

Importing - Contact

Last Modified on 03/29/2026 7:08 pm EDT

Importing - Contact

Purpose:

This import type allows users to add contacts into Order Time. You can also use the import to update existing Contact records.

Required Fields:

- New Contacts: Name (name of contact)
- Existing Contacts: ID and the field(s) you would like to update -- Follow the ID Method: [Video - Updating the Items List with Imports](#)

Mapping Tips:

- ID = ID from the Contacts List.