North Carolina Fence Design and Implementation Requirements (IR)
Installation Instructions

(IR Version: January 2020**) (Installation Instructions Version:** Feb 2021**)**

The *NC Fence(NC382) IR* is a MS ACCESS application housed on a public Google Drive, that must be deployed to the user's computer to enable its functionalities. Access 2013 or higher is a required Microsoft Office component that must be loaded on the user's computer for *NC Fence (NC382) IR* to function. Select the appropriate file based on your computer's Microsoft Office bit-version (i.e. 32-bit or 64-bit) AND follow all outlined steps in this document to set up the *NC Fence (NC382) IR* in your computer.

1. Important – please delete the 'NC Fence IR' shortcut on your desktop and sign-out of Gmail (if applicable).

2. Open the appropriate link provided below based on your computer's Microsoft Office bit-version (*To find your computer's Microsoft Office bit-version, click HERE for instructions.*)
   Fence(NC382)IR_Jan2020-32-bit.zip OR Fence(NC382)IR_Jan2020-64-bit.zip

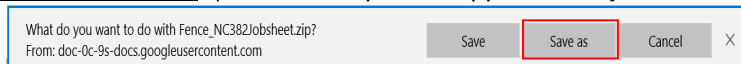3. Click on the *Download* symbol.

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

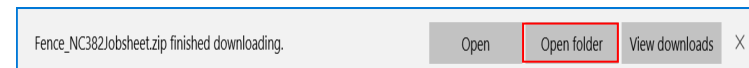5. A message will prompt you to *Save, Save as* or *Cancel*. Select Save As**.** *(Note- The zip file is approximately 722 MB in size, and depending on your internet speed, it may take approximately 15-30 min. to download)*
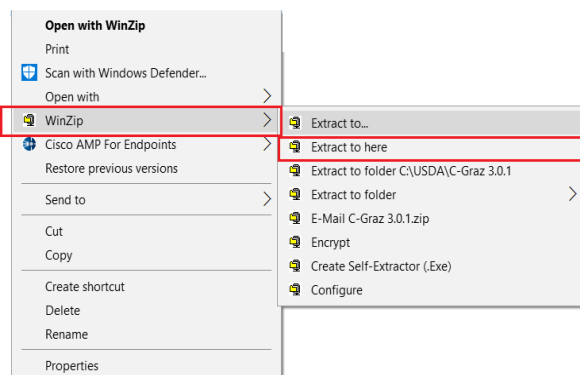

6. A small window will automatically open and prompt you to select the location where the zip file will be saved. Select the *C:\USDA* folder as your default location (*For Non-USDA computers, create a "USDA" folder in the C: drive*)

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 NC_FencIR zip file. Then select *WinZip>Extract to here.*

9. After successful extraction, the unzipped Fence(NC382)IR_Jan2020 folder will appear in its default location (C:\USDA\ Fence(NC382)IR_Jan2020).

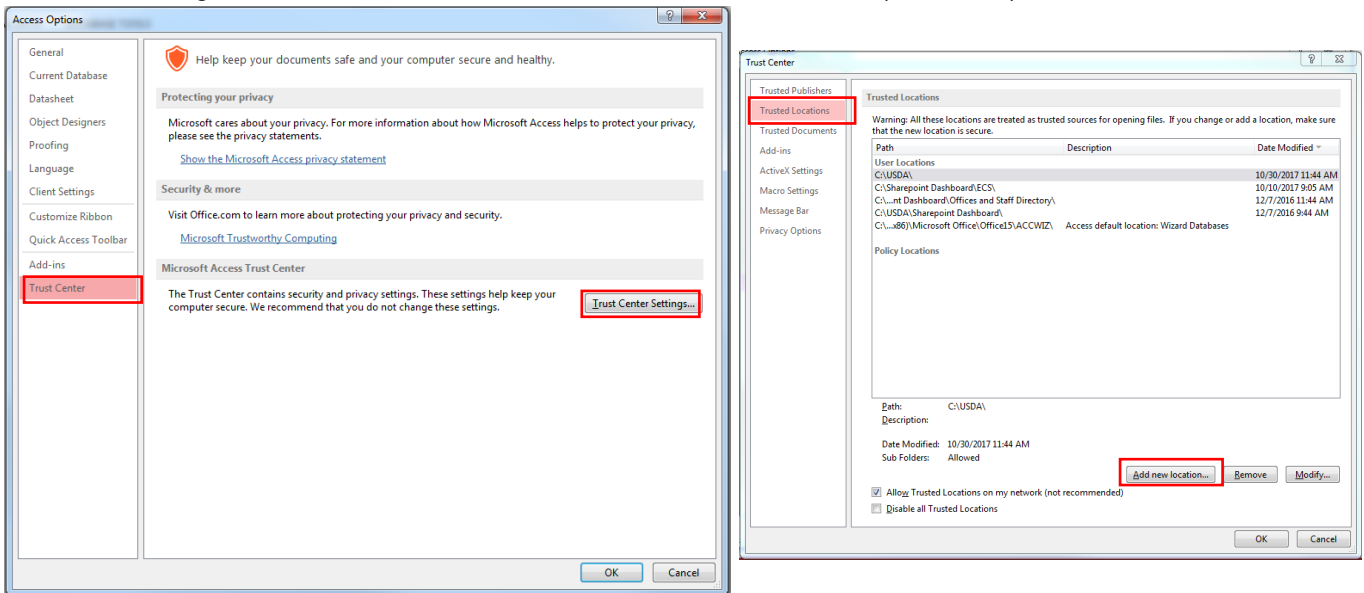

10. Check/set Trust Center Settings (refer to page 2).

11. Now navigate to the default folder (C:\USDA\ Fence(NC382)IR_Jan2020) and double click on the Fence(NC382)IR_Jan2020.accde file to start the job sheet. (*Note- If presented with security warning issues when attempting to start the application, please follow the instructions on page 2*).

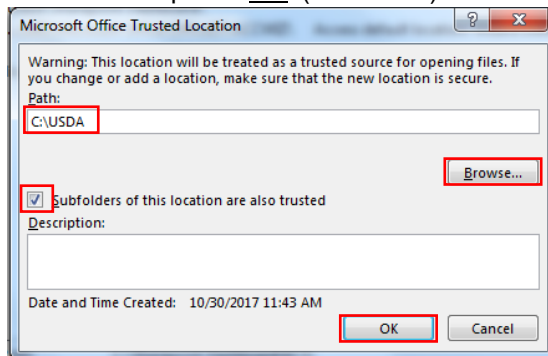12. Once opened, be sure to click 'Put NC Fence Shortcut on My Desktop".

If you have problems running the Fence IR 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. The Fence IR should now function without security related issues.

For deployment, installation, or troubleshooting support, please contact
robert.horton@usda.gov or State Resource Conservationist