

Import Pickup Locations

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Local Pickup Plus provides import and export functionality to allow you to create or edit multiple locations at once. **Required:** Local Pickup Plus is a premium WooCommerce extension included with WordPress Ecommerce Hosting or as a standalone purchase. For best results, run a location export and make your changes to that file to avoid issues with the CSV format. Then, you can import that file by following the steps below: Go to **WooCommerce > Settings > Shipping > Pickup Locations**. Click **Import Pickup Locations**. Click **Choose File** and select the CSV file from your computer. Set the **Import Options** as needed: **Update Existing Records:** Check this setting to update locations if the ID matches an existing location. Uncheck to ignore any rows with an ID that matches an existing location. **Create New Pickup Locations:** Check this setting to create new locations if the ID doesn't match an existing location. Uncheck to ignore any rows with an ID that doesn't match an existing location. Choose the file delimiter from the **Fields Are Separated By** menu. Click **Import**.

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Online URL: <https://www.heartinternet.uk/support/article/import-pickup-locations.html>