

Acclaim - First Time Company Setup

This step-by-step guide will help you get off the ground and running with Acclaim for the first time. Please ensure you have already downloaded and installed Acclaim successfully before starting with this guide. You can find those instructions [here](#).

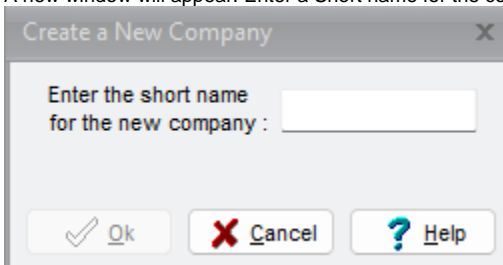
When you first open Acclaim, you should be greeted with the Company Select Screen.



Creating the Company:

Steps:

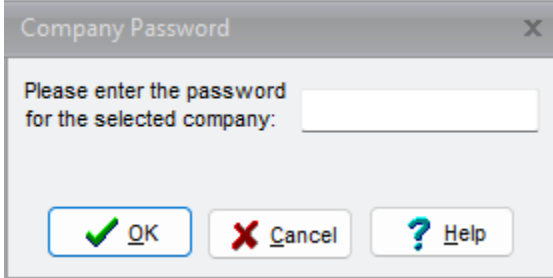
1. Click the **Add** button.
2. A new window will appear. Enter a Short name for the company. This will be used to quickly identify the company.



3. Click the **OK** button.
4. A new window will appear. Enter the applicable information. (Note: you can view and edit this later)

5. Click the **Save** button when you are done.
6. Close the window by clicking the **Close** button.
7. **Highlight** your company and click the **Select** button.




8. A new window will appear. As no password has been set yet, simply click the **OK** button.



A screenshot of a 'Company Password' dialog box. The title bar at the top is grey and contains the text 'Company Password' and a close button (X). The main area is white and contains the text 'Please enter the password for the selected company:' followed by a text input field. At the bottom, there are three buttons: 'OK' with a green checkmark icon, 'Cancel' with a red X icon, and 'Help' with a blue question mark icon.

Company Password X

Please enter the password
for the selected company:

 **OK**  **Cancel**  **Help**