

Your Company Database



For connecting to an *existing* Company Database, [click here](#)

Create A New Company Database:

Basically there are 2 possible scenario's:

- 1.) FastManager is installed on the same machine that will host the database
- 2.) FastManager is *not* installed on the machine that will be hosting the database

In both scenarios, you will first create a new folder on the "host/server" machine which will be used to hold all of FastManager's important information and database files.



Even if you intend to use the SQL backend, you will **still** need to complete at least the first 2 steps below

Step 1: Create the data folder

Sit down at the 'Host' machine and create a new folder that will be used to hold all of FastManager's important files and databases.

Share that folder so that the other computers on the network can access it

[share-folder.mp4](#)



If you are creating this folder inside another folder which is already shared to the network, there is **no need** to share it again. In fact, in that case there is no need to do this from the server/host - you can simply access the existing shared folder over the network from your own workstation and proceed to Step 2
Just make sure that the folder has full read/write permissions for all network users.

- Consult your Network Admin or Office Manager if you are unsure.

Step 2: Create the company database



You can do this from the host machine, or from any of the other/client machines on the network



It is assumed that you already have FastManager installed. If you don't, first install it by following the [installation steps](#)

When you open FastManager for the first time, you will first be prompted to register the computer, and then to either locate an existing company file, or create a new one. We will be creating a new company file:

- Click on Create a new company database
- Then click the yellow folder icon and navigate to the location of your “*FastManager Data Folder*” (which was created during Step 1)



If you are sitting at the “host/server”, then this folder will be somewhere local, such as on the 'C:\' drive or in your Documents folder (wherever you created it).
If you are sitting at one of the workstations, then you will have to locate the shared folder on the network, or under a “mapped network drive”. See the video below for an example,

- FastManager will create another *new folder* at this location. Enter a name for this new folder under: Folder Name
- Something like: Data, Database or FMData will do fine
- Then click on Next

[new_db_1.mp4](#)



the video is much clearer in fullscreen

Now fill in all your Company information, then click Next

New Company Wizard

Company Information

Company Name
FastManager

Phone
1-888-728-8718

Fax
1-888-728-8718

Billing Address - Will appear on customer invoices (Separate with commas e.g. Street,City,State,Zip)
West Palm Beach, Florida

Shipping Address - Will appear on purchase orders (Separate with commas e.g. Street,City,State,Zip)
West Palm Beach, Florida

E-Mail
helpdesk@fastmanager.com

Website
www.fastmanager.com

Tax Number
3215649780

Previous Next

Next to Tax Type 1 fill in your Default Sales Tax percentage, and give it a different description if you like

- The “tax on tax” setting is almost never needed. Don't check this unless you **know** you use it in your country.



You will **not** be able to turn it off later!

The screenshot shows the 'New Company Wizard' dialog box with two tabs: 'Sales Tax' and 'Users'.

Sales Tax Tab:

- Taxes:**
- Tax Type 1: Description 'Sales Tax', % '5'. A red arrow points to the percentage field.
- Tax Type 2: Description 'No Tax', % '0'.
- ☐ Tax On Tax ? (Only applicable if you have 2 taxes)

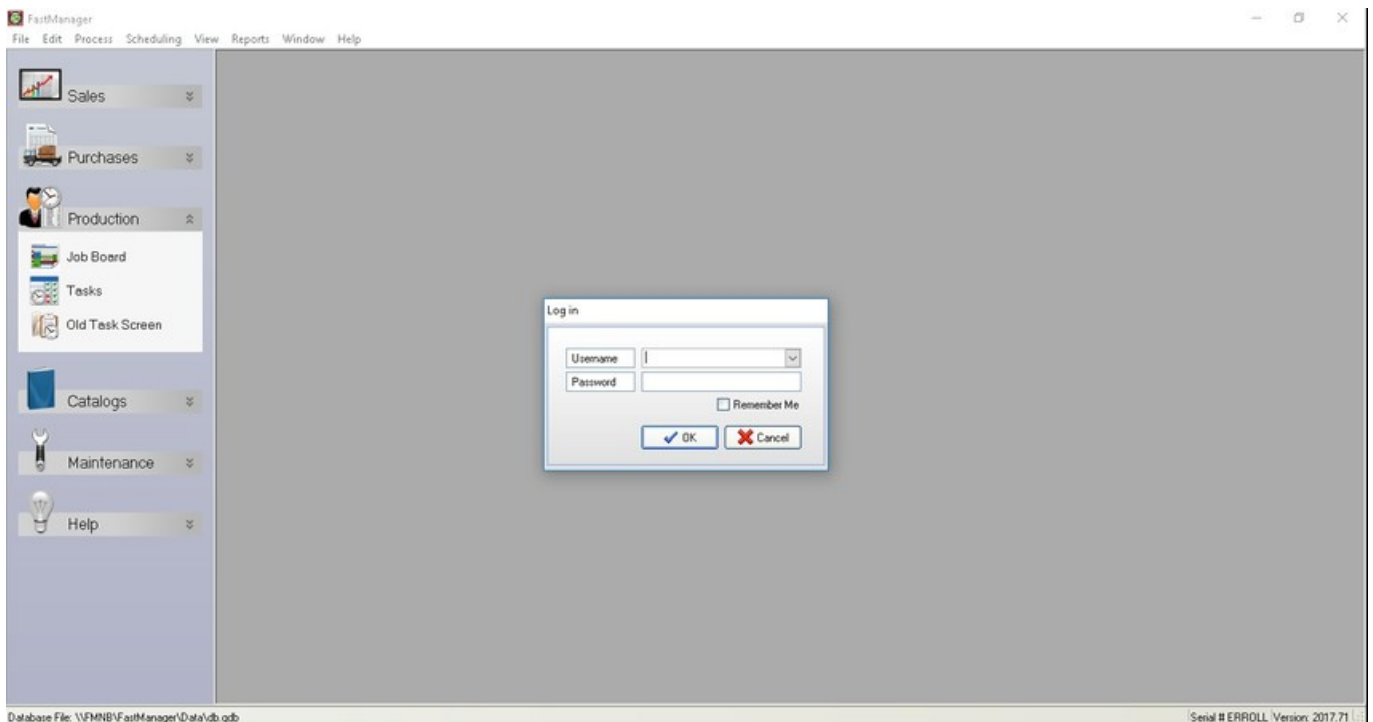
Users Tab:

- FastManager creates 2 users by default called, owner and house account with no password. Please add any additional users you want to create.
- Add, Edit, Delete:**
- Name: [Text Field]
- Access Group: [Dropdown Menu]
- Password: [Text Field]
- ☒ Is this user also a sales rep ?
-
- Double click on user name to edit or delete:**
- Table with columns: Name, Access Group, Rep ?
- Table content: House Account, Owner, ☒
- (A red arrow points to this button)

We can skip adding users for now. Click on Done. You should be greeted with a login dialog (select "House Account" from the drop-down selector):



There is no password required to login

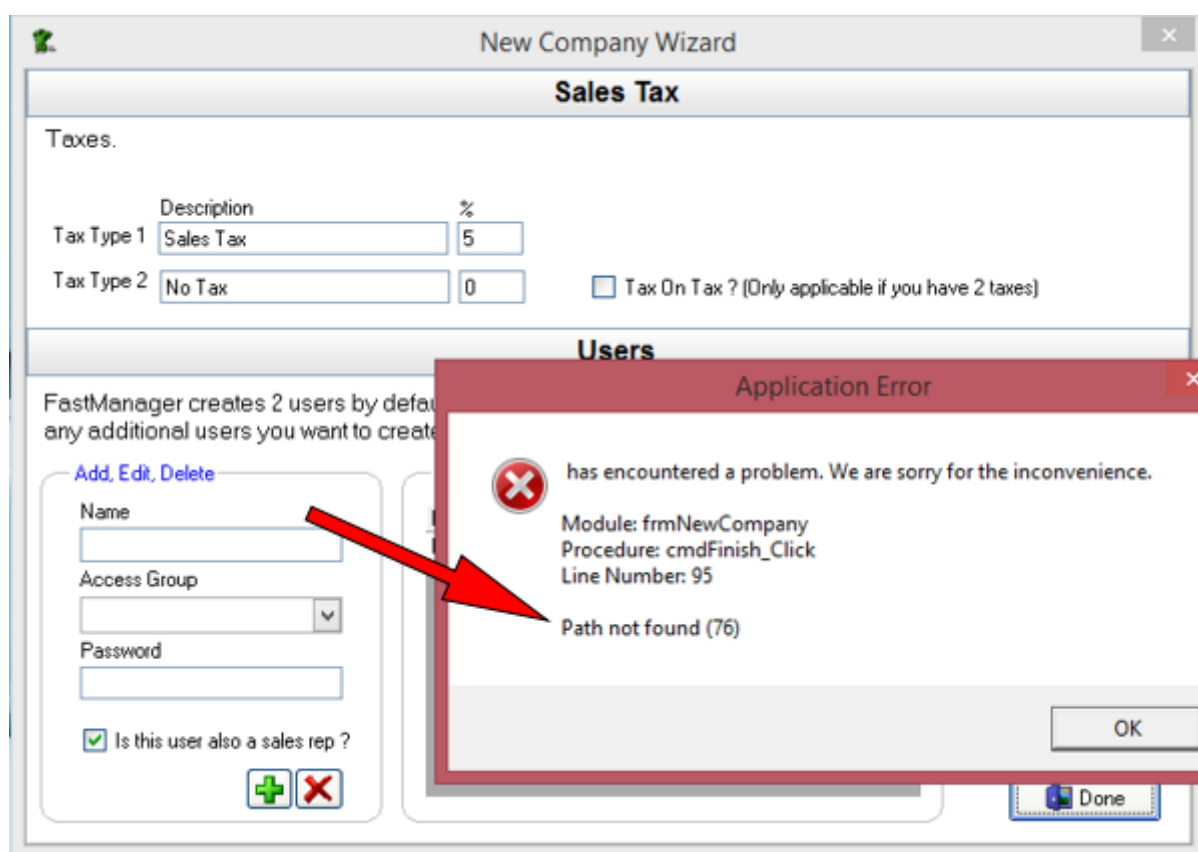


Troubleshooting

If you get this error message, then it means that the folder you selected at the beginning of the New Company Wizard is wrong. I'm afraid you will have to close the wizard and start over,



make sure that the location you selected for the Data folder is correct(ie: actually exists, you can reach it and you have "write" permissions to it



⇐ **Creating Your Company Database**

Networking ⇒

From:
<https://docs.fastmanager.com/> - **FastManager Help Manual**

Permanent link:
<https://docs.fastmanager.com/database>

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