Download Item Details

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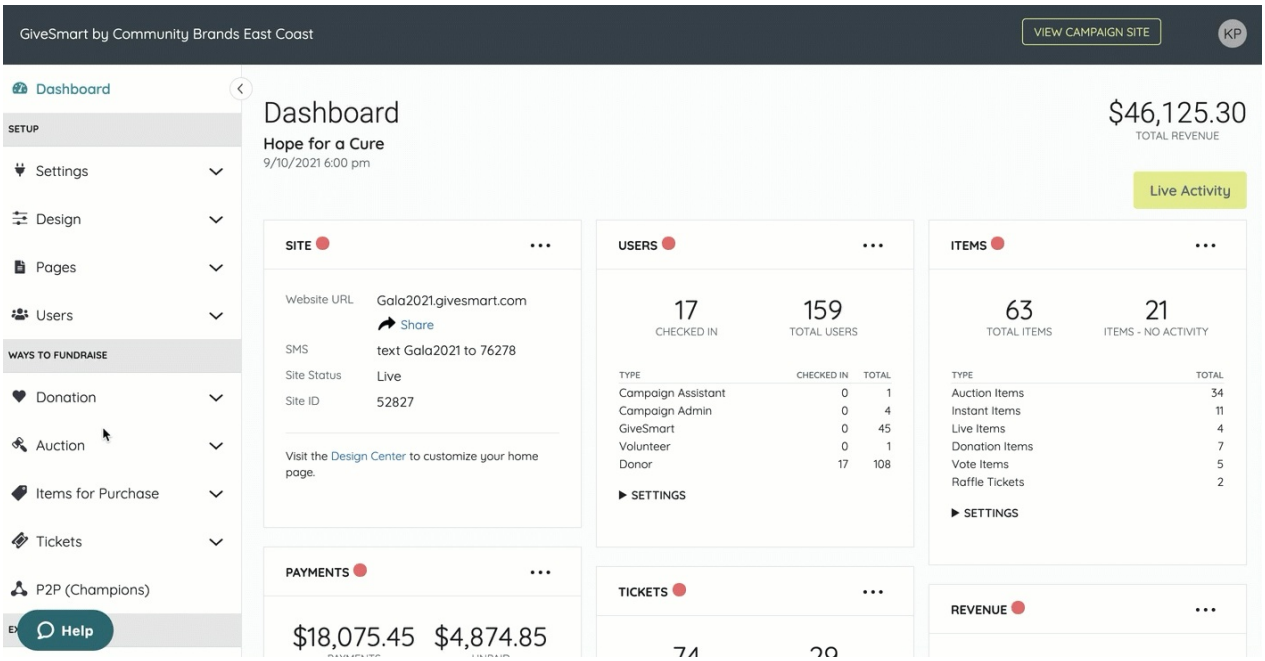
Download items details in a CSV report, which can assist in creating a printed program, pamphlet or booklet.

Watch a Video

Access Download Item Details

Note: Images and YouTube videos are not included in the download.

1. From the Items Container within the Dashboard, click the More button ("···").
2. Select Manage Items.
3. Click the More button.
4. Select Download Items Details from the drop-down.
5. A CSV report downloads to the desktop.
6. Open the report and save as an Excel file to edit and save.



Note: Visit Reports to view, sort, or export Top Items, Inventory, Donated By and Watched Items reports.