GI Business Database Solutions

Sample Database - Installation Instructions

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Table of Contents

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IMPORTANT – READ ALL OF THIS DOCUMENT BEFORE INSTALLING THE DATABASE

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Setup Overview

The **GI Time & Billing database** software (version 4.00) consists of a front-end (user interface) and back-end (Data Tables) components. This design format provides greater multi-user functionality and performance.

The user-interface (front-end) is installed on each user's local computer hard drive, using the provided installer software. (Time Billing 4 Setup.exe)

The Database data table file (back-end), is installed manually (see Installing Database Tables). The folder where you install the back-end file (GI_TimeBillingData.accdb) will depend on how you intend using the database:

- For use by a single user, or multiple users on a single computer.   (See Single user Access)
- For shared use by multiple users over a home or business network.   (See Multi User Access)

The downloaded zip file contains

- Time Billing 4 Setup.exe   The database front-end installer
- GI_TimeBillingData.accdb   The database back-end tables file
- Install Instructions.pdf   Installation Instructions (this document)
- Quick Start.pdf   Quick Start Instructions

Installing the User Interface (front-end)

1. <u>Extract</u> all files from the downloaded zip file in to a folder on your computer or network.

2. In the extraction folder, double click the software installer file 'Time Billing 4 Setup.exe' to start the install.

3. The installer identifies whether MS Access Database is installed on your PC, and if not will offer to download and install the FREE 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*', if you want to read these instructions on how to manually install the database data tables (back-end).

7. During install shortcuts to start the software were added to the Start Menu and your desktop:

8. **IMPORTANT:** Before you start the Time & Billing Database for the first time, the data table file (GI_TimeBillingData.accdb) <u>MUST</u> have been placed into its permanent store folder, see <u>Installing Database Tables</u> 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 any similar on-line drive. Doing so <u>WILL</u> result in data corruption, and can damage the database beyond the ability to recover your data.

*Information***:** All user data entered into the database is stored in the database back-end tables file. The database back-end file **MUST** reside in a folder that is shared with, and accessible to, all users of the database. All users <u>MUST</u> require full read, write, and delete permissions in the database tables' folder.

Setup for Multiple User Access

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

1. Locate or create a shared folder on your network.

2. Ensure all intended database users have full read, write and delete permissions within that folder. *(Generally, all users will already have full permissions in a network folder unless the permissions have been manually changed – speak to your network administrator if you are unsure)*

3. Add the shared folder to your <u>regular back-up regime</u>.

4. Move the file name 'GI_TimeBillingData.accdb' (extracted from the download zip file), and place it in the shared network folder you created at step 1.

5. You are now ready to start the database. Follow the instructions in <u>Starting the Database</u>.

Setup for Single User Access

If the database will be used on a single computer and not shared over a network, the back-end database tables will need to be stored in a folder on the local hard drive.

1. Locate or create a new folder on your local hard drive in which to store the database back-end tables file. (Ensure the folder is added to your regular back-up regime.)

2. **Move** the file 'GI_TimeBillingData.accdb' into the folder you created at step 1.

3. You are now ready to start the database. See instructions in Starting the Database.

Starting the Database

1. Install the database front-end in accordance with the 'Installing the User Interface' instructions.

2. Use the Start Menu or the *'Time & Billing Database'* shortcut on your desktop to start the database.

3. The first time the database starts you will be prompted for the location of the data tables file.
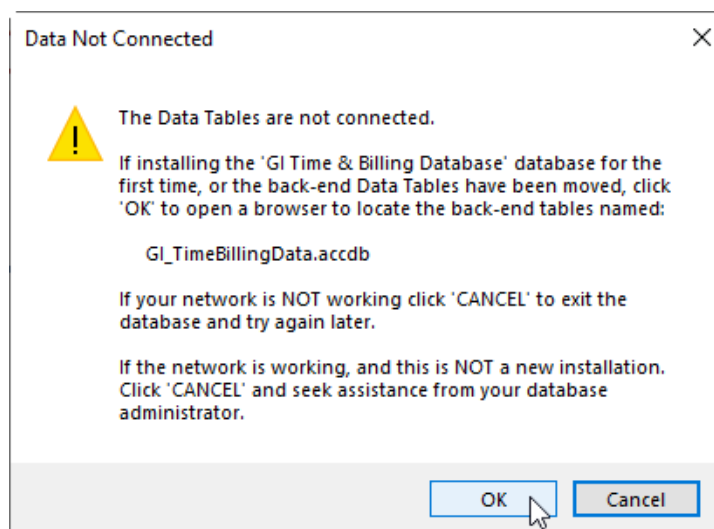
4. Click '**OK**' and using the Windows Browser navigate to the folder containing the Database Tables file (GI_TimeBillingData.accdb). Double click on the file name, or select the name and then click '**OK**'.
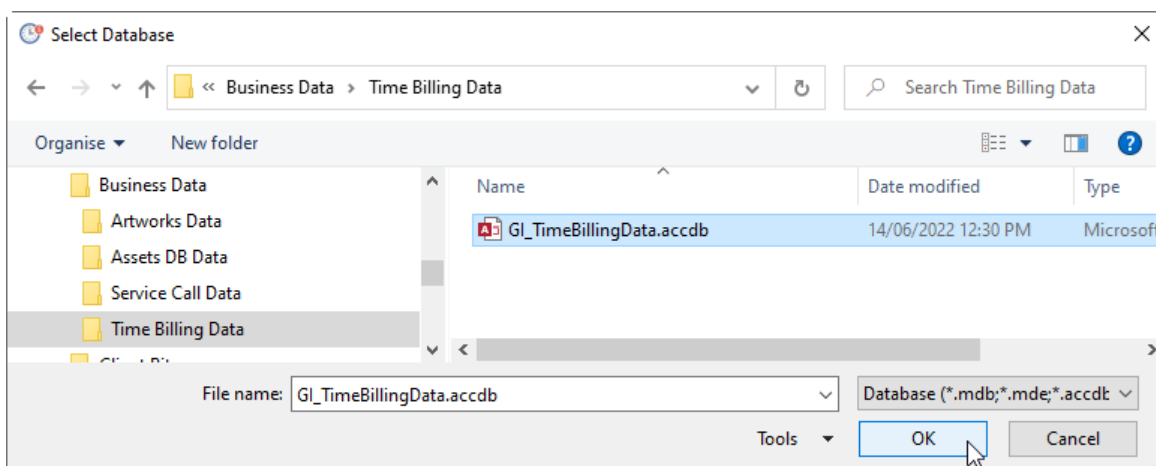
5. The Windows browser will close. Wait a few moments whilst the database links the Data tables file.

6. Perform these steps on each user's computer. Ensure all users are linked to the same back-end data tables file.
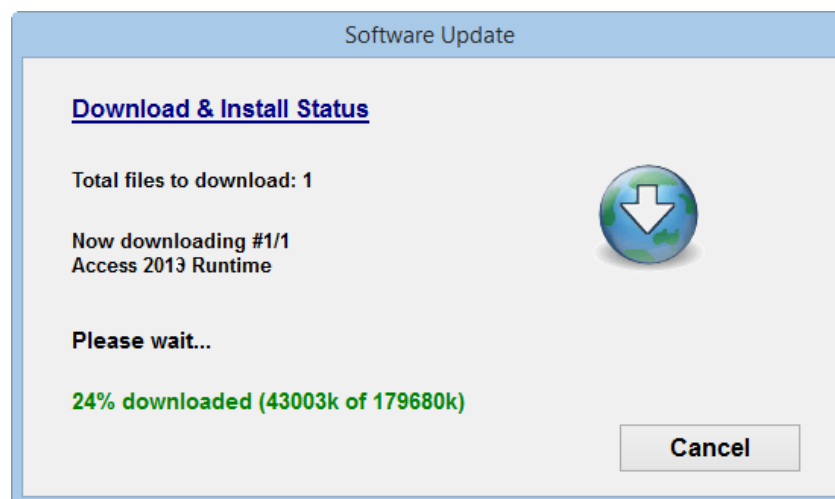
Runtime Installer

The GI Time & Billing Database 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 advised and asked if you wish to install the free version of the Access Runtime database program from Microsoft. The version of Runtime installed is dependent on your installed version of MS office, if installed.

Note: Do NOT install Runtime Access Database program if you already have ANY full version of Microsoft Access Database installed on your computer.
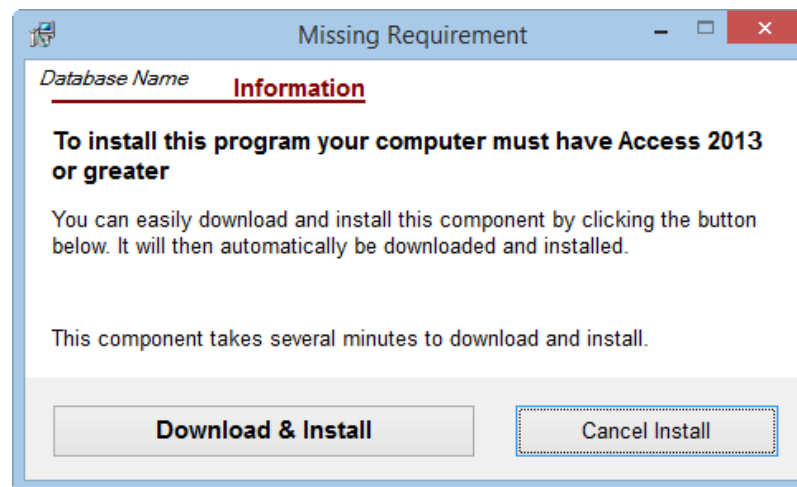
To install Microsoft Access Runtime Database, click the '**Download & Install'** button and wait whilst MS Access Runtime is being downloaded and installed. **This may take several minutes – so please be patient**.

Once the Access Runtime Database program has been installed, the installation process will continue as usual. See Installing the User Interface for further information.

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