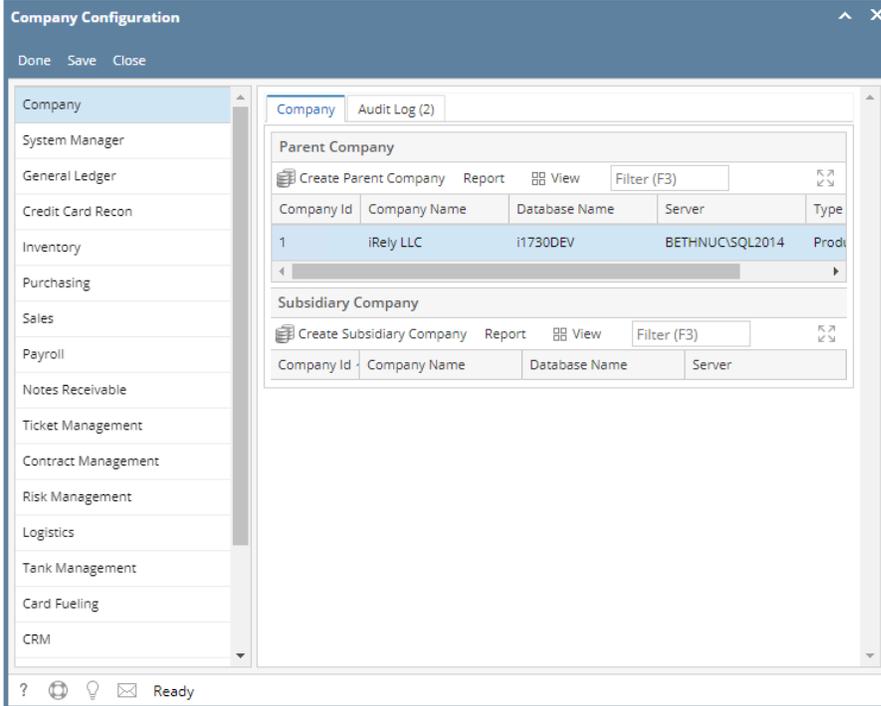


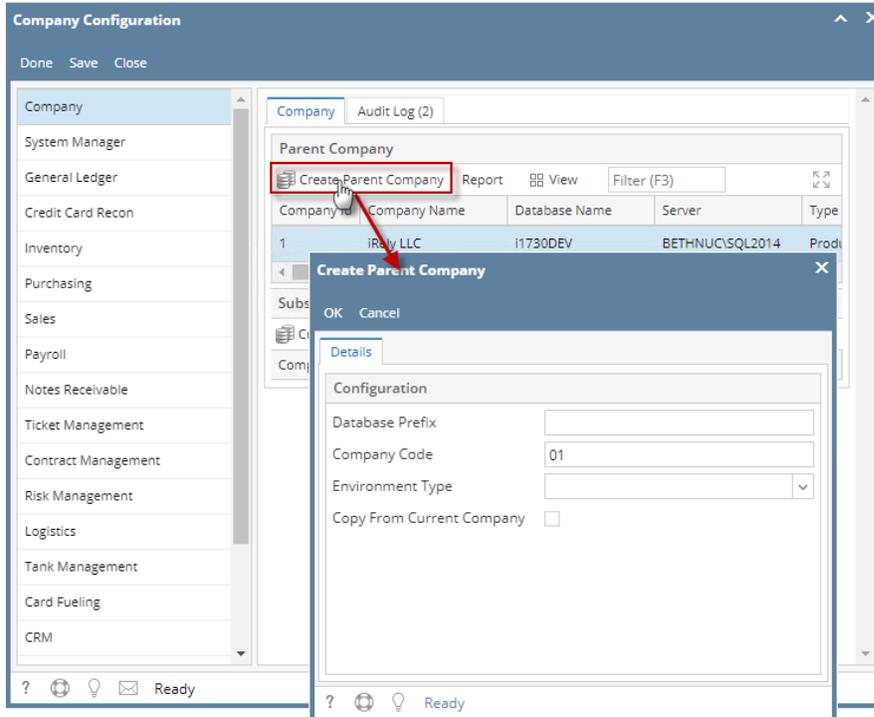
How to Create a Parent Company

An admin user can create another parent company using the existing company database. A parent company can be a copy of the existing or a fresh company database.

1. Login as an Administrator
2. On the user's menu panel, open **System Manager** menu then **Company Configuration**



3. Click the **Create Parent Company** button



4. Enter the necessary details on Create Parent Company screen:

| Configuration | |
|---------------------------|---|
| Database Prefix | <input type="text" value="i1730"/> |
| Company Code | <input type="text" value="02"/> |
| Environment Type | <input type="text" value="Production"/> ▼ |
| Copy From Current Company | <input checked="" type="checkbox"/> |

| Field | Description |
|---------------------------|---|
| Database Prefix | Database Prefix |
| Company Code | Must be unique. Ex. 01, 02, 03 etc. Note that this field only accepts numeric characters. |
| Environment Type | Selections are: Production, Test, Month End, Other |
| Copy From Current Company | Checked = will create a copy of existing company database Unchecked = will create a fresh company database |

5. Click on the **OK** button of the screen once done. Patch Updates screen will open showing the status of the database creation.

i21 Updates Patch Update with iRely i21™
Version 17.32.1106.171

| Action | Status |
|----------------------|-------------|
| Prepare requirements | Completed |
| Create Database | In Progress |

Your system is up to date Check Database Download Log File

6. Once successfully created, this message will show:

iRely i21
New database created successfully.
OK

7. A new parent company of the original company is now available.