

Items Page Filters

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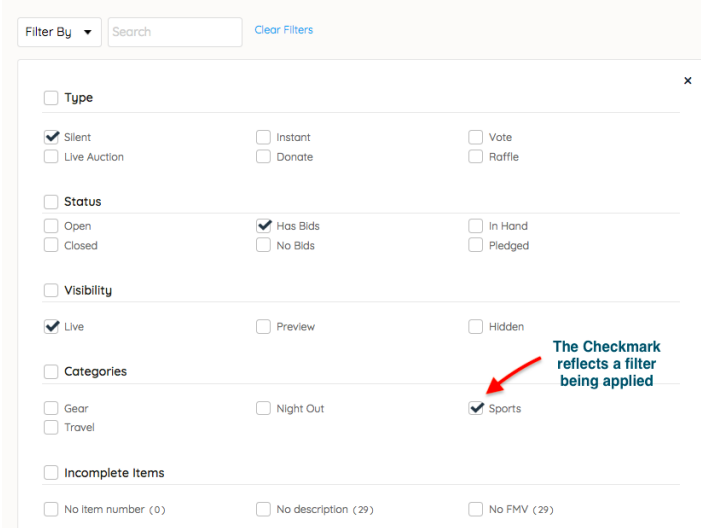
Watch a Video

Access Item Filters

1. From the Items Container within the Dashboard, click the More button ("...").
2. Select Manage Items.

Filter Items

1. Click the Filter By dropdown.
2. Select the filters.
 - The checkmark next to the filter indicates it has been selected.
3. Click the X on the filter panel to view the results.



The screenshot shows a 'Filter By' dropdown menu with a search box and a 'Clear Filters' button. Below this is a filter panel with a close button (X) in the top right corner. The panel is organized into several sections, each with a header and a list of filter options:

- Type**
 - Silent
 - Live Auction
 - Instant
 - Donate
 - Vote
 - Raffle
- Status**
 - Open
 - Closed
 - Has Bids
 - No Bids
 - In Hand
 - Pledged
- Visibility**
 - Live
 - Preview
 - Hidden
- Categories**
 - Gear
 - Travel
 - Night Out
 - Sports
- Incomplete Items**
 - No Item number (0)
 - No description (29)
 - No FMV (29)

A red arrow points to the checked 'Sports' checkbox, with a text box next to it stating: "The Checkmark reflects a filter being applied".

Filters Selected

Each selected filter displays above the item panel. When multiple filters are selected, items in any of the selected filters display.

Filters Selected

Your Filters: **Silent** ✕ **Has Bids** ✕

<input type="checkbox"/>	#	NAME	PROCUREMENT	STATUS	VISIBILITY	ACTIONS
<input type="checkbox"/>	101	Chicago Cubs Tix Silent	Pledged	Closed	Show	▼
<input type="checkbox"/>	102	SummerFest 2018 Tix Silent	In Hand	Closed	Show	▼

Deselect a Filter

Click the X next to the filter. Items will automatically update.

Your Filters: **Silent** ✕ **Has Bids** ✕

<input type="checkbox"/>	#	NAME	PROCUREMENT	STATUS	VISIBILITY	ACTIONS
<input type="checkbox"/>	101	Chicago Cubs Tix Silent	Pledged	Closed	Show	▼
<input type="checkbox"/>	102	SummerFest 2018 Tix Silent	In Hand	Closed	Show	▼

Clear all Filters

Select Clear Filters located next to the search box.

Items

Filter By ▼ Search [Clear Filters](#)

Your Filters: **Silent** ✕ **Live** ✕ **Instant** ✕ **Donate** ✕ **Vote** ✕ **Raffle** ✕