



Company Groups

Companies can be grouped together so that hierarchies and branches can be visibly linked - this is done in the Group view. The group may be used for reporting, and also for withholding candidates from an entire group (done from Person, History View see also [Person History](#)).

The group view shows the name of the opened record in blue text.

You can add a Parent or Subsidiary by name search and select or add new.

The other records are shown in black, in a tree to display the hierarchy.

The Expand button will open the selected record.

In a subsidiary record, the Group Head will now appear above the company name on the record to show that it is in a group.

In the Group view a button to detach from the parent is visible.

Reports can be altered to add a Company Group level.

There is a report to detail what groups exist.

Search criteria can be added to find Group Heads.

See also [Contact Trees](#)

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