# How to move a contact from one company to another in Maximizer Enterprise 2000

For our example, we'll look at how to move our contact 'Paul Traipser' from his current company 'Small Productions' to his new company 'Big Productions'. Remember, when you move someone, all their documents, notes and UDFs will be transferred with them.

Step 1 – Find the new target company
Perform a **Replace List** search to bring the new (target) company into Maximizer's list window.
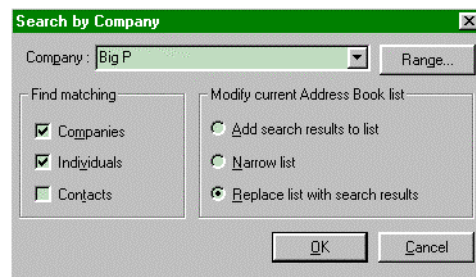

Step 2 – Find the contact
Follow this by an **Add to List** search on the last name of the person concerned.

Step 3 – Confirm your selection
If your list now contains more than one company, or more than one contact, select the two entries that you actually need. (Click on the grey box to the left of the name), go to the Edit menu, and click on **Make selected list current**.

Step 4 – Move the contact
Now, in the list (address book) window, drag the contact entry onto the company record. A dialogue box appears, where you choose **Move the source entry to the target entry**.
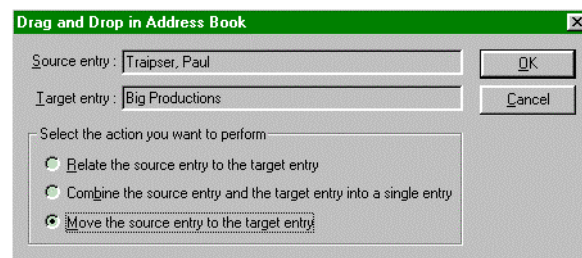
Step 5 – Process complete!
After you have clicked **OK**, a warning message will appear. This is to warn you that the person whose details you have just moved is now going to be deleted from their former company.