

## Organizing Items

Changing Item numbers will change them throughout the entire system, bid sheets etc. Although you can alter individual numbers through the item Detail screen, it is much easier to change them under the Table tab in the context of your other items.

### Getting on the Tables page

## Additional Confirmation Required

The page you requested is extra sensitive and requires that you retype your password before you can access it.

Confirm Password >

1. Log on.
2. Click on **Tables** tab.
3. Type in password. Renumbering items should not be done by anyone haphazardly. For example, you do not want to change numbers after you have printed your bid sheets. If no activity occurs for five minutes on the Table page, the password will have to be reentered.

### Starting Table Settings

## Listing tables

Move items through Manage

Starting Item Number	Capacity	Table Name	Closing Time	# of Items	Actions
1	99	Live Items	09:00PM	3	<a href="#">Manage</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
100	100	Silent 100	07:00PM	3	<a href="#">Manage</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
200	100	Silent 200	07:30PM	0	<a href="#">Manage</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
800	100	Sellable Items	12:00AM	1	<a href="#">Manage</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
900	75	Signup Items	12:00AM	1	<a href="#">Manage</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
975	25	Raffle Items	12:00AM	0	<a href="#">Manage</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
1000	100	Ad Sales/Requests/Donations	12:00AM	2	<a href="#">Manage</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

[New table](#)

Create New Table

Set closing times through Edit

When items are entered, the Type sets a default number of the next available number on that Table.

<u>Item Type</u>	<u>Starting Item Number</u>
Live	1
Silent	100
Sellable	800
Signup	900

## Manage Items from inside a Table

### Managing Table 1 - Live Items

Capacity 99

**Drag and drop items to reorder the list**

- 1 - Sample Raffle Ticket Item
- 2 - Sample Silent Auction Item
- 3 - Live

Add to this table (at end)

Add...

Move item to end of another table

Move...

To table: 100

[Edit](#) | [Back](#)

1. Renumber the Items on the Table by Dropping and Dragging.
2. Search box using Item name or number to add to this table.
3. Search box using Item name or number to add to
4. another Table chosen from drop-down.

## Create a new Table or Edit a Table

### New table

Table Name

Starting item number

Capacity

Closing Time  :

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1. Table name: What will help your volunteers or yourself remember what is one the table.
2. Starting item number: The catalog number of the first item on this table. As items are added, this number is incremented by one.
3. Capacity: The maximum number of items on the table.

4. Closing Time: The default closing time for each item on the table. This value can be overridden for any individual item.
5. Click on **Create**.