



Telephone Bid Management User guide

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1.1 TELEPHONE BID MANAGEMENT 3

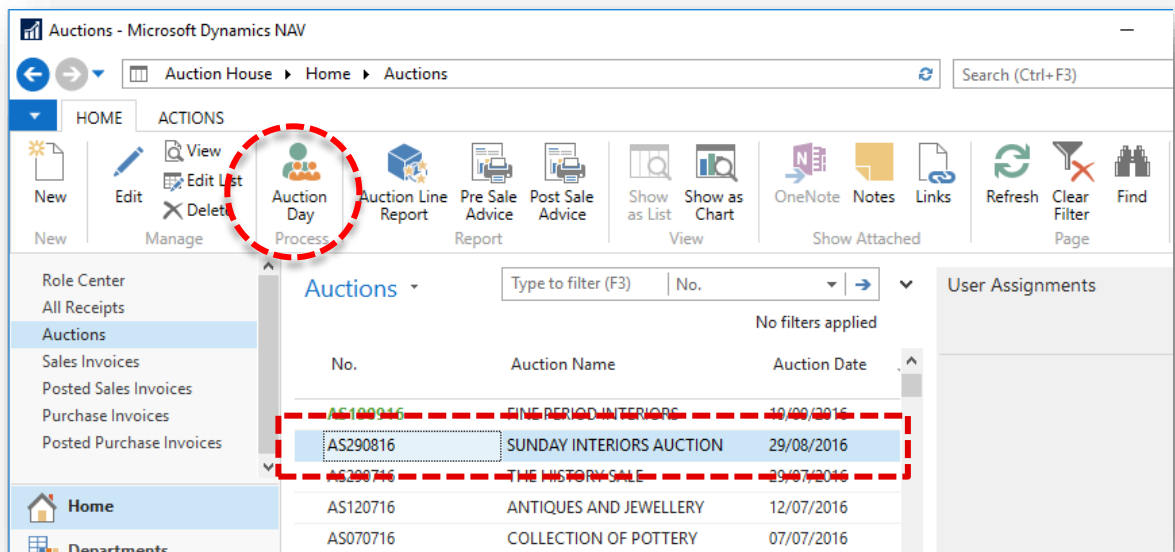
1.1 TELEPHONE BID MANAGEMENT

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.

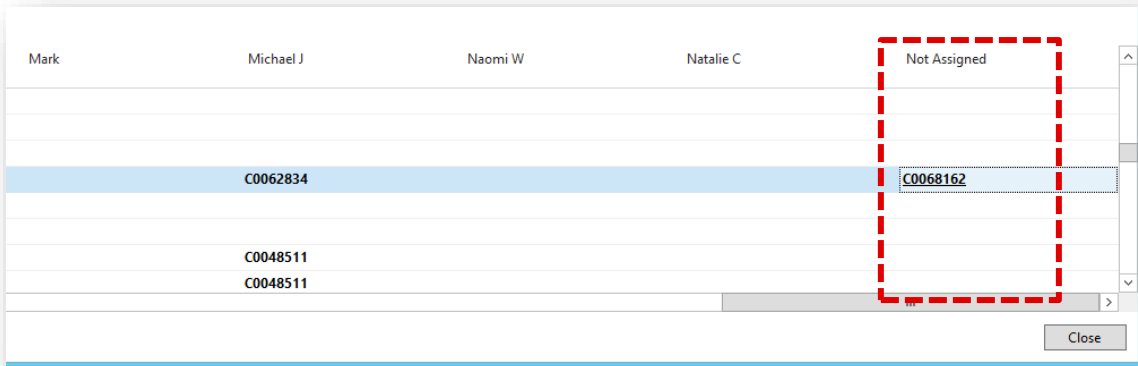


- The **Auction Day** page for selected auction opens.
Select **Telephone Bids Overview** from the Ribbon.

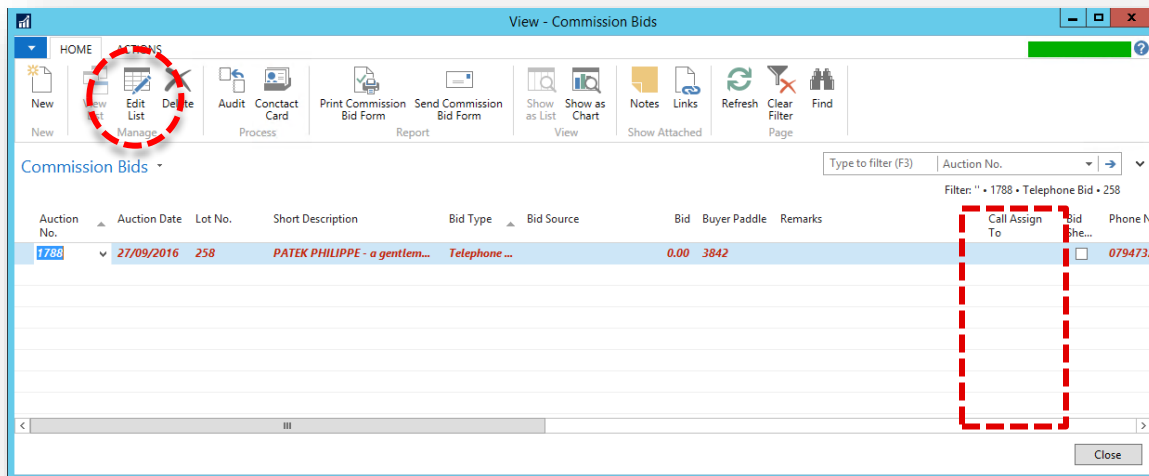
The **Telephone Bid Matrix** page with all registered telephone bids for the auction opens.

| 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 stainle... | | | | | | | | | | |
| 21 | BREITLING - a limited edition gen... | | | | | | | | | | C112918 |
| 45 | BULGARI - a gentleman's stainles... | | | | | | | | | | C0017142 |
| 57 | BULOVA - a gentleman's stainless... | | | | | | | | | | |
| 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.

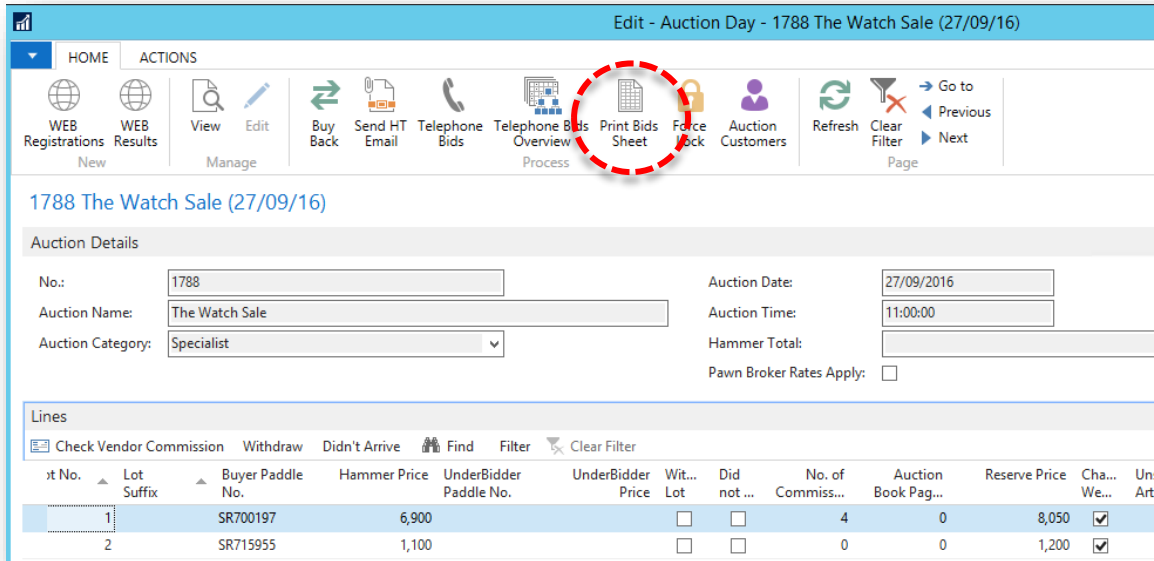


NOTE

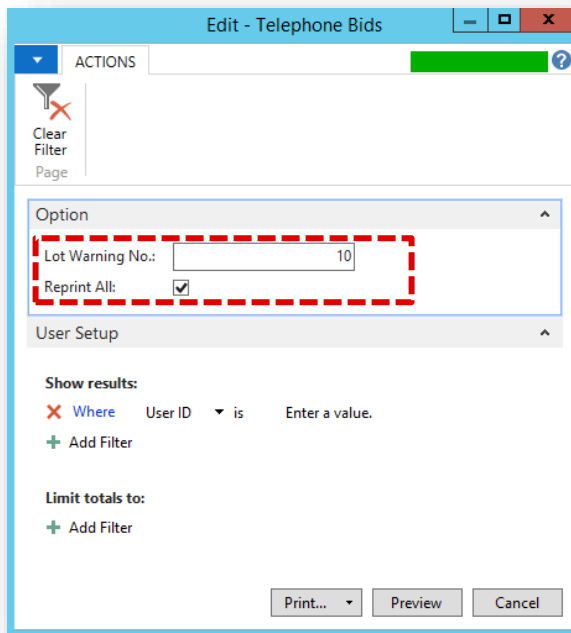
If you have assigned telephone bid to a person who may not be able to deal with this telephone bid, as the person is assigned to another bid in too short time, on the **Telephone Bids Overview** page you will see **Error** in his name column.

To print bid sheets:

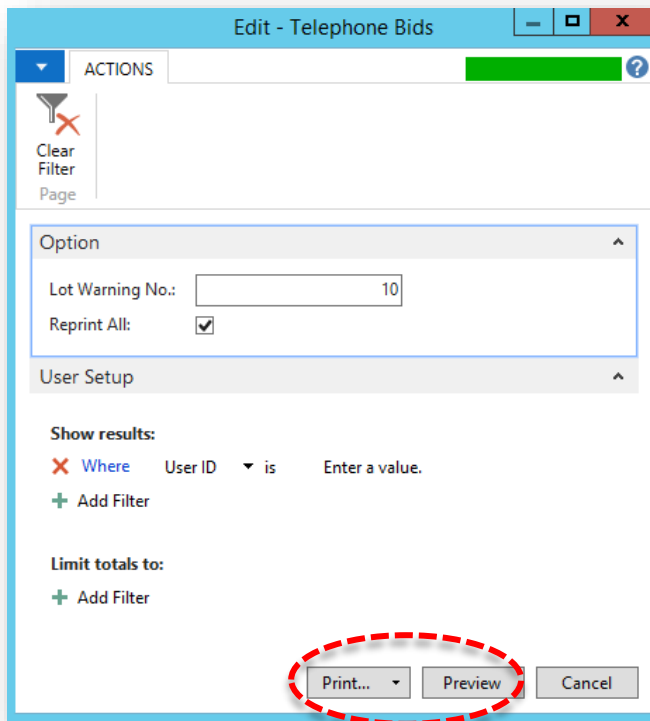
1. Navigate to the **Auction Day**.
2. Select **Print Bids Sheet** from the Ribbon.



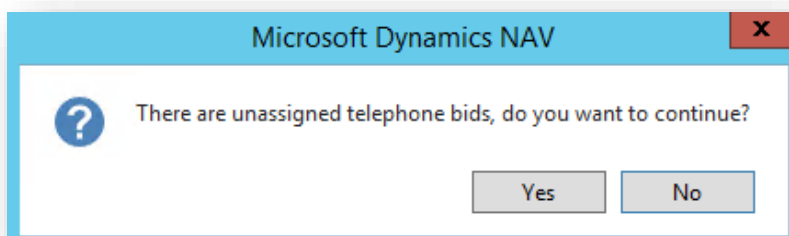
3. If any errors detected, next screen will include the information. Apply changes for any lots with warning before printing.



- 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: 0777777777

Tel No. 2: 01111 111111

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' application window. The ribbon includes 'HOME' and 'ACTIONS' tabs. The 'ACTIONS' tab contains various icons for managing bids, such as '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'. Below the ribbon is a table titled 'Commission Bids' with columns: Auction No., Auction Date, Lot No., Short Description, Bid Type, Bid Source, Bid, Buyer Paddle, and Re. The 'Bid' column is highlighted with a red dashed box, showing values of 0.00 for several rows. The rows include items like 'AUDEMARS PIGUET - a gentle...' and 'BREITLING - a gentleman's st...'. The 'Bid' column values are 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, and 0.00.

| 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 | |
|----------------|---|-----|-----|-----|--|

