

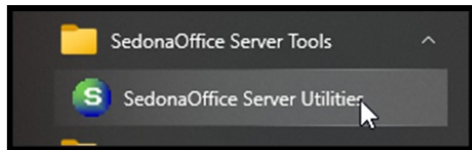
Create New SedonaOffice Database

12/23/2024 12:55 pm EST

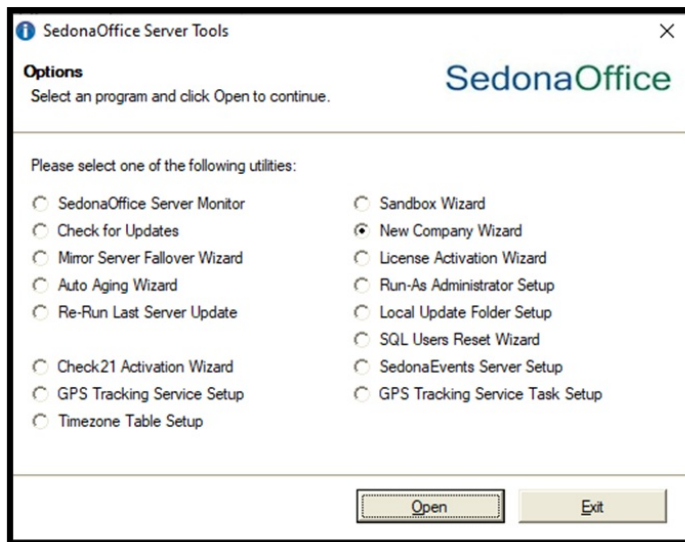
We need to create a new Company in SedonaOffice. How can this be done?

You can create a new company using the SedonaOffice Server Utilities.

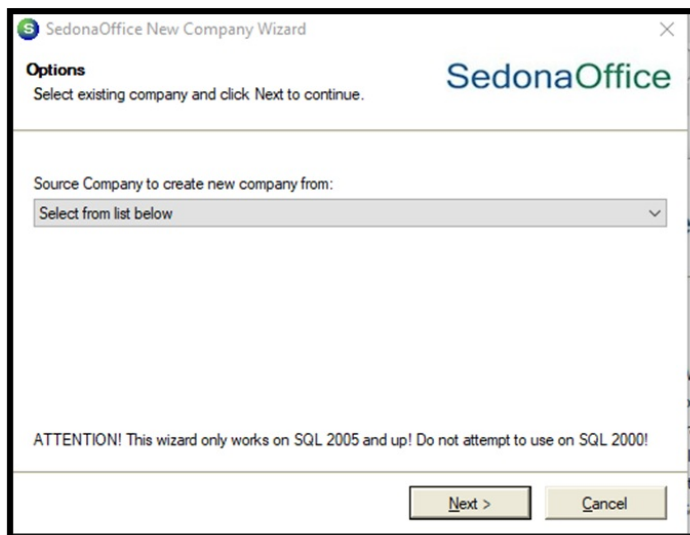
Open the SedonaOffice Server Utilities application on the SQL server.



When it opens select the New Company Wizard Option and click Open.

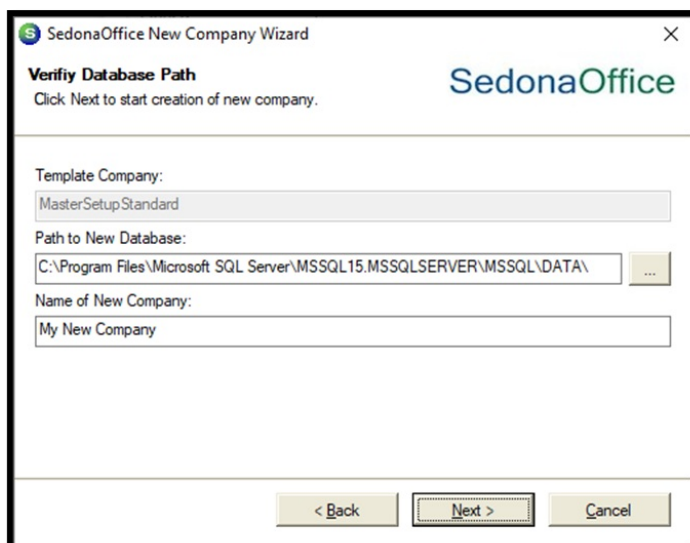


When the application opens, you will need to select the existing company that you want to use as the template for the new company.



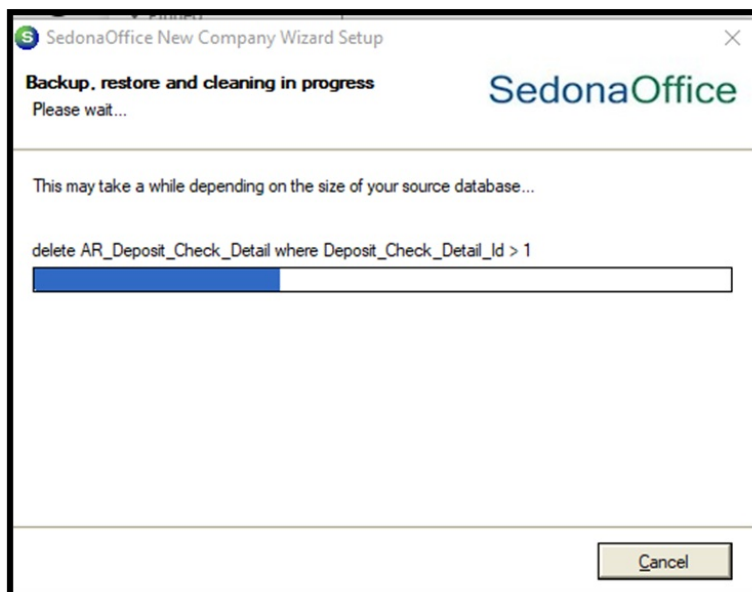
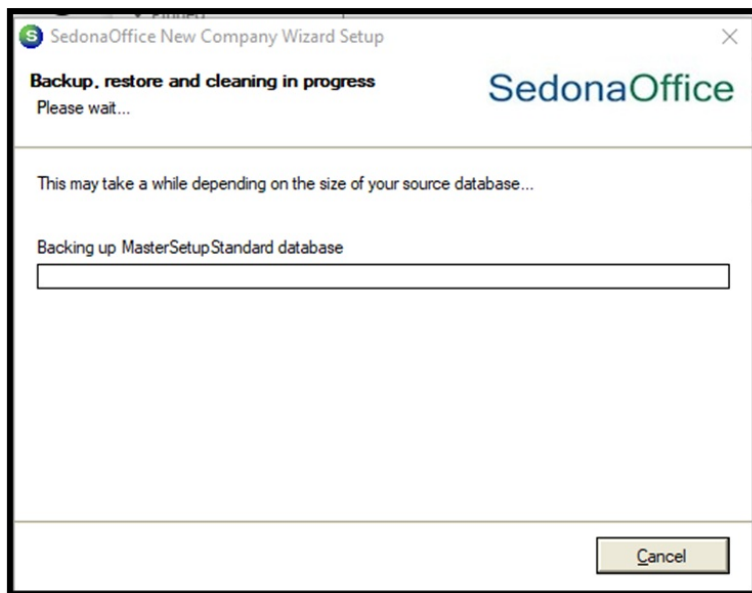
Click Next.

Verify the Path is correct for the location of the database files and enter the new company name.



Click Next.

The process will start by backing up the database and then run multiple scripts to update the new company database.



This can take some time. It will depend on the size of your database.

Once the process is finished you will see the screen showing the process is complete.



The Company Administrator will need to log in and assign users rights to access the new company.

