

# COMBINE KEYCODES (SAME PRODUCT)

1. From your account homepage, in the Special Features box, click **Combine Keycodes (Same Product)**.

## 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 select the account containing the keycodes you want to combine. From the list provided, find the account you want and click **Select**.

## Combine KeyCodes (same Product)



### Directions:

- ▶ Step 1: Select Account
- ▶ Step 2: Select Old KeyCode
- ▶ Step 3: Select New KeyCode
- ▶ Step 4: Choose to Combine Codes or move users
- ▶ Step 5: Review and Save

### Step 1: Select 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 "old" keycode. This is the keycode that will be "absorbed" by the new keycode. This keycode number will no longer exist. Find the keycode from the list then click **Select**.

## Combine KeyCodes (same Product)



### Directions:

Step 1 : Selected Account: Your Company Name

### Step 2: Select Old 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
69539	69539	19328	2	02627A	69539-02627A	Select
31519	31517	19328	2	BB8A11	31519-BB8A11	Select
30925	30923	36354	2	0D9566	30925-0D9566	Select
61690	61699	41618	2	550F11	61690-550F11	Select

4. Step 3 is to select the “new” keycode. This is the keycode that you will be moving the “old” keycode into. Select the “new” keycode from the list provided and click **Select**.

**Combine KeyCodes (same Product)**

 **Directions:**

Step 1 : Selected Account: Your Company Name

Step 2: Selected Old KeyCode: 34603-EDA41C

Step 3: Select New 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	
31519	31517	19328	2	BB8A11	31519-BB8A11	Select
34603	34602	19328	2	EDA41C	34603-EDA41C	Select
69539	69539	19328	2	02627A	69539-02627A	Select
30925	30923	36354	2	0D9566	30925-0D9566	Select
34874	34873	36354	2	77FFFF	34874-77FFFF	Select

5. Step four is to confirm that by combining keycodes you will be moving the users from the “old” keycode into the “new” keycode. Place a check next to **Combine Codes or move users** to confirm. Review your information before clicking the **Save Changes** button.

**Combine KeyCodes (same Product)**

 **Directions:**

- Step 1: Select Account
- Step 2: Select Old KeyCode
- Step 3: Select New KeyCode
- Step 4: Choose to Combine Codes or move users
- Step 5: Review and Save

Step 1 : Selected Account: Your Company Name

Step 2: Selected Old KeyCode: 34603-EDA41C

Step 3: Selected New KeyCode: 69539-02627A

Step 4: Combine Codes or move users


☒ Combine Codes or move users

Step 5: Save Changes

**Save Changes**

6. Return to your Home Page by clicking the **Close** button.

**Combine KeyCodes (same Product)**

 **Directions:**

- Step 1: Select Account
- Step 2: Select Old KeyCode
- Step 3: Select New KeyCode
- Step 4: Choose to Combine Codes or move users
- Step 5: Review and Save

Step 4: Combine Codes or move users

The KeyCode **72668** has been combined with The KeyCode **71621**. The KeyCodes will be combined completely. The old code will be gone.

**Close**