

## ADDING ADDITIONAL COMPANIES

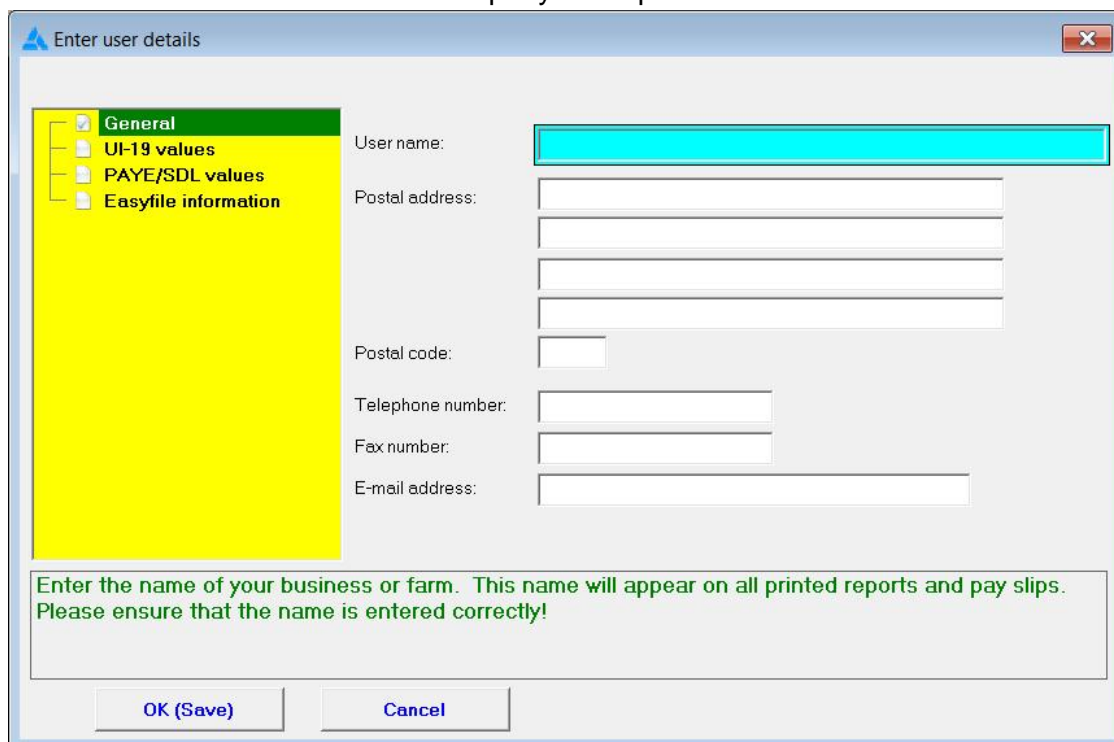
The AfriClock software is licensed for own main user, but should processing be done on one computer, additional companies can be added at no extra cost.

To add additional companies, follow the steps below:

1. Click on the Main Screen on: Tables.
2. Nr. 1 - GENERAL in the yellow block will be highlighted in green.
3. Select from the options on the right hand side in pink/blue: Additional Companies:



4. A list of existing companies will be displayed.
5. Click on: "Insert" to add additional companies.
6. Complete all the fields as requested, and click on: OK (Save). Repeat the process should more than one additional company be required:

A screenshot of a software window titled 'Enter user details'. On the left, there is a yellow block with a tree view containing 'General' (highlighted in green), 'UI-19 values', 'PAYE/SDL values', and 'Easyfile information'. On the right, there is a form with the following fields: 'User name:' (highlighted in cyan), 'Postal address:' (three stacked text boxes), 'Postal code:' (one text box), 'Telephone number:' (one text box), 'Fax number:' (one text box), and 'E-mail address:' (one text box). At the bottom, there are two buttons: 'OK (Save)' and 'Cancel'. A green text box at the bottom of the form contains the instruction: 'Enter the name of your business or farm. This name will appear on all printed reports and pay slips. Please ensure that the name is entered correctly!'.

7. Processing can be done individually for each company. For example: When generating reports an additional option will be available to choose between One or All Companies.