

EVO-AUCTION USER GUIDE

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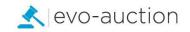




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1.1 REGISTER BUYER TO AN AUCTION

All auction attendants must be registered to an auction to allow buyer number input on the Auction Day page, and for marketing purpose. You are also allow to register a buyer to an auction on the results input, if the buyer already exists on the system.

REGISTER BUYER TO AN AUCTION

To register a buyer to an auction:

1. Navigate to the Role Center, and then select Contact Search from the Ribbon.

Auction House Home ACTIONS	>		
Article Search Unique ID Lookup ontact earch Deferred Invoice Batch General Page			
Role Center All Receipts	Evo-Auction Cataloguer		
Auctions	Cataloguer Activities	** ^	My Auctions
Sales Invoices Posted Sales Invoices	Contact Search		Copen Auction V Add Auction
Purchase Invoices Posted Purchase Invoices	Receipts		No. 🔺 Auction Name



2. The **Contact Search** page opens.

Highlight a line with the buyer's details, and then navigate to the **Auction Logging** pane located below the **Filters** pane.

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3. In the Auction Logging pane select the Auction No. and the Log Type, and then click Log to Auction to complete and assign buyer paddle number for selected auction.

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Field name	Туре	Description
Auction No.	Lookup	Select the auction and move to next field to populate the Auction Name and the Auction Date fields.
Auction Name		Generated when the Auction No. selected.
Auction Date		Generated when the Auction No. selected.
Log Type	Dropdown	Select Attend from the list.

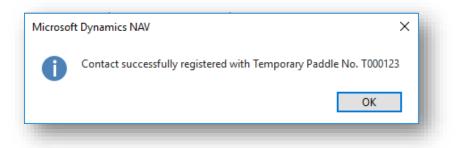


4. The Paddle No. window opens.

If the buyer has assigned permanent paddle, the number will appear in this window. Leave the paddle number box blank to automatically assign temporary paddle number or enter number manually.

Paddle No.	×
Please enter the Paddle No.	OK Cancel
000	

5. Select **OK** to confirm.



NOTE	
If the buyer	is already registered to selected auction, message appears.
Microsof	't Dynamics NAV X
?	This contact has already been registered by EVOSOFT\PAULINA.DRUMEW at 11:36:15 with Paddle No T000120! Do you want to Assign an another Paddle?
	Yes No
Select Yes	to assign another paddle, or No to cancel.



REGISTER BUYER TO AN AUCTION ON THE AUCTION DAY PAGE

If you attempt to assign lot to unregistered buyer, a message appears.

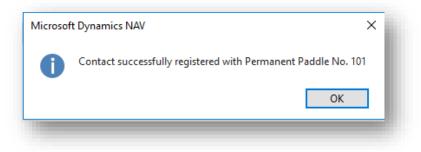
1. Select **Yes** to register the buyer for this auction.



The Paddle No. window opens.
 Select OK to confirm the paddle number for the buyer.

Paddle No.	×
Please enter the Paddle No.	OK Cancel
101	

3. Select **OK** to close confirmation message.







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8	No Buve	r have	registered to this A	Auction with Pa	ddle No. 7412			
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		1	500.00	No.	Buyer Search Name		George III silver sugar 26 William IV silver teapot	