



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.

Group Tree

From version 2.2.9.18 onwards the Group can be changed to a Group Tree which adds visibility and accessibility of all Contacts and Vacancies for the whole Group in one place. (General Settings)

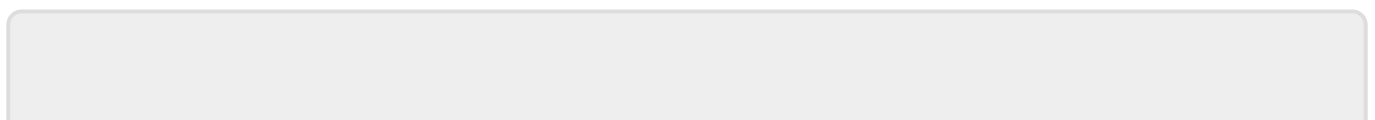
Double clicking on a Company line will open the record Double clicking on a Contact in the open (blue line) record will select the Contact top right. Double clicking on a Contact in another section will open that record with the Contact selected. Double clicking on a Vacancy will open the vacancy

A Contact that works in multiple locations can be easily added to another company - without creating a new Contact record - by dragging onto another company line.

See also [Contact Trees](#)

Back to [Companies. How to...](#)

Back to [Online User Guides](#)





From:

<https://iqxusers.co.uk/iqxhelp/> - **iqx**

Permanent link:

<https://iqxusers.co.uk/iqxhelp/doku.php?id=ug2-12&rev=1395064566>

Last update: **2017/11/16 21:58**

