

# SCALIS



GETTING STARTED

# Subsidiaries & Clients

# Summary

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- 3. Adding a Subsidiary or Client to Jobs and Listings 06

× Create New Subsidiary or Client

 Company Logo (Optional)  
Upload a company logo (JPG, PNG, GIF up to 10MB)  
[Upload](#) 

Name  External ID (Optional)

Description (Optional)

**Entity Details**

Entity Type

Parent Entity (Optional)

Status  Client Type\*

[Cancel](#) [Create](#)



▲ Sourcing ...

<input type="checkbox"/>	Name	Rating	Current Job Title	Current Company	Match Score	Websites	Status	Most Recent
<input type="checkbox"/>	Jacob Jones	★ ★ ★ ☆ ☆	Copywriter	FarisBering	49%		Prospect 2w ago	Cosmetics
<input type="checkbox"/>	Jerome Bell	☆ ☆ ☆ ☆ ☆	UI Developer	Verify	93%	—	Invite Expired 1d ago	Wellness
<input type="checkbox"/>	Darlene Robertson	☆ ☆ ☆ ☆ ☆	UI Designer	Metaful	71%		Invited to Apply 1w ago	Logistics
<input type="checkbox"/>	Savannah Nguyen	★ ★ ★ ★ ★	Senior Software Engineer	Leannon and Sons	79%		Invited to Apply 1w ago	Logistics
<input type="checkbox"/>	Ralph Edwards	☆ ☆ ☆ ☆ ☆	DevOps Engineer	Advanta Inc.	69%		Invite Declined 5d ago	Chemicals

# Welcome to SCALIS!

## Getting Started with Subsidiaries & Clients

We're thrilled to have you on board! Follow this step-by-step guide to manage subsidiaries, clients, and business relationships, and make the most of the platform.

## STEP 1

# Activating Subsidiaries & Clients

Get started with Subsidiaries & Clients by activating this feature in your Company Settings.

1. Navigate to your [Company Settings](#) and click [Subsidiaries & Clients](#).
2. Click [Activate Subsidiaries & Clients Feature](#) button and then click [Confirm](#).
3. Success! You can now Create Subsidiaries or Clients.

The image illustrates the steps to activate the Subsidiaries & Clients feature in the SCALIS atsOS interface. It is divided into three sequential screenshots connected by downward arrows:

- Step 1:** The user is in the 'Company Settings' page. The left sidebar menu is open, and 'Subsidiaries & Clients' is highlighted. The main content area shows the 'General' settings for 'Company Bee', including fields for Company Name, Workspace URL, and Company Description.
- Step 2:** A notification box titled 'Subsidiaries & Clients Feature Not Activated' is displayed. It explains that the feature is currently disabled and lists benefits such as creating and managing subsidiaries, organizing hierarchical structures, and tracking client information. A blue button labeled 'Activate Subsidiaries & Clients Feature' is highlighted.
- Step 3:** A confirmation dialog box appears, asking 'Are you sure you want to activate the Subsidiaries & Clients feature?'. It states that this will enable the user to manage subsidiaries, clients, and business relationships. The 'Confirm' button is highlighted.

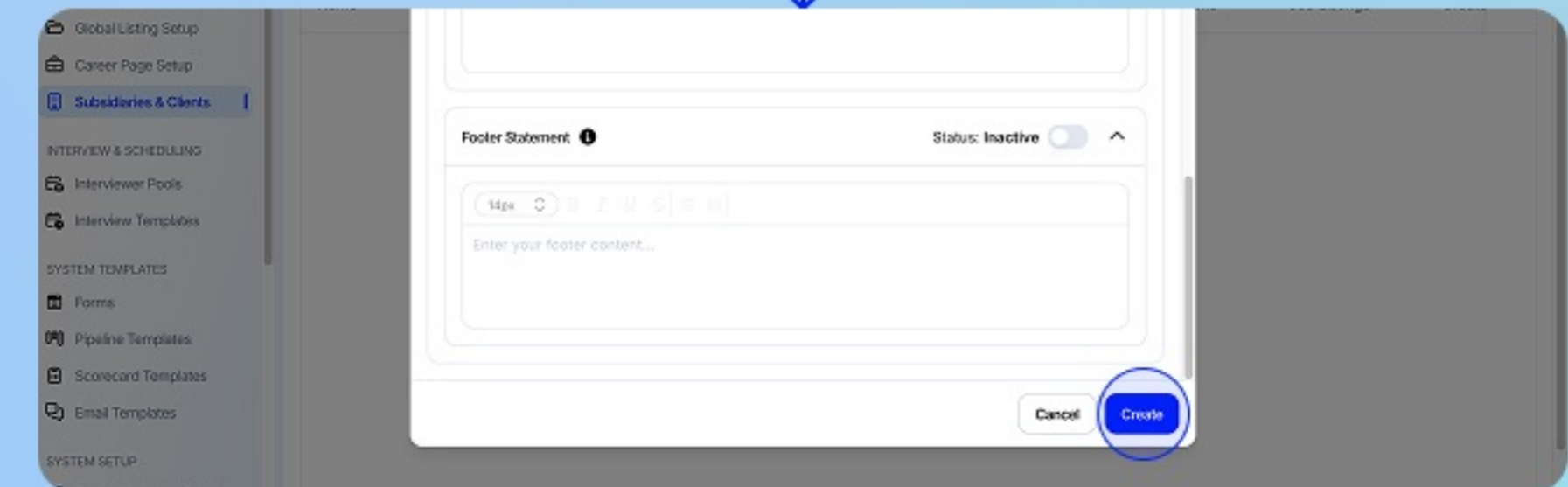
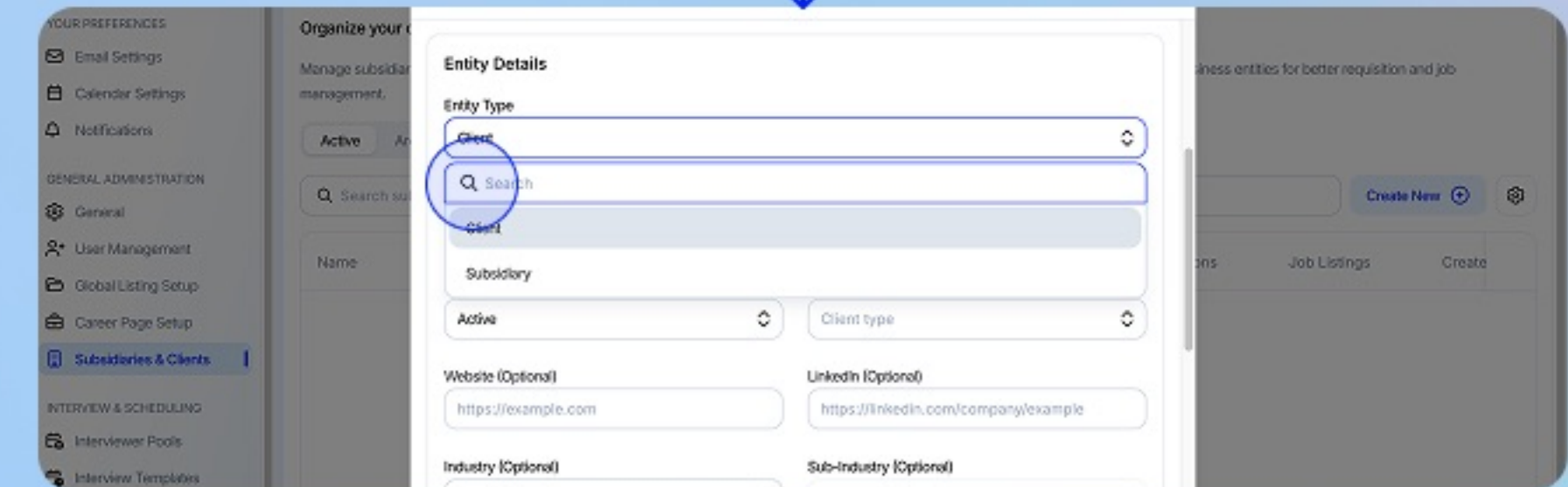
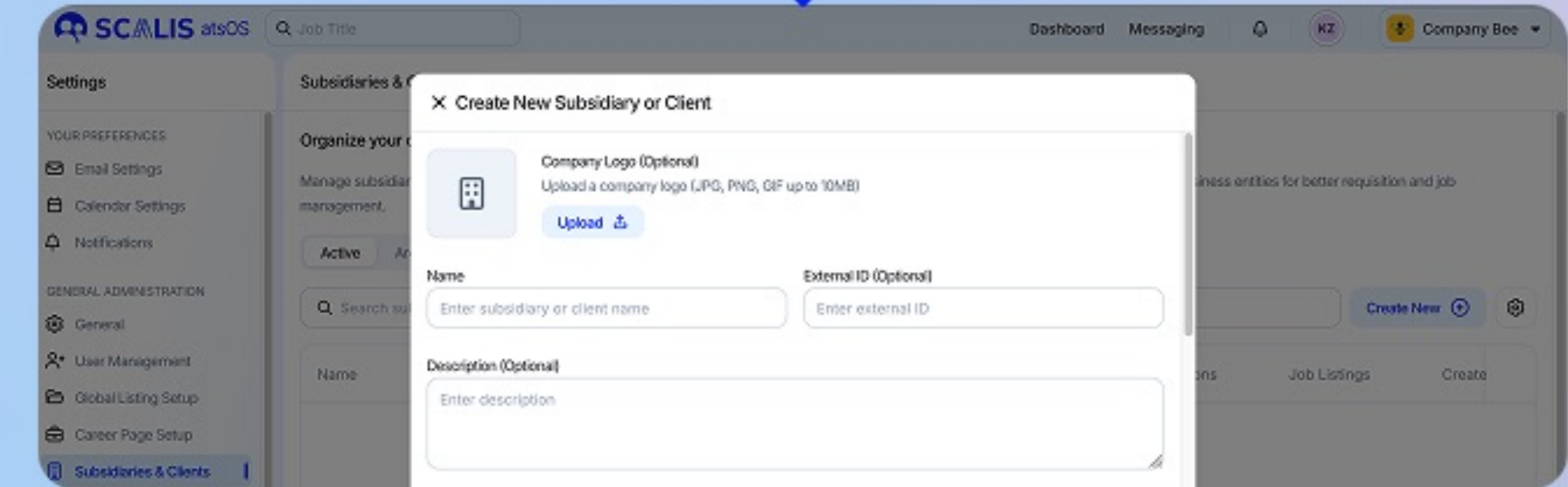
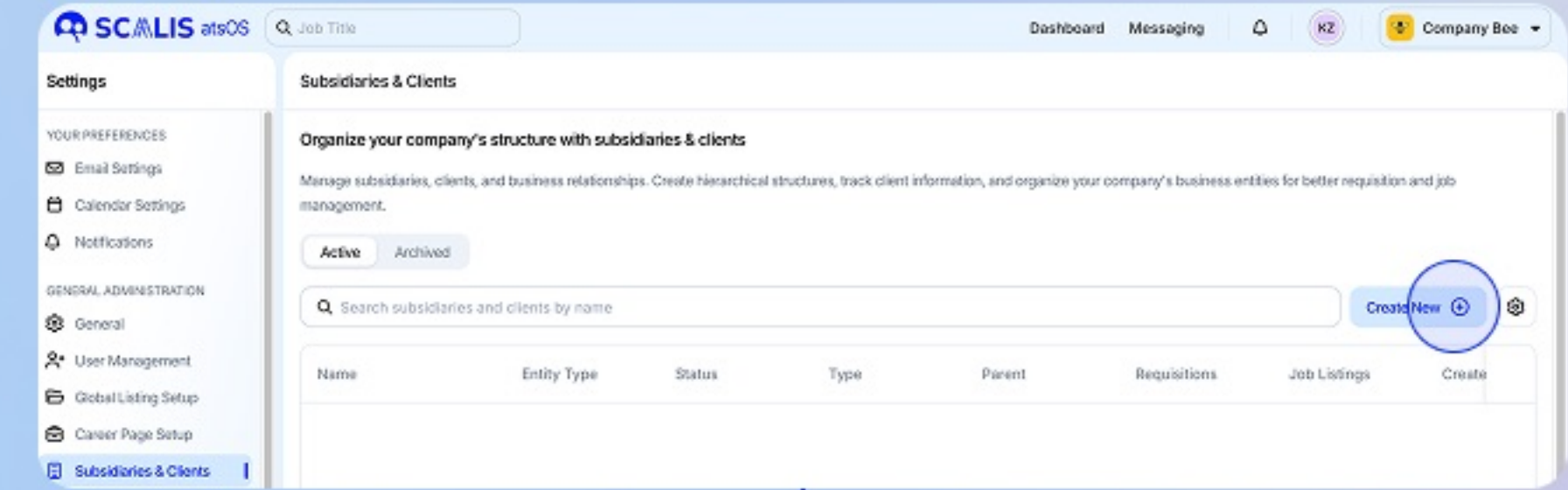


## STEP 2

# Creating a New Subsidiary or Client

Create and manage subsidiaries and clients, organize hierarchical business structures, track client information and relationships, and associate requisitions and job listings with entities.

1. Click **Create New**.
2. Add the entity Name and relevante entity details like Entity Type (Subsidiary or Client), Client Type, Website, Industry, etc...
3. Add About and Footer statements from the entity (this information will be shown on the job listing).
4. Click **Create**.

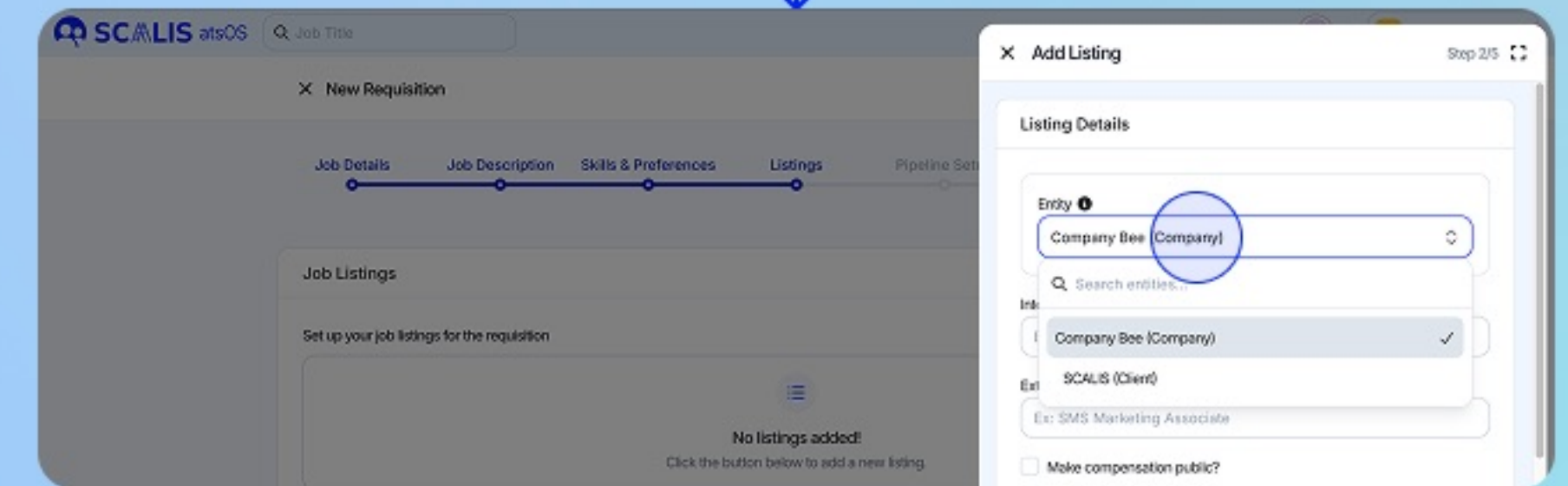
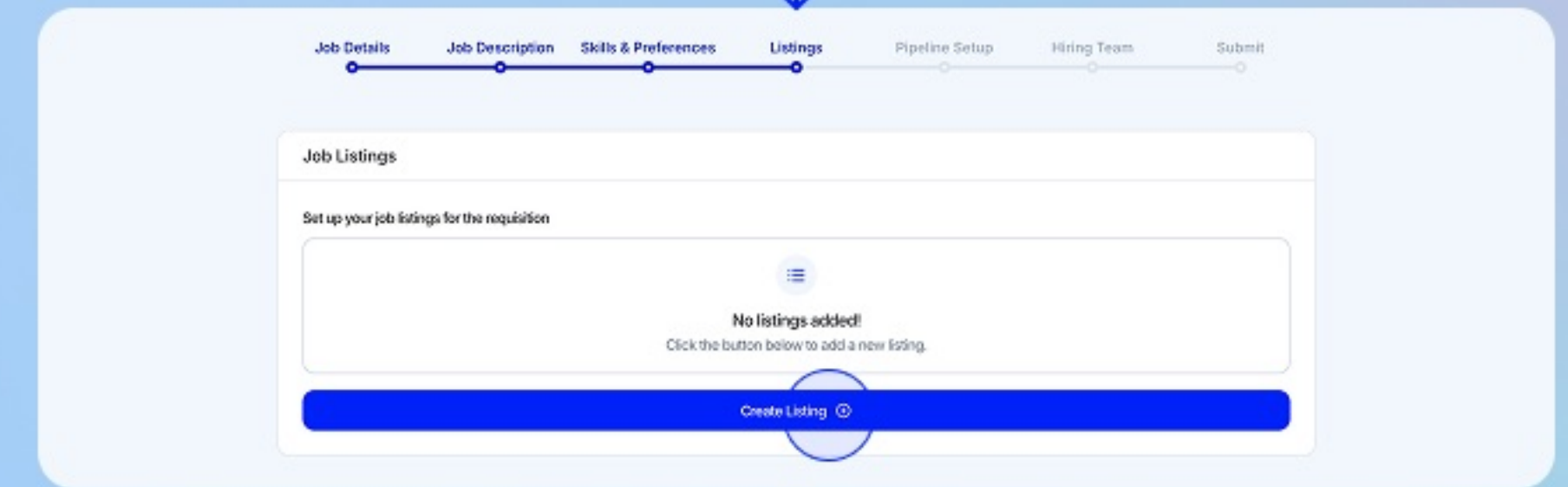
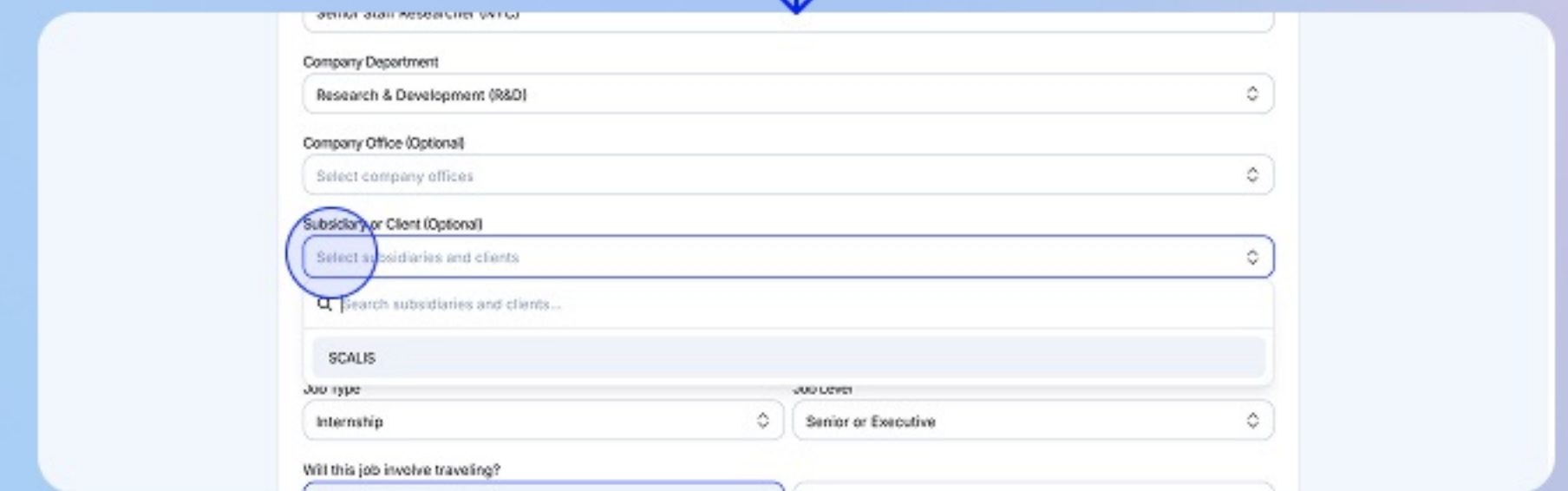
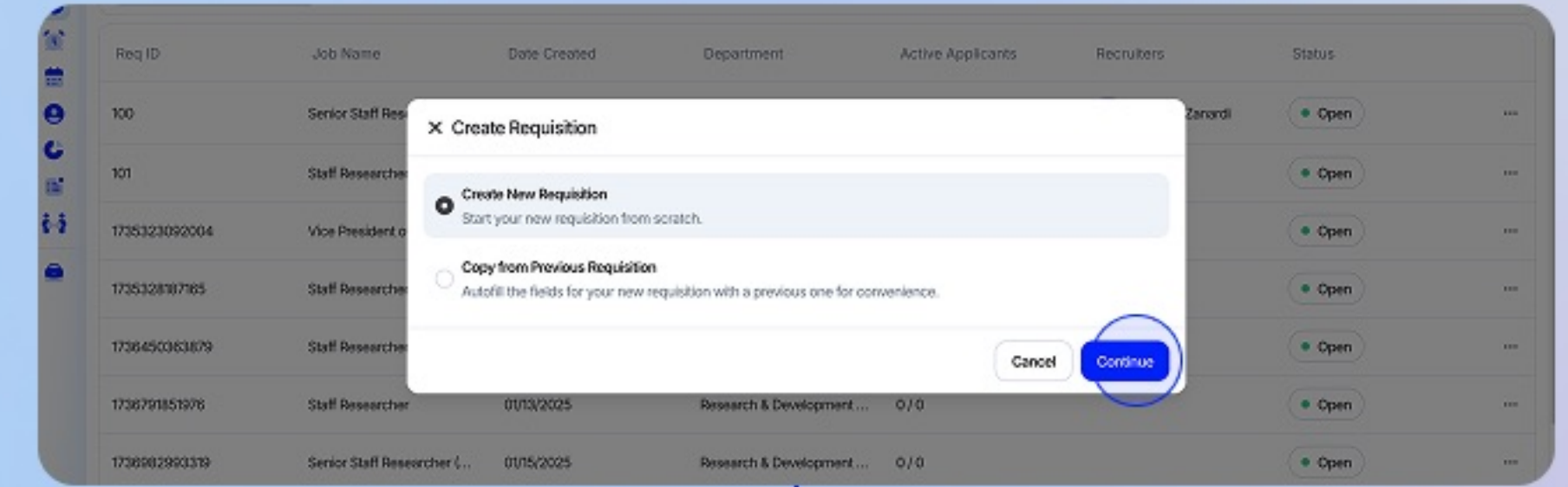


### STEP 3

# Adding a Subsidiary or Client to Jobs and Listings

Add subsidiaries or clients to your jobs and listings to organize your company structure, connect requisitions with the right entities, and keep client relationships and job data aligned.

1. Go to the Job Dashboard and **Create** a new requisition.
2. In the Requisition Details section, scroll down and choose the **Subsidiary or Client** you'd like to add to the job.
3. In the **Listings** step, click **Create Listing** and select an Entity.
4. Finish all the steps and **Publish** the Job and its listings.



## STEP 3

# Adding a Subsidiary or Client to Jobs and Listings

5. After publishing, the listing will include the Subsidiary or Client's Logo, Name, About and Footer Statements.



**Senior Staff Researcher**   
SCALIS • United States  
2 minutes ago



 Hybrid  Full Time  Senior or Executive

We're looking for a Creative Director to lead the vision, strategy, and execution of our brand's creative direction. This role blends strategy and artistry — shaping how our company communicates visually and emotionally across every touchpoint. As Creative Director, you'll...

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[Quick Apply](#)



**Creative Director**   
Company Bee • United States  
2 minutes ago



 Remote  Full Time  Entry Level

We're looking for a Senior Staff Researcher to lead high-impact research initiatives that shape product strategy and business decisions. In this role, you'll design and execute complex studies, mentor other researchers, and collaborate closely with cross-functional partners to...

[View Details](#)

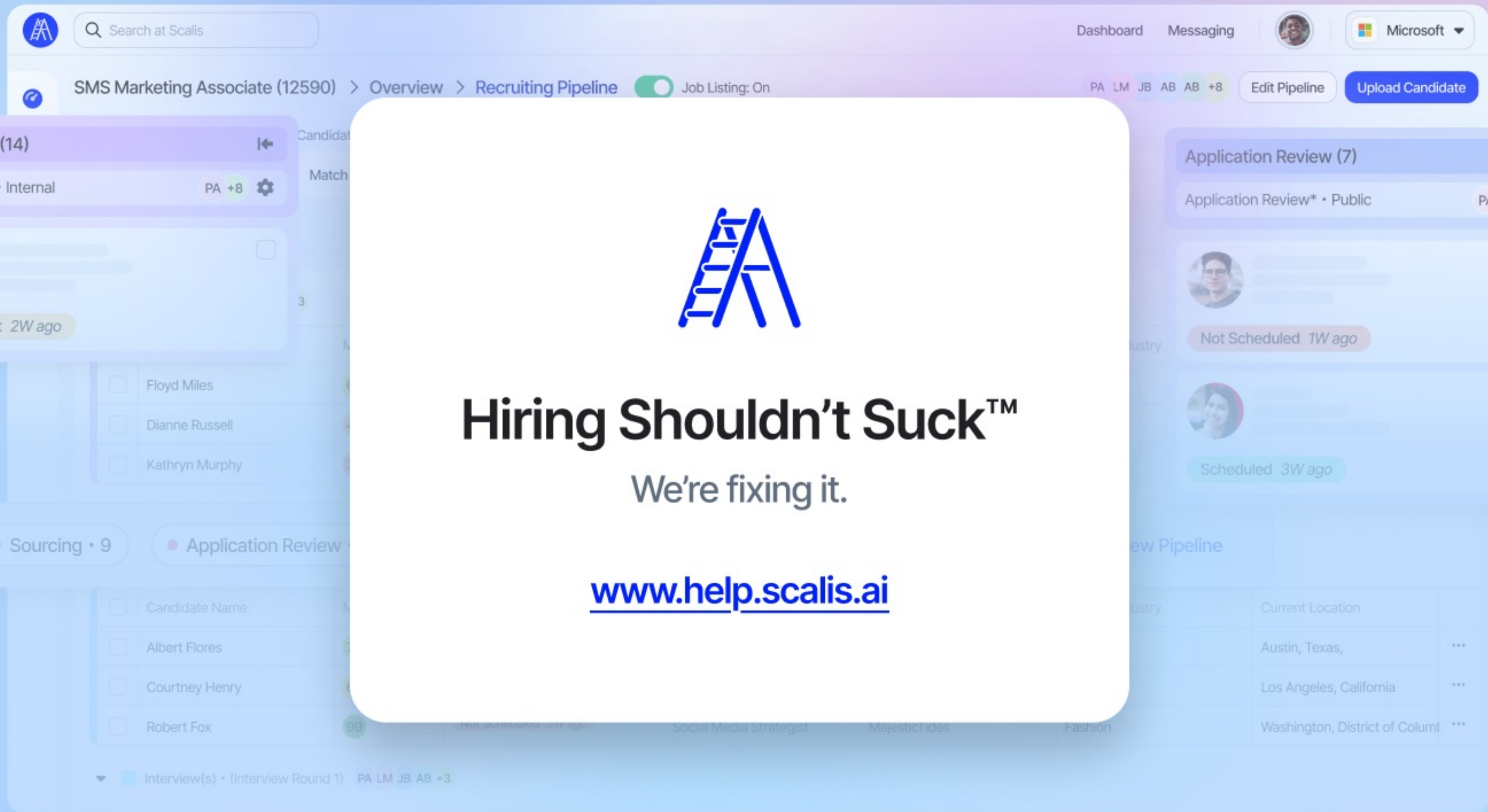
[Quick Apply](#)



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