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.



- **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.

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