



EVO-AUCTION USER GUIDE

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1.1 AUCTION DAY PROCESSES

This document will guide you through all the processes you would normally carry on the Saleday.

AUCTION DAY

When the Salebook sheets are completed on the rostrum and returned, you need to type the hammer price and the buyer paddle number in appropriate columns on the system.

To open an **Auction Day**:

1. Navigate to the **Auctions**, select an auction line and then choose **Auction Day** from the Ribbon.

The screenshot shows the Microsoft Dynamics NAV interface for the 'Auctions' table. The ribbon is set to 'ACTIONS', and the 'Auction Day' option is circled in red. The table below shows a list of auction lines with columns for No., Auction Name, Auction Date, and Auction Type. The row for 'AS010716' is highlighted in blue and also circled in red.

No.	Auction Name	Auction Date	Auction Type
AS050716	THE ATTIC SALE	05/07/2016	FINE ART
AS040716	SILVER, SILVER PLATE & METALW...	02/07/2016	FINE ART
AS010716	FILM AND ENTERTAINMENT	01/07/2016	HISTORY
AS290616	20TH CENTURY AND DECORATIV...	29/06/2016	FINE ART
AS280616	FINE ART	28/06/2016	CONTEMP
AS270616	COLLECTABLES	27/06/2016	HISTORY

The Auction Day window opens.

AUCTION DETAILS FASTTAB

Information in this FastTab are generated from the auction header.

LINES FASTTAB

This FastTab is used to input sale results such as **Hammer Prices** and **Successful Bidders**.

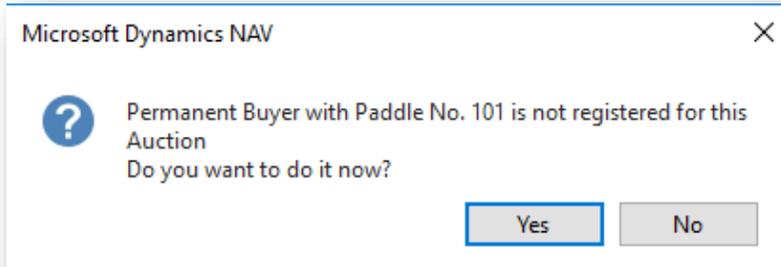
Lot No.	Hammer Price	Buyer Paddle No.	Buyer Search Name	Web Buyer	Short Description	Reserve Price	Wit... Lot	Ve ^
1	0.00			<input type="checkbox"/>	George III silver sugar v...	0.00	<input type="checkbox"/>	SO
2	0.00			<input type="checkbox"/>	William IV silver teapot...	0.00	<input type="checkbox"/>	SO
3	0.00			<input type="checkbox"/>	Fine quality pair of Ed...	0.00	<input type="checkbox"/>	SO
4	0.00			<input type="checkbox"/>	Unusual Victorian silve...	0.00	<input type="checkbox"/>	SO
5	0.00			<input type="checkbox"/>	William IV silver Argyle...	0.00	<input type="checkbox"/>	SO
6	0.00			<input type="checkbox"/>	Edwardian yellow meta...	0.00	<input type="checkbox"/>	SO
7	0.00			<input type="checkbox"/>	Victorian cabochon ga...	0.00	<input type="checkbox"/>	SO
8	0.00			<input type="checkbox"/>	Ruby and diamond thr...	0.00	<input type="checkbox"/>	SO
9	0.00			<input type="checkbox"/>	Edwardian Belle Epoqu...	0.00	<input type="checkbox"/>	SO
10	0.00			<input type="checkbox"/>	Fine large 19th century...	0.00	<input type="checkbox"/>	SO
11	0.00			<input type="checkbox"/>	SC0004861	0.00	<input type="checkbox"/>	SO

The **Hammer Price** field and the **Buyer Paddle No.** field are marked for quick entry, which means you can quickly navigate between them by using **Enter** key.

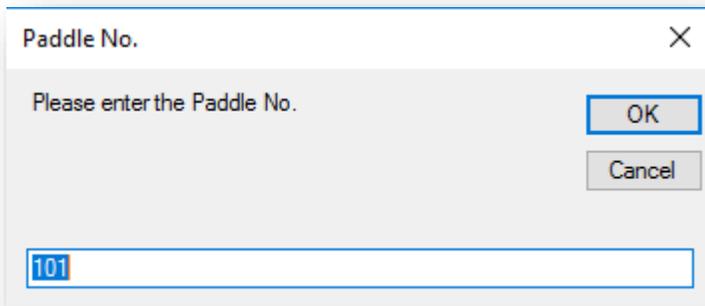
Hammer Price	Buyer Paddle No.
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	

NOTE

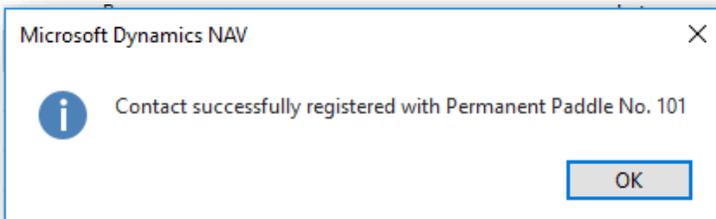
If you attempt to assign a lot to unregistered buyer, a message will appear. Select **Yes** to register the buyer for this auction.



In new window, confirm **Paddle No.** for the buyer.

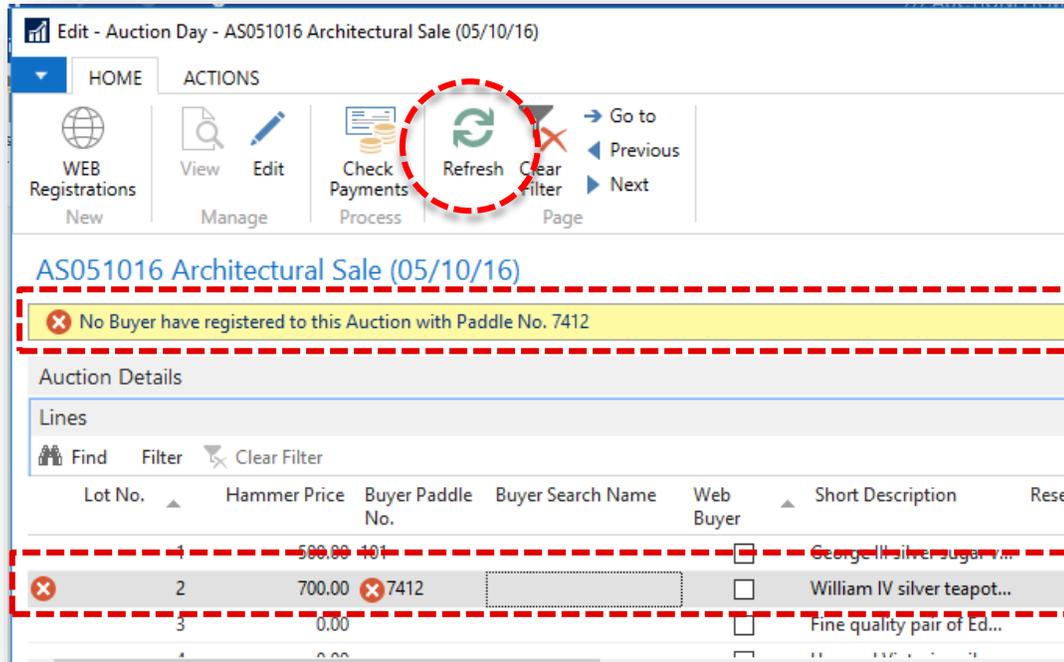


Confirmation message appears; select **OK** to close the window.



NOTE

If a buyer number does not exist, error message appears.



Check if you entered correct buyer number. Refresh the page to remove error message and continue.

NOTE

- Line highlighted in GREEN colour indicates removed buyer details from an invoice.
- Line highlighted in ORANGE colour indicates withdrawn lot.
- Line highlighted in RED colour indicates error on line/ sold below breakeven.
- Line highlighted in BLUE colour indicates article sold below reserve.

AUCTION RECONCILIATION FASTTAB

Normally you would use this FastTab after auction is complete to check for lines with errors, before you run buyers' or vendors' statements.

For more information go to the **Auction Reconciliation** help sheets.

Auction Reconciliation						
Lot No.	Lot Suffix	UniquelD	Buyer No.	Buyer Name	Hammer Price	Vendor Receive Price
		REC01420-5	C000004	Damian Fisher	500	500
2		REC01420-1			700	
3		REC01420-2	BC0004886	Monika Fakhoury	900	900
4		REC01420-3	BC0004882	Pauline Duncan	750	750
7		REC01420-7			1,550	

AUCTION ANOMALIES

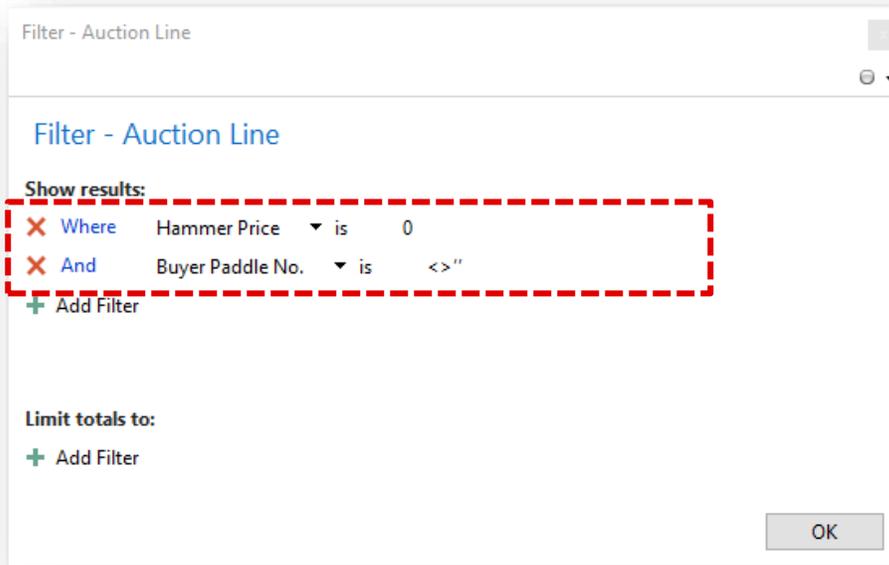
It is important to run a final check on the auction lines at the end of sale day to make sure there is no lots with hammer price and without buyer numbers, also no lots with paddle number and without hammer price. Use filters on the Lines FastTab to run the checks.

Lines						
Lot No.	Hammer Price	Buyer Paddle No.	Buyer Search Name	Web Buyer	Short Description	Reserve Price
1	500.00	101		<input type="checkbox"/>	George III silver sugar v...	500.00
2	700.00			<input type="checkbox"/>	William IV silver teapot...	600.00
3	900.00	4456		<input type="checkbox"/>	Fine quality pair of Ed...	800.00
4	750.00	2222		<input type="checkbox"/>	Unusual Victorian silve...	900.00
5	0.00			<input type="checkbox"/>	William IV silver Arqyle...	800.00

LINES WITH PADDLE NUMBER WITHOUT HAMMER PRICE

Use filter to check for lines with paddle number and without hammer price.

Filter	Value
Hammer Price	0
Buyer Paddle No.	<>"



The auction lines now reduce to show only items that did not sell and have assigned a paddle number.

Lot No.	Hammer Price	Buyer Paddle No.	Buyer Search Name	Web Buyer	Short Description	Reserve Price	Wi Lo
5	0.00	4456		<input type="checkbox"/>	William IV silver Argyle...	800.00	[
6	0.00	101		<input type="checkbox"/>	Edwardian yellow meta...	1,200.00	[

If any do show a paddle number, you will need to compare against the sale sheets to check whether the item is actually sold or whether this is an input error. Make amendments if required.

LINES WITH HAMMER PRICE WITHOUT PADDLE NUMBER

Use filter to check for lines with hammer price and without buyer paddle number.

Filter	Value
Hammer Price	>0
Buyer Paddle No.	" (two single quotes)

Filter - Auction Line

Filter - Auction Line

Show results:

- Where Hammer Price is >0
- And Buyer Paddle No. is ''

+ Add Filter

Limit totals to:

+ Add Filter

OK

The auction lines reduce to show only items that sold but have no paddle number assigned.

Lines (Filtered)

Find Filter Clear Filter

Lot No.	Hammer Price	Buyer Paddle No.	Buyer Search Name	Web Buyer	Short Description	Reserve Price	Win/Loss
2	700.00			<input type="checkbox"/>	William IV silver teapot...	600.00	
7	1,550.00			<input type="checkbox"/>	Victorian cabochon ga...	1,400.00	

If any do show a hammer price, you will need to compare against the sale sheets to check whether the item is actually sold or whether this is an input error. Make amendments if required.