

Delete Items

Last Modified on 04/21/2022 8:40 pm EDT

Org, Campaign, and Campaign Assistant admins have access to delete items one by one or select a group of items to be deleted in bulk.

Watch a Video

Delete one by one

From the item form

Items with purchase activity can't be deleted. Silent auction items with activity can be deleted with a two-step authentication process to confirm you want to delete this auction item. Silent Items and all bid history are removed from the Bid History report. Users with bidding activity on the item do not receive texts.

1. Click **Filter By** and check Silent Item from **Type** or **Search by item Name** or **Number**.
2. Select the **Actions** dropdown arrow to the far right of the item.



3. Select **Edit**.
4. Scroll down and select **Delete Item**.


From bulk actions


Only items without purchase or bidding activity can be deleted when deleting from **Bulk Delete Items**.







Tip: To delete an item with activity, first delete the activity located at the bottom of the Item Details slideout.


Note: When bid activity is deleted, the user receives a text the bid was canceled.


1. Click **Filter By** and check Silent Item from **Type** or **Search by item Name** or **Number**.
2. Check the box to the left of the item you would like to delete.
3. **Bulk Actions**.







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"/>	110	 A Day at the Races fun	Silent	\$100	\$175	\$350	\$20	Open	Live 
<input checked="" type="checkbox"/>	112	 Apple Watch Electronics	Silent	\$100	\$175	\$500	\$25	Open	Live 
<input type="checkbox"/>	113	 Yeti Cooler Outdoors	Silent	\$50	\$100	\$0	\$10	Open	Live 

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"/>	110	 A Day at the Races fun	Silent	\$100	\$175	\$350	\$20	Open	Live 
<input checked="" type="checkbox"/>	112	 Apple Watch Electronics	Silent	\$100	\$175	\$500	\$25	Open	Live 
<input type="checkbox"/>	113	 Yeti Cooler Outdoors	Silent	\$50	\$100	\$0	\$10	Open	Live 

4. Select Bulk Delete Items.

Delete a group of items

Choose a collection of items from a filter or select items to delete. Only Items with no activity can be bulk deleted.

Tip: To delete an item with activity, first delete the activity located at the bottom of the Item Details slideout.

Note: When bid activity is deleted, the user receives a text the bid was canceled.

1. Choose an item or a collection of items.
2. Click **Bulk Actions**.
3. Select **Bulk Delete Items**.

Dashboard

SETUP

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

Help

Dashboard

Hope for a Cure
9/10/2021 6:00 pm

\$46,125.30

TOTAL REVENUE

Live Activity

SITE

Website URL: Gala2021.givesmart.com
[Share](#)

SMS: text Gala2021 to 76278

Site Status: Live

Site ID: 52827

Visit the [Design Center](#) to customize your home page.

USERS

17 CHECKED IN 159 TOTAL USERS

TYPE	CHECKED IN	TOTAL
Campaign Assistant	0	1
Campaign Admin	0	4
GiveSmart	0	45
Volunteer	0	1
Donor	17	108

► SETTINGS

ITEMS

65 TOTAL ITEMS 23 ITEMS - NO ACTIVITY

TYPE	TOTAL
Auction Items	34
Instant Items	11
Live Items	4
Donation Items	7
Vote Items	7
Raffle Tickets	2

► SETTINGS

PAYMENTS

\$18,075.45 \$4,874.85

TICKETS

71 70

REVENUE