

Items Reports

Last Modified on 04/26/2022 11:23 am EDT

Item reports are available to track and manage fundraising activity related to the offered items.

Watch a video

Locate

1. From the **Admin Navigation**, select **Reports > Overview**.

Inventory

Track the sold and paid status for all items.

Summary section

Pie chart graph of the total number of items sold, pending or unsold by item type.

Details report

Breakdown of the items by Item number, type, and name. Also, it shows which items sold, remain pending, are unsold, and the total number created. Copy, print, or export the content.

REPORTS

- Revenue
 - Auction Items
 - Donations
 - Instant Items
 - Raffles
 - Live Items
 - Tickets
 - Transaction Fees
 - Vote Items
- Outstanding Balances
 - Pending
 - Unpaid
- Payments Received
 - Cash
 - Check
 - Credit
 - Other
- Top Items
 - By Bids
 - By Bidders
 - By % of FMV
 - By Price
- Top Donors
 - By Bids
 - By Revenue
- Registered Users
 - GiveSmart
 - Campaign Admins
 - Campaign Assistants

[Help](#)

Item Inventory

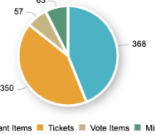
An Overview of the Sold and Paid Status of Items

Pre-Event Event Post Event All

to 4/22/2020 9:32 am

Summary

Inventory: 838



| Type | Sold - Paid | Sold - Unpaid | Pending | Unsold | Total |
|----------------|-------------|---------------|----------|------------|------------|
| Auction Items | 1 | 0 | 2 | 32 | 35 |
| Donations | 21 | 2 | 0 | 0 | 23 |
| Instant Items | 2 | 0 | 0 | 366 | 368 |
| Live Items | 0 | 0 | 1 | 4 | 5 |
| Raffle Tickets | 15 | 0 | 0 | 0 | 0 |
| Tickets | 8 | 2 | 0 | 340 | 350 |
| Vote Items | 57 | 0 | 0 | 0 | 57 |
| Total: | 104 | 4 | 3 | 742 | 838 |

Details

Show All entries Search: [] Copy CSV Excel PDF Print

| Item # | Type | Item Name | Sold - Paid | Sold - Unpaid | Pending | Unsold | Total |
|--------|---------------|----------------------|-------------|---------------|---------|--------|-------|
| | Donations | Donation | 6 | 1 | 0 | 0 | 7 |
| | Tickets | COUPLES TICKET | 3 | 1 | 0 | 96 | 100 |
| | Tickets | GENERAL ADMISSION | 3 | 0 | 0 | 197 | 200 |
| | Tickets | PLATINUM SPONSORSHIP | 0 | 1 | 0 | 9 | 10 |
| | Tickets | TABLE SPONSOR | 2 | 0 | 0 | 38 | 40 |
| 0 | Auction Items | Cooper's Hawk | 0 | 0 | 0 | 1 | 1 |
| 0 | Auction Items | Hamilton | 0 | 0 | 0 | 1 | 1 |

Donated By Report

Review Item Donor information added to the items.

Summary section

The breakdown shows item number, item name, FMV added, procurement state, display name, donor name, phone number, email, mailing address, contact name, and user type. Copy, print, or export the content.

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Outstanding Balances

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Top Items

- By Bids
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- By % of FMV
- By Price

Top Donors

- By Bids
- By Revenue

Registered Users

- GiveSmart
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- Campaign Assistants

[Help](#)

Pre-Event Event Post Event All

... to 4/22/2020 9:40 am

Donated By Report

An Overview of Item Donor Information

Summary

Show: All entries Search: Copy CSV Excel PDF Print

| Item # | Short Name | FMV | Procurement State | Display Name | Name | Phone Number | Email | Address | City | State/Province | Pos |
|--------|------------------------------|-----------|-------------------|----------------------|--------------------|--------------|----------------------|---------------------|------------|----------------|------|
| -1 | PLATINUM SPONSORSHIP | \$1500.00 | In Hand | | | | | | | | |
| -2 | TABLE SPONSOR | \$500.00 | In Hand | | | | | | | | |
| -3 | COUPLES TICKET | \$100.00 | In Hand | | | | | | | | |
| -4 | GENERAL ADMISSION | \$50.00 | In Hand | | | | | | | | |
| 132 | Charlotte Hornets | \$180.00 | In Hand | Hornett's Team | Hornett's | | joan@hornetts.com | | | | |
| | Hamilton | \$3500.00 | In Hand | Anne McGuire | | | | | | | |
| 109 | Kahler Spa Package | \$500.00 | In Hand | Kahler Spa | | | | | | | |
| 108 | Golf for a Day | \$0.00 | In Hand | The Smith Family | | | | | | | |
| 110 | A Day at the Races | \$350.00 | In Hand | | | | | | | | |
| 131 | Minnesota Vikings | \$800.00 | In Hand | Vikings Fans | | | | | | | |
| 106 | Apple Watch | \$500.00 | In Hand | Vanessa Wanais | | | | | | | |
| | Fly Package | \$500.00 | In Hand | Fly Indoor Skydiving | | | | | | | |
| 114 | 3 Flights | \$350.00 | In Hand | Anne McGuire | | | | | | | |
| 117 | Nothing Bundt Cake | \$150.00 | In Hand | Nothing Bundt Cake | Nothing Bundt Cake | | | 2098 Main Rd. | Mokena | IL | 6000 |
| | Cooper's Hawk | \$100.00 | In Hand | Cooper's Hawk | Cooper's Hawk | | beth@coopershawk.com | 901 State St. | New Lenox | IL | 6044 |
| 119 | Power to the Core | \$225.00 | In Hand | Sally Smith | Sally Smith | | sally@email.com | 10 Buttercup Street | Mokena | IL | 6060 |
| 120 | Family Road Trip Gift Basket | \$150.00 | In Hand | The Johnson Family | | | | | | | |
| 133 | Colorado Rockies | \$1500.00 | In Hand | The Udovich Family | Robert Udovich | | ror@email.com | 12345 Old St. | Plainfield | IL | 6049 |
| 200 | Principal for the Day | \$0.00 | In Hand | | | | | | | | |

Watched Items

Review users who "stared" or watched which items.

Summary report

The Breakdown shows the item number, item name, first and last name of the user who watched the item along with their mobile number and email. Copy, print, or export the content.

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Top Donors

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Registered Users

- GiveSmart
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Pre-Event Event Post Event All

... to 4/22/2020 9:41 am

Watched Items Report

An Overview of Watched Items

Summary

Show: All entries Search: Copy CSV Excel PDF Print

| Item # | Short Name | First Name | Last Name | Phone Number | Email |
|--------|-----------------------|------------|-------------|--------------|----------------------------------|
| | Fly Package | Anne | McGuire | +17083346177 | anne.mcguire@communitybrands.com |
| 99 | Lights Camera Napkin! | Jamie | Baumgartner | | |
| 99 | Lights Camera Napkin! | Anne | McGuire | +17083346177 | anne.mcguire@communitybrands.com |
| 102 | Date Night | Anne | McGuire | +17083346177 | anne.mcguire@communitybrands.com |
| 106 | Apple Watch | Anne | McGuire | +17083346177 | anne.mcguire@communitybrands.com |
| 108 | Golf for a Day | Jalyn | Baumgartner | +18009098765 | Jalyn.baumgartner@email.com |
| 111 | Round Trip for 2 | Anne | McGuire | +17083346177 | anne.mcguire@communitybrands.com |
| 113 | McCormick & Schmick's | Jalyn | Baumgartner | +18009098765 | Jalyn.baumgartner@email.com |

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