



December 14th, 2015

What's New in Fast Company Version 17.4B?

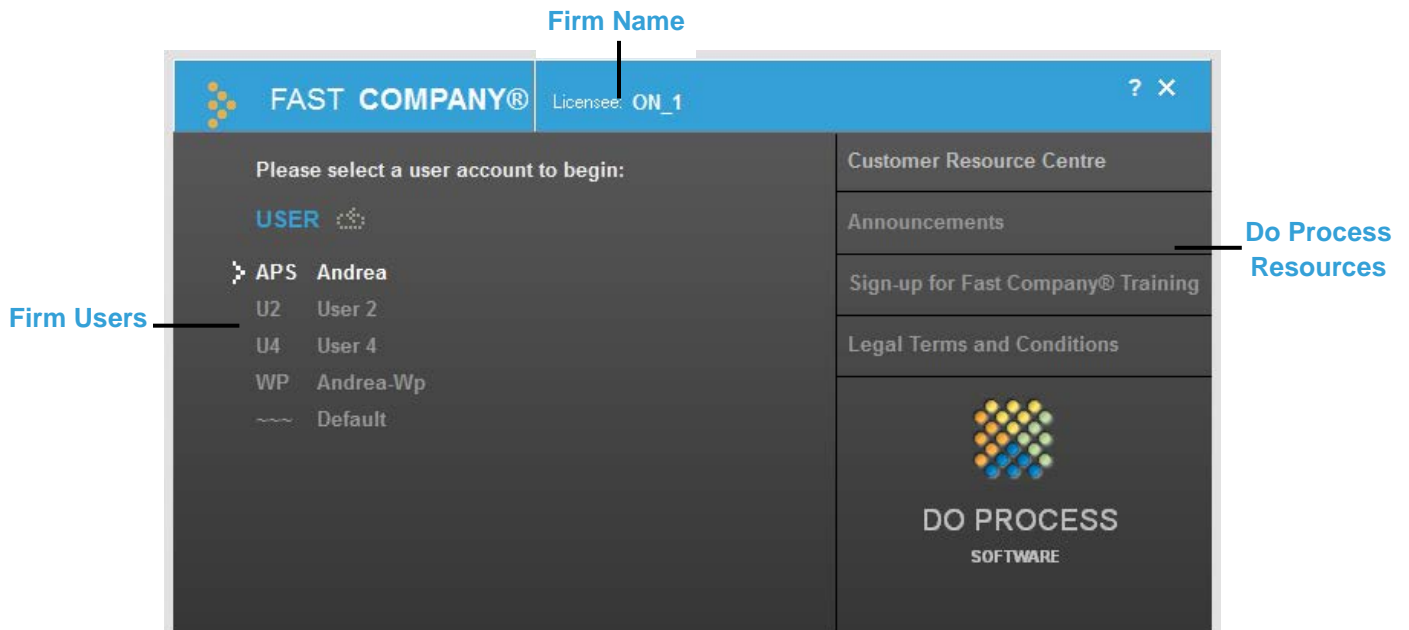
We've changed the appearance of Fast Company and added some great new features so now it will be even easier to create and maintain corporate data and generate corporate documents. If you use other Do Process products (The Conveyancer, Estate-a-Base or Will Builder), you will already be familiar with the updated look and feel of the program.

New Fast Company Features

- Fast Company is compatible with Microsoft® Windows® 10, Microsoft® Word 2013 and Corel® WordPerfect® X7.
- A new field for the Business Identification Number (BIN) has been added to the Accountant Info topic. The data entered in this field appears in Form 2 Business Names Act Registration of a Business Name for a Corporation (accessed from Trade Name category in the Registrations & Filings topic).
- In the Addresses topic, the phone number, fax and email address of a principal populate the appropriate fields in the Registered Office and Principal Place of Business sections.
- The Restore Back feature is fully functional.
- CBCA Form 15 Articles of Revival has been updated.
- In OBCA Form 2 Consent to Act as a First Director, the country name appears in the address for service field.
- There is now full support of duplex printing using the Collate option for Issued Shares and Specimen Shares.
- Only one Fast Company record can be opened at a time.

Accessing Valuable Resources on the Login Screen

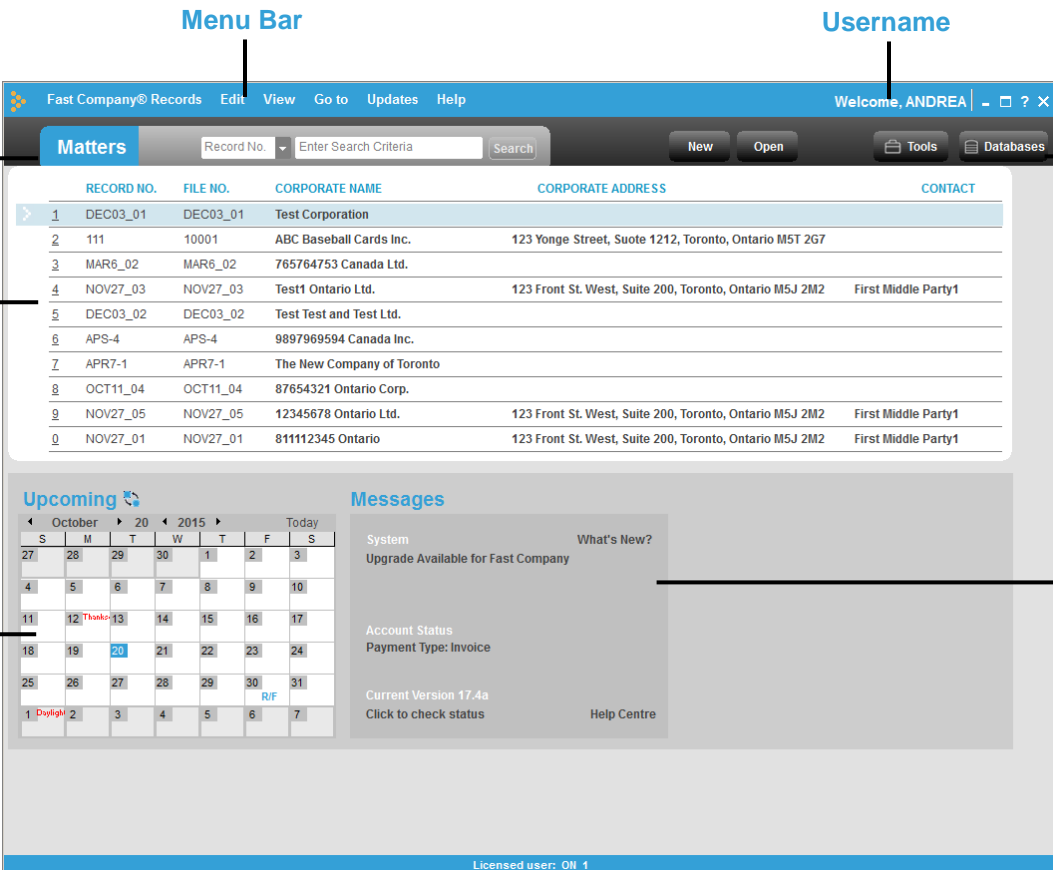
- The new Login screen displays a list of all users in your firm and links to resources and information on the Do Process website.



- Customer Resource Centre – provides valuable explanations, tips and documentation to help you work in all the Do Process products.
- Announcements – displays important messages about upgrades and other events related to Do Process and the legal profession.
- Sign up for Fast Company® Training – links to a signup sheet for free web-based training seminars
- Legal Terms and Conditions – displays the legal terms and conditions for using Do Process products.

Viewing and Accessing Essential Information on the Home Page

- The new Home page provides direct access to the major components in the program.



Menu Bar

Username

Record/File Search

List of Records (Matters)

New / Open / Tools / Database Buttons

Calendar

System, Account & Version Messages




RECORD NO.	FILE NO.	CORPORATE NAME	CORPORATE ADDRESS	CONTACT
1	DEC03_01	DEC03_01	Test Corporation	
2	111	10001	ABC Baseball Cards Inc.	123 Yonge Street, Suite 1212, Toronto, Ontario M5T 2G7
3	MAR6_02	MAR6_02	765764753 Canada Ltd.	
4	NOV27_03	NOV27_03	Test1 Ontario Ltd.	123 Front St. West, Suite 200, Toronto, Ontario M5J 2M2 First Middle Party1
5	DEC03_02	DEC03_02	Test Test and Test Ltd.	
6	APS-4	APS-4	9897969594 Canada Inc.	
7	APR7-1	APR7-1	The New Company of Toronto	
8	OCT11_04	OCT11_04	87654321 Ontario Corp.	
9	NOV27_05	NOV27_05	12345678 Ontario Ltd.	123 Front St. West, Suite 200, Toronto, Ontario M5J 2M2 First Middle Party1
0	NOV27_01	NOV27_01	811112345 Ontario	123 Front St. West, Suite 200, Toronto, Ontario M5J 2M2 First Middle Party1

- View and open the last 10 accessed records (also referred to as Matters)
- Search for a specific record or file
- View upcoming registrations & filings and end dates in the calendar and open the related record
- Access messages related to your system, your account and the latest Fast Company version
- Create and open corporate records
- Access multiple tools and databases


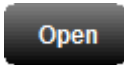
Inserting Data in Records and Navigating Among Topics

- Each topic in an open record contains components that enable you to access commonly used features and switch easily among topics.

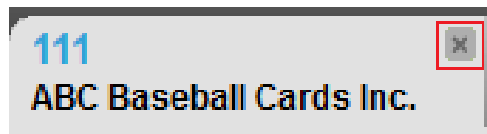
The screenshot displays the Fast Company software interface. At the top, there is a menu bar with options: Fast Company® Records, Edit, View, Go to, Updates, Help. The user is logged in as 'Welcome, ANDREA'. The main window shows a record for 'File Opening Info' for record number 111, corporation name 'ABC Baseball Cards Inc.', and file number 10001. The record is dated 28/04/1993. The interface includes a left-side panel with a list of topics (A through 2) and their status (e.g., complete, incomplete, attention). The main area contains various data entry fields and a toolbar with icons for print, save, sticky, DP Filer, calendar, zoom, topic status, and navigation. Labels with arrows point to the 'Record # & Corporation Name', 'Topic Name', and 'Record Toolbar'.


- View the record number and corporation name, and the current topic name
- Access commonly used record features in the record toolbar (print, save, sticky, DP Filer, calendar, zoom, topic status (complete , incomplete  and attention ), next/previous topic)
- Navigate to record topics quickly and view their status (complete, incomplete, attention) in the left-side panel

Quickly Creating and Opening a Record

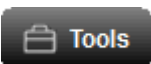
- On the Home page click  to create new records; click  to access records not appearing in the list of records.

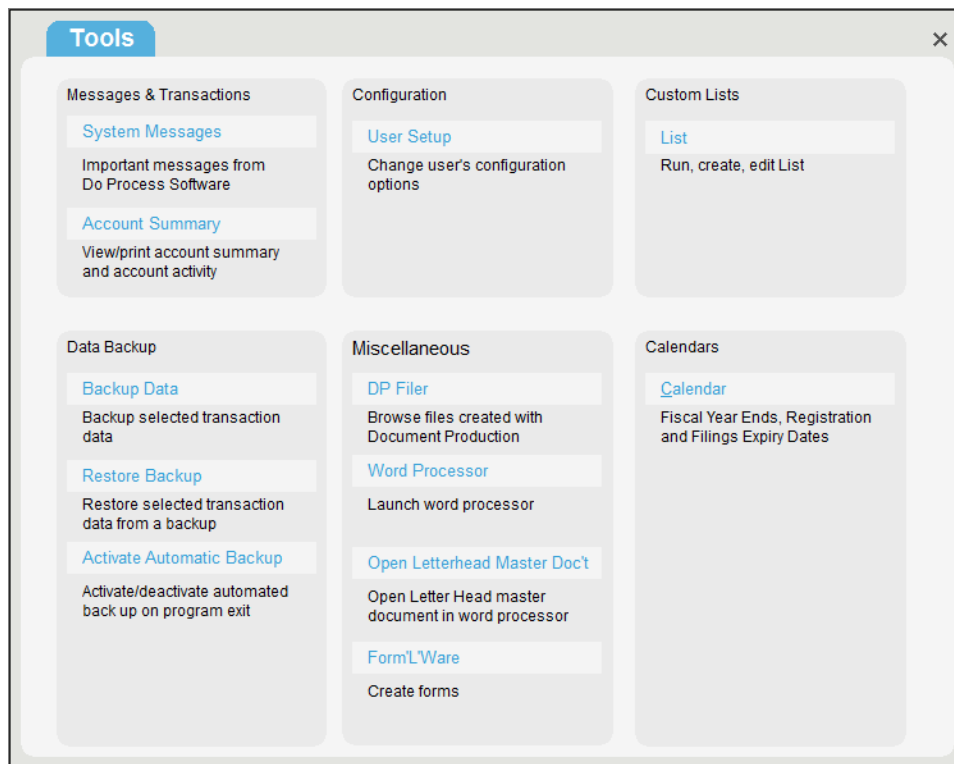
Closing a Record



To close a record, click the  icon that appears beside the record number and corporation name in the top left corner of the open record.


Accessing Commonly-Used Features on the Tools Page

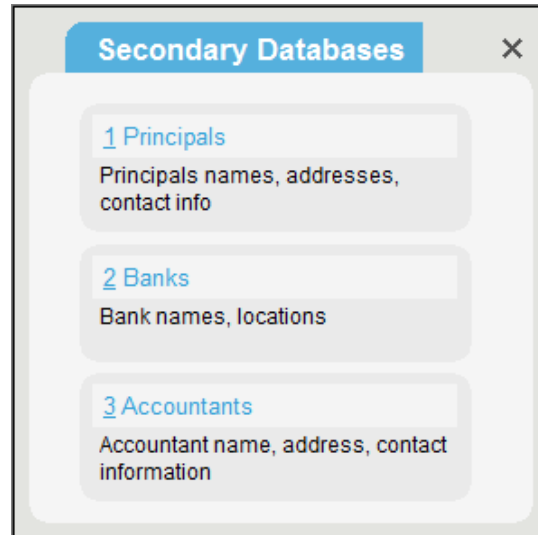
- Click  to open the Tools page, where you can quickly access frequently used features, such as messages, account details, data backup, user setup, word processor, lists, DP Filer and the calendar.









- This page replaces the main toolbar that appeared in previous versions of the application.

Locating Important Data in Secondary Databases

- Click  to access the Secondary Databases that help you quickly build your records with information about Principals, Banks and Accountants.

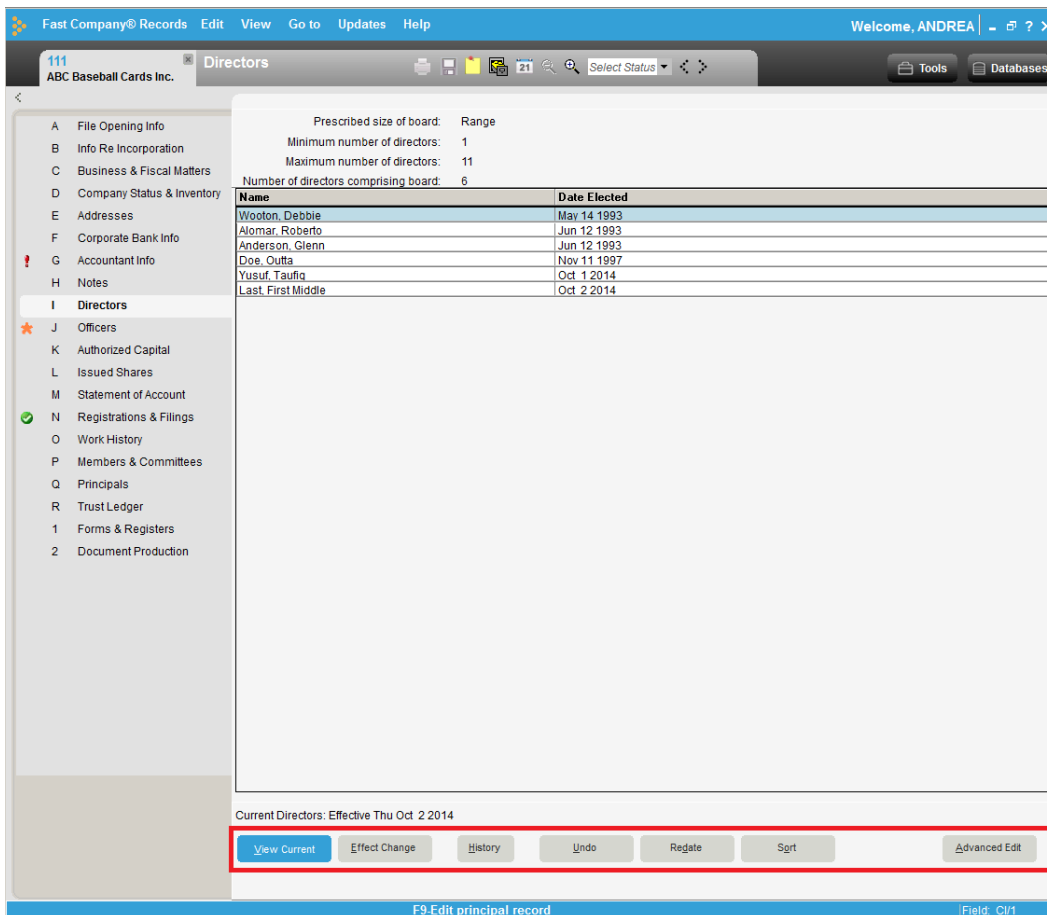


Entering Data into Fields

- Icons with various purposes appear beside many fields.
 -  – Opens the appropriate data entry box for entering data in a structured format (such as names or addresses).
 -  – Displays a list or secondary database, where you choose the required item.
 -  – Opens a calendar for selecting a date that will be entered in the format dd/mm/yyyy.
 -  – Opens a new email message and enters the address specified in the field into the To field.
 -  – Opens the web page specified in the field.
 -  - Prints the item (i.e. debit notice or receipt).

New Positioning and Design of Buttons

- The buttons that originally appeared on the left side or at the top of the screen in the Directors, Officers and Trust Ledger topics have been redesigned and moved to the bottom of the screen.



Fast Company® Records Edit View Go to Updates Help Welcome, ANDREA

111 ABC Baseball Cards Inc. Directors

Prescribed size of board: Range
 Minimum number of directors: 1
 Maximum number of directors: 11
 Number of directors comprising board: 6

Name	Date Elected
Wooton, Debbie	May 14 1993
Alomar, Roberto	Jun 12 1993
Anderson, Glenn	Jun 12 1993
Doe, Outta	Nov 11 1997
Yusuf, Taufiq	Oct 1 2014
Last First Middle	Oct 2 2014

Current Directors: Effective Thu Oct 2 2014

View Current Effect Change History Undo Regate Sgrt Advanced Edit

F9 Edit principal record Field: CI1

- Related buttons in the Authorized Capital and Issued Shares topics that originally appeared at the top of the screen have been placed under the main set of buttons.

Fast Company® Records Edit View Go to Updates Help Welcome, ANDREA

111 ABC Baseball Cards Inc. Authorized Capital Select Status Tools Databases

Effective date: Oct 30, 2014
 Authorized Capital Record: (MODIFIED) COMMON & CLASS "A"
 Privs / Restrictions Precedent: [Dropdown]
 Automated Cert. Numbering: Enabled [Dropdown]
 First Transfer No.: 66 [Dropdown]
 Share Certificate Text: default.bct [Text]
 Transfer Number Method: Include transfers to/from Treasury [Dropdown]

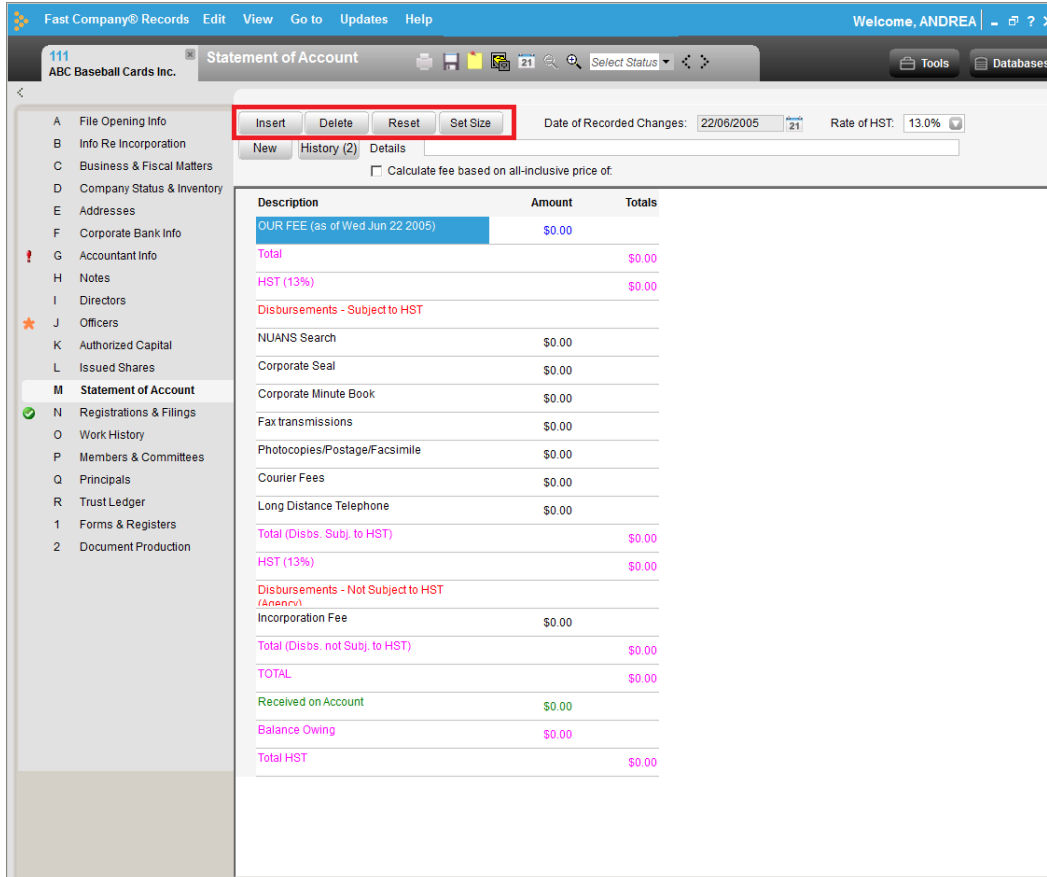
Name of class of shares	Cert. Prefix	Unlimited? / # Authorized	Voting?
Common	COM-	Unlimited	Y
Class "A"	A-	Unlimited	Y
Class "B"	B	Unlimited	Y
Class "C"	C	Unlimited	Y
Special Class	SPEC-	Unlimited	Y
Class X	X-	Unlimited	Y

View Current Effect Change View Text History Undo Regate

Add Class Edit Class Delete Class [Down Arrow] [Up Arrow]

F9 (or double-click) to invoke "Share Class Particulars" dialog. Drag & drop to reorder classes.

- In the Statement of Account, icons have been replaced with text that will help you better understand the function of each button.

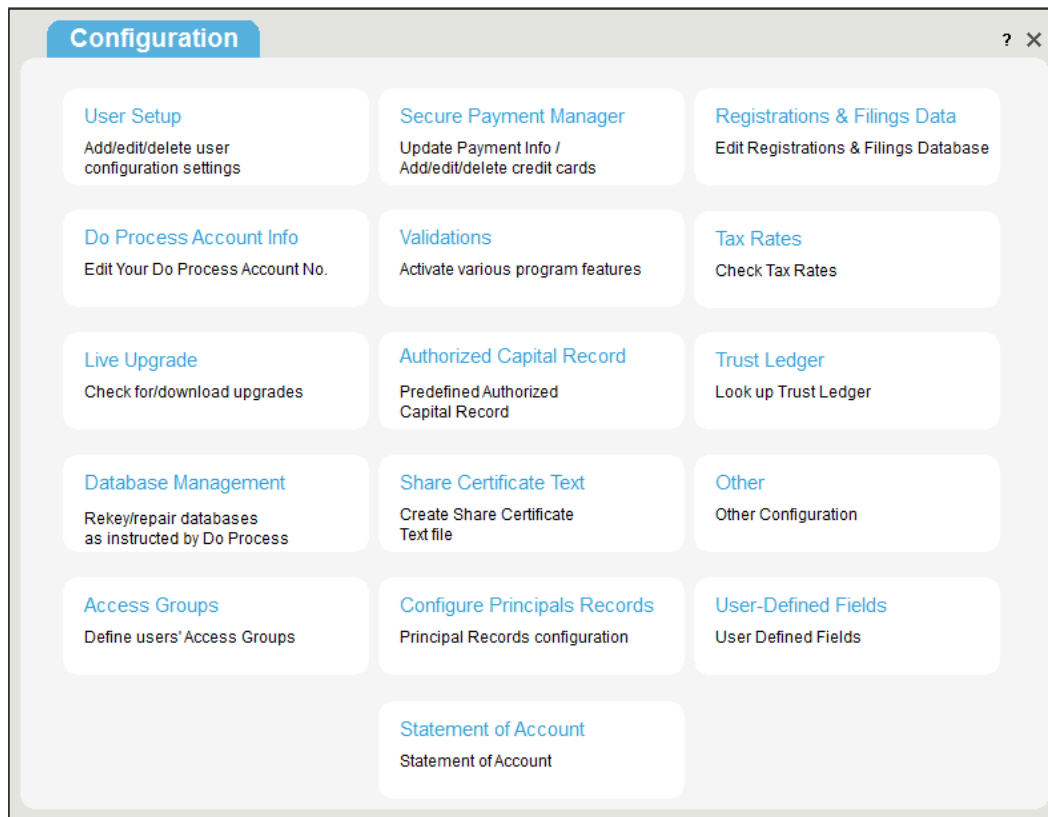


The screenshot shows the 'Statement of Account' window for 'ABC Baseball Cards Inc.'. The interface includes a menu bar (Fast Company® Records, Edit, View, Go to, Updates, Help) and a toolbar with buttons for 'Insert', 'Delete', 'Reset', and 'Set Size', which are highlighted with a red box. Below the toolbar, there are fields for 'Date of Recorded Changes' (22/06/2005) and 'Rate of HST' (13.0%). A table of disbursements is displayed with the following data:

Description	Amount	Totals
OUR FEE (as of Wed Jun 22 2005)	\$0.00	
Total		\$0.00
HST (13%)		\$0.00
Disbursements - Subject to HST		
NUANS Search	\$0.00	
Corporate Seal	\$0.00	
Corporate Minute Book	\$0.00	
Fax transmissions	\$0.00	
Photocopies/Postage/Facsimile	\$0.00	
Courier Fees	\$0.00	
Long Distance Telephone	\$0.00	
Total (Disbs. Subj. to HST)		\$0.00
HST (13%)		\$0.00
Disbursements - Not Subject to HST (Agency)		
Incorporation Fee	\$0.00	
Total (Disbs. not Subj. to HST)		\$0.00
TOTAL		\$0.00
Received on Account	\$0.00	
Balance Owing	\$0.00	
Total HST		\$0.00

Configuring Fast Company to Your Specifications

- The Configuration page provides a quick way for the Default user to access frequently-used configurable features.



Need Help Upgrading?

All users must log out of **Fast Company** during the upgrade. Then the Default user goes to **Configuration > Live Upgrade > [Check for Update]** and follows the installation directions. If you require further assistance, please contact Customer Service at 1.866.367.7648 or inquiries@doprocess.com.