GI Business Database Solutions

Assets Database – Data File Converter
Version 3.00 to 4.00

_____

IMPORTANT – READ ALL OF THIS DOCUMENT BEFORE USING UPDATER

Upgrading Assets Database – Need to Know

The purpose of the table updater is to convert the GI Assets Database version 3.00 data tables to the GI Assets Database version 4.00 data format while retaining the existing data.

Be aware that **Asset Number** in version 4 has been changed to a self-incrementing 7-digit number commencing 0000001 (letters and other symbols are not permitted). In version 3.00 the **Asset Number** was manually entered and could include letters, numbers and symbols.

During the conversion process, existing **Assets numbers** that contain <u>only</u> numeric characters (0-9) and have a value less than 5000000 will be retained and converted to the 7-digit format (i.e. 34576 becomes 003456).

Existing **Asset Numbers** that include letters or other symbols will be reassigned to a new 7-digit number.

A list of the **Asset Numbers** and their converted values will display in the lower part of the form after the assessment process. The list can be exported to an Excel spreadsheet if required.

Once the tables are converted, GI Assets Database version 4.00 is required to access the data within the tables. Download GI Asset Management Database Version 4.00 [here](#).

Backup Existing Data File First

IMPORTANT: Before taking any action, you **MUST** create a current backup of your existing data tables file ('Assets3_Data.mdb'). Ensure the backup file is move out of the current data file folder.

Converting Data file

To convert the existing version 3.00 data tables to version 4.00 data tables, do the following:

1. Backup the database files and store the backup file in another folder location

2. Extract the file 'GI Assets - Update 3 to 4.accdb' from the download zip file and place it in the folder containing your existing GI Assets 3.00 Data file (Assets3_Data.mdb').

3. Ensure no users are currently accessing the GI Assets Management Database.

4. Double click the 'GI Assets - Update 3 to 4.accdb' file to start the updater. The following panel is displayed.

5. Click the **Assess Data** button. Wait whilst your database is analysed and Asset Number formats are reviewed. A pop-up message indicating how many **Asset Numbers** will be retained and how many will require conversion, will be displayed.
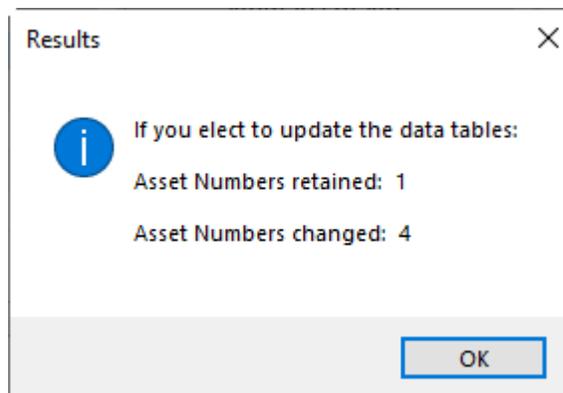
6. After closing the message, the existing **Asset Numbers** and proposed updated values are displayed in the lower part of the form.

7. At any point, you can click the '**Output Records to Excel**' to export the list to an excel spreadsheet.

8. If you accept the changes to be made, click the '**Update Tables**' button and wait while your version 3.00 Data Tables file is converted to version 4.00 format. This may take some time depending on the number of records affected.

9. After conversion, the converted data file ('Assets4_Data.mdb') will be in the Data folder.

GI Assets Database version 4.00 is required to access the data file. Uninstall GI Assets Management Database version 3.00 and install the new version 4.00. Refer to the READ ME pdf document included with the download for detailed instructions. Download GI Assets Management Database version 4.00 Here.

Troubleshooting

If the conversion fails, try performing a manual compact and repair on a new copy of your version 3.00 data file prior to attempting to convert it.

Make a copy of the version 3.00 tables ('Assets3_Data.mdb') backed up earlier. Save it back into the data folder location, replacing the file if present.

Double click the 'Assets3_Data.mdb'. When the database starts, read the information provided. When ready click the **Compact Database** button and follow the on-screen instructions.
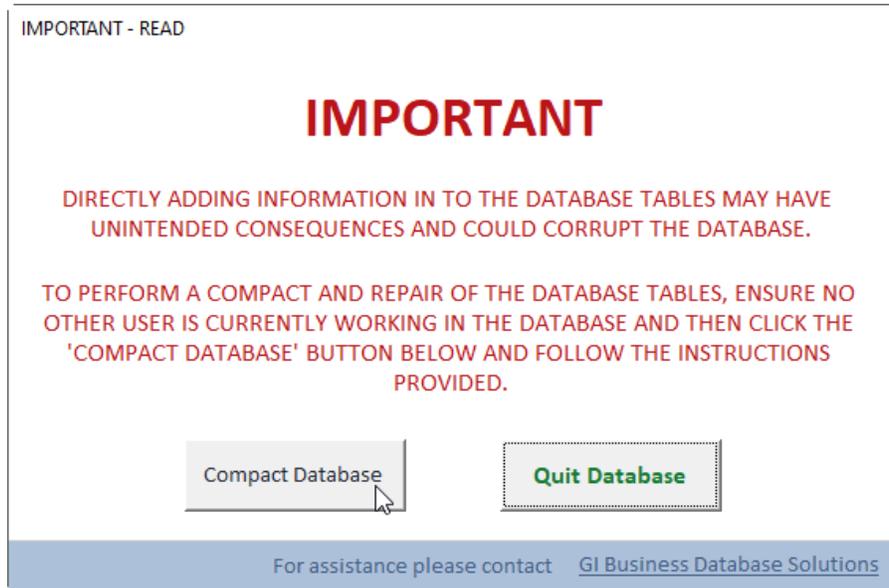
The database will close at the end of the compact process.   It is IMPORTANT that you reopen the data file by double clicking the Assets3_Data.mdb', and then close it by clicking the '**Quit Database**' button. You should now have no issues covering the data file.