Importing - Category

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Purpose:

The Category import is designed to add in Categories in bulk. This saves the user from having to manually add each.

Required Fields:

- New Categories: Name

- Existing Categories: ID and field(s) you are trying to update

Mapping Tips:

- You can find the IDs to update Categories with a "customers" type report. New Report > Customers and Leads > Just add the Category table. From that table pull in ID and Name.
- If you have Parent Categories those must be imported prior to assigning child Categories to the Parent.