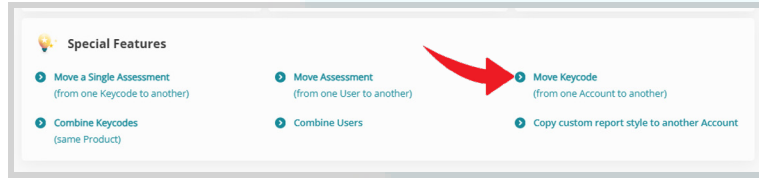
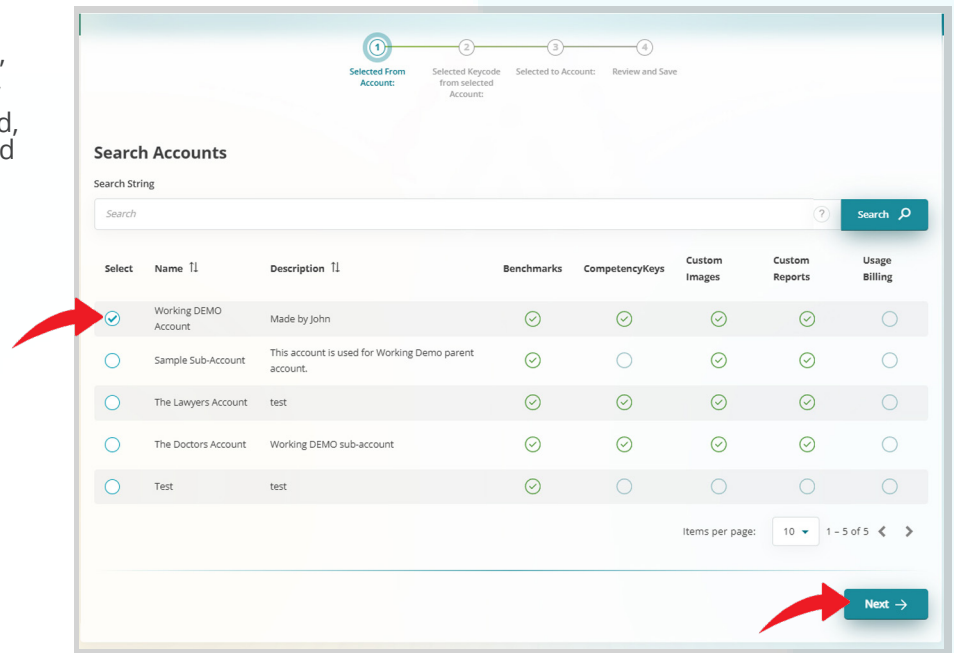


MOVE KEYCODE (ONE ACCOUNT TO ANOTHER)

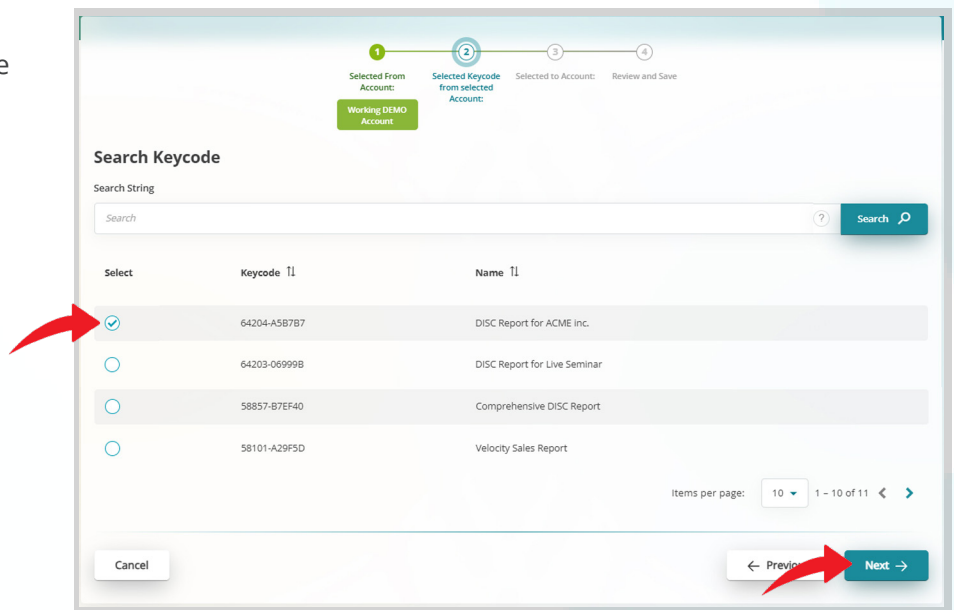
1. From your account homepage, in the Special Features box, click **Move KeyCode (from one Account to another)**.



2. Step 1 is to choose the "from" account. To select the "from" account from the list provided, find the account you want and click **Next**.



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



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 **Next**.

Selected From Account: Working DEMO Account
Selected Keycode from selected Account: 64204-ASB7B7
Selected to Account: Review and Save

Search Accounts

Search String

Search

Select	Name	Description	Benchmarks	CompetencyKeys	Custom Images	Custom Reports	Usage Billing
☐	Working DEMO Account	Made by John	☒	☒	☒	☒	☐
☒	Sample Sub-Account	This account is used for Working Demo parent account.	☒	☐	☒	☒	☐
☐	The Lawyers Account	test	☒	☒	☒	☒	☐
☐	The Doctors Account	Working DEMO sub-account	☒	☒	☒	☒	☐
☐	Test	test	☒	☐	☐	☐	☐

Items per page: 10 1 - 5 of 5

Cancel

← Previous Next →

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

Selected From Account: Working DEMO Account
Selected Keycode from selected Account: 64204-ASB7B7
Selected to Account: Sample Sub-Account

Review and Save

Cancel

← Previous Save Changes

6. Close the pop-up window to return to your Home Page.

PeopleKeys

Language: English (US) Theme: Default Interface: Administrator

Bruce Banner thehulk@avengers.com Current account: Working DEMO Account Sign Out

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