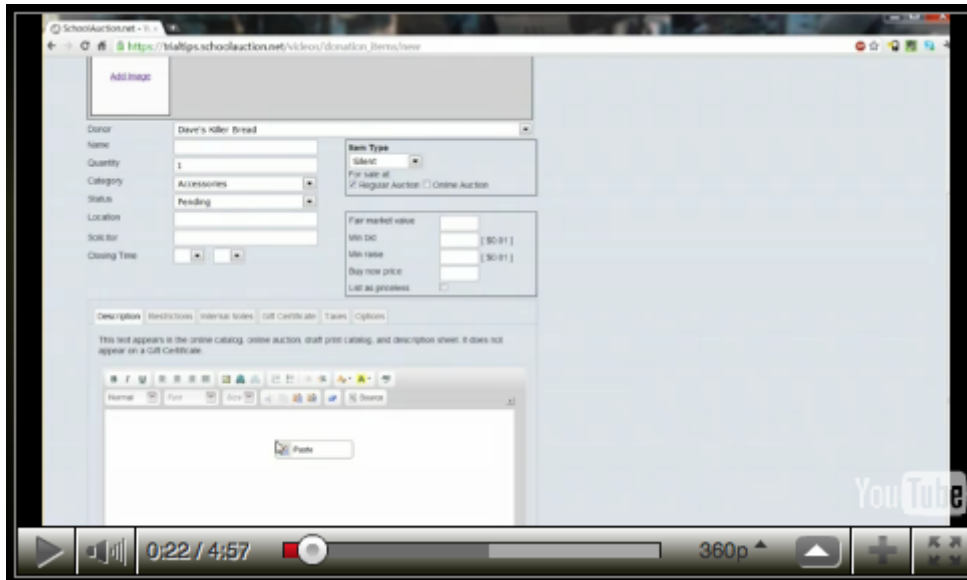


Adding items

Glossary of Item Data Form entries at [Glossary](#) .

VIDEOS: The Item Entry Screen



Signing on and Getting Started 2 Ways - [1] Donor Detail or Catalog

Donor Detail

3

Sample Donor
123 Main St.
Portland, OR 97204
Fred Honcho, Big Cheese
Contact Information

	Primary
Phone	(503) 715-1112
Fax	
Website	http://www.sampledor
Email	fred.honcho@sampledor
Instant Message	

[Edit donor](#)

Donated Items

Item	Description
Sample Silent Auction Item	Here's a sample
Sample Raffle Ticket Item	Use the Item Ty

[Add Item](#)

4

1. Login
2. Click on Donor tab.
3. Click on Donor name to Donor Detail
4. Click on **Add Item**

Or [2] Adding an Item through the Catalog

Auction Catalog [\(New Item\)](#) [New Lot](#)

Catalog Search

All Categories



All Types



[Show Advanced](#)

or [Reset Search](#)

1. Login
2. Click on Catalog tab.
3. Click **New item**

Entering the Data

New donation item

Item Images

Donor:

Name:

Quantity:

Category:

Status:

Location:

Solicitor:

Closing Time: :

Item Type:

For sale at:
 Regular Auction Online Auction

Fair market value:

Min bid: [\$0.01]

Min raise: [\$0.01]

Buy now price:

List as priceless:

Description Restrictions Internal Notes Gift Certificate Taxes Options

This text appears in the online catalog, online auction, draft print catalog, and description sheet. It does not appear on a Gift Certificate.

B I U

Format

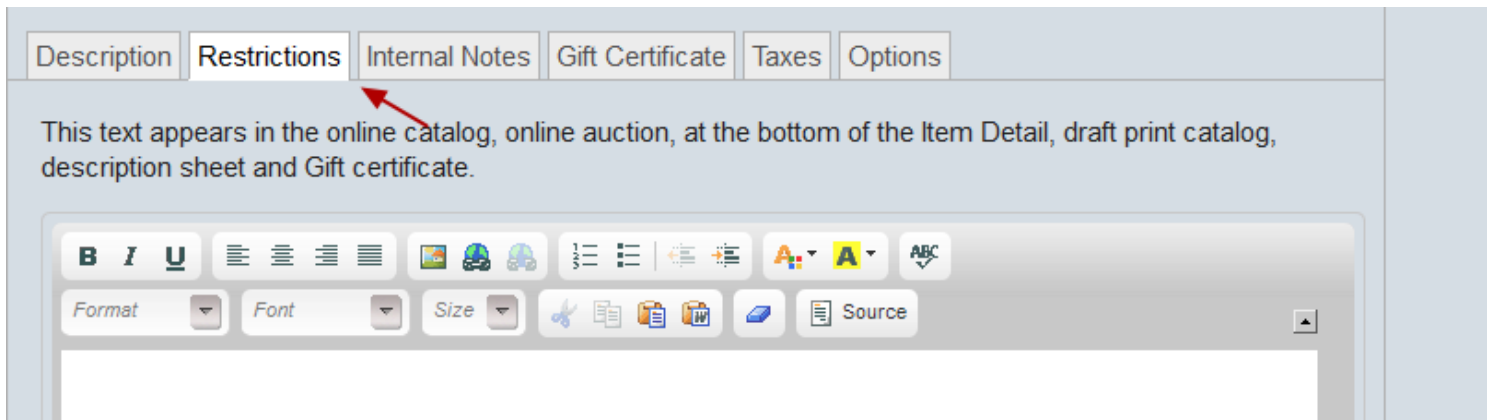
Only Required Fields

1. Name and FMV are the only required fields
although Donor and Item Type cannot be left blank and will default to top entry.
2. Detailed descriptions of terms used on page and their effect on printed product and

programming found in [Glossary](#).

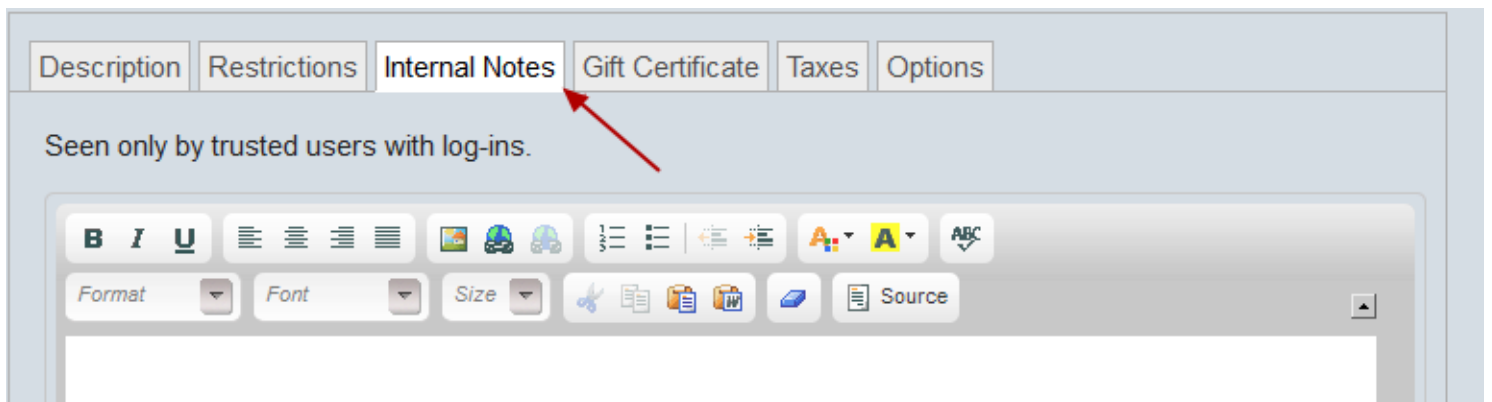
3. See below for explanation of tabs.

Restrictions text



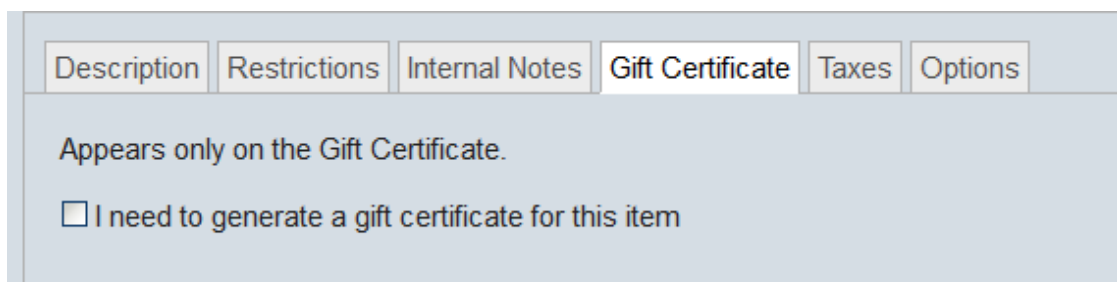
The screenshot shows a software interface with a tabbed menu at the top containing 'Description', 'Restrictions', 'Internal Notes', 'Gift Certificate', 'Taxes', and 'Options'. The 'Restrictions' tab is selected and highlighted with a red arrow. Below the tabs, a text area contains the following text: "This text appears in the online catalog, online auction, at the bottom of the Item Detail, draft print catalog, description sheet and Gift certificate." Below the text is a rich text editor toolbar with icons for bold, italic, underline, bulleted list, numbered list, link, unlink, text color, background color, and text background color. Below the toolbar are dropdown menus for 'Format', 'Font', and 'Size', followed by icons for undo, redo, copy, paste, and a 'Source' button.

Notes for your team to see about the Item



The screenshot shows the same software interface with the 'Internal Notes' tab selected and highlighted by a red arrow. Below the tabs, a text area contains the text: "Seen only by trusted users with log-ins." Below the text is the same rich text editor toolbar as shown in the previous screenshot.

Gift Certificate needed for this Item



The screenshot shows the software interface with the 'Gift Certificate' tab selected. Below the tabs, a text area contains the text: "Appears only on the Gift Certificate." Below this text is a checkbox with the label "I need to generate a gift certificate for this item".

Taxes that apply to this item

Description Restrictions Internal Notes Gift Certificate **Taxes** Options

Define the taxes that apply to this Item.

Taxes

Select the tax rates, if any, that apply to this item.

Municipal Tax

State Tax

Designate where the item should appear and where it can be sold

Description Restrictions Internal Notes Gift Certificate Taxes **Options**

Select where and how the Item is to be sold and/or its visibility and prominence in the public online catalog.

1 Display Item in Public Catalog

2 Highlight item at top of catalog

3 Offer item for sale on checkin screen

4 Sell to guests during online registration?

Where should this appear on the registration form?: Below Guest Information

Allow the user to purchase this item in quantity? Above Guest Information

Enter any special instructions you would like to show Below Guest Information

5 Sell on the Donate Now page?

Allow the user to purchase this item in quantity?

1. Should the Item be visible to the public?

2. Should the Item be one of the Highlighted Items in the online Catalog?

3. Are you selling it at check in?

4. Are you selling it during Online Ticket sales?

- Should it be offered for sale above or below the individual guest information form ?
- Do you want to sell it in quantity?
- When the buyer gets their confirmation page, is there special instructions or text you want to convey?

5. Do you want to sell it at the top of the Donate Now page?
 - - Do you want to sell it in quantity?