
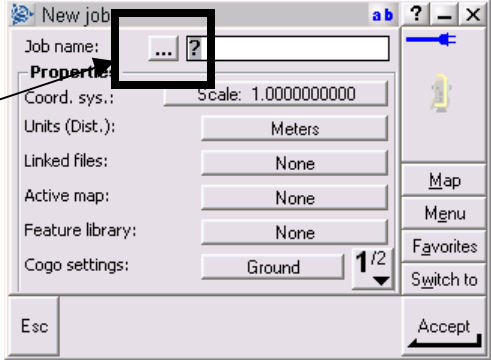


Tip#13 Job Folders

Introduction Survey Controller firmware version 12.20 introduces project folders.

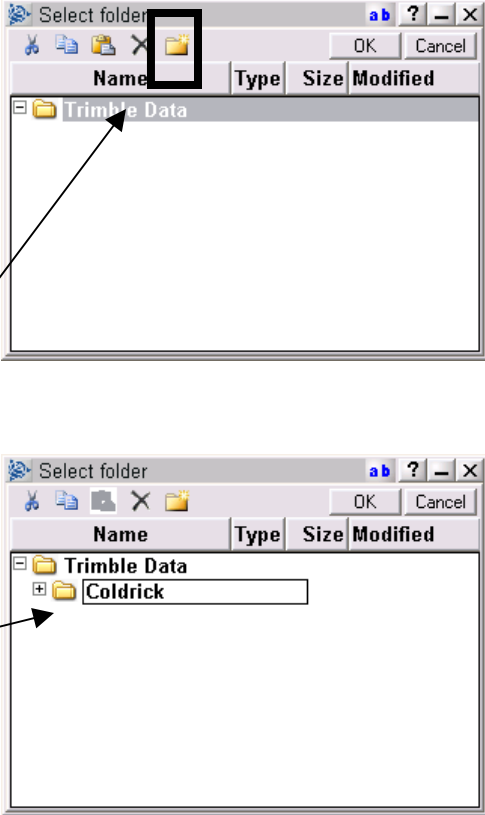
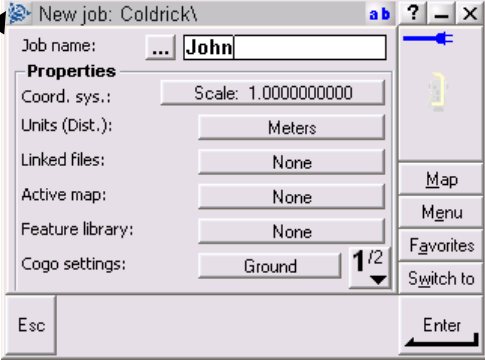
In the past all Survey Controller files were stored in the Trimble Data folder. Now you can create your own project folders as sub folders in the Trimble Data folder. This is a wonderful idea for separating projects, jobs, and their associated files into unique folders.

The Trimble Data folder itself can now be considered as a system folder. But if you do not wish to use your own separate folders, you can still use the Trimble Data folder as your projects folder as you did in the past.

Step	Action	Display
1	<p>To create your own folder when creating a new job:</p> <p>In Survey Controller:</p> <ul style="list-style-type: none"> • Tap on the Files icon. <p>This opens a pull-down menu. From within the pull-down menu:</p> <ul style="list-style-type: none"> • Tap on New job. <p>This opens the New job screen.</p>	
2	<p>From within the New job screen:</p> <ul style="list-style-type: none"> • Notice the new button. • Tap on this new button. <p>This opens the Select folder screen.</p>	


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Tip#13 Job Folders, *Continued*

Step	Action	Display
<p>3</p> <p>In the Select folder screen:</p> <p>Here you can create, delete, copy, and paste folders.</p> <p>Let's create a new folder called Coldrick.</p> <ul style="list-style-type: none"> • Tap on the New folder icon. <p>We now see a sub-folder ready for a new name.</p> <ul style="list-style-type: none"> • Enter a name for the folder. In this example I will call the folder Coldrick. • Tap on the OK button <p>This returns you to the New job screen.</p>		
<p>4</p> <p>In the New job screen:</p> <p>We now see the sub-folder name in the job title.</p> <ul style="list-style-type: none"> • Continue creating the new job and press the Accept button when finished. <p>This returns you to the main menu.</p>		

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Tip#13 Job Folders, *Continued*

Step	Action	Display
5	In the main menu: <ul style="list-style-type: none">• Notice the path and job name.	

Conclusion

Job folders are an excellent tool for separating jobs and their associated files into their own unique storage area.