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| **Open Company** | [Previous](file:///E:\Easy%20Publish%20Prime(Live)%20-%20Today\HelpFiles\Open%20company.htm)  [Next](file:///E:\Easy%20Publish%20Prime(Live)%20-%20Today\HelpFiles\new.htm) |

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| **Company > Open Company**   |  |  | | --- | --- | |  |  |   To open an existing company, the *Company* menu provides the *Open Company*option.   |  |  | | --- | --- | | · | Click the *Open* Company option. On clicking the *Open* Company option, a *Select Company for Operation*window appears. | |  |  | |  |  |  |  |  | | --- | --- | | · | Select the company that you want to open and click the *Select* button. |     [**Login**](file:///E:\Easy%20Publish%20Prime(Live)%20-%20Today\HelpFiles\Login.htm)   |  |  | | --- | --- | |  | If you are opening a company created using a version released before EASY PUBLISH 21 (Rel-10.09) then a message box *Data Conversion Required* will appear. In the message box, click *Convert* button to convert file structure from old format to new format.  It is mandatory to convert file structure old to new structure to open company in new versions (EASY PUBLISH 21 (Rel-10.09)) onwards.  The message box will appear only for Access data structure files and not for SQL based files. |   On clicking the *Select*button, a *Security Check* window appears. Given here is a screenshot of *Security Check* window.  **Security Check window**     |  |  | | --- | --- | |  | Enter the User Name and Password that you would have specified at the time of creation of a company in the *Security Check* window. In the screenshot given above, *New Saraswati House (I) PVT. LTD. [120] Company* is selected and the appropriate User name and password are entered. |  |  |  | | --- | --- | | · | Click the *Ok* button. |   After you enter the correct User name and password, EASY PUBLISH will open the company for you.   |  |  | | --- | --- | |  | If you are using old version released before EASY PUBLISH then a message box ‘Latest version’ will appear. In the message box, click *YES* button to Download EXE file. It is mandatory to Update EXE file in new versions (EASY PUBLISH 23 (Rel-01.00)) onwards. |      |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | · | Click the *Download Version* button. | |      |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | · | Click the *23.01 onwards Version* button. | |      |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | · | Click the *Check Version* button. | |      |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | · | Click the *Update Software Version* button. | |  |  |  | | --- | --- | | **See Also** | [**Back To Top**](file:///E:\Easy%20Publish%20Prime(Live)%20-%20Today\HelpFiles\open%20Company.htm) | | [**Administering a Company**](file:///E:\Easy%20Publish%20Prime(Live)%20-%20Today\HelpFiles\administration.htm)  [**Entering Transactions for a Company**](file:///E:\Easy%20Publish%20Prime(Live)%20-%20Today\HelpFiles\transactions.htm)**,**[**Users**](file:///E:\Easy%20Publish%20Prime(Live)%20-%20Today\Help\users.htm) |  |   Copyright © Easy Info Solutions International, India |