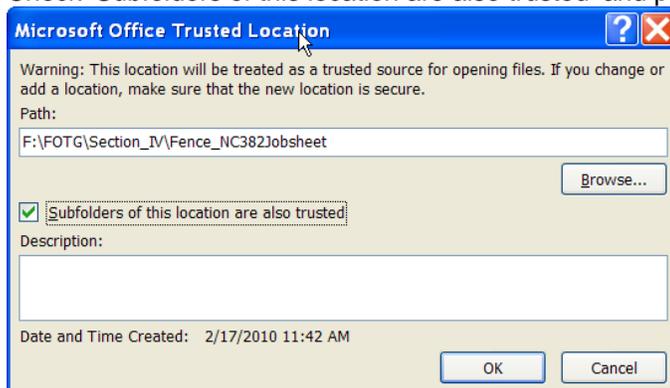


The NC382 – Fence Jobsheet is a MS ACCESS application that should be deployed to all Service Center servers in the North Carolina. Note the following information:

Path to NC328 – Fence on the server: F:\FOTG\Section_IV\Fence_NC382Jobsheet
NC382 – Fence Jobsheet Filename: NC_fence.mdb (open this file to start the jobsheet)
Current Version: September 2009

To set up MS Access 2007 on each computer:

1. Start MS Access 2007 standalone: Start > All Programs > Microsoft Office > Microsoft Office Access 2007
2. Click on the large round (Office) button at the top left > Click 'Access Option' at bottom right > Choose 'Trust Center' from list at left > Click on the 'Trust Center' Button on the right of screen > Choose 'Trusted Locations' from list at left
3. ***Be sure to check 'Allow Trusted Locations on my network'*** (which I might add is not recommended) at the bottom of the 'Trusted Locations' screen.
4. Click on 'Add New Location' Button and browse to F:\FOTG\Section_IV\Fence_NC382Jobsheet. Check 'Subfolders of this location are also trusted' and press 'OK' (see below)



5. If NC Fence Jobsheet is used locally on a laptop add C:\Field_Office_Tech_Guide\Section_IV\Fence_NC382Jobsheet as a trusted location as done in step 4. Be sure to also follow instructions below for deploying the NC Fence Jobsheet to a laptop.
6. Press 'OK' at bottom right on the Trust Center screen.
7. Press 'OK' at bottom right on the Access Options screen.
8. Close Access 2007 and then open the fence jobsheet. The Fence Jobsheet should function as accustomed without issues related to security.

Instructions to deploy the NC382 – Fence Jobsheet to a laptop for access off the server:
Right click on the NC382 Fence Jobsheet folder on the server (F:\FOTG\Section_IV\Fence_NC382Jobsheet) > Select Copy > Browse to C:\Field_Office_Tech_Guide\Section_IV (mkdir Section_IV if needed) > Right click and paste

Contact robert.horton@nc.usda.gov if you have questions.

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