



# EVO-AUCTION USER GUIDE

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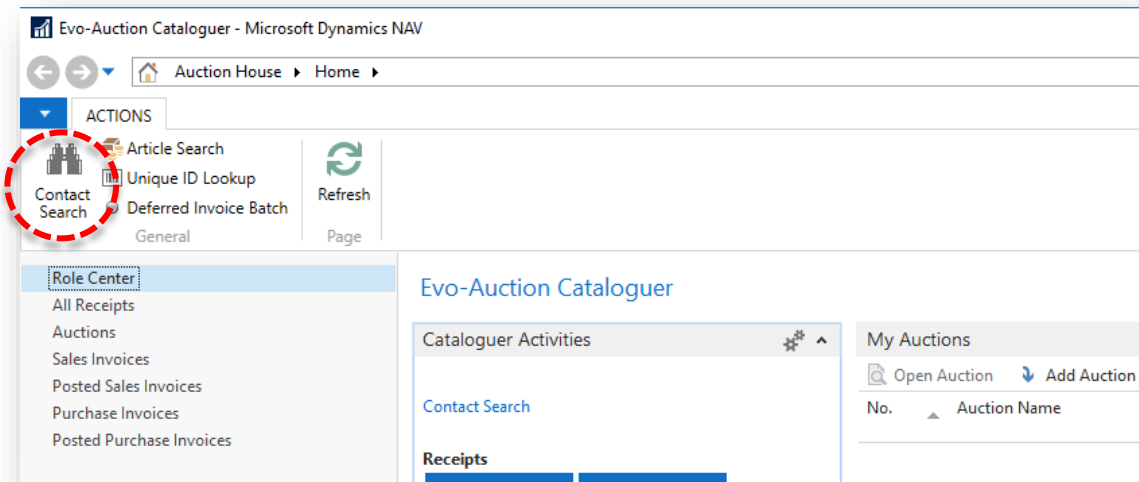
# 1.1 REGISTER BUYER TO AN AUCTION

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.



- 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.

Edit - Contact Search

HOME ACTIONS

New Buyer New Contact Create as Buyer Create as Seller Search Clear Show Card Commission Bids Take Photo Refresh Find

Filters

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

Auction Logging

Auction No.	Auction Name	Auction Date	Log Type	WEB
AS051016	Architectural Sale	05/10/2016	Attend	<input type="checkbox"/> <a href="#">Log to Auction</a>

Buyer	Seller	No.	Salutation Description	First Name	Surname	Address
Yes	Yes	C0004882		Pauline	Duncan	4 Meadow View
No	Yes	C0004881	Dr	Edward	Corn	8 Middlesex Street
Yes	No	C0004880		Mark	Proctor	7A Patriot Drive
Yes	No	C0004879		Alison	Morgan	5 Green Lane
Yes	Yes	C0004878		Andy	Galazka	63 Monks Ave

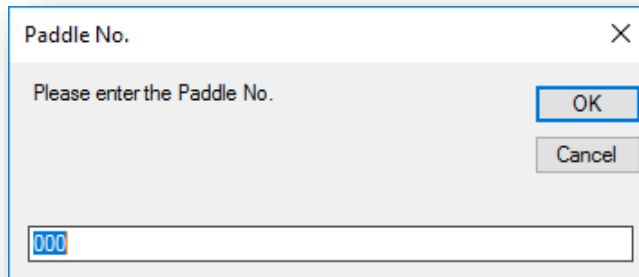
- In the **Auction Logging** pane select the **Auction No.** and the **Log Type**, and then click **Log to Auction** to complete and assign buyer paddle number for selected auction.

The screenshot shows the 'Edit - Contact Search' window with a navigation bar (HOME, ACTIONS) and various icons. Below is a 'Filters' section with input fields for Contact Type, Post Code, Reference, Number, Name, City, Full Address, E-mail, Phone Number, and Paddle Number. The 'Auction Logging' section contains a table with columns: Auction No., Auction Name, Auction Date, and Log Type. The 'Auction No.' field is highlighted with a red dashed box and contains 'AS051016'. The 'Auction Name' field contains 'Architectural Sale', 'Auction Date' contains '05/10/2016', and 'Log Type' contains 'Attend'. A 'Log to Auction' button is circled in red.

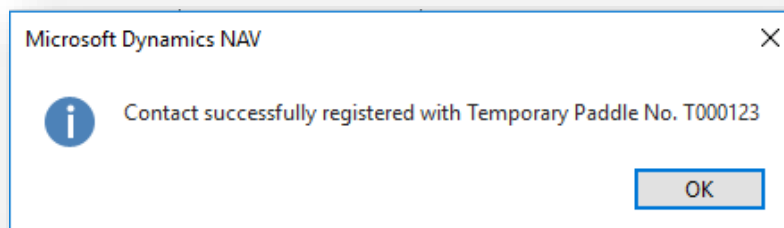
Buyer	Seller	No.	Salutation Description	First Name	Surname	Address	City
No	Yes	TREAD		Jane	Collins	5 Walton Road	Colchester
No	Yes	TAI01		Jamie	Bookham	77 Unknown Road	Glasgow
Yes	Yes	LAWP01		Robert	Miller	Portmore Park Road	Sheffield
Yes	Yes	DIK01		Glen	Farley	5 Marshmallow Road	Falkirk
No	Yes	CHRISONE1	Miss	Angela	Moor	17 Eastworth Road	Dartford
No	No	C0004900					
No	Yes	C0004899	Mr	Andrew	Poter	55 Green Lane	Addlestone

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

- 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.

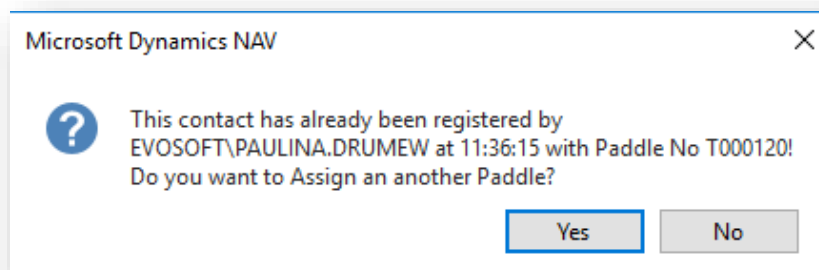


- Select **OK** to confirm.



## NOTE

If the buyer is already registered to selected auction, message appears.

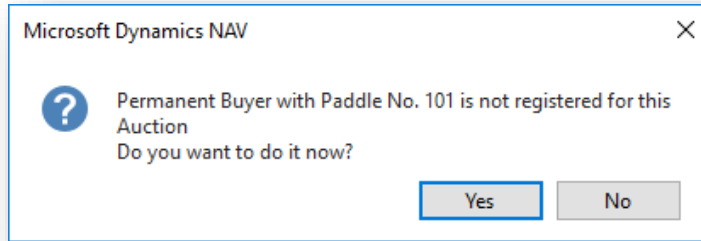


Select **Yes** to assign another paddle, or **No** to cancel.

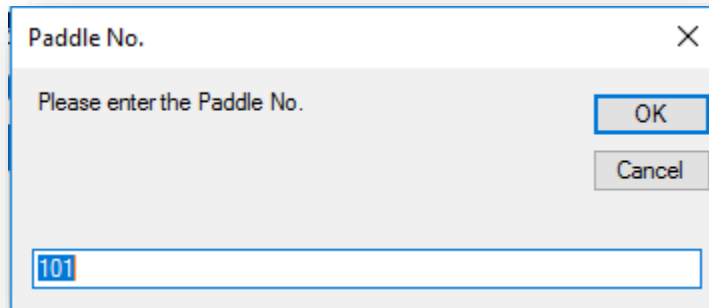
## REGISTER BUYER TO AN AUCTION ON THE AUCTION DAY PAGE

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

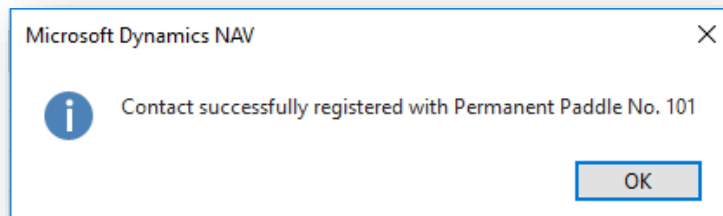
1. Select **Yes** to register the buyer for this auction.



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

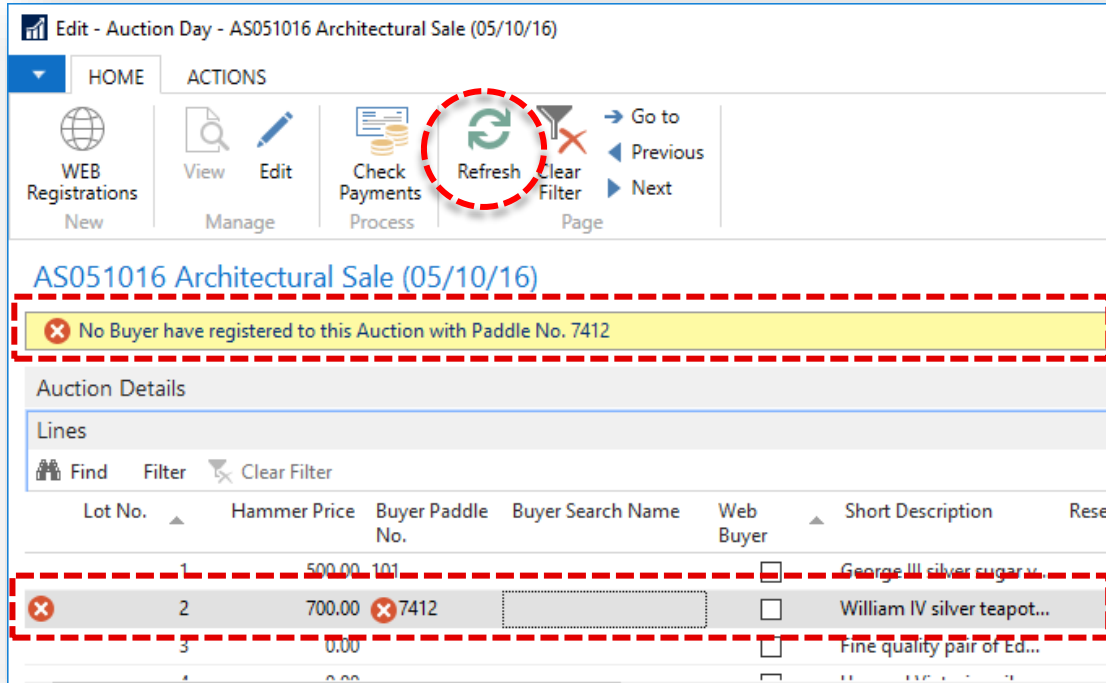


3. Select **OK** to close confirmation message.



**NOTE**

If the buyer number does not exist, error message appears.



Check if you entered the correct buyer number.

Select **Refresh** from the Ribbon to remove the error to continue.