



FAQ – How Do I Add a Field to an Imported List?

Question: What is the easiest way to add a field to a list I just imported that did not originally have that field?

Answer: The Import module's keyline match functionality avoids duplicating existing files by checking fields such as names, address info, emails, and phone numbers of all the records in the list against what's existing in the Crimson database.

To add another field (e.g. a flag applied to all records in the list) to a file you have already imported, you can simply import the same spreadsheet again with the field added as a new column and add the desired field in **Step 3: Mapping**

**For more information on importing lists, please reference the Importing guides on the HelpDesk ([Importing Lists to Append Records](#), [Importing New Contributions](#) and [Importing New People Records](#)).