



GI Business Database Solutions

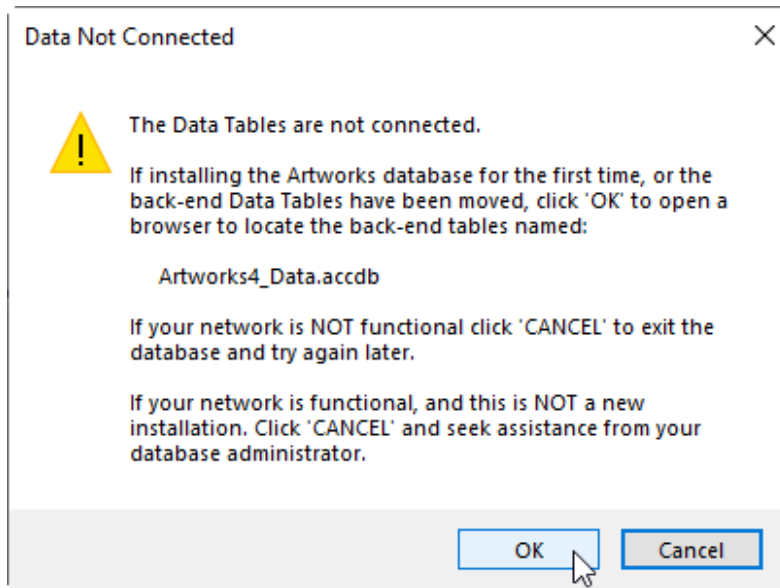
Artworks Database 4.00

QUICK START INSTRUCTIONS

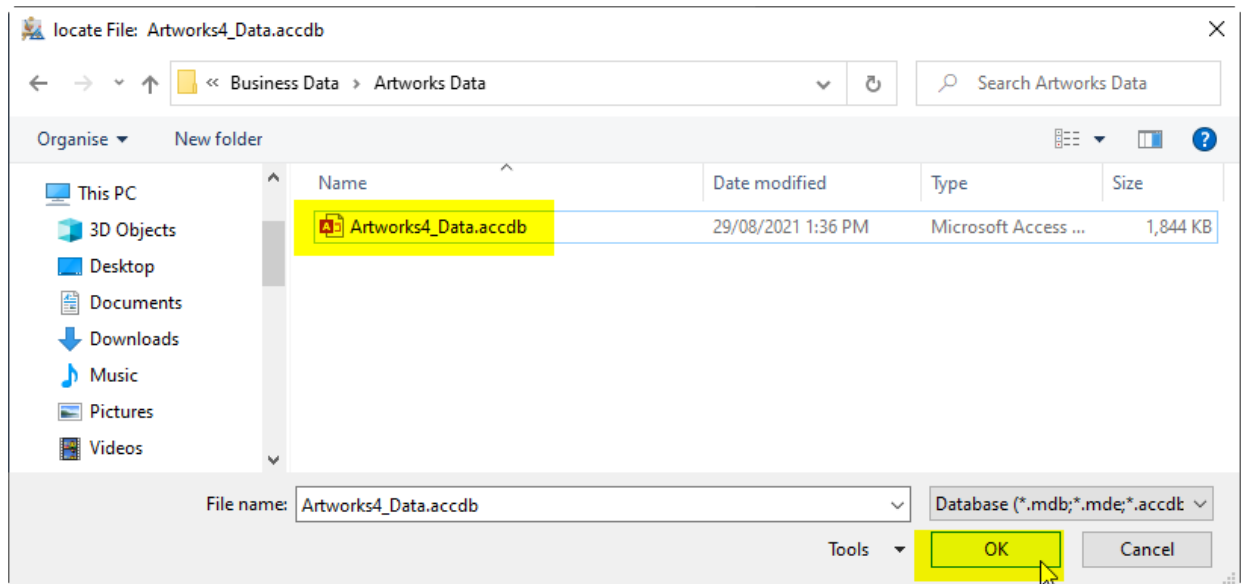
If you want or need more detailed installation instructions refer to the **Install Instructions pdf**

Do NOT install any part of the Artwork database in Dropbox, P-Cloud, One Drive, Google Drive, or similar virtual drives. Doing so **WILL** result in data corruption, and loss of your data.

1. Extract the contents of the downloaded zip file to a folder on your PC or network. If you are reading this then you have already done so.
2. The GI Artwork Database consists of a User Interface (front-end), which is installed by the installer on each user's local PC, and the Data Tables (back-end data file 'Artworks_Data4.accdb') which is manually installed. The install location for the data file depends on whether the database will be used on a single PC or shared by many users over a local network.
 - If shared access between multiple users is required, the data file (back-end) **MUST** be installed in a shared folder on a local network or NAS.
 - If the software will only ever be used on a single PC, then the back-end can be stored on the local hard-drive, usually in a new folder in your **Documents** folder.
3. To install the Artwork Database user interface, double-click the Installer file '**GIArtworksDB4.exe**' and follow the on-screen prompts. We recommend accepting the default installation location.
4. **IMPORTANT:** After installing the user interface, **DO NOT** start the software until the database data tables (back-end) has been installed as outlined below.
5. To set up the Artwork database for sharing between multiple users, create a folder on your local network server or NAS. Move the files 'Artworks_Data.accdb' and 'MyLogo.jpg' into that folder. Ensure this folder is included in your backup regime.
6. To set up the Artworks Database for single user access (and you do not have a local server or NAS), create a new folder in your **Documents Folder** and name the folder **Artwork DB Data**. Move the files 'Artworks_Data4.accdb' and 'MyLogo.jpg' into the folder. Add the folder to your back-up regime
7. Once the database tables (back-end) file, and the logo image file are stored in the Data folder, start the Artwork Database using the desktop shortcut.
8. The first time GI Artworks Database starts, you are prompted for the location of the data Tables file (back-end). Click the '**OK**' button and use the Windows File browser to locate the data file 'Artworks_Data4.accdb' (See images next page).



9. Double click the file name, or select the file name and then click 'OK'



10. The Windows browser will close. Please wait a few moments whilst the data file tables are linked, and the database Main Menu opens.
11. **IMPORTANT!** The first time the database starts, the Taxation and Sale Tax information for your region MUST be set up, as well as the paper size used by your printer.

DO NOT select a Tax method unless you know which sale tax method applies to you/your business. If you are unsure click the 'Exit Database' button and read the [Installation Instruction.pdf](#) document in the extracted files folder. The Installation Instruction PDF provides detailed information on setting up the **Regional Settings** options. Once satisfied that you understand the requirements, restart the database and complete setting up the Regional Settings information.

Regional Settings

Regional Settings

Sales Tax Name

GST

(i.e. GST, VAT, Sales Tax, etc...)

Tax Rate

10.00%

(Local Sales tax Rate %)

Tax Method

Prices & Costs Include Tax (Tax inclusive Invoice)

Prices & Costs are EX Tax (Tax added on Invoice)

making any selection or saving the record.

Spelling

Catalogue

(Local spelling of Catalogue / Catalog)

Paper Size

A4 (Aust)

Instructions

Save & Close

See 'Install Instructions' PDF for detailed instructions and Warranty and End User License info.