

# 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.

The screenshot shows the GiveSmart dashboard for a campaign named "Hope for a Cure". The dashboard includes a navigation sidebar on the left with sections for "SETUP" (Settings, Design, Pages, Users) and "WAYS TO FUNDRAISE" (Donation, Auction, Items for Purchase, Tickets, P2P). The main content area displays several key metrics:

- Website URL:** Gala2021.givesmart.com
- SMS:** text Gala2021 to 76278
- Site Status:** Live
- Site ID:** 52827
- Users:** 17 Checked In, 159 Total Users
- Items:** 63 Total Items, 21 Items - No Activity
- Payments:** \$18,075.45 (Total), \$4,874.85 (Current)
- Tickets:** 74 (Total), 20 (Current)
- Revenue:** \$46,125.30 (Total Revenue)

The dashboard also features a "Live Activity" button and a "Settings" link for each metric card.

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

