



GI Business Database Solutions

Artworks Database – Install Instructions

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Installation Overview

IMPORTANT INSTRUCTIONS FOR INSTALLING THE ARTWORK DATABASE 4.00

The GI Artworks database is developed in a front-end/back-end format to provide superior multi-user capability, performance and data protection. (This software is not compatible with MAC computers unless operated in a Windows OS via parallels or similar.)

The user interface (front-end) is installed on your local PC by the installer software supplied.

The Database Data file (back-end) must be installed manually, see [Installing Database Backend](#) below. The folder where the back-end file (**Artworks_Data4.accdb**) is stored depends on how the database is to be used:

- Operated by one or more users on a single computer (See [Single user Access](#))
- Shared between multiple users / PCs over a home or business network. (See [Multi User Access](#))

Downloaded zip file contents

- **GIArtworkDB4.exe** Database front-end installer
- **Read First.pdf** Quick Start information
- **Install Instructions.pdf** **IMPORTANT** Installation information (this document)
- **Mylogo.jpg** Business Logo file placeholder
- **Artworks_Data4.accdb** The database back-end (data) tables file

Software Requirements

The GI Artworks database requires Microsoft Windows and Access Database 2013 or later to operate. If your PC does NOT have Microsoft Access Database installed, the software installer program will download and install the appropriate version of Access Database Runtime software which is available free from Microsoft. (see [Runtime Installer](#)).

Installing the Software User Interface (front-end)

To Install the user interface (front-end), on each PC computer that will access the database, do the following:

1. Extract all files from the downloaded zip file to a folder on the PC or network.
2. Locate and double-click the database installer file **GIArtworkDB4.exe**.
3. If Microsoft Access Database is not installed on the PC, 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. The installer will create shortcuts in the Start Menu and on the desktop.
7. **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)

If the database back-end files are already installed (as part of a previous install) go directly to the instructions [Starting the Database](#).

IMPORTANT: Do NOT install any part of the GI Artwork database in a replicated folder such as Dropbox, P-Cloud, Google Drive, One Drive, etc. Operating this software from a replicated folder WILL result in data corruption, beyond the ability to recover your data.

NOTE: If the database is to be shared by multiple users on your network, the database data file (back-end) 'Artworks_Data4.accdb' MUST be stored in a shared location (i.e., a folder on a local network or NAS). Also, be aware that ALL users will require FULL permissions to access and use this folder.

Multiple User Access

Installing the Database Data file (Back-end) for multi-user access over a local network.

1. Locate an existing shared folder, or create a new shared folder on the network. Ensure all GI Artwork database users have full permissions to the folder and its contents.
2. Add the shared folder to your regular back-up regime.
3. Move the file name 'Artworks_Data4.accdb' and place it in the folder created at step 1.
4. Move the file named Mylogo.jpg and place it in the folder created at step 1. Later you can replace this logo file with your own logo image file (see manual).
5. To link the front-end user-interface to the back-end data tables, follow the instructions in [Starting the Database](#).

Single User Access

If the database will only ever be used on a single PC, the Database Data file may be installed on the same PC as the Database front-end. Follow the instructions below.

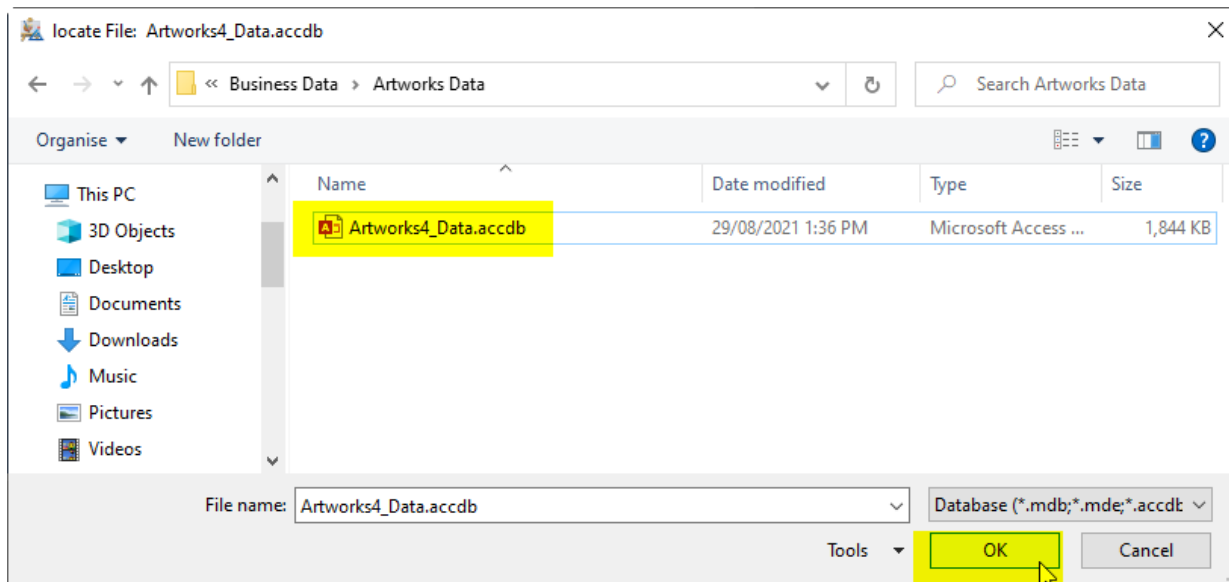
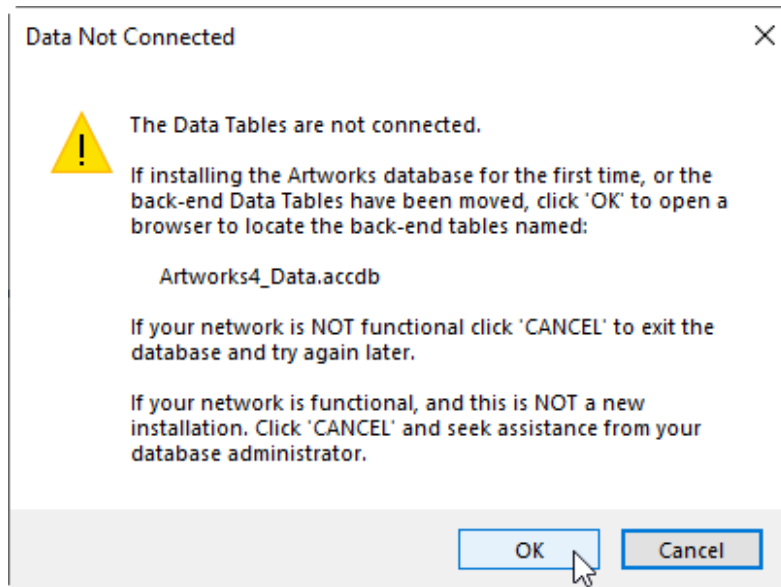
1. In your Documents folder, create a new folder and name it **Artwork DB Data**. Ensure the folder will be included in your regular backup.
2. Move the files 'Artworks_Data4.accdb' and 'Mylogo.jpg' (extracted from the downloaded zip file) into the new folder created at step 1.
3. The Database data file (back-end) is now installed for use on a single PC. For information on linking the front-end to the data file follow the instructions in [Starting the Database](#).

My Logo Files

A logo appears on both Receipts and Invoices. The logo is a jpg image and MUST be named **MyLogo.jpg**. Recommended pixel size for the logo image is 150 Px wide by 110 px high. Place the logo file in the same folder as the Artwork Database tables file (Artworks_Data4.accdb). See the Help documentation for additional information about the logo file.

Starting the Database

1. Use the GI Artwork Database shortcut on your desktop to start the database.
2. The first time the database starts you will be prompted for the location of the database data file (back-end).
3. Click the 'OK' button and use the Windows File Browser to navigate to the Database data file folder, then double-click the file named 'Artworks_Data4.accdb', or select the file and click 'OK'.



4. The Windows File Browser will close. Wait a few moments while the data is linked, and the database Main Menu form opens.
5. Use the same process to connect all other Users / PCs to the same Database Data file (back-end).

Regional setting

Sales Tax Name

If setting up the database for the first time it is IMPORTANT to enter your regions Tax information. Enter the abbreviated name for sale tax in your area. **Even if you do not participate in collecting sales tax**, enter the abbreviated Sales Tax name. (In Australia, enter GST)

Tax Rate

If you or your business does **NOT** collect Sales Tax, enter 0% in this field.

If you are required to collect Sales Tax enter the local Sale Tax rate. (In Australia this is currently 10%)

If you have multiple sales taxes, enter the accumulated Sales Tax rate applicable for your region/business

The Sales tax rate can be updated at a later time if the rate changes.

Tax Method

IMPORTANT. Once the **Tax method** has been selected and the regional settings have been saved the **Tax Method CANNOT be changed** so ensure you have selected the correct Tax method before saving the 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

In the Tax method dropdown list, select the option that describes how you apply sales tax items sold.

1. Select '**Prices & Costs Include Tax (Tax inclusive Invoice)**' If:
 - You or your business collects sales tax, and your advertised prices and sale prices are tax inclusive (Meaning the Sale Tax component is built into the sale price).
 - OR: You or your business does **NOT** collect in Sales Tax.
2. Select '**Prices & Costs are EX Tax (Tax added to Invoice)**' if:
 - You or your business collect sales tax. Your prices exclude sales tax, which is later **added** to the purchase price at point of sales.

The Tax Method must be correctly selected for your circumstances in the first instance. Once the *Regional Settings* form is closed the Tax Method is locked and CANNOT be altered. (If you saved the wrong option, you must delete the database tables and install a fresh copy of the database tables file. Note: Any information entered in the database will be lost. For further information contact us via our website.)

Spelling

Enter the local spelling for the word Catalogue. (or Catalog USA). The selected spelling method will be reflected throughout the GI Artwork Database.

See the Artworks Help PDF for more information.

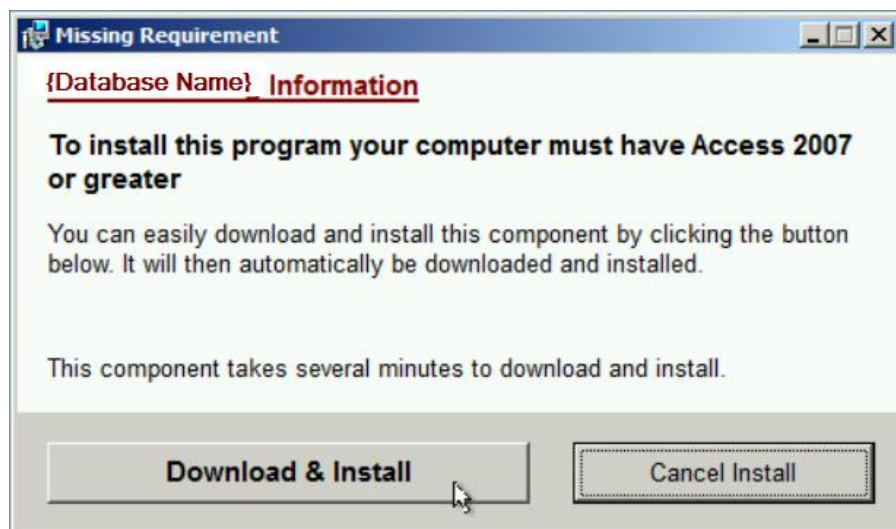
Paper Size

Select the paper size used by your printer. Usually this is **A4** for Australia and other locations, and **Letter** for USA. Reports will be resized to fit your local paper size

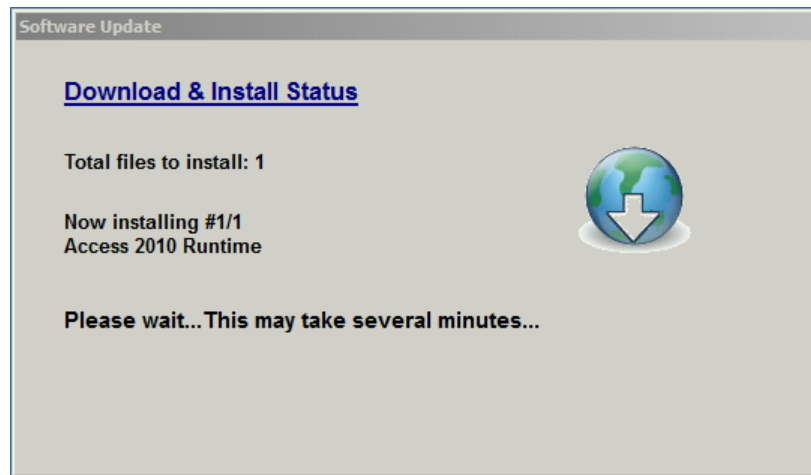
Runtime Installer

The GI Artworks Database requires Microsoft Access Database program. If Microsoft Access Database is not installed on your PC the installer will alert you and offer to automatically download and install the appropriate free version of the Access Runtime database program from Microsoft. Note: this may take several minutes.

IMPORTANT - Do **NOT** install the 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. The installer will locate the appropriate version of Microsoft Access Runtime and will download & install it. This may take several minutes so please be patient and wait until advised to continue.



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

Upgrading Data File From Version 3.01

If upgrading from GI Artworks 3.01, and you wish to retain your existing data, it will be necessary to upgrade your Data file. [Visit GI Artwork Database](#), download the Artworks 3.01 to 4.00 Table updater, and follow the updater instructions.

Warranty & End User License Agreement

IMPORTANT — READ CAREFULLY - BY CLICKING 'ACCEPT' OR BY INSTALLING OR USING THIS SOFTWARE YOU SIGNIFY ASSENT TO AND ACCEPTANCE OF THE TERMS OF THIS AGREEMENT.

WARRANTY

GI Business Database Solutions warrants that for a period of ninety days (90) from the date of acquisition that the software, if operated as directed and in accordance with the software environment for which the software was developed, will substantially achieve the functionality described in the documentation. GI Business Database Solutions does not warrant however that your use of the software will be uninterrupted or that the operation of the software will be error-free or secure. In addition, the software may have inherent limitations and you must determine that the software sufficiently meets your requirements. GI Business Database Solutions sole liability to rectify for any breach of this warranty shall be at GI Business Database Solutions' sole discretion to:

- (i) to replace the software; or
- (ii) to advise you how to achieve substantially the same functionality with the software as described in the documentation (if any) through a procedure different from that set forth in the documentation; or
- (iii) if the above remedies are impracticable to refund the amount you paid for the software.

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THIS IS THE LIMITED WARRANTY

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It is the sole responsibility of the licensee to maintain security of their computer and network systems and for the security and protection of any personal, private or financial information entered into the software. The software is not intended to protect the privacy of such information and must not be installed or operated in computer systems which may or could become subject to unauthorised access. The end user is responsible to ensure regular backups of the Software and any data they may store in the software.

MISCELLANEOUS

This Agreement represents the complete agreement concerning the license granted hereunder and may be amended only by a writing executed by GI Business Database Solutions. The acceptance of any purchase order placed by you is expressly made conditional on your agreement to the terms set forth herein and not those in your purchase order. If any provision of this Agreement is held to be unenforceable such provision shall be reformed only to the extent necessary to make it enforceable. This Agreement shall be governed by Victorian law excluding conflict of law provisions (except to the extent applicable law if any provides otherwise). The application of the United Nations Convention of Contracts for the International Sale of Goods is expressly excluded.