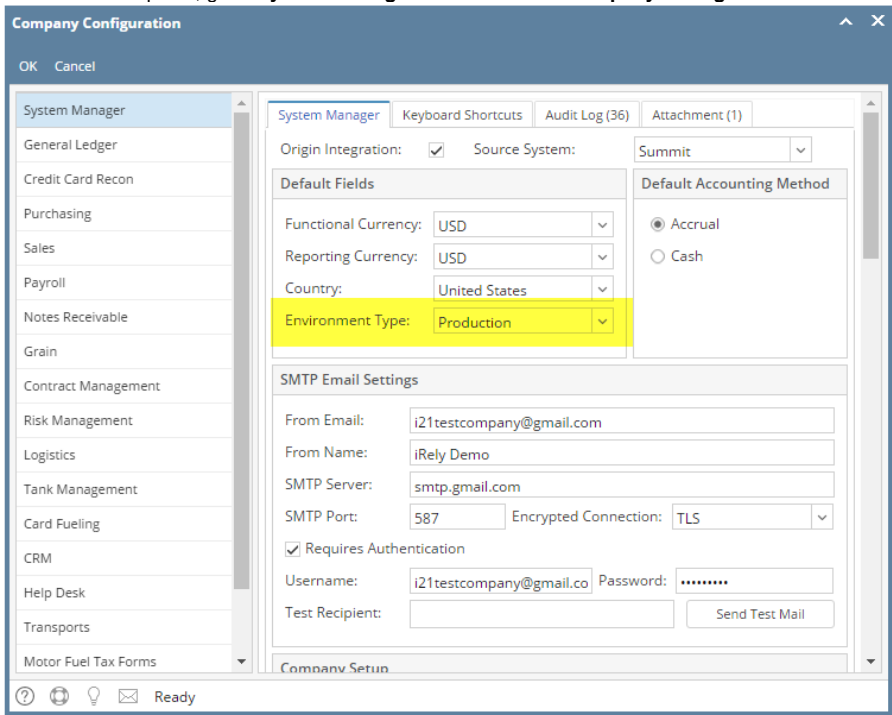# How to Create a Fresh Company Database

Before creating a new database, the following pre-requisites must be met:
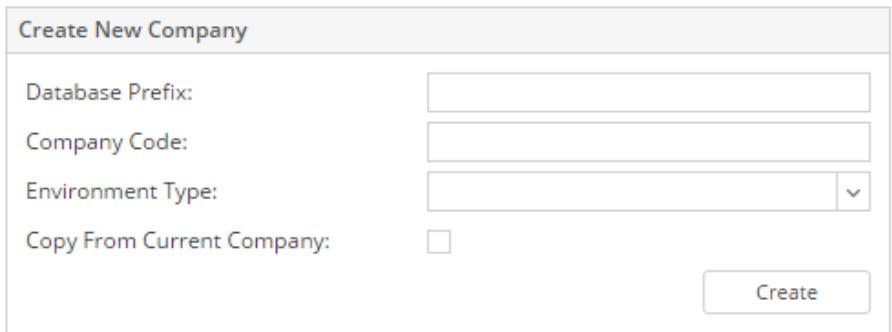
- Production Database must be updated through Patch Update
- System should be the latest Patch Update build

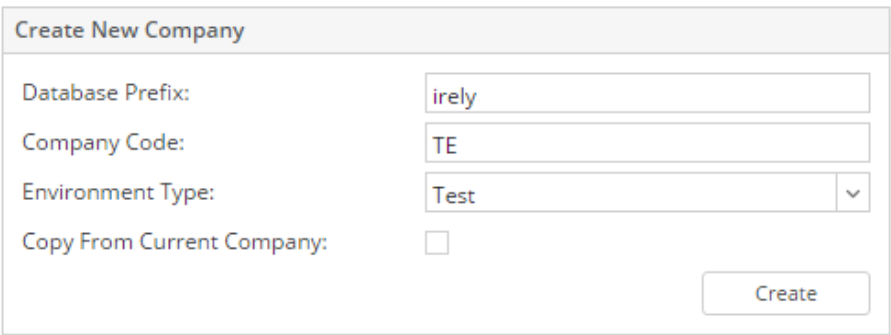**Here are the steps on How to Create a Fresh Company Database:**

1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **Company Configuration**

Note that the Environment Type must be Production, otherwise Create New Company Database will not be available.
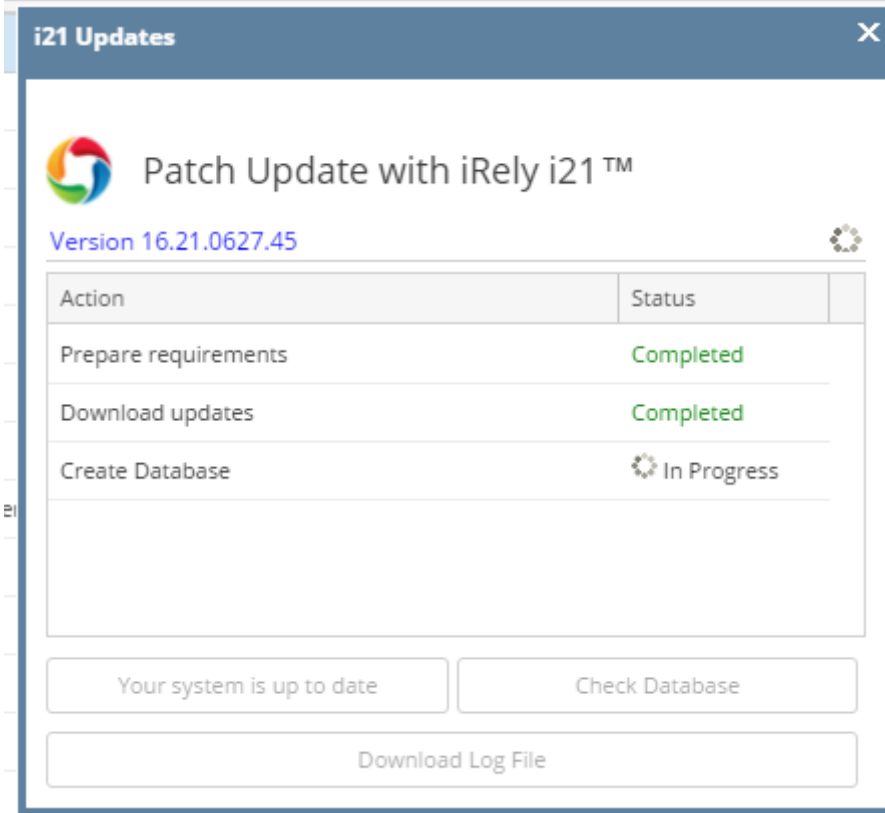3. Scroll down to see the Create New Company panel

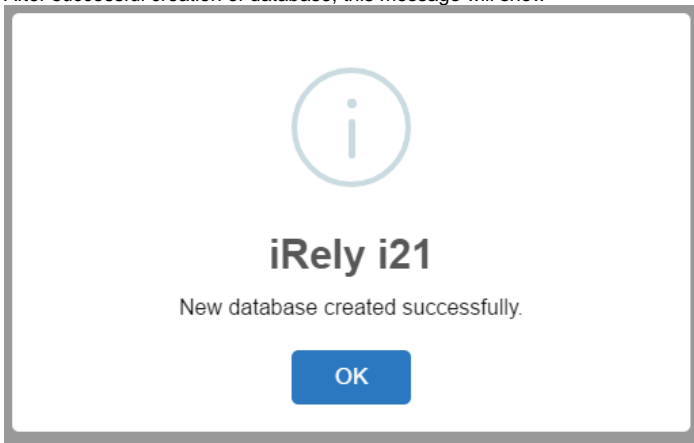   a. Enter the Database Prefix, Company Code and select an Environment Type

Field	Description

Database Prefix	Database Prefix
Company Code	Must be unique. Ex. 01, 02, TE, EOM
Environment Type	Selections are: Test, Month End, Other
Copy From Current Company	Checked = will create a copy of existing company database Unchecked = will create a fresh database

4. Click the **Create** button. Patch Update screen will open to show the progress of the creation of the database

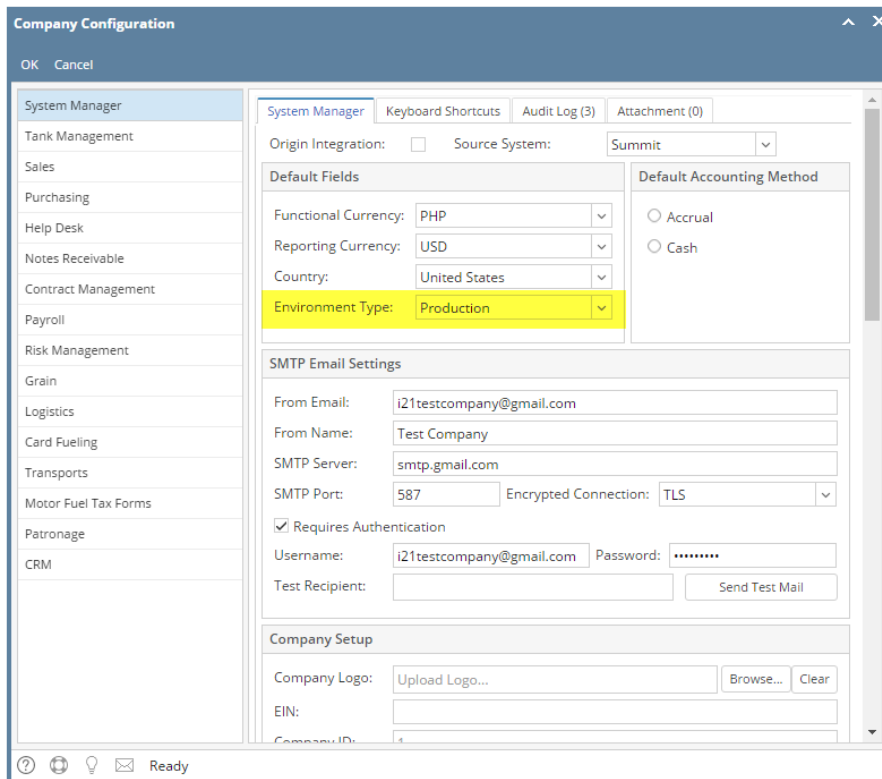5. After successful creation of database, this message will show

6. Fresh new database will be created and added to the company's list of database
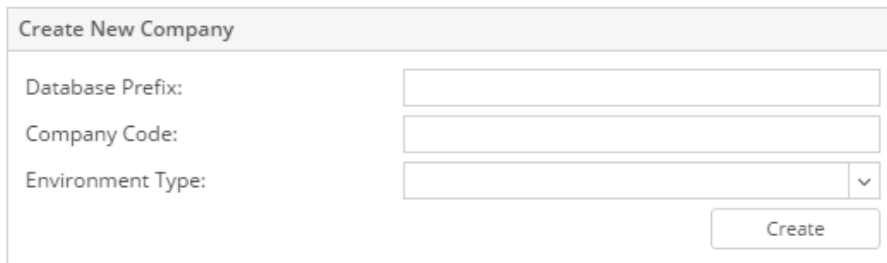

Here are the steps on How to Create a Fresh Company Database:
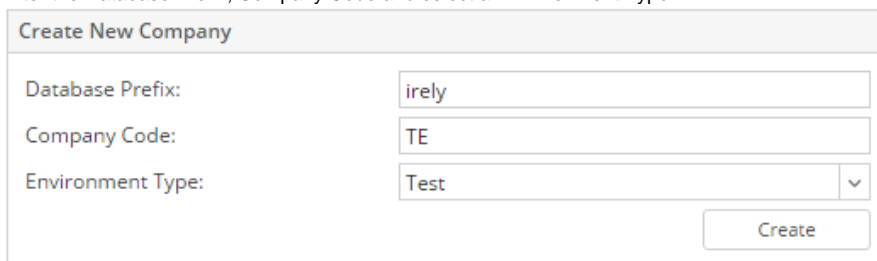
1. Log in as **Admin user**

2. On user's menu panel, go to **System Manager** folder then click **Company Configuration**

Note that the Environment Type must be Production, otherwise Create New Company Database will not be available.

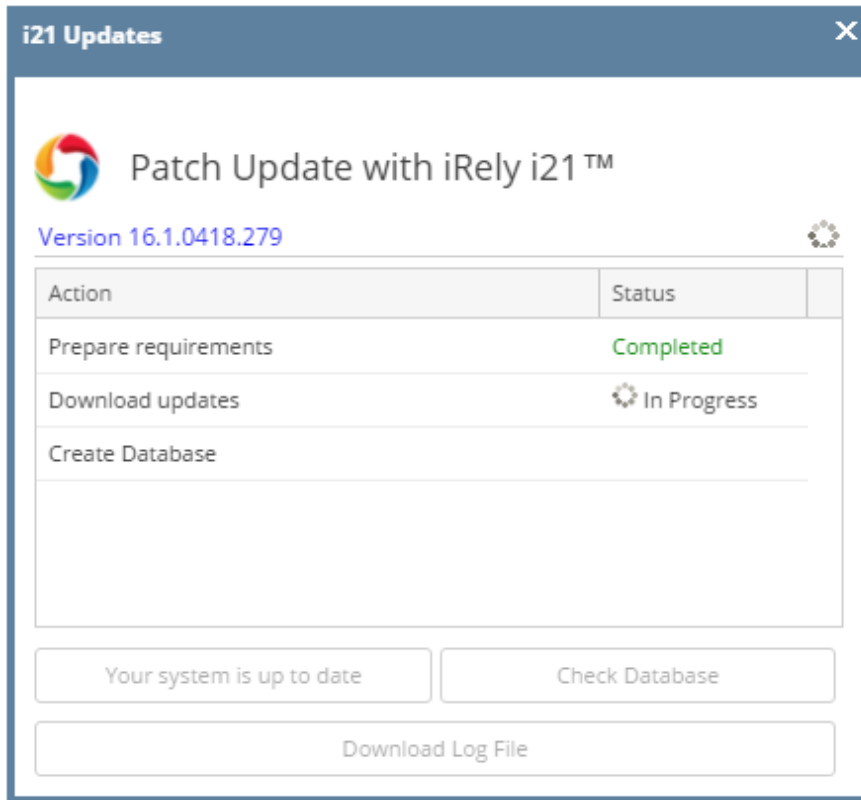**3.** Scroll down to see the Create New Company panel

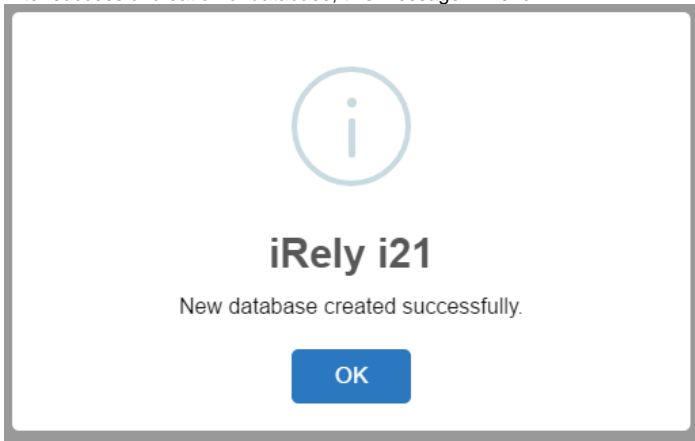**a.** Enter the Database Prefix, Company Code and select an Environment Type

Field	Description
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