



GI Business Database Solutions

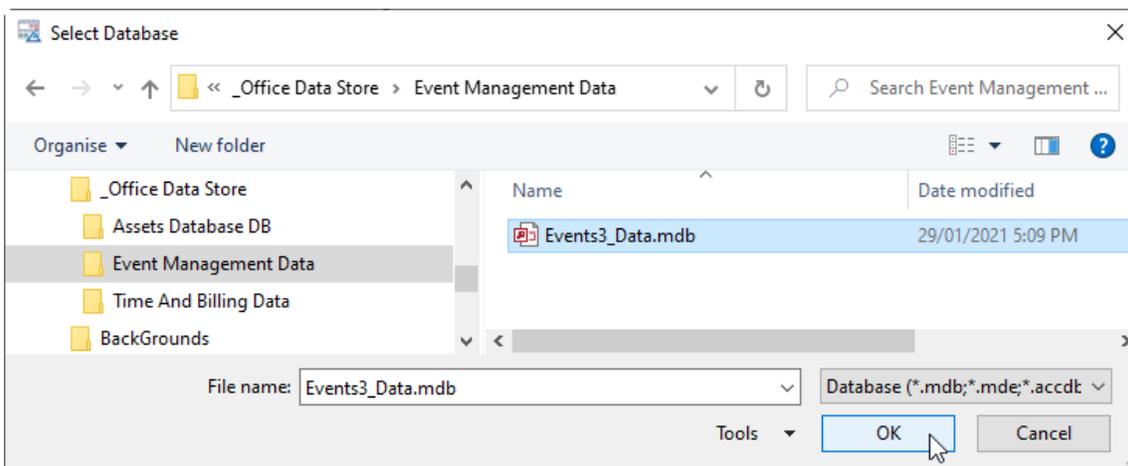
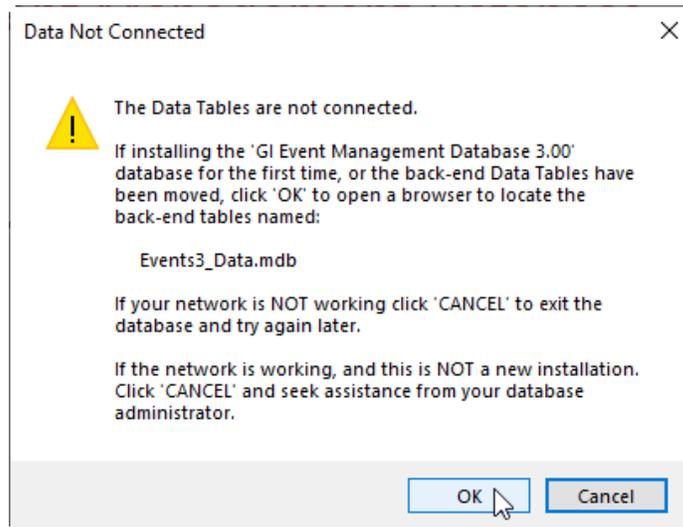
Event Management Database

QUICK START INSTRUCTIONS

Do NOT install any part of the Event Management database software 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.

1. Extract the contents from the downloaded zip file to a folder on your PC or network. If at any point you require more detailed instruction refer to the [Install Instructions](#) PDF.
2. To installing the Event Management database for multi-user access, the data file must be located in a networked folder. Create a new shared network folder and move the file **Events3_Data.mdb** into that folder. *(If you have no network, continue with the following steps)*
3. Before continuing you need to know the **BIT** format ([32](#) or [64](#)) of Microsoft Office / Access Database software installed on your PC. If you do not know the **BIT** format, click [here](#) and read our FAQ on how to identify your MS Office/Access Database **BIT** format.
4. To Install the database front-end on your PC, run the appropriate Bit version installer program.
 - a. Use **Events3 (32) Setup.exe** where you have MS Office (2010 to 365) **32** Bit installed
 - b. Use **Events3 (64) Setup.exe** where you have MS Office (2013 to 365) **64** Bit installed
 - c. Use **Events3 (64) Setup.exe** where you do NOT have any version of MS Office installed

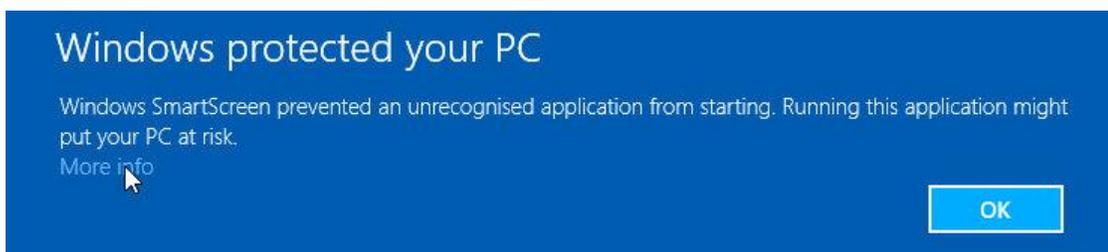
Note: If you accidentally run the wrong installer, the installation will alert you. In this case simply run the correct BIT version installer. When you run the installer, you might receive a Windows security warning. If so, see the [Security Prompt](#) section below.
5. During installation, follow the on-screen prompts. We strongly recommend accepting the default install location.
6. **If you have a network and followed step 2** go directly to step 7. Otherwise, for single-user access to the Artwork Database, create a folder anywhere on your PC and copy the file **'Events3_Data.mdb'** into the new folder. Add the folder to your back-up regime.
7. Double-click the 'GI Event Management' desktop shortcut to start the database.
8. The first time the database runs you will be prompted for the location of the data tables file. Click the **'OK'** button and use the Windows browser to locate the Data File **'Events3_Data.mdb'**. Double click the file name, or select the file name and then click **'OK'**



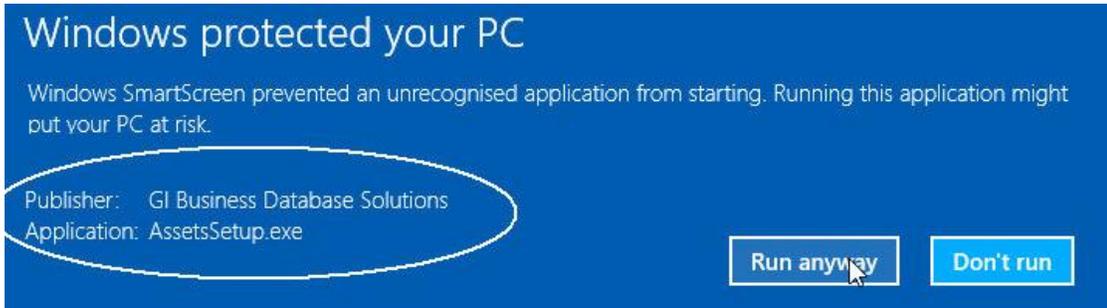
9. The Windows browser will close. Wait a few moments whilst the back-end tables file is linked, and the database main form opens.

Security Prompt

Depending on your Windows version you may be prompted with a security warning, similar to the following, when the software installer starts.



If so, click the **'More Info'** link and confirm the software publisher is GI Business Database Solutions. The Applicated name will vary and depends on the name of the software that you are installing.



Click **'Run anyway'** to proceed with the software installation.

See **'Install Instructions' PDF** for more install details as well as the **Warranty and End User License info**.