



Commission Bids

User guide

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1.1 COMMISSION BIDS

Evo-auction allows you to automatically register all commission bids submitted via the website. In addition, you can manually register an absentee bid if submitted from any external source. All registered commission bids are then printed on the Salebook against the relevant lot. Post auction send emails to all commission bidders detailing which lots they were outbid on and by how much.

All commission bids must be registered on the system. By doing this you can prove to the customer that their bids were entered. It also provides an archived list of customers' interests for marketing purpose.

REGISTERING COMMISSION BIDS

To register a commission bid for a particular buyer:

1. Navigate to the **Contact Search** and then in the **Auction Logging** pane select an auction.
2. Highlight a line with buyer details, and then select **Commission Bid** from the Ribbon.

Auction Logging

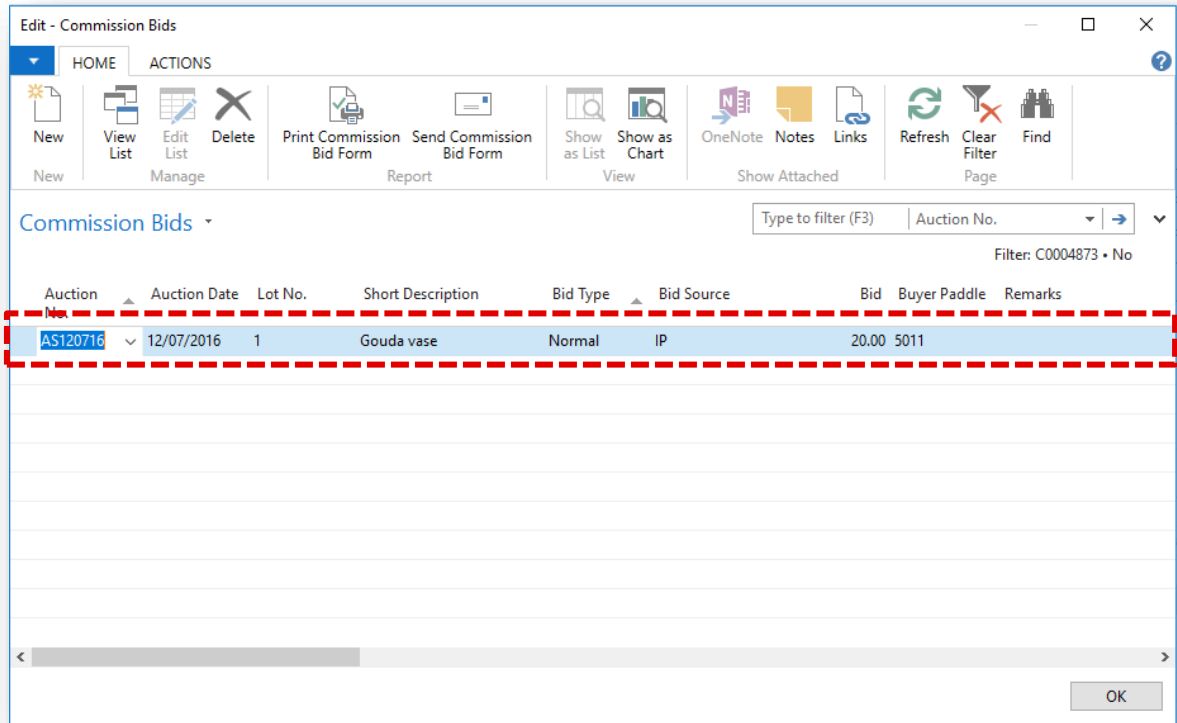
Auction No.	Auction Name	Auction Date	Log Type	WEB
AS060117	Oriental works of art	06/01/2017		<input type="checkbox"/>

[Log to Auction](#)

Buyer	Seller	No.	Salutation	Description	First Name	Surname	Address	City	Blocked
Yes	Yes	C0004882	Miss		Pauline	Duncan	4 Meadow View	Chertsey	
Yes	Yes	C0004881	Mr		Edward	Corn	8 Middlesex Street	Birmingham	
Yes	Yes	C0004880	Mr		Mark	Brooker	7A Patriot Drive	Manchester	
Yes	No	C0004879	Miss		Alison	Morgan	3 Green Lane	London	
Yes	Yes	C0004878	Mr		Andy	Garszka	65 Monks Ave	Somerton	
No	Yes	C0004877	Mr		Aaa	Solicitors			
Yes	No	C0004876	Mr		Terry	Eise	41 Ashford Road	Irvine	
No	No	C0004875	Mr		Aaa	Solicitors	Station Rd	London	Duplicate
No	No	C0004874	Mr		Abc	Solicitors			

The **Commission Bids** window opens.

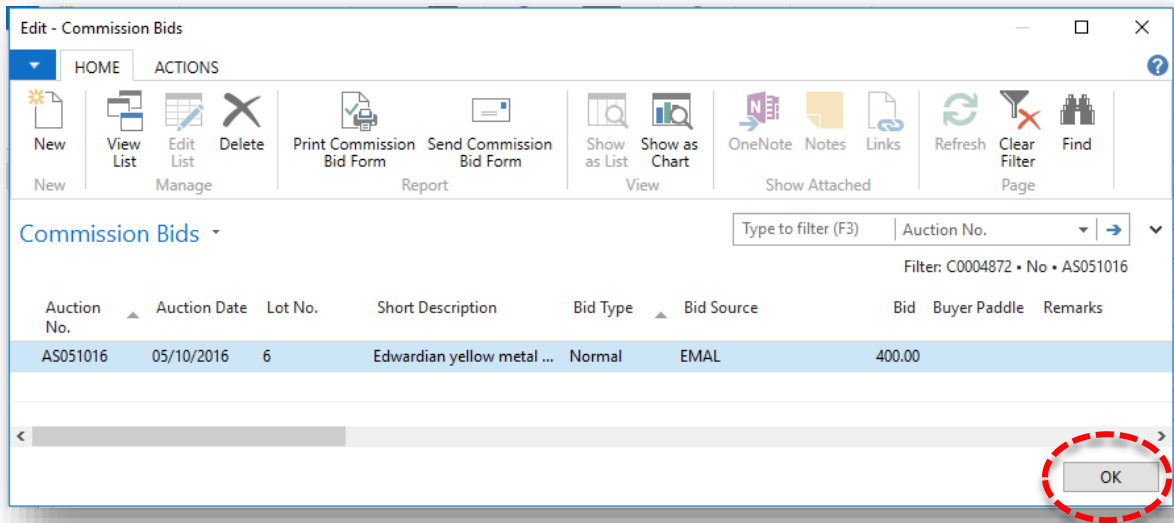
To register new commission bid, place cursor in new line and select **Auction No.** Use TAB Key to move to the next field and fill in all other information.



Field name	Type	Description
Auction No.	Lookup	Select an auction and use TAB Key to move to the next field.
Auction Date		Populated when the Auction No. selected.
Lot No.	Lookup	Enter a lot number or select a lot from the auction lines list.
Short Description		Populated when the Lot No. selected.
Bid Type	Dropdown	Select bid type from available options: <ul style="list-style-type: none"> • Normal (Default) • Plus One • Telephone Bid.
Bid Source	Lookup	Select bid source from the list.
Bid		Enter a maximum hammer price for the lot.
Buyer Paddle		Buyer paddle number is generated on submission.
Remarks		Enter comments if required.
Call Assign To	Lookup	In use only if telephone bid. For more information go to Telephone Bid Management help sheets.

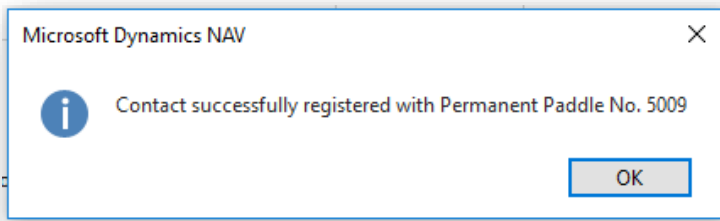
Bid Sheet Printed	Tickbox	In use only if telephone bid. For more information go to Telephone Bid Management help sheets.
Phone No.		In use only if telephone bid. For more information go to Telephone Bid Management help sheets.
Mobile Phone No.		In use only if telephone bid. For more information go to Telephone Bid Management help sheets.
Bid Date		Submission date is generated automatically.
Bid Time		Submission time is generated automatically.
Winning Hammer Price		Populated from auction lines when hammer price registered on the Auction Day.
Reserve		Populated when the Lot No. selected.
Low Est		Populated when the Lot No. selected.
Bid Value		Internal field populated by the system. It can be low estimate or commission bid value.
Contacted Created Date		Populated from the contact card for information only, to help with bid verification.
Contact Created Month		Populated from the contact card for statistics purpose.
Web Bid	Tickbox	Selected when bid submitted via a website.
Web Bid Entry No.		Internal field, you can directly link back to the web commission bid.
Buyer No.		Commission bidder number. Generated on submission.
Buyer Name		Commission bidder name. Generated on submission.
Archived	Tickbox	If selected, indicates archived commission bid. The Close Auction process automatically archives all the commission bids.
E-mail Address		Populated from a contact card.
Successful	Tickbox	Selected if successful commission bid.
UniquelD		Populated when the Lot No. selected.

3. Select **OK** to confirm submission.

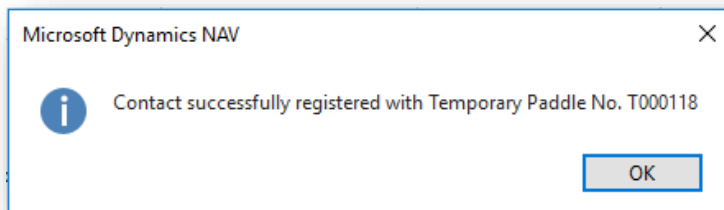


4. Confirmation message appears.

If you selected buyer with permanent paddle assigned, message will state: "Contact successfully registered with Permanent Paddle No. ..."



If you selected buyer without permanent paddle assigned, message will state: "Contact successfully registered with Temporary Paddle No. T..."



Select **OK** button to confirm.

The commission bid is now logged in and will appear in relevant column on the salebook, and the website will be updated.

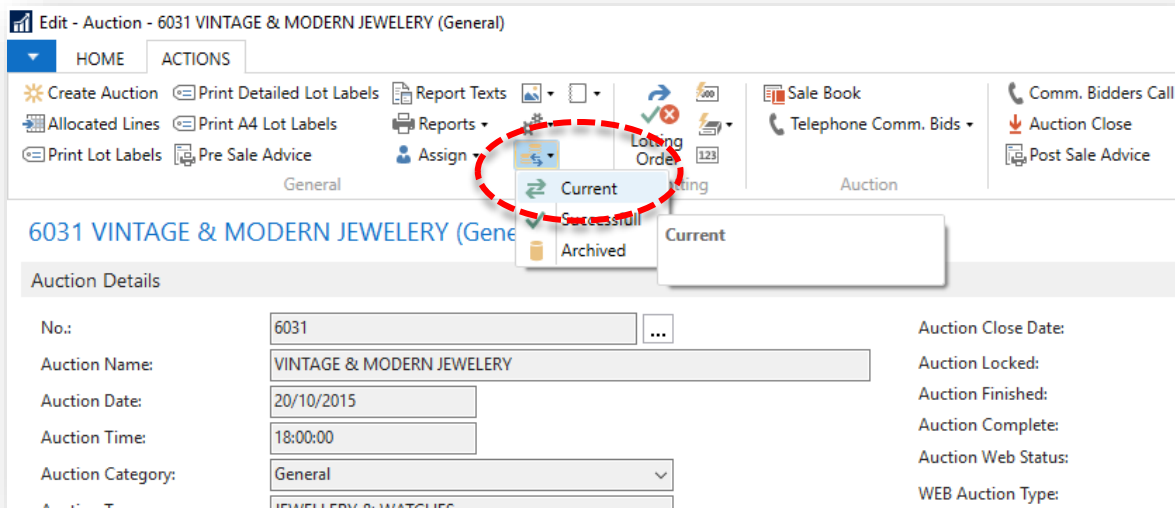
NOTE

If a commission bid is registered after the Salebook has been printed, it must be manually added to the Salebook before the sale commences.

CURRENT COMMISSION BIDS REPORT

To view all current (not archived) commission bids registered for a particular auction:

1. Open an auction and then select **Current Commission Bids** from the Ribbon.



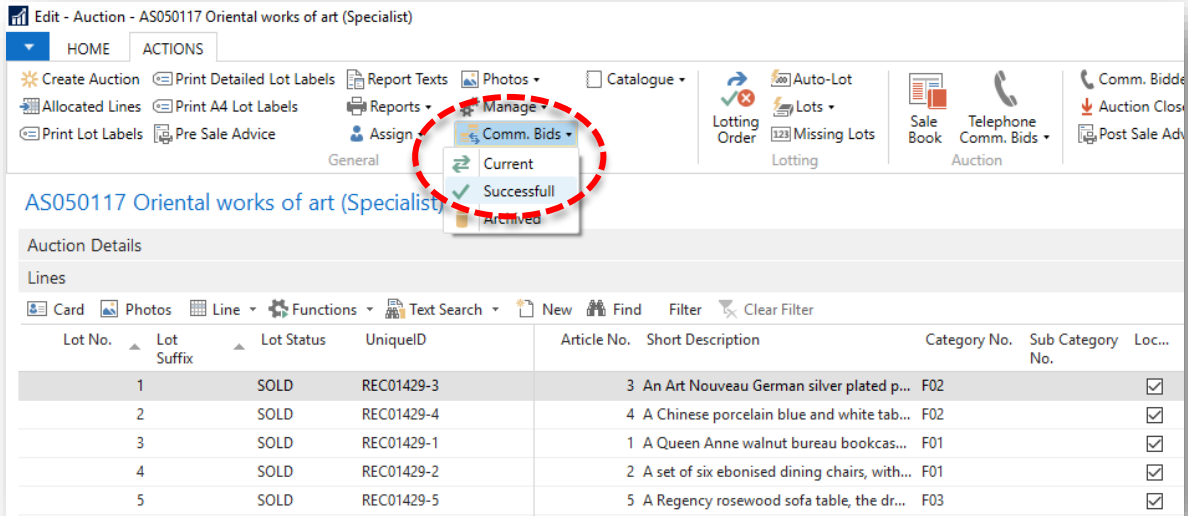
The **Commission Bids** window opens with filter applied to show all active commission bids assigned to this auction.

Auction No.	Auction Date	Lot No.	Short Description	Bid Type	Bid Source	Bid	Buyer Paddle	Remarks	Call Assign To	Bid Sheet Printed	Phone No.	Mobile Phone No.	Bid Date	Bid Time
AS051016	05/10/2016	1	George III silver sugar vas...	Normal	IP	20.00	5011						18/10/2016	15:47
AS051016	05/10/2016	6	Edwardian yellow metal ...	Normal	EMAL	400.00	5009						18/10/2016	16:12
AS051016	05/10/2016	10	Fine large 19th century it...	Plus One	WEB	700.00	T000118						18/10/2016	16:17
AS051016	05/10/2016	14	Pair Chinese famille rose ...	Normal	EMAL	400.00	T000119				0123 111111		19/10/2016	11:34
AS051016	05/10/2016	15	Fine and rare set of twelv...	Normal	IP	500.00	T000119				0123 111111		19/10/2016	11:34
AS051016	05/10/2016	17	Pair Victorian two-handl...	Normal	IP	200.00	T000120						19/10/2016	11:36
AS051016	05/10/2016	19	George IV silver three pie...	Normal	OTT	400.00	4456				000000	111111	19/10/2016	11:35
AS051016	05/10/2016	26	Victorian silver dressing t...	Normal	EMAL	120.00	4456				000000	111111	19/10/2016	11:35
AS051016	05/10/2016	33	GEORGIAN WROUGHT IR...	Normal	IP	1,200.00	T000120						19/10/2016	11:36
AS051016	05/10/2016	39	CAST IRON ARCH TOP O...	Normal	IP	1,000.00	T000120						19/10/2016	11:37
AS051016	05/10/2016	46	Edwardian seed pearl an...	Normal	IP	100.00	T000120						19/10/2016	11:36

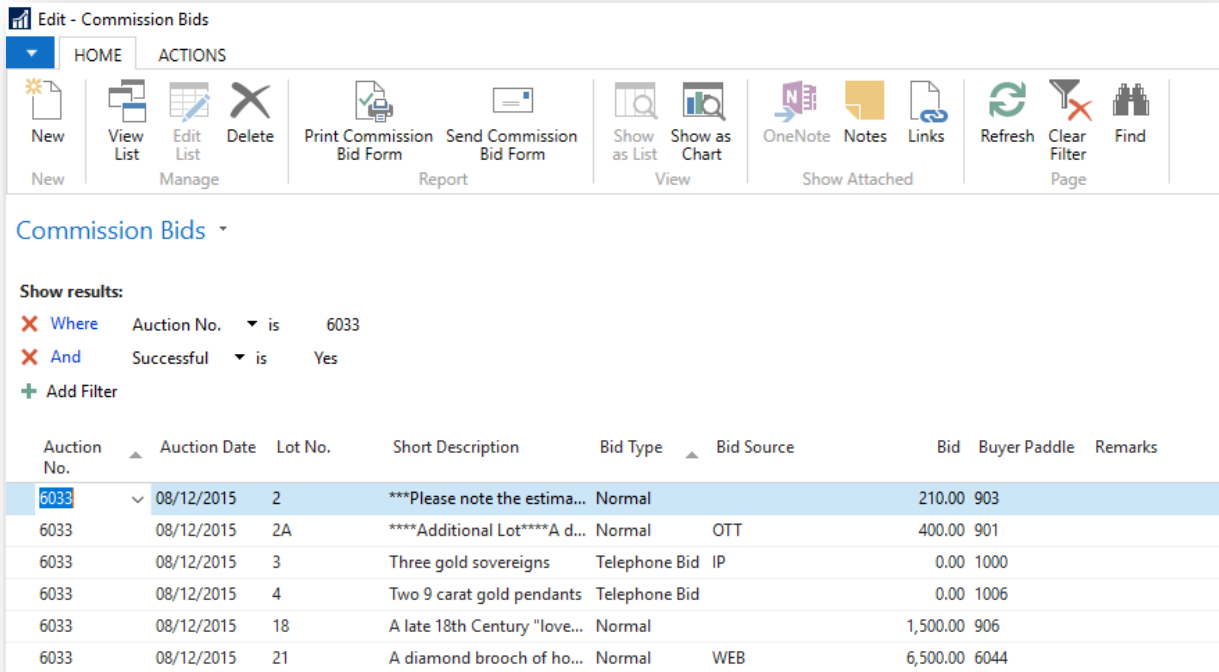
SUCCESSFUL COMMISSION BIDS REPORT

To generate a list of all successful commission bids:

1. Open an auction and then select **Successful Commission Bids** located on the Ribbon.



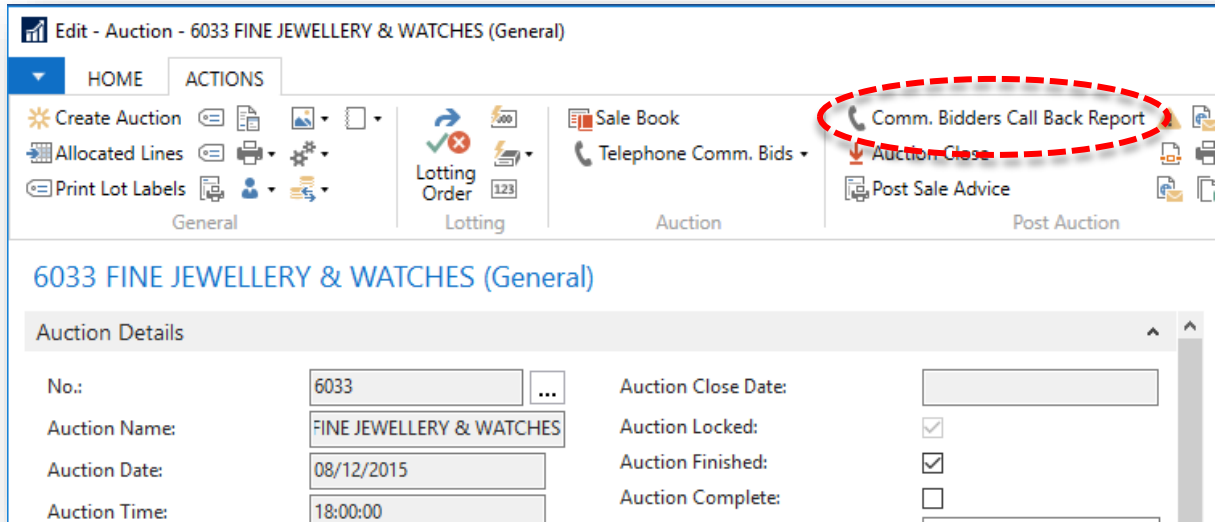
The **Commission Bids** window opens with filter applied to show successful lines only.



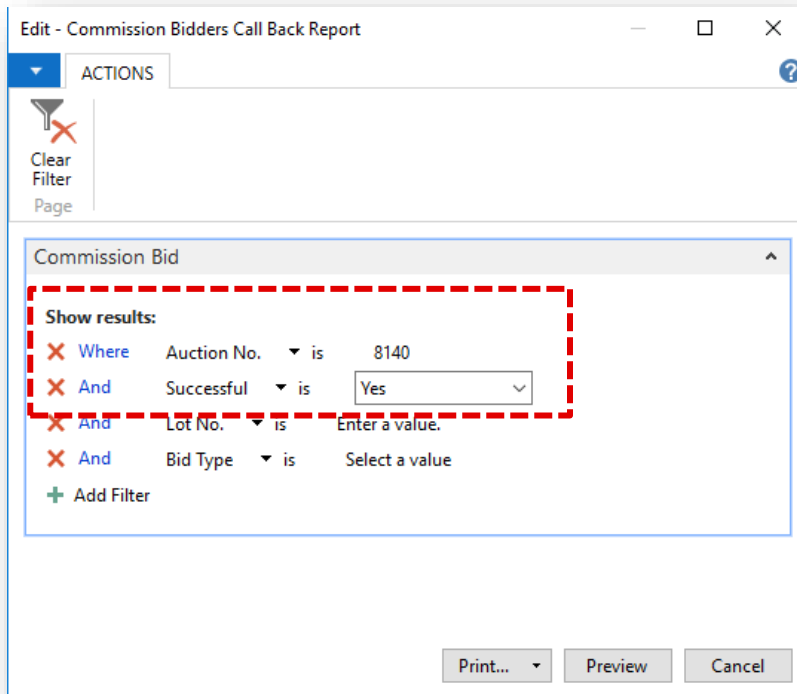
COMMISSION BIDDERS CALL BACK REPORT

To generate a call back report for all successful bidders:

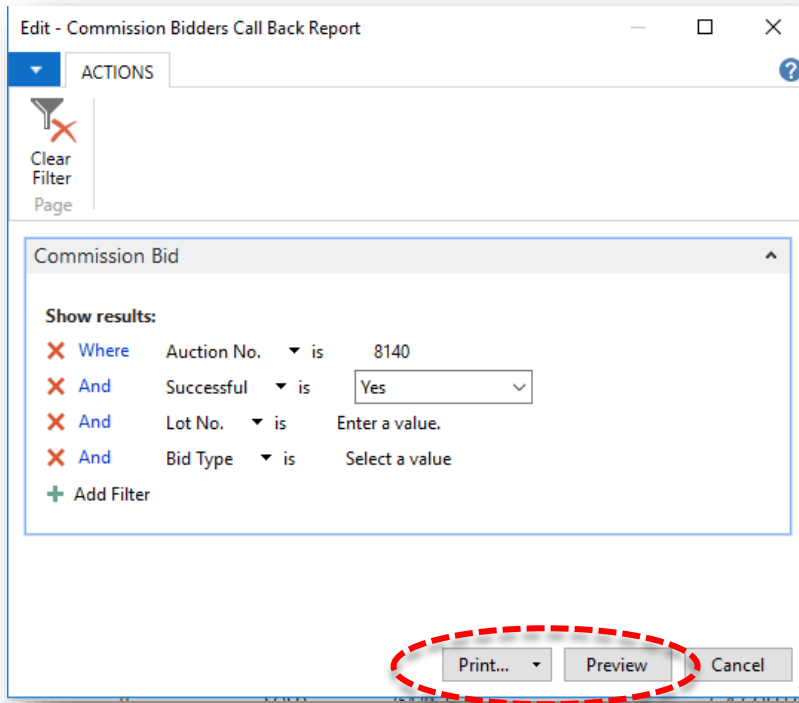
1. Open an auction and then select **Comm. Bidders Call Back Report** from the Ribbon.



The **Commission Bidders Call Back Report** window opens, with default filters applied for current auction. Apply additional filter to show only successful bids.



2. Select the **Print** button or the **Preview** button to generate the report.



Generated report is showing details of all commission bidders together with list of all submitted absentee bids and their status.

Commission Bidders Call Back Report

16/01/2017 13:09
EVOSOFTPAULINA.DRUMEW

Filters: Auction No.: AS051016,
Successful: Yes

Mark Proctor (T000120) Invoice total: €0.00
7A Patriot Drive, Manchester, Lancashire, M12
paulina.drumew@evo-soft.co.uk

Lot No.	Description	Bid	Hammer	Successful?
17	Pair Victorian two-handled Elkington silver plated	€200.00	€60.00	False
33	GEORGIAN WROUGHT IRON THREE SEATER GARDEN SEAT 85	€1,200.00	€1,000.00	False
39	CAST IRON ARCH TOP ÔPIERCE OF WEXFORDÓ GARDEN BENC	€1,000.00	€800.00	False
46	Edwardian seed pearl and diamond clover leaf brooc	€100.00	€80.00	False
No of Bids: 4		€2,500.00	€1,940.00	

Anna Streeter (T000119) Invoice total: €0.00
1 Pound Road, Aberdeen, Aberdeenshire, AB
paulina.drumew@evo-soft.co.uk 0123 111111

Lot No.	Description	Bid	Hammer	Successful?
14	Pair Chinese famille rose palette porcelain balust	€400.00	€200.00	False
15	Fine and rare set of twelve mid-18th century silve	€500.00	€400.00	False

WEB COMMISSION BIDS

The **Web Commissions** page shows all commission bids submitted online and those entered manually.

Commission bids submitted via a website are recorded in this table, and then inserted into the system.

To view all commission bids:

1. In the Search box enter **Web Commissions**, and then choose the related link.

The **Web Commissions** window opens.

Entry No.	Buyer	Auction	UniqueID	Bid Date Time	Lot No	Lot Suffix	Entered Bid	Bid Value	Ready to Insert	Email	Error Text	Tele... Bid	Telephone No	Out Message	Message Type
417	A0501016	REC01418-11	REC01418-11	18/10/2016 11:38	26		120.00	120.00	<input type="checkbox"/>				000000		Inserted
4176	A0501016	REC01418-4	REC01418-4	18/10/2016 11:37	19		400.00	400.00	<input type="checkbox"/>				000000		Inserted
4175	A0501016	REC01420-6	REC01420-6	18/10/2016 15:59	6		0.00	0.00	<input type="checkbox"/>				01932 000000		Deleted
4174	A0501016	REC01420-9	REC01420-9	18/10/2016 15:55	9		0.00	0.00	<input type="checkbox"/>				01932 000000		Deleted
4173	A5120716	REC01398-5	REC01398-5	20/07/2016 13:46	5		5.00	5.00	<input type="checkbox"/>				858508497		Inserted
4172	A5120716	REC01398-2	REC01398-2	20/07/2016 12:50	2		3.00	3.00	<input type="checkbox"/>				01932 234 567		Inserted
4171	A5120716	REC01398-1	REC01398-1	20/07/2016 12:48	1		7.00	7.00	<input type="checkbox"/>				01932 234 567		Inserted
4170	A5270616	REC01380-8	REC01380-8	27/06/2016 14:33	4		900.00	900.00	<input type="checkbox"/>				01932 000 005		Inserted
4169	A5270616	REC01380-4	REC01380-4	27/06/2016 14:31	3		2,000.00	2,000.00	<input type="checkbox"/>				01932 000 005		Inserted
4168	A5270616	REC01380-9	REC01380-9	27/06/2016 14:28	2		1,000.00	1,000.00	<input type="checkbox"/>				01932 000 005		Inserted
4167	A5270616	REC01380-7	REC01380-7	27/06/2016 14:15	1		1,200.00	1,200.00	<input type="checkbox"/>				01932 000 005		Inserted
4166	A5240616	REC01378-1	REC01378-1	24/06/2016 13:31	1		8,000.00	8,000.00	<input type="checkbox"/>				01932 111111		Inserted
4165	8144	36057-39		22/05/2016 14:18	344		250.00	250.00	<input type="checkbox"/>				6764971ex2224r 63...		Inserted
4164	8144	36033-5		22/05/2016 11:35	458		875.00	875.00	<input type="checkbox"/>				679 1899		Inserted
4163	8144	36057-17		22/05/2016 11:35	432		1,750.00	1,750.00	<input type="checkbox"/>				679 1899		Inserted
4162	8144	36057-38		22/05/2016 11:35	410		360.00	360.00	<input type="checkbox"/>				679 1899		Inserted
4161	8144	36117-5		22/05/2016 11:35	385		550.00	550.00	<input type="checkbox"/>				679 1899		Inserted
4160	8144	35916-8		22/05/2016 11:35	241		475.00	475.00	<input type="checkbox"/>				679 1899		Inserted
4159	8144	36064-195		22/05/2016 11:35	138		780.00	780.00	<input type="checkbox"/>				679 1899		Inserted
4158	8144	36064-219		22/05/2016 11:34	135		580.00	580.00	<input type="checkbox"/>				679 1899		Inserted
4157	8144	36042-1		22/05/2016 11:34	98		375.00	375.00	<input type="checkbox"/>				679 1899		Inserted
4156	8144	35978-1		22/05/2016 11:34	95		550.00	550.00	<input type="checkbox"/>				679 1899		Inserted
4155	8144	36064-114		22/05/2016 11:34	92		175.00	175.00	<input type="checkbox"/>				679 1899		Inserted
4154	8144	36072-3		22/05/2016 11:34	87		150.00	150.00	<input type="checkbox"/>				679 1899		Inserted
4153	8144	36064-112		22/05/2016 11:34	76		550.00	550.00	<input type="checkbox"/>				679 1899		Inserted
4152	8144	36042-8		22/05/2016 11:34	71		125.00	125.00	<input type="checkbox"/>				679 1899		Inserted
4151	8144	36042-2		22/05/2016 11:34	66		375.00	375.00	<input type="checkbox"/>				679 1899		Inserted
4150	8144	35923-6		22/05/2016 11:33	58		125.00	125.00	<input type="checkbox"/>				679 1899		Inserted
4149	8144	35998-3		22/05/2016 11:33	53		75.00	75.00	<input type="checkbox"/>				679 1899		Inserted
4148	8144	36064-127		22/05/2016 11:33	43		450.00	450.00	<input type="checkbox"/>				679 1899		Inserted
4147	8144	36019-1		22/05/2016 11:33	37		2,200.00	2,200.00	<input type="checkbox"/>				679 1899		Inserted
4146	8144	36064-177		22/05/2016 11:33	35		75.00	75.00	<input type="checkbox"/>				679 1899		Inserted
4145	8144	36107-30		22/05/2016 11:33	29		1,100.00	1,100.00	<input type="checkbox"/>				679 1899		Inserted
4144	8144	36107-29		22/05/2016 11:33	27		220.00	220.00	<input type="checkbox"/>				679 1899		Inserted

Field name	Description
Entry No.	Automatically generated commission bid line number.
Buyer	Buyer number.
Auction	Auction number.
UniqueID	Article UniqueID.
Bid Date Time	Time when commission bid was submitted.
Lot No	Lot number.
Lot Suffix	Lot suffix.
Entered Bid	Entered bid value.
Bid Value	Original bid value – this gives you an audit trail of the bids and highlights amendments.

Ready to Insert	Automatically selected when commission bid entered from the website. Cleared box indicates commission bid already processed by Evo-auction.
Email	Buyer's email address.
Error Text	Indicates any problem with commission bid submission, usually appears when email address does not exist, or contact is blocked.
Telephone Bid	If selected, indicates telephone commission bid.
Telephone No	Bidder's contact telephone number.
Out Message	Automatically selected when commission bid is entered manually on Evo-auction and send to the website.
Message Type	Inserted - indicates updated website. Deleted - indicates cancelled commission bid.
Telephone No 2	Bidder's backup contact telephone number.
No. of attempts	Indicates number of attempts to update the Evo-auction.

Commission bids on the website are stopped automatically prior to the auction starting time, defined by formula in auction settings. When commission bids on the website are stopped, customer will receive instructions how to contact auctioneer directly or connect to online platform.

WEB COMMISSION BIDS READY TO INSERT

To view a list of submitted commission bids, which are not registered in the Evo-auction yet:

1. In the Search box enter **Web Commission Bids Ready to Insert**, and then choose the related link.

The **Web Commission Bids Ready to Insert** window opens.

Entry No.	Buyer	Auction	UniqueID	Bid DateTime	Lot No	Lot Suffix	Entered Bid	Bid Value	Ready to Insert	Email	Error Text	Tele... Bid	Telephone No	Out Message	Message Type
4177	A5051016	REC01418-11	REC01418-11	19/10/2016 11:38	26		120.00	120.00	<input type="checkbox"/>			<input type="checkbox"/>	000000	<input checked="" type="checkbox"/>	Inserted
4176	A5051016	REC01418-6	REC01418-6	19/10/2016 11:37	19		400.00	400.00	<input type="checkbox"/>			<input type="checkbox"/>	000000	<input checked="" type="checkbox"/>	Inserted
4175	A5051016	REC01420-6	REC01420-6	18/10/2016 15:59	6		0.00	0.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 000000	<input checked="" type="checkbox"/>	Deleted
4174	A5051016	REC01420-9	REC01420-9	18/10/2016 15:55	9		0.00	0.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 000000	<input checked="" type="checkbox"/>	Deleted
4173	AS120716	REC01398-5	REC01398-5	20/07/2016 13:46	5		5.00	5.00	<input type="checkbox"/>			<input type="checkbox"/>	585598497	<input checked="" type="checkbox"/>	Inserted
4172	AS120716	REC01398-2	REC01398-2	20/07/2016 12:50	2		3.00	3.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 234 567	<input checked="" type="checkbox"/>	Inserted
4171	AS120716	REC01398-1	REC01398-1	20/07/2016 12:48	1		7.00	7.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 234 567	<input checked="" type="checkbox"/>	Inserted
4170	AS270616	REC01380-8	REC01380-8	27/06/2016 14:33	4		900.00	900.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 000 005	<input checked="" type="checkbox"/>	Inserted
4169	AS270616	REC01380-6	REC01380-6	27/06/2016 14:31	3		2,000.00	2,000.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 000 005	<input checked="" type="checkbox"/>	Inserted
4168	AS270616	REC01380-9	REC01380-9	27/06/2016 14:28	2		3,000.00	3,000.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 000 005	<input checked="" type="checkbox"/>	Inserted
4167	AS270616	REC01380-7	REC01380-7	27/06/2016 14:15	1		1,200.00	1,200.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 000 005	<input checked="" type="checkbox"/>	Inserted
4166	AS240616	REC01378-1	REC01378-1	24/06/2016 13:31	1		8,000.00	8,000.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 111111	<input checked="" type="checkbox"/>	Inserted
4165	8144	36057-39	36057-39	22/05/2016 14:18	344		250.00	250.00	<input type="checkbox"/>			<input type="checkbox"/>	6764977eaz2224/ 63...	<input checked="" type="checkbox"/>	Inserted
4164	8144	36033-5	36033-5	22/05/2016 11:35	458		875.00	875.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4163	8144	36057-17	36057-17	22/05/2016 11:35	452		1,750.00	1,750.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4162	8144	36057-26	36057-26	22/05/2016 11:35	410		360.00	360.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4161	8144	36117-5	36117-5	22/05/2016 11:35	385		550.00	550.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4160	8144	35916-8	35916-8	22/05/2016 11:35	241		475.00	475.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4159	8144	36064-195	36064-195	22/05/2016 11:35	138		780.00	780.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4158	8144	36040-219	36040-219	22/05/2016 11:34	135		580.00	580.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4157	8144	36040-1	36040-1	22/05/2016 11:34	98		375.00	375.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4156	8144	35976-1	35976-1	22/05/2016 11:34	95		550.00	550.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4155	8144	36064-114	36064-114	22/05/2016 11:34	62		175.00	175.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4154	8144	36073-3	36073-3	22/05/2016 11:34	87		150.00	150.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4153	8144	36064-112	36064-112	22/05/2016 11:34	78		550.00	550.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4152	8144	36040-8	36040-8	22/05/2016 11:34	71		125.00	125.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4151	8144	36040-2	36040-2	22/05/2016 11:34	66		375.00	375.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted
4150	8144	35933-6	35933-6	22/05/2016 11:33	58		125.00	125.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899	<input checked="" type="checkbox"/>	Inserted

NOTE

If you see constant number of commission bids in this window, and no failed to insert commission bids recorded, most likely there is a problem with the job queue. Please contact your super user to restart the job!

WEB COMMISSION BIDS FAILED TO INSERT

To view a list of submitted commission bids, which failed to insert into Evo-auction (at least one attempt):

1. In the Search box enter **Web Commission Bids Failed to Insert**, and then choose the related link.

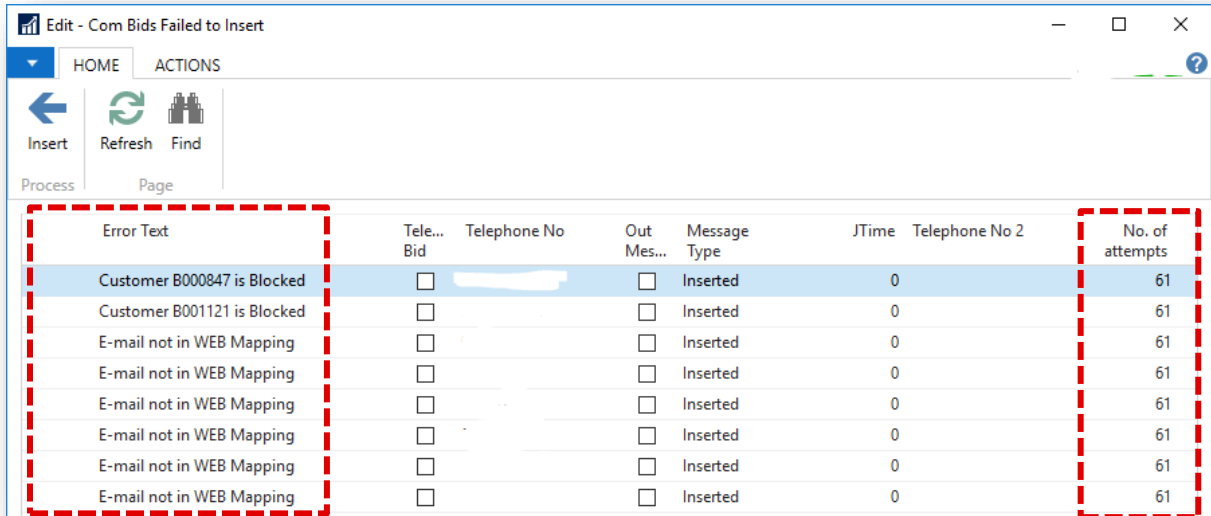
The **Web Commission Bids Failed to Insert** window opens.

Entry No.	Buyer	Auction	UniqueID	Bid DateTime	Lot No	Lot Suffix	Entered Bid	Bid Value	Ready to Insert	Email	Error Text	Tele... Bid	Telephone No	Out Message	Message Type
4174	A0051016	REC01410-11	REC01410-11	19/10/2016 11:38	26		120.00	120.00	<input type="checkbox"/>			<input type="checkbox"/>	000000		Inserted
4176	A0051016	REC01410-6	REC01410-6	19/10/2016 11:37	19		400.00	400.00	<input type="checkbox"/>			<input type="checkbox"/>	000000		Inserted
4175	A0051016	REC01420-6	REC01420-6	18/10/2016 15:59	6		0.00	0.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 000000		Deleted
4174	A0051016	REC01420-9	REC01420-9	18/10/2016 15:55	9		0.00	0.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 000000		Deleted
4173	AS120716	REC01398-5	REC01398-5	20/07/2016 13:46	5		5.00	5.00	<input type="checkbox"/>			<input type="checkbox"/>	858508007		Inserted
4172	AS120716	REC01398-2	REC01398-2	20/07/2016 12:50	2		3.00	3.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 234 567		Inserted
4171	AS120716	REC01398-1	REC01398-1	20/07/2016 12:48	1		7.00	7.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 234 567		Inserted
4170	AS270616	REC01380-8	REC01380-8	27/06/2016 14:33	4		900.00	900.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 000 005		Inserted
4169	AS270616	REC01380-6	REC01380-6	27/06/2016 14:31	3		2,000.00	2,000.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 000 005		Inserted
4168	AS270616	REC01380-9	REC01380-9	27/06/2016 14:28	2		3,000.00	3,000.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 000 005		Inserted
4167	AS270616	REC01380-7	REC01380-7	27/06/2016 14:15	1		1,200.00	1,200.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 000 005		Inserted
4166	AS320616	REC01378-1	REC01378-1	24/06/2016 13:31	1		8,000.00	8,000.00	<input type="checkbox"/>			<input type="checkbox"/>	01932 111111		Inserted
4165	8144	30057-39		22/05/2016 14:18	344		250.00	250.00	<input type="checkbox"/>			<input type="checkbox"/>	6764071e42224/ 63...		Inserted
4164	8144	30033-5		22/05/2016 11:35	458		875.00	875.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899		Inserted
4163	8144	30057-17		22/05/2016 11:35	452		1,750.00	1,750.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899		Inserted
4162	8144	30057-26		22/05/2016 11:35	410		360.00	360.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899		Inserted
4161	8144	30117-5		22/05/2016 11:35	385		550.00	550.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899		Inserted
4160	8144	35916-8		22/05/2016 11:35	241		475.00	475.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899		Inserted
4159	8144	30064-195		22/05/2016 11:35	138		780.00	780.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899		Inserted
4158	8144	30064-219		22/05/2016 11:34	135		580.00	580.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899		Inserted
4157	8144	30042-1		22/05/2016 11:34	98		375.00	375.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899		Inserted
4156	8144	35978-1		22/05/2016 11:34	95		550.00	550.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899		Inserted
4155	8144	30064-114		22/05/2016 11:34	92		175.00	175.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899		Inserted
4154	8144	30072-3		22/05/2016 11:34	87		150.00	150.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899		Inserted
4153	8144	30064-112		22/05/2016 11:34	78		550.00	550.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899		Inserted
4152	8144	30042-8		22/05/2016 11:34	71		125.00	125.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899		Inserted
4151	8144	30042-2		22/05/2016 11:34	66		375.00	375.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899		Inserted
4150	8144	35923-6		22/05/2016 11:33	58		125.00	125.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899		Inserted
4149	8144	35988-3		22/05/2016 11:33	53		75.00	75.00	<input type="checkbox"/>			<input type="checkbox"/>	679 1899		Inserted

Check the error text in the **Error Text** column, and action accordingly to message shown.

When the error is solved, change the number to 0 in the **No. of Attempts** column to reset insert process.

If error text is showing 'blocked', follow your auction house internal procedure.



Error Text	Tele... Bid	Telephone No	Out Mes...	Message Type	JTime	Telephone No 2	No. of attempts
Customer B000847 is Blocked	<input type="checkbox"/>	[REDACTED]	<input type="checkbox"/>	Inserted	0		61
Customer B001121 is Blocked	<input type="checkbox"/>	[REDACTED]	<input type="checkbox"/>	Inserted	0		61
E-mail not in WEB Mapping	<input type="checkbox"/>	[REDACTED]	<input type="checkbox"/>	Inserted	0		61
E-mail not in WEB Mapping	<input type="checkbox"/>	[REDACTED]	<input type="checkbox"/>	Inserted	0		61
E-mail not in WEB Mapping	<input type="checkbox"/>	[REDACTED]	<input type="checkbox"/>	Inserted	0		61
E-mail not in WEB Mapping	<input type="checkbox"/>	[REDACTED]	<input type="checkbox"/>	Inserted	0		61
E-mail not in WEB Mapping	<input type="checkbox"/>	[REDACTED]	<input type="checkbox"/>	Inserted	0		61
E-mail not in WEB Mapping	<input type="checkbox"/>	[REDACTED]	<input type="checkbox"/>	Inserted	0		61

