



# EVO-AUCTION USER GUIDE

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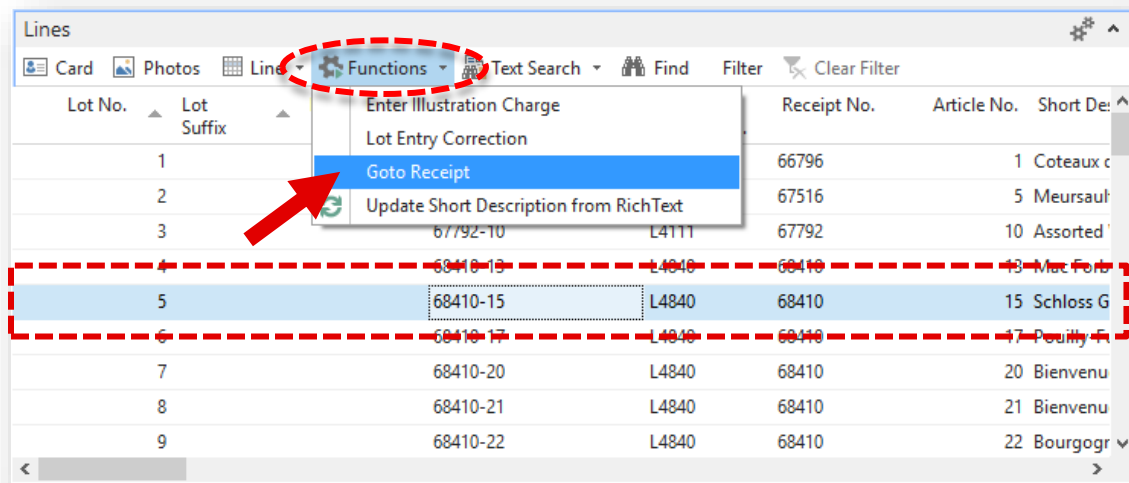
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# 1.1 WITHDRAWING LOTS/ITEMS FROM AN AUCTION

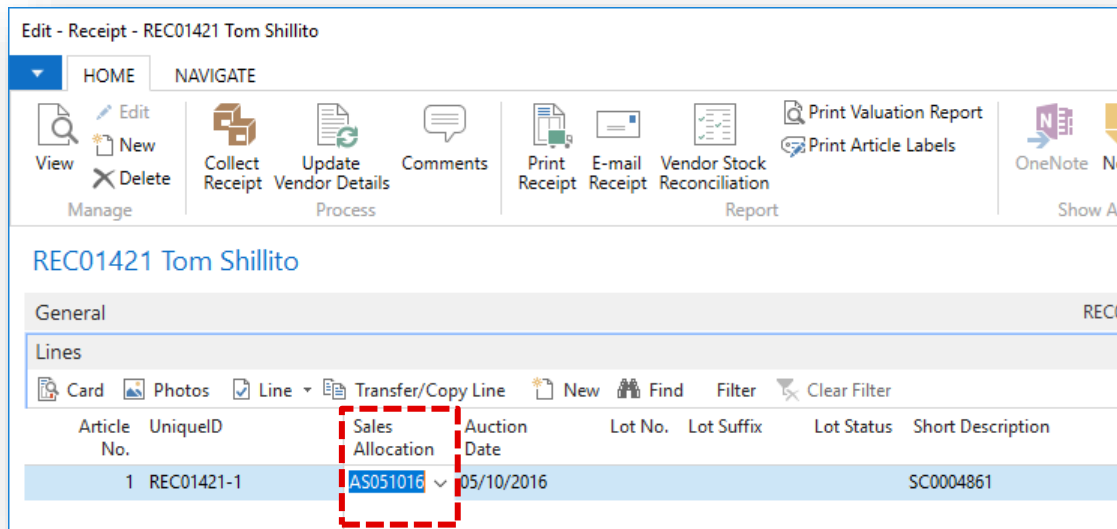
## ITEM WITHOUT LOT NUMBER ASSIGNED

In order to remove unlotted article from an auction, and stop it from being brought back in each time the auction is created:

1. Open an auction, and then navigate to the **Lines FastTab**.  
Select a line with an article you want to withdraw, and from the **Lines** menu select **Functions** and then choose **Goto Receipt**.



- Relevant receipt opens.  
Navigate to the article line and then change or remove value in the **Sale Allocation** field.

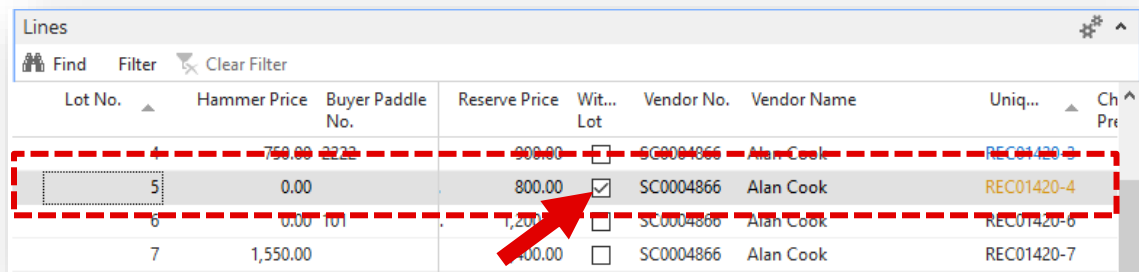


Next time you create an auction (Import Lots), the item will not be brought back in.

## ITEM WITH LOT NUMBER ASSIGNED

When an article with lot number assigned is withdrawn from a sale, all information related to the lot are updated in the system. This means that reports such as Pre-sale advice or catalogue text will show that the lot has been withdrawn.

- Open an auction and then navigate to the **Lines FastTab**.  
Select a line with an article you want to withdraw, navigate to the **Withdrawn Lot** column and select the checkbox.



2. Enter the **Withdrawal Reason** and select **OK**.

3. Select **Yes** if you want to apply charge for withdrawn lot.

Withdrawn lot is marked in orange colour in the **UniqueID** column on the **Auction Day** page.

Description	Reserve Price	Wit... Lot	Vendor No.	Vendor Name	Uniq...	Ch... Pr...
silver sugar v...	500.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-5	
silver teapot...	600.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-1	
y pair of Ed...	800.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-2	
ctorian silve...	900.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-3	
silver Argyle...	800.00	<input checked="" type="checkbox"/>	SC0004866	Alan Cook	REC01420-4	
yellow meta...	1,200.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-6	
abochon ga...	1 400.00	<input type="checkbox"/>	SC0004866	Alan Cook	RFC01420-7	

On the **Salebook**, withdrawn lot is marked as Withdrawn in the **Reserve**, the **Buyer Paddle No.** and the **Hammer Price** columns.

3	Fine quality pair of Edwardian two-branch three-light batwing candelabra, with slender tapering colu... <b>Vendor Name: Alan Cook</b>	€800- €1,200	<b>800</b> No Reserve			
4	Unusual Victorian silver pepper pot in the form of a 'knight' chess piece with screw-on base. Regist... <b>Vendor Name: Alan Cook</b>	€1,000- €1,500	<b>900</b> No Reserve			
5	William IV silver Argyle of baluster form, with side-mounted silver handle with ivory insulators and... <b>Vendor Name: Alan Cook</b>	WITHDRAWN €800- €1,200 WITHDRAWN	<b>800</b> No Reserve		WITHDRAWN WITHDRAWN	WITHDRAWN WITHDRAWN
6	Edwardian yellow metal hollow curb link bracelet with padlock clasp CONDITION REPORT Link marked wit... <b>Vendor Name: Alan Cook</b>	€1,200- €1,500	<b>1200</b> No Reserve	1400 Chris Cuninghem (5009)		
7	Victorian cabochon garnet brooch, three Edwardian locket and antique and other jewellery ... <b>Vendor Name: Alan Cook</b>	€1,500- €1,800	<b>1400</b> No Reserve			

**NOTE**

If you try to input hammer price against withdrawn lot **Error** message appears.

AS051016 Architectural Sale (05/10/16)

**✖ Withdraw Lot must be equal to 'No' in Auction Line: Auction No.=AS051016, Auction Line No.=40000. Current value is 'Yes'.**

Auction Details

Lines

Find Filter Clear Filter

Lot No.	Hammer Price	Buyer Paddle No.	Reserve Price	Wit... Lot	Vendor No.	Vendor Name	Uniq...	Ch ^ Pre
1	500.00	101	500.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-5	
2	700.00		600.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-1	
3	900.00	4456	800.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-2	
4	750.00	2222	900.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-3	
<b>✖</b> 5 <b>✖</b>	800.00		800.00	<input checked="" type="checkbox"/>	SC0004866	Alan Cook	REC01420-4	
6	0.00	101	1,200.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-6	

Refresh the page to remove the error.

Edit - Auction Day - AS051016 Architectural Sale (05/10/16)

HOME ACTIONS

WEB Registrations View Edit Check Payments Refresh Clear Filter Go to Previous Next

AS051016 Architectural Sale (05/10/16)

**✖ Withdraw Lot must be equal to 'No' in Auction Line: Auction No.=AS051016, Auction Line No.=40000. Current value is 'Yes'.**

Auction Details

Lines

Find Filter Clear Filter

Lot No.	Hammer Price	Buyer Paddle No.	Reserve Price	Wit... Lot	Vendor No.	Vendor Name	Uniq...	Ch ^ Pre
4	750.00	2222	900.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-3	
<b>✖</b> 5 <b>✖</b>	800.00		800.00	<input checked="" type="checkbox"/>	SC0004866	Alan Cook	REC01420-4	
6	0.00	101	1,200.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-6	

**NOTE**

You are not allowed to withdrawn lot which is sold, error message appears.

AS051016 Architectural Sale (05/10/16)

✖ Hammer Price must be equal to '0' in Auction Line: Auction No.=AS051016, Auction Line No.=50000. Current value is '500'.

Auction Details

Lines

Find Filter Clear Filter

Lot No.	Hammer Price	Buyer Paddle No.	Reserve Price	Wit... Lot	Vendor No.	Vendor Name	Uniq...
✖ 1	500.00	101	500.00	<input checked="" type="checkbox"/>	SC0004866	Alan Cook	REC01420-5
2	700.00		600.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-1
3	900.00	4456	800.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-2

Refresh page to remove the error.



## IMPORTANT

Before you assign withdrawn lot to another sale, you must go to the **Receipt** and remove withdrawn status from the article.

The screenshot shows the 'Edit - Receipt - 10407 David Brown' interface. The top navigation bar includes 'HOME' and 'NAVIGATE' tabs, with various action icons like 'View', 'Edit', 'New', 'Delete', 'Collect Receipt', 'Update Vendor Details', 'Comments', 'Commission Agreement', 'Print Receipt', 'E-mail Receipt', 'Print Valuation Report', 'OneNote', 'Notes', 'Links', 'Refresh', 'Clear Filter', and 'Page'. Below the navigation bar, the title '10407 David Brown' is displayed. The 'General' section shows '10407 | V000798 | David Brown'. The 'Lines' section contains a table with columns: Article No., UniqueID, Hammer Price, Withdraw Lot, Unsold Article..., Sales History, Lot Lookup, Export Issue, and Export Iss. A red arrow points to the 'Withdraw Lot' checkbox for the row with Article No. 5 and UniqueID 10407-4.

Article No.	UniqueID	Hammer Price	Withdraw Lot	Unsold Article...	Sales History	Lot Lookup	Export Issue	Export Iss
3	10407-3	300	<input type="checkbox"/>		1 100		<input type="checkbox"/>	
5	10407-4	0	<input checked="" type="checkbox"/>		2 19		<input type="checkbox"/>	
6	10407-6	300	<input type="checkbox"/>		1 249		<input type="checkbox"/>	
7	10407-7	320	<input type="checkbox"/>		1 99		<input type="checkbox"/>	