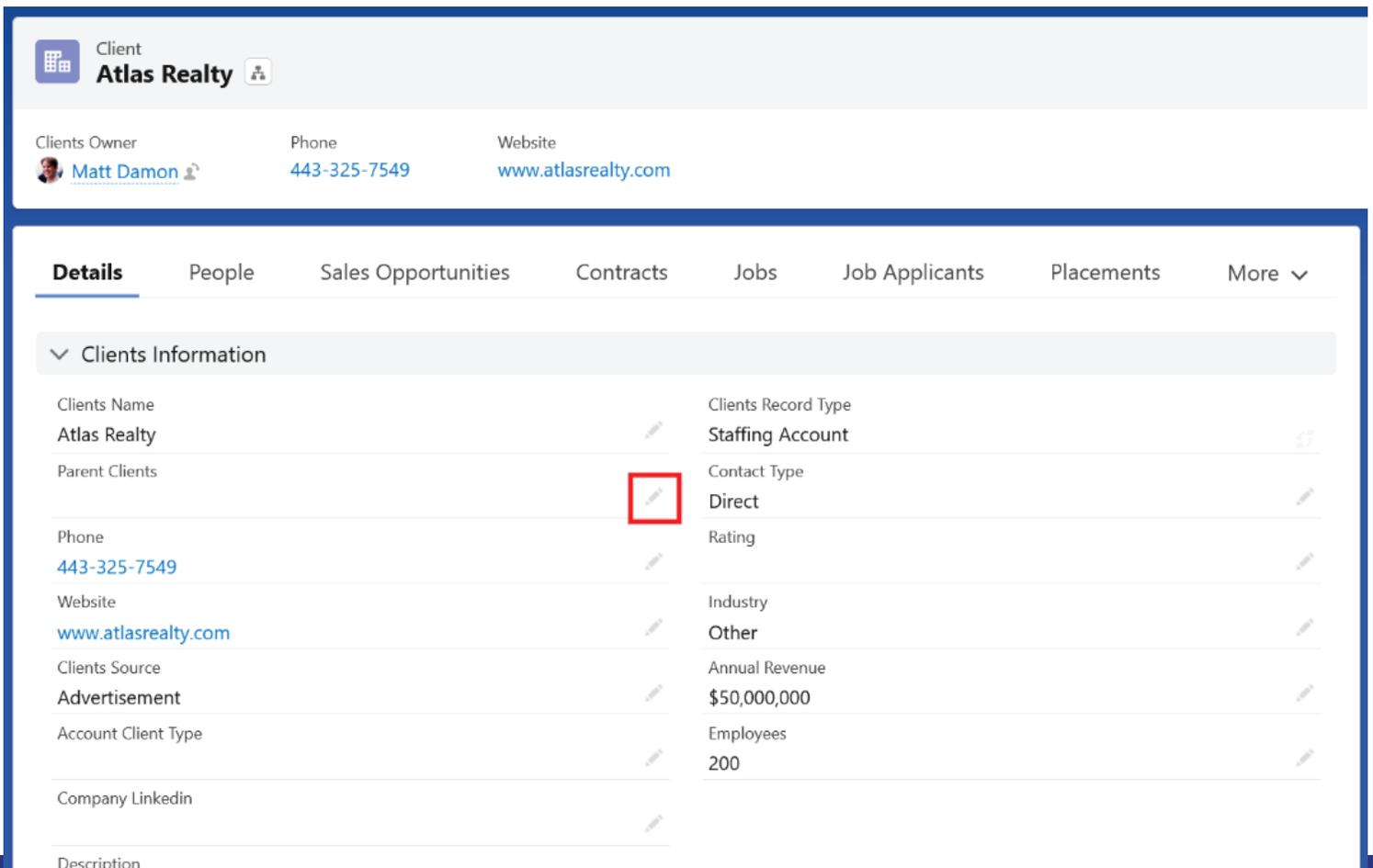# TARGETRECRUIT

# How to Build a **TargetRecruit Account Hierarchy**

It is not uncommon for staffing companies to have subsidiaries, divisions, and branches. The TargetRecruit account hierarchy allows accounts to be related in a hierarchy by using a 'parent account' field to link them together. Once linked, the complete hierarchy structure can be viewed, and links are provided to navigate directly to the accounts.

This feature is really useful for larger companies that deal with smaller segmentations within that larger company and want to manage and track records and data within those smaller segmentations as well as the whole company.

Setting up account hierarchy in TargetRecruit is easy.

## On any Account/Client's detail page, click the Edit icon next to the Parent field.

**The Edit pane displays with a search box for the Parent field. Search for and select the parent Account for this Account record and click Save.**



**To view where your Account now falls in the hierarchy, click the Hierarchy icon next to the Account/Client's name.**

**You can see where your Account lies in the hierarchy with the Current tag. You can also see what relationships the other Accounts in the hierarchy have to your organization, if any.**



CLIENT > ATLAS REALTY
**Client Hierarchy**

| CLIENTS NAME | CLIENTS SITE | BILLING STATE/PROVINCE | PHONE | TYPE | CLIENTS OWNER ALIAS |
|---|---|---|---|---|---|
| ⌄ Mountview Partners | www.mountviewpartners.com | MD | (615) 266-1889 | Prospect | trpart |
| Atlas Realty `current` | | Maryland | 443-325-7549 | Customer | trpart |

That's it! Creating TargetRecruit Account Hierarchies really is that simple and it's a great way to organize accounts within the platform.

If you're an existing TargetRecruit client and have questions, please reach out directly to your account rep – we're here to help!

Not a current TargetRecruit user, but maybe you'd like to learn more?

# Contact us at sales@targetrecuit.com.