

## Combining Recruiters

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If a recruiter has two records under a company, and there should only be one, the Combine Recruiter tool will merge these two records into one. *(Please note that this feature is set by an admin security permission. Please contact [support@gradleaders.com](mailto:support@gradleaders.com) or your CRM, for assistance if the tool is not available.)* When utilizing the Combine Recruiter tool, the system will move the history and information from the Source Recruiter to the Destination Recruiter. The Destination profile will only update when it is missing data that the Source profile contains. In other words, a completed source data field will carry over to an incomplete destination data field, but would not overwrite or update a completed destination field. For example, if the source company has a Country and State listed, and the destination does not, the final record will have the Country and State listed that was used from the source. If the destination company has Country and States listed, then they will remain on the final record, regardless of what is listed on the source.

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