

# Edit Items

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Edit created items individually or in bulk from the Item Management page. Org, Campaign, and Campaign Assistant admins have full access to manage Items within a campaign.

## Watch a Video

### Edit from Item Details

Inline edit from the slide out of the item details when an item is selected.

1. From the Items Container within the Dashboard, click the More button ("...").
2. Select Manage Items.
3. Select an Item from the list, to open details on the right.
4. From the Item Details, click in the field to modify creating a blue edit box.
5. Once complete, click outside the field to autosave.

The screenshot shows the GiveSmart dashboard for the campaign 'Hope for a Cure'. The top right corner displays the total revenue as \$46,125.30. The dashboard is divided into several sections: SITE, USERS, ITEMS, PAYMENTS, TICKETS, and REVENUE. The SITE section shows the website URL (Gala2021.givesmart.com) and SMS text (text Gala2021 to 76278). The USERS section shows 17 checked in users and 159 total users. The ITEMS section shows 63 total items and 21 items with no activity. The PAYMENTS section shows \$18,075.45 and \$4,874.85. The TICKETS section shows 74 and 70. The REVENUE section is also visible. A sidebar menu on the left includes options like Settings, Design, Pages, Users, Donation, Auction, Items for Purchase, Tickets, and P2P (Champions). A 'Live Activity' button is located in the top right of the dashboard area.

### Edit from Actions Dropdown

The Actions dropdown, within the item details (shown above) or to the far right of an item (shown below) from the Items Management page, provides access to edit from the Item Form or make quick changes to the item visibility, status, and categories.

1. Click the Actions dropdown arrow from Item Details or the All Items List.
2. Select Edit, which opens the Item Form.
3. Add or edit the information.

4. Scroll to the bottom and click Save.

Items

Filter By  Search [Show Incomplete](#) Bulk Actions

<input type="checkbox"/>	#	NAME	TYPE	STARTING	CURRENT	FMV	INCREMENT	STATUS	VISIBILITY
<input type="checkbox"/>	1	RAFFLE DRAWING	Raffle	\$5	-	-	-	Open	Live
<input type="checkbox"/>	3	Tervis Mug	Instant	\$30	-	\$40	-	Open	Live
<input type="checkbox"/>	99	McCormick & Schmick's Dining	Silent	\$75	\$75	\$400	\$10	Open	Live
<input type="checkbox"/>	101	Lights Camera Napkin!	Silent	\$1,000	\$1,400	\$5,000	\$200	Open	Live
<input type="checkbox"/>	102	Date Night Night Out	Silent	\$1,560	No Bids	\$3,600	\$60	Open	Live
		Hamilton							
		Cooper's Hawk							
<input type="checkbox"/>	103	His and Hers Watches	Silent	\$500	No Bids	\$1,000	\$75	Open	Live
<input type="checkbox"/>	104	Date Night	Silent	\$2,000	No Bids	\$3,900	\$100	Open	Live

## Edit Multiple Items

Edit status, visibility, categories, or surcharges for a bulk collection of items. Use the Filter By field to narrow the collection.

**Note:** A collection of items can be created by checking the box to the far left of several created items.

1. Click the dropdown arrow in Filter By.
2. Select filters and close.
3. Check the far left box in the header row above the filtered items.
4. Click Bulk Actions Dropdown.
5. Choose the action.
6. Confirm.
7. Click Save.

Dashboard

SETUP

- Settings
- Design
- Pages
- Users
- WAYS TO FUNDRAISE
- Donation
- Auction
- Items for Purchase
- Tickets
- P2P (Champions)
- Help

## Items

Close

Filter By

Show Incomplete

Bulk Actions

+ New Package

+ New Item

...

<input type="checkbox"/>	#	NAME	TYPE	STARTING	CURRENT	FMV	INCREMENT	STATUS	ITEMS PAGE VISIBILITY
<input type="checkbox"/>	1	Free Tuition for a Year	Raffle	\$100	-	-	-	Open	Hidden
<input type="checkbox"/>	3	Tervis Mug	Instant	\$30	-	\$40	-	Open	Hidden
<input type="checkbox"/>	55	Zero Dollar Raffle	Instant	\$0	-	\$0	-	Open	Hidden
<input type="checkbox"/>	99	Lights Camera Napkin!	Silent	\$1,000	\$1,000	\$5,000	\$200	Open	Hidden
<input type="checkbox"/>	100	52 Card Draw	Raffle	\$10	-	-	-	Open	Hidden
<input type="checkbox"/>	101	Individual Golfer	Instant	\$100	-	\$0	-	Open	Hidden
<input type="checkbox"/>	102	Date Night Night Out	Silent	\$1,560	\$5,220	\$3,600	\$60	Open	Hidden