GI Business Database Solutions

Assets Database

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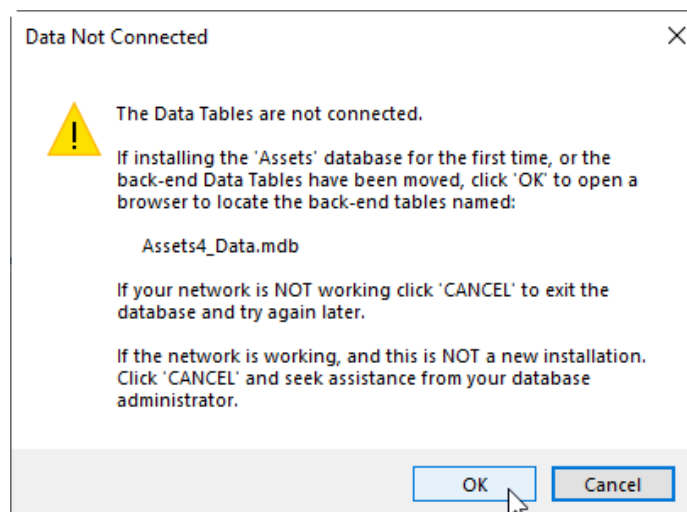## QUICK START INSTRUCTIONS

If you prefer more detailed installation instructions refer to the Install Instructions.pdf

Do NOT install any part of the Assets database in Dropbox, P-Cloud, Google Drive, or similar virtual drives. Doing so **WILL** result in data corruption, and damage the database beyond the ability to recover your data.
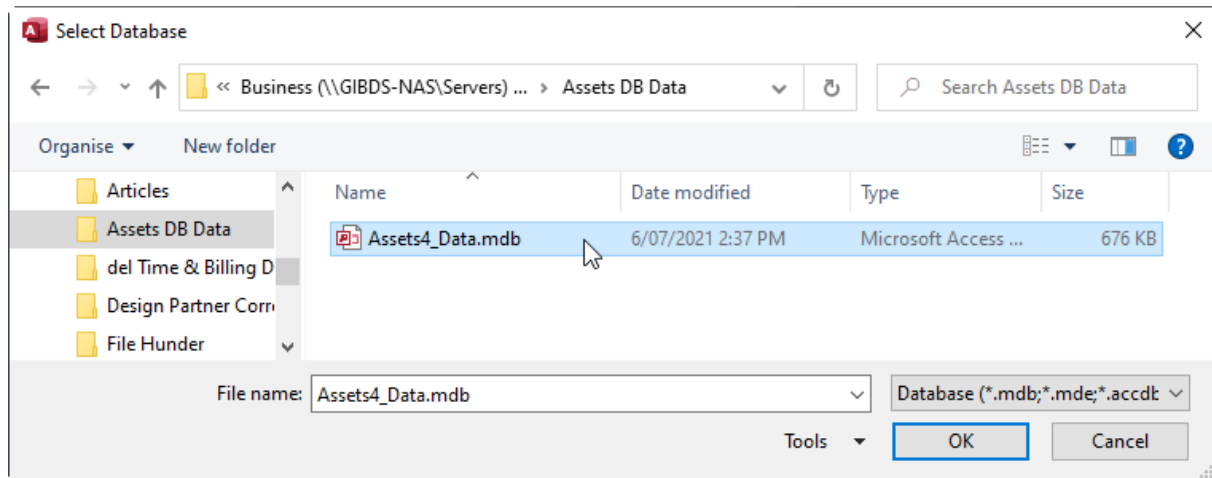
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1. **Extract all the files** from the downloaded zip file to a folder on your PC or network. *(If you are setting up the front-end software on a second or subsequent PC on the same network, go to step 5)*

2. **For Multi-User Access**: Create a new shared folder for the data tables on your network or NAS. All users of the software will require full read/wrote/delete permissions in this folder. Move the data file named **Assets4_Data**.*mdb* into the folder.

3. **For Single User access**: If you have no network, create a new folder on your local PC hard drive. (Usually in your 'Documents' folder). Move the database data file (*Assets4_Data.mdb*) into the folder.

4. *Add the folder containing the database data tables to your regular backup regime*.

5. Install the User Interface software on each user's PC hard drive. To install, locate and double click the double-click the file **Asset4_Setup.exe** and run the software installer.

6. During installation follow the on-screen prompts. We recommend accepting the default installation location option. For additional information refer to the Install Instructions pdf in the extracted file.

7. Start the software using the desktop icon; you will be prompted for the location of the data tables.

8. On the pop-up message, click the 'OK' button, then use the windows browser to navigate to the folder containing the Database Data Tables.

9. Double click the shared database data file named 'Assets4_Data.mdb'.

10. The Windows browser will close. Wait a few moments whilst the back-end tables file is linked, and the database main form opens.

See 'Install Instructions' PDF for more detailed information instructions, Warranty and End User License conditions and information on upgrading GI Assets Database version 3.01 data to version 4.00 format.