



EVO-AUCTION USER GUIDE

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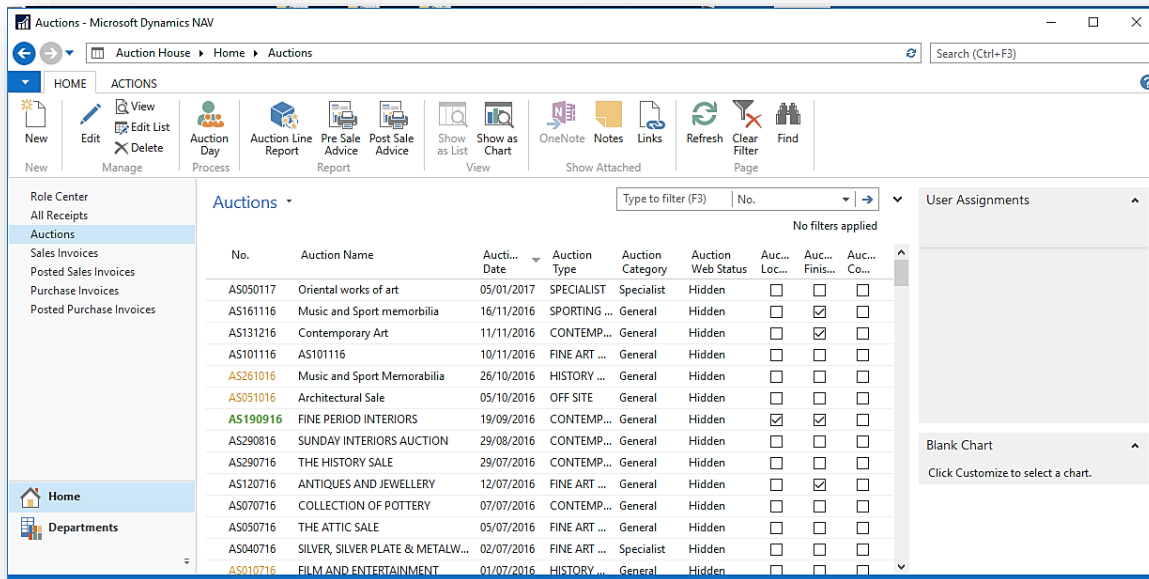
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1.1 AUCTION LINE REPORT

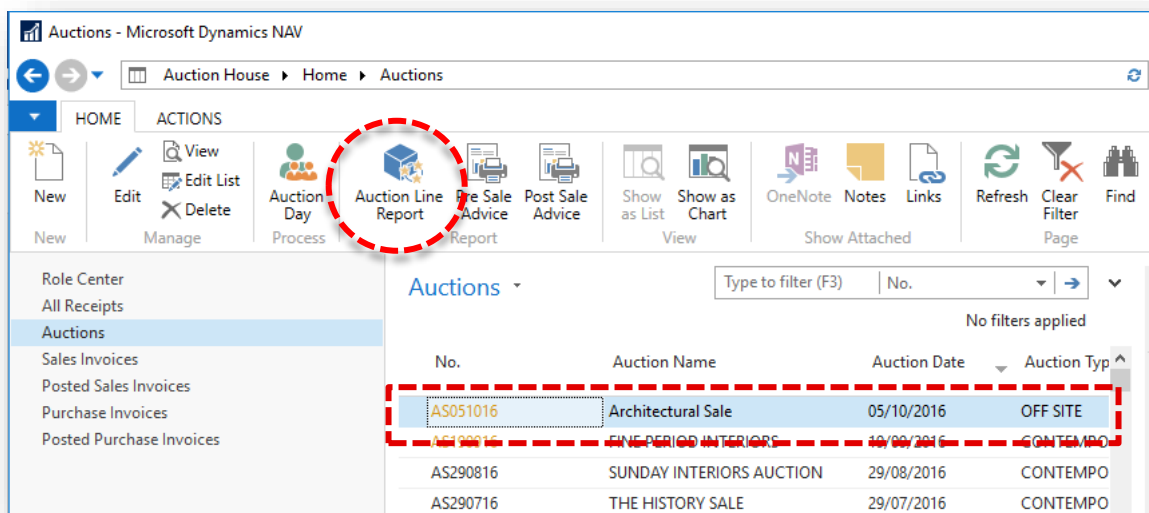
This set of filters allows you to create customised report from selected auction lines.

To run the Auction Line report:

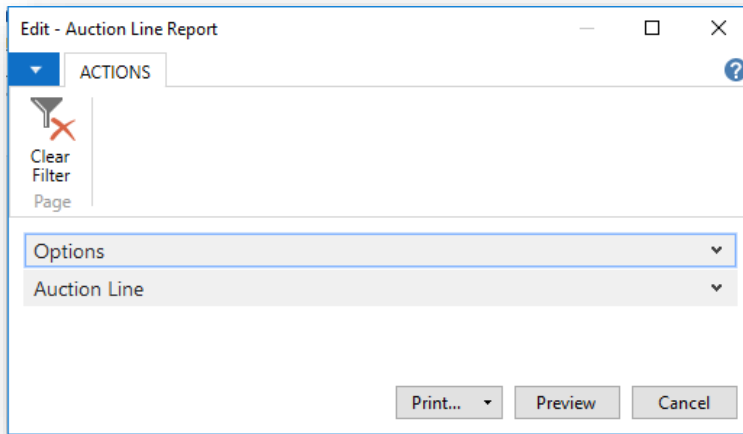
1. In the Search box enter **Auctions**, and then choose the related link. The **Auctions** window opens.



2. Select line with an auction and then choose **Auction Line Report** from the Ribbon.

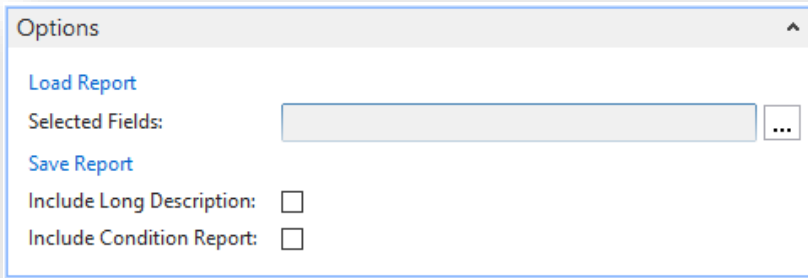


The **Auction Line Report** window opens.



OPTIONS FASTTAB

In this FastTab define what information must be included in the report.



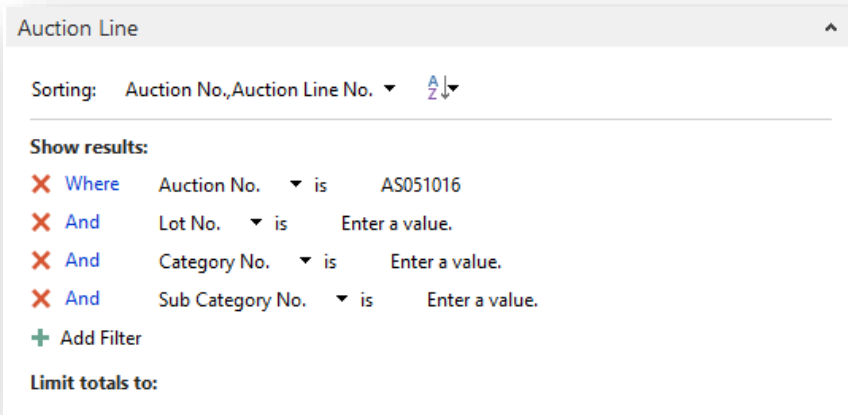
Load Report:		
Selected Fields	Lookup	Select fields to include in the report. Click Edit list in the Ribbon, and then choose relevant captions.

Save Report:		
Include Long Description	Tickbox	Select to include long descriptions.
Include Condition Report	Tickbox	Select to include condition reports.

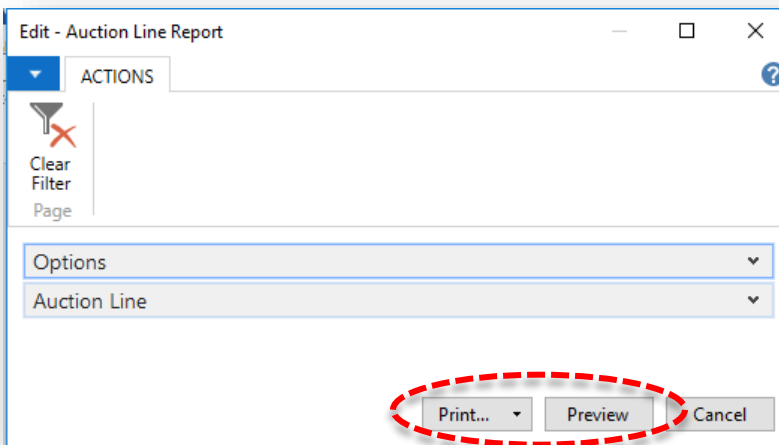
AUCTION LINE FASTTAB

In this FastTab, set filters to specify information by which you want to select auction lines.

For example, select Auction No. to include lines from particular auction.



To generate the report, choose the **Print** button or the **Preview** button.



To save the report, on the **Print** button click on the arrow, and then select a format from the list.

