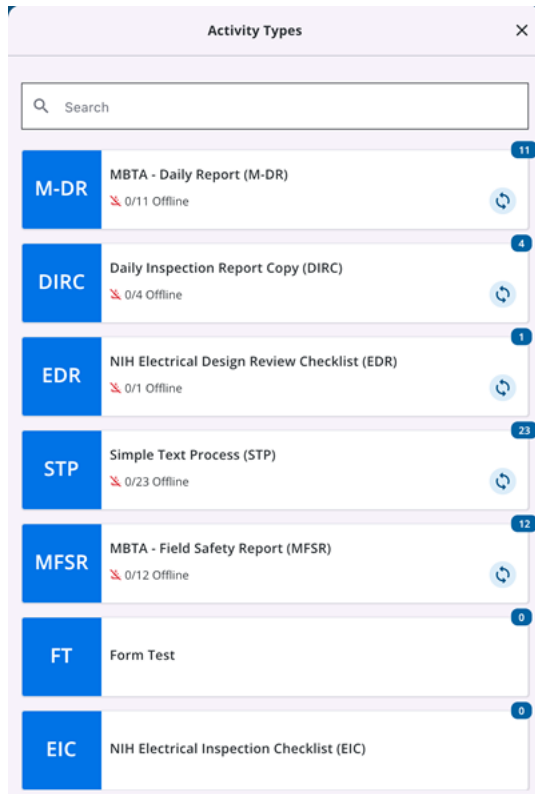
The work activity list displays all of the work activities in your selected work **Activity Type**.

1. To change the work activity type displayed in the work activity list, tap the **Activity Type** on the Top Navigation menu.

The **Activity Types** panel opens, displaying each activity type along with the number of work activities for each type. This count only includes the items that are in your court.

The number of activities available for download for offline use displays on each work activity type. For example, **3/12 Offline** means three work activities out of twelve are available for offline use.

If all activities have been synced and downloaded for an activity type, an **Offline** icon indicator displays. See "Sync Work Activities for Offline Use" on page 60 for more information.



2. Tap or search for your desired work activity type.

The work activity list updates to your selected work activity type.

Summary Cards

Work activities are displayed as summary cards, which display the following information:

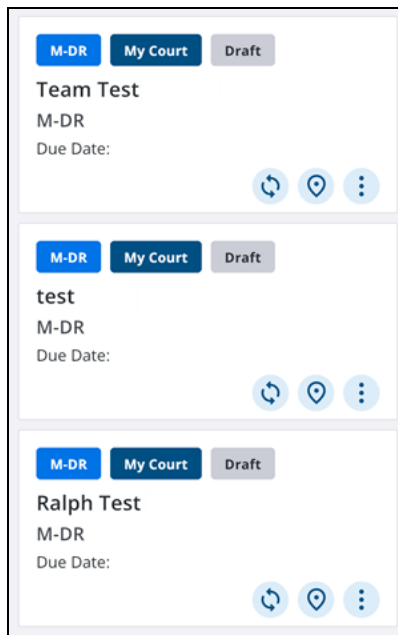
- Status
- Project Name
- Subject
- Due Date
- Process Name
- Current Workflow Step
- Work Activity Number

You can search for a work activity by tapping the **Search** icon on the top navigation menu and searching for any of the summary display field details. See "Search for Work Activities" on page 53 for more information.

Results appear under the **Activities** list. When loading more workflow items, Trimble Unity Field shows a loading indicator.

You can access the following actions from a summary card:

- **Summary Card:** Tap to open the work activity and view work activity details.
- **More icon:** Tap the three dots to access more actions for the work activity.
 - **Directions:** Tap to get directions to the work activity. This action is available only for location-enabled work activities.
 - **Sync:** Tap to perform a sync.
 - **Locate:** Tap to locate the work activity. See "Show Distance and Bearing and My Location On Maps" on page 108 for more information. This action is available only for location-enabled work activities.
 - **Duplicate:** Tap to duplicate the work activity. A new clone of the work activity shows and you can edit and save changes to it and submit it. See "Duplicate a Work Activity" on page 80 for more information.




View and Select Work Activities on the Map

You can select activities from the map by drawing a rectangle using the **Select** icon or by tapping on the map.

If your selection contains both work activities and assets, the **Choose a Type** panel appears.

- **Assets:** Tap to view selected assets.
- **Activities:** Tap to view selected work activities.

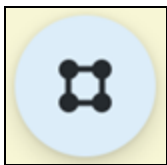
Choose a Type		×
Assets (84)		>
Activities (1)		>

 **NOTE:** You can choose which layers and work activities on the map are selectable. See "Toggle the Visibility and Selection of Layers" on page 100 for more information.


From the Map

Work activities appear as icons on the map that you can view and select.

1. On the map, tap the **Select** icon.



2. Draw a rectangle over the **Work Activity** icon.

 **NOTE:** You can also tap on a work activity icon to select it.

3. From the list of available assets and activities, tap **Activities**.
4. On the **Activities** panel, tap the desired work activity type.
5. Tap a work activity.

The work activity details screen opens.

From a Summary Card

You can view and select a work activity from a summary card. See "View Work Activity Lists and Summary Cards" on page 49 for more information.

1. On a summary card, tap the **Map** icon.

The **Work Activity** icon is highlighted on the map.

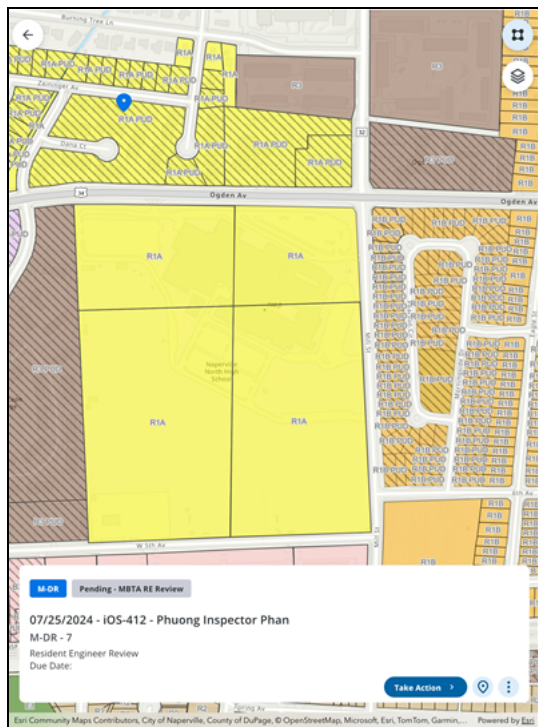
From a Work Activity

You can open a work activity from the work activity details screen. See "View Work Activity Details" on page 58 for more information.

1. Open a work activity.
2. Tap **Zoom** to zoom to the selected work activity. This action is available only for location-enabled work activities. When zooming in on the activity on the map, if the activity location is not available, the Project Location will be used instead. From the Map screen, you can tap the back arrow button to return to the work activity.

The map opens and the work activity pin is highlighted, along with any related work activities.

- **Directions:** Tap to open driving directions to the work activity. This action is available only for location-enabled work activities.
- **More:** Tap to access more actions.
 - **Attach:** Tap to add an attachment to the work activity.



Search for Work Activities

You can search for work activities using summary card display field information.



NOTE: The selected work activity type determines which activities you can create or search. For example, selecting the **Service Requests** work activity type allows you to create new service requests and search existing ones. See "View Work Activity Lists and Summary Cards" on page 49 for more information.

1. On the top toolbar, tap the **Search** icon.



2. Tap the **Activities** list.
3. Enter in the summary card display field information. For example, search **High** to return work activities with a **High** priority status. When loading more workflow items, Trimble Unity Field shows a loading indicator.
4. Select the desired work activity that appears in the **Activities** list.

Sort And Filter Work Activities

You can sort and filter your selected work activity list based on **All Filters** or **Sort By** filters.

When loading more workflow items, Trimble Unity Field shows a loading indicator.

All Filters

The **All Filters** panel allows you to filter the work activity list by **Step**, **Due Date**, and **Search In**. These filters may vary depending on the selected work activity list. The selected filters remain on the work activity list until cleared.

1. Tap the **All Filters** icon.



The **All Filters** panel appears.

A screenshot of the 'All Filters' panel. At the top, there is a header bar with 'Reset All' on the left, 'All Filters' in the center, and a close 'X' icon on the right. Below the header, there are three filter sections: 'Step' with 'All' below it, 'Due Date' with 'All Dates' below it, and 'Search In' with 'All' below it. Each section has a right-pointing chevron. At the bottom of the panel is a large blue button labeled 'Apply'.

2. Tap a filter.
3. Select or enter filter fields as desired.

4. Tap **Done**.
5. Tap **Apply**.

The work activity list is filtered. You can tap the summary card for any work activity to see the work activity details.

Step Filters

1. Tap **Step**.
2. Select the **Check box** icon besides the specific process steps or select the **Select All** check box. All steps are selected by default.
3. Tap **Done**.
4. Tap **Apply**.

The work activity list is filtered. You can tap the summary card for any work activity to see the work activity details.

Due Date Filters

1. Tap **Due Date**.
2. Tap a **Quick Filters** option to quickly filter by a set amount of time. For example, the **Due Date** quick filter **This Week** filters the activity list by work activities projected to complete this week.
3. To select a **From** date, tap the **Calendar** icon to select a date from the **Select date** panel. Tap **Confirm**.
4. To select a **From** time, tap the **Clock** icon to select a time from the **Select time** panel. Tap **Confirm**.
5. To select a **To** date, tap the **Calendar** icon to select a date from the **Select date** panel. Tap **Confirm**.
6. To select a **To** time, tap the **Clock** icon to select a time from the **Select time** panel. Tap **Confirm**.
7. Tap **Done**.
8. Tap **Apply**.

The work activity list is filtered. You can tap the summary card for any work activity to see the work activity details.

Search In Filters



PREREQUISITES:

- An active internet connection is required to access **In My Court** details and to download information needed for offline access.

1. Tap **Search In**.
2. Tap a filter to use for the search. You can use the **Search** icon along with this filter to further narrow down the search results. You can then view the summary card details for all items and then open any work activity to download and see all the details. Cost processes will be view-only.
 - **All:** This filter shows all activities associated with processes that you have permission to access, even if the work activities (process instances/ workflow steps) are not assigned directly to you. While connected to the internet, any work activity not in your court will load only when selected. If your device is offline, you will not be able to view activities that are not in your court. When your device is offline and you select an on-demand filter, such as **All**, a message is shown and the filter will not be changed.
 - **In My Court:** This filter is selected by default and shows only work activities assigned directly to you. Any items assigned to you will have a label to indicate that those items are in your court. To ensure offline access, download work activities in your court using the **Sync** icon.
 - **Initiated By Me:** This filter shows work activities that you have initiated. When your device is offline and you select an on-demand filter, such as **Initiated By Me**, a message is shown and the filter will not be changed.

3. Tap **Done**.
4. Tap **Apply**.

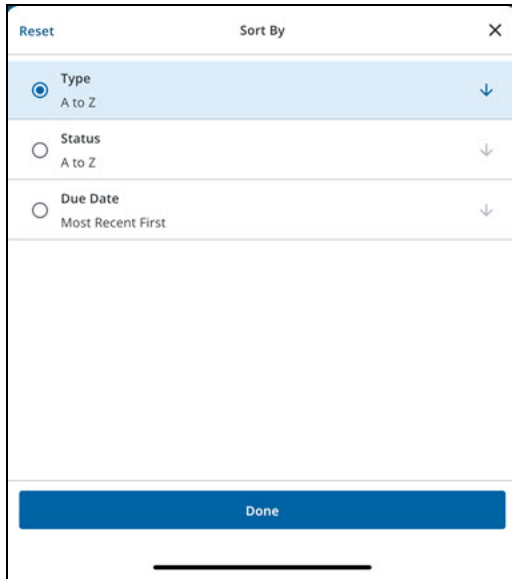
The work activity list is filtered. You can tap the summary card for any work activity to see the work activity details.



Sort By

Work activities can be sorted by fields like **Type**, **Status**, and **Due Date**. These filters may vary depending on the selected work activity list. The selected filter remains on the work activity list until cleared.

1. Tap **Sort By**.
2. Tap a filter to sort by.
3. Tap the arrow to change the sort order. A down arrow indicates descending order, and an up arrow indicates ascending order.



4. Tap **Reset** to reset the filters and sorting criteria.
5. Tap **Done** to apply the changes.

View Work Activity Details

You can view work activity details by tapping on a summary card.

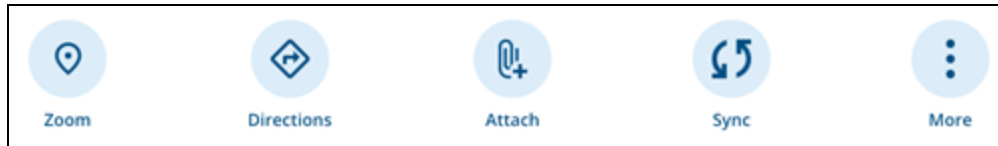
View Work Activity Details

You can perform actions and view information about a work activity on the work activity details screen.

1. Tap a work activity.

The work activity screen opens, displaying **Quick Menu Actions** and pages.

- **Zoom:** Tap to zoom to the work activity on the map. This action will be available only for location-enabled work activities. When zooming in on the activity on the map, if the activity location is not available, the Project Location will be used instead.
- **Directions:** Tap to get directions to the work activity. This action will be available only for location-enabled work activities.
- **Attach:** Tap to add an attachment to the work activity.
- **Sync:** Tap to perform a sync.
- **Discard Local Draft:** Tap to discard the local draft of the work activity
- **More:** Tap to access more actions.
 - **Locate:** Tap to utilize advanced locate for the work activity using GPS. This action will be available only for location-enabled work activities.
 - **Duplicate:** Tap to duplicate the work activity.
- **Save:** Tap to save changes made to the work activity.



2. Tap a work activity page to view more information and fields.

- **Menu** icon: Tap to view the list of pages. Tap a page to navigate to it.
- **Next** arrow: Tap to navigate to the next page.
- **Back** arrow: Tap to navigate to the previous page.
- Swipe left and right: Swipe left or right on the screen with a finger to navigate between pages.
- **Done**: Tap to exit the page and return to the work activity details page.

X Valve Accessibility

Is Valve Accessible? *

☒ Yes
☐ No

Surface Type

-- Please Select --

Is Traffic Control Needed?

☐ Yes
☐ No

Traffic Control Methods

-- Please Select --

Well/Chamber Cleaned?

☐ Yes
☐ No

Additional Accessibility Comments

<
>
☰

GPS
H:35m V:7m

Done

Sync Work Activities for Offline Use

When you sync and download a work activity from the **Activity Types** panel or a summary card, it will be available for offline use. You can access it even when your device isn't connected to a network.



PREREQUISITES:

- Always ensure that your device is connected to the internet before attempting to sync and download a work activity for offline use. If you are not connected to the internet, an error message displays informing you that you must be connected to the internet to sync and download a work activity.

Activity Types Panel

You can sync and download all work activities associated to an activity type from the **Activity Types** panel.

1. On the **Activity Types** panel, tap the **Sync** icon for the activity types you would like to sync and download for offline use.

An **Offline** icon indicates that all work activities in the activity type have been downloaded for offline use.

Summary Card

You can download a work activity from a summary card.

1. Tap the **Sync** icon on the summary card of the work activity you would like to sync and download for offline use.

An **Offline** icon indicates that the work activity has been synced and downloaded for offline use.



TIP: You can also tap on a work activity summary card to sync and download it for offline use.

DIRC




My Court

Draft

03/17/2025

DIRC

Due Date:



DIRC

Submitted


My Court




03/17/2025

DIRC - 8

Review

Due Date:

 Offline



Activity Types

You can view, create, and edit the following activity types in the app:

- Processes
- Forms

Processes

A process is a sequence of tasks or activities that are designed to achieve a specific outcome or goal within a construction project. Processes can include data collection, inspection, maintenance, and reporting activities, and are often customizable to fit the specific requirements of a project or organization.

Process/ Workflow Fields

The following fields are found on the process **Activity Details** page. Depending on your configuration settings, different process fields may appear than are displayed in this list.

- **Header Information:** Tap to view general fields for the process.
- **Details:** Tap to select a priority.
- **Universal Custom Fields:** Tap to view and edit universal custom fields.
- **Reported By:** User who initiated the service request.
- **Location:** Tap to view and edit location details. This action will be available only for location-enabled work activities.
- **Attachments:** Tap to view and edit attachments.
- **Comments:** Tap to view comments. Tap **Add** to add a comment.

← M-DR - 7

M-DR Pending - MBTA RE Review

07/25/2024 - Inspector Phan
M-DR - 7
Resident Engineer Review
Due Date:

Zoom Directions Attach Sync More

Header Information >

Resident Engineer Comments >

Reported By >

Field Daily Report >

Report >

Inspector Review >

PPE >

Description of Work >

Completed Quantities >

Equipment >

Workforce >

Take Action >

Save

Forms

Forms are customizable, electronic input screens used to record specific data elements.

Form Fields

The following fields are found on the forms **Activity Details** page. Depending on your configuration settings, different form fields may appear than are displayed in this list.


- **Header Information:** Tap to view general fields for the form. Use the **Send To** field to post the form or share it to specific recipients.
- **General Information:** Tap to view general information.
- **Custom Fields:** Tap to view and edit custom form fields.
- **Attachments:** Tap to view and edit attachments.
- **Comments:** Tap to view comments. Tap **Add** to add a comment.

Location-Based Work Activities

You can create, view, and edit location-based work activities/processes.


Create Location-Based Work Activities

A location-based work activity/process is associated with a specific location on the map.

 **NOTE:** The selected work activity type determines which activities you can create or search. For example, selecting the **Service Requests** work activity type allows you to create new service requests and search existing ones. See "View Work Activity Lists and Summary Cards" on page 49 for more information.

When creating a new work activity, the workflow details are loaded only after selecting a specific workflow type. To see any workflow changes made to existing work activities/ processes in Trimble Unity Construct, ensure that you clear all workflow and config data from the offline cache settings before logging into Trimble Unity Field. If you have not loaded that specific activity type or process before, you do not need to clear the data. See "App Settings" on page 23 for more information.

Incomplete processes in the **Draft** state can be synced with Trimble Unity Construct. Incomplete **Draft** processes are uploaded from Trimble Unity Field to Trimble Unity Construct and downloaded from Trimble Unity Construct to Trimble Unity Field. This allows you to continue working on drafts in Trimble Unity Field or Trimble Unity Construct web application before submitting them.

 **NOTE:** If you were offline when you created the work activity draft, ensure that you perform a manual sync by opening the work activity and tapping **Sync** later when you are back online.

Complete one of the following to create a location-based work activity:

From the Create Work Activity Panel

You can create a work activity using the **Add** icon.

1. Tap the **Add** icon.




The **Create Work Activity** panel appears.


2. Tap the desired work activity to create.
3. Tap **Location** to enter any location details. The following options are available from the **Location** page:
 - **Capture**: Tap to capture the work activity location.
 - **Map**: Tap to select a location on the map.
 - **Clear**: Tap to clear the selected location.
 - **Details**: Tap to view location details.


×

Location

Location


Capture


Map


Clear

Longitude

-9810212.273463

Latitude

5126072.234018

H. Acc.

V. Acc.

H. MSL

Details

<

>

☰

GPS

H:35m V:9.5m

Done

4. Tap **Done**.
5. Enter any other desired information.
6. Tap **Save**.

The location-based work activity is created.

From the Map

You can define your selection area with a box or by tapping on the map.

1. Tap the **Select** icon.
2. Tap and drag across the map to draw a box. Any selectable assets in that area are selected and appear on the **Assets** panel.
3. Tap the check box to select one or more assets.
4. Tap **Create**.



5. Tap the desired work activity to create.
6. Select the work activity template.

NOTE: If you have selected incompatible assets, a message appears asking you to remove them. Tap **Remove** to remove the incompatible assets and continue creating a work activity.

A message appears asking if you would like to create a work activity for each asset or all assets.

7. Select an option.
 - **Each Asset:** Tap to create separate work activities for each selected asset.
 - **All Assets:** Tap to create a work activity for all selected assets.

The **Create Work Activity** panel appears.

8. Tap **Location** to enter any location details. The following options are available from the **Location** page:

- **Capture:** Tap to capture the work activity location.
 - **Map:** Tap to select a location on the map.
 - **Clear:** Tap to clear the selected location.
 - **Details:** Tap to view location details.
9. Tap **Done**.
 10. Enter any other desired information.
 11. Tap **Save**.

The location-based work activity is created.

Manually Digitize GIS Features and Assets from the Map

You can collect and update GIS feature and asset data in the field by capturing locations via manual digitization (through points, lines, or polygons) and by entering attribute details.

Capture Location

You can capture the location for a GIS feature or asset.

1. Collect a new GIS feature or asset.
2. From the **General** page for the new asset, tap the **Menu** icon.
3. Tap **Location**.
4. Tap **Map**.

The **Capture Location** panel opens to your current location on the map.

5. Add a point.
6. Tap **Add Location**.

The **Location** is added and you are brought back to the **Location** page, where related metadata fields are automatically saved and populated.

Capture Location Panel

The **Capture Location** panel allows you to add points, lines, or polygons depending on your feature type. It also provides tools to guide your capture process.

1. With the **Capture Location** panel open, tap and drag on the map.

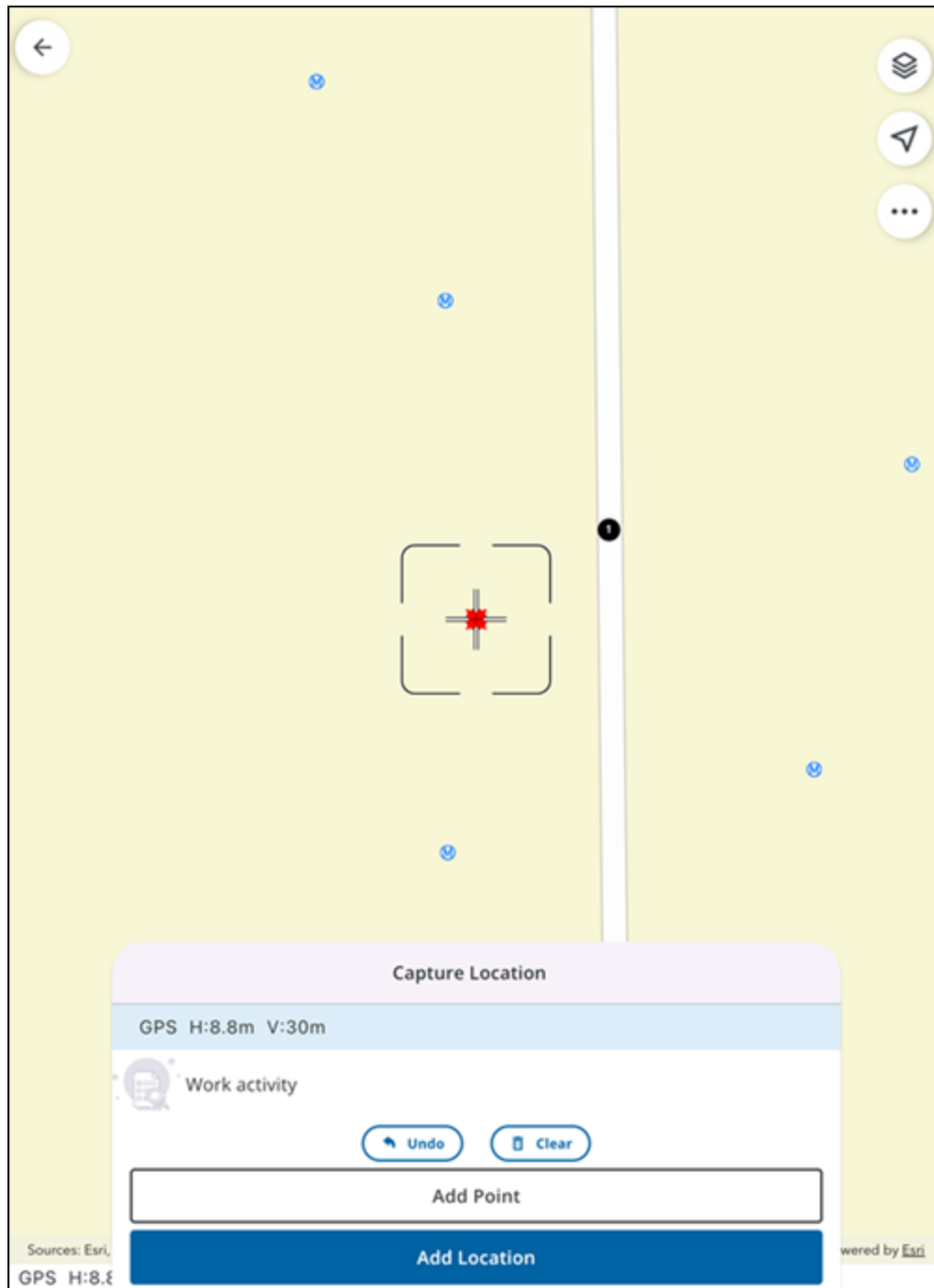
A reticle appears on the map, providing a guide for where a point will be placed.



NOTE: For features consisting of a single vertex (e.g. a tree or a valve), you must tap directly on the map screen to add a point. The **Add Point** tool is only available when adding multiple points for linear or polygonal features.

The following options are available on the **Capture Location** panel:

- **Add Point:** Tap to add a point when collecting linear or polygonal features. This option is not available for single-point features.
- **Add Location:** Tap to add a location and return to the **Location** page.
- **Undo:** Tap to undo your last action.
- **Clear:** Tap to clear all points.




Create Work Activity From Selected Map Features

You can create a work activity from features selected on the map.

Incomplete processes in the **Draft** state can be synced with Trimble Unity Construct. Incomplete **Draft** processes are uploaded from Trimble Unity Field to Trimble Unity Construct and

downloaded from Trimble Unity Construct to Trimble Unity Field. This allows you to continue working on drafts in Trimble Unity Field or Trimble Unity Construct web application before submitting them.

 **NOTE:** If you were offline when you created the work activity draft, ensure that you perform a manual sync by opening the work activity and tapping **Sync** later when you are back online.

1. Tap the **Select** icon.
2. Tap and drag across the map to draw a box. Any selectable assets in that area are selected and appear on the **Results** panel.
3. Tap the check box to select one or more assets.
4. Tap **Create**.



5. Tap the desired work activity to create.
6. Select the work activity template.

The **Create Work Activity** panel appears.

7. Tap **Location**. This action is available only for location-enabled work activities.
 - **Capture:** Tap to capture the work activity location.
 - **Map:** Tap to select a location on the map.
 - **Clear:** Tap to clear the selected location.
 - **Details:** Tap to view location details.
8. Tap **Done**.
9. Enter any other desired information.
10. Tap **Save**.

The location-based work activity is created.

Add Weather Data

The automated weather data feature allows you to complete weather-related fields in work activities, such as daily inspection reports, using a weather data service based on the project location. You can override some of the automatically filled weather data if needed (when online and offline).

This automation saves time, reduces errors in weather data entry, and improves the overall efficiency of the process.



PREREQUISITES:

- Users must grant location permissions to automatically populate weather data based on their location.
- Users must be connected to the internet to get automatically populated weather data. If the device is not connected to the internet, a message appears informing them that they are offline and cannot access the current weather. To automatically update current weather, they must reconnect to the internet
- The weather section shows only on activities that have one or more mapped weather data fields. These data fields must be configured while setting up the process or work activity in Trimble Unity Construct. For more details on setting up and using weather data fields, see [Add Weather Data Fields](#) in the Trimble Unity Construct documentation.

Add Automated Weather Data While Online

1. Create a work activity while connected to the internet.
2. Go to the preconfigured weather information section to view the weather data fields for the work activity.

Weather information

Weather Location
Kennesaw, GA, US

Temperature
50.36 °F

Temperature
10.2 °C

Low/High Temperature
44.28°L / 80.41°H °F

Low/High Temperature
6.82°L / 26.9°H °C

Condition
Mostly Clear

Precipitation
0 in

Precipitation
0 mm

Precipitation
0 %

Wind Direction
WNW

50.36

Weather Data Recorded

The current weather data for your location automatically displays in the weather data fields and weather widget. A message appears confirming that the weather data was recorded.

3. Based on the weather data fields configured for the selected work activity in Trimble Unity Construct, one or more of the following fields are shown:
 - **Weather Location:** Tap the search icon and enter the city, state and country. You can also tap **Use Current Location** to use your device's current location.
 - **Temperature:** The current temperature at the location in Fahrenheit (°F) or Celsius (°C).
 - **Low/ High Temperature:** The low or high temperature at the location in Fahrenheit (°F) or Celsius (°C).
 - **Condition:** The current weather conditions for the location.
 - **Precipitation:** The precipitation at the location in inches, millimeters or percentage (%).
 - **Wind Direction:** The wind direction at the location.
 - **Wind Speed:** The wind speed at the location in kilometers per hour (KPH) or miles per hour (MPH).
 - **Humidity:** The humidity percentage (%) at the location.



NOTE: If needed, you can manually edit and override the auto-filled weather data (when online and offline).

4. Tap **Done**.

Update the Location and Automated Weather Data While Online

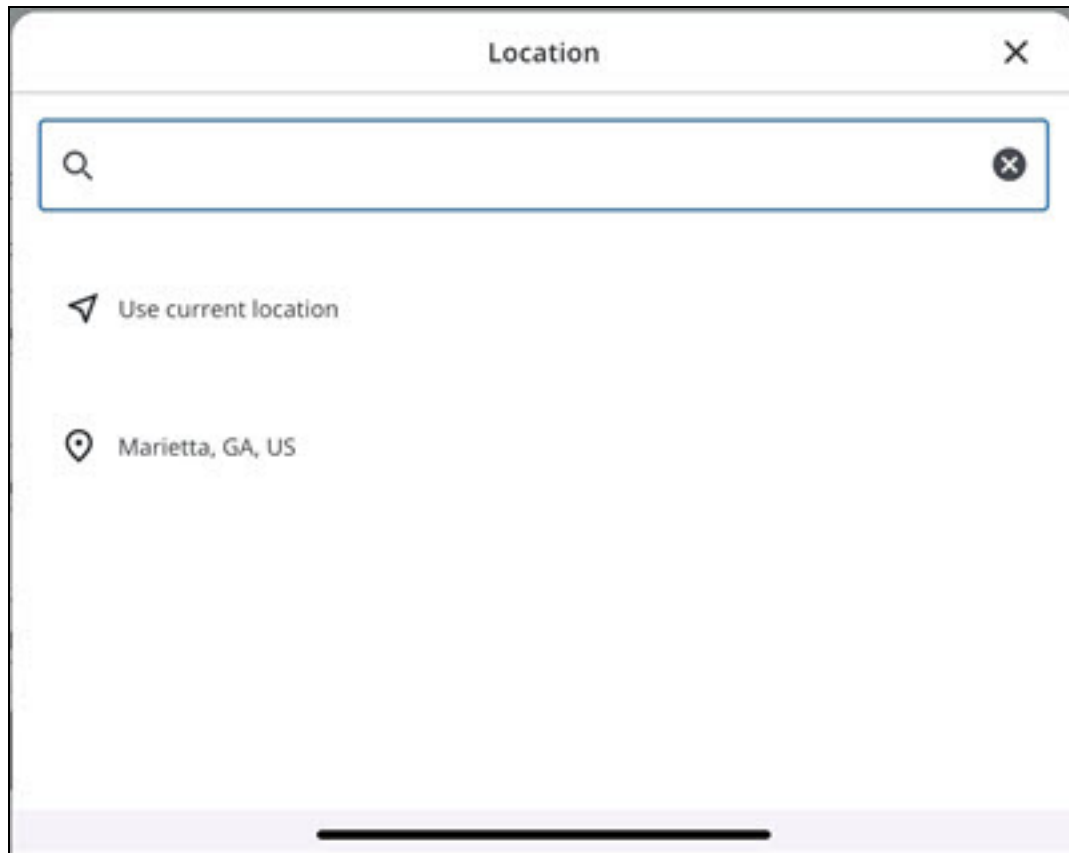
1. Create a work activity while connected to the internet.
2. Go to the preconfigured weather information section to view the weather data fields for the work activity.
3. Tap the weather widget.



4. Tap the **Search** icon in the **Weather Location** field.

The **Location** panel displays.

5. Enter a location to search for it.
6. Tap the desired location in the search results to select it. To use the current location of your device, tap **Use current location**.



7. Tap **Update Weather**.

The fields are updated with the weather data for the location.

8. Tap **Done**.

Manually Add Weather Data When Offline

The automated weather data feature is not available while your device is offline, however you can still add weather data manually.

1. Create a work activity when offline.
2. Go to the preconfigured weather information section to view the weather data fields for the work activity.
3. Tap the weather widget.



A message appears informing you that you are offline and cannot access the current weather. To automatically update your current weather, reconnect to the internet. Tap **Dismiss** to close this message.

4. Enter data in the weather fields as needed.
5. Tap **Done**.

Work Activity Drafts

Work activities can be saved as drafts until you have all of the information required to validate data before syncing and saving. Depending on your internet connection, drafts can be stored locally or on the cloud.



NOTE: If your device is offline, you will not be able to view work activity drafts that are not in your court or not created by you. You can duplicate or copy draft work activities even if your device is offline.

Save Work Activity As Local Draft

You can save a work activity as a local draft on your device when you are not able to connect to the internet.

1. Tap the **Back** icon to exit a work activity without saving changes.



A message appears asking to confirm if you want to discard the changes, keep the changes in a local draft for later, or cancel the operation.

Unsaved Changes

Do you want to discard changes or keep changes in local draft for later?


Discard Changes

Keep as Local Draft

Cancel

2. Tap **Keep as Local Draft**.

The work activity appears in the work activities list with the **Local Draft** tag on the summary card.

 **NOTE:** If an issue occurs and you are unable to manually save as a local draft during the creation of a work activity, the work activity is automatically saved as a local draft.

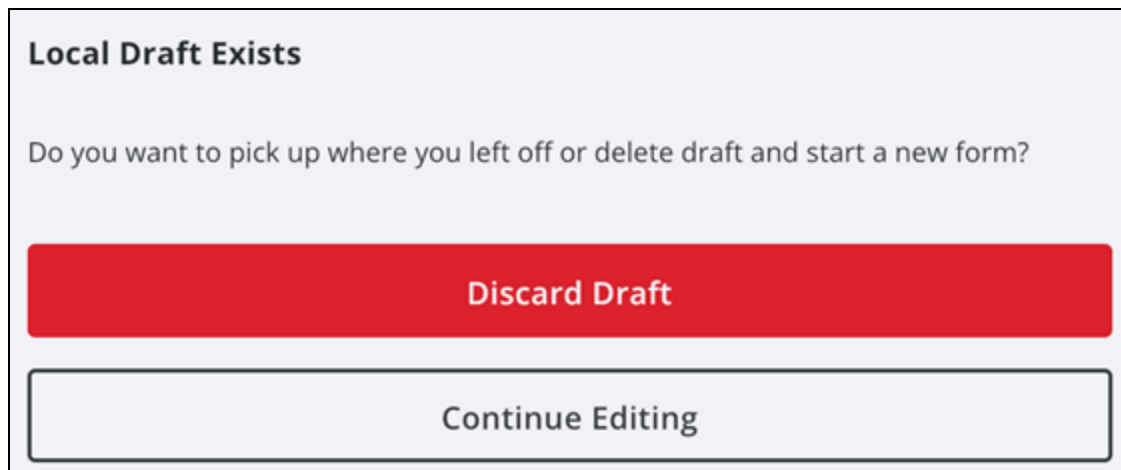
Discard a Local Draft Work Activity

You can discard a local draft work activity.

From a Work Activity

1. Tap on a local draft.

A message appears asking if you would like to continue editing or discard the local draft.



The dialog box has a light gray background and a thin black border. At the top, the title 'Local Draft Exists' is in bold. Below it is the question 'Do you want to pick up where you left off or delete draft and start a new form?'. There are two buttons: a red button with the text 'Discard Draft' and a light gray button with the text 'Continue Editing'.

2. Tap **Discard Draft** to delete the draft.

The local draft is discarded.

Update Work Activities

When a work activity is created, you can perform various activities such as adding dynamic grid items, location details, comments, and attachments.

View and Perform a Manual Sync

You can view the current sync status and perform a manual sync with the cloud at any time.

View Sync Status

You can view the current sync status on the "App Settings" on page 23 screen.

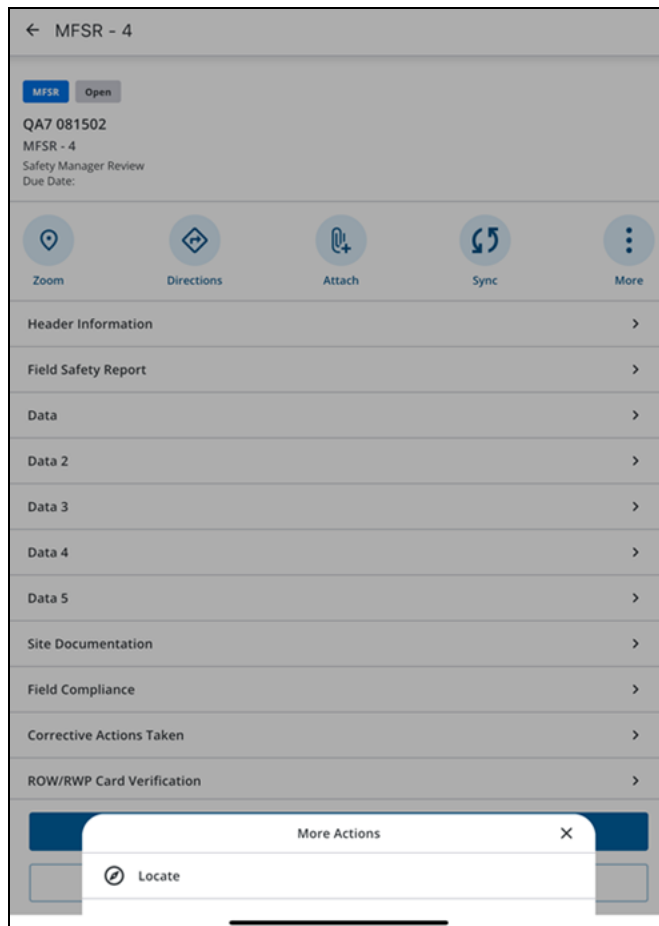
1. Tap **Settings**.

The **Last sync** status appears under your user information.

Perform a Manual Sync from a Work Activity

You can perform a manual sync from a work activity.

1. Open a work activity.
2. Tap **Sync**.



A manual sync is performed.

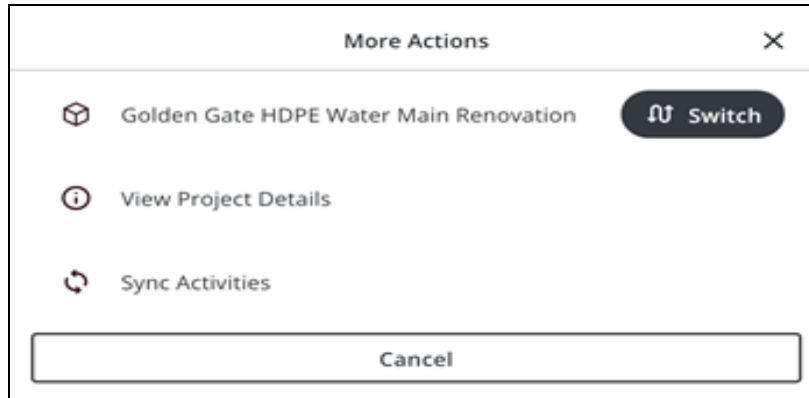
Perform a Manual Sync from More Actions

You can perform a manual sync from the **More Actions** menu.

1. Tap the **More Actions** icon.




2. Tap **Sync Activities**.



A manual sync is performed.

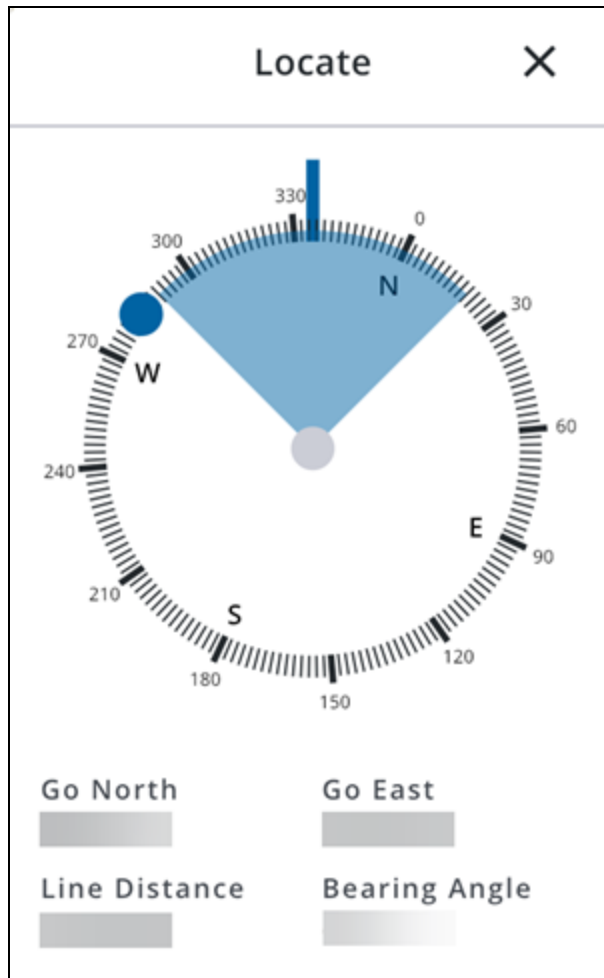
Locate Assets Using Locate

You can locate an asset using **Locate**. The **Locate** feature allows users to capture high accuracy positioning data.

 **NOTE:** This action is available only for location-enabled work activities.

1. Open a work activity.
2. Tap **Locate**.

The map opens with the advanced locate view. A compass is shown with the distance and bearing to the selected asset, allowing users to navigate to the asset.



Capture Location

You can manually capture location details for work activities. GPS location metadata is captured automatically.

1. Open a work activity.
2. Tap **Location**.
3. Tap **Capture**.

The work activity location is captured using GPS.

Go To Work Location

You can get driving directions to a work location for an activity.



NOTE: This action is available only for location-enabled work activities.

Get Driving Directions to the Activity Location

You can get driving directions to the activity location.

1. Open a work activity.
2. Tap **Directions**.



The app opens your device's default map application with directions to the activity location.

Duplicate a Work Activity

You can duplicate or copy a process/ work activity along with all its form data. You can also duplicate work activities that are not assigned to you.

This is useful for workflows like daily inspection reports, where the previous day's data can be copied without having to re-input the similar data for the current day's inspection.



IMPORTANT:


- If you do not have Create permissions, you will not be able to duplicate work activities.
- You will not be able to duplicate or copy work activities if your device is offline. If you try to clone a work activity or process while offline, Trimble Unity Field shows a message that you must be online to clone an activity. However, you will be able to duplicate activities that are in the draft status even if your device is offline.

Complete one of the following to duplicate or copy a work activity:

From the Activities page

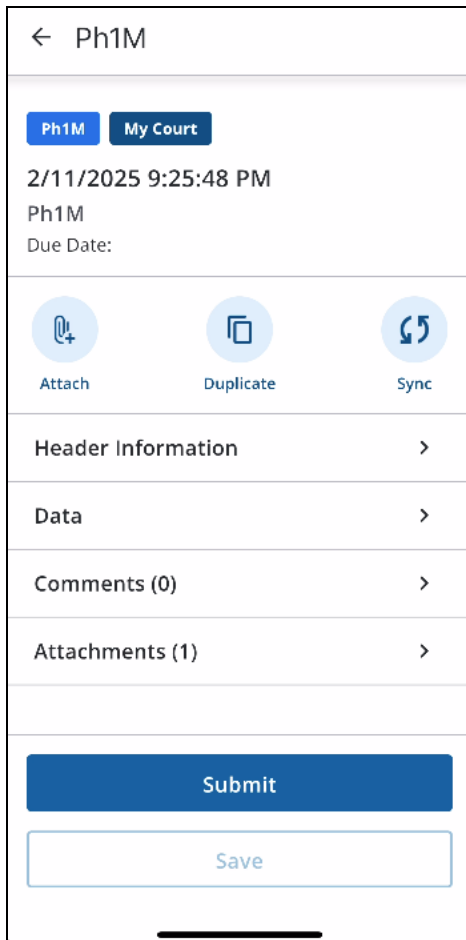
1. Tap the **More** icon on a work activity.
2. Tap **Duplicate**.

A duplicate work activity is created. During the duplication, a progress bar now shows the status of the duplicate as it is being generated. You can then edit the activity details and then save or discard the copy.

 **NOTE:** You can also tap the **More** icon in the work activity details page and then tap **Duplicate** if the icon is not available in the **Quick Menu Actions**.

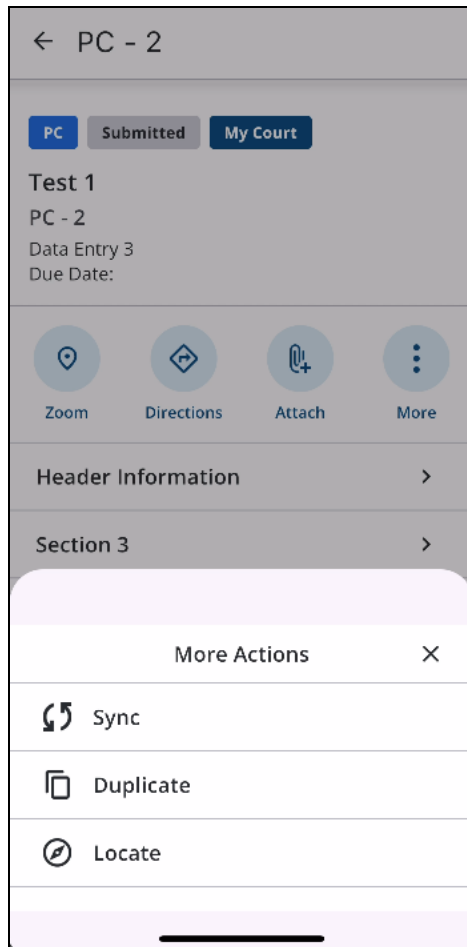
From the Work Activity Details page

1. Tap a work activity to open it.
2. Tap **Duplicate** from the **Quick Menu Actions**.



A duplicate work activity is created. During the duplication, a progress bar now shows the status of the duplicate as it is being generated. You can then edit the activity details and then save or discard the copy.

 **NOTE:** You can also tap the **More** icon in the **Activities** page and then tap **Duplicate**.



Add Dynamic Grid Items

Dynamic grids organize the data input for processes. When you start a process containing a dynamic grid, you will be able to enter data into the fields.

Depending on how they are set up, each process or workflow may include different fields like text fields, date fields, drop-down lists, option buttons and check boxes.



NOTE: You will need to complete all required fields before you can submit the work activity.

Add Dynamic Grid Field Items

1. Open a work activity.
2. Complete all the required fields in each page. You can navigate between the dynamic grid item pages using one of the following actions:
 - **Next** arrow: Tap to navigate to the next page.
 - **Back** arrow: Tap to navigate to the previous page.
 - **Menu** icon: Tap to view the list of fields. Tap a field to navigate to it.

- Swipe left and right: Swipe left or right on the screen with a finger to navigate between pages.
3. Tap **Done**.
 4. Tap **Save**.
 5. If you were offline when you created or edited the work activity, ensure that you perform a manual sync by tapping **More** and then tapping **Sync**.

Add Attachments

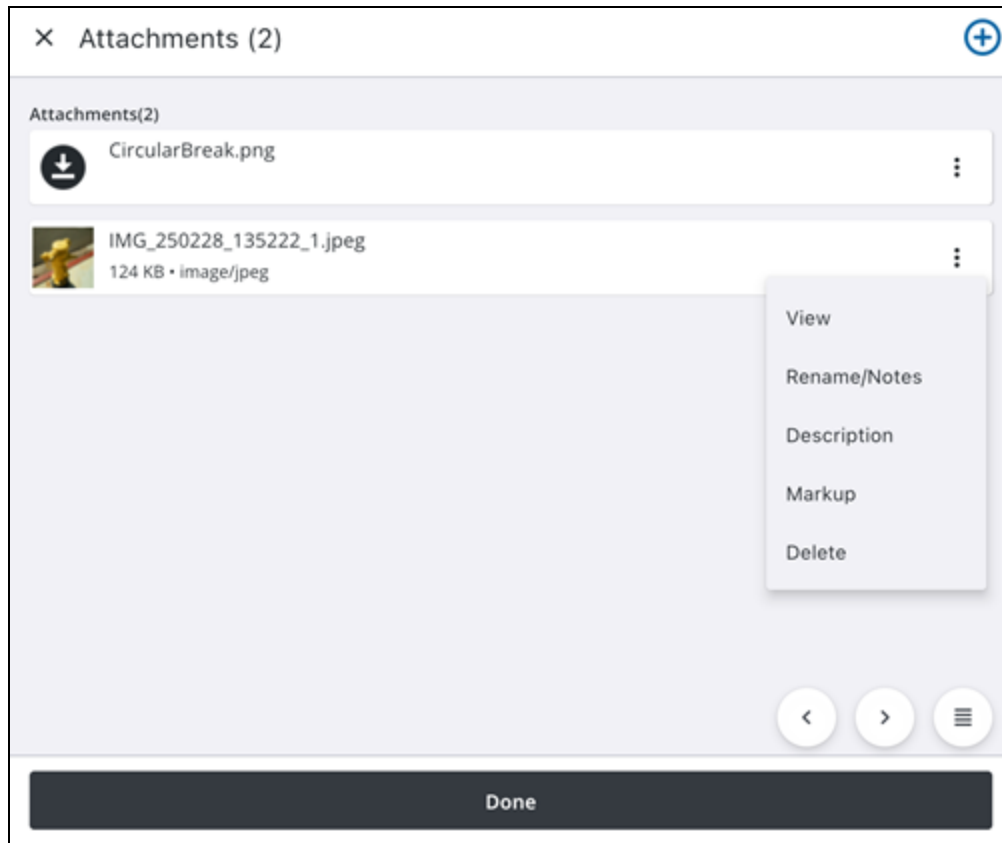
You can add attachments from your device via the **Attachments** field or by tapping the **Attach** icon.

Photos taken in the app display a text-based timestamp by default, allowing you to view the date and time the photo was taken to better track construction progress, fulfill legal requirements, create time-lapse sequences, and more. The timestamp remains visible even if you mark up the photo. To manage this setting, see **Media Attachments** in the "App Settings" on page 23 topic.

The following steps follow the workflow of tapping the **Attach** icon.



NOTE: You can add attachments only to work activities that are in your court.



Attach a Photo from the Camera

Take pictures and upload them to the Documents module.

1. Tap **New**.
2. Tap **Camera**.

Attach One or More Photos from the Camera Roll

Pick pictures from you device's Photo Library and upload them to the Documents module.

1. Tap **New**.
2. Tap **Camera Roll**.
3. You will be asked to provide access to your device's Photo Library. Tap **OK** to confirm.

Take and Attach Videos

Take videos and upload them to the Documents module.

1. Tap **New**.
2. Tap **Video**.
3. You will be asked to provide access to your device's camera and microphone. Tap **OK** to confirm.

Attach Documents

Upload a new document and add it.

1. Tap **New**.
2. Tap **Document**.

Add Attachments to Comments

1. Open a work activity.
2. Tap **Comments**.
3. Tap **Add**.
4. Tap **Add Comment**.
5. Tap **Make Private** to make the comment private.
6. Tap and enter the comment in the text box.
7. Tap **Add** to add an attachment to the comment. Project documents, photos, video, and documents can be added to comments.
8. Tap **Add**.

View and Manage Attachments

You can view and manage existing attachments.



NOTE: The **Rename/Notes**, **Description**, and **Markup** options are only available for attachments that you have uploaded. These options are not available for existing attachments.

From the Documents Page

1. Tap the **Documents** icon.
2. Tap the **More** icon on an attachment to access more actions.
 - **View:** Tap to view the attachment.
 - **Done:** Tap the attachment and tap **Done** to exit viewing.
 - **Rename/Notes:** Tap to rename the attachment or add a note.
 - **X** icon: Tap to remove the current attachment name.
 - Tap the field to enter a new name or add a note.
 - **Rename:** Tap to save the new attachment name.
 - **Description:** Tap to add a description.
 - Tap the field to enter a description.
 - **Update:** Tap to update the description.
 - **Markup:** Tap to use markup tools to mark the image with annotations.
 - **Color picker** icon: Tap to change the markup color.

- Draw on the attachment to mark it up.
- **Undo**: Tap to undo the markup.
- **Save**: Tap to save the markup.
- **Delete**: Tap to delete the attachment.

Add Comments

The Comments section shows a list of comments added to the process and indicates if a comment is private or public. The comment text, name of the user who added the comment, the comment date and time stamps are also included.

From here you can also add comments. When private comments are enabled, users with permissions will be able to add private comments.

Add Comments

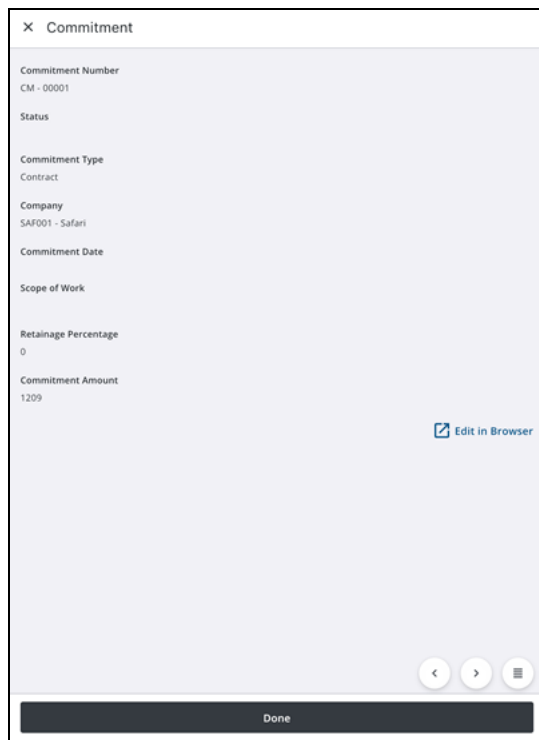
1. Open a work activity.
2. Tap **Comments**.
3. Tap **Add**.

4. Tap **Make Private** to make the comment private.
5. Tap and enter the comment in the text box.
6. Tap **Add** to add an attachment to the comment. Project documents, photos, video, and documents can be added to comments.
7. Tap **Add**.

View Cost-Enabled Processes

When viewing process instances or work activities with cost-related items, such as budget changes, commitments, general invoicing, and allowances, you can view and edit the cost-related items in the Trimble Unity Construct web application.

1. Open a cost-related work activity.
2. Tap the cost-related section to open it.
3. Tap the **Edit in Browser** link.



The process instance details page opens in the Trimble Unity Construct web application.

Trimble Unity Construct

CommitmentProcess (CM) - 1

Project: CM - 1
Process Document: Show History | Current Actors
Current Workflow Step: Hold Step Show Workflow Diagram
Subject: Test
Status: Submitted

Project Number: 1102
Overall Due Date:
Step Due Date:

Details Comments (0) Documents (0) Attached Processes (0) Attached Forms (0) Attached To (0)

Expand All Collapse All

IntDataField:
StringDataField:
DecimalDataField:
Account User: Please select...
Company: [lookup]
Date: [calendar]
Drop Down: -- Please select an option --
Multipick List: 0 Items
Project: [dropdown]
User In Role On Project: Please select...
Check Box: ☐ Cable ☐ Internet ☐ Alarm System
Company On Project: [lookup]
File: [drag and drop file here] or Browse Computer Browse e-Builder
Merge Field: [drag and drop file here] or Browse Computer Browse e-Builder
Process Look Up: [lookup]
Radio Button: ☐ Option A ☐ Option B ☐ Option C
User In Role: Please select...
User On Project: Please select...
Transaction ID: [text]
Transaction Date: [calendar]
MNSCU ID: [text]
PO Number: [text]
Previous Actor: Please select...

Complete the Work Activity

After collecting the necessary data and information for a work activity, you can take action to progress the workflow.

Take Action to Progress the Workflow

You can take action on process instances in your court to progress the workflow.

1. Tap a work activity.
2. Tap **Take Action**.
3. Tap the desired action to take it.
 - **Accept:** Tap to accept the work activity step.
 - **Decline:** Tap to decline the work activity step.
 - **Approved:** Tap to approve the work activity step.
 - **Revise:** Tap to revise the work activity step.
 - **Submit:** Tap to submit the work activity step.
 - **Request Comment:** Tap to request for a comment on the work activity.

GIS Feature Data Collection

You can efficiently perform GIS feature and asset data collection directly in the field, all within the same app you use for daily fieldwork. This streamlines workflows, allowing you to add missing assets or update a feature's position in real time. When a feature is collected, you can record attribute data, enhancing operational efficiency and supporting critical decision making.

Collect a New GIS Feature or Asset

You can create a GIS feature or asset while in the field.

1. Open the **Map**.
2. Tap the **Add** icon.



3. The **Add** panel opens.
4. Tap **Assets**.
5. Select an **Asset**. If prompted, select an **Asset Type**.

The **Create Asset** panel opens to the **General** page. You can also access the **Location** page.

The following actions are available from the **General** page:

- **Menu** icon: Tap to view the list of pages. Tap a page to navigate to it.
 - **General**: Tap to view and enter details on the **General** page.
 - **Location**: Tap to view and enter details on the **Location** page.
- **Next** arrow: Tap to navigate to the next page.
- **Back** arrow: Tap to navigate to the previous page.
- **Swipe left and right**: Swipe left or right on the screen with a finger to navigate between pages.
- **Create**: Tap to create the asset.
- **Cancel**: Tap to cancel the asset creation.

The following actions are available from the **Location** page:


- **Capture**: Tap to capture the asset location. See "Quick Capture GIS Features and Assets Using GNSS" on the facing page for more information.

- **Map:** Tap to add a location from the map. See "Manually Digitize GIS Features and Assets from the Map" on the next page for more information.
 - **Clear:** Tap to clear the selected location and all GNSS metadata.
 - **Details:** Tap to view location details.
6. Enter information into the desired fields for the asset from the **General** and **Location** pages.
 7. Tap **Create**.

The GIS feature or asset is created.

Quick Capture GIS Features and Assets Using GNSS

You can quick capture GIS feature and asset data using your GNSS position.

 **NOTE:** If an external GNSS receiver is not connected, the location is captured based on your device's internal GPS. See "Connect to the GNSS Receiver" on page 26 for more information on connecting a GNSS receiver and ensuring the most accurate capture.

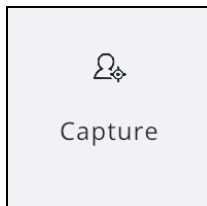
Capture a Point Location

You can capture a point location for a GIS feature or asset.

1. Tap the **Add** icon.

The **Add** panel opens.

2. Select **Asset** and add an asset.
3. From the **General** page for the new asset, tap the **Menu** icon.
4. Tap **Location**.
5. Tap **Capture**.



The GNSS location is captured. Once the location is captured, relevant GNSS metadata fields (e.g., accuracy, fix type, date/time) are automatically saved and populated.

Capture a Point with Accuracy

You can capture a point with accuracy using the **My Location** icon.

1. On the **Location** page for your asset or work activity, tap **Map**.

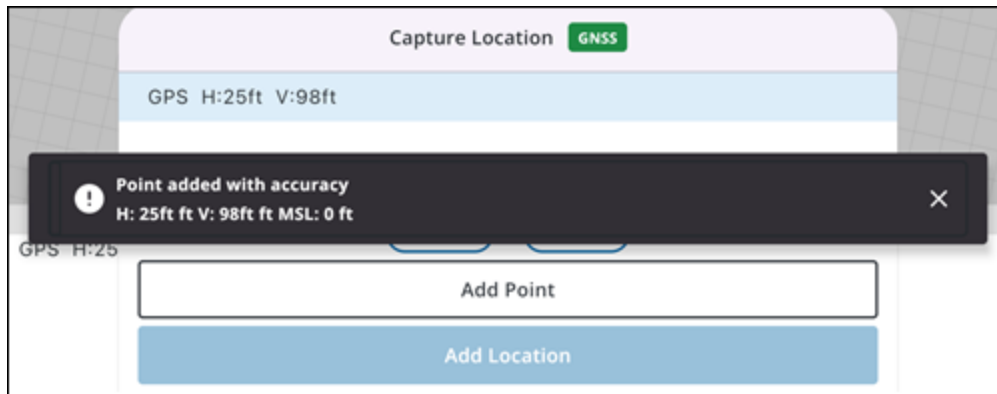
The **Capture Location** panel opens to your current location on the map.

2. Tap the **My Location** icon to lock the map to your orientation. See **Follow My Orientation** in the "View My Location on the Map" on page 100 topic for more information.

The map rotates relative to your change in direction and the **Compass** icon appears under the **My Location** icon, displaying the current direction and where North is relative to your orientation.

3. Tap **Add Point**.

A message appears stating the point was added with accuracy, along with metadata details.



4. Tap **Add Location**.

The **Location** is added and you are brought back to the **Location** page, where related metadata fields are automatically saved and populated.

Manually Digitize GIS Features and Assets from the Map

You can collect and update GIS feature and asset data in the field by capturing locations via manual digitization (through points, lines, or polygons) and by entering attribute details.

Capture Location

You can capture the location for a GIS feature or asset.

1. Collect a new GIS feature or asset.
2. From the **General** page for the new asset, tap the **Menu** icon.
3. Tap **Location**.
4. Tap **Map**.

The **Capture Location** panel opens to your current location on the map.

5. Add a point.
6. Tap **Add Location**.

The **Location** is added and you are brought back to the **Location** page, where related metadata fields are automatically saved and populated.

Capture Location Panel

The **Capture Location** panel allows you to add points, lines, or polygons depending on your feature type. It also provides tools to guide your capture process.

1. With the **Capture Location** panel open, tap and drag on the map.

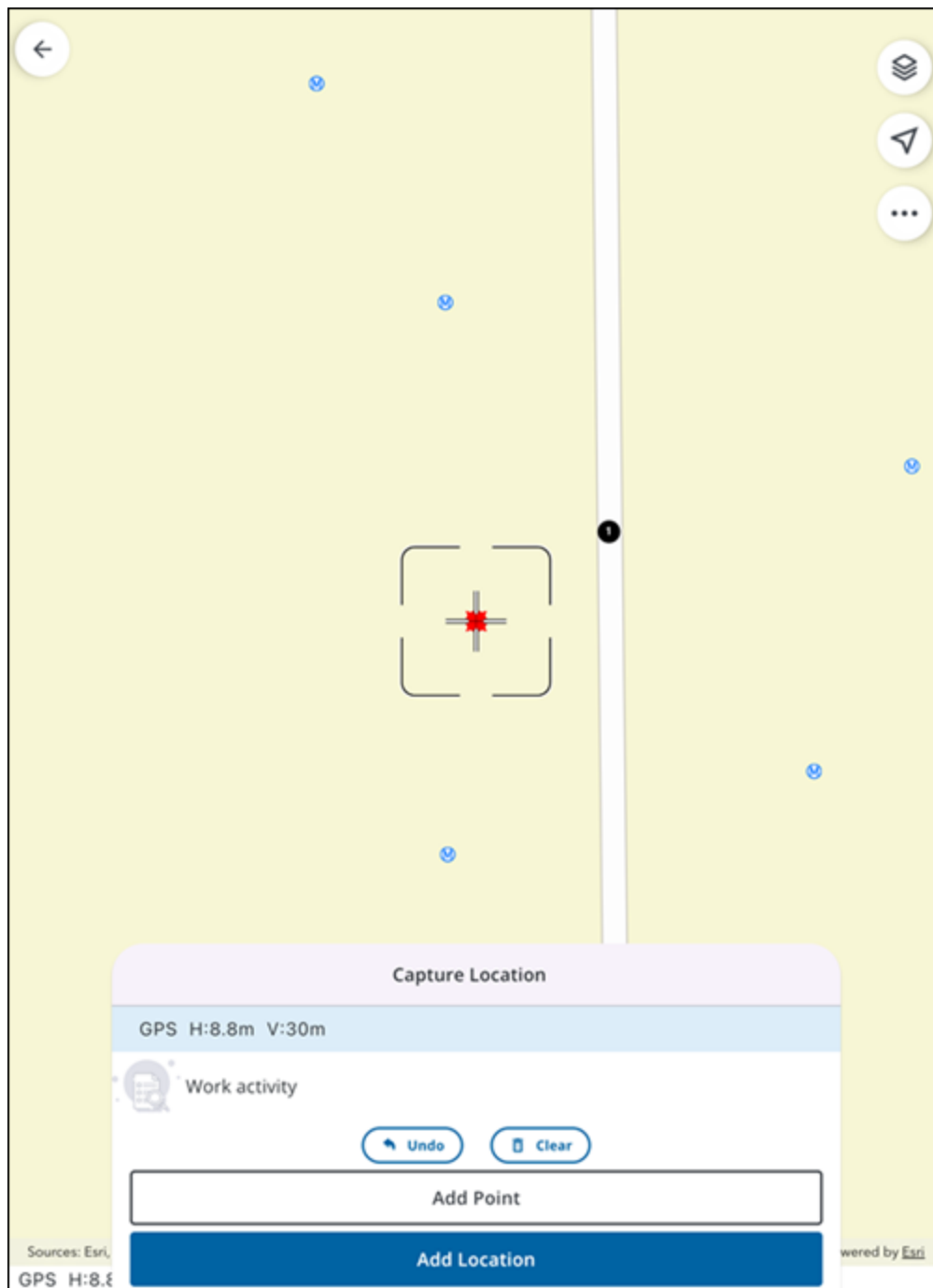
A reticle appears on the map, providing a guide for where a point will be placed.



NOTE: For features consisting of a single vertex (e.g. a tree or a valve), you must tap directly on the map screen to add a point. The **Add Point** tool is only available when adding multiple points for linear or polygonal features.

The following options are available on the **Capture Location** panel:

- **Add Point:** Tap to add a point when collecting linear or polygonal features. This option is not available for single-point features.
- **Add Location:** Tap to add a location and return to the **Location** page.
- **Undo:** Tap to undo your last action.
- **Clear:** Tap to clear all points.



Capture Location Methods

Depending on your GIS Feature type, you can choose how to capture its location using the reticle guide and the **Capture Location** panel.

Capture a Point

You can capture a single point on the map, allowing you to indicate a single vertex consisting of a coordinate pair (e.g. a valve or a tree).

1. Using the reticle guide, tap and drag to your desired location.
2. Tap on the map to add a point.

A point is added on the map. To remove the point, tap the map again.

3. Tap **Add Location**.

The **Location** is added and you are brought back to the **Location** page, where related metadata fields are automatically saved and populated.

This page is intentionally left blank

Map



The map allows users to view and interact with GIS data in real-time in reference to their current location in the field. When opened, the map zooms to display all work activities.

Work activities appear as icons on the map, along with sync-enabled feature layers. Additionally, map icons dynamically update as actions are taken on associated assets and related activities, providing a clear visual representation of progress and remaining tasks. This streamlines workflows by allowing users to quickly identify and take action on related activities and assets directly from the map.

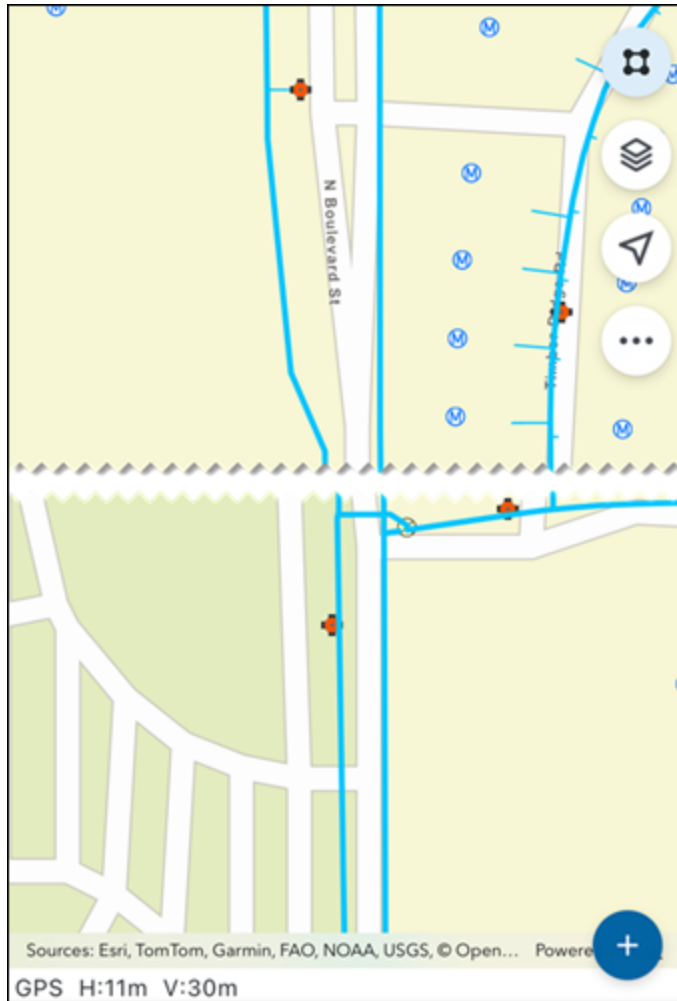
The map appearance is based on basemaps configured to appear in the app.

 **IMPORTANT:** Mobile map packages (MMPK) are not supported.

The following icons appear on the map:

- **Select** icon ( - **Web Maps**: Tap to view and switch between any web maps assigned to your user role. See "[Switch Web Maps](#)" on page 103 for more information.
 - **Base Maps**: Tap to view and switch between base maps using the **Base Maps Selection Tool**.
 - **Legend**: Tap to view the map legend.
 - **Cancel**: Tap to exit the menu.
- **Add** icon (

Map




Select GIS Features from the Map

You can view and select assets from the map.

If your selection contains both work activities and assets, the **Choose a Type** panel appears.

- **Assets:** Tap to view selected assets.
- **Activities:** Tap to view selected work activities.

Choose a Type		×
Assets (84)		>
Activities (1)		>

 **NOTE:** You can choose which layers and GIS features on the map are selectable. See "Toggle the Visibility and Selection of Layers" on page 100 for more information.

Single Asset Selection

If a single asset is selected, the asset card appears on the map.

1. Open the **Map**.
2. Tap the **Select** icon or tap the map to select a single asset.
 - View Asset Details: Tap the card to view the asset details.
 - **Map** icon: Tap to view the selected asset on the map.
 - **More** icon: Tap to access more actions.
 - **Locate**: Tap to open advanced locate for the selected asset.
 - **Directions**: Tap to open driving directions to the selected asset.

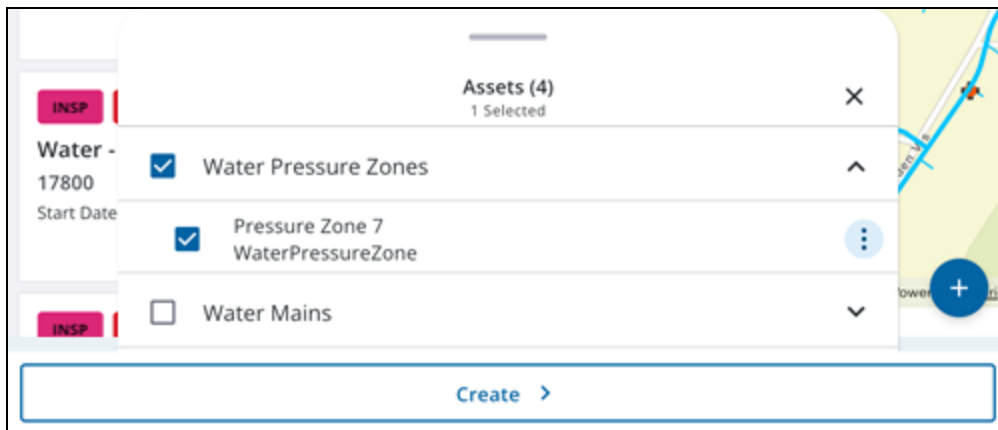


Multiple Asset Selection

If multiple assets are selected, the **Assets** panel appears displaying each asset.

1. Tap on the map.

Any selectable assets in that area are selected and appear on the **Assets** panel.



2. Tap the check box to select one or more assets.

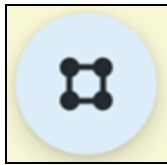
The number of selected assets updates .

- Tap an asset to view the **Asset Details** screen.
- **More Actions** icon: Tap to open the **More Actions** menu.
 - **Zoom to Location**: Tap to zoom to the asset location on the map.
 - **View Asset Details**: Tap to view the asset details.

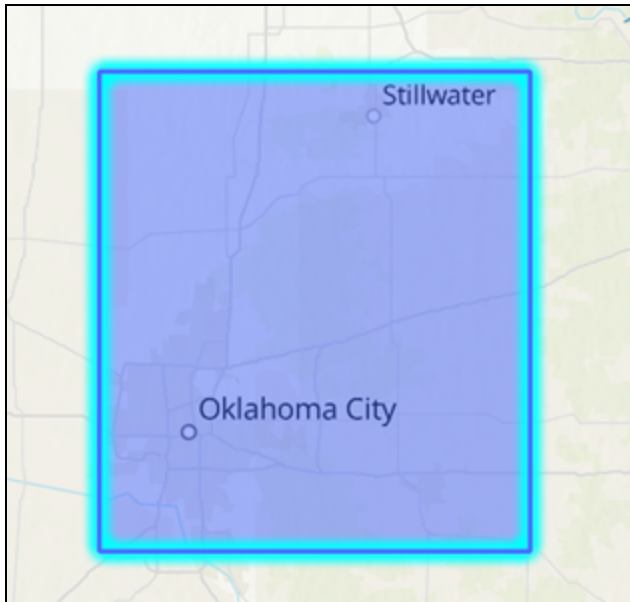
Use the Select Icon to Draw a Rectangle

The **Select** icon allows you to select assets on the map. Users can define their selection area with a rectangle drawn on the map.

1. Tap the **Select** icon.



2. Tap and drag across the map to draw a rectangle.



Any selectable assets in that area are selected and appear on the **Assets** panel.

Clear a Selection

Users can clear an existing selection.

1. Tap **X** or swipe down on the **Assets** panel to clear the selected assets.

Toggle the Visibility and Selection of Layers

You can toggle the visibility and selection of GIS layers on the map.

Inspections, service requests, and work orders, assets, and GIS features appear as layers on the map. These layers can be made visible in the **Layers** list.

1. Tap the **Layers** icon.



2. Tap **Layers**.

- **Search bar**: Tap to enter and search for a specific layer.
- **Visibility icon**: Tap to toggle the layer's visibility.
 - To make all layers visible at once, tap the **Visible** icon next to **Select All**. To make all layers invisible at once, tap it again.
- **Check mark icon**: Tap the icon next to a layer to select it.
 - To select all layers at once, tap the **Check mark** icon next to **Select All**. To deselect all layers at once, tap it again.

The map automatically updates based on the selected layers.

View My Location on the Map

You can view your location on the map in relation to assets and work activities. The **My Location** icon allows you to quickly center the map to your current location and view real-time updates as you move, providing increased spatial awareness with the map orientation.



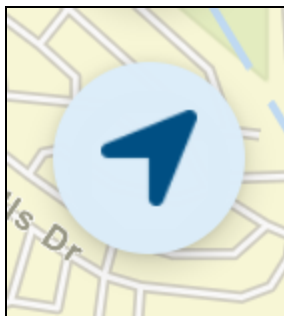
PREREQUISITES:

- **Precise Location Services** must be turned on in your device settings for this functionality to work. If you have **Approximate Location Services** turned on, this tool displays an approximate location.

Center the Map to My Location

You can center the map to your location. As you move, the map auto-pans to keep your location centered.

1. Tap the **My Location** icon.



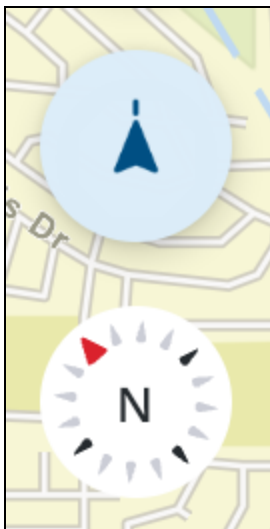
The map zooms and centers to your location, staying centered with a North-up orientation as you move around. The map stays centered on your location until you manually pan away or view an asset or activity's location on the map.

Follow My Orientation

The map can be locked to follow your orientation.

1. Tap the **My Location** icon to center the map to your current location.
2. Tap the **My Location** icon again to lock the map to your orientation.

The map rotates relative to your change in direction and the **Compass** icon appears under the **My Location** icon, displaying the current direction and where North is relative to your orientation.

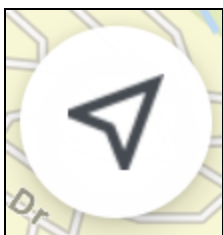


Additionally, the **User Location** icon updates to display your current orientation.



Reset Map to Default North Orientation

You can reset the map view to the standard North-up orientation at any time.



Center the Map to My Location

1. If the map is centered to your location, tap the **My Location** icon twice to reorient the map to the North-up orientation.

The map view is reset into a North-up orientation.

Follow My Orientation

1. If the map is locked to follow your orientation, tap the **My Location** icon once to reorient the map to the North-up orientation.

The map view is reset into a North-up orientation.

More Actions Menu

You can access base maps, and legend options using the **More Actions** icon.

1. On the map, tap the **More Actions** icon.



The **More Actions** menu appears.

- **Web Map:** Tap to view and switch between the default web map and any other web maps assigned to your user role. A secure web map is required to switch web maps even if the user's other assigned web maps are public.
- **Base Maps:** Tap to view and edit base maps using the **Base Maps Selection Tool**.
- **Legend:** Tap to view the map legend.
- **Cancel:** Tap to exit the menu.

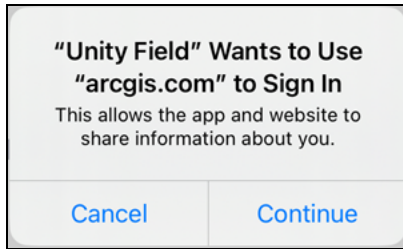
Switch Web Maps

Trimble Unity Field allows you to access and switch between project-specific maps with focused GIS data that supports specific field workflows. This allows you to use the web map that most efficiently presents the data you need to get your job done.



NOTE: After authentication with ESRI ArcGIS, users can see a list of available web maps and switch between them. A secure web map is required to switch web maps even if the user's other assigned web maps are public.

1. When logging on to Trimble Unity Field, you will be prompted to sign in using ESRI ArcGIS credentials if you have not already signed in.



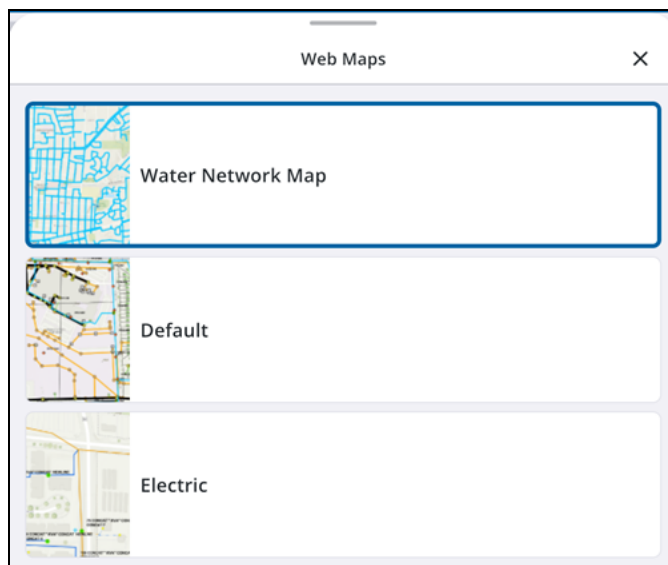
2. On the map, tap the **More Actions** icon.

The **More Actions** menu appears.



3. Tap **Web Maps**.

The **Web Maps** panel appears with the current web map highlighted.



4. Select a web map to use.

The web map updates.

Switch Base Maps

You can switch between available ArcGIS Online base maps and choose the base map that best suits your immediate needs, whether it's high resolution imagery for detailed inspections, a topographic map for understanding terrain, or a street map for navigation. When connected to the internet, base maps can be changed at any time to better account for current conditions and visibility.

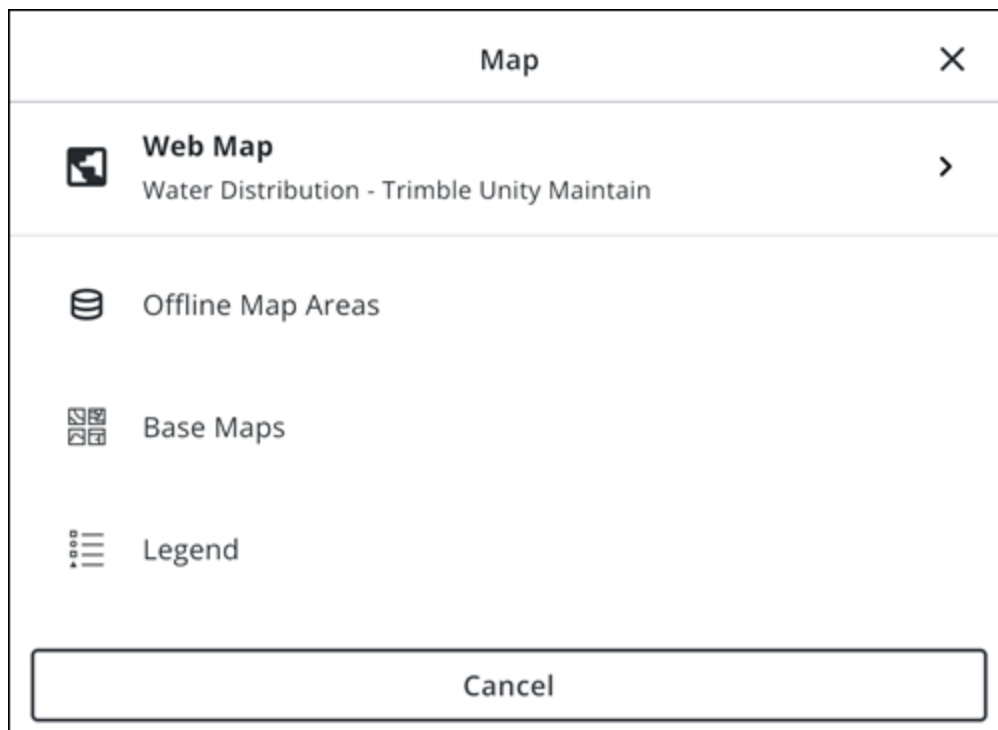


PREREQUISITES:

- You must be connected to the internet to switch base maps.

1. On the map, tap the **More Actions** icon.

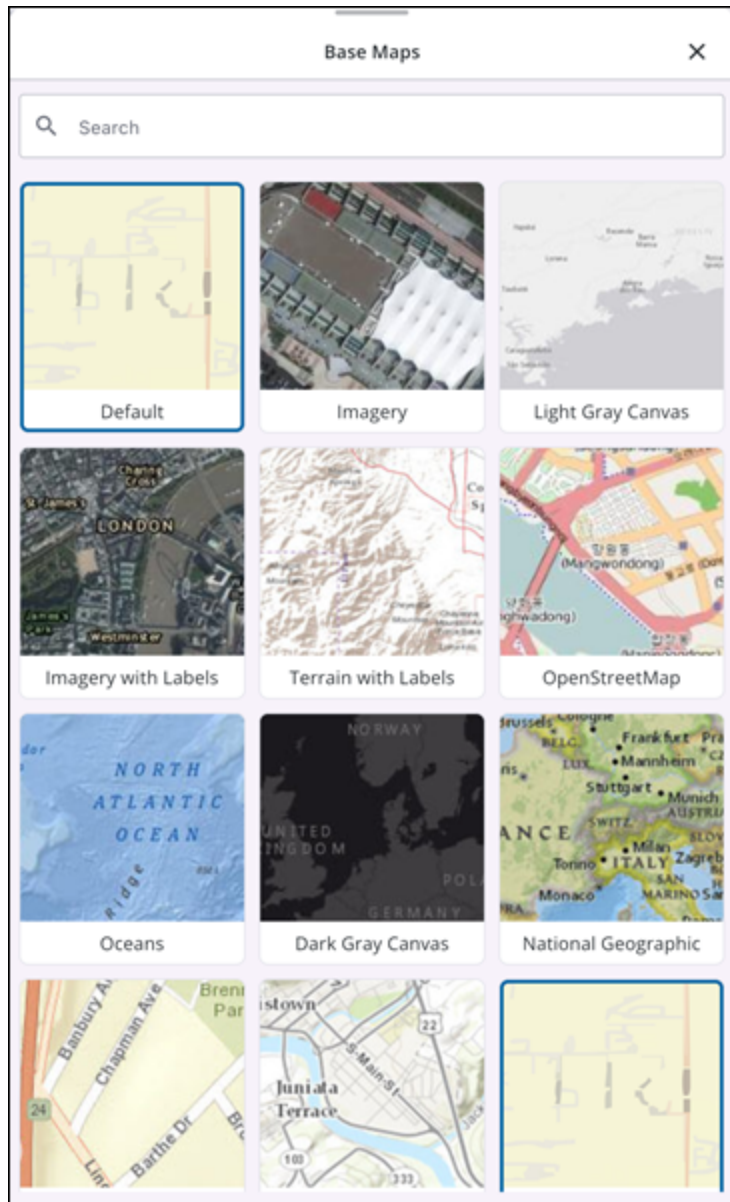
The **More Actions** menu appears.



2. Tap **Base Maps**.

The **Base Map Selection Tool** appears.

- **Search:** Tap to search for a base map.



3. Select a base map to use.

The base map updates.

View Legend and Symbology Details

You can view the legend for the web map to better understand the symbols used for asset and activity layers. By displaying the layer list and associated symbology, you can quickly and accurately interpret the different features and assets to minimize the risk of error and remove ambiguity.

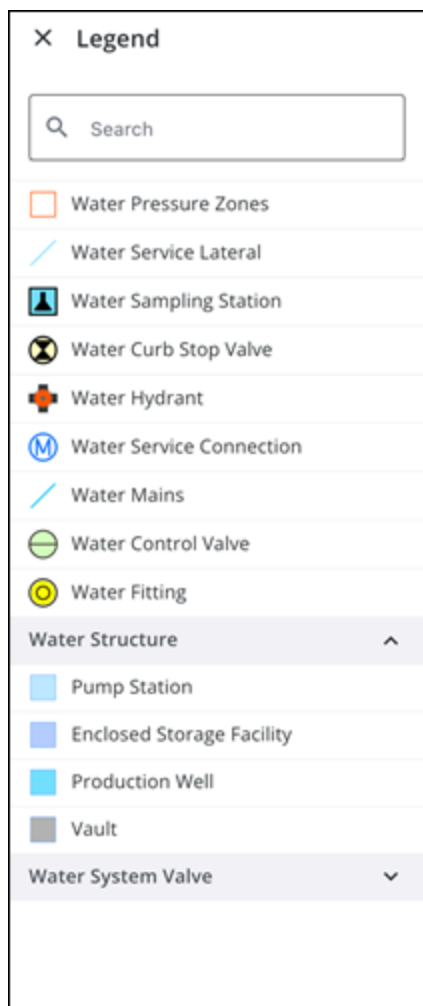
1. On the map, tap the **More Actions** icon.



2. Tap **Legend**.

The legend appears, displaying map symbols and their meanings.

- **Search:** Tap to search the legend for specific layers or symbols.
- **Drop-down** icon: Tap to expand or collapse a section of the legend.



Locate Selected Features Using GPS

You can locate a selected feature using GPS.

1. Tap the **Select** icon.
2. Tap and drag across the map to draw a box. Any selectable GIS features in that area are selected.

The **Assets** panel appears.

3. Swipe up on the panel to expand the list and scroll through the selected GIS feature types.
4. Tap the **More** icon beside the selected feature you wish to locate using GPS.
5. Tap **View on Map**.

The map zooms to the highlighted feature's location.

View Details of Selected GIS Features

You can view asset details and perform actions from the **Asset Details** screen.

From the map, select and open an asset to view the **Asset Details** screen.

- **Zoom:** Tap to view the asset on the map. This action is available only for location-enabled work activities.
- **Locate:** Tap to open locate for the asset. This action is available only for location-enabled work activities.
- **Directions:** Tap to get driving directions to the asset. This action is available only for location-enabled work activities.
- **Attachments:** Tap to view the asset attachments. This functionality is only available when connected to the internet.
- **Edit:** Tap to edit asset details.

Show Distance and Bearing and My Location On Maps

You can view your distance and bearing and location on the map.

Locate

The **Locate** feature allows users to capture high accuracy positioning data. This action is available only for location-enabled work activities.

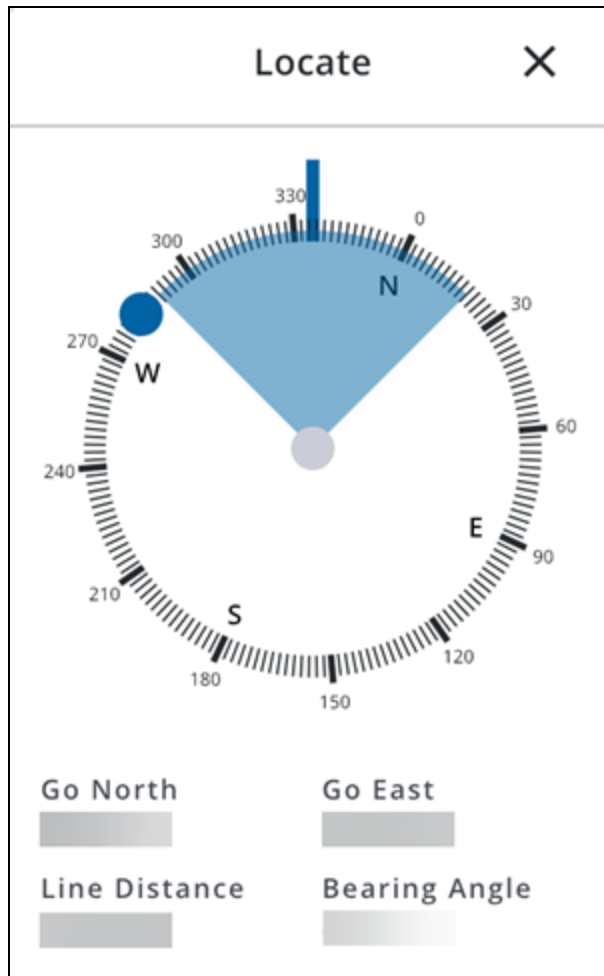


NOTE: The **Locate** feature is only as precise as the accuracy of the data collected. If the asset's location is not accurate to begin with, the Advanced Locate data will not be accurate either. For best results, ensure high accuracy for the asset's location data.

1. Open a work activity.
2. Tap **More**.

3. Tap **Locate**.

The map opens to your current location and displays the **Locate** compass with navigation directions.



Location Status

You can view your current location status.

1. Tap **Settings**.
2. Tap **GPS**.
3. Tap **Location Status**.

Details about your current location status appear.

← Location Status

Number of Satellites

17

Position

Fix Type

TMM_Fixed

Latitude

34.9357

Longitude

-87.1397

Height

199.3701

Altitude (MSL)

227.666

Vertical Accuracy

0.0707

Horizontal Accuracy

0.0183

Tilt

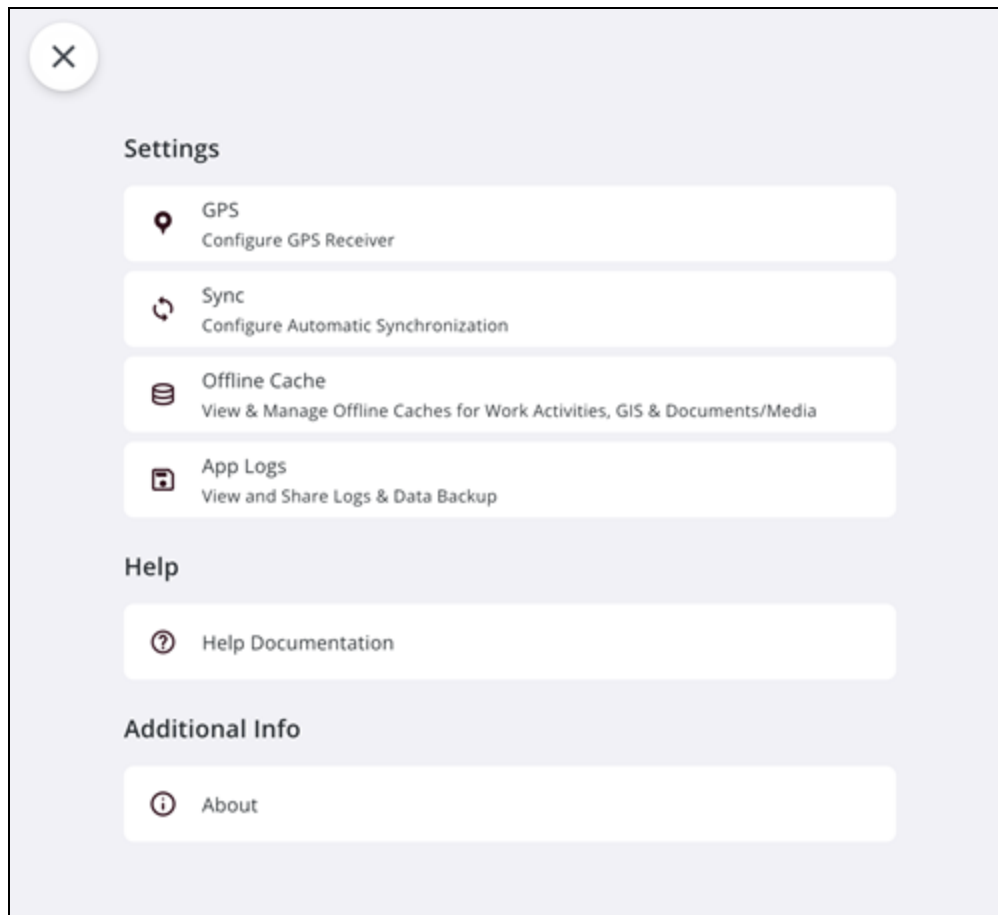
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Troubleshooting Issues

Clear the Offline Cache

Clearing the offline map area cache can resolve map display or performance issues.

1. Tap **Settings**.
2. Tap **Logout**.
3. Tap **Settings**.
4. Tap **Offline Cache**.



5. Next to **Offline Map Areas**, tap **Clear All** to clear all map areas.



A confirmation message appears to inform you that this will erase all the offline map areas from your device.

6. Tap **Clear** to confirm.

The offline map cache is cleared.

7. Tap the **Back** icon to return to the **Settings** screen.
8. Tap the **X** icon to return to the log in screen.
9. Log in to the app again. See "Log In" on page 19 for more information.

Contact Support

To provide feedback, report issues, and request support, contact your Administrator and have them reach out to your Trimble Unity Field Customer Support Manager.