

Importing - Location

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Purpose:

This import type allows users to add additional Locations into Order Time. You can also use the import to update existing Location information.

Required Fields:

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

Mapping Tips:

- ID = Can be found on the Location List