



# GI Business Database Solutions

## Sample Database - Installation Instructions

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### **IMPORTANT – READ INSTRUCTION BEFORE INSTALLING THE DATABASE**

#### Compatibility

The database tables installed with [GI Event Management](#) 2.00 or any earlier version are **NOT** compatible with the revised version 3.00. If you have data tables from a previous version and wish to retain the data in those table, please [Contact us](#) for assistance, we are happy to help.

#### Installation and Setup Instructions

The [GI Event Management](#) database sample has been developed in a front-end/back-end format. This format provides greater performance and improved multi-user functionality. It also better protects data from accidental deletion and makes upgrading the software less complicated.

The user-interface (front-end) is installed on your local computer using the installer software.

The Database tables (back-end), is installed manually ([see Installing Database Tables](#)). The folder in which you elect to store the back-end file depends on how the database is to be used:

- For use by a single user, or multiple users on a single computer. (See [Single user Access](#))
- If it is to be shared between multiple users over a home or business network. (See [Multi User Access](#))

## The downloaded zip file contains

- |                                   |   |
|-----------------------------------|---|
| • <b>Events3 (32) Setup.exe</b>   | The database front-end installer (32 Bit version) |
| • <b>Events3 (64) Setup.exe</b>   | The database front-end installer (64 Bit version) |
| • <b>Install Instructions.pdf</b> | This document                                     |
| • <b>Read First.pdf</b>           | IMPORTANT Installation information                |
| • <b>Events3_Data.mdb</b>         | The database back-end tables file                 |
| • <b>ID Office Bit.exe</b>        | Windows System / Office BIT version Identifier    |

## Selecting the correct Installer

The Event Management Database software requires Microsoft Access Database 2010 or later to operate. If you do NOT have Microsoft Access Database installed on your PC, the installer will install the appropriate version of Access Database Runtime for your PC (see [Runtime Installer](#)).

Install the Event Management software, using the 32-bit or 64-bit installer that matches the version of MS Office / Access installed on your PC.

- **Events3 (32) Setup.exe** Installs the 32 Bit version of the software (2010 to 365)
- **Events3 (64) Setup.exe** Installs the 64 Bit version of the software (2013 to 365)

If you are unsure which BIT version of Office is installed on your PC, click [Here](#) to view our FAQ which will explain how to identify the Bit version of Office / Access Database installed on your PC.

If you have neither Microsoft Office nor MS Access installed, use the 64-bit installer, **Events3 (64) Setup.exe**.

Don't be overly concerned. If you attempt to install the incorrect BIT version for your current PC setup, the installer will stop the installation and advise you. If this happen just use the other installer.

## Installing the User Interface (front-end)

1. Extract all files from the downloaded zip file to a folder on your computer or network.
2. In the folder, locate and double click the appropriate installer file to start the software installer. If prompted by a Windows security warning see the [Security Prompt](#) section below
3. The installer inspects your computer to confirm Access Database is installed. If it is not, the installer will offer to download and install Access Runtime from Microsoft. (See [Runtime Installer](#) below).
4. On the '**Welcome to the installer wizard**' panel, accept the recommended install location and confirm the '**Place shortcut on desktop**' option is ticked, then click the **Next >** button.
5. On the software '**Licence Agreement**' panel read the agreement, and if appropriate select the '**I have read this, understand it, and agree to do it**' option and then click the **Next >** button.
6. Once the software has installed, select the option to '**Open Readme file when you click OK**', then click the **OK** button to complete the User Interface (front-end) installation.
7. During install a shortcut to the database will be created in the Start Menu and on the desktop:

8. **IMPORTANT:** Before starting the database for the first time you must install the database tables, see [Installing Database Tables](#) section.

## Installing Database Tables (back-end)

**IMPORTANT:** Do NOT install any Access database component in a replicated folder such as Dropbox, One Drive, P-Cloud, Google Drive or similar synchronised on-line drive. Operating an access database in a replicated folder **WILL** result in data corruption, and can damage the database beyond the ability to recover your data.

**INFO:** All data entered into the database by users is stored in the database back-end tables file. The database back-end file **MUST** reside in a folder that is shared by, and accessible to, all users of the database. All users **MUST** have full read, write, and delete permissions in the database tables' folder.

### Multiple User Access

Installing the Database back-end tables file for multi-user access over a local network.

1. **Note:** *The Database back-end tables file must be installed in a folder shared by all database users on the network. Do **NOT** install the back-end tables file in a folder on a local computer HDD unless that folder is shared with other users over the network.*
2. Locate or create a shared folder in which to store the database tables (back-end), on your network.
3. Ensure all database users have full read, write and delete permissions within that folder. Add the shared folder to your regular back-up regime.
4. Move the file name 'Events3\_Data.mdb' (extracted from the zip file), and place it in the back-end folder you created at step 2.
5. The database back-end tables file has now been installed for ALL users. For information on linking the front-end user-interface to the back-end data tables file follow the instructions in [Starting the Database](#).

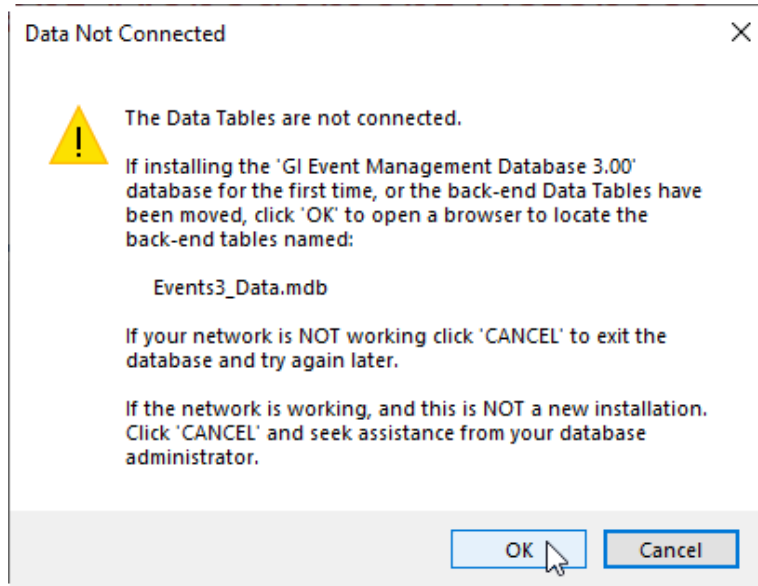
### Single User Access

If the database is to be used by a single user, or multiple users on a single PC, and a network storage location is not available, you can elect to store the back-end tables in a folder beneath the database front-end folder on the computer. Follow the instructions below.

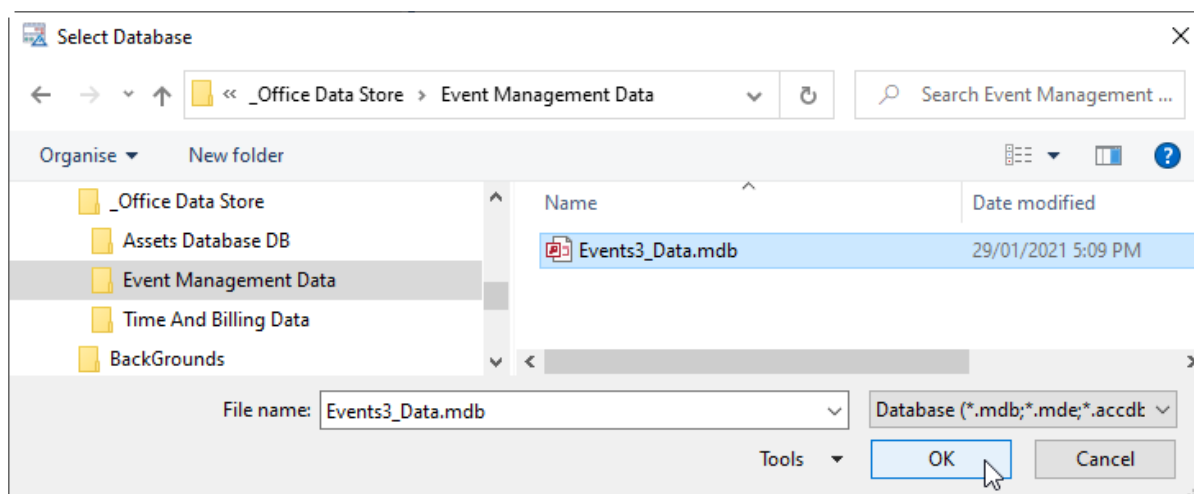
1. Locate the database folder created during front-end installation. The default location is 'C:\GI-BDS Software\Event Management 3\', unless you selected another location during install.
2. In this folder create a new folder named 'Tables'.
3. Move the file 'Events3\_Data.mdb' (extracted from zip file), into the ...\\Tables folder you created at step 1. (C:\GI-BDS Software\Event Management 3\\Tables\\Events3\_Data.mdb)
4. The back-end database tables are now installed. For information on linking the front-end to the back-end follow the instructions in [Starting the Database](#).

## Starting the Database

1. Install the database front-end, according to the multi-user or single user access instruction above.
2. Use the Start Menu or the '*GI Event Management 3*' shortcut on your desktop to start the database.
3. When the database starts you may be prompted for the database back-end tables file location.



4. Click 'OK' and the Windows Browser will open. Navigate to the shared folder where the Database Tables file (*Events3\_Data.mdb*) is located, and double click on the file name, or select the name and then click 'OK'.

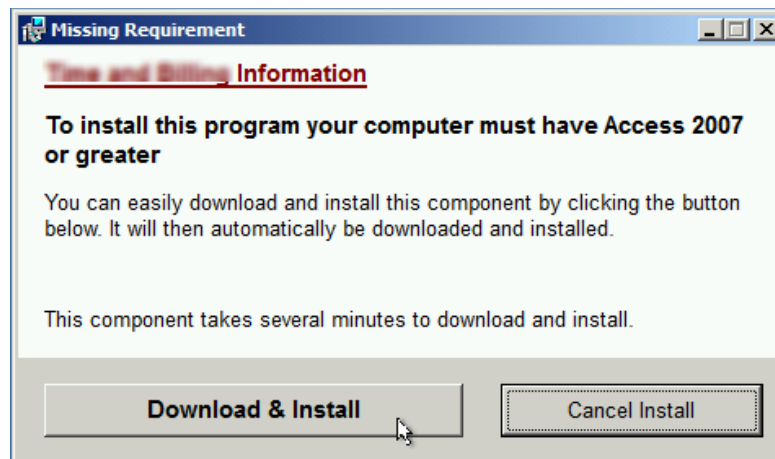


5. The windows browser will close, and the database will automatically link the back-end tables file and open the main database form.
6. Perform the above steps on each user's computer to connect them all to the same back-end data tables file.

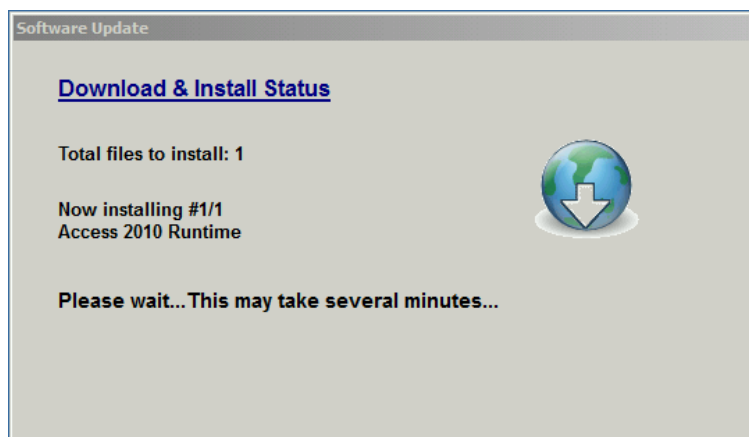
## Runtime Installer

Our sample software requires Microsoft Access Database program to operate. If the Microsoft Access Database program is not detected on your PC by the software installer, you will be alerted and asked if you wish to install the free version of the Access Runtime database program from Microsoft.

Do NOT install and Runtime Access Database program if you already have ANY full version of Microsoft Access Database installed on your computer.



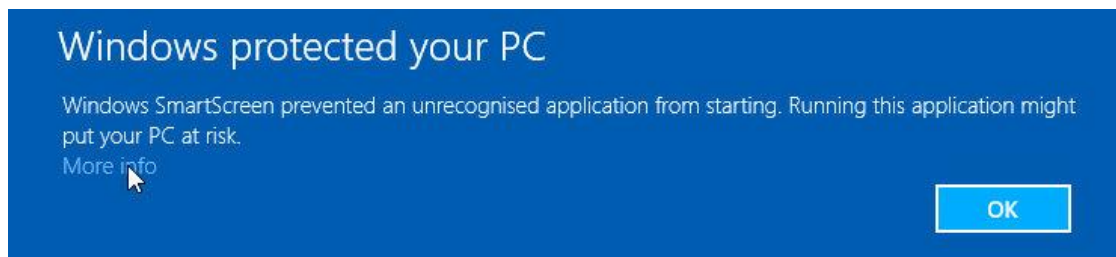
To proceed with installing Microsoft Access Runtime Database, click the 'Download & Install' button and wait whilst MS Access Runtime is being downloaded and installed. This may take several minutes.



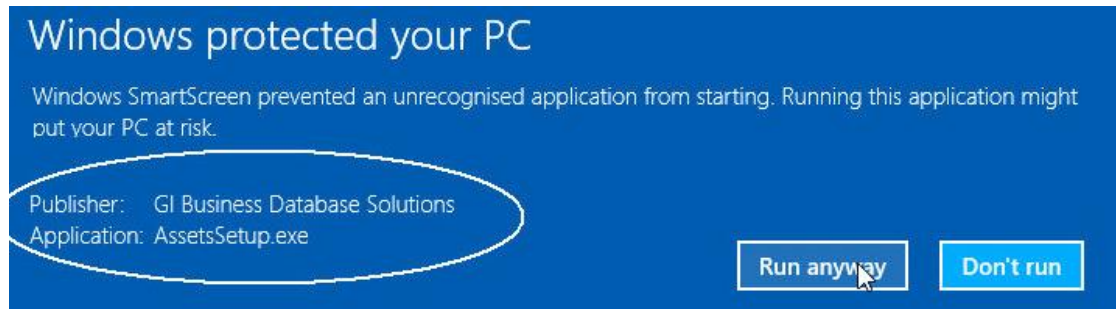
Once Access Database has been installed, the installation process will continue as usual. See [Installing the User Interface](#) for further information.

## Security Prompt

Depending on your Windows version you may be prompted with a security warning, similar to the following, when the software installer starts.



If so, click the '**More Info**' link and confirm the software publisher is GI Business Database Solutions. The Application name will vary and depends on the name of the software that you are installing.



Click '**Run anyway**' to proceed with the software installation.

## Warranty & Limited Liability Information

### END USERS LICENSE AGREEMENT

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You acknowledge that you are not entitled to any support for the software except for reasonable installation support the first time you install the software. Such support will be provided to you in a manner determined and at the absolute discretion of GI Business Database Solutions.

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