



EVO-AUCTION USER GUIDE

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PUBLISHED BY:

Evo-soft Ltd.
The Upper Courtyard
The Old Dairy
Badbury
Swindon
Wiltshire SN4 0EU

Tel. 01793 677 633
info@evo-soft.co.uk
www.evo-soft.co.uk

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1.1 IMPORTING SALE RESULTS FROM ONLINE PLATFORM

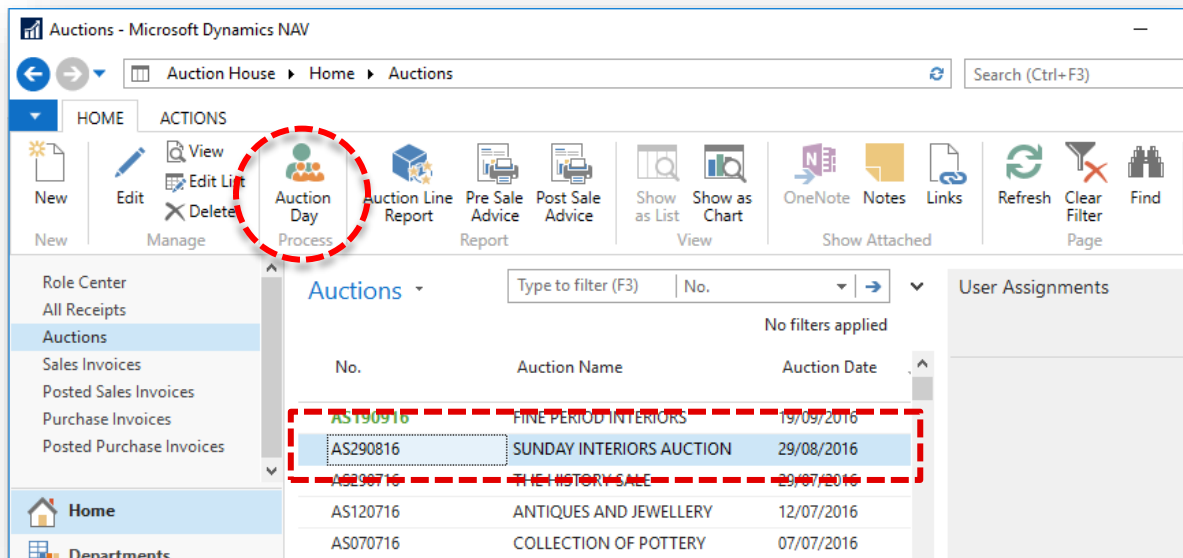
Before you can import sale results from online platform, you must import registered buyers details.

IMPORTING WEB REGISTRATIONS

Make sure file with buyers' details is saved in known directory.

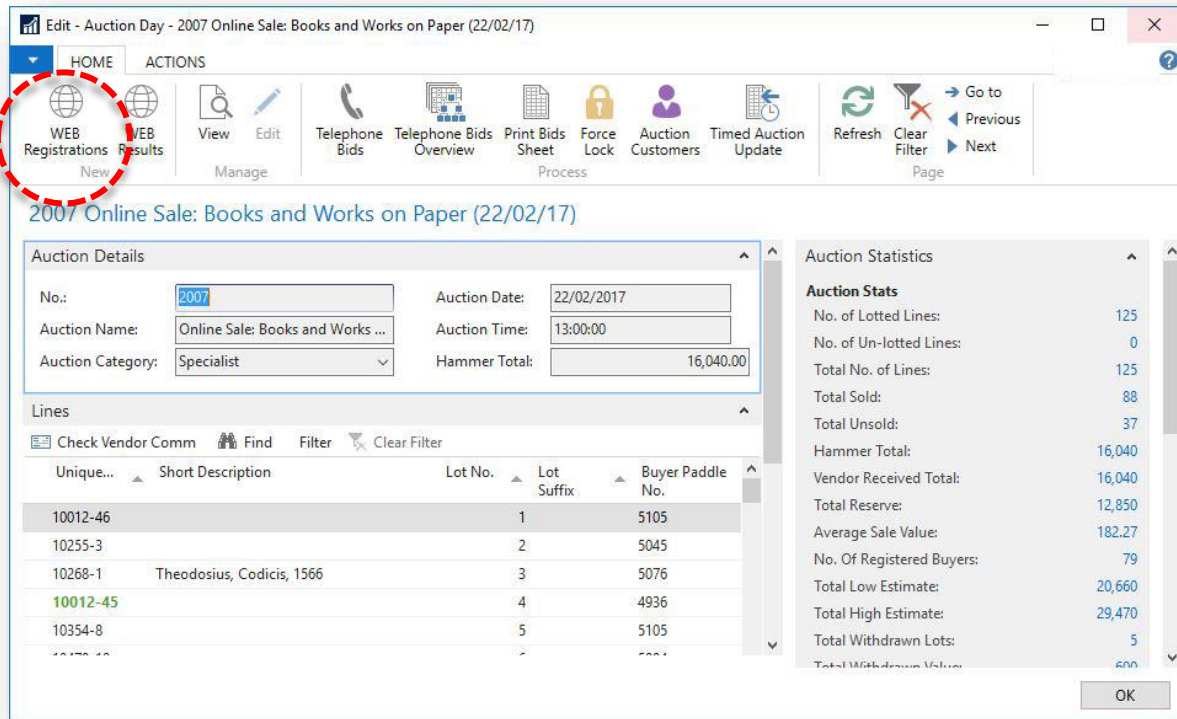
To import the file:

1. In the Search box enter **Auctions** and then choose the related link.
The AUCTIONS window opens.
2. Highlight a line with the auction and then select **Auction Day** from the Ribbon.



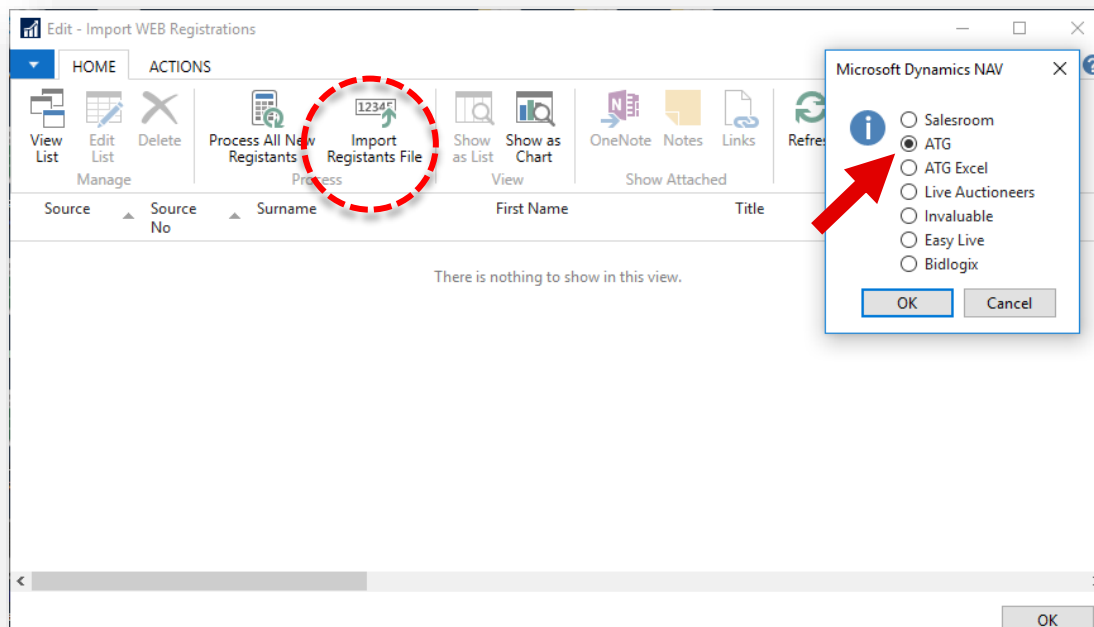
The **Auction Day** window for selected auction opens.

3. Select **Web Registrations** from the Ribbon.

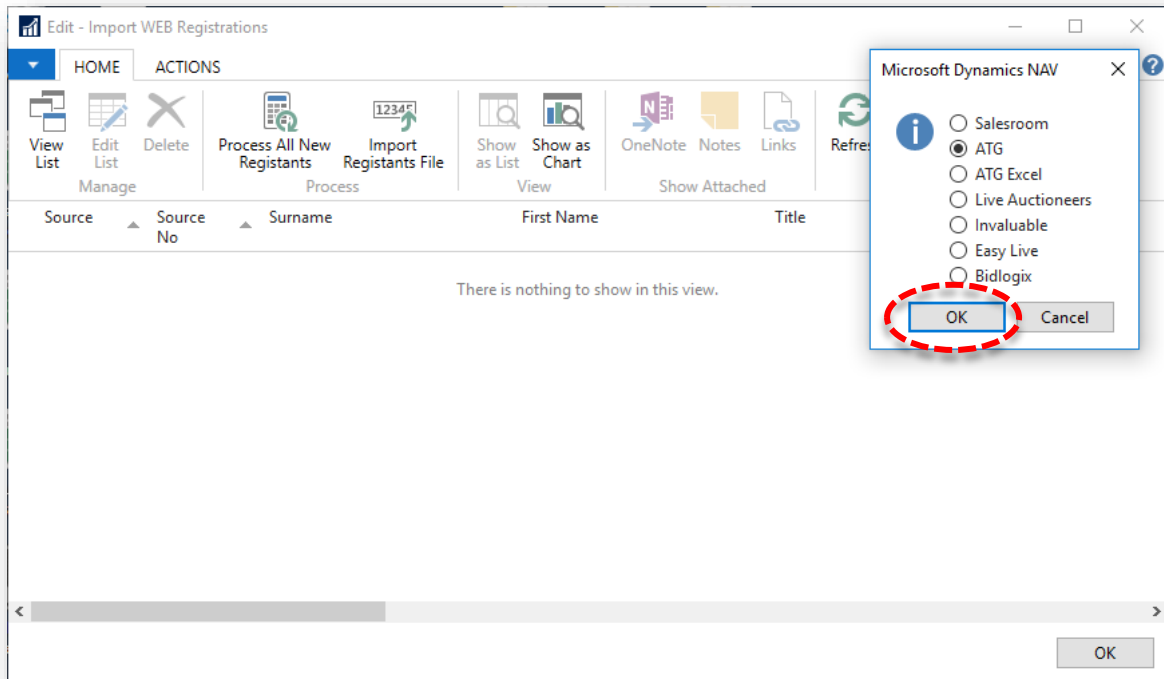


The **Import Web Registrations** window opens.

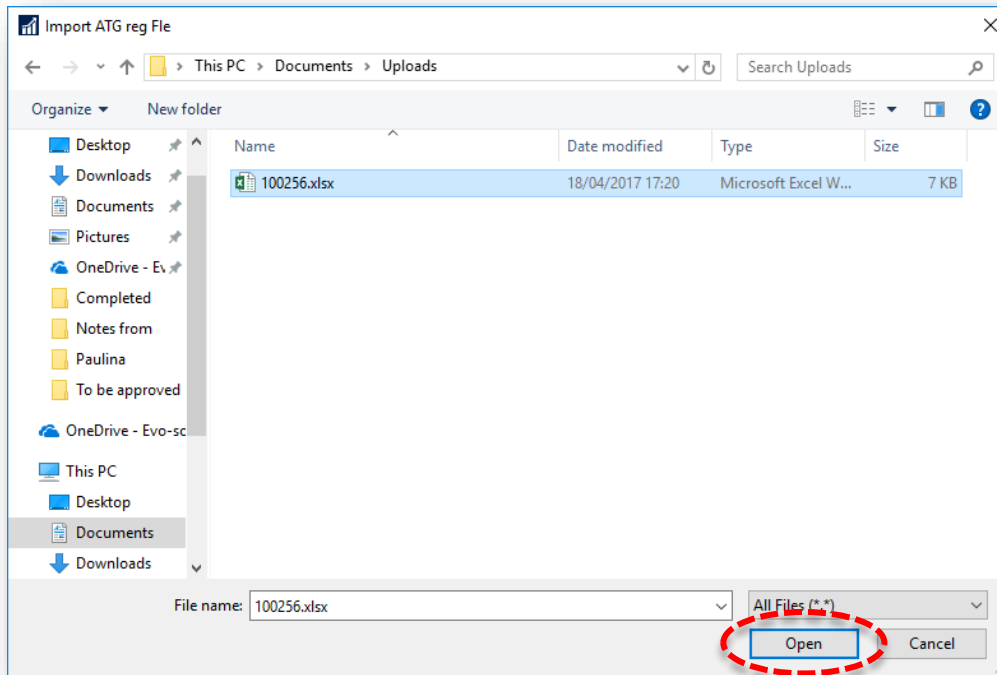
4. Select **Import Registrants File** from the Ribbon and then choose relevant online platform.



5. Select **OK** to navigate to the file.



6. Navigate to the file and select the **Open** button.



NOTE

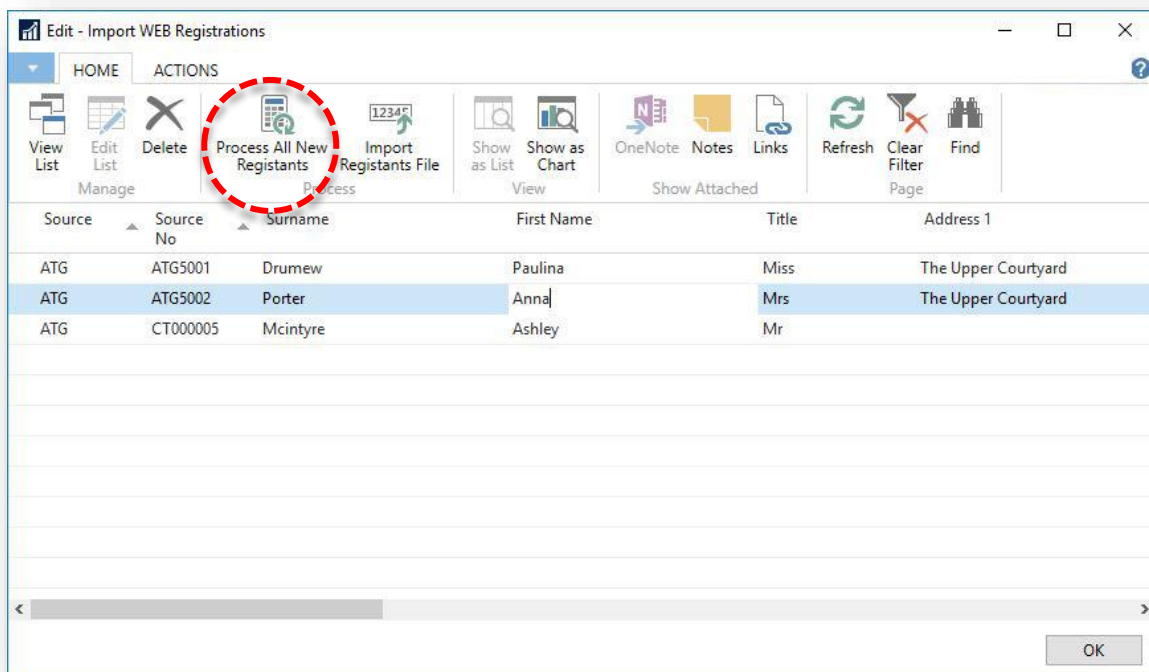
First line will give you information about the platform; delete the line before processing new registrants.

Now all the buyers' details are visible in the window.

7. Make sure all details are in correct columns, if not apply changes and then select **Process All New Registrants** from the Ribbon.

This process will create a contact card and a buyer card for all new registrants and register them to the auction.

In the **Processed** column, selected box indicates entries already processed.

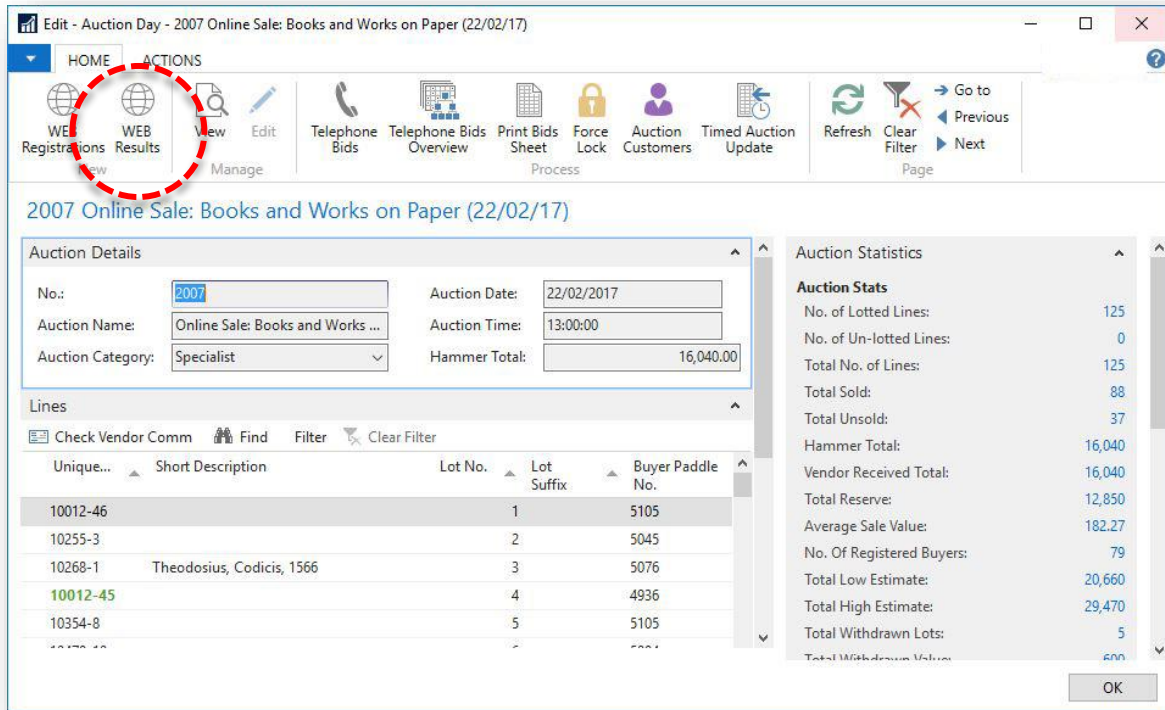


IMPORTING WEB RESULTS

After you have processed new registrants, the system is ready to import sale results from selected online platform.

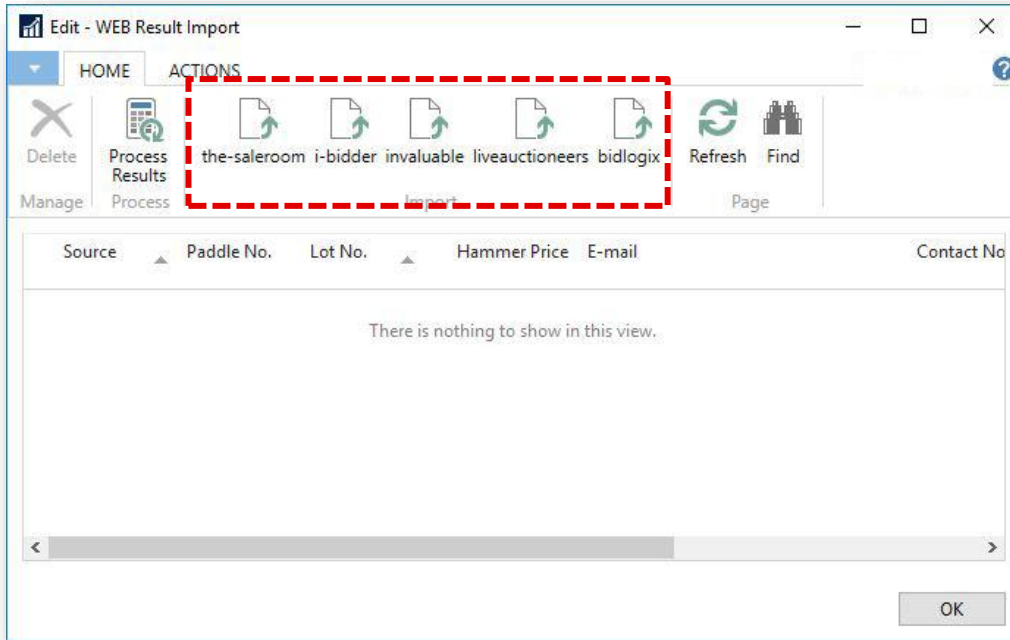
Make sure you have saved file with sale results in known directory.

1. Navigate to the Auction Day page, and then select **Web Results** from the Ribbon.

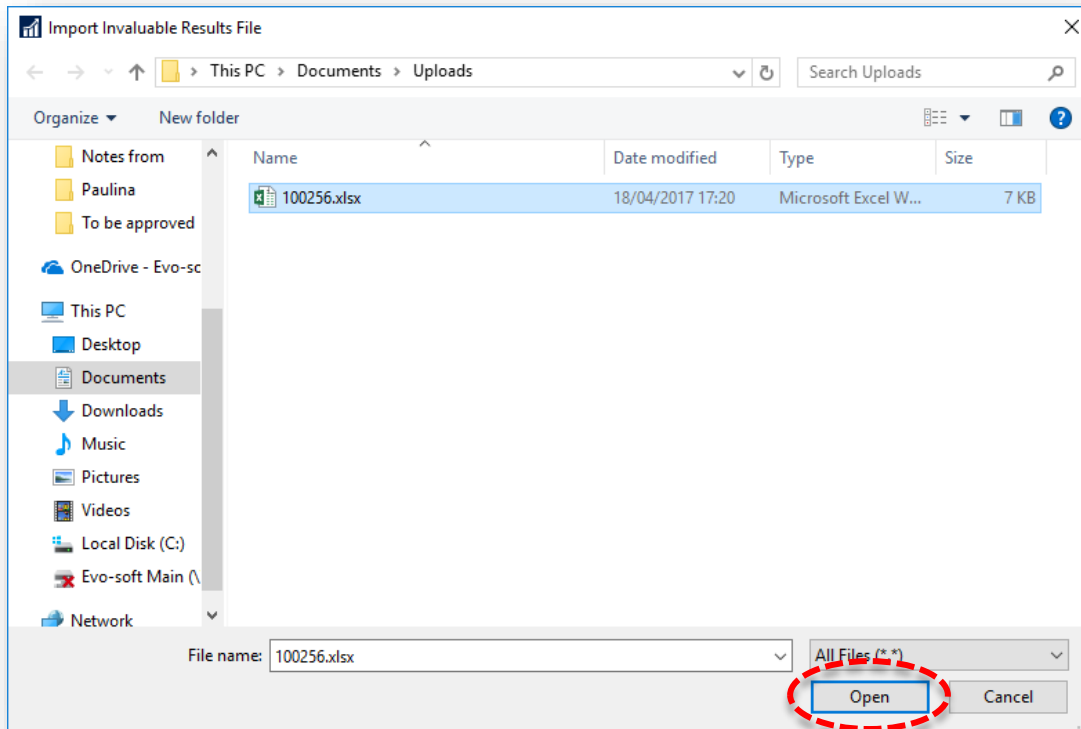


The **Web Results Import** window opens.

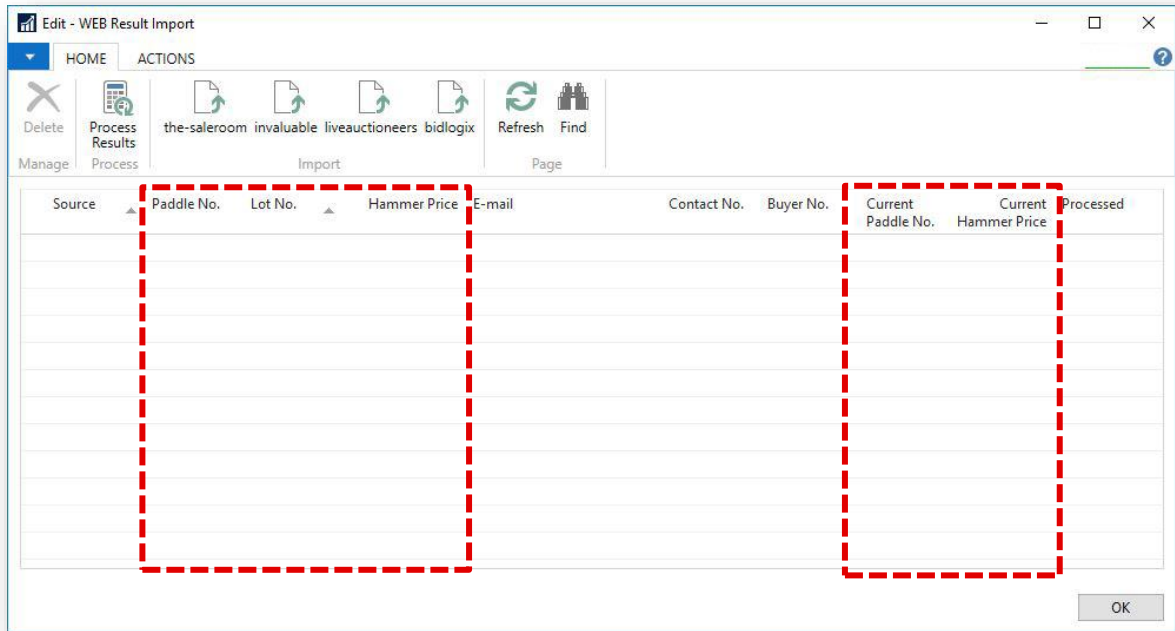
2. Select relevant platform from the Ribbon.



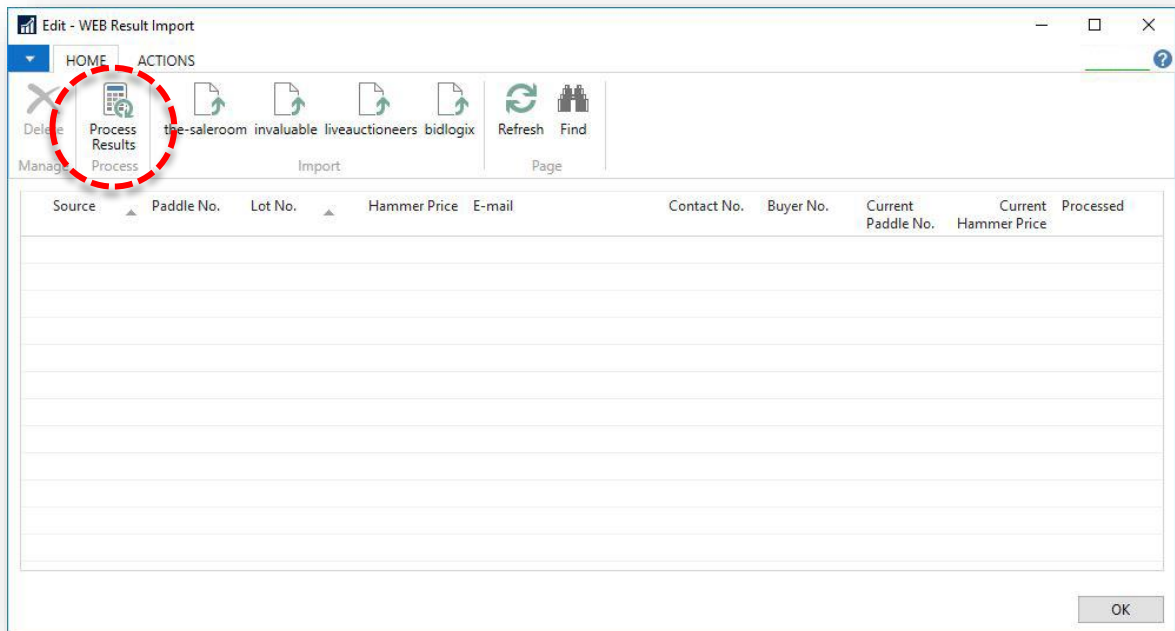
3. Navigate to the file and select the **Open** button.



- Now sale results are visible in the window. Compare information imported from the file with information registered on the auction lines.



- Highlight lines that are ready to upload into Evo-auction, and then select **Process Results** from the Ribbon.



This process will fill in the hammer price and the buyer number into the auction lines.

In the **Processed** column, selected box indicates entries already processed.

NOTE

If you have the module for the-saleroom API with the required password, this will be an option on the Ribbon. If selected, auction results will be shown automatically, only auditing required before the process.