



EVO-AUCTION USER GUIDE

PUBLISHED DATE: 30.01.2017

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

TABLE OF CONTENTS

1.1 TELEPHONE BID MANAGEMENT 3

1.1 TELEPHONE BID MANAGEMENT

Unique **Telephone Bidding Management** will assist you with assigning all of registered telephone bids to a staff member and print a report giving details of telephone numbers and notes, such as covering bids, bids remaining for that buyer and the calls remaining for that member of staff.

No more telephone bids assigned to a person who may not be able to deal with the bid due to being assigned to another bid in too short time!

To assign telephone bid:

1. In the Search box enter **Auctions**, and then choose the related link.
2. Find the auction you want to manage telephone bids for and select **Auction Day** from the Ribbon.

The screenshot shows the Microsoft Dynamics NAV interface for the 'Auctions' department. The ribbon is set to 'ACTIONS', and the 'Auction Day' option is highlighted with a red dashed circle. Below the ribbon, a table lists several auctions. The row for 'AS290816 SUNDAY INTERIORS AUCTION' is highlighted with a red dashed box. The table has columns for 'No.', 'Auction Name', and 'Auction Date'.

No.	Auction Name	Auction Date
AS100916	FINE PERIOD INTERIORS	10/09/2016
AS290816	SUNDAY INTERIORS AUCTION	29/08/2016
AS290716	THE HISTORY SALE	29/07/2016
AS120716	ANTIQUES AND JEWELLERY	12/07/2016
AS070716	COLLECTION OF POTTERY	07/07/2016

- The **Auction Day** page for selected auction opens.
Select **Telephone Bids Overview** from the Ribbon.

1788 The Watch Sale (27/09/16)

Auction Details

No.: 1788 Auction Date: 27/09/2016
 Auction Name: The Watch Sale Auction Time: 11:00:00
 Auction Category: Specialist Hammer Total: 470,160
 Pawn Broker Rates Apply:

Lines

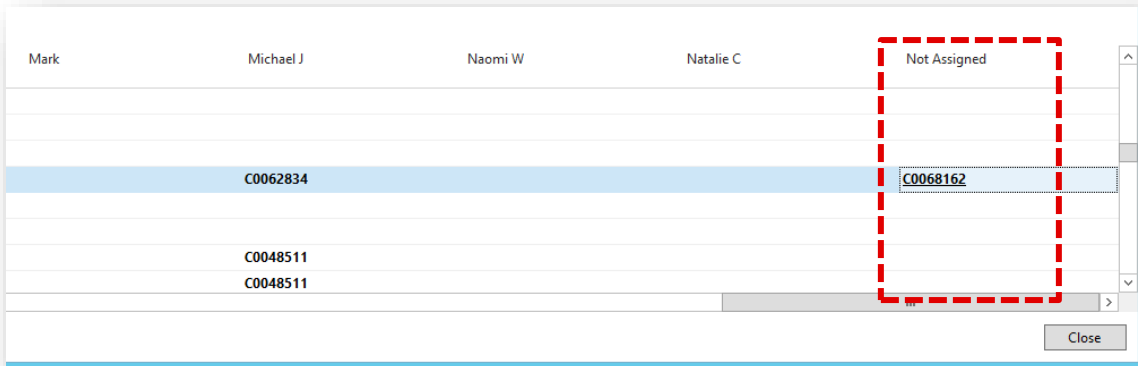
Unique...	Short Description	Lot No.	Lot Suffix	Buyer Paddle No.	Hammer Price	UnderBidd Paddle No.
99084-57	AUDEMARS PIGUET - a gentleman's sta...	1		SR700197	6,900	
98920-6	AUDEMARS PIGUET - a gentleman's 18...	2		SR715955	1,100	

The **Telephone Bid Matrix** page with all registered telephone bids for the auction opens.

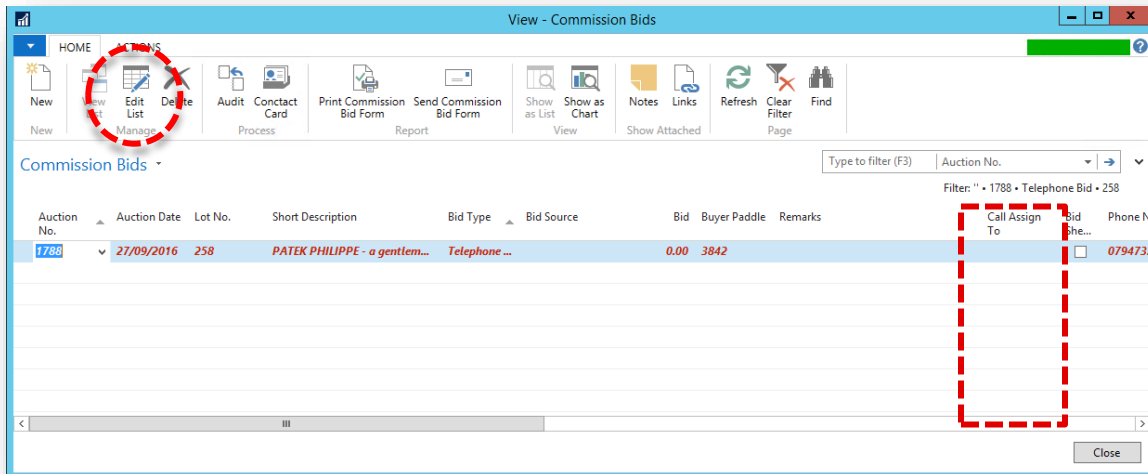
Telephone Bid Matrix

Total Lot No.	Full Name	Adrian Hailwood	FELLOWSAND...	FELLOWSANDSONSVA...	Alison J	Annaliese	Ben	Charlotte B	Cherie	Claire D	Conrad
1	AUDEMARS PIGUET - a gentilema...						C112474				
3	AUDEMARS PIGUET - a gentilema...	C0059107			C0068162		C112474				C0017142
9	BELL & ROSS - a gentleman's car...										
12	BREITLING - a gentleman's staine...										
21	BREITLING - a limited edition gen...										C112918
45	BULGARI - a gentleman's staines...										C0017142
57	BULOVA - a gentleman's staines...										
59	CARTIER - a bi-metal Santos brac...										C109272
60	CARTIER - an 18ct yellow gold Di...										
61	CARTIER - a stainless steel Tank F...						C112474				
63	CARTIER - a stainless steel Santos ...										
65	CARTIER - a bi-metal Panthere br...										

- Navigate to the **Not Assigned** column, and then click on the number shown in this column to drill down to assign a person.



- This will open up new window. To assign a person to selected phone bid, click **Edit List** from the Ribbon, and then in the **Call Assign To** column select person from dropdown list and press **OK** to save changes.

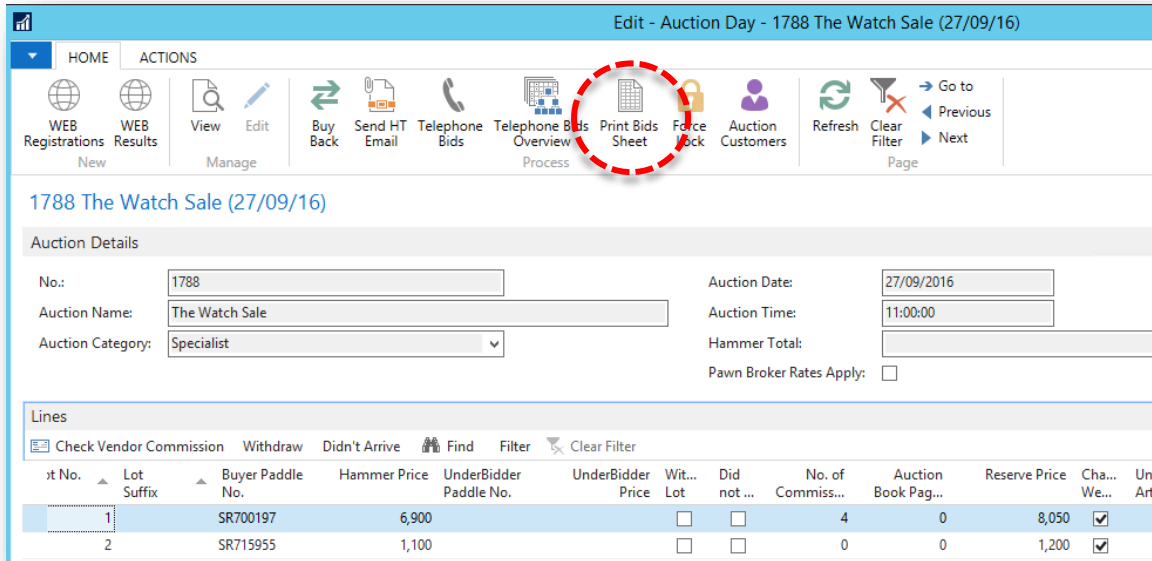


NOTE

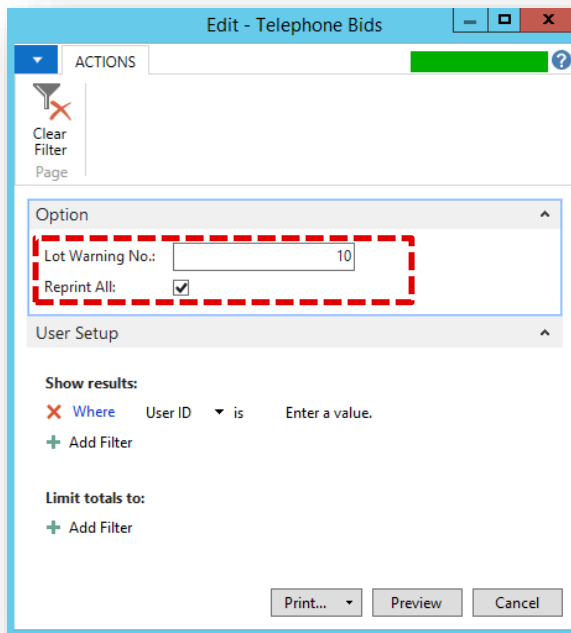
If you have assigned telephone bid to a person who may not be able to deal with this telephone bid, as the person is assigned to another bid in too short time, on the **Telephone Bids Overview** page you will see **Error** in his name column.

To print bid sheets:

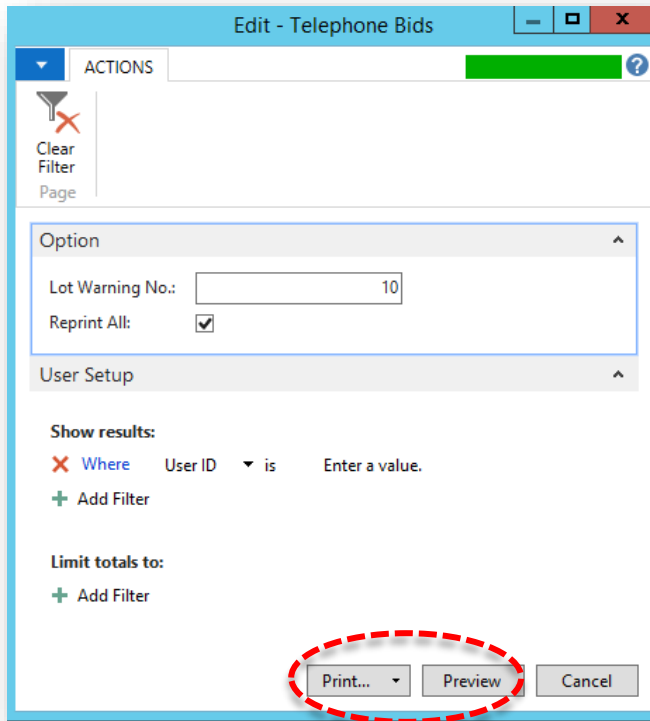
1. Navigate to the **Auction Day**.
2. Select **Print Bids Sheet** from the Ribbon.



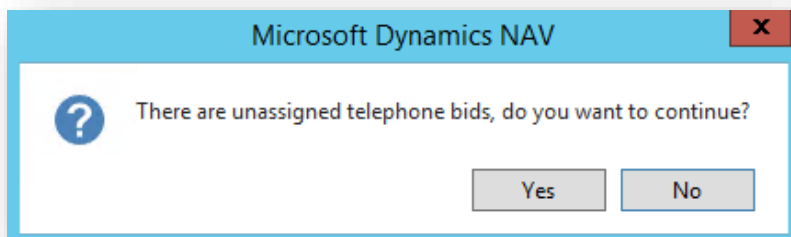
3. If any errors detected, next screen will include the information. Apply changes for any lots with warning before printing.



- When all checked and corrections are made, select the **Print** button or the **Preview** button.



- If there are any unassigned lots, warning message appears. Select **Yes** to continue, or press **No** to cancel and apply changes.



The print out will give you full list of all assigned lots to the staff member followed by detailed sheet.

Telephone Bids

2 of 4? 75% Find Next

Auction No: 1788 Lot No: 3

TELEPHONE BID

The Watch Sale

Staff Initial

Bidder Name: **Andy Jordan**

Tel No. 1: **0 7 7 7 7 7 7 7 7 7 7**

Tel No. 2: **0 1 1 1 1 1 1 1 1 1 1**

Hammer Price

Paddle No. **3783**

Remarks:

(EB 5)

Remaining Lots for staff member:

Adrian Johnson	4	301	306	326
----------------	---	-----	-----	-----

3 - 96
258
279
280
291
293
301
306
326

List of lots for this buyer

Remaining lots for a staff member

List of lots for a staff member

COVERING BID / EMERGENCY BID

Telephone bidder may request emergency bid, if he is unavailable to take the call.

To book emergency absentee bid in:

1. On the **Sale Day** page, select **Telephone Bids** from the Ribbon.
2. Navigate to the **Bid** column and enter maximum emergency bid.

The screenshot shows the 'Edit - Commission Bids' window with a ribbon menu and a data table. The ribbon includes options like 'New', 'View List', 'Edit List', 'Delete', 'Audit', 'Contact Card', 'Print Commission Bid Form', 'Send Commission Bid Form', 'Show as List', 'Show as Chart', 'Notes', 'Links', 'Refresh', 'Clear Filter', and 'Find'. The table below lists commission bids with columns for Auction No., Auction Date, Lot No., Short Description, Bid Type, Bid Source, Bid, Buyer Paddle, and Re.

Auction No.	Auction Date	Lot No.	Short Description	Bid Type	Bid Source	Bid	Buyer Paddle	Re
1788	27/09/2016	1	AUDEMARS PIGUET - a gentle...	Telephone ...	WEBSITE	0.00	3339	att
1788	27/09/2016	3	AUDEMARS PIGUET - a gentlem...	Telephone Bid	WEBSITE	0.00	3524	
1788	27/09/2016	3	AUDEMARS PIGUET - a gentlem...	Telephone Bid	BIRMINGHAM	0.00	3550	just
1788	27/09/2016	3	AUDEMARS PIGUET - a gentlem...	Telephone Bid	WEBSITE	0.00	3783	
1788	27/09/2016	3	AUDEMARS PIGUET - a gentle...	Telephone ...		0.00	3842	
1788	27/09/2016	3	AUDEMARS PIGUET - a gentle...	Telephone ...	WEBSITE	0.00	3339	att
1788	27/09/2016	9	BELL & ROSS - a gentleman's car...	Telephone Bid	BIRMINGHAM	0.00	3561	
1788	27/09/2016	12	BREITLING - a gentleman's st...	Telephone ...	WEBSITE	0.00	3647	Us

The emergency bid will be printed on sheets assigned to a staff person.

Telephone Bids

2 of 4? 75% Find Next

Auction No: 1788 Lot No: 3

TELEPHONE BID

The Watch Sale

Staff Initial

Bidder Name: **Andy Jordan**

Tel No. 1: **0777777777**

Tel No. 2: **01111 111111**

Hammer Price

Paddle No. **3783**

Remarks:

(EB 5)

3*
96
258
279
280
291
293
301
306
326

Remaining Lots for staff member:

Adrian Johnson	4	301	306	326	
----------------	---	-----	-----	-----	--