



# EVO-AUCTION USER GUIDE

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# TABLE OF CONTENTS

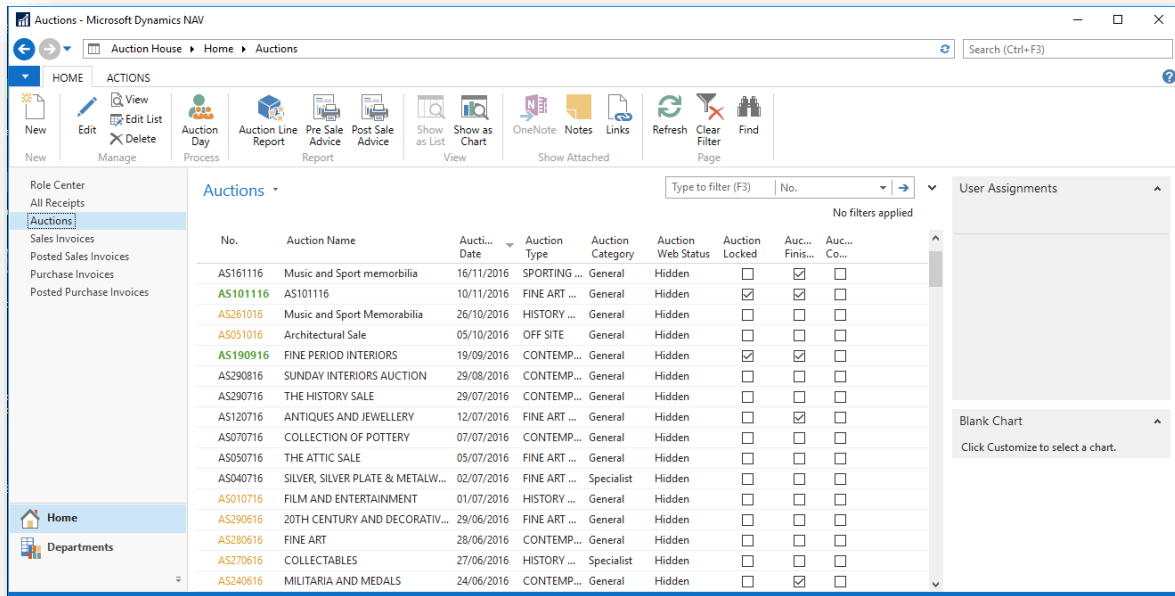
1.1 AUCTION RESULTS ..... 3

# 1.1 AUCTION RESULTS

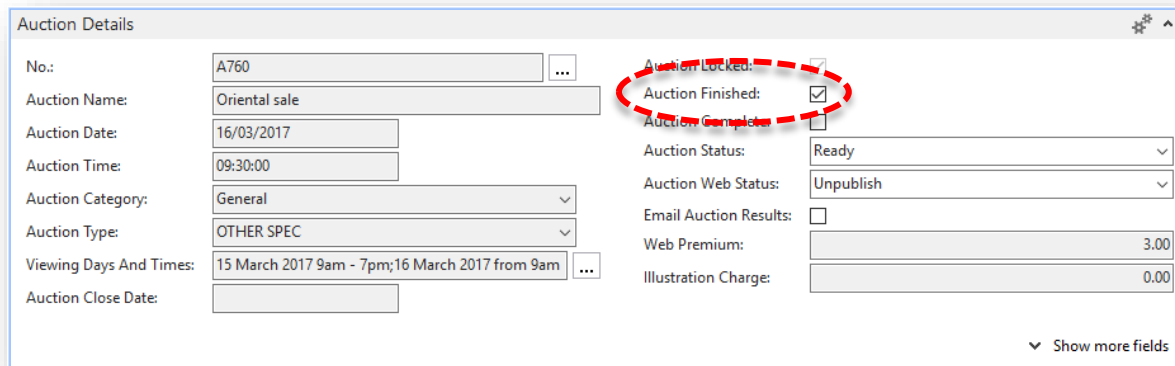
When auction is complete, you can populate **Web invoices** and then send email notification to successful bidders with the payment link.

To create the web invoices, you have to **Populate Results** first.

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



2. Open an auction and navigate to the **Auction Details FastTab**, and then select the **Auction Finished** check box.



When the auction is marked as finished, create and post deferred invoices.

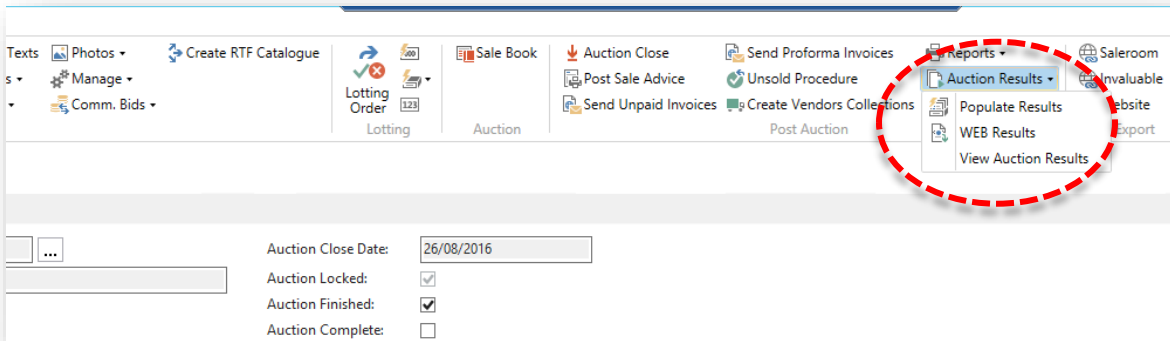
**NOTE**

Make sure all the invoices are correct and are ready to publish.

Before sending email notification to successful bidders, you must **Populate Results**.

**To Populate Results:**

1. Open the auction and select **Auction Results**, and then choose **Populate Results**.



To view the list of results, select **Auction Results**, and then choose **View Auction Results**.

The **Auction Results** window opens.

Auction Results ▾

Auction Date	GUID	Email Address	Line No	Invoice No.	Lot No	Lot Name
27/09/2016	114447		10		352	TISSOT - a gentleman's gold plated Le ...
27/09/2016	115328		10		12	BREITLING - a gentleman's stainless ste...
27/09/2016	115328		20		27	BREITLING - a lady's stainless steel Calli...
27/09/2016	115328		30		3	AUDEMARS PIGUET - a gentleman's sta...
27/09/2016	115328		40		74	CARTIER - a gentleman's stainless steel ...
27/09/2016	115328		50		75	CARTIER - a bi-metal Panthere bracelet...
27/09/2016	115328		9999	100106470		
27/09/2016	0		20000	100106470	13	BREITLING - a gentleman's stainless ste...
27/09/2016	0		40000	100106470	29	BULGARI - a gentleman's aluminum Di...
27/09/2016	54525		10		217	OMEGA - a gentleman's stainless steel ...

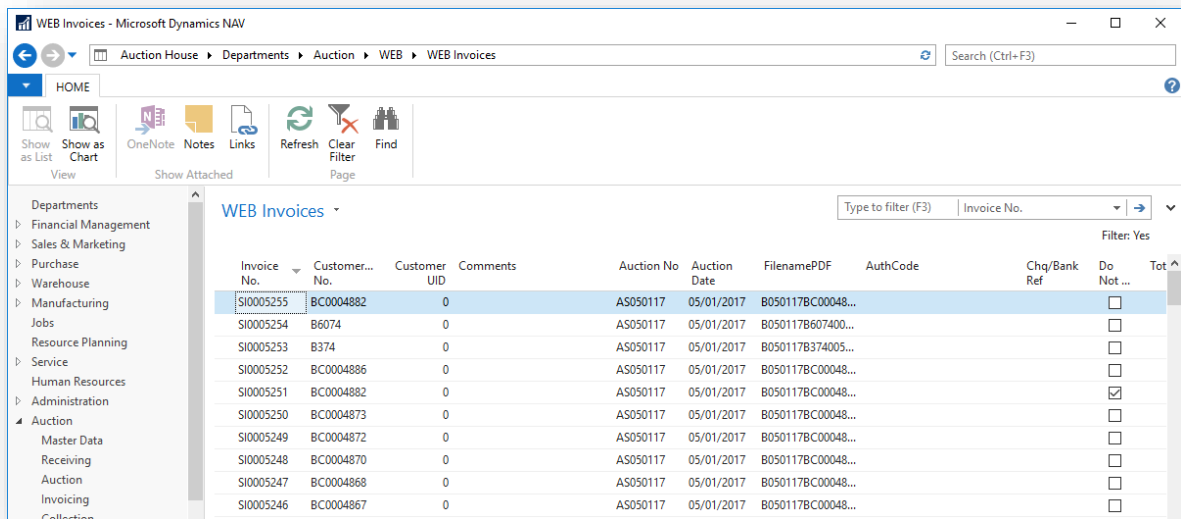
On this page, you can view detailed results from selected auction.

**NOTE**

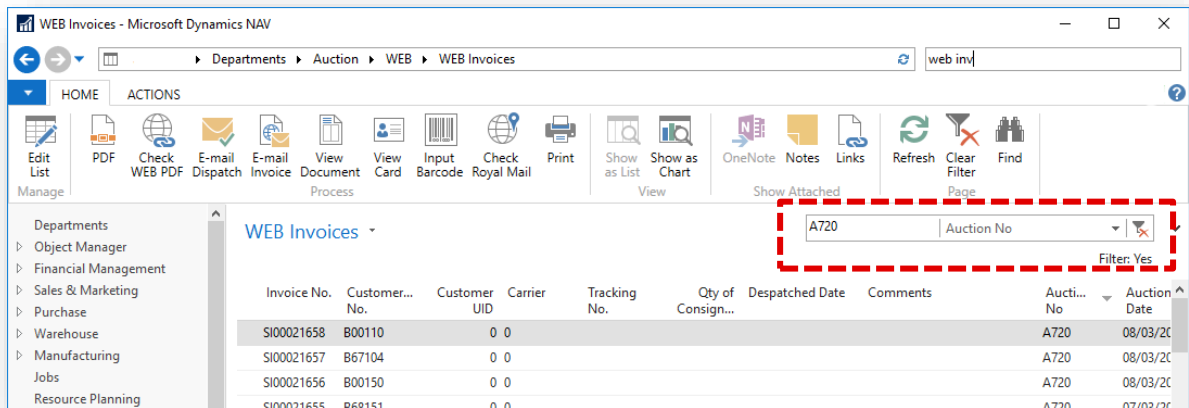
Line No. **9999** is actual invoice line.  
 Line No. with **number <9999** is for unsuccessful bids  
 Line No. with **number >9999** is for successful bids.

Now you need to check that all the invoices are uploaded to the website.

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



2. Apply filter to view invoices from selected auction only.



3. Make sure all the lines are selected in the **Moved** column.  
Selected check box indicates that the invoice is uploaded to the website.

Yes

Code	Chq/Bank Ref	Do Not ...	Total Amount	CPaid	TPaid	Stat...	Fell... To ...	Ledger Entry No	JTime	Sales	PDF crea...	Mov...	Move Confirmed
		<input checked="" type="checkbox"/>	2,296.80			<input checked="" type="checkbox"/>	<input type="checkbox"/>	2472950	8788813	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	1,786.40			<input checked="" type="checkbox"/>	<input type="checkbox"/>	2472971	8803229	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	510.40			<input checked="" type="checkbox"/>	<input type="checkbox"/>	2472977	8788930	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	2,807.20			<input type="checkbox"/>	<input type="checkbox"/>	2472983	8787786	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ssons-PAYMENT-125...		<input type="checkbox"/>	1,339.20	30.00	1,389.74	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2472990	8805034	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	689.04	30.00	719.04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2472996	8788821	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ssons-PAYMENT-125...		<input type="checkbox"/>	1,531.20	30.00	1,584.62	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2473002	8789418	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	768.80			<input checked="" type="checkbox"/>	<input type="checkbox"/>	2473021	8794969	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	10,540.00			<input checked="" type="checkbox"/>	<input type="checkbox"/>	2473104	8816277	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	8,270.00			<input type="checkbox"/>	<input type="checkbox"/>	2473552	8788823	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

When all invoices are available online, you must email notifications to successful bidders. Notification email will include the payment link.

1. Open the auction and navigate to the **Auction Details FastTab**, and then select the **Email Auction Results** check box.

Auction Details

No.:	A760	Auction Locked:	<input checked="" type="checkbox"/>
Auction Name:	Oriental sale	Auction Finished:	<input checked="" type="checkbox"/>
Auction Date:	16/03/2017	Auction Complete:	<input type="checkbox"/>
Auction Time:	09:30:00	Auction Status:	Ready
Auction Category:	General	Auction Web Status:	Unpublish
Auction Type:	OTHER SPEC	Email Auction Results:	<input checked="" type="checkbox"/>
Viewing Days And Times:	15 March 2017 9am - 7pm;16 March 2017 from 9am	Web Premium:	3.00
Auction Close Date:		Illustration Charge:	0.00

Show more fields