

V2.0 RELEASE NOTES

Trimble® **AllTrak™ Cloud**

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Introduction

This document provides information about new features and modifications in release v2.0 of the Trimble® AllTrak™ Cloud software.

Asset Charge Module

The Asset Charge module is a new optional module now available with the AllTrak Cloud software in v2.0. The Asset Charge module enables Assets, Commodities and Consumables to be charged to a Jobsite Location based on a one time charge, daily charge, or a time based rate table. AllTrak Cloud will track the cost of the use of assets on a Jobsite and the Jobsites sub-locations based on how long those assets are on the Jobsite. This section describes the features of the Asset Charge Module.

Company Settings: Asset Charge Settings

The Asset Charge Settings under Company Settings establishes the default charge settings for Jobsite Locations. The Company Settings must be set and saved before Asset Charges can be setup for Jobsite Locations, Assets, Commodities or Consumables. Select the appropriate settings as described below for your company and click **Save** at the bottom of the Settings panel. Only an Administrator can set the Company default Asset Charge Settings.

Workdays and Business Hours

The workdays and business hours should be set based on what days and hours your company typically works on jobsites. These settings can be changed for individual Jobsite Locations, but these settings are also used to adjust Time-based asset charges for Jobsites that do not follow the standard settings. For this reason, after being set these settings should not be changed without careful consideration.

Workdays: Check the days of the week that your company typically works.

Chargeable hours per day: Enter the number chargeable hours typically worked each day on the jobsite.

Start Time / End Time: The start time and end time establish a work window during which assets transferred to a jobsite should be charged. The work window can be equal to or longer than the chargeable hours per day, but it cannot be shorter.

Billable days per month: Enter the number of chargeable workdays that a Time-based charge asset should be on the site before entering the 2nd month of charges.

Note: If you work a 5 day week and treat a month as 4 weeks then enter 20. If you work 6 days and treat a month as 4 weeks then enter 24.

Holidays

The Holidays control sets up the Holidays that your company typically does not work.

Click on **+** to add a holiday or other non-working event to the settings. The recurrence of a holiday from year to year can be setup in multiple ways.

Name sets a descriptive name for the holiday being added.

A **One Time Event** establishes a non-working day that occurs only once and does not repeat year after year.

Rekurs every <select date> sets up a Holiday that recurs on the same date year after year. If the Holiday falls on a weekend the day the holiday is recognized can be adjusted based on the following settings:

- **None:** the holiday is only recognized on the day that it falls.

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- **Nearest Workday:** the holiday should be recognized on the nearest workday whether that day precedes or follows the actual holiday date. If the holiday date falls on a Saturday, then recognize the preceding Friday as a holiday, if the date falls on a Sunday then recognize the following Monday as a holiday.
 - **Preceding Workday:** the holiday is recognized on the preceding workday regardless on which weekend day the holiday falls. If the holiday falls on Saturday or Sunday, recognize Friday as the holiday.
 - **Following Workday:** the holiday is recognized on the following workday regardless on which weekend day the holiday falls. If the holiday falls on Saturday or Sunday, recognize Monday as the holiday.

Rekurs every <select week> <select day> of <select month>: sets up a Holiday that recurs on specific week on the same day of the week in a specific month year after year. For example in the United States, Memorial Day falls on the last Monday of May and Labor Day falls on the first Monday of September.

Click **Add** to add the Holiday to the list of recognized holidays.

Select a holiday and click  to edit the settings for the holiday.

Select a holiday and click  to delete the holiday.

Charge Adjustments

Charge Adjustments enable Markup or Discount percentages to be setup for Owned Assets, Rented Assets and Consumables. A positive value will increase the standard amount charged for an asset by the percentage entered. A negative value will reduce the standard amount charged for an asset by the percentage entered.

Minimum Asset Charge Value

The Minimum Asset Charge Value establishes what the minimum charge value for an asset must be in order for the asset to be charged to a jobsite. The Asset Charge Value is setup for an asset when the asset's charge rates are setup.

Location Calendar Charge Adjustments

The **Rental assets charge on holidays'** checkbox sets whether or not a Rental asset should be charged on a Holiday if the holiday falls on a workday.

Note: Individual Assets can be set to charge on holidays or charge 7 days per week regardless of the Location Settings.

Location Cap Charge Settings

Asset Charge Cap Settings are setup at both the Location and the Asset Level. For a Jobsite Location, asset capping can be set three different ways:

- **Not Capped:** When Not Capped is selected assets will charge a jobsite the entire time an asset is on the jobsite and charges only stop when the asset is transferred off of the jobsite.
- **Use Asset's Cap Settings:** When Use Asset's Cap Settings is selected then asset charges will be capped based on how each individual asset cap setting is setup.
- **Capped (asset charge value) per location:** When Capped per location is selected then an asset will stop charging a jobsite once the amount of charges to the jobsite from the time the asset was transferred to the jobsite reaches the asset charge value.

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- **Charge Value Capped at:** The Charge Value Capped at percentage enables asset cap charges to be capped at a percentage of the Asset Charge Value. 100% caps charges at the Asset Charge Value, 80% caps charges once jobsite charges reach 80% of the Asset Charge Value, and 115% caps charges once jobsite charges reach 115% of the Asset Charge Value.

Note: Individual Asset Cap Settings can be setup to override the Location Settings regardless of the Location setting.

Prorate Charge Settings

Prorate Charge Settings only apply to Assets that are setup with Time Base Charges. Prorate Charges do not affect how assets using a Daily Charge are charged to the jobsite. Prorate Charges can be selected for Time Based Daily, Weekly and Monthly rates. Prorated Charges take affect after an asset has been on a Jobsite for more than the time period for which Prorate is selected. AllTrak Cloud calculates a time period Prorated Hourly Rate for each time period based on the time period charge amount divided by the number of hours in the time period.

- **Prorate Daily:** The Daily Prorated Hourly Rate equals the Daily Charge divided by the number of chargeable hours per day. After an asset has been on a Jobsite for a full day, the asset will charge the Jobsite at the Daily Prorated Hourly Rate until the asset has been on the Jobsite long enough to reach the weekly rate.
- **Prorate Weekly:** The Weekly Prorated Hourly Rate equals the Weekly Charge divided by the number of chargeable hours per week (hours per day times workdays per week). After an asset has been on a Jobsite for a full week, the asset will charge the Jobsite at the Weekly Prorated Hourly Rate until the asset has been on the Jobsite long enough to reach the monthly rate.
- **Prorate Monthly:** The Monthly Prorated Hourly Rate equals the Monthly Charge divided by the number of chargeable hours per month (hours per day times workdays per month). After an asset has been on a Jobsite for a full month, the asset will charge the Jobsite at the Monthly Prorated Hourly Rate until the asset is transferred off of the Jobsite.

Save

Click **Save** at the bottom of the Asset Charge Settings panel to save the company defaults for Location Charge Settings.

Location Settings: Asset Charge Tab

The Asset Charge Tab when creating a new location or editing a location is only available for Jobsite Locations. When creating a new Jobsite Location, the Asset Charge settings for the Jobsite will default to the Company Asset Charge Settings. The Asset Charge settings can be modified for each individual Jobsite. There are 2 Asset Charge Settings for a Jobsite that are setup with the default Company Asset Charge Settings. The section below describes these additional settings and how a Jobsite's Charge settings may differ from the Company default settings.

Apply charge settings

AllTrak Cloud enables charges for a Jobsite to be closed on a selected date so that no changes can be made to the charges prior to that date. A Jobsite's Charges can be closed on any date selected by the user. A Jobsite's Charges can be closed multiple times on different dates. The Apply charge settings selection sets when modifications to a Jobsite's Charge Settings should be applied.

- **Previous closure date:** Selecting previous closure date means that any modifications made to the Jobsite's Charge Settings will be applied from last closure date for this Jobsite. If the Jobsite's Charges were last closed on October 25, 2015, then the modifications will apply from October 26, 2015 forward.

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- **Next closure date:** Selecting Next closure date means that any modifications made to the Jobsite's Charge Settings will not be applied until after the next time the Jobsite's Charges are closed. If the Jobsite's Charges were last closed on October 25, 2015 and modifications are made to the Jobsite's Charge Settings and the Jobsite is then closed on November 7, 2015, the modifications will not apply to the Jobsite until November 8, 2015.

Time Zone

The time zone for a location will automatically default to current time zone of the browser being used to access AllTrak Cloud. Typically, this should be your current time zone. The time zone is represented as an offset from GMT (Greenwich Mean Time). You can change the time zone for the Jobsite by adjusting the offset from GMT time. The time zone does affect the Start and End Time of the working day on a jobsite.

Workdays and Business Hours

The workdays and business hours should be set based on what days and hours this Jobsite is being operated. Daily Charges and Time based charges will automatically be adjusted to account for longer or shorter workdays, workweeks and work months.

Workdays: Check the days of the week that are working days for this Jobsite.

Chargeable hours per day: Enter the number chargeable hours being worked on this Jobsite.

Start Time / End Time: The start time and end time establish a work window during which assets transferred to a jobsite should be charged. If this Jobsite is working a 12 hour day instead of a typical 8 hour day then the work window will need to be adjusted to account for the longer working day. The work window can be equal to or longer than the chargeable hours per day, but it cannot be shorter.

Billable days per month: If this job is working 6 days per week and the default work week is 5 days per week, you should adjust the billable days per month accordingly.

Note: If you work a 5 day week and treat a month as 4 weeks then enter 20. If you work 6 days and treat a month as 4 weeks then enter 24.

How changes to the default workday settings impact charges: Daily Charges and Time Based Charges (Daily, Weekly, Monthly) are affected by changes to a Location's workhours per day, workdays per week, and workdays per month. An adjustment factor is calculated for the location based on these settings. If the standard work day is 8 hours and this location works 10 hours then daily rates then the day is 25% longer than standard so daily charges are increased by 25% to account for the additional time tools are used on the jobsite. If the standard workweek is 5 days at 8 hours per day totaling 40 hours per week and this jobsite is working 6 days and 10 hours per day totaling 60 hours per week then the week is 50% longer than standard. In this case weekly charges are increased by 50% to account for the additional hours worked. Taking this example to a full month where the standard month is 160 hours (20 days * 8 hours), the increase is 24 days * 10 hours totaling 240 hours which is also a 50% increase for the month.

Holidays

Add or remove Holidays for this Jobsite.

Charge Adjustments

Different projects are estimated and contracted differently. Enter the appropriate Charge Adjustments as a Markup or Discount percentages for this Jobsite. A positive value will increase the standard amount charged for an asset by the percentage entered. A negative value will reduce the standard amount charged for an asset by the percentage entered.

Minimum Asset Charge Value

Enter the Minimum Value for an Asset to be charged to this jobsite. If an asset must have a value of \$300 to be charged to this Jobsite, then enter 300.

Location Calendar Charge Adjustments

The **Rental assets charge on holidays**' checkbox sets whether or not a Rental asset should be charged on a Holiday if the holiday falls on a workday.

Note: Individual Assets can be set to charge on holidays or charge 7 days per week regardless of the Location Settings.

Location Cap Charge Settings

Select the appropriate Cap Charge Setting for this Jobsite.

- **Not Capped:** When Not Capped is selected assets will charge a jobsite the entire time an asset is on the jobsite and charges only stop when the asset is transferred off of the jobsite.
- **Use Asset's Cap Settings:** When Use Asset's Cap Settings is selected then asset charges will be capped based on how each individual asset cap setting is setup.
- **Capped (asset charge value) per location:** When Capped per location is selected then an asset will stop charging a jobsite once the amount of charges to the jobsite from the time the asset was transferred to the jobsite reaches the asset charge value.
 - **Charge Value Capped at:** The Charge Value Capped at percentage enables asset cap charges to be capped at a percentage of the Asset Charge Value. 100% caps charges at the Asset Charge Value, 80% caps charges once jobsite charges reach 80% of the Asset Charge Value, and 115% caps charges once jobsite charges reach 115% of the Asset Charge Value.

Note: Individual Asset Cap Settings can be setup to override the Location Settings regardless of the Location setting.

Prorate Charge Settings

Typically a company will always prorate charges or never prorate charges, but Prorate settings can be selected for each individual Jobsite.

Sub-locations of a Jobsite

Jobsites may have other Jobsites, Employees and Containers as a sub-location. Asset Charge calculations are always run and consolidated for the Parent Jobsite and all of its sub-locations.

Jobsite as a sub-location

A Jobsite that is a sub-location of another Jobsite can be setup with different Charge Settings than the parent jobsite. For example if a Parent Jobsite is setup to work 8 hours a day, 5 days a week, it may also contain a sub-location Jobsite that is setup to work 16 hours a day, 6 days a week. Charges for assets at each of the Jobsite locations are calculated based on that Jobsite's settings, but the charges are consolidated in a report run for the Parent Jobsite.

Employees and Containers

Charge Settings are not setup for either Employee or Container locations. When an Employee or Container is dragged to be a sub-location of a Jobsite, it will assume the Charge Settings of its immediate Parent Jobsite. When an Employee or Container is moved in and out of a Jobsite a transfer is automatically generated for every asset at the Employee or Container location to ensure that charges are tracked properly. The transfer report is available in the Transfer History tab of the Transfer Cart.

Setting up Charges for Unique Assets, Commodities and Consumables

How much to charge a Jobsite for the use of a Unique Asset, Commodity or Consumable must be setup in the system for each asset. If the Asset Charge module is activated there, a Charges tab will be available when adding or editing an asset.

Consumables

Consumables may have the following Charge Settings:

- **No Charge:** A Jobsite is not charged for any of these Consumables.
- **One Time Charge:** A Jobsite is charged a One Time amount when the Consumable is transferred to the Jobsite.
 - **One Time Charge** edit box: Enter the amount a Jobsite should be charged for each Consumable transferred to the Jobsite.

If Consumables are transferred out of a Jobsite (e.g. back to the warehouse or to another Jobsite), then the Jobsite will receive a credit for the Consumables transferred out of the Jobsite.

Commodities

Commodities may have the following Charge Settings:

- **No Charge:** A Jobsite is not charged for any of these Commodities.
- **One Time Charge:** A Jobsite is charged a One Time amount when a Commodity is transferred to the Jobsite.
 - **One Time Charge** edit box: Enter the amount a Jobsite should be charged for each Commodity transferred to the Jobsite.
- **Daily Charge:** A Jobsite is charged a set amount for each workday the Commodity is on the Jobsite.
 - **Charge Value:** The charge amount is the value of the Commodity and sets the Cap amount for the Commodity. This value is used instead of the purchase price because assets of the same type may have different purchase prices and the charge value enables consistency.
 - **Daily Charge:** Enter the amount to charge a Jobsite for each workday the Commodity is on the Jobsite.

Assets

Charges for Assets that utilize an Asset Template are set for the Asset Template and not the individual Asset. When creating or editing an Asset the Charges tab will display the charges and enable you to jump to the Asset Template to set or modify the Charge Settings. All Assets associated with an Asset Template are charged at the same rate and any modification to the charge settings apply to all associated Assets. If an Asset is not associated with an Asset Template, the Charge settings can be set on the Charges tab. An Asset or Asset Template may have the following Charge settings.

- **Charge Value:** The Charge Value must be set for an asset regardless of which Charge Type is selected. This is the value of the Asset and sets the Cap amount for the Asset. This value is used instead of the purchase price because assets of the same type may have different purchase prices and the charge value enables consistency.
- **No Charge:** A Jobsite is not charged for this Asset.
- **One Time Charge:** A Jobsite is charged a One Time amount when this Asset is transferred to the Jobsite.

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- **One Time Charge** edit box: Enter the amount a Jobsite should be charged when the Asset is transferred to the Jobsite.
 - **Daily Charge:** A Jobsite is charged a set amount for each workday the Asset is on the Jobsite.
 - **Daily Charge:** Enter the amount to charge a Jobsite for each workday the Asset is on the Jobsite.
 - **Time Based Charge:** Selecting Time Base Charge will display a Rate Schedule setup the charge rates for Hourly, Daily, Weekly and Monthly time periods.
 - **Hourly Rate:** Enter the amount to charge a Jobsite for each workhour an asset is on the Jobsite.
 - **After ___ hours, use the following Daily Rate:** Enter the number of workhours an asset must be on the Jobsite before the Daily Rate applies.
 - **Daily Rate:** Enter the amount to charge for each workday the asset is on the Jobsite.
 - **After ___ days, use the following Weekly Rate:** Enter the number of workdays an asset must be on the Jobsite before the Weekly Rate applies.
 - **Weekly Rate:** Enter the amount to charge for each workweek the asset is on the Jobsite.
 - **After ___ days, use the following Monthly Rate:** Enter the number of workdays an asset must be on the Jobsite before the Monthly Rate applies.
 - **Monthly Rate:** Enter the amount to charge for each workweek the asset is on the Jobsite.

Note: It is not required to use all time periods in the rate schedule. The rate schedule can be setup without an hourly rate and start with the Daily Rate. In this case, the Hourly Rate and the After ___ hours, use the following Daily Rate should not be entered. In this situation the Jobsite will be charge the Daily Rate when the Asset is transferred to the Jobsite, but the rate will transition to the Weekly and Monthly Rates as defined. An Asset can be setup with a Weekly only rate or a Monthly only rate. Skipping a time period (Hourly Rate and Weekly Rate, but no Daily Rate) is not allowed.

- **Asset Charge Adjustments:** Individual Assets and Asset Templates allow for Cap Settings and Holiday Charge Settings to be set for individual Assets.
 - **Always follow Asset cap Settings:** Selecting this checkbox forces this Asset to follow the Asset Cap settings regardless of a Jobsite's Cap settings. If this box is unchecked then the Asset will always follow the rules established by the Jobsite (one of which is to follow the Asset's Cap setting).
 - **Not Capped:** When Not Capped is selected assets will charge a jobsite the entire time an asset is on the jobsite and charges only stop when the asset is transferred off of the jobsite.
 - **Capped (asset charge value) per location:** When Capped per location is selected then an asset will stop charging a jobsite once the amount of charges to the jobsite from the time the asset was transferred to the jobsite reaches the asset charge value.
 - **Capped at asset charge value:** When Capped at asset charge value is selected then this asset will stop charging any Jobsites once this Asset has been charged out at its Asset Charge Value.
 - **Charge Value Capped at:** The Charge Value Capped at percentage enables asset cap charges to be capped at a percentage of the Asset Charge Value. 100% caps charges at the Asset Charge Value, 80% caps charges once jobsite charges reach 80% of the

Asset Charge Value, and 115% caps charges once jobsite charges reach 115% of the Asset Charge Value.

- **Charge on workdays including holidays:** By default assets are always charged on workdays and do not charge on holidays. This checkbox sets up an individual Asset to charge on workdays and holidays that fall on a workday.
- **Charge 7 days per week including holidays:** This checkbox sets up an individual Asset to always charge every day of the week.

How Cap Settings are applied

Location Cap Settings			Asset Cap Settings				Controlling Setting	How Cap Setting is Applied
Not Capped	Follow Asset Cap Settings	Capped(Asset Charge Value) per Jobsite	Always follow Asset Cap Settings	Not Capped	Cap(Asset Charge Value) per Jobsite	Capped at Asset Charge Value		
		x		x			Jobsite	Cap Asset Charge Value per jobsite using Location's Cap %
		x			x		Jobsite	Cap Asset Charge Value per jobsite using Location's Cap %
		x				x	Jobsite	Cap Asset Charge Value per jobsite using Location's Cap %
x				x			Jobsite	Don't Cap
x					x		Jobsite	Don't Cap
x						x	Jobsite	Don't Cap
x			x	x			Asset	Don't Cap
x			x		x		Asset	Cap at Asset Charge Value using Assets Cap %
x			x			x	Asset	Cap Asset when the amount the asset has charged in its history reaches the Asset Charge Value using Assets Cap %
	x		x	x			Asset	Don't Cap
	x		x		x		Asset	Cap Asset Charge Value per jobsite using Asset's Cap %
	x		x			x	Asset	Cap Asset when the amount the asset has charged in its history reaches the Asset Charge Value using Assets Cap %
	x			x			Asset	Don't Cap
	x				x		Asset	Cap Asset Charge Value per jobsite using Asset's Cap %
	x					x	Asset	Cap Asset when the amount the asset has charged in its history reaches the Asset Charge Value using Assets Cap %
		x	x	x			Asset	Don't Cap
		x	x		x		Asset	Cap Asset Charge Value per jobsite using Asset's Cap %
		x	x			x	Asset	Cap Asset when the amount the asset has charged in its history reaches the Asset Charge Value using Assets Cap %

Don't Cap:	Asset Charges the jobsite for as long as it is on the job site and charges are never capped
Cap(Asset Charge Value) per jobsite:	Asset Charges the jobsite until the jobsite has been charged the Asset's Charge Value (if asset is transferred out and transferred back then the cap counter starts over).
Cap at Asset Charge Value:	Asset Charge History is tracked and when the asset charged total at all jobsites reaches the Asset Charge Value then asset no longer charges any jobsite

Chargeable Value capped at: X %	The threshold for asset caps is adjusted by this percentage: 100% means charges run up to the asset charge value, 80% means charges run up to 80% of the asset charge value, 110% means the charges run up to 110% of the asset charge value
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Running Asset Charges

Asset Charges are run for Parent Jobsites and their sub-locations in Charges View . The Charges View contains a Location Tree and a Charges Panel with 3 Tabs. The Charges View enables you to view what assets have charges pending on a Jobsite, run Open Charge reports to preview charges for a Jobsite for a specified time period, and to close the charges for a Jobsite once they have been reviewed.

An AllTrak Cloud user's role must have privileges to run and view Charge reports and additional privileges to close charges for a Jobsite. These privileges are set in the Employee View on the Roles tab.

Pending Charges Tab

Pending Charges displays Assets, Commodities, and Consumables that have charges pending for the Jobsite selected in the Location Tree. Assets will appear in this view even if they have been transferred off the selected Jobsite if Charges for the Jobsite have not been closed since the assets were transferred off the Jobsite.

Location Tree

The Location Tree is filtered to display Jobsites and Location Groups that contain Jobsites. The Charges panel displays the assets on a jobsite and its sub-locations (Jobsites, Employees, and Containers). The Location Tree can be expanded by clicking on  at the top of the tree view or next to a specific location. Sub-locations may be selected to display just the assets at that location and its children. Charges are always run for the top level Parent Jobsite and may not be run individually for a sub-location of the Parent Jobsite.

Plug Charges

Plug or ad hoc charges can be added to a jobsite in the Pending Charges tab. Plug charges are used to add additional costs (e.g. delivery charge) or credits (e.g. overcharge) to a jobsite.

- Click  Add Plug at the top of the Pending Charges panel to add a Plug Charge.
 - Enter a description for the charge.
 - Enter the amount of the charge (a negative value will act as a credit to the jobsite).
 - Enter or select the date the charge occurred.
 - Add any notes about the charge.
 - If an Asset was selected in the grid prior to clicking on Add Plug then the charge will be associated with the selected Asset and the Scan Code and or Alternate Code will display in their respective fields.
- Select a Plug Charge in the grid and click  Edit Plug to make changes.
- Select a Plug Charge in the grid and click  Delete Plug to delete the charge.

Run Charges

Click  Run to Run an Open Charge report for the selected Jobsite. This option is only available for a top level Jobsite. If you have a Jobsite selected and this option is not available, navigate the Location Tree to select the Parent Jobsite.

Select Closure Date: A dialog will appear where you can select the desired date to run the Charges through. Charges are always run from the day after the last closure date for the selected Jobsite. If the Charges have never been Closed then Charges will be run from the date the 1st asset was transferred to the Jobsite. Any day since the last closure through the day before the current date (yesterday) may be selected. The current date cannot be selected because the day is not over. Click on Run Charges to generate the Open Charges report for the selected time period.

The Open Charges tab with the Jobsite for whom the Open Charge report is generating selected will open automatically while the Open Charge Report is generated.

Open Charges Tab

The Open Charges tab displays all Open Charge reports for the Jobsites. The Location Tree is filtered to only display Location Groups that contain Jobsites and top level Parent Jobsites. Select All in the Location tree to view the Open Charge reports for all Jobsites. There can only be one Open Charge report per Jobsite at one time. By default

Click on  refresh to update the grid view to show the newly generated Open Charges report. When the report displays on the grid confirm that the date for the report is correct. If the date is for an older report, click on refresh to update the list.

The Open Charges report will be generated in both a  PDF and an  Excel format. Either report can be downloaded and opened by clicking on the corresponding report icon to the right of the desired report.

Review the report to determine that the chargers are correct. If charge adjustments are needed, return to the Pending Charges tab to add plug charges to the Jobsite. If an asset is missing or is on the Jobsite when it should have been transferred off of the Jobsite you may be able to back date a transfer to correct the error. Commodities and Consumables cannot be transferred using a back date. After the adjustments have been made, run charges again to generate an updated report.

Closing Jobsite Charges

Jobsite Charges can be Closed from the Open Charge tab by selecting the desired Open Charges report(s) that are ready to be Closed and click on  Close.

Warning: Once Jobsite charges have been Closed for a specified time period they cannot be reopened or modified. This also means that any changes to Asset Charge Settings or Location Charge Settings will not affect any Charges that have already been closed. However, changes will impact charges that are still Open.

Back dated transfers prior to a Closure date: Charges for Assets back date transferred to a Jobsite prior to the last closure date of the Jobsite will be applied in the next closure time period. For example, if a Jobsite's Charges are closed on October 15, 2015 and later an asset is transferred to the Jobsite as of October 10, 2015, the charges from October 10 – 15 that should have charged in the October 15 Closed Charges report will be reflected in the next Closure report.

Note: Multiple Open Charge reports can be Closed in one step by selecting multiple Open Charge reports in the Open Charges tab and clicking on  Close. This should be done with caution since Closing Charges is final and cannot be undone.

Closed Charges Tab

The Closed Charges tab displays all Closed Charge reports for the Jobsites. The Location Tree is filtered to only display Location Groups that contain Jobsites and top level Parent Jobsites. Select All in the Location tree to view the Closed Charge reports for all Jobsites. There can be multiple Closed Charge reports for each Jobsite. These reports can be downloaded and viewed by clicking on the PDF or Excel icon on the right side of the desired report. The Closed Charge reports cannot be deleted from the system and are always available.

The list of Closed Charge reports can be filtered by entering a Date range in the Start and End Date boxes and clicking on Search.

Employee Roles

There are 3 Additional Privileges that can be selected for an Employee Role that are related to the Asset Charge module.

- **Can this employee view jobsite charges?** Set this option to Yes in order for an employee with this Role to be able access the Charges View and run Open Charge reports for Jobsites. This setting does not enable the employee to Close charge reports.
- **Can this employee close jobsite charges?** Set this option to Yes in order for an employee to be able to Close an Open Charge Report. This option should only be set for employees qualified to verify that charges are ready to be closed. Selecting this option automatically sets the view jobsite charges option to yes.
- **Can this employee manage asset charge settings?** Set this option to Yes for an employee to be able to setup Location Charge Settings.

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Release Notice

This is the Trimble AllTrak Cloud Software Release Notes (Revision A). It pertains to release v2.0 of the software.

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Edition

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