

# Sample Company

## Sage 100 Contractor (formerly Sage Master Builder)

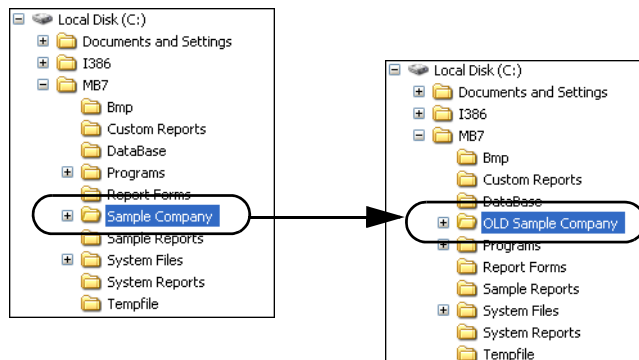
A new **Sample Company** is available for download to use with Sage Master Builder version 17.1 and higher. Please use this updated version for Realtime (live) and Anytime (recorded) Learning courses. If you have several students in your company, we recommend downloading a new **Sample Company** for each new class series.

Before you begin downloading the new **Sample Company**, please read through these instructions carefully to make sure you can successfully install the **Sample Company** folder.

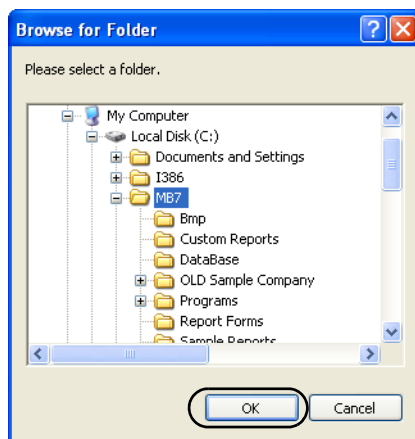
### Install the Sample Company

1. Rename your existing Sample Company folder to OLD Sample company. To do this:
  - a. Right-click the existing **Sample Company** folder. In the example, this folder is in the C:\MB7 directory. Your folder may be in a different location.
  - b. Left-click **Rename**.
  - c. Type **OLD Sample Company** and press ENTER.

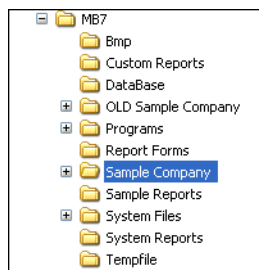
Menu Path—Windows Explorer > C > MB7



2. After you have renamed the **Sample Company** folder, go to the Sage University Sage 100 Contractor home page and select **Quick Links > Training Data**. Then click the link titled **Download the Sample Company Training Data**.
3. In the **File Download** window, click **Save**. Save the file to your Windows Desktop.
4. On your Windows Desktop, double-click the **Sample\_Company.exe** file, and then click **Run**.
5. In the next window, click **Browse**.
6. In the **Browse for Folder** window, find your local **MB7** folder, click to select it, and then click **OK**.



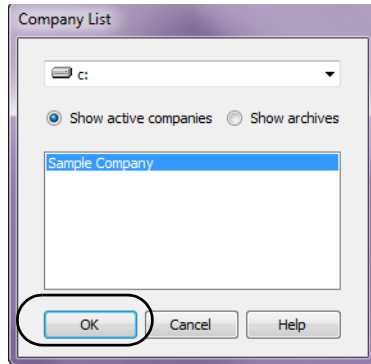
7. Click **Unzip** to begin the automatic downloading of the new **Sample Company** data.
8. Once the download is finished, click **Close**. Your data file structure should be similar to that shown in the image below after you complete the download.



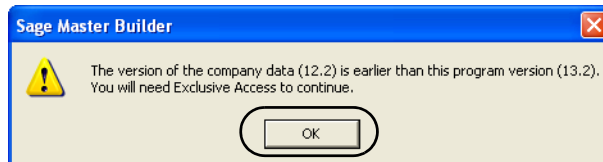
## Rebuild Indexes

After you download a new **Sample Company** you will be prompted to rebuild the indexes.

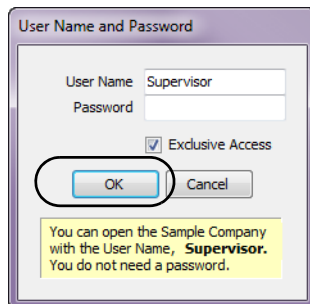
1. Open your **Sage Master Builder** software. Select the **Sample Company** in the **Company List** and click OK.



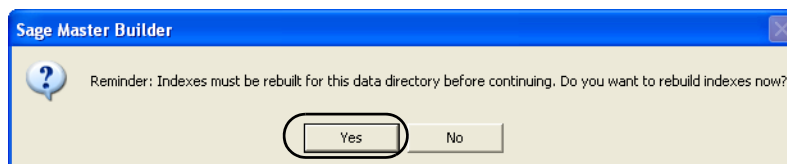
2. Once you select the **Sample Company**, you receive a message similar to the following. Click OK.



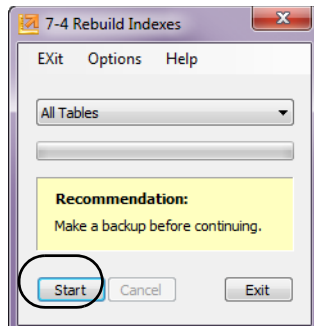
3. Sign on as **Supervisor** with **Exclusive Access** to continue to rebuild indexes. Click OK.



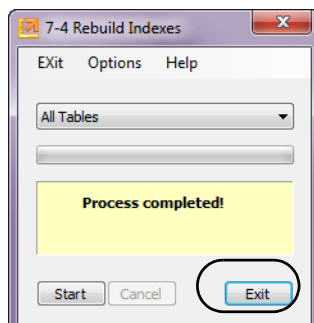
4. Click **Yes** to rebuild the indexes.



5. Click **Start** in the **7-4 Rebuild Indexes** window.



6. Do not interrupt the software while the indexes are being rebuilt. Click **Exit** when the process is complete.



Your local **MB7** folder now has a new **Sample Company** folder with updated data. The access to the company has not changed.