**Viewing and Editing the Company File**

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## Viewing Companies

- From the Dashboard toolbar, click Company or Company File
- The main page has a grid with companies listed alphabetical order.
- There are 3 tabs to help you manage companies. Â The â€œAllâ€• tab includes all organizations in the system. Â The â€œMatchedâ€• tab lists companies that match your current search criteria. Â The â€œSelectedâ€• tab includes all companies you have selected for future viewing. Â
- To view an individual company record - click on the company's name in the grid.

### Editing Company Information *Back to Top*

- Click on the company's name in the grid
- Click on â€œEdit Company Informationâ€• icon. Â Make your edits, and click â€œSaveâ€•.
- To give the company a parent company, click on the Select/Change hyperlink, enter the parent company's name, and click search. Â If the company is found, then select the matching company in the list. Â If it is not found, click â€œAdd Companyâ€•, and fill out the fields.

### Searching Companies Â *Back to Top*

- Alphabetical Search - If you know the company's name, enter it into the search box labeled â€œCompany Lookupâ€•, and click the â€œGoâ€• button. Â The closest match will be highlighted in yellow. Â Â If you want a more exact search, click on the â€œCompany Name Searchâ€• under the Basic Search Tool Bar on the left column â€" type in the company's name that you are looking for. Â The matches will appear under the â€œMatchedâ€• tab.
- Basic Search - This search is located to the left of the main company grid. Â This should include searches that you most frequently use. Â This can be configured to add or remove criteria. Â Ask your GradLeaders Representative to make desired changes for you.
- Criteria Search - Click on the criteria listed in the basic search or click on the â€œAdvanced Searchâ€• button. Â Then click on the â€œ+â€• symbol to the left of each category and select/enter your search criteria. Â Note: As the user selects the desired qualifiers from each search criteria, the number of matching companies will show in the upper right-hand corner of the page. Â Once all of the criteria and qualifiers have been selected, click â€œView Resultsâ€• button.

### Â Saving a Search *Back to Top*

- Create a search (instructions above). Â Click on the 'Save Search' icon, name your search, and click â€œSaveâ€•.
- Returning to a Saved Search - Click on the â€œCandidate Fileâ€• tab, click on â€œSaved Searchesâ€• sub-menu, and then click on the binocular icon under the view matching column to see your results.

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