

Duplicate an Item

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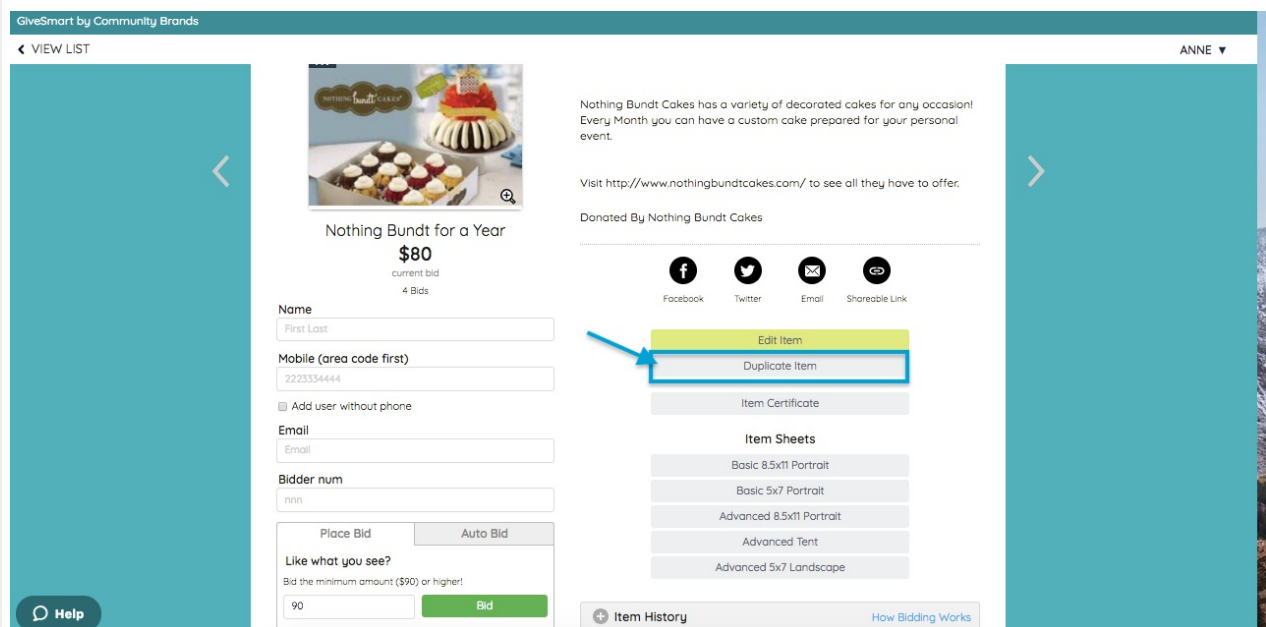
Create an exact replica of an existing item, without re-typing all of the item details.

Note: Created items, added to a package, cannot be duplicated.

Watch a Video

View Admin: Items

1. From the Items Container within the Dashboard, click the More button ("...").
2. Select Manage Items.
3. Search for the item to duplicate and select it.
4. Click Duplicate Item.
5. Confirm the Item Number to duplicate. Select Yes, Duplicate.
6. The Edit Item Page will open.
7. The duplicate item will default to the next available item number in sequential order.
8. Edit if needed.
9. To save the duplicated item, scroll to the bottom of the Edit Item and click Save.



The screenshot shows the GiveSmart Admin interface for an item titled "Nothing Bundt for a Year". The current bid is \$80, and there are 4 bids. The interface includes a form for editing item details such as Name, Mobile, Email, and Bidder num. On the right side, there are social media sharing options (Facebook, Twitter, Email, Shareable Link) and a list of item sheets (Basic 8.5x11 Portrait, Basic 5x7 Portrait, Advanced 8.5x11 Portrait, Advanced Tent, Advanced 5x7 Landscape). The "Duplicate Item" option is highlighted in a blue box, and a blue arrow points to it.

View Site: Items Page

1. Locate the item to duplicate.
2. Click the dropdown arrow from Items List.
3. Select Duplicate.
4. Confirm Item Number to duplicate.

5. Select Yes, Duplicate.
6. Once duplicated, Item will be within the all Items list.
7. Edit from Item detail.

GiveSmart by Community Brands East Coast VIEW CAMPAIGN SITE KP

Dashboard **\$46,125.30**
TOTAL REVENUE

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

SETUP

- Settings
- Design
- Pages
- Users

WAYS TO FUNDRAISE

- Donation
- Auction
- Items for Purchase
- Tickets
- P2P (Champions)

Help

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

63 TOTAL ITEMS 21 ITEMS - NO ACTIVITY

TYPE	TOTAL
Auction Items	34
Instant Items	11
Live Items	4
Donation Items	7
Vote Items	5
Raffle Tickets	2

▶ SETTINGS

PAYMENTS

\$18,075.45 \$4,874.85

TICKETS

74 20

REVENUE

Note: The Item Number is the only field not duplicated. A new item number is automatically assigned based on the next sequential number available.