How to merge one database into another

There may be situations where you need to merge one Recruit Studio database with another. For instance, if you trial Recruit Studio on more than one PC and later want to consolidate your data into one database.

The process is that you will export companies, clients, candidates and vacancies from 'Database A' to an XML file and then import it to the files to 'Database B'.

Exporting company records

1. Go to 'Database A' and log in as Admin.
2. From the main menu choose 'All Companies'. The companies in the database will be displayed in Search & Mailings.
3. Single click on one of the companies.
4. On your keyboard hold down the Control key and press A to highlight all the records.
5. Go to the Export tab at the top of the screen.
6. Click the 'Save to file' icon – the icon shows a disk – and save the file somewhere convenient. Call it 'companies.xml' or something similar.
7. Close the screen.

Exporting client records

1. Go to 'Database A' and log in as Admin.
2. From the main menu choose 'Search & Mailings'.
3. Click the 'Clients' icon to start a search for clients.
4. In the new search window click 'Properties'.
5. Choose 'ContactID' from the pull down menu.
6. In the 'With value of' field type a percentage sign '%'.
7. Press Enter on your keyboard. The criteria will be added to the list.
8. Click 'Search'.
9. When the results appear single click on one of the clients.
10. On your keyboard hold down the Control key and press A to highlight all the records.
11. Go to the Export tab at the top of the screen.
12. Click the 'Save to file' icon – the icon shows a disk – and save the file somewhere convenient. Call it 'clients.xml' or something similar.
13. Close the screen.

Exporting candidate records

1. Go to 'Database A' and log in as Admin.
2. From the main menu choose 'Search & Mailings'.
3. Click the 'Candidates' icon to start a search for clients.
4. In the new search window click 'Properties'.
5. Choose 'ContactID' from the pull down menu.
6. In the 'With value of' field type a percentage sign '%'.
7. Press Enter on your keyboard. The criteria will be added to the list.
8. Click 'Search'.

14. When the results appear single click on one of the clients.
15. On your keyboard hold down the Control key and press A to highlight all the records.
16. Go to the Export tab at the top of the screen.
17. Click the 'Save to file' icon – the icon shows a disk – and save the file somewhere convenient. Call it 'candidates.xml' or something similar.
18. Close the screen.

Exporting vacancies

1. Go to 'Database A' and log in as Admin.
2. From the main menu choose 'Search & Mailings'.
3. Click the 'Vacancies' icon to start a search for clients.
4. In the new search window click 'Properties'.
5. Choose 'VacancyID' from the pull down menu.
6. In the 'With value of' field type a percentage sign '%'.
7. Press Enter on your keyboard. The criteria will be added to the list.
8. Click 'Search'.
9. When the results appear single click on one of the clients.
10. On your keyboard hold down the Control key and press A to highlight all the records.
11. Go to the Export tab at the top of the screen.
12. Click the 'Save to file' icon – the icon shows a disk – and save the file somewhere convenient. Call it 'vacancies.xml' or something similar.
13. Close the screen.

You now need to transfer the xml files to a memory stick or similar. Copy and paste them to somewhere convenient on the PC which will hold the data in future.

Make sure you also copy the CVs for the candidates. You need to go to:

C:\RecruitStudio\CVDatabase

C:\RecruitStudio\CVSummaries

C:\RecruitStudio\CandidateCVs

Ensure that the CVs are copied to the same locations in folders of the same name to the new PC where Database B is stored. Be careful not to overwrite the existing CVs in C:\RecruitStudio at Database B.

Importing the xml files

1. Go to 'Database B' and log into Recruit Studio as Admin.
2. From the Admin menu choose 'Import Data > Import RS file'
3. In the new window navigate to one of the xml files that you created and click 'Open'. The data will be imported.
4. Repeat this for each xml file that you have until all the data has been imported.
5. At the bottom of the Recruit Studio screen hover over 'Database' and see your new data totals.