



# GI Business Database Solutions

## GI Time & Billing Database

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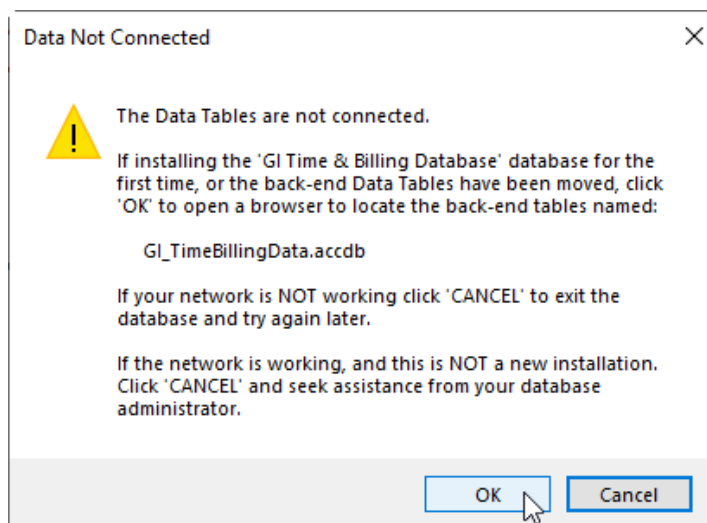
### QUICK START INSTRUCTIONS

If you prefer more detailed installation instructions, please refer to the [Install Instructions.pdf](#)

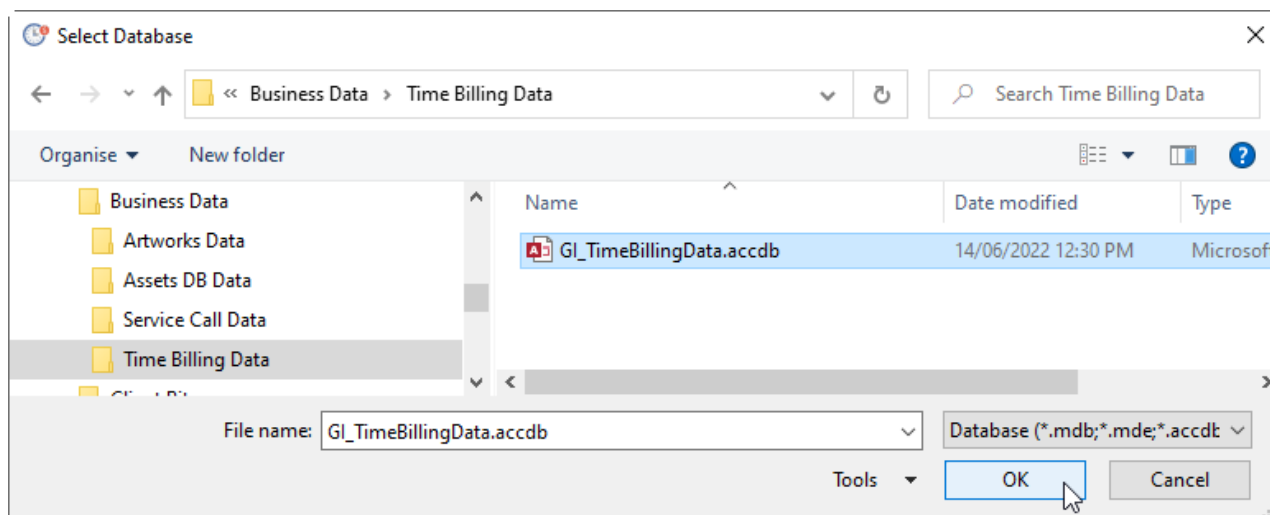
**Do NOT** install any part of the Time & Billing database in Dropbox, P-Cloud, Google Drive, or a similar virtual drive. Doing so **WILL** result in data corruption, and damage the database beyond the ability to recover your data.

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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 **GI\_TimeBillingData.accdb** 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 (**GI\_TimeBillingData.accdb**) into that 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 the software, locate and double click the file **Time Billing 4 Setup.exe** to start the installer.
6. During installation follow the on-screen prompts. We recommend using the default installation location option. For additional info refer to [Install Instructions pdf](#) extracted from the download file.
7. After install, start the software using the desktop icon. The first time you start the database you will be prompted for the location of the data tables. (See image below)



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 back-end Data file named 'GI\_TimeBillingData.accdb'.



10. The Windows browser will close. Wait a few moments whilst the back-end tables file is linked. If linking data for the first time the EULA Agreement form is displayed, otherwise the Project List form opens.

**See 'Install Instructions' PDF for more detailed information instructions, Warranty and End User License conditions.**