

Installing the Asset Management Database.

After the initial installation process, always ensure that you have back up your database tables prior to adding new or additional users.

You may choose to install the Asset Management Database for use by a single user, or for shared use by a number of users who all have access to a common network drive/folder.

Single User

Follow this process to set the database up for a single user:

1. Double click the Assets.zip file to access the zipped files
2. Double click the 'Setup.exe' file and when prompt, click 'Next'
3. After reading and agreeing to the End User's Licence Agreement, click 'Next' > 'Next'
4. Click the button to the left of 'Typical' and then click 'Install'

Start the database from the shortcut provided on the desktop or the shortcut in the 'Start' menu.

Multiple User Access

There are two methods that will provide shared access to the database for two or more simultaneously users. In both cases all users who will be operating the database **MUST** have full read / write / update / delete permissions to the folder containing the database and/or the database data tables.

Method 1

The first method is to simply install the database in a folder on you network server. (Note** the folder in which the database is installed but be identically mapped on each user's computer.)

1. Before installing the database create a folder in a shared network location.
2. Run the installation process as outlined under single user, with the following exception
3. On the 'Setup Type' page, click the button beside the 'Custom' install option.
4. Use the browser button to navigate to the shared folder you created on the network and then click 'OK'
5. Continue by clicking 'Next' and then 'Finish' to complete the installation.

Other users can now access the database by creating a shortcut on their desktop to the 'Asset.mde' file in the folder where you installed the database and start the database by clicking on the shortcut.

Method 2

Method 2 provides a more efficient way of providing multi-user access to the database. To employ this method each user firstly installs the database on their local computer and then deletes the local data tables and attach to a set of shared data tables on the network.

1. Before installing the database create a folder in a shared network location.
2. Run the installation process as outlined under single user.
3. After the database has been installed, and before starting the database use windows explorer (or My Computer) to navigate to the folder “C:\Program Files\GI Asset Manager”
 - a. **If you are the first to install the database** then ‘MOVE’ the file named ‘Assets_Tbl.mdb’ (or ‘Assets_Tbl’) to the shared folder that you created on the network.
 - b. **If the database has previously been installed** then simply delete the file ‘Assets_Tbl.mdb’ (or ‘Assets_Tbl’) file.
4. Close Windows Explorer / My Computer
5. Start the Asset Management Database from the icon on your desktop
6. Read and indicate you agreement to the EULA by clicking the ‘Accept’ button
7. ‘Click ‘OK’ when informed that the database can not locate the data tables.
8. Click the browser ‘...’ button on the ‘Checking Data Connectivity’ form, and navigate to the network folder where you relocated the data tables, select the ‘_Tbl.mdb’ (or ‘Assets_Tbl’) file and click ‘OK’
9. Click the ‘Attach’ button

After a few moments the database will be ready for use.