

## Item Detail Glossary (Key)

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### DONOR DETAIL GLOSSARY

Red = Required

Blue = Printed material

Purple = Conditional Data Field

# = Element can be Edited in Multiple Items at same time

### **General Advice about Item Data Entry - An Ounce of Prevention**

- *Take care from the start. Your entries control many pieces of the auction process. For example, the name you enter will appear everywhere from bid sheets to web site search results to sales screens. The description is in most of the printed material and on the web site as html.*
- *Test your entries to see if you are getting what you need before you enter 120 items and are surprised. How will it print? How does it look on the web site? How should I advise the other volunteers so I do not have to reedit all of their entries?*
- *Understand which entries are public and which are for you and your team.*

**# This item is / is not ready for print.**

Communication to the rest of the team that this Item should not be altered. Does not freeze Item or effect programing in anyway.

### **Select an Item Image**

If you want an image in the online catalog, you need to upload the image to the auction site server. You can type the pathway to the image on your hard drive, or just click the Browse button and navigate to the stored image.

- It will be uploaded when you click on Add.
- A range of file formats are acceptable: .gif - Graphical Interchange Format File, .jpeg/.jpg - JPEG Image File, .png - Portable Network Graphic.
- The images cannot exceed 500K in size and we recommend 50K as a courtesy to the viewer who needs to wait for the page to download. Be aware that images prepared for print will likely need to be reduced in size to be imported. The display dimensions (#of pixels X # of pixels) are flexible.
- Be aware that the items list in the online catalog reduces the images to thumbnails that expand on the detail page of that item.
- The only printed material that includes the images are the gift certificates.

### **# Donor**

Who donated the item? If you have the donor entered in the system already, you will be able to select their name from the pull-down list here. If not, you'll need to add them.

**Common Question: How do I create a single item with multiple donors?**

Answer: The simplest way, especially if the donors have not made other contributions, is to create a joint donor with the all the names separated by commas and enter it into the first name field (or the business name field if very long) and then create a one time donation.

The more complicated way is to create a faux item for each donor and then build a lot. This makes thank you letters easier to generate and donation values more accurate.

If it is a group producing a signup/easel item/event sometimes it is simpler to use a generic donor and then acknowledge the hosts/donors in the description.

### **Name (Required)**

The name of the item as you want it to appear everywhere.

The Gift Certificate will only accept a 60 character title and a 30 character title will not force the Gift Certificate form name onto two lines.

### **# Quantity**

The number you put here represents the number of times you plan to sell the item at your event. If you have 3 bottles of premium wine, and you plan to sell each of them separately, the Quantity would be 3. If you plan to sell the three bottles together, then the Quantity would be 1.

- Sign-up items, sellable items, paddle raises, and raffles all need to have accurate adequate quantities so volunteers do not get an error message telling them the item is sold out. - Multiple quantities will generate multiple bid sheets up to 10 copies and Quantity sets the number of lines on the sign-up sheet for that item.

### **# Category Can only be set to 1 or 0**

Categorizing your items allows your guests to browse the online catalog to find items that might interest them on event night.

- Users with Admin privileges can add or delete entries on the category list by clicking the Manage Categories link in the Admin tab or following provided instructions.

- The category designation is a public label, but does not change how any other programming operates.

- Category will not appear on the list on home page unless an item is in the category.

### **Status**

This allows you to track what's actually come in and is available for sale at the auction. Pre set options:

Pending, Complete, Partial, Lost, or Damaged

- Is not public, nor does it change how any other programming operates.

### **# Location**

Text field to track where donated item is currently located.

Is not public, nor does it change how any other programming operates.

## # Solicitor

Who brought in the Item? Will transfer over from Procurement Agent on the Donor Page.

## Closing Time

This is one of the ways you can set the closing time printed on a silent auction item's bid sheet, description sheet, and catalog description. But most of the time, you will want to set closing times for silent items by table - which you do from the Tables tab, not here.

So why is this control here? It's here for those rare occasions where you want to set a closing time for an item that is different than the closing time of any of your tables. Example: if you set up a Super Silent auction where the items are not displayed in groups, but rather each item on its own easel or stand, you could choose to set a closing time in the item description, and that time would print on the description sheet, bid sheet and catalog.

## **Setup item for 'closed' online bidding. (Only visible if Online Auction Type checked)**

Bidder in Online Auction will not show other bids. The Online Auction Admin will see all bids and award winner.

## **Back over on the right hand column**

## Item Type

This menu has the following possible values:

**Ad Sales** Use this type to track ad sales for your printed catalog. By default, Ad Sales items will initially get the next available Item Number starting at 1000.

*Note that entering the text of the ad in the New Item will only register the money received and make the sales data available to the reporting engine. It will not create the ad for your print catalog.*

**Bequest** Use this type to track cash donations that come in in lieu of donations, prior to the event. By default Bequest items will initially get the next available Item Number starting at 1000.

*- Do not use this for paddle raise pledges, or for "round-up or Cash Donation at Checkout" for event-night cash donations from your guests.*

**Live** Use this for items that will be sold during the Live Auction portion of the event. By default Live items will initially get Item Numbers starting at 1.

**Paddle Raise** Use this when describing the Direct Appeal/Paddle Raise/Special Appeal for auction night. You do not need to create a different Paddle Raise item for each bidding level. By default Paddle Raise items will initially get the next available Item Number starting at 1000.

**Raffle** Use this type for each of your raffle games, including the Golden Ticket, Heads-or-Tails, Door Prize raffles, etc. By default Raffle items will initially get the next available Item Number starting at 900.

**Sellable Item** Items with a fixed price usually sold many times with a quantity larger than one. By default Sellable Items will initially get the next available Item Number starting at 800.  
- Selection will cause the menu to change and allows choice of Regular Auction (T-shirts, drinks,etc.), [Online Auction, and/or POS \(Available for Point-of-Sale \(POS\)\)](#).

**Signup** Use this for Easel Parties (a.k.a. Pay-To-Play, Signup Parties, etc.) Same as "Buy-in." By default Signup items will initially get the next available Item Number starting at 900.  
- [Signup sheets with the appropriate Item number, Name, Price, correct number of signup slots, and/or the description can be generated by going to Reports > Printouts > click on the Sign up sheet selection.](#)  
- Selection will cause the menu to change and allows choice of Regular Auction (T-shirts, drinks,etc.) [and/or Online Auction](#) (Extra tab will make available during Online auction).

**Silent** Use this for items that will be sold during the Silent Auction portion of the event. By default Silent items will initially get the next available Item Number starting at 100. If you have a Super Silent auction, you should also use this type.  
- Selection will cause the menu to change and allows choice of Regular Auction (meaning during the event) [and/or Online Auction](#) (When Online section created).

### **Fair Market Value (Required)**

Also known as FMV. If an item has a retail price, this is the place for that. Otherwise, estimate a value based on similar items, or in the case of items like classroom crafts projects, on the cost of the components. The number you enter here is very important, for several reasons:

- \* It is the amount your donor will be allowed as a tax deduction for donating the item to your auction (note: tax deductibility can vary based on other factors; this is only a rule-of-thumb).
- \* It is used to calculate the tax deduction (if any) that your guest can claim by purchasing the item. Generally, any amount over the FMV that is paid by the guest is deductible by the guest.
- \* Your guests will use this to judge the value of the item, since it will print on the bid sheets, description sheets and catalog descriptions (but see the description of the List as Priceless control below.)
- \* It will be used to calculate the total value of all items donated to your auction (as seen in the Quick Stats box on the home page)

### **# Min bid and # Min Raise**

The values you enter here will be printed on your bid sheets, description sheets and catalog descriptions. If you leave these fields blank, the software will look up and assign a Minimum Bid and Minimum Raise. (See the table of [Default Min Bid and Min Raise Values](#).)

- [You can print each bid increment in the right hand column by going to Admin > Applications Settings > print\\_bid\\_increments and entering //True// in the blank space before clicking on Save.](#)

### **# Buy now price**

If you enter a value here, it will be printed on the bid sheet for the item as a Buy It Now price, allowing a guest to swoop in and end the bidding for an item by committing to a fixed price for that

item.

- Generally, most auction teams will set Buy It Now prices at 150-200% of the FMV of the item.
- The Buy Now price is printed at the bottom and the incremental bids - if you choose to not leave them blank - will stop at the one that is less than the Buy Now price.

*If you leave this field blank, the software will not print a Buy It Now line or price on the bid sheet for that item.*

### **# List as priceless**

Sometimes, you don't want to show your guests the FMV of an item; this is especially true for kid's artwork, classroom projects and other items with a high sentimental value. Checking this box tells the system to replace the FMV on the bid sheet, description sheet and catalog description with the word Priceless!. The "true" FMV is still used in the tax calculations and total value of your received donations.

***In the online catalog, the \$\$/number your customers will see in the colored box to the right of each item will be set by the Default setting in Admin > Live Auction > General > "Price Displayed in public Catalog" which will be set to "None" when your site is created. Each Item will be set by the Default unless you distinguish a specific Item by choosing Fair Market Value, Buy Now, Priceless, or None (if the default is something else). You will see all numbers when you are logged in.***

### **Jumping down to the Series of Tabs at the Bottom of the Page**

#### **Description Tab**

Rich html box will appear for Description. Fonts and format apply ONLY to the web catalog. Text only will appear on the formatted description sheets, on the auction web site and in the draft catalog generated in Word. Take the time to get it right the first time.

**# Description Complete?** A checkbox to communicate to others and to track when description complete.

#### **Restrictions Tab**

Rich html box will appear for Restrictions.

Use this to define limitations, e.g., time windows for travel/vacation homes, age limits on alcohol purchases, or to include details needed to take advantage of the purchased donation.

- **Text will appear on the formatted description sheets, on the web site, on Gift Certificates, and the draft catalog generated in Word.**

#### **Internal Notes Tab**

Will only appear to those who are logged in to web site or your team and volunteers.

#### **# Gift Certificate Tab**

## **I need to generate a gift certificate for this item**

Edit box will open to enter all of the instructions the buyer of this item will need in order to redeem this certificate.

This may include contact person, address, email, phone or similar. (Restrictions will also print to Gift Certificate.)

## **Taxes Tab**

**This item is taxable: (Will not appear if taxes not set up in Admin > Taxes.)**

Checking this box will cause a tax to be calculated if a tax rate has been established. (See Setting Tax Rate.) When you check the Taxable box, the choice of the taxes you have created will appear in a drop down for you to choose. You can choose more than one by holding down Control as you click on the individual taxes.

## **Options Tab**

### **# Display Item in Public Catalog**

Checked by default, uncheck this box if you do not want the item to appear to web site visitors who do not have a login.

- Make sure you have signed out and cleared your cache before deciding the feature in not working.

### **# Highlight item in catalog**

When checked, the item will move to the top of the Catalog page but in chronological order with other "Highlight" items.

### **Offer item for sale on checkin screen**

When checked you can sell it in quantity at check-in.

- Every sale and explanation slows check-in but sometimes raffle and drink tickets get the guests spending money right from the start and make for a great evening.

### **Sell to guests during online registration:**

Clicking on this box will make this item appear on a list of items that can be sold to someone buying tickets online. If check, a series of choices will be posed:

**"Where should this appear on the registration form?:"** Under Ticket List or Under Guest Information

**"Allow the user to purchase this item in quantity?"** A checked box will put a space to enter a number rather than a check in the generated purchase form.

**"Enter any special instructions you would like to show the guest on the registration receipt:"**

Text regarding how to pick up item or claim purchase.

### **Sell on the Donate Now page?**

Clicking on this box will make this item appear on a list of items that can be sold to someone buying tickets online. If check, a series of choices will be posed:

**"Allow the user to purchase this item in quantity?"** A checked box will put a space to enter a number rather than a check in the generated purchase form.