

Importing - Service Item

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Importing - Service Items

Purpose:

To Add or update Service type Items. If updating existing Items you must use the ID Method

Required Fields:

- New Items: Name, Group, UOM (or UOM Set)
- Existing Lines: ID -- Follow the ID Method: [Video - Updating the Items List with Imports](#)

Mapping Tips:

- ID = Item ID from the Items list.
- If importing data for custom fields the custom fields HAVE to exist first: [Custom Fields & Calculated Fields](#)
- The ID Method Video teaches how to generate an import template