

EVO-AUCTION USER GUIDE

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1.1 COMMISSION BIDS

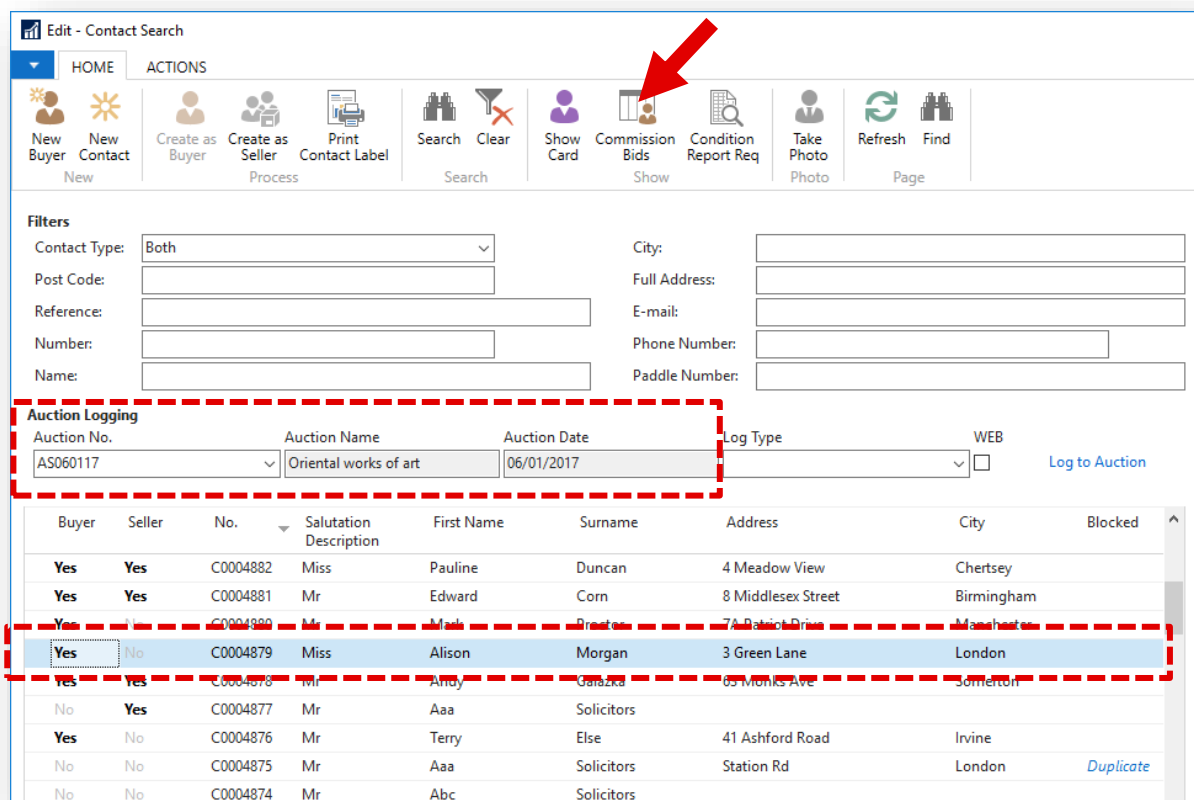
Evo-auction allows you to automatically register all commission bids submitted via the website. In addition, you can manually register an absentee bid if submitted from any external source. All registered commission bids are then printed on the Salebook against the relevant lot. Post auction send emails to all commission bidders detailing which lots they were outbid on and by how much.

All commission bids must be registered on the system. By doing this you can prove to the customer that their bids were entered. It also provides an archived list of customers' interests for marketing purpose.

REGISTERING COMMISSION BIDS

To register a commission bid for a particular buyer:

1. Navigate to the **Contact Search** and then in the **Auction Logging** pane select an auction.
2. Highlight a line with buyer details, and then select **Commission Bid** from the Ribbon.



Edit - Contact Search

HOME ACTIONS

New Buyer New Contact Create as Buyer Create as Seller Print Contact Label Search Clear Show Card Commission Bids Condition Report Req Take Photo Refresh Find

Filters

Contact Type: Both City: Full Address: E-mail: Phone Number: Paddle Number: Reference: Number: Name:

Auction Logging

Auction No. Auction Name Auction Date Log Type WEB Log to Auction

Buyer	Seller	No.	Salutation	Description	First Name	Surname	Address	City	Blocked
Yes	Yes	C0004882	Miss	Pauline	Duncan	4 Meadow View	Chertsey		
Yes	Yes	C0004881	Mr	Edward	Corn	8 Middlesex Street	Birmingham		
Yes	Yes	C0004880	Mr	Mark	Brooker	7A Darnley Drive	Manchester		
Yes	No	C0004879	Miss	Alison	Morgan	3 Green Lane	London		
Yes	Yes	C0004878	Mr	Andy	Garszka	65 Monks Ave	Somerton		
No	Yes	C0004877	Mr	Aaa	Solicitors				
Yes	No	C0004876	Mr	Terry	Elsie	41 Ashford Road	Irvine		
No	No	C0004875	Mr	Aaa	Solicitors	Station Rd	London	Duplicate	
No	No	C0004874	Mr	Abc	Solicitors				

The **Commission Bids** window opens.

To register new commission bid, place cursor in new line and select **Auction No.** Use TAB Key to move to the next field and fill in all other information.

Edit - Commission Bids

HOME ACTIONS

New View List Edit List Delete Print Commission Bid Form Send Commission Bid Form Show as List Show as Chart OneNote Notes Links Refresh Clear Filter Find

Commission Bids

Type to filter (F3) Auction No. Filter: C0004873 • No

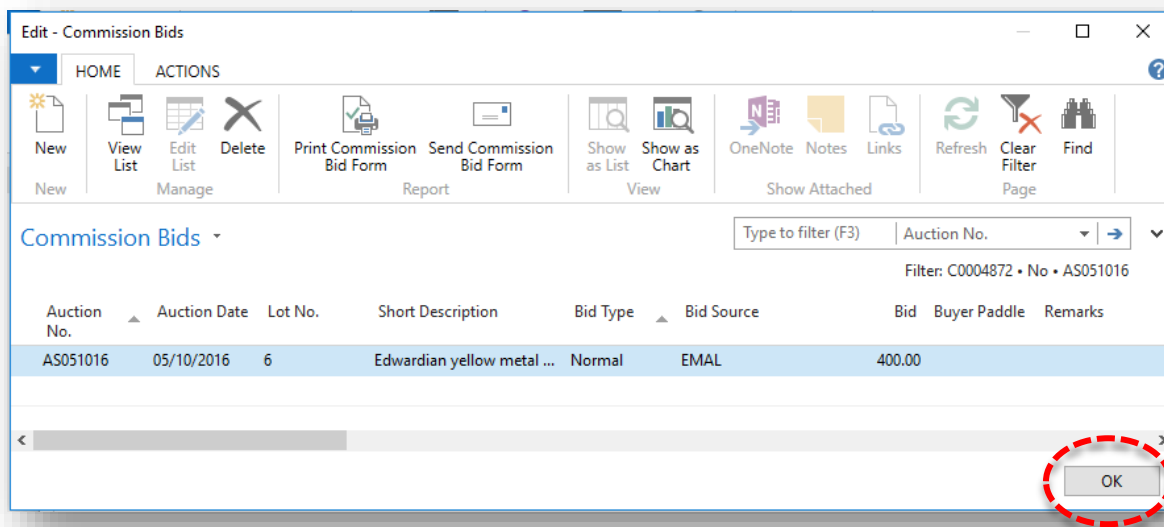
Auction No.	Auction Date	Lot No.	Short Description	Bid Type	Bid Source	Bid	Buyer Paddle	Remarks
AS120716	12/07/2016	1	Gouda vase	Normal	IP	20.00	5011	

OK

Field name	Type	Description
Auction No.	Lookup	Select an auction and use TAB Key to move to the next field.
Auction Date		Populated when the Auction No. selected.
Lot No.	Lookup	Enter a lot number or select a lot from the auction lines list.
Short Description		Populated when the Lot No. selected.
Bid Type	Dropdown	Select bid type from available options: <ul style="list-style-type: none"> Normal (Default) Plus One Telephone Bid.
Bid Source	Lookup	Select bid source from the list.
Bid		Enter a maximum hammer price for the lot.
Buyer Paddle		Buyer paddle number is generated on submission.
Remarks		Enter comments if required.
Call Assign To	Lookup	In use only if telephone bid. For more information go to Telephone Bid Management help sheets.

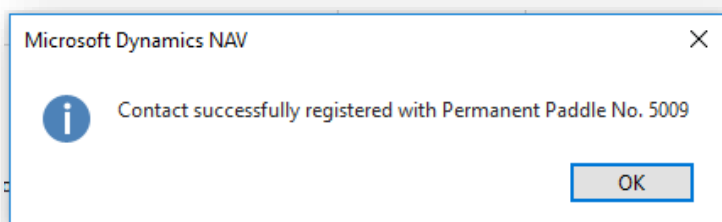
Bid Sheet Printed	Tickbox	In use only if telephone bid. For more information go to Telephone Bid Management help sheets.
Phone No.		In use only if telephone bid. For more information go to Telephone Bid Management help sheets.
Mobile Phone No.		In use only if telephone bid. For more information go to Telephone Bid Management help sheets.
Bid Date		Submission date is generated automatically.
Bid Time		Submission time is generated automatically.
Winning Hammer Price		Populated from auction lines when hammer price registered on the Auction Day.
Reserve		Populated when the Lot No. selected.
Low Est		Populated when the Lot No. selected.
Bid Value		Internal field populated by the system. It can be low estimate or commission bid value.
Contacted Created Date		Populated from the contact card for information only, to help with bid verification.
Contact Created Month		Populated from the contact card for statistics purpose.
Web Bid	Tickbox	Selected when bid submitted via a website.
Web Bid Entry No.		Internal field, you can directly link back to the web commission bid.
Buyer No.		Commission bidder number. Generated on submission.
Buyer Name		Commission bidder name. Generated on submission.
Archived	Tickbox	If selected, indicates archived commission bid. The Close Auction process automatically archives all the commission bids.
E-mail Address		Populated from a contact card.
Successful	Tickbox	Selected if successful commission bid.
UniqueID		Populated when the Lot No. selected.

3. Select **OK** to confirm submission.

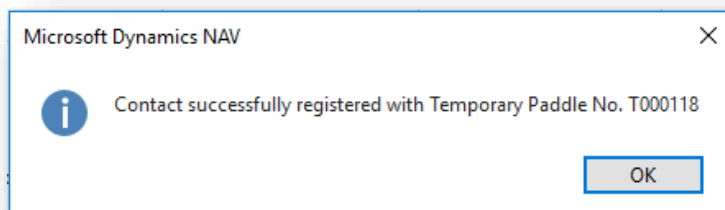


4. Confirmation message appears.

If you selected buyer with permanent paddle assigned, message will state: "Contact successfully registered with Permanent Paddle No. ..."



If you selected buyer without permanent paddle assigned, message will state: "Contact successfully registered with Temporary Paddle No. T..."



Select **OK** button to confirm.

The commission bid is now logged in and will appear in relevant column on the salebook, and the website will be updated.

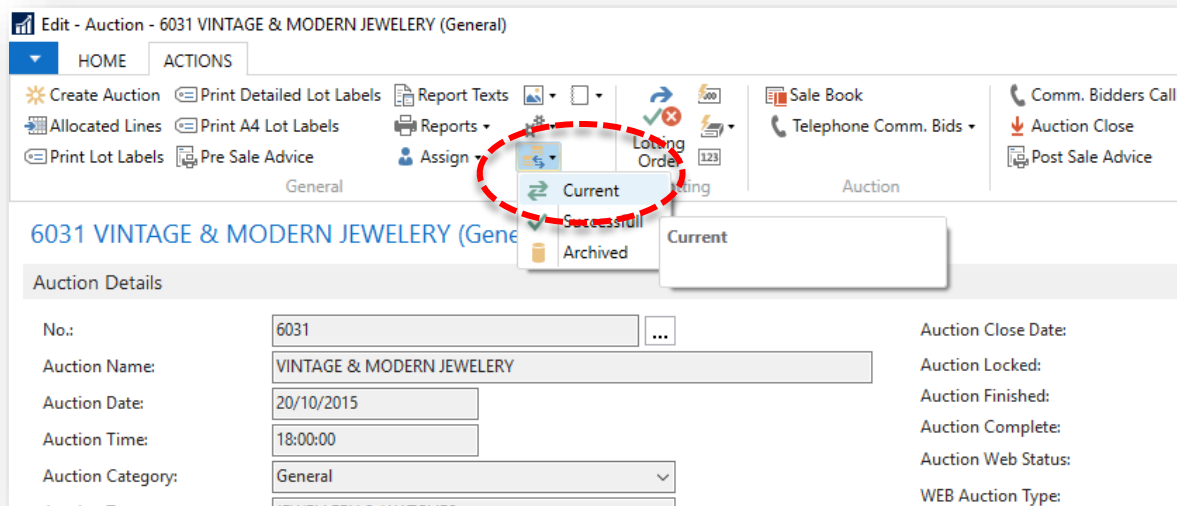
NOTE

If a commission bid is registered after the Salebook has been printed, it must be manually added to the Salebook before the sale commences.

CURRENT COMMISSION BIDS REPORT

To view all current (not archived) commission bids registered for a particular auction:

1. Open an auction and then select **Current Commission Bids** from the Ribbon.



The **Commission Bids** window opens with filter applied to show all active commission bids assigned to this auction.

Commission Bids

Filter: Type to filter (F3) | Auction No. [v] | [x]

Show results:

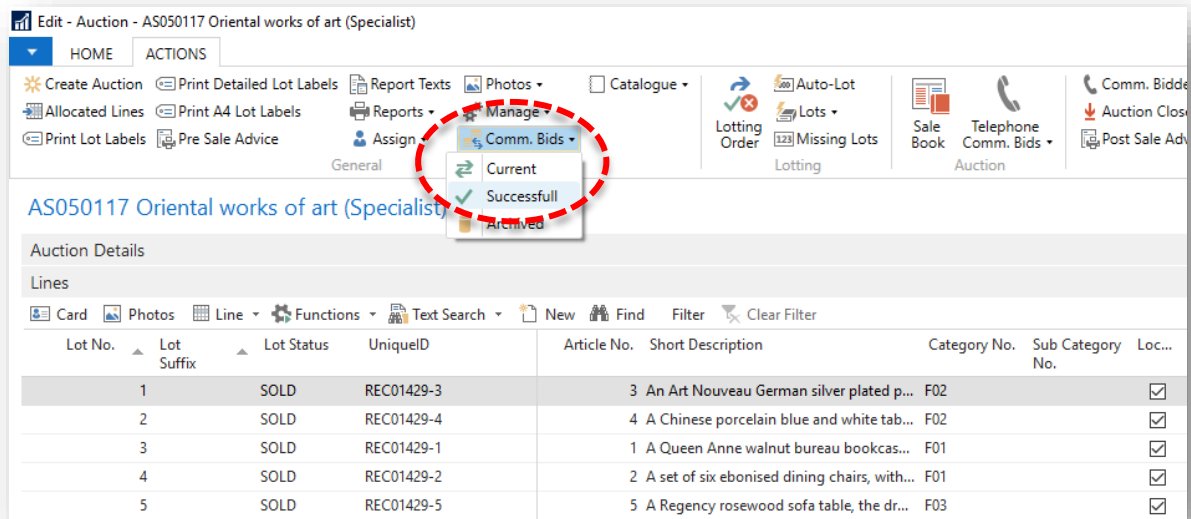
- Where Auction No. is AS051016
- And Archived is No
- Add Filter

Auction No.	Auction Date	Lot No.	Short Description	Bid Type	Bid Source	Bid	Buyer Paddle	Remarks	Call Assign To	Bid Sheet Printed	Phone No.	Mobile Phone No.	Bid Date	Bid Time
AS051016	05/10/2016	1	George III silver sugar vas...	Normal	IP	20.00	5011						18/10/2016	15:47
AS051016	05/10/2016	6	Edwardian yellow metal ...	Normal	EMAL	400.00	5009						18/10/2016	16:12
AS051016	05/10/2016	10	Fine large 19th century it...	Plus One	WEB	700.00	T000118						18/10/2016	16:17
AS051016	05/10/2016	14	Pair Chinese famille rose ...	Normal	EMAL	400.00	T000119				0123 111111		19/10/2016	11:34
AS051016	05/10/2016	15	Fine and rare set of twelv...	Normal	IP	500.00	T000119				0123 111111		19/10/2016	11:34
AS051016	05/10/2016	17	Pair Victorian two-handl...	Normal	IP	200.00	T000120						19/10/2016	11:36
AS051016	05/10/2016	19	George IV silver three pie...	Normal	OTT	400.00	4456				000000	111111	19/10/2016	11:35
AS051016	05/10/2016	26	Victorian silver dressing t...	Normal	EMAL	120.00	4456				000000	111111	19/10/2016	11:35
AS051016	05/10/2016	33	GEORGIAN WROUGHT IR...	Normal	IP	1,200.00	T000120						19/10/2016	11:36
AS051016	05/10/2016	39	CAST IRON ARCH TOP Ö...	Normal	IP	1,000.00	T000120						19/10/2016	11:37
AS051016	05/10/2016	46	Edwardian seed pearl an...	Normal	IP	100.00	T000120						19/10/2016	11:36

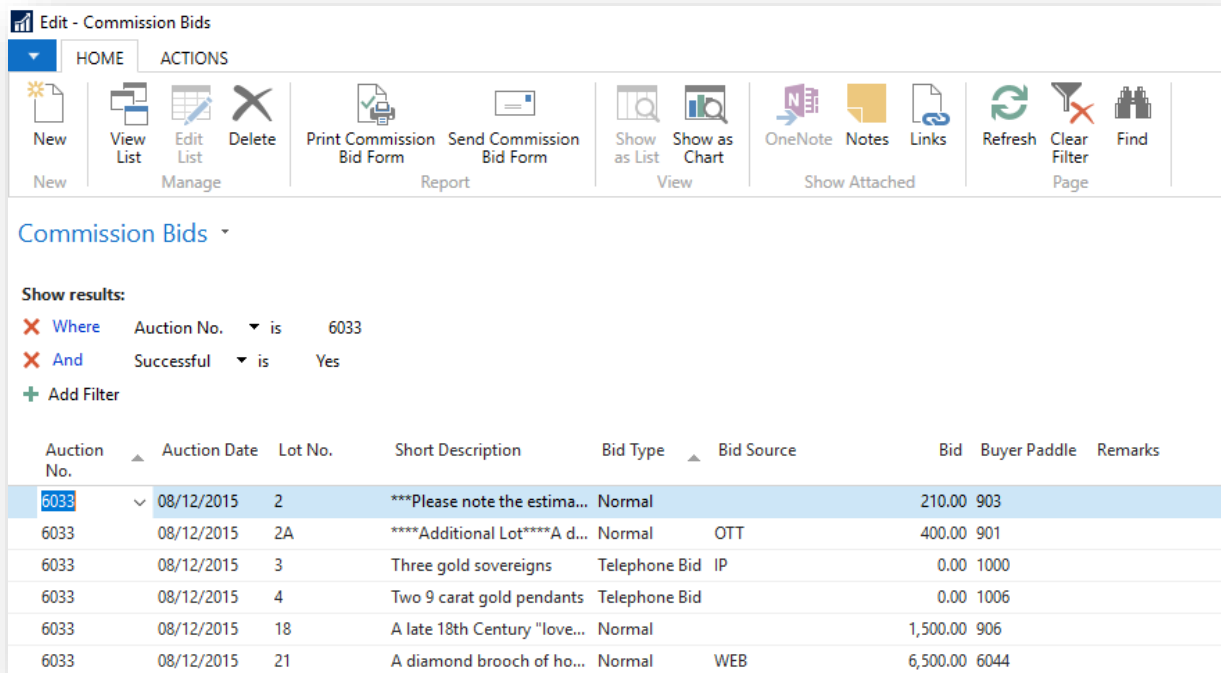
SUCCESSFUL COMMISSION BIDS REPORT

To generate a list of all successful commission bids:

1. Open an auction and then select **Successful Commission Bids** located on the Ribbon.



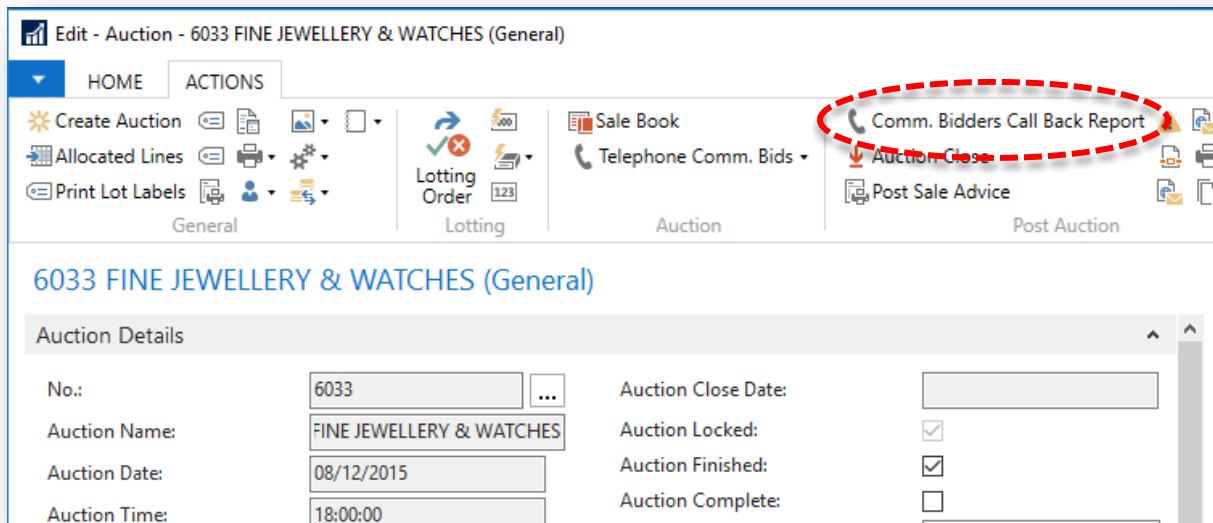
The **Commission Bids** window opens with filter applied to show successful lines only.



COMMISSION BIDDERS CALL BACK REPORT

To generate a call back report for all successful bidders:

1. Open an auction and then select **Comm. Bidders Call Back Report** from the Ribbon.



Edit - Auction - 6033 FINE JEWELLERY & WATCHES (General)

HOME ACTIONS

Create Auction Allocated Lines Print Lot Labels General

Lotting Order Lotting

Sale Book Telephone Comm. Bids Auction

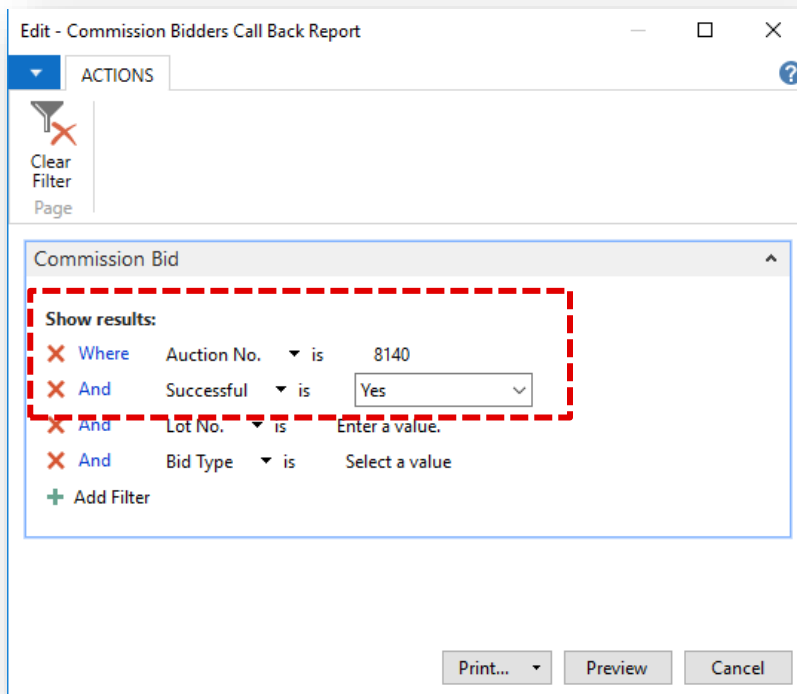
Comm. Bidders Call Back Report Auction Close Post Sale Advice Post Auction

6033 FINE JEWELLERY & WATCHES (General)

Auction Details

No.:	6033	Auction Close Date:	
Auction Name:	FINE JEWELLERY & WATCHES	Auction Locked:	<input checked="" type="checkbox"/>
Auction Date:	08/12/2015	Auction Finished:	<input checked="" type="checkbox"/>
Auction Time:	18:00:00	Auction Complete:	<input type="checkbox"/>

The **Commission Bidders Call Back Report** window opens, with default filters applied for current auction. Apply additional filter to show only successful bids.



Edit - Commission Bidders Call Back Report

ACTIONS

Clear Filter Page

Commission Bid

Show results:

- Where Auction No. is 8140
- And Successful is Yes
- And Lot No. is Enter a value.
- And Bid Type is Select a value

+ Add Filter

Print... Preview Cancel

2. Select the **Print** button or the **Preview** button to generate the report.

Generated report is showing details of all commission bidders together with list of all submitted absentee bids and their status.

Commission Bidders Call Back Report				
<div> <div>1 of 1</div> <div>Find Next</div> </div>				
<div> <div>Filters: Auction No.: AS051016, Successful: Yes</div> <div> <div> <div>Mark Proctor (T000120)</div> <div>7A Patriot Drive, , Manchester, Lancashire, M12</div> <div>paulina.drumeu@evo-soft.co.uk</div> </div> <div>Invoice total: €0.00</div> </div> </div>				
Lot No.	Description	Bid	Hammer	Successful?
17	Pair Victorian two-handled Elkington silver plated	€200.00	€60.00	False
33	GEORGIAN WROUGHT IRON THREE SEATER GARDEN SEAT 85	€1,200.00	€1,000.00	False
39	CAST IRON ARCH TOP ÔPIERCE OF WEXFORDÔ GARDEN BENC	€1,000.00	€800.00	False
46	Edwardian seed pearl and diamond clover leaf brooc	€100.00	€80.00	False
No of Bids: 4		€2,500.00	€1,940.00	
<div> <div> <div>Anna Streeter (T000119)</div> <div>1 Pound Road, , Aberdeen, Aberdeenshire, AB</div> <div>paulina.drumeu@evo-soft.co.uk 0123 111111</div> </div> <div>Invoice total: €0.00</div> </div>				
Lot No.	Description	Bid	Hammer	Successful?
14	Pair Chinese famille rose palette porcelain balust	€400.00	€200.00	False
15	Fine and rare set of twelve mid-18th century silve	€500.00	€400.00	False

WEB COMMISSION BIDS

The **Web Commissions** page shows all commission bids submitted online and those entered manually.

Commission bids submitted via a website are recorded in this table, and then inserted into the system.

To view all commission bids:

1. In the Search box enter **Web Commissions**, and then choose the related link.

The **Web Commissions** window opens.

Entry No.	Buyer	Auction	UniqueID	Bid Date Time	Lot No.	Lot Suffix	Entered Bid	Bid Value	Ready to Insert	Email	Error Text	Telephone No.	Out Message	Message Type
4176	A0501016	REC01418-11	REC01418-11	19/10/2016 11:38	26		120.00	120.00	<input type="checkbox"/>			000000	<input checked="" type="checkbox"/>	Inserted
4176	A0501016	REC01418-6	REC01418-6	19/10/2016 11:37	19		400.00	400.00	<input type="checkbox"/>			000000	<input checked="" type="checkbox"/>	Inserted
4175	A0501016	REC01420-5	REC01420-5	18/10/2016 15:59	6		0.00	0.00	<input type="checkbox"/>			01932 000000	<input checked="" type="checkbox"/>	Deleted
4174	A0501016	REC01420-9	REC01420-9	18/10/2016 15:55	9		0.00	0.00	<input type="checkbox"/>			01932 000000	<input checked="" type="checkbox"/>	Deleted
4173	A5120716	REC01388-5	REC01388-5	20/07/2016 13:46	5		5.00	5.00	<input type="checkbox"/>			858508497	<input checked="" type="checkbox"/>	Inserted
4172	A5120716	REC01388-2	REC01388-2	20/07/2016 12:50	2		3.00	3.00	<input type="checkbox"/>			01932 234 567	<input checked="" type="checkbox"/>	Inserted
4171	A5120716	REC01388-1	REC01388-1	20/07/2016 12:48	1		7.00	7.00	<input type="checkbox"/>			01932 234 567	<input checked="" type="checkbox"/>	Inserted
4170	A5120716	REC01388-8	REC01388-8	27/06/2016 14:33	4		900.00	900.00	<input type="checkbox"/>			01932 000 005	<input checked="" type="checkbox"/>	Inserted
4169	A5120716	REC01388-4	REC01388-4	27/06/2016 14:31	3		2,000.00	2,000.00	<input type="checkbox"/>			01932 000 005	<input checked="" type="checkbox"/>	Inserted
4168	A5120716	REC01388-9	REC01388-9	27/06/2016 14:28	2		1,000.00	1,000.00	<input type="checkbox"/>			01932 000 005	<input checked="" type="checkbox"/>	Inserted
4167	A5120716	REC01388-7	REC01388-7	27/06/2016 14:15	1		1,200.00	1,200.00	<input type="checkbox"/>			01932 000 005	<input checked="" type="checkbox"/>	Inserted
4166	A5120716	REC01378-1	REC01378-1	24/06/2016 13:31	1		8,000.00	8,000.00	<input type="checkbox"/>			01932 111111	<input checked="" type="checkbox"/>	Inserted
4165	B144	36057-39	36057-39	22/05/2016 14:18	344		250.00	250.00	<input type="checkbox"/>			6764071ex2224/ 63...	<input checked="" type="checkbox"/>	Inserted
4164	B144	36033-5	36033-5	22/05/2016 11:35	458		875.00	875.00	<input type="checkbox"/>			679 1899	<input checked="" type="checkbox"/>	Inserted
4163	B144	36057-17	36057-17	22/05/2016 11:35	452		1,750.00	1,750.00	<input type="checkbox"/>			679 1899	<input checked="" type="checkbox"/>	Inserted
4162	B144	36057-36	36057-36	22/05/2016 11:35	410		360.00	360.00	<input type="checkbox"/>			679 1899	<input checked="" type="checkbox"/>	Inserted
4161	B144	36117-5	36117-5	22/05/2016 11:35	385		550.00	550.00	<input type="checkbox"/>			679 1899	<input checked="" type="checkbox"/>	Inserted
4160	B144	35916-8	35916-8	22/05/2016 11:35	241		475.00	475.00	<input type="checkbox"/>			679 1899	<input checked="" type="checkbox"/>	Inserted
4159	B144	36064-195	36064-195	22/05/2016 11:35	138		780.00	780.00	<input type="checkbox"/>			679 1899	<input checked="" type="checkbox"/>	Inserted
4158	B144	36064-219	36064-219	22/05/2016 11:34	135		580.00	580.00	<input type="checkbox"/>			679 1899	<input checked="" type="checkbox"/>	Inserted
4157	B144	36042-1	36042-1	22/05/2016 11:34	98		375.00	375.00	<input type="checkbox"/>			679 1899	<input checked="" type="checkbox"/>	Inserted
4156	B144	35978-1	35978-1	22/05/2016 11:34	95		550.00	550.00	<input type="checkbox"/>			679 1899	<input checked="" type="checkbox"/>	Inserted
4155	B144	36064-114	36064-114	22/05/2016 11:34	82		175.00	175.00	<input type="checkbox"/>			679 1899	<input checked="" type="checkbox"/>	Inserted
4154	B144	36072-3	36072-3	22/05/2016 11:34	87		150.00	150.00	<input type="checkbox"/>			679 1899	<input checked="" type="checkbox"/>	Inserted
4153	B144	36064-112	36064-112	22/05/2016 11:34	76		550.00	550.00	<input type="checkbox"/>			679 1899	<input checked="" type="checkbox"/>	Inserted
4152	B144	36042-8	36042-8	22/05/2016 11:34	71		125.00	125.00	<input type="checkbox"/>			679 1899	<input checked="" type="checkbox"/>	Inserted
4151	B144	36042-2	36042-2	22/05/2016 11:34	66		375.00	375.00	<input type="checkbox"/>			679 1899	<input checked="" type="checkbox"/>	Inserted
4150	B144	35923-6	35923-6	22/05/2016 11:33	58		125.00	125.00	<input type="checkbox"/>			679 1899	<input checked="" type="checkbox"/>	Inserted
4149	B144	35998-3	35998-3	22/05/2016 11:33	53		75.00	75.00	<input type="checkbox"/>			679 1899	<input checked="" type="checkbox"/>	Inserted
4148	B144	36064-127	36064-127	22/05/2016 11:33	43		450.00	450.00	<input type="checkbox"/>			679 1899	<input checked="" type="checkbox"/>	Inserted
4147	B144	36019-1	36019-1	22/05/2016 11:33	37		2,000.00	2,000.00	<input type="checkbox"/>			679 1899	<input checked="" type="checkbox"/>	Inserted
4146	B144	36064-177	36064-177	22/05/2016 11:33	35		75.00	75.00	<input type="checkbox"/>			679 1899	<input checked="" type="checkbox"/>	Inserted
4145	B144	36107-30	36107-30	22/05/2016 11:33	29		1,100.00	1,100.00	<input type="checkbox"/>			679 1899	<input checked="" type="checkbox"/>	Inserted
4144	B144	36107-29	36107-29	22/05/2016 11:33	27		220.00	220.00	<input type="checkbox"/>			679 1899	<input checked="" type="checkbox"/>	Inserted

Field name	Description
Entry No.	Automatically generated commission bid line number.
Buyer	Buyer number.
Auction	Auction number.
UniqueID	Article UniqueID.
Bid Date Time	Time when commission bid was submitted.
Lot No	Lot number.
Lot Suffix	Lot suffix.
Entered Bid	Entered bid value.
Bid Value	Original bid value – this gives you an audit trail of the bids and highlights amendments.

Ready to Insert	Automatically selected when commission bid entered from the website. Cleared box indicates commission bid already processed by Evo-auction.
Email	Buyer's email address.
Error Text	Indicates any problem with commission bid submission, usually appears when email address does not exist, or contact is blocked.
Telephone Bid	If selected, indicates telephone commission bid.
Telephone No	Bidder's contact telephone number.
Out Message	Automatically selected when commission bid is entered manually on Evo-auction and send to the website.
Message Type	Inserted - indicates updated website. Deleted - indicates cancelled commission bid.
Telephone No 2	Bidder's backup contact telephone number.
No. of attempts	Indicates number of attempts to update the Evo-auction.

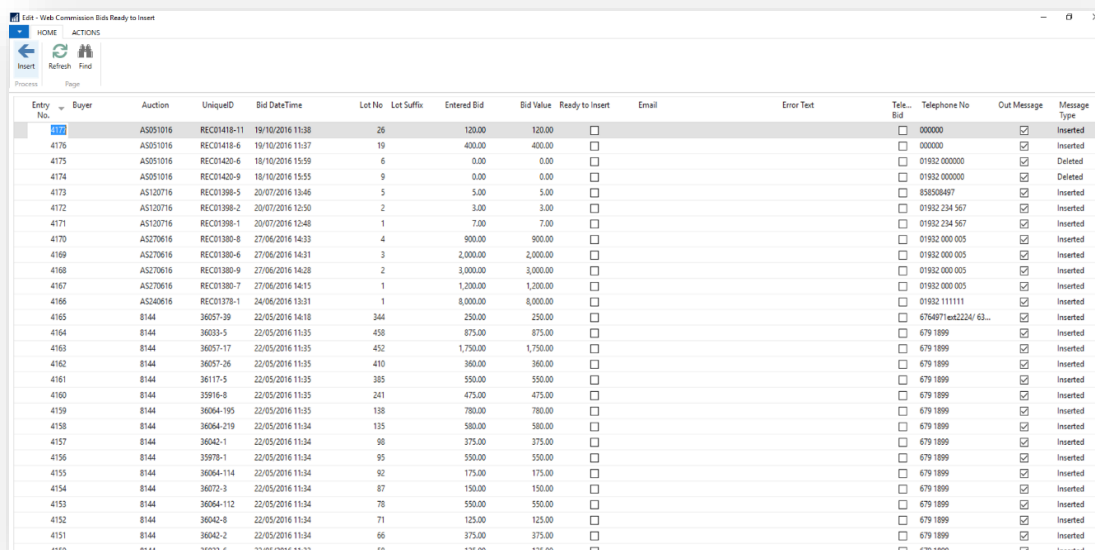
Commission bids on the website are stopped automatically prior to the auction starting time, defined by formula in auction settings. When commission bids on the website are stopped, customer will receive instructions how to contact auctioneer directly or connect to online platform.

WEB COMMISSION BIDS READY TO INSERT

To view a list of submitted commission bids, which are not registered in the Evo-auction yet:

1. In the Search box enter **Web Commission Bids Ready to Insert**, and then choose the related link.

The **Web Commission Bids Ready to Insert** window opens.



Entry No.	Buyer	Auction	UniqueID	Bid Date/Time	Lot No.	Lot Suffix	Entered Bid	Bid Value	Ready to Insert	Email	Error Text	Telephone Bid	Telephone No	Out Message	Message Type
4177	AS051016	REC01418-11	19/10/2016 11:38	26			120.00	120.00	<input type="checkbox"/>			<input type="checkbox"/>	000000	<input checked="" type="checkbox"/>	Inserted
4176	AS051016	REC01418-6	19/10/2016 11:37	19			400.00	400.00	<input type="checkbox"/>			<input type="checkbox"/>	000000	<input checked="" type="checkbox"/>	Inserted
4175	AS051016	REC01420-6	18/10/2016 15:59	6			0.00	0.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 000000	<input checked="" type="checkbox"/>	Deleted
4174	AS051016	REC01420-9	18/10/2016 15:55	9			0.00	0.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 000000	<input checked="" type="checkbox"/>	Deleted
4173	AS120716	REC01398-5	20/07/2016 13:46	5			5.00	5.00	<input type="checkbox"/>			<input type="checkbox"/>	858508497	<input checked="" type="checkbox"/>	Inserted
4172	AS120716	REC01398-2	20/07/2016 12:50	2			3.00	3.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 234 567	<input checked="" type="checkbox"/>	Inserted
4171	AS120716	REC01398-1	20/07/2016 12:48	1			7.00	7.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 234 567	<input checked="" type="checkbox"/>	Inserted
4170	AS270616	REC01380-8	27/06/2016 14:33	4			900.00	900.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 000 005	<input checked="" type="checkbox"/>	Inserted
4169	AS270616	REC01380-6	27/06/2016 14:31	3			2,000.00	2,000.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 000 005	<input checked="" type="checkbox"/>	Inserted
4168	AS270616	REC01380-9	27/06/2016 14:28	2			3,000.00	3,000.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 000 005	<input checked="" type="checkbox"/>	Inserted
4167	AS270616	REC01380-7	27/06/2016 14:15	1			1,200.00	1,200.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 000 005	<input checked="" type="checkbox"/>	Inserted
4166	AS240616	REC01378-1	24/06/2016 13:31	1			8,000.00	8,000.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 111111	<input checked="" type="checkbox"/>	Inserted
4165	8144	36057-39	22/05/2016 14:18	344			250.00	250.00	<input type="checkbox"/>			<input type="checkbox"/>	6764971eae2224/ 63...	<input checked="" type="checkbox"/>	Inserted
4164	8144	36033-5	22/05/2016 11:35	458			875.00	875.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4163	8144	36057-17	22/05/2016 11:35	452			1,750.00	1,750.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4162	8144	36057-26	22/05/2016 11:35	410			360.00	360.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4161	8144	36117-5	22/05/2016 11:35	385			550.00	550.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4160	8144	35916-8	22/05/2016 11:35	241			475.00	475.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4159	8144	36064-195	22/05/2016 11:35	138			780.00	780.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4158	8144	36064-219	22/05/2016 11:34	135			580.00	580.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4157	8144	36042-1	22/05/2016 11:34	90			375.00	375.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4156	8144	35979-1	22/05/2016 11:34	95			550.00	550.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4155	8144	36064-114	22/05/2016 11:34	82			175.00	175.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4154	8144	36072-3	22/05/2016 11:34	87			150.00	150.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4153	8144	36064-112	22/05/2016 11:34	78			550.00	550.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4152	8144	36042-8	22/05/2016 11:34	71			125.00	125.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4151	8144	36042-2	22/05/2016 11:34	66			375.00	375.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4150	8144	35973-6	22/05/2016 11:33	58			125.00	125.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted

NOTE

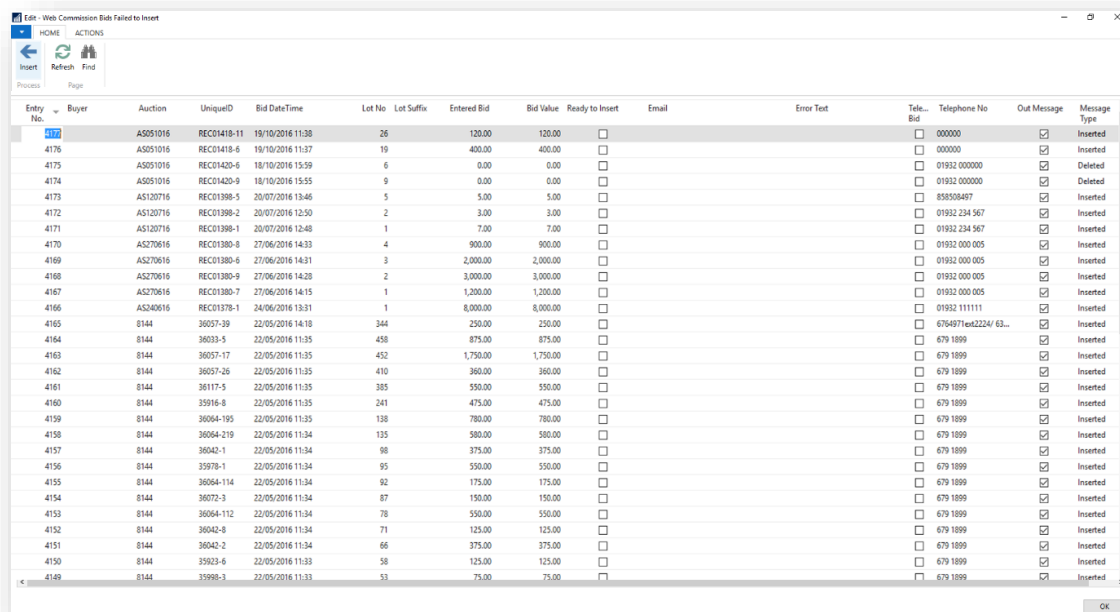
If you see constant number of commission bids in this window, and no failed to insert commission bids recorded, most likely there is a problem with the job queue. Please contact your super user to restart the job!

WEB COMMISSION BIDS FAILED TO INSERT

To view a list of submitted commission bids, which failed to insert into Evo-auction (at least one attempt):

1. In the Search box enter **Web Commission Bids Failed to Insert**, and then choose the related link.

The **Web Commission Bids Failed to Insert** window opens.



Entry No.	Buyer	Auction	UniqueID	Bid DateTime	Lot No	Lot Suffix	Entered Bid	Bid Value	Ready to Insert	Email	Error Text	Tele... Bid	Telephone No	Out Message	Message Type
4149	A5051016	REC01410-11	REC01410-11	19/10/2016 11:38	26		120.00	120.00	<input type="checkbox"/>			<input type="checkbox"/>	000000	<input checked="" type="checkbox"/>	Inserted
4176	A5051016	REC01420-6	REC01420-6	18/10/2016 11:37	19		400.00	400.00	<input type="checkbox"/>			<input type="checkbox"/>	000000	<input checked="" type="checkbox"/>	Inserted
4175	A5051016	REC01420-6	REC01420-6	18/10/2016 15:59	6		0.00	0.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 000000	<input checked="" type="checkbox"/>	Deleted
4174	A5051016	REC01420-9	REC01420-9	18/10/2016 15:55	9		0.00	0.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 000000	<input checked="" type="checkbox"/>	Deleted
4173	A5120716	REC01398-5	REC01398-5	20/07/2016 13:46	5		5.00	5.00	<input type="checkbox"/>			<input type="checkbox"/>	85850407	<input checked="" type="checkbox"/>	Inserted
4172	A5120716	REC01398-2	REC01398-2	20/07/2016 12:50	2		3.00	3.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 234 567	<input checked="" type="checkbox"/>	Inserted
4171	A5120716	REC01398-1	REC01398-1	20/07/2016 12:40	1		7.00	7.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 234 567	<input checked="" type="checkbox"/>	Inserted
4170	A5270616	REC01380-6	REC01380-6	27/06/2016 14:33	4		900.00	900.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 000 025	<input checked="" type="checkbox"/>	Inserted
4169	A5270616	REC01380-6	REC01380-6	27/06/2016 14:31	3		2,000.00	2,000.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 000 025	<input checked="" type="checkbox"/>	Inserted
4168	A5270616	REC01380-9	REC01380-9	27/06/2016 14:28	2		3,000.00	3,000.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 000 025	<input checked="" type="checkbox"/>	Inserted
4167	A5270616	REC01380-7	REC01380-7	27/06/2016 14:15	1		1,300.00	1,300.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 000 025	<input checked="" type="checkbox"/>	Inserted
4166	A5340616	REC01378-1	REC01378-1	24/06/2016 13:31	1		8,000.00	8,000.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 111111	<input checked="" type="checkbox"/>	Inserted
4165	0144	36057-39	36057-39	22/05/2016 14:18	344		250.00	250.00	<input type="checkbox"/>			<input type="checkbox"/>	67640774ea2224/ 63...	<input checked="" type="checkbox"/>	Inserted
4164	0144	36033-5	36033-5	22/05/2016 11:35	458		875.00	875.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4163	0144	36057-17	36057-17	22/05/2016 11:35	452		1,750.00	1,750.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4162	0144	36057-26	36057-26	22/05/2016 11:35	410		360.00	360.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4161	0144	36117-5	36117-5	22/05/2016 11:35	385		550.00	550.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4160	0144	35916-8	35916-8	22/05/2016 11:35	241		475.00	475.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4159	0144	36064-195	36064-195	22/05/2016 11:35	138		780.00	780.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4158	0144	36064-219	36064-219	22/05/2016 11:34	135		580.00	580.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4157	0144	36042-1	36042-1	22/05/2016 11:34	98		375.00	375.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4156	0144	35978-1	35978-1	22/05/2016 11:34	95		550.00	550.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4155	0144	36064-114	36064-114	22/05/2016 11:34	82		175.00	175.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4154	0144	36072-3	36072-3	22/05/2016 11:34	87		150.00	150.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4153	0144	36064-112	36064-112	22/05/2016 11:34	78		550.00	550.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4152	0144	36042-8	36042-8	22/05/2016 11:34	71		125.00	125.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4151	0144	36042-2	36042-2	22/05/2016 11:34	66		375.00	375.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4150	0144	35923-6	35923-6	22/05/2016 11:33	58		125.00	125.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4149	0144	35988-3	35988-3	22/05/2016 11:33	53		75.00	75.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted

Check the error text in the **Error Text** column, and action accordingly to message shown.

When the error is solved, change the number to 0 in the **No. of Attempts** column to reset insert process.

If error text is showing 'blocked', follow your auction house internal procedure.

Edit - Com Bids Failed to Insert							
HOME ACTIONS							
Process		Page					
Insert	Refresh	Find					
Error Text	Tele... Bid	Telephone No	Out Mes...	Message Type	JTime	Telephone No 2	No. of attempts
Customer B000847 is Blocked	<input type="checkbox"/>		<input type="checkbox"/>	Inserted	0		61
Customer B001121 is Blocked	<input type="checkbox"/>		<input type="checkbox"/>	Inserted	0		61
E-mail not in WEB Mapping	<input type="checkbox"/>		<input type="checkbox"/>	Inserted	0		61
E-mail not in WEB Mapping	<input type="checkbox"/>		<input type="checkbox"/>	Inserted	0		61
E-mail not in WEB Mapping	<input type="checkbox"/>		<input type="checkbox"/>	Inserted	0		61
E-mail not in WEB Mapping	<input type="checkbox"/>		<input type="checkbox"/>	Inserted	0		61
E-mail not in WEB Mapping	<input type="checkbox"/>		<input type="checkbox"/>	Inserted	0		61
E-mail not in WEB Mapping	<input type="checkbox"/>		<input type="checkbox"/>	Inserted	0		61