Package 2 or More Auction Items

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Create packages with two or more individually created silent or live items to decrease the overall number of items, create attractive and unique experiences, and create perceived higher value.

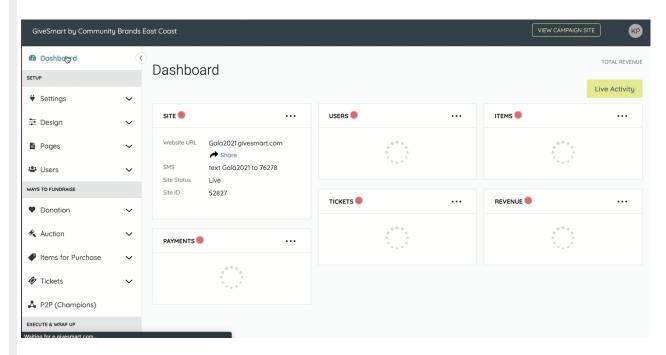
Watch a video

Create a package

Select two or more created silent or live items to create a package.

Note: Silent or live items with no bids existing can be packaged.

- 1. From the Items Container within the Dashboard, click the More button ("...").
- 2. Select Manage Items.
- 3. Select two or more items.
- 4. Click the +New Package button.
- 5. Complete the Package Details.
 - The child item descriptions automatically pull into the package details.
 - Donors' names automatically pull into the Display on Item package details.
 - The sum of selected child items values for FMV, starting Bid, and Bid Increment appear below the field. Use the sum values or set a new.
 - Select images from the included child items or add new ones.
- 6. Select Save.



Add additional items to a created package

- 1. Locate and click on the Package to open the Item Details.
- 2. Add or Remove Items from the Item Detail.
- 3. Click on the Add Existing Item.
- 4. Search by Item Number or Name.
- 5. Update the Package Details to reflect the added Item.
- 6. Select Save.

Remove an item from a package

- 1. Locate and click on the Package to open the Item Details.
- 2. Add or Remove Items from the Item Detail.
- 3. Click Remove to the right of the Item.
- 4. Confirm and click Yes to remove the item.

Note: Removed items return to their former state and remain hidden until updated. Adjust or repackage the individual Item.

Edit or delete a package

Packages appear in the All Items view in numeric order. Created packages can't be duplicated.

Edit a package

- 1. Locate and click on the Package to open the Item Details.
- 2. Edit either by:
 - o Clicking in the field within the Item Details. Click out to save.
 - From the Actions dropdown, select Edit.
 - The Item Form opens.
 - Make changes.
 - Click Save.

Delate a package

- 1. Locate and click on the Package to open the Item Details.
- 2. Add or Remove Items from the Item Detail.
- 3. Scroll to the bottom of the Item Form
- 4. Click Delete Package.

Add a donor to a packaged item

- 1. Locate the child Item.
- 2. Add the donor.
- 3. Update the package display on the Item field.

Tip: Do not add the donor to the package itself. It will reflect the donor as donating the entire package.