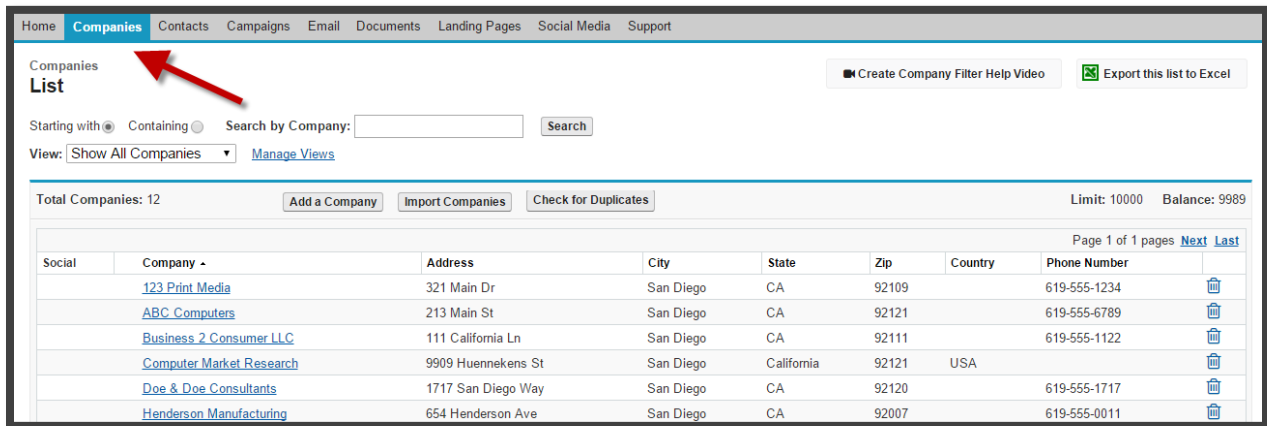


How To Add A New Company

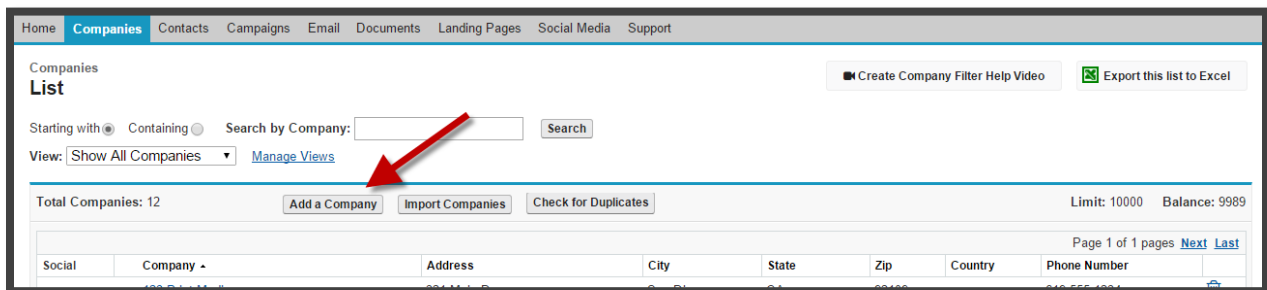
1) Click Companies on the menu bar.



The screenshot shows the MioDatos interface with the 'Companies' menu bar highlighted. A red arrow points to the 'Companies' tab. The interface includes a search bar, a 'Show All Companies' dropdown, and a table of company records.

Social	Company -	Address	City	State	Zip	Country	Phone Number	
	123 Print Media	321 Main Dr	San Diego	CA	92109		619-555-1234	
	ABC Computers	213 Main St	San Diego	CA	92121		619-555-6789	
	Business 2 Consumer LLC	111 California Ln	San Diego	CA	92111		619-555-1122	
	Computer Market Research	9909 Huennekens St	San Diego	California	92121	USA		
	Doe & Doe Consultants	1717 San Diego Way	San Diego	CA	92120		619-555-1717	
	Henderson Manufacturing	654 Henderson Ave	San Diego	CA	92007		619-555-0011	

2) Click Add a Company.



The screenshot shows the MioDatos interface with the 'Add a Company' button highlighted. A red arrow points to the 'Add a Company' button. The interface includes a search bar, a 'Show All Companies' dropdown, and a table of company records.

Social	Company -	Address	City	State	Zip	Country	Phone Number	
	123 Print Media	321 Main Dr	San Diego	CA	92109		619-555-1234	
	ABC Computers	213 Main St	San Diego	CA	92121		619-555-6789	
	Business 2 Consumer LLC	111 California Ln	San Diego	CA	92111		619-555-1122	
	Computer Market Research	9909 Huennekens St	San Diego	California	92121	USA		
	Doe & Doe Consultants	1717 San Diego Way	San Diego	CA	92120		619-555-1717	
	Henderson Manufacturing	654 Henderson Ave	San Diego	CA	92007		619-555-0011	



3) Enter information about the company into each field. Click Save Company to go back to the previous screen, or click Save and New to save this Company and enter a new Company.

Company Add

Save Company Save and New Cancel

Company Information * = Required Field

* Company Name: Marketing Central Main Phone: 619-555-9515
Street Address: 123 Marketing Rd Fax:
Suite/PO Box: Ste 1000 Website:
City: San Diego Business Type: Marketing Add
Country: United States Lead Source: Web Add
State: California
Zip/Postal Code: 92100
Notes: [See all contact notes](#) | [Stamp Notepad](#)

4) The new Company can now be seen in your Company tab.

Companies List

Total Companies: 23 Add a Company Import Companies Check for Duplicates Limit: 10000 Balance: 9978

Social	Company	Address	City	State	Zip	Country	Phone Number
	123 Print Media	321 Main Dr	San Diego	CA	92109		619-555-1234
	ABC Computers	213 Main St	San Diego	CA	92121		619-555-6789
	Administrative Assistance	789 Coffee St	San Diego	CA	92120		619-555-8911
	Marketing Central	123 Marketing Rd	San Diego	California	92100	USA	619-555-9515
	Peters Marketing	123 Main Dr	San Diego	CA	92109		619-555-1232
	Publishers Development	9877 San Diego Way	San Diego	CA	92120		619-555-0000
	Smith & Sons Co	123 Legal Way	San Diego	CA	92020		619-555-5555