

Create New SedonaWeb Company

09/30/2024 1:10 pm EDT

Issue:

We need to create a new Company in SedonaOffice.

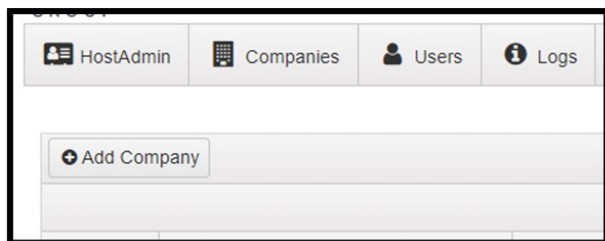
How can this be done?

Resolution:

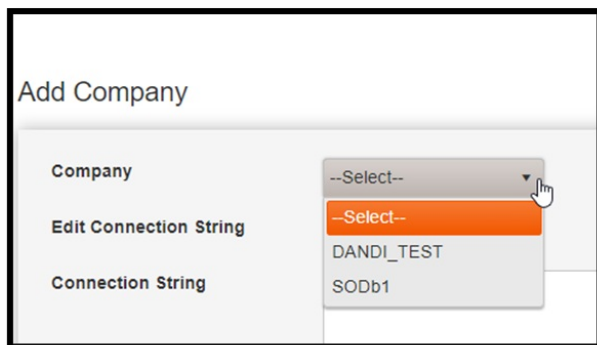
You can create a new company using the SedonaWeb HostAdmin login.

Once logged in, click on Companies.

Click on the Add Company button.



Select the SedonaOffice company that you want to add.



Once you select the company from the drop-down menu, most of the information will populate for you.

Add Company

Company	SODb1	Address1	999 Maple St
Edit Connection String	☐	Address2	
Connection String	Data Source=172.31.30.7;Initial Catalog=SODb1;Persist Security Info=False;User ID=SedonaUser;Password=N8383P	Address3	
Software License	<pre><License> <Id>96ebf026-46dc-42a6-ba60-d1e42872650d</Id> <Type>Standard</Type> <Expiration>Fri, 10 Dec 9999 05:00:00 GMT</Expiration> <Quantity>100</Quantity> <ProductFeatures> <Feature> </pre>	City	Northville
UriPrefix		State	Michigan
Status	Active	ZipCode	48868
Company Email	e.g. myname@example.net	User Name	bspickens1@twc.com
Phone	9994441111	First Name	
		Last Name	
		User Email	e.g. myname@example.net
		Password	
		Confirm password	
		Site Theme	Default

You will need to enter the required fields for the company.

Software License	<pre><License> <Id>96ebf026-46dc-42a6-ba60-d1e42872650d</Id> <Type>Standard</Type> <Expiration>Fri, 10 Dec 9999 05:00:00 GMT</Expiration> <Quantity>100</Quantity> <ProductFeatures> <Feature> </pre>	User Name	
UriPrefix		First Name	
Status	Active	Last Name	
Company Email	e.g. myname@example.net	User Email	e.g. myname@example.net
		Password	
		Confirm password	
		Site Theme	Default

Prefix – Used to identify the companies in the URL. Do not use the words Login or Account for the prefix.

Company Email – Email used for Preferences setting for communications.

User Name - Used for the user login.

First Name and Last Name of the user.

Password – Used to login to the new company once it is created.

Once the form is complete click Submit.

Submit

Cancel