

## Creating a New Company in Motamacs/Motaplan

This procedure is the same for both applications

Load Motamacs

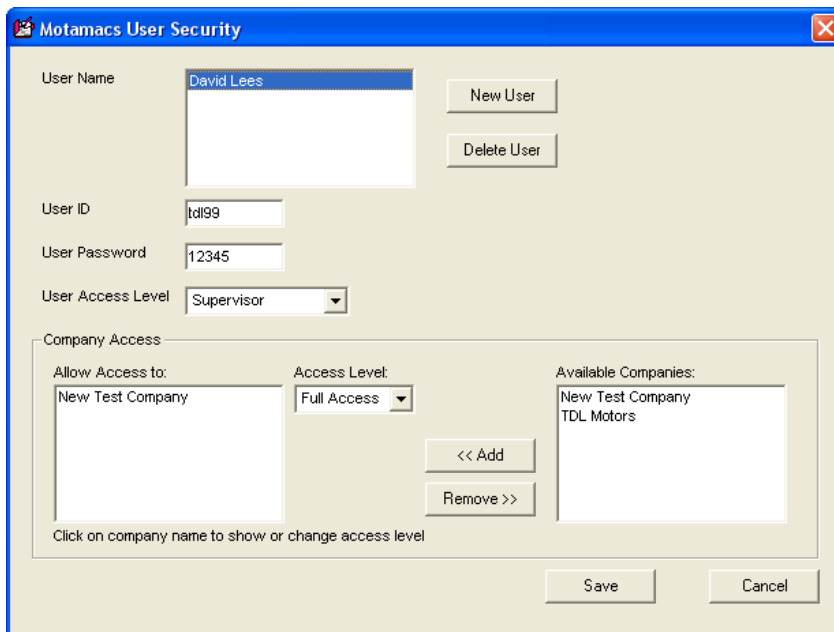
At the login - enter the UserID as (sup)  
Enter the system password  
Click OK

In the Company Access window:

Click New Company and follow the prompts

You will be informed that the new company has been created and asked if you want to create your user ID - Click - Yes

The following window will be displayed:



**Note - If your user ID already exists then you should select it and allow yourself access to the new company as below – do not worry that it may be called New Company 1, 2, 3 etc as this will be corrected later**

Click [new user] and enter your name  
Click OK

Enter a 'user ID' - this may be anything appropriate - e.g. your Kerridge user ID

Enter a 'user password' - this can be alpha/numeric - there is no requirement to change this on a regular basis

Set the 'user access level' to supervisor

Click on the company name in the 'available companies:' list (right box) to highlight it then click Add to put it into the 'allow access to:' list

Click on the company name in the 'allow access to:' list (left box) to highlight it then select 'Full Access' from the 'Access Level' drop-down

When complete - click Save

In the Company Access window click - Exit

Re-load Motamacs using your new userID and password - the application will retain the last userID used so that you don't have to enter it each time you load Motamacs

Select the company and click Open

You can now restore from an existing backup - this will bring across all the company and site settings for the company that you are restoring

To restore – go to [utilities] [restore options] – use the [browse] button to locate the folder that contains the backup files – you are looking for the folder – once that is selected the window will then show all the backup files in that folder – select the one you want and [add] it to the right box and then [restore]

**Note - If the company you are setting up or restoring from has two or more sites - use the option [system] [new site] to create the required number of sites – do this before trying to restore as this will not create the site structure**