



GI Business Database Solutions

Artwork Database – Data File Converter

Version 3.01.00 to 4.00

IMPORTANT – READ ALL OF THIS DOCUMENT BEFORE UPDATING YOUR DATA TABLES

Converting Artwork Data File – Need to Know

The Artwork Data File Converter updates the GI Artwork Database version 3.01 data tables to GI Artwork Database version 4.00 data format, while retaining your existing data.

In version 4.00 the **Code No** format and functionality has been revised. The **Code No** is now an auto-incrementing 8-digit number in the format of 0000001, 0000002, 0000003 and so on. Letters and other symbols are no longer permitted in the **Code No**. (*See the 4.00 manual for full details*)

During the conversion process, existing **Code Nos** will be updated as follows:

- If the Code number contains only numbers, the value is retained and padded with leading zeros
- If the Code number contains numbers and letters, the letters are stripped out, and if a convertible numeric value remains, it is padded with leading zeroes
- If a converted Code number is not unique, the value will be replaced with a code number equal to the highest existing code number plus one.

If the format or value of the original **Code No** is altered, the original value is moved into the new **Ref No** field on the adjusted Artwork record. During the update process, the original code numbers and their converted values will be displayed in the Artwork list. The list can be exported to an Excel spreadsheet if required.

After conversion GI Artwork Database version 4.00 is required to access your new Data Tables file. Download GI Artwork Management Database Version 4.00 [here](#).

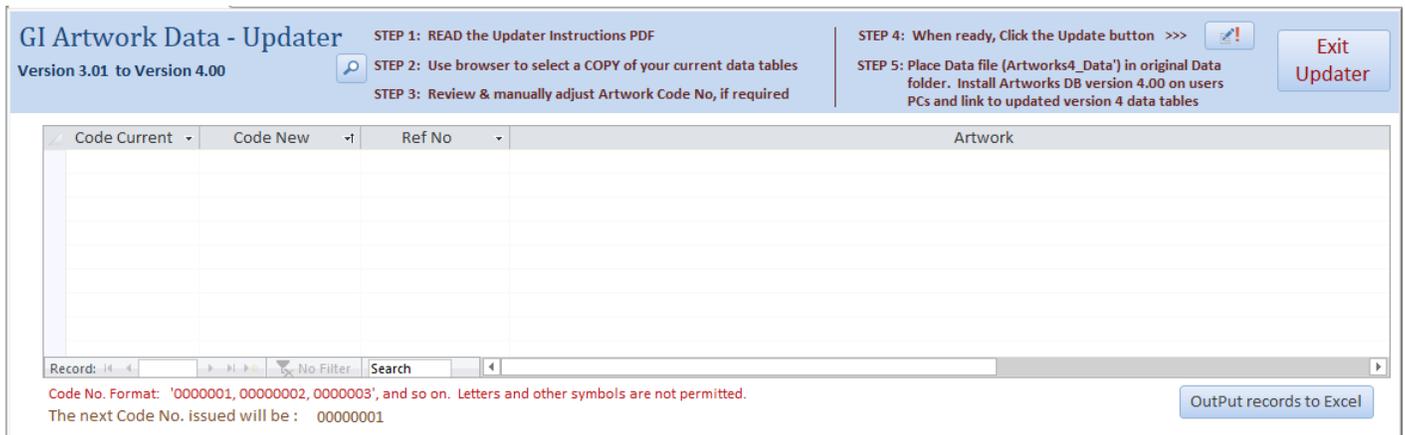
Backup Your Existing Data File First

IMPORTANT: Before starting, **backup your existing data tables file** ('Artwork_Data.accdb'). Then copy the data file, to a temporary working folder. (Hereafter referred to as the Working folder).

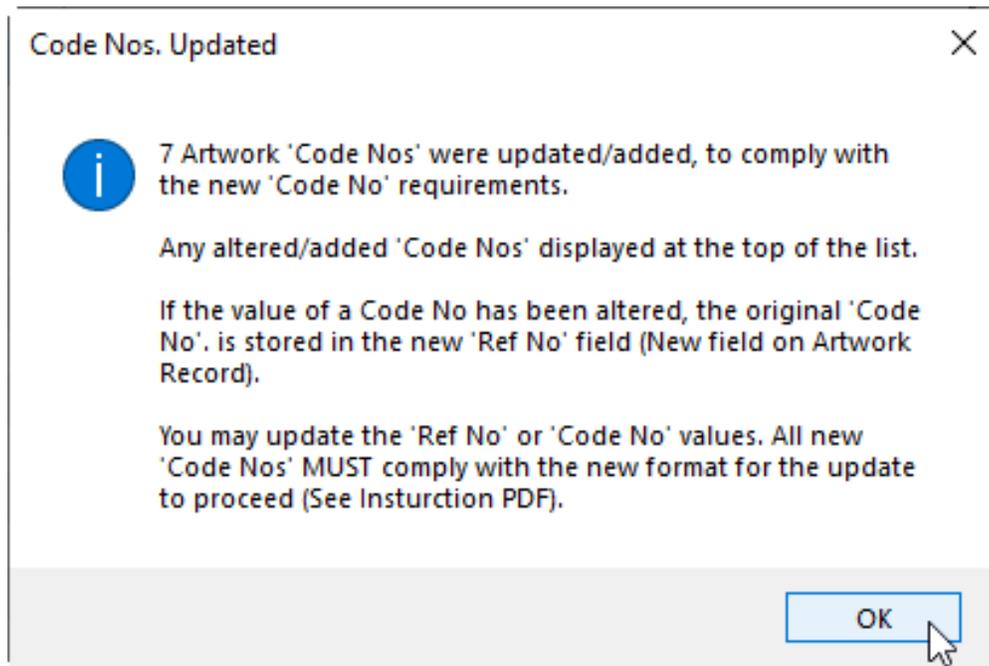
Converting Data file

To convert your existing version 3.01 data tables to version 4.00, do the following:

1. Backup your existing Artwork Data File (**Artwork_Data.accdb**) to another folder location.
2. Create a second copy of the Artwork Data File and move it into a Working Folder on your PC or network.
3. Extract the '**Artwork Data Updater.accd**' file from the updater zip file and place it in the Working folder with the copy of your data tables.
4. Double click the '**Artwork Data Updater**' file to start the updater. The following panel is displayed.



5. Click the browser button, and use the *Windows File Browser* to select your Artworks data file ('Artworks_Data.accdb') in the Working folder. 
6. After selection, the Code Numbers in each artwork record are reviewed and updated as required. A pop-up message details any changes made / required, along with other information.



7. Click '**OK**' to close the message. Your artwork record Code numbers and any adjustments are displayed in the list.

GI Artwork Data - Updater

Version 3.01 to Version 4.00

STEP 1: READ the Updater Instructions PDF

STEP 2: Use browser to select a COPY of your current data tables

STEP 3: Review & manually adjust Artwork Code No, if required

STEP 4: When ready, Click the Update button >>>

STEP 5: Place Data file (Artworks4_Data*) in original Data folder. Install Artworks DB version 4.00 on users PCs and link to updated version 4 data tables

Exit
Updater

Code Current	Code New	Ref No	Artwork
0002	00000002		Leonardo Da Vinci - Mona Lisa (1950) - Painting
LD0003	00000003	LD0003	Albert Tucker - Image of Modern Evil (1972) - Painting
0000004	00000004		Albert Tucker - Self Portrait (1939) - Painting
0000005	00000005		Albert Tucker - Ibis in Flight (1967) - Painting
JR0006	00000006	JR0006	Joseph Rayline - The Merging (1972) - Painting
0000007	00000007		Albert Tucker - Figure (1955) - Painting
EM00008	00000008	EM00008	Edouard Manet - In the boat (1874) - Painting
EM0009	00000009	EM0009	Edouard Manet - Victorine Meurent (1862) - Painting
0000010	00000010		Edouard Manet - The waitress beer (1979) - Painting
0000012	00000012		Albert Tucker - St kilda (1944) - Painting
0000013	00000013		Albert Tucker - Explorer with camel (1970) - Painting
0000014	00000014		Albert Tucker - Joy Hester (1982) - Painting
0000015	00000015		Albert Tucker - The Last Days of Lasseter (1978) - Painting
0000016	00000016		Albert Tucker - Image of Modern Evil (1990) - Painting
0000017	00000017		Albert Tucker - Antipodean Head and Parrots (1956) - Painting

Code No. Format: '0000001, 0000002, 0000003', and so on. Letters and other symbols are not permitted.

The next Code No. issued will be : 00000001

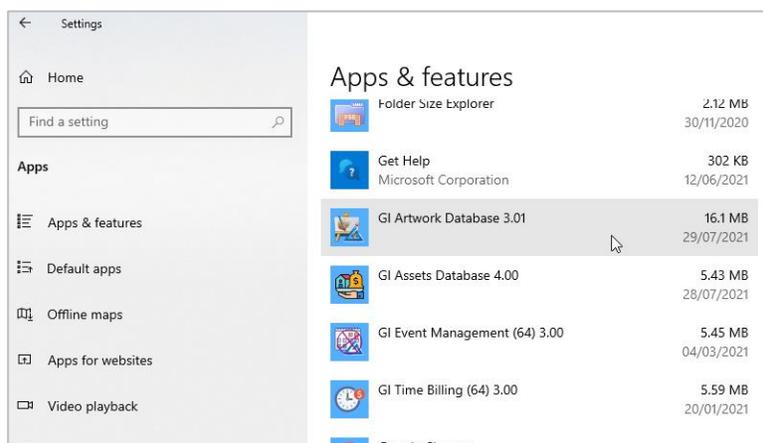
ABASES\Artworks\Updater\Hold\Artworks_Data - Copy (3).accdb

OutPut records to Excel

- You can manually update new **Code Nos** if you wish, (numbers must be 8 numeric characters i.e., 0000345, 00210023, etc). Whilst you can choose to delete the **Ref No** values, we recommend keeping them for now. You can dispose of them later in the Artwork record if no longer required.
- If required, click the '**Output Records to Excel**' to export the list to an excel spreadsheet for later reference. NOTE: once the updater is closed, all loaded data is deleted.
- To accept the revised **Code Nos**, and continue with the conversion, click the update button and wait while your data tables are converted to version 4.00 format. This may take several seconds depending on the number of records being processed.
- After conversion, locate the data file ('**Artwork4_Data.accdb**') in the working folder and move it to your existing data tables folder. Backup and then removed the old data file ('**Artwork_Data.accdb**') from the folder.

Installing GI Artworks Database 4.00

GI Artworks Database version 4.00 is required to access the updated data file. Before installing version 4.00 you can elect to remove Artworks Database version 3.01 from your PC, using the standard uninstall option in the Windows **Apps and Features** panel.



Download GI Assets Management Database version 4.00 [Here](#) and follow the installation instructions included in the download zip file.

Ensure each user of the database updates the GI Artworks Database front-end on their PC.

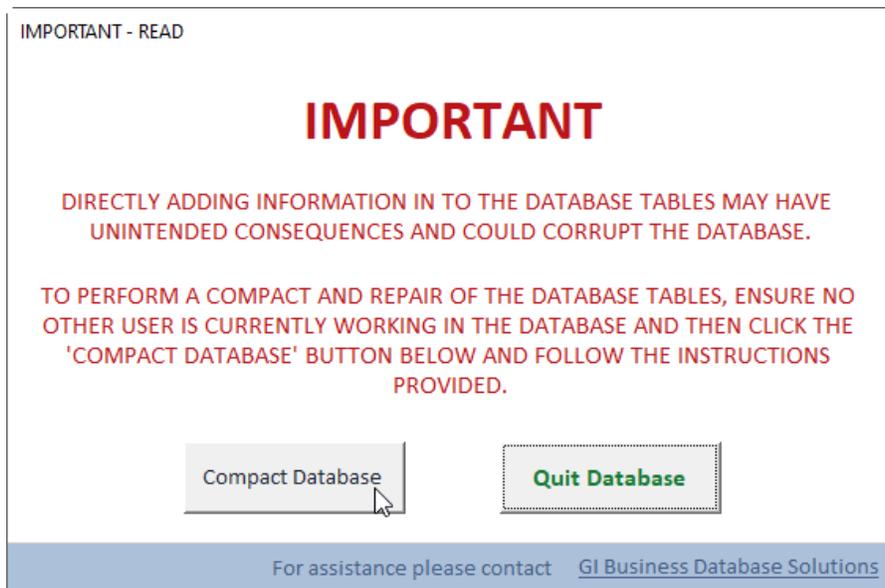
Backup The Data File

MAKE A BACKUP of the new data file. Also ensure your current backup system is amended (if required) to incorporate the new data file in your regular backup regime.

Troubleshooting

If the conversion fails, try performing a manual compact and repair on the version 3.01 data file, prior to attempting to convert it.

After making a backup of the Data file 'Artworks_Data.accdb', double click the file. 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 **Artworks_Data.accdb**, and then close the data tables by clicking the **Quit Database** button.

You should now have no issues covering the data file.