EVO-AUCTION USER GUIDE

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1.1 AUCTION

SETTING UP NEW AUCTION

To create new auction:
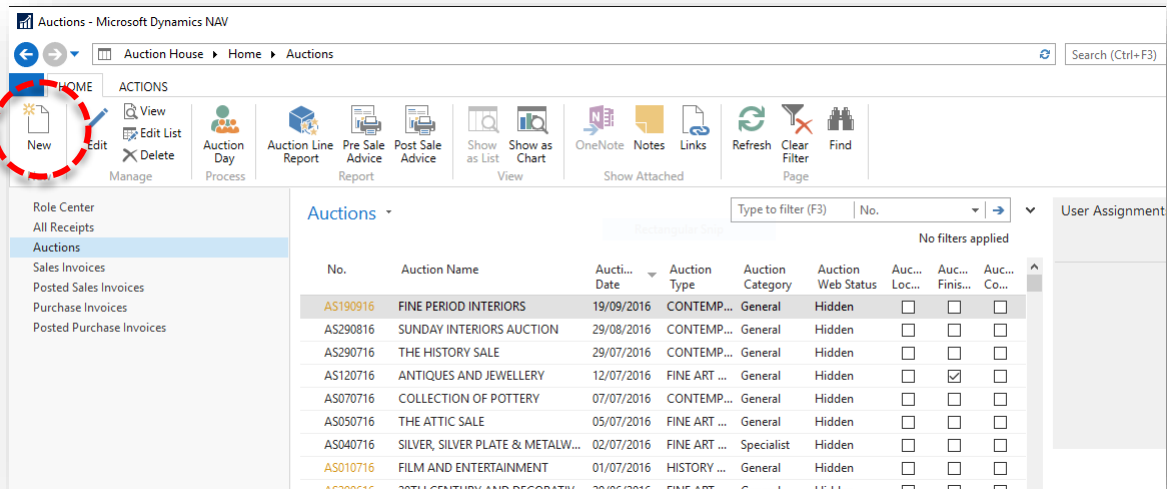
1. In the Search box enter **Auctions**, and then choose the related link.
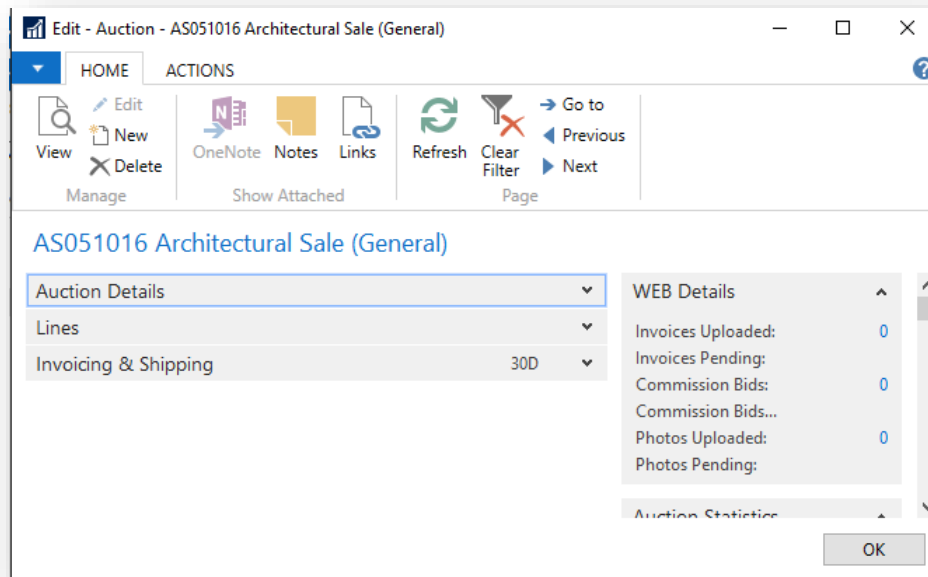   The **Auctions** window opens.
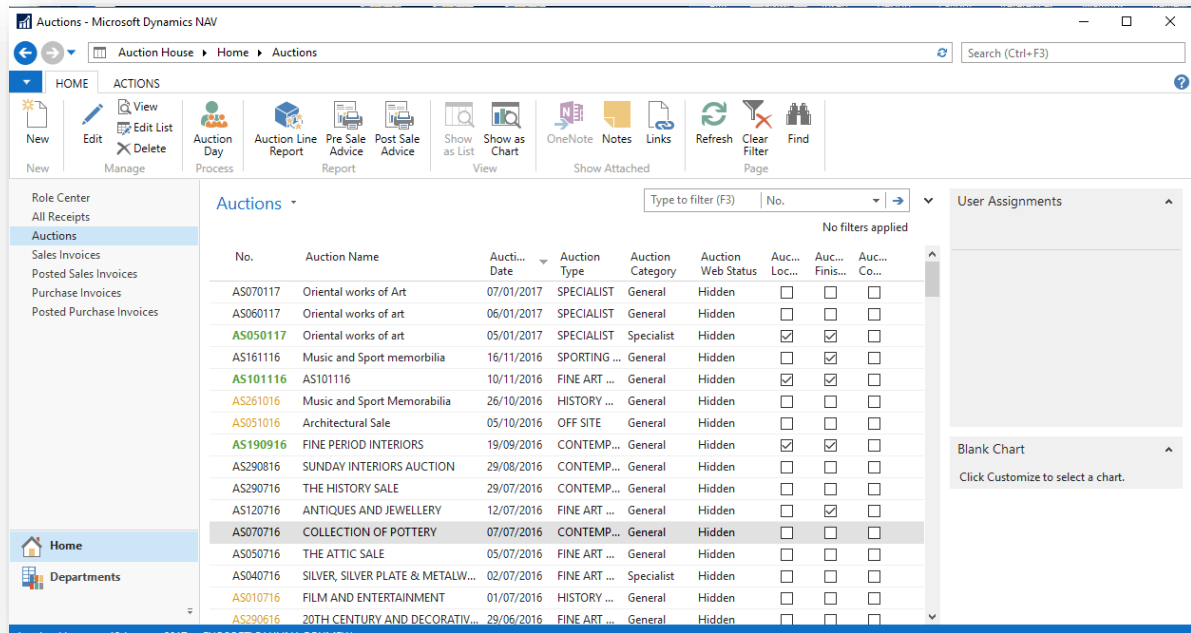
NOTE
Auction highlighted in **Green** colour is currently locked (in process of lotting). Auction highlighted in **Orange** colour indicate past auction, which should be closed.

2.   Select **New** from the Ribbon.

3.   The **Auction** window opens. Fill in required information.

AUCTION DETAILS FASTTAB

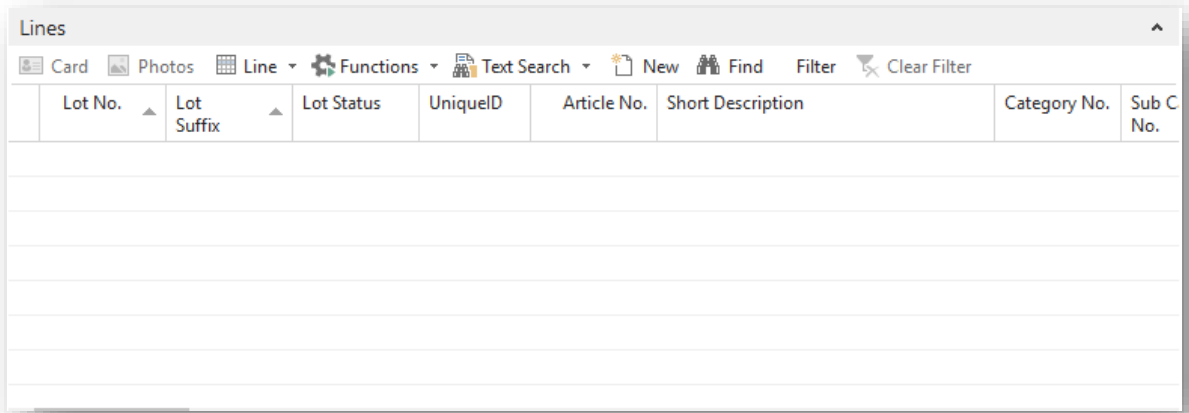| Field name	Type	Description
No.	Unique Code	Usually automatically assign from a number series. Press the **Enter** key to obtain the next number in the series, or input the reference you wish to allocate to that specific auction.
Auction Name		Title of the auction.
Auction Date	Lookup	Auction start date.
Auction Time		Auction start time (24-hour format) HH:MM:SS
Auction Category	Lookup	Specify auction category: • General - default • Specialist
Auction Type	Lookup	Select auction type. Auction type defines default **WEB Premium**, default **Payment Term Code** and default **Vendor Commission**.
Auction Location No.	Lookup	Used for multi-site Auction House to specify where the auction is taking place.
Viewing Days And Times	Auto	Date formula is populated from the **Auction Category** table.
Auction Close Date	Lookup	Used for catalogue production deadline. Once the articles are Lotted and Locked, any entries after that date cannot be entered and included in the auction. Currently no function behind.
Auction Locked	System Field	Indicates if the auction is **Locked**.

		Locking an Auction checks for errors on the Auction Lines. For more info go to Locking the Lot Numbers.
Auction Finished	Tickbox	Indicates if the auction is **Finished** and auction results are ready to be Published. Activated when the auction is **Locked**.
Auction Complete	System Field	This field indicates if the auction is **Complete**. Auction should be marked as complete when all statements are Posted, unsolds lots have been processed and no further corrections to be applied to the auction lines. No function behind.
Auction Web Status	Dropdown	Used for website integration. Available options: • **Unpublish** – auction is listed but catalogue or preview not visible to public. • **Preview** – auction is listed with preview of selected lots, used for advertising single lots in forthcoming auctions. • **Publish** – auction is listed and full catalogue available to public. • **Hidden** – auction is not visible in auction list on the catalogue page, this option is useful for private sales (Default value).
Email Auction Results	Tickbox	Select the check box to publish unpaid invoices online, and email results to successful buyers with link to pay online. Before you select the checkbox, make sure all the auction results are correct. Activated only if auction is marked as **Finished**.

LINES FASTTAB

This FastTab displays list of all assigned articles.

Go to Creating an Auction to find out how to import assigned Receipt lines.

Lot No.	Lot Suffix	Lot Status	UniqueID	Article No.	Short Description	Category No.	Sub C No.

Invoicing & Shipping

| Consolidated Auction Code: | AS050117 | Euro Rate: | 0.00000 |

Field name	Type	Description
Consolidated Auction Code	Unique ID	Create unique ID to mark all consolidated auctions. Good practice is to use first day auction number as an identifier. When you run 3-day auction and each day is created as a separate auction, you can consolidate all 3 auctions, which will allow you to: • Use the same Buyer Paddle Number across multiple auctions, which means that a buyer needs to register to one auction only to be able to take a part in other consolidated auctions. • Create a vendor statement across multiple auctions. • Create a Pre and a Post Sale Advice letter across multiple auctions. • Create a buyer invoice across multiple auctions. • Create an Auction Notice letter across multiple auctions.
Euro Rate		Enter Euro rate for currency conversion. This rate is required if ARR apply to lots in the auction.

4. Select **OK** to save the auction.

CREATING AN AUCTION

Create Auction is the process of bringing all allocated articles to selected auction from vendors' receipts, lotting up (creating sales Lines) and generating reports associated with them.

Sales lines can be added to (updated) repeatedly until the auction is **Locked** after lotting up the auction, and it is good practice to update them on a regular basis.

ALLOCATED LINES

Before you start the import, you must check if receipts' lines allocated to the auction are correct and completed.

To run the check:

1. Open the auction and then select **Allocated Lines** from the Ribbon.
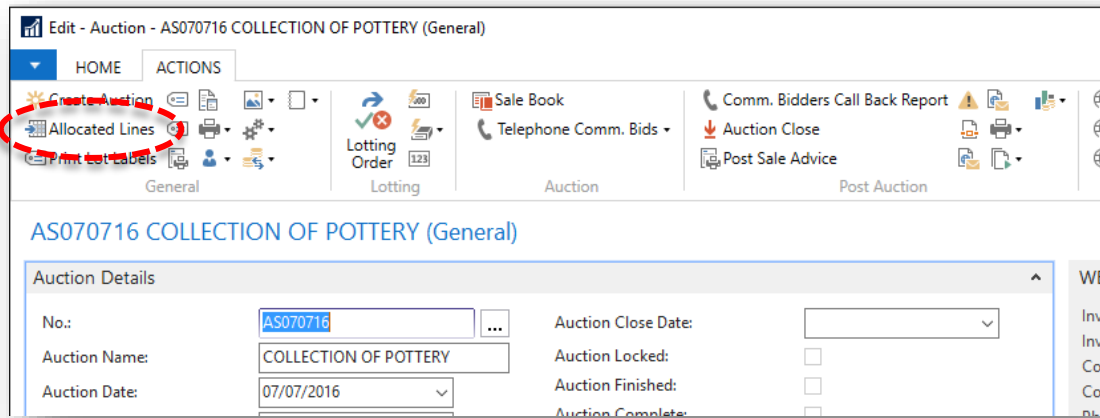
The **Receipt Lines** window opens.
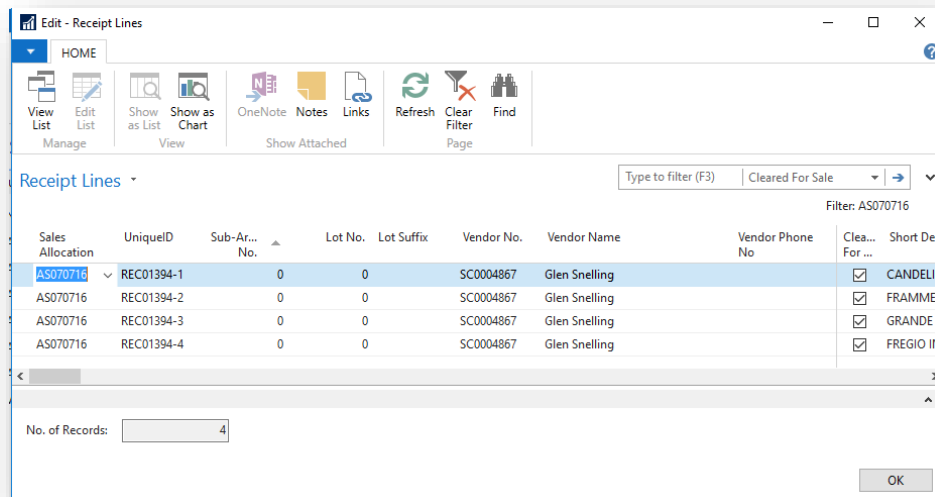
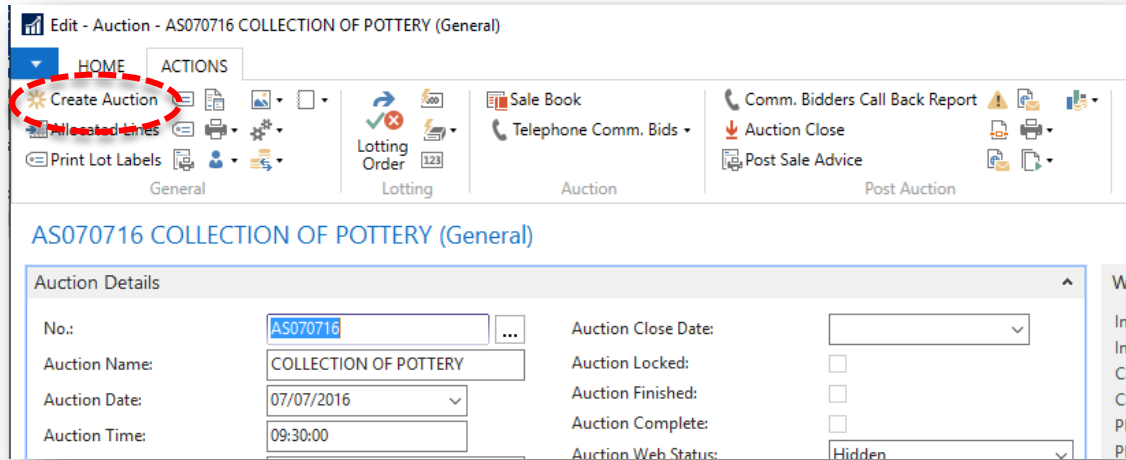2. Check if all the lines are correct and complete.

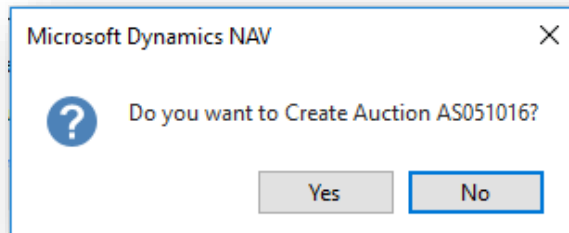| NOTE |
|---|
| Receipt lines must be marked as **Cleared for Auction** to be imported. |

IMPORTING LINES FROM RECEIPTS

To import receipt lines:

1. Select **Create Auction** from the Ribbon.
   This action will import all previously allocated Receipts' Lines to the auction.

2. Select **Yes** to confirm.

NOTE

On this stage, you may receive message stating: "There are (1) Items which are allocated to this Sale but not cleared. View?"

Select **Yes** to view a list of allocated, but not Cleared Lines.
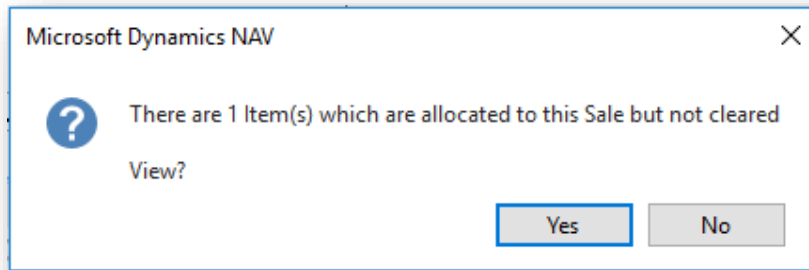
To import lines from this list, you must mark them as cleared.

Select **OK** to save changes and close the window.
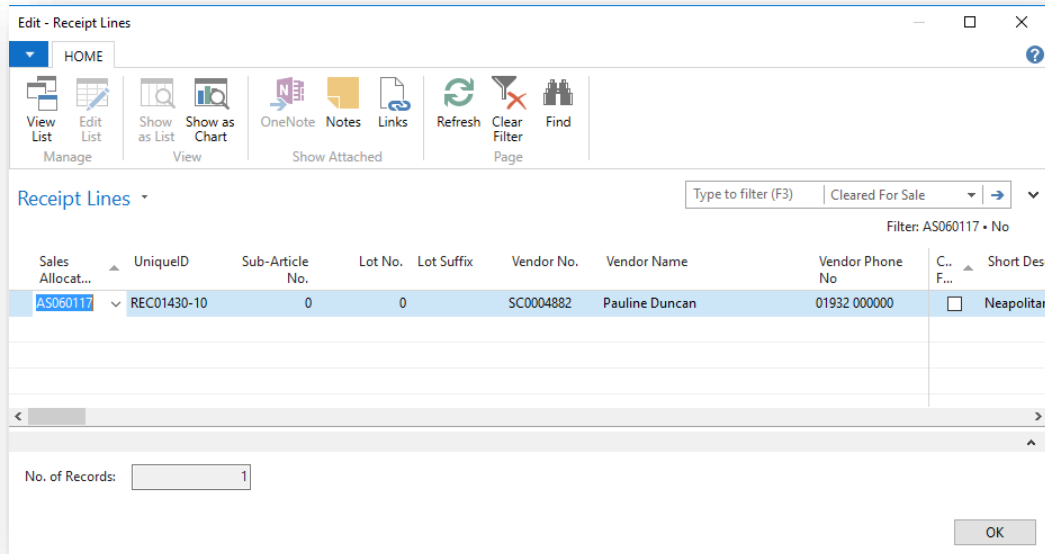
3. Select **Yes** to continue

All the lots are now imported and visible in the **Lines FastTab**.

IMPORTING ADDITIONAL LOTS

To add more lots to the auction:

1. Open the auction and then select **Create Auction** from the Ribbon.
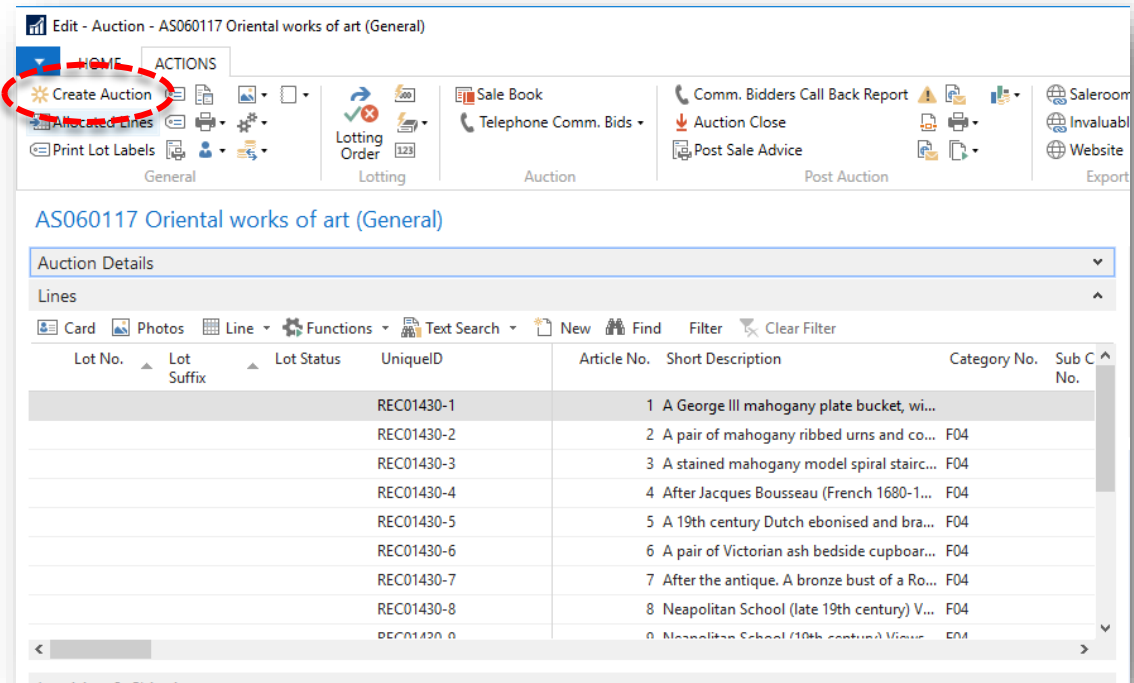
2. Select **Yes** to confirm.
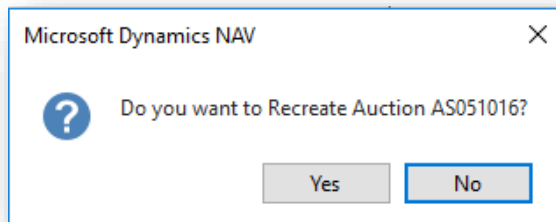
3. Select **Yes** to confirm.
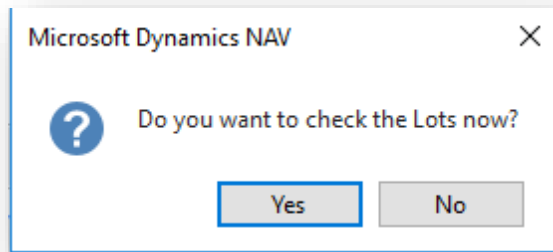
ERRORS

To check for missing key information on the auction lines:

1. Open the auction and then navigate to the **Qty of Errors** column, where you can see a number of errors for individual line. That means the lines are either incomplete or incorrect.

   List of the common causes of errors:

   - Category or subcategory field is blank.

   - No image assigned.

   - No lot number assigned.

   - Article has no detailed description.

   - Reserve status is set as discretion with no reserve price.

   - No low or high estimate.

   - Article is not catalogued (The catalogued check box is not selected). This can be selected manually.

2. Click on the error number to view detailed information. It will open up new window with list of errors for selected lot.
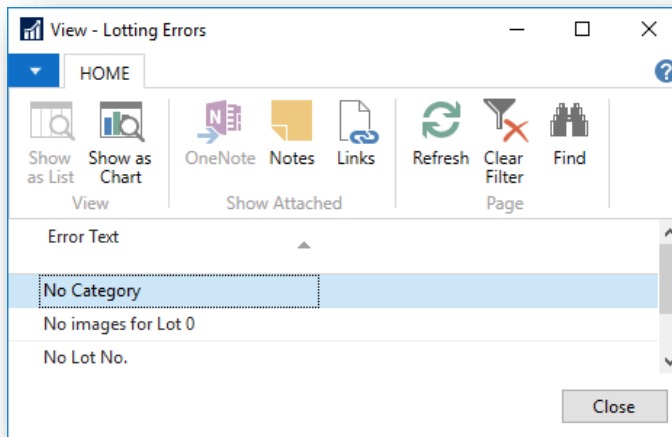
NOTE

Errors are not updated automatically, so to update all the error numbers you must select **Visual Locking Check** from the Ribbon.
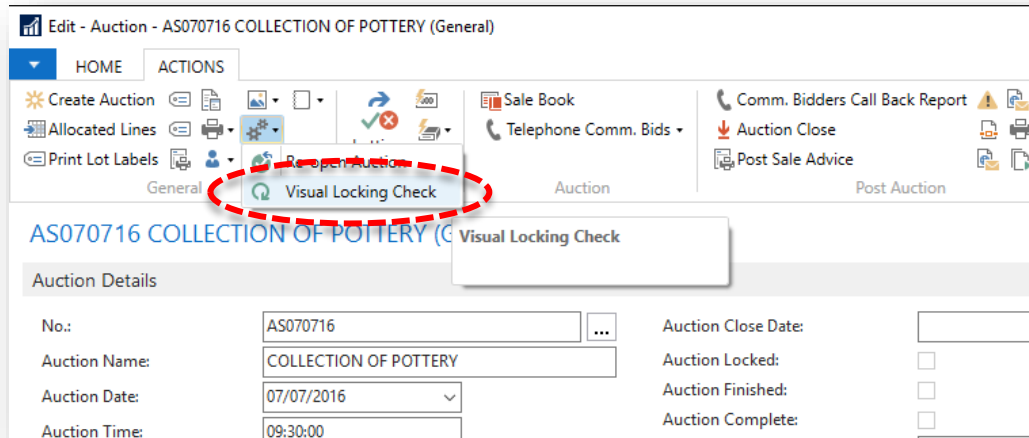
To make necessary amendments to the articles, you must do so from within the auction lines by highlighting the article and selecting **Functions/ Goto Receipt** from the menu. This will open up relevant receipt.

Once you have cleared the visual locking errors, you can proceed with lotting up.

It is advised to delete all the auction lines from the sale immediately before lotting, and then bring them back in (Create Auction). This process allows any amendments that have been made in the receipts to update in the sale lines prior to lotting.
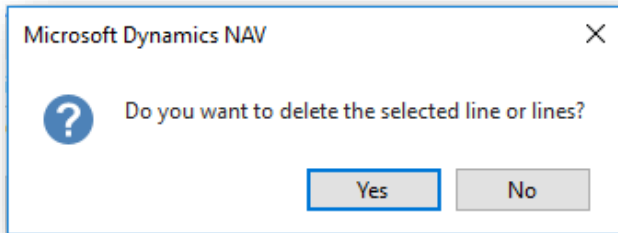
To delete all auction lines:

1. Select all the lines, by clicking on the white square next to the columns' titles; alternatively press Ctrl+A key.
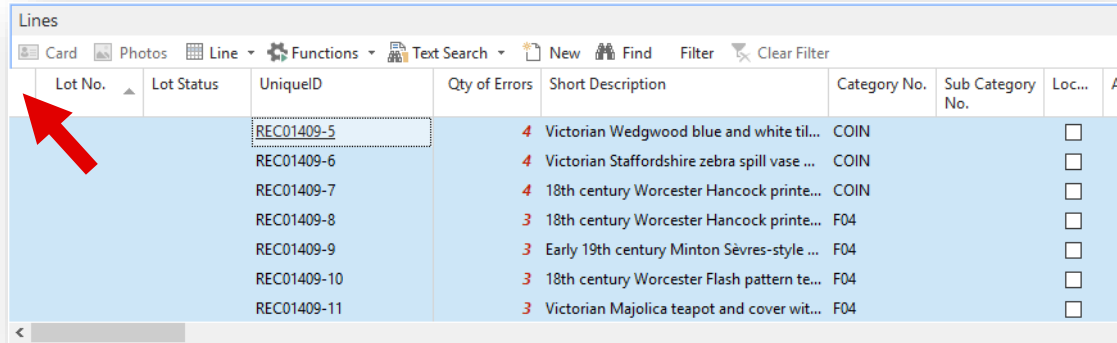
2. Right click on selected lines, and then choose **Delete Line**.
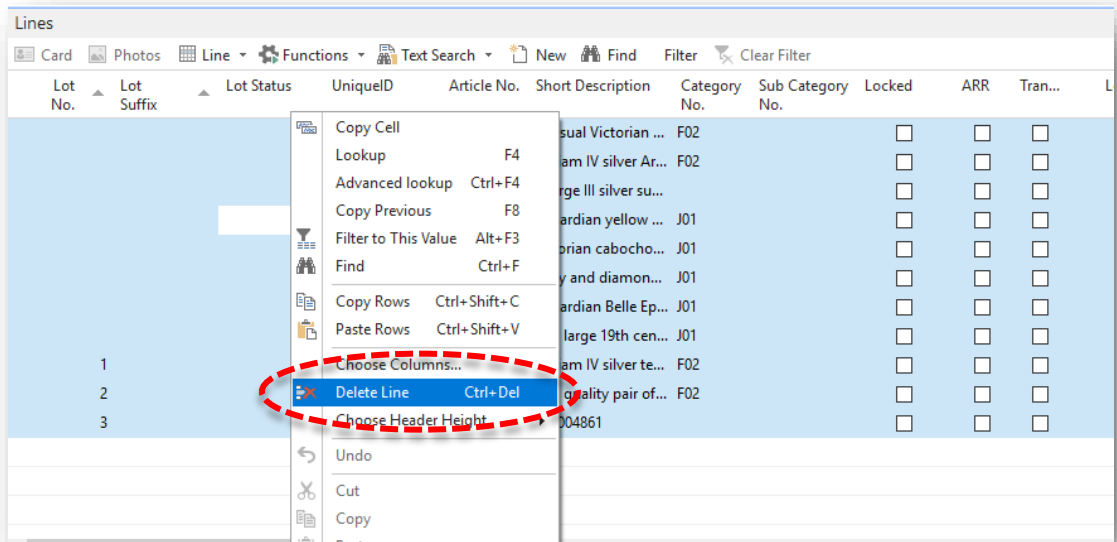
3. Select **Yes** to confirm.

All auction lines are now removed.

LOTTING ORDER

This is function, where you define rules for lotting up. There are several different options for lotting order available and you need to select the one, which best fits your requirements.

- Lotting order by category
- Start category/section with specific lot number
- Gap size between categories
- Setting individual lot or receipt in specific order
- Lotting order can also be imported from previous auction.

To access the Lotting Order page:

1. Open the Auction and then select **Lotting Order** from the Ribbon.
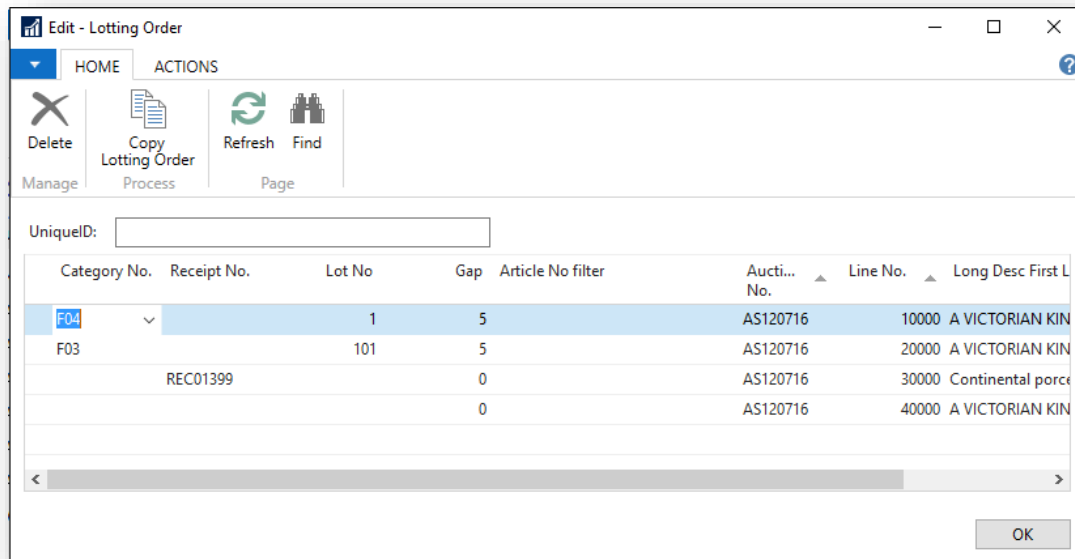
Example:

Set particular article (receipt line) as lot number 1, followed by lots assigned to category F02, with gap size of 5 spare lots after each category. Additionally, start category J01 with lot number 1001.

To set up **Lotting Order by Category:**

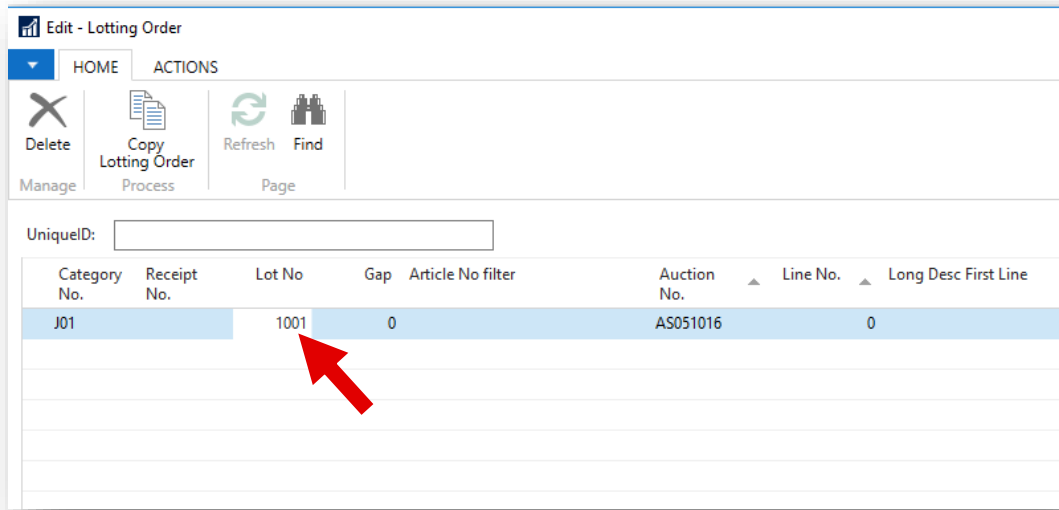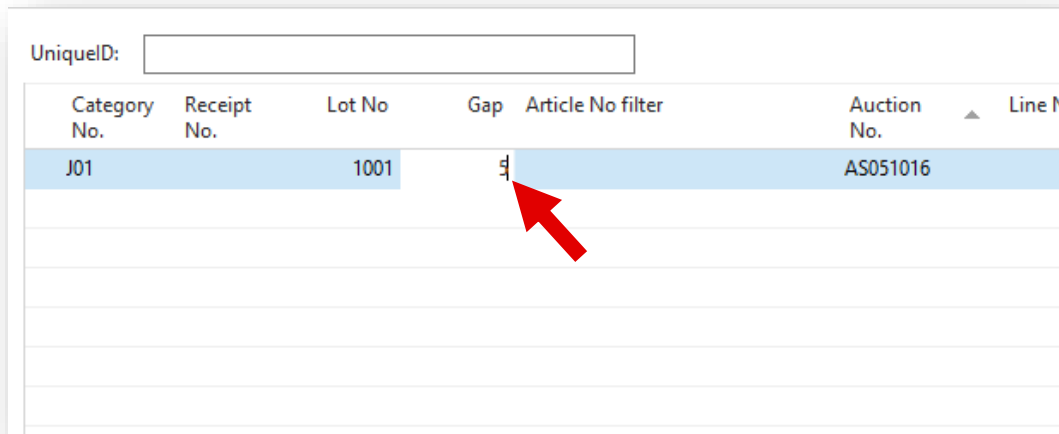1. Navigate to new line and in the **Category No**. column select a category.

To **start Category/Section with specific Lot Number:**

1. Navigate to the line with selected Category and in the **Lot No.** column enter the lot number.

To set a **Gap Size at the end of Category:**

1. Navigate to the line with selected Category and in the **Gap** column enter number of spare lots to follow this category.

To **assign specific Lot Number to individual Article**:

1. Navigate to new line and in the **UID** column enter article unique ID, then in the **Lot No** column enter the lot number.
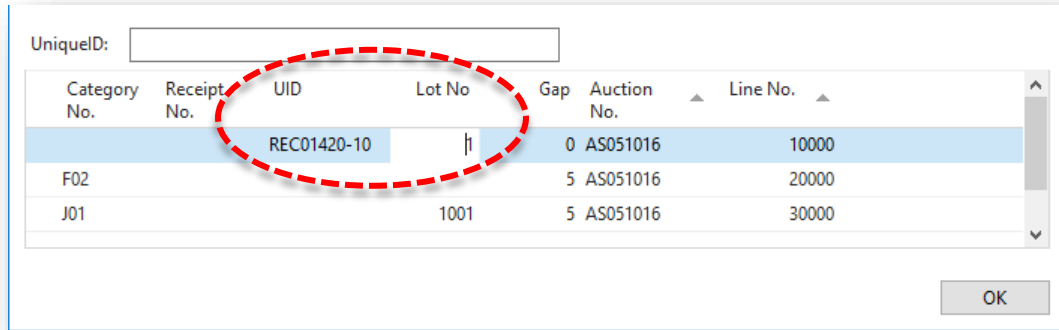
To **import Lotting Order from previous Auction**:

1. Select **Copy Lotting Order** from the Ribbon.
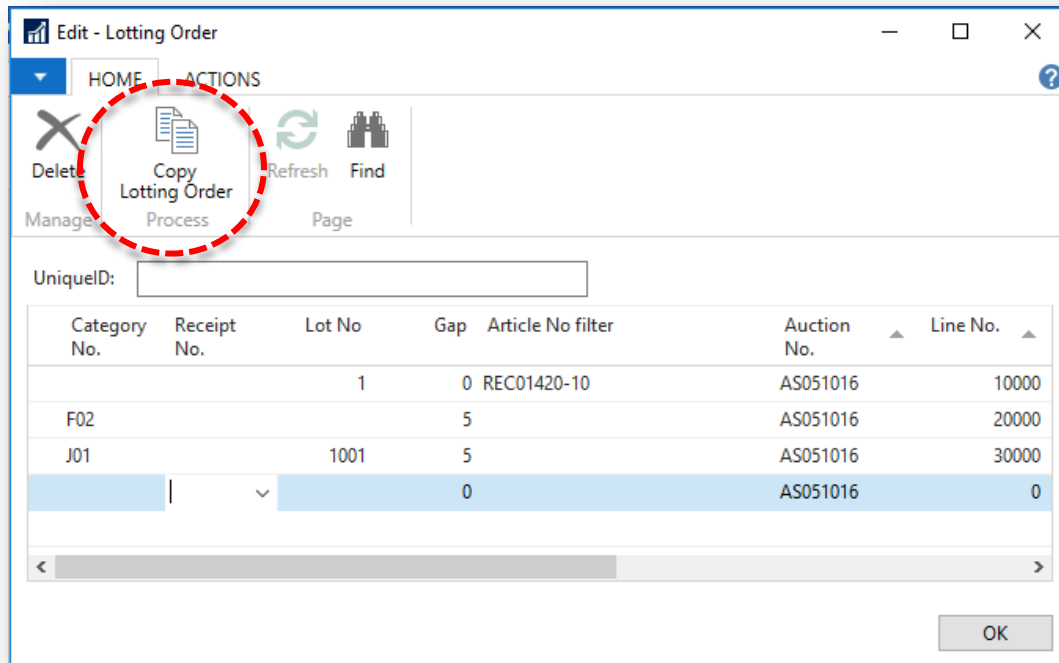
2. The **Copy Lotting Order** window opens.
Select **Auction Number** to copy the order from and then click **OK** to confirm.
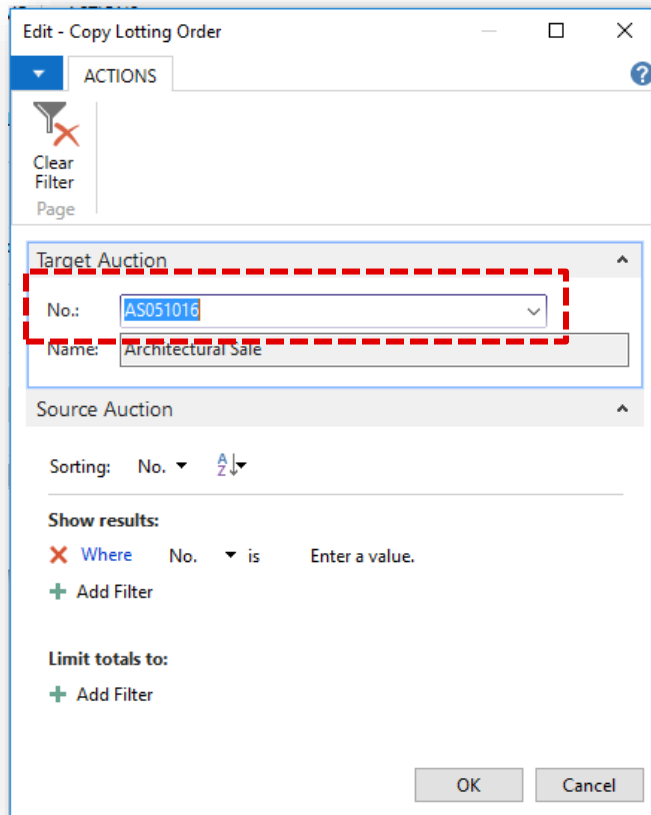
IMPORTANT
If a blank line is added to the bottom of the Lotting Order window, then any items in the auction, which are not added to the Lotting Order, will be picked up and lotted at the end with the next available lot number. To create a 'blank' line in the Lotting Order window, just enter a lot number, click away from that line, then remove the lot number and click away from the line again.

AUTO-LOT

The Auto-Lot will update the lot number and lot suffix on auction lines based on the data in the Lotting Order window only.

NOTE
To use **Auto Lot** function, you need to define **Lotting Order** first.

To apply lot numbers:

1. Open the auction and select **Auto Lot** from the Ribbon.

2. Select **Yes** to confirm.

3. Next message **MUST** be considered carefully before answering.
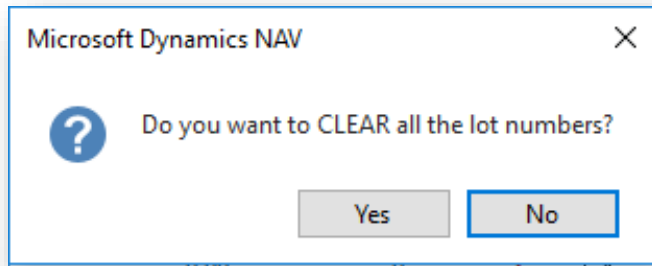
Take care as if you reply **Yes**, this will clear all the lot numbers in the auction and you cannot reverse this by cancelling at the next step.

If you say **No**, the Auto-Lot will continue but will not clear lots in the auction, which already have a lot number.

4. The next message will ask you for lotting instructions.
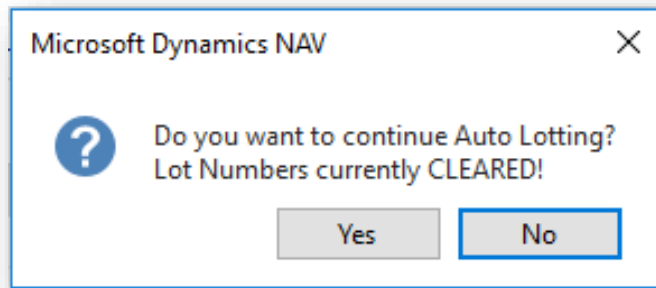
If you select **Yes** to this message, existing lot numbers have already been cleared and new lot numbers will be added.

If you select **No**, the lot numbers have already been cleared and new lot numbers will NOT be added.

MISSING LOTS CHECK

To print or view missing lots list:

1. Select 123 located on the Ribbon.
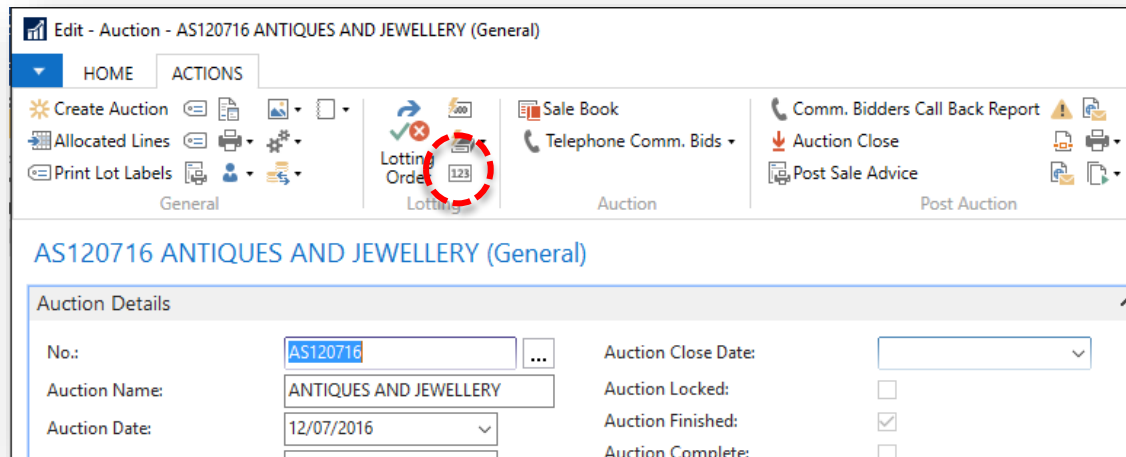
2. The **Missing Lots** window opens.
    Select an **Auction Number**, and then choose the **Print** button or the **Preview** button.
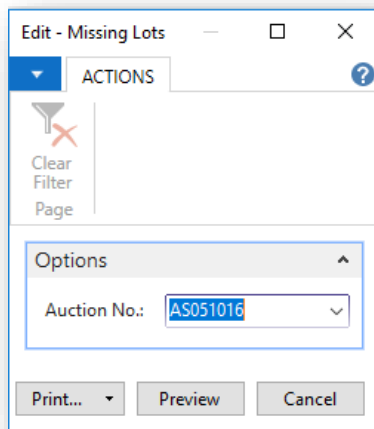
LOCKING THE LOT NUMBERS

An auction must be **Locked** after lotting has taken place, and prior to generating any pre-sale reports. Lock the auction when lotting is complete.
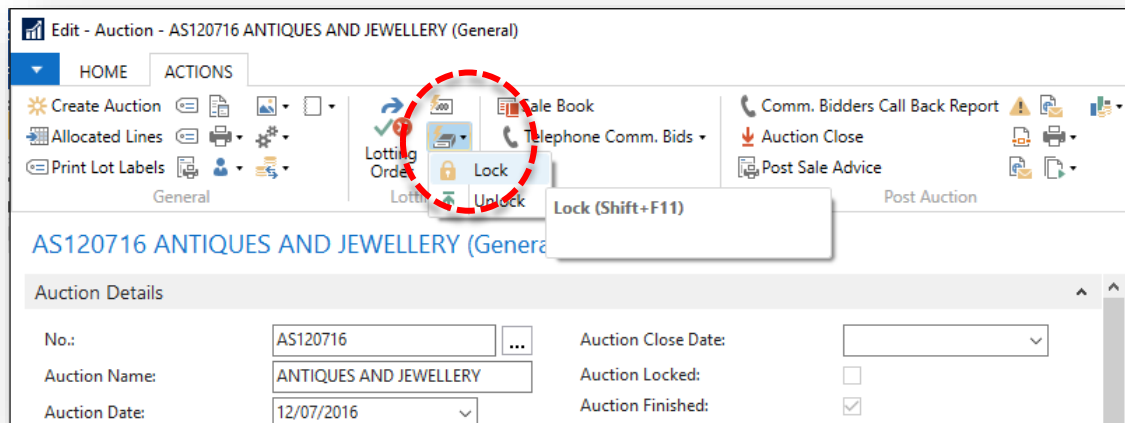
The auction can subsequently be Unlocked to add or amend the auction lines.

If sale is Locked you cannot edit auction header, only withdrawn action allowed - no more changes.

IMPORTANT
You must run **Visual Locking Check** first, to check for missing key information on the auction lines.

To **Lock** the auction:

1. Select **Lock** from the Ribbon.

2. As the system attempts to lock the Lot Numbers, it will throw up any problems with articles and check for duplicated lot numbers. The user is alerted and any corrections must be made before you can fully Lock the auction.
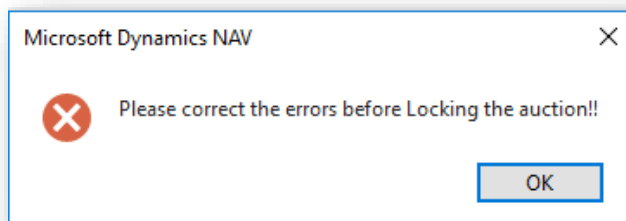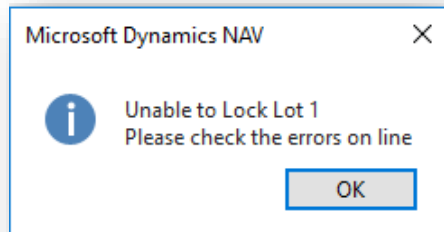
To make necessary amendments to the articles, you must do so from within the auction lines by highlighting the article and selecting **Functions**/ **Goto Receipt** from the menu. This will open up relevant receipt.

NOTE

Locked auction is highlighted in green colour on the **Auctions** page, and the **Auction Locked** check box is selected.