

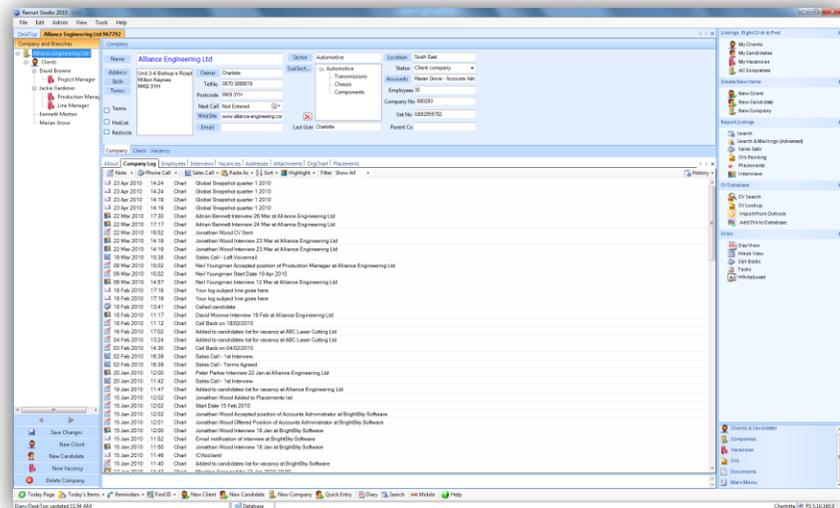
How do I handle parent companies and their subsidiaries?

Parent and subsidiary companies are easily handled in Recruit Studio. The parent company will hold the subsidiary (or multiple) in its record so the full scope can be seen. The subsidiary companies each have their own record too so you have the choice of how to view it.

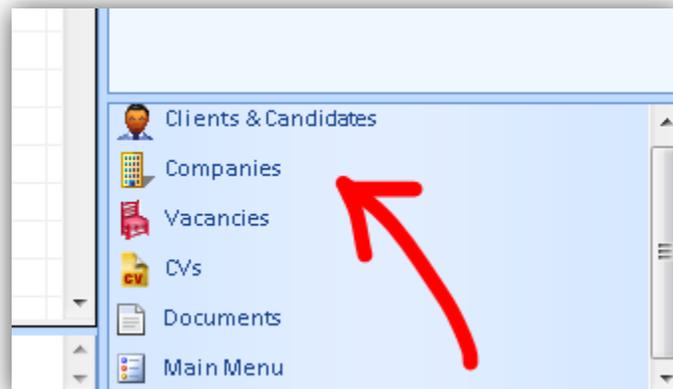
To pair a subsidiary with a parent company

1. Create two records (if you have not already done so) – one for the parent company and one for the subsidiary. You can also create records for clients who work at each company in the normal way.

2. Open the record of the company you wish to nominate as the parent company.



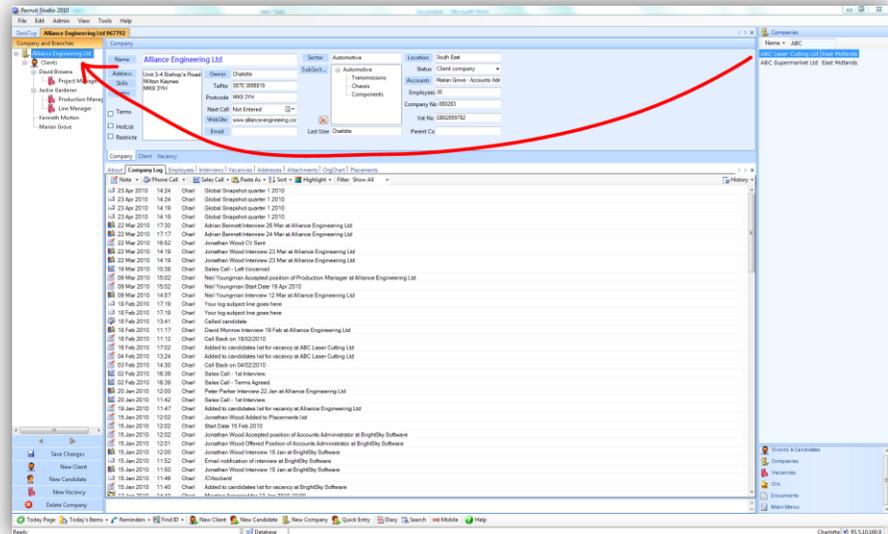
3. On the main menu click the 'Companies' button.



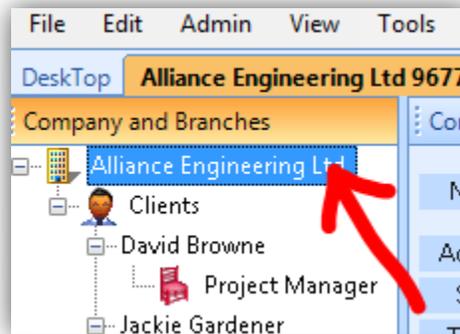
4. Look up the name of the subsidiary company in the usual way. Don't open the record.



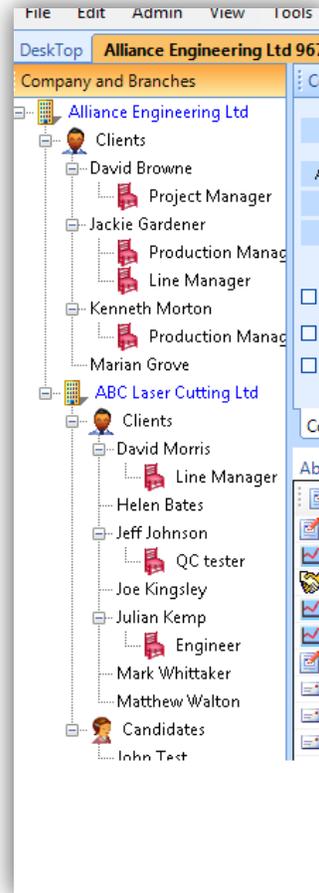
5. With your mouse drag the name of the company across the screen (be careful not to open the record)...



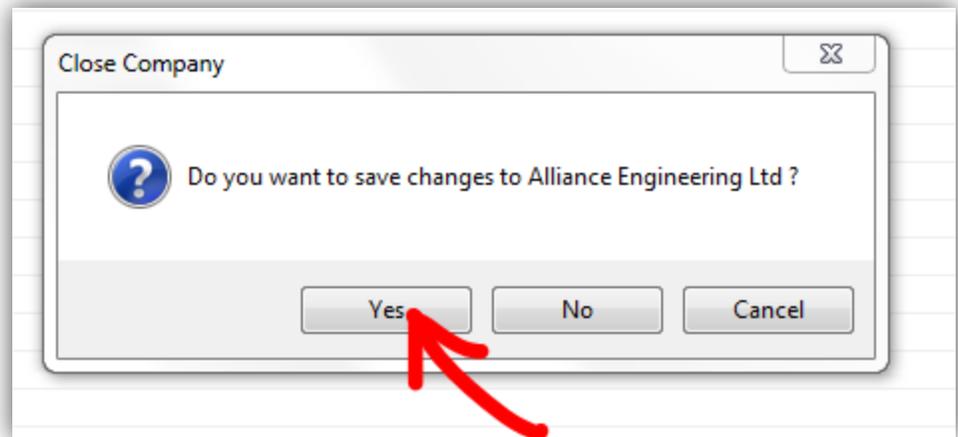
6. Drop the subsidiary company into the tree of the far left of the parent company record – you must let go on top of the parent company name for it to recognise the association.



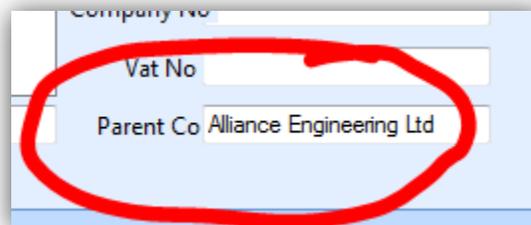
7. The subsidiary company (including clients and candidates) will be displayed in the tree also.



8. Close the company record to save the changes.



9. If you open the subsidiary company record, you will see the name of the parent company is listed in the details panel.



10. You can repeat this process as many times as you wish for instance if a company owns lots of subsidiaries they will all be listed in the tree.