Adding a new company

1. Click **New (The plus sign in the right hand corner of the screen in a green circle) | Select New Company.**

2. Type the first few letters of the company name, and click **Enter Company Details**. The system searches for possible duplicate company names.

   For more information on deduplication, please refer to *Preventing duplicate entries. If no potential duplicate company is found, the **New Company** page is displayed.

3. Fill in the details for the new Company record.
   Your System Administrator determines the minimum amount of details you must enter.
   You can use the following fields:

   - Company fields

   - Address fields

   - Phone and email fields

   - Person fields

   - Person phone details fields

   - Person email fields

   - Adding a company with multiple sites

   Click **Save**. You may need to scroll back to the top of the page to do this

*Preventing duplicate entries

Deduplication is enabled by default. Your System Administrator can customize deduplication screens and match rules.

The default Person match rule checks if Last Name contains the value you entered. For example, if you enter *Smith*, both *Smith* and *Blacksmith* are detected as possible duplicates.

The default Company match rule checks if Company Name contains the value you entered. For example, if you enter *Right*, *Design Right* is detected as a possible duplicate.

By default, deduplication checks for duplicate people within a company. You're warned if there are two people with the same name in the same company. However, you're not warned if there are two people with the same name in different companies.

To check for duplicate records before adding a new company:

1. Click **New | New Company**.

2. Enter the company name and click **Enter Company Details**. If the name matches a current company record in the database (according to the match rules defined by your System Administrator), a list of detected duplicates is displayed.
   From the list of detected duplicates you can:

   - Click an existing company.

   - Return to the Company duplicate find page by clicking **Back To Company Entry**.

   - Proceed to add a new company by clicking **Ignore Warning And Enter Company**.

3. To add a new company anyway, click **Ignore Warning And Enter Company**.

4. Enter the Company details, and click **Save**. The new company is added to Sage CRM.

   The system also checks for duplicates if you change any field that have match rules set on them when you edit a record. For example, you change the company name of an existing company *Design Right Inc.* to *Design*. The system checks for other companies, which contain the word *Design*, and warns of possible duplicates, before updating the Company record.