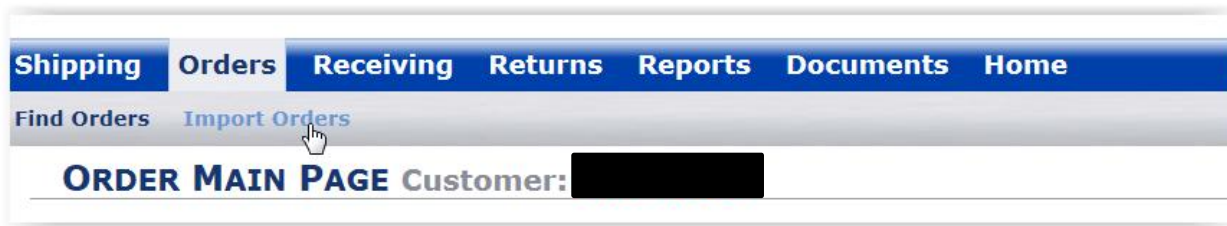# Import an Order

1. Select the order tab and then select 'Import Orders'
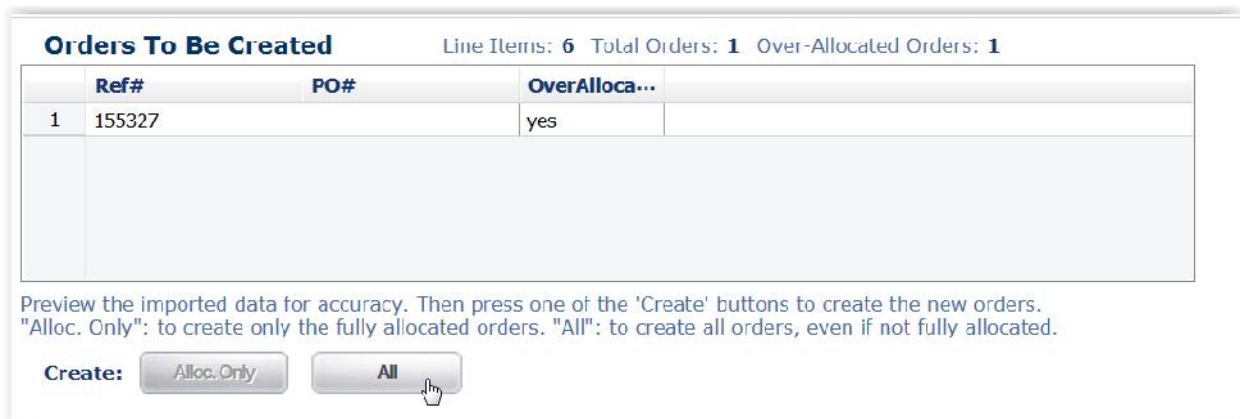

2. Browse to the file you wish to import.

IMPORTANT: this must be a txt tab delimited txt file that meets the specifications outlined in the file *"Online - Flex_Order_Import_Template.xlsx"*

3. Click open then import hit import

4. Review any import error messages (unlikely) then hit Create "ALL"

5. The order is now successfully entered into the system and available for warehouse staff to pick.