

Import / export

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On the Items screen, open **Tools** for Excel-oriented catalogue helpers (write access required to import).

- **Export** — download the catalogue for offline review or backup.
- **Import** — upload a spreadsheet to create or update items. Follow the dialog instructions and review any reported errors before relying on the result.

Prefer editing single items in the app for day-to-day corrections; use import for bulk catalogue maintenance.

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