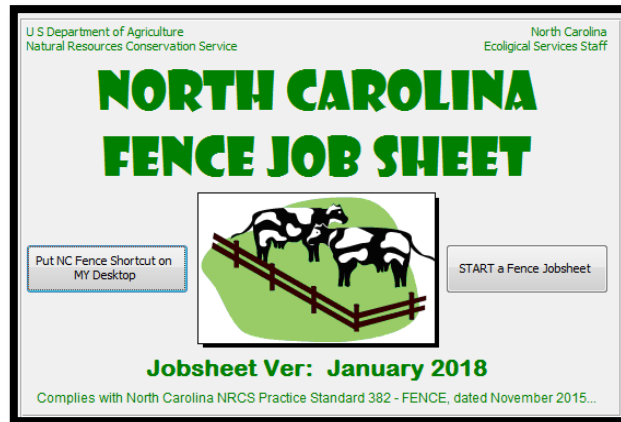


NC Fence Job Sheet Installation Instructions

(Job Sheet Version: January 2018)
(Installation Instructions Version: April 2018)



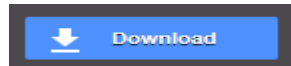
The NC382 Fence Job Sheet is an MS ACCESS application housed in the web, but must be deployed to the user's computer to enable its functionalities. Follow all listed steps in this document to set up the fence job Sheet in your computer.

Web link to NC382 – Fence Job Sheet: Fence_NC382Jobsheet.zip
Current Database Version: January 2018

1. Important – please delete the 'NC Fence Jobsheet' shortcut on your desktop (if applicable).

2. Open the following web link: Fence_NC382Jobsheet.zip

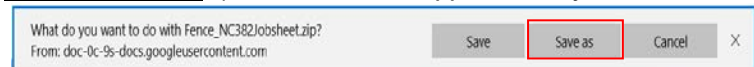
3. Click on the Download symbol.



4. After new window opens, click on Download anyway.

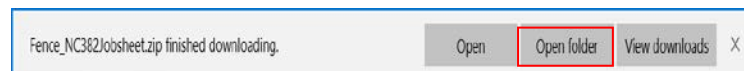


5. A message will prompt you to Save, Save as or Cancel. Select Save As. (Note- The file is approximately 738 MB in size, and depending on your internet speed, it may take approximately 15-20 min. to download)



6. A small window will automatically open and prompt you to select the location where the zip file will be saved. Select the C:\USDA folder as your default location.

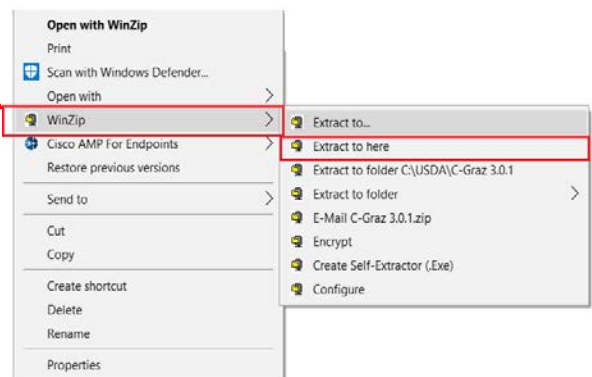
7. Once the zip file has downloaded, a small message will appear at the bottom of your web browser. Select Open Folder.



8. After default folder opens (C:\USDA), right click on the Fence NC382Jobsheet zip file. Then select WinZip>Extract to here.

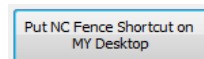
9. After successful extraction, the unzipped Fence NC382Jobsheet folder will appear in its default location (C:\USDA\Fence_NC382Jobsheet).

10. Now navigate to the default folder (C:\USDA\Fence_NC382Jobsheet) and double click on the NC_Fence.mdb file to start the job sheet.



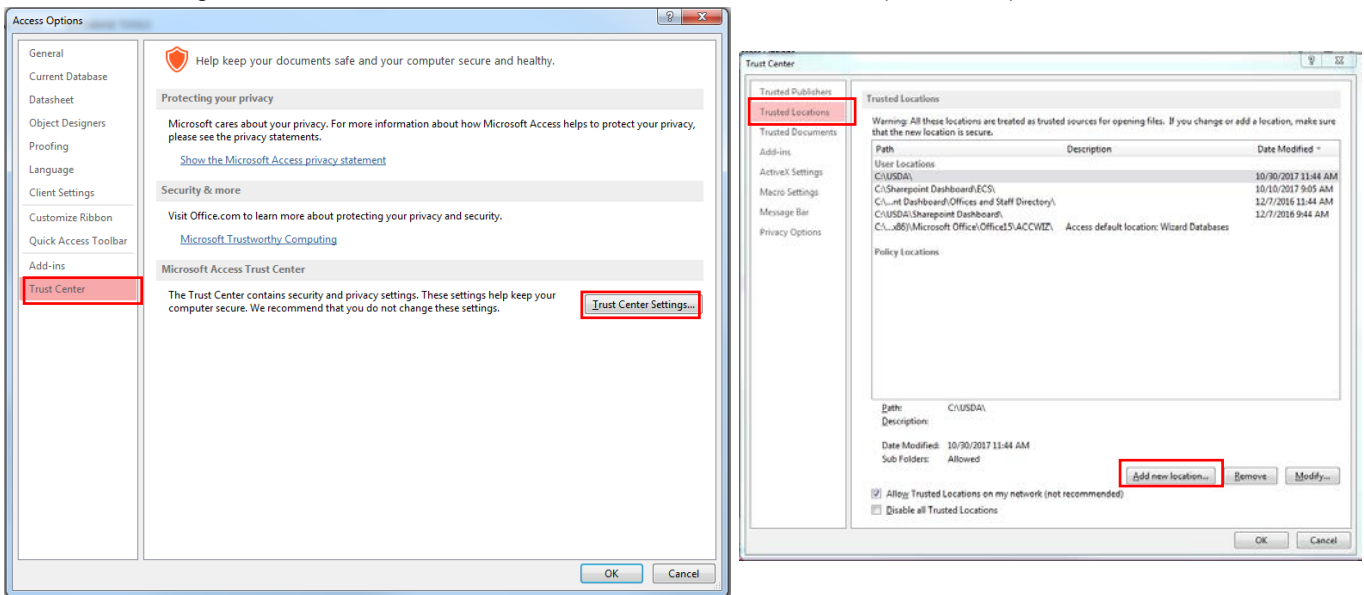
(Note- Please refer to the instructions on the second page if presented with security warning issues when attempting to start the application).

11. Once opened, be sure to click 'Put NC Fence Shortcut on My Desktop'.

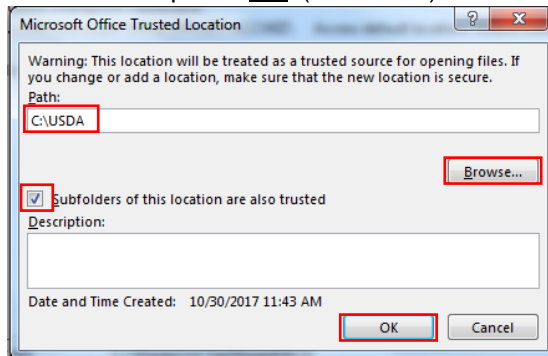


If you have problems running the Fence Job Sheet due to security warning issues, try the following:

1. Start MS Access 2013 standalone: Start > All Programs > Microsoft Office 2013> Access 2013.
2. Click on 'Open Other Files' at the bottom left of the Access Screen.
3. Click on 'Options' at bottom left > Choose 'Trust Center' from list at left > Click on the 'Trust Center Settings' button on the right of screen > Choose 'Trusted Locations' from list at left (see below).



4. Click on 'Add New Location' button and 'Browse' to C:\USDA. Check 'Subfolders of this location are also trusted' and press 'OK' (see below).



5. Press 'OK' at bottom right on the Trust Center screen.
6. Press 'OK' at bottom right on the Access Options screen.
7. Now the Fence Job Sheet should function as accustomed without issues related to security.

If you have questions, please contact
rafael.vega@nc.usda.gov or jeremy.roston@nc.usda.gov