



MOVE KEYCODE (ONE ACCOUNT TO ANOTHER)

1. From your account homepage, in the Special Features box, click **Move KeyCode (from one Account to another)**.

Special Features



- ▶ Move a Single Assessment (from one KeyCode to another)
- ▶ Move Assessment (from one User to another)
- ▶ Move KeyCode (from one Account to another) 
- ▶ Combine KeyCodes (same Product)
- ▶ Combine Users
- ▶ Copy Custom Report style to another account

2. You will see step-by-step instructions at the top of the page. Step 1 is to choose the “from” account. To select the “from” account from the list provided, find the account you want and click **Select**.



Directions:

- ▶ Step 1: Select the From Account
- ▶ Step 2: Select a KeyCode from the selected Account
- ▶ Step 3: Select the To Account
- ▶ Step 4: Review and Save


Step 1: Select From Account

Search Accounts

▶ Search String

▶ Search Option Exact Match ▾

▶ Search

Account ID	Name	Description	Benchmarks	Occupational Keys	Custom Images	Custom Reports	Usage Billing	
19328	Your Company Name	Schindell Working Demo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Select 
36354	Test Subaccount	Created earlier	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select
36360	NEW Sub-account	Demo for webinar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Select
45676	test	test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select

3. Step 2 is to select the keycode you want to move. Find the keycode from the list then click **Select**.

Step 1: Selected From Account: Your Company Name


Step 2: Select KeyCode

Search KeyCodes

▶ Search String (Just the first part of the Code)

▶ Search Option Exact Match ▾

▶ Search

Code ID	Purchase	Account ID	CodeType ID	KeyCode	Complete KeyCode	
34603	34602	19328	2	EDA41C	34603-EDA41C	Select
69517	69517	19328	2	22DB69	69517-22DB69	Select 
69539	69539	19328	2	02627A	69539-02627A	Select
61690	61699	41618	2	550F11	61690-550F11	Select

4. Step 3 is to select the “to” account. This is the account that you will be moving the selected keycode in to. To select the “to” account from the list provided, find the account you want and click **Select**.

Step 1: Selected From Account: Your Company Name

Step 2: Selected KeyCode: 69517-22DB69

Step 3: Select To Account

Search Accounts

Search String


Search Option Exact Match

Search

Account ID	Name	Description	Benchmarks	Occupational Keys	Custom Images	Custom Reports	Usage Billing	
19328	Your Company Name	Schindell Working Demo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Select
36354	Test Subaccount	Created earlier	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select
36360	NEW Sub-account	Demo for webinar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Select
36361	Alex Sub-account	sub sub account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select
36362	Universal Tools	Fake	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Select

5. Confirm that your information is correct then click the **Save Changes** button.

Move KeyCode

 **Directions:**

- Step 1: Select the From Account
- Step 2: Select a KeyCode from the selected Account
- Step 3: Select the To Account
- Step 4: Review and Save

Step 1: Selected From Account: Your Company Name


Step 2: Selected KeyCode: 69517-22DB69

Step 3: Selected To Account: Test Subaccount

Step 4: Save Changes

6. To return to your Home Page, click the **Close** button.

Move KeyCode

 **Directions:**

- Step 1: Select the From Account
- Step 2: Select a KeyCode from the selected Account
- Step 3: Select the To Account
- Step 4: Review and Save

The KeyCode **69517-22DB69** has been moved from Account **Your Company Name** to Account **Test Subaccount**.