

## Admin Module - Combining Interview Visits

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If a recruiter has two separate OCR interviews, and there should only be one, or the recruiter has decided to combine them, the Combine Visit will merge these two records into one. The Combining Visits uses the same logic as Combine Company and Combine Recruiter. *(Please note that this feature is accessed by security permissions. Please contact [support@gradleaders.com](mailto:support@gradleaders.com) or your dedicated CRM for assistance if it is not available.)* When performing the Combine Visit process, the system will move information from the Source Interview to the Destination Interview. The destination interview record is never updated or changed, so this should be used carefully. For example, if the source interview record does not have a job description listed, and the destination does, the final record will have the job description from the destination recruiter record. In this example, the opposite is true, if the source interview record does have the job description, and the destination interview record does not, the final record will not have the job description.

A visit can only be combined if: Invites are not finalized Schedules have not been run No students are placed on the schedule. If any of these events have occurred on a visit, that visit cannot be used as either a source or destination visit. **\*Reviewed/GoodToMigrate\***

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