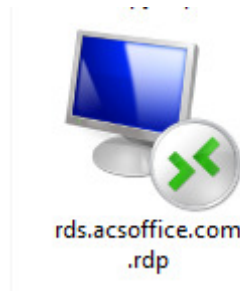


Setting Up Your Fields and Crops Connection

Remote Desktop Protocol (RDP) Launch Instructions

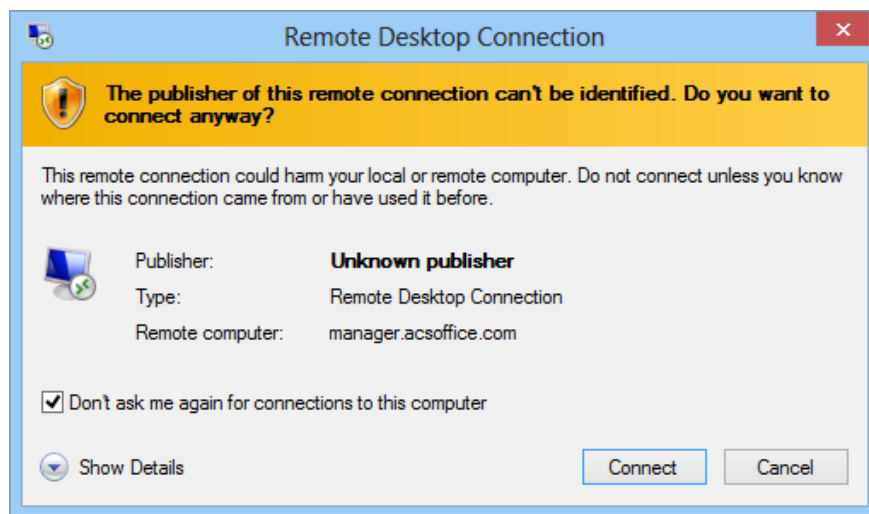
1. Delete any existing RDP shortcuts on desktop. Right-click on “rds.acsoffice.com” and select ‘Delete’.



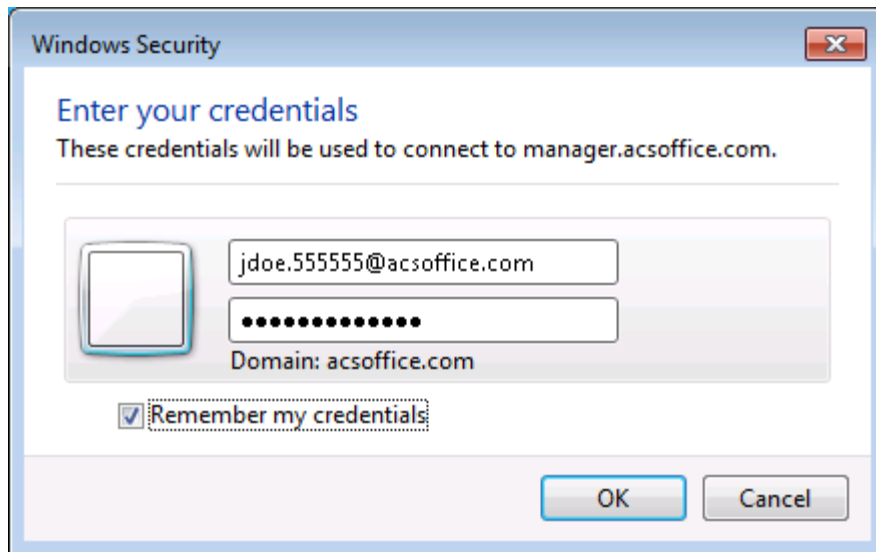
2. Download new connection shortcut (RDP profile) from: <http://acsoffice.com/software.html> by right-clicking on the link at the bottom of the page entitled [Fields and Crops Manager Connection Shortcut](#). Choose “save link as” and save the file to your desktop.
3. Double click the newly download connection shortcut on your desktop titled “FieldsandCropsManager.rdp”.



4. Check the box next to ‘Don’t ask me again for connections to this computer’ and click “Connect”

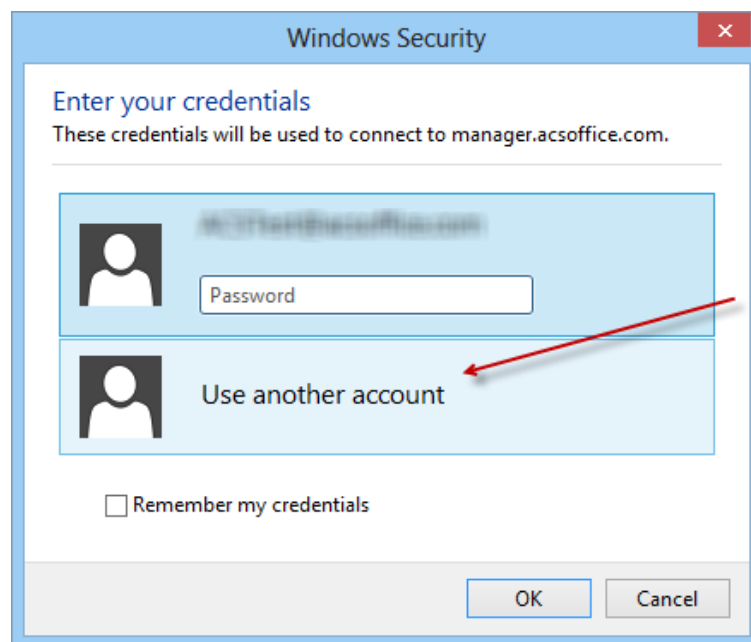


5. In most instances, you will be presented with the following screen. Enter your username and password (not included in this document) and check the box next to “Remember my credentials”. Click ‘OK’

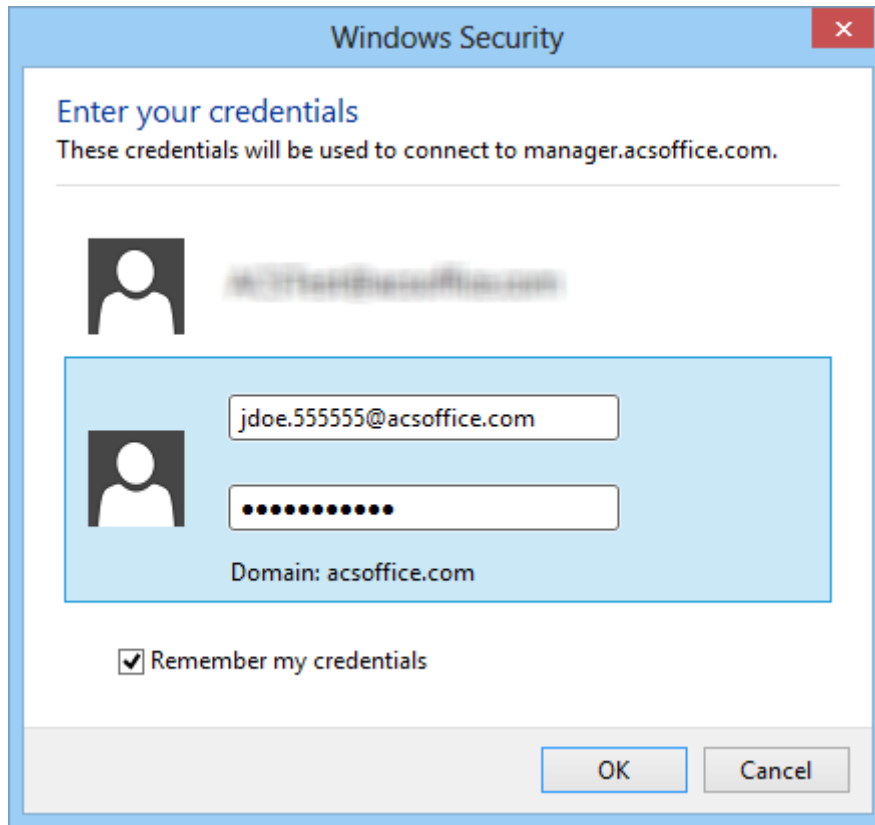


You should be connected!

On some computers, you may be presented with an Alternate Windows Security Screen. Select “Use another account”.



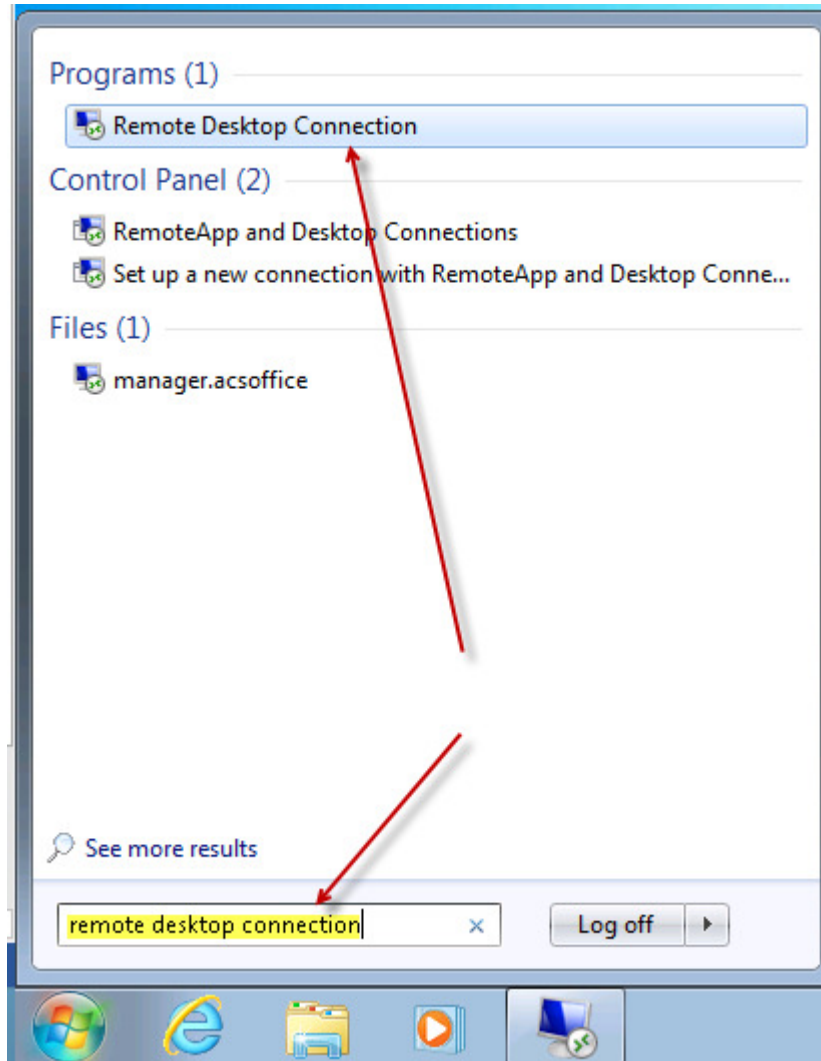
Enter your username and password (not included in this document) and check the box next to “Remember my credentials”. Click ‘OK’.



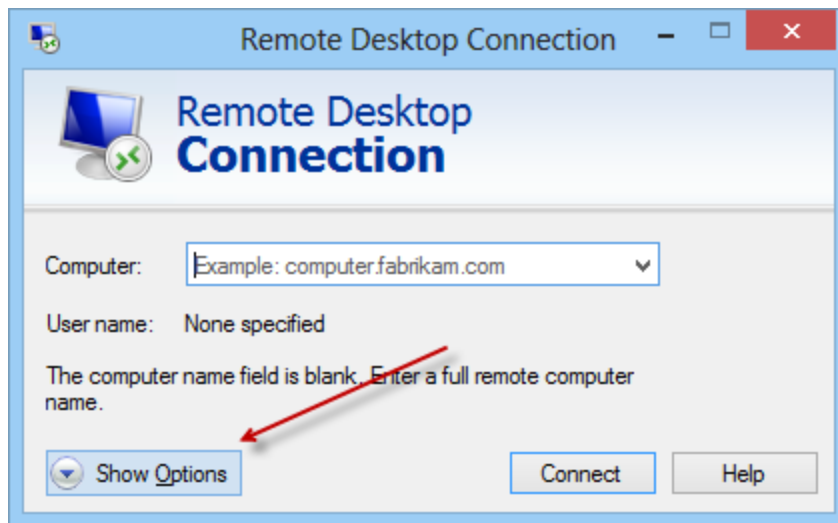
The image shows a Windows Security dialog box titled "Windows Security" with a close button in the top right corner. The main heading is "Enter your credentials" and the subtitle is "These credentials will be used to connect to manager.acsoffice.com." Below this, there is a blurred preview of the credentials. The main input area contains a text box with the username "jdoe.555555@acsoffice.com" and a password box with masked characters. Below the password box, it says "Domain: acsoffice.com". At the bottom of the input area, there is a checked checkbox labeled "Remember my credentials". At the very bottom of the dialog box, there are "OK" and "Cancel" buttons.

Manually configure a Remote Desktop Connection Profile:

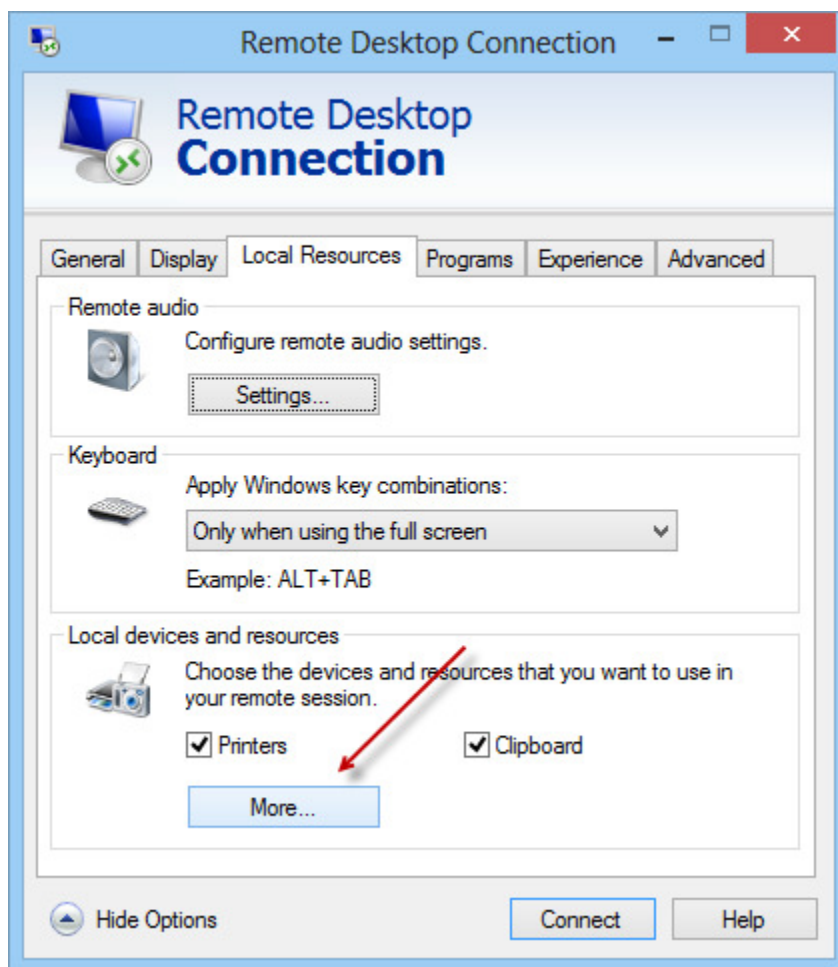
1. On your windows PC, click the start button and in the search field, type “Remote Desktop Connection”. Click “Remote Desktop Connection” in the search results:



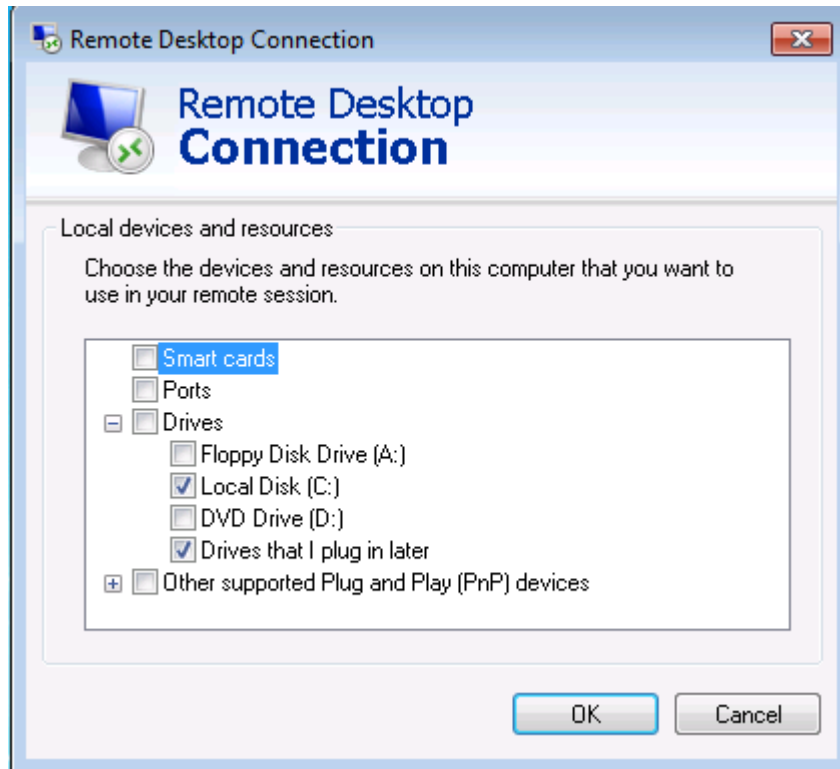
2. Click "Show Options"



3. Select the "Local Resources" tab and click "More" under the section Local devices and resources



4. On the local devices and resources pop up, select the check boxes next to “Local Disk (C:)” and “Drives that I plug in later”. Click “OK”



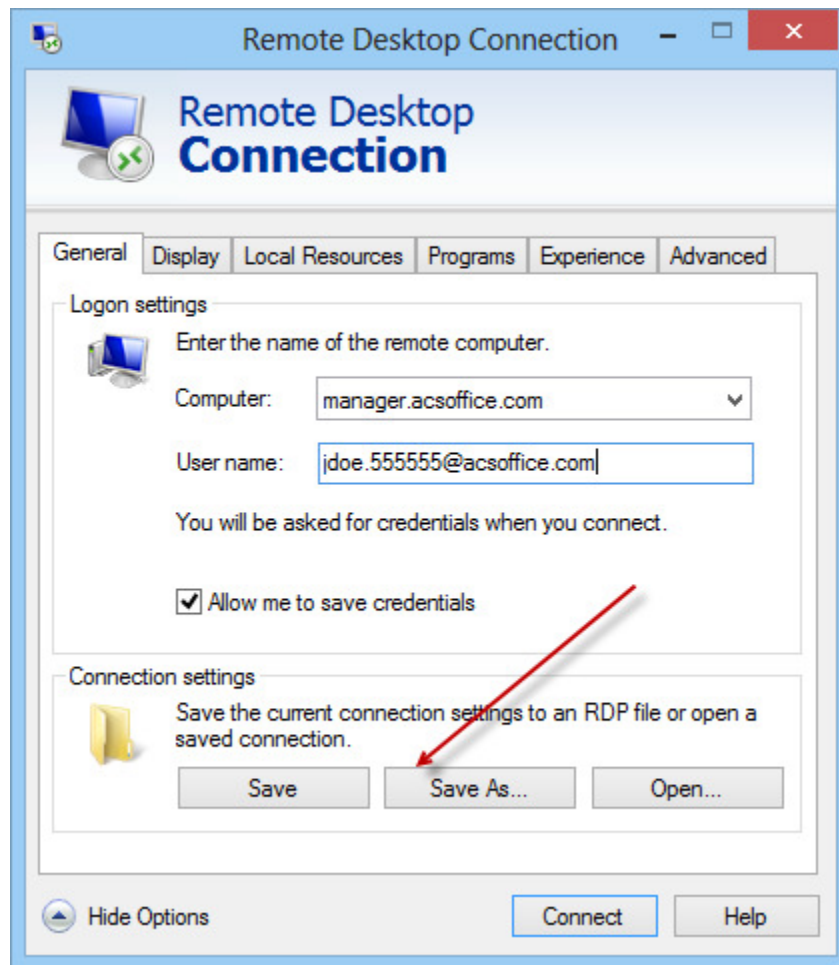
5. Select the "General" tab and fill it out as indicated below:

Computer: manager.acsoffice.com

Username: <Your username was provided separately>

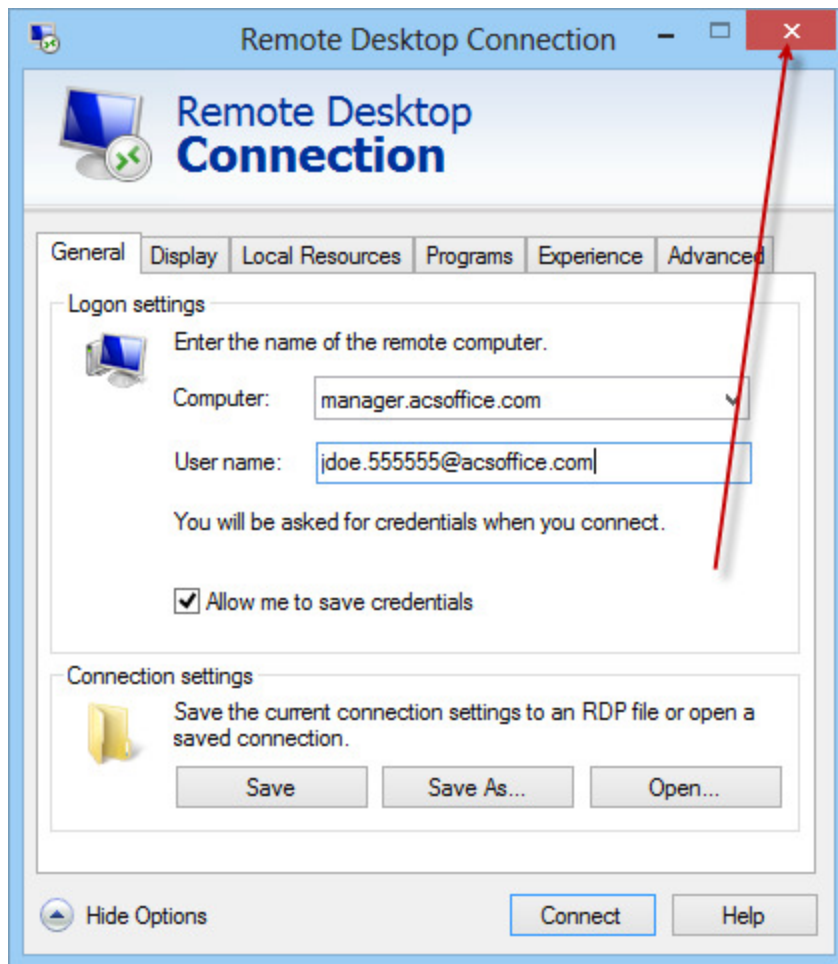
Check "Allow me to save credentials"

Then click "Save As..."



6. In the "Save As" dialog box, select "Desktop" in the left pane and enter the following into the File name box: manager.acsoffice.com.rdp
Click Save.

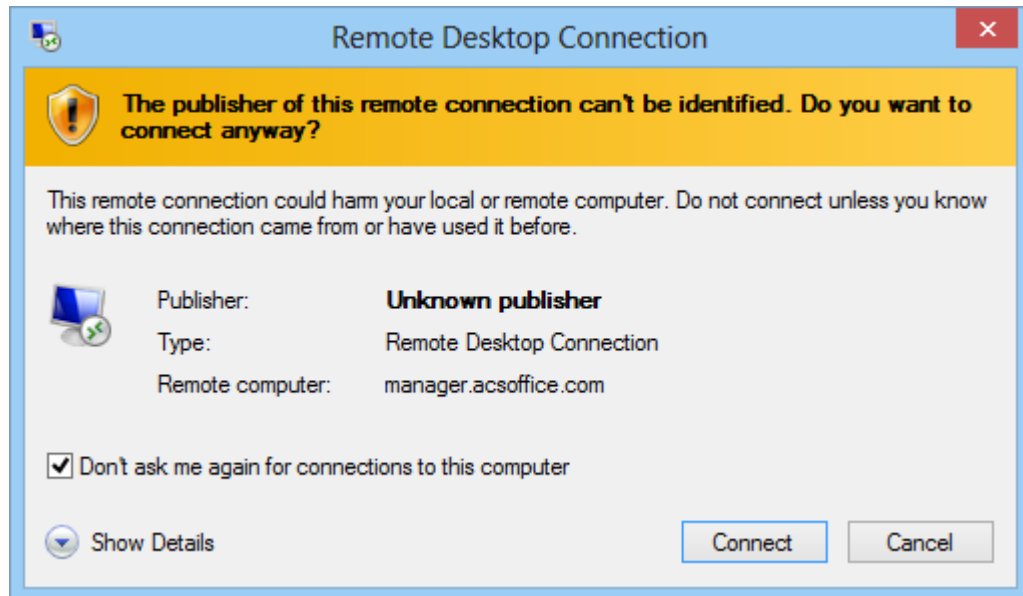
7. Close down the "Remote Desktop Connection" by clicking the "X" in the upper right corner:



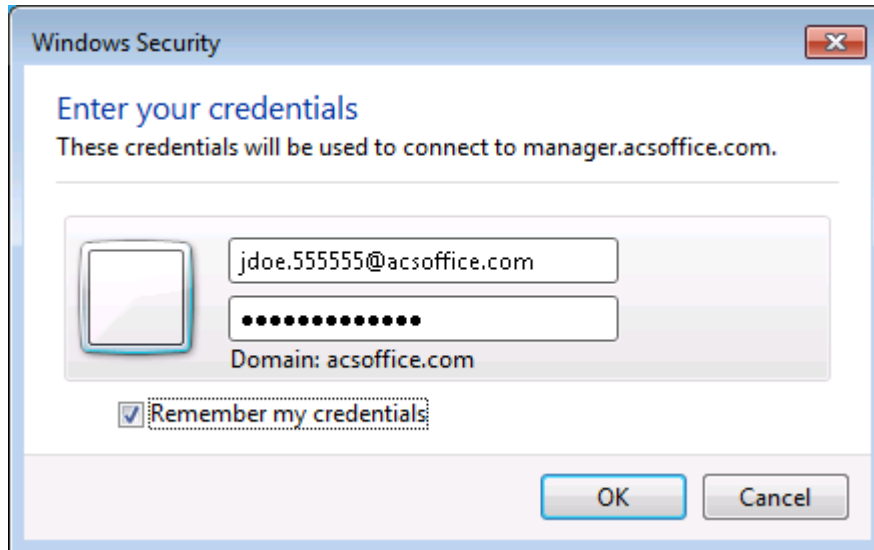
8. Navigate to your desktop and find the file you just created and double click it to launch:



9. You may be prompted with a publisher warning. If so, check the box next to 'Don't ask me again for connections to this computer' and click "Connect".

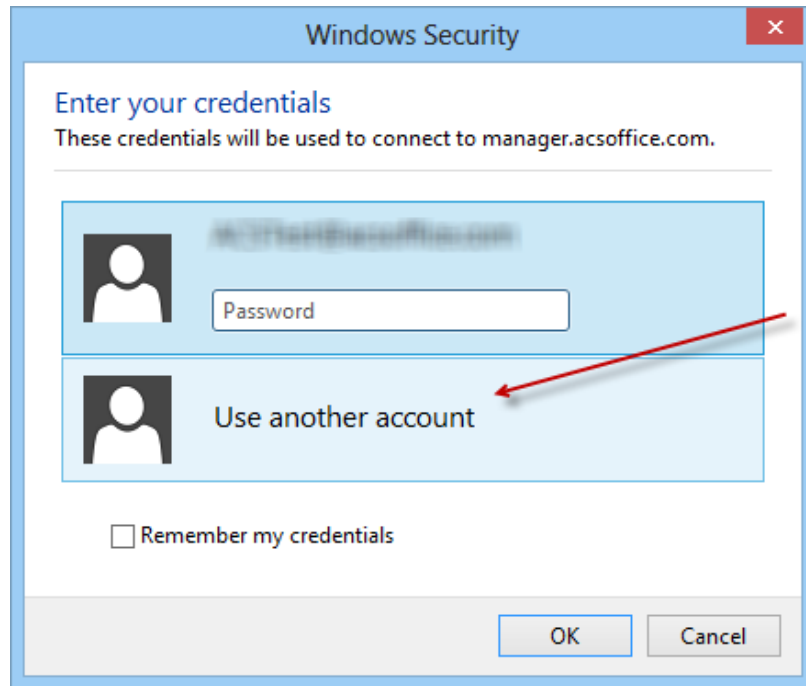


10. In most instances, you will be presented with the following screen. Enter your username and password (not included in this document) and check the box next to "Remember my credentials". Click 'OK'



You should be connected!

On some computers, you may be presented with an Alternate Windows Security Screen. Select “Use another account”.



Enter your username and password (not included in this document) and check the box next to “Remember my credentials”. Click ‘OK’.

