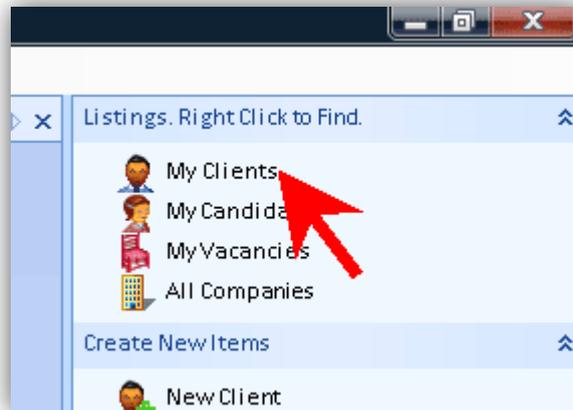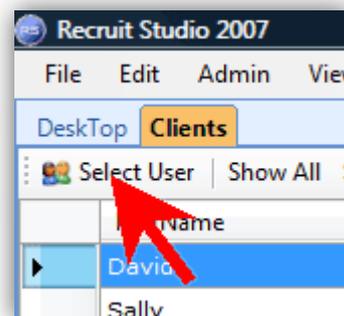# How do I move a number of records from one user to another?

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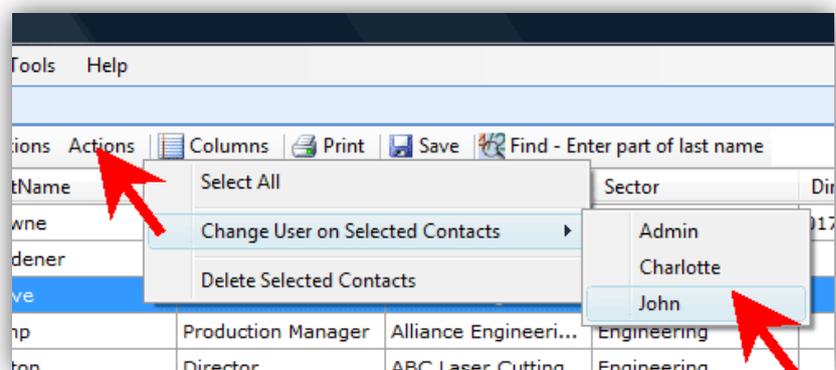
3. Change the user if you need to, using the Select User button.

4. Highlight the records you want to change.
   To highlight several hold down the 'Ctrl' key and click the records with your mouse.

5. Click the Actions button on the toolbar and choose 'Change Use on selected contacts' and choose the user you want to change them to.

6. Close the tab to save the changes.

See also:

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