How do I move a number of records from one user to another?

You can easily transfer records from one user to another.

- 1. Log in as Admin.
- 2. Go to My Clients, My Candidates or My Vacancies from the Main Menu.



3. Change the user if you need to, using the Select User button.

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- 4. Highlight the records you want to change. To highlight several hold down the 'Ctrl' key and click the records with your mouse.
- Click the Actions button on the toolbar and choose 'Change Use on selected contacts' and choose the user you want to change them to.

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6. Close the tab to save the changes.

See also:

> How do I transfer all of one user's records to another user?