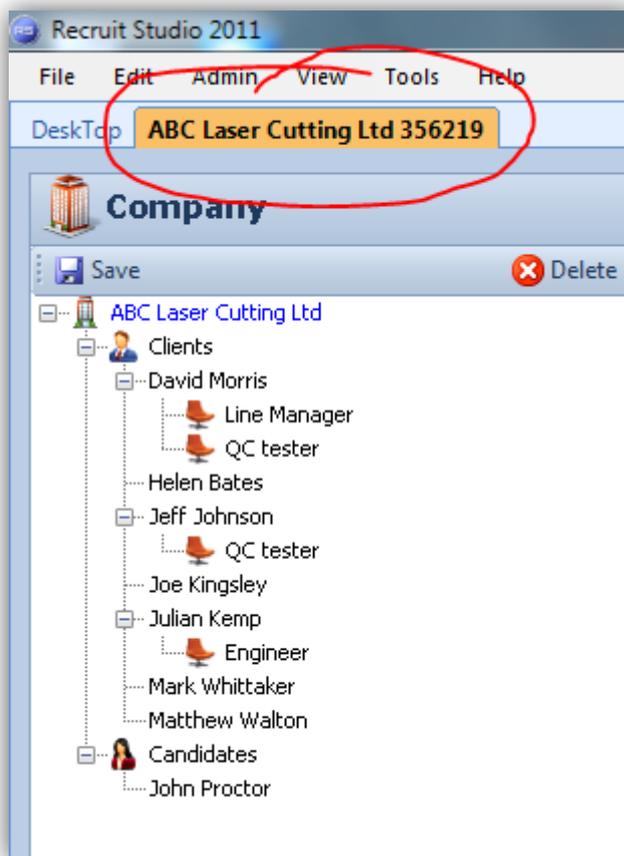


How do I merge two companies?

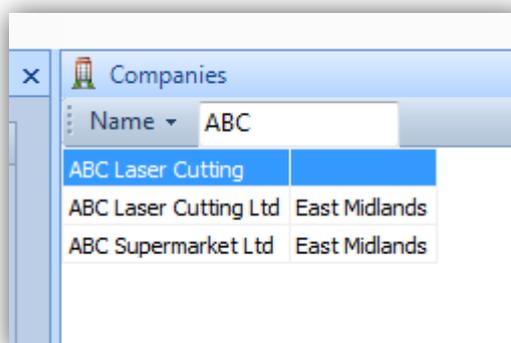
If you find that you have two identical company records in use within Recruit Studio you have the option to merge them together to form one remaining company to use going forward.

The start of the process is the same as creating a parent company/subsidiary company relationship.

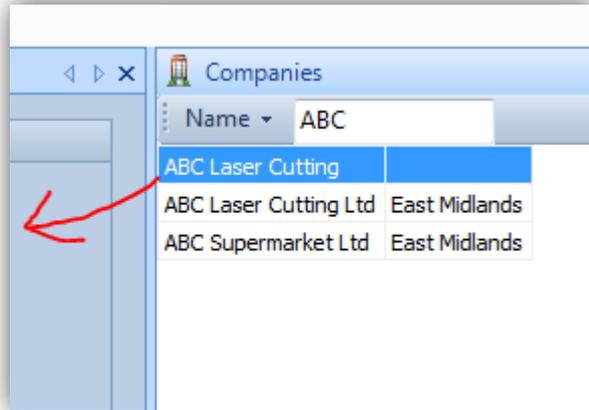
1. Choose one company to keep – have this record open in Recruit Studio. This is Company A.



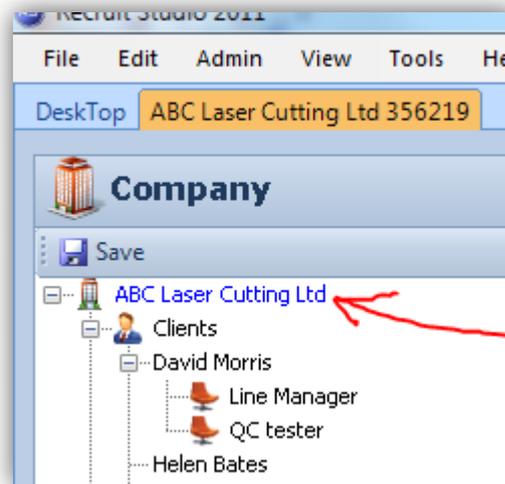
2. Click the 'Companies' button to look up the name of Company B (the company you will eventually delete). Don't open the record.



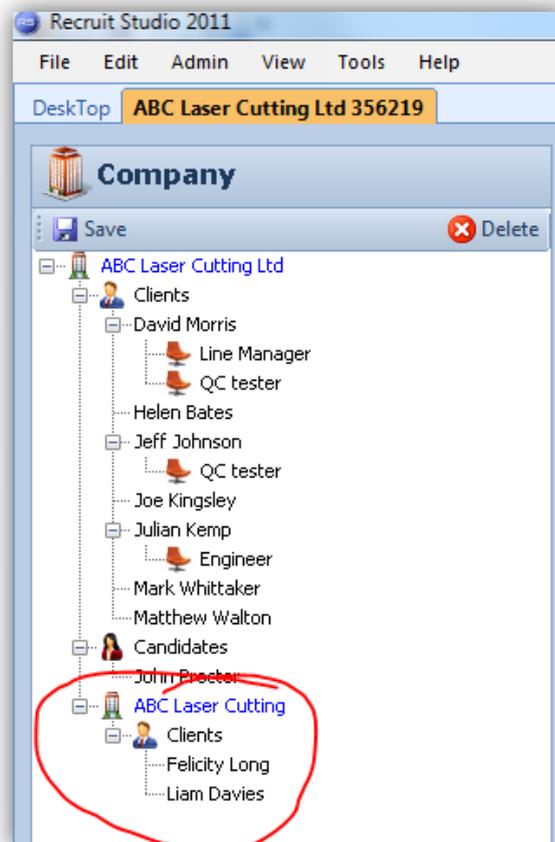
3. Drag Company B from the right hand panel over to the left hand panel of Company A...



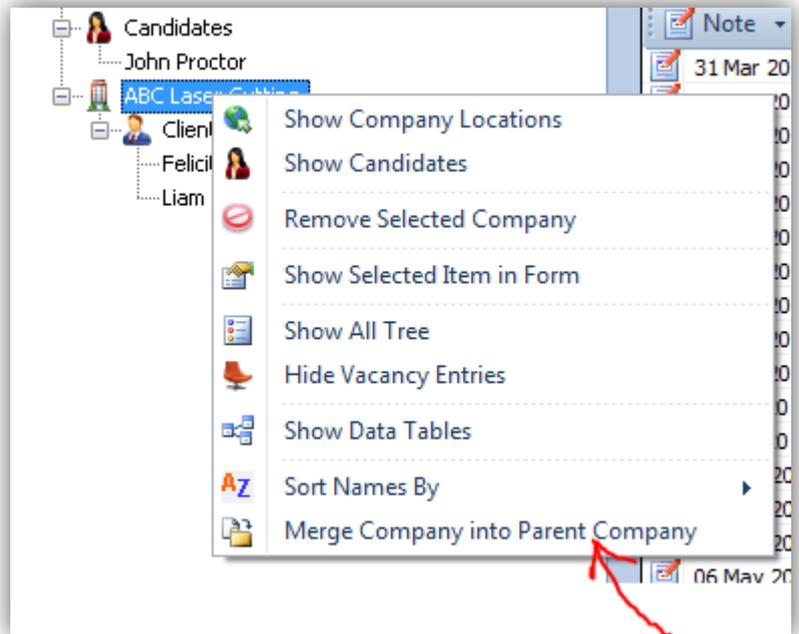
4. ...Drop Company B onto the name of Company A in the left hand panel – you must make sure you drop it on top of the name otherwise Recruit Studio will not understand the relationship that you are trying to create.



5. Company B will appear as a subsidiary of Company A in the list.

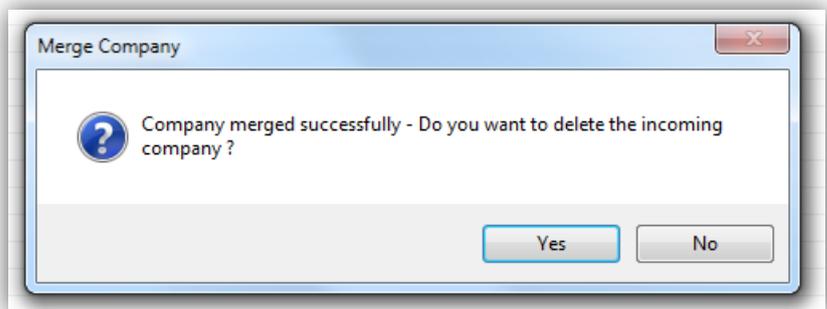


6. Right click on the name of Company B (the subsidiary) and choose 'Merge Company into Parent Company'.



7. You will see a confirmation message that the process worked. You will also be asked if you want to delete Company B.

Answering 'Yes' will remove Company B from the tree on the left. Answering 'No' allows you to do it manually later.



Ultimately you will need to delete Company B from the database to avoid users continuing to use it but whether you do this now or later is up to you.

Note that the clients (and candidates) from Company B have been incorporated into the tree of Company A.

