Merging two items

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If an item has inadvertently been added twice, with slightly different descriptions, here is your safety line! Choose **Merge two items...** from the **Item** menu. Enter the item to keep and the item to be merged.

Merge items	
Merge two items into one- use with caution!	
Item to keep	
enter item name	
Item to merge- will be deleted	
enter item name	
Note: merging items will affect all historical records for the merged item. Only items that	Cancel OK
have been mistakenly double-entered should	

- **Important** if you merge two items that are, in fact, different, you will really mess things up. There is no un-do for this operation.
- Notes
 - merging items affects all historical records except for item names on finalised transactions, which will retain the original name for safety reasons.
 - items that either have a bill of materials or are used in a bill of materials cannot be used for the item to delete/merge. If you try to do so, you will be warned.

Previous: Building (Manufacturing) Items Next: [[items:ad_hoc_items|Ad hoc items

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