evo-auction

FAQ

User guide

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BCN

Microsoft Solutions Partner
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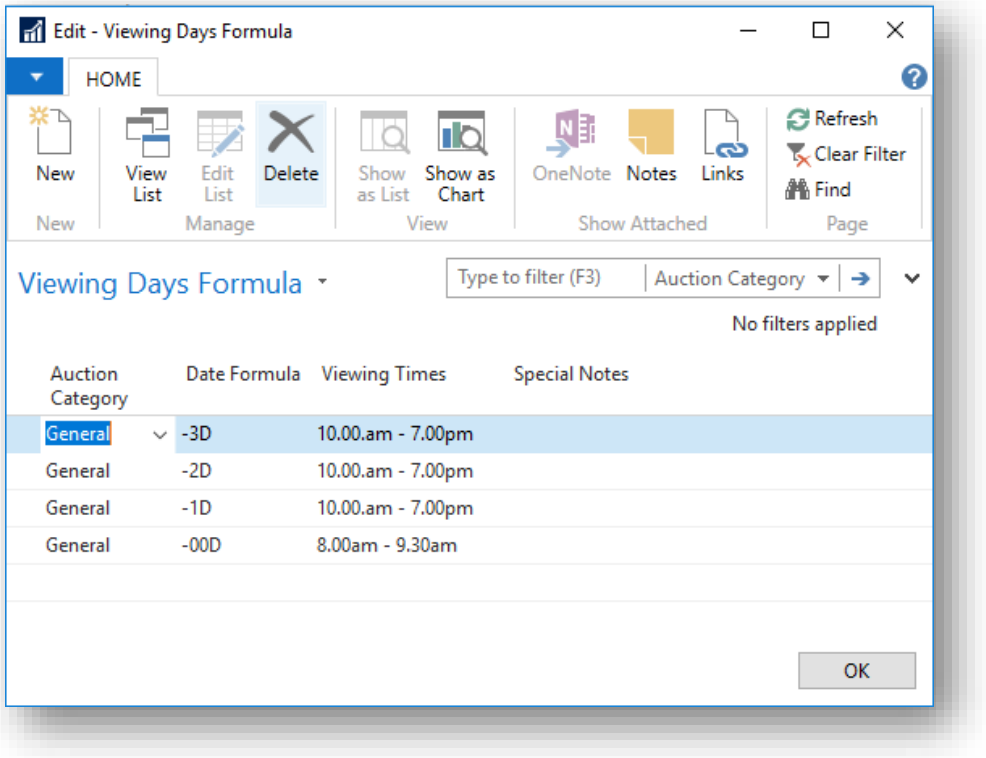
FREQUENTLY ASKED QUESTIONS

1.1 AUCTION

HOW TO SETUP VIEWING DAYS FORMULA?

To set up automated viewing times, assigned to specific auction category:

1. In the Search box enter **Viewing Days Formula**, and then choose the related link.
2. The **Viewing Days Formula** window opens.
   Create new line and fill in information for each viewing day for selected auction category.



Field name	Type	Description
Auction Category	Dropdown	Select a category to assign viewing date and time.
Date Formula		Enter date formula related to an auction day. (Example: -3D will automatically generate date for viewing 3 days prior to an auction day)
Viewing Times		Enter viewing time for selected auction category and a day.
Special Notes		Enter notes to be published online.

Example:

Viewing for a general auction always starts 3 days before an auction day.

Instructions:

To setup the first viewing day, which is 3 days before an auction, in new line:

- select **Auction Category** from the list
- in **Date Formula** column enter: -3D
- in **Viewing Times** column enter viewing times for the first viewing day
- in **Special Notes** column enter comments you want to publish

That creates the first viewing day for a General Auction.

To setup the second viewing day, which is 2 days before an auction, in new line:

- select **Auction Category** from the list
- in **Date Formula** column enter: -2D
- in **Viewing Times** column enter viewing times for the second viewing day
- in **Special Notes** column enter comments you wish to publish

That creates the second viewing day for a General Auction.

To setup the third viewing day, which is 1 day before an auction, in new line:

- select **Auction Category** from the list
- in **Date Formula** column enter: -1D
- in **Viewing Times** column enter viewing times for the third viewing day
- in **Special Notes** column enter comments you wish to publish for customers

That creates the third viewing day for a General Auction.

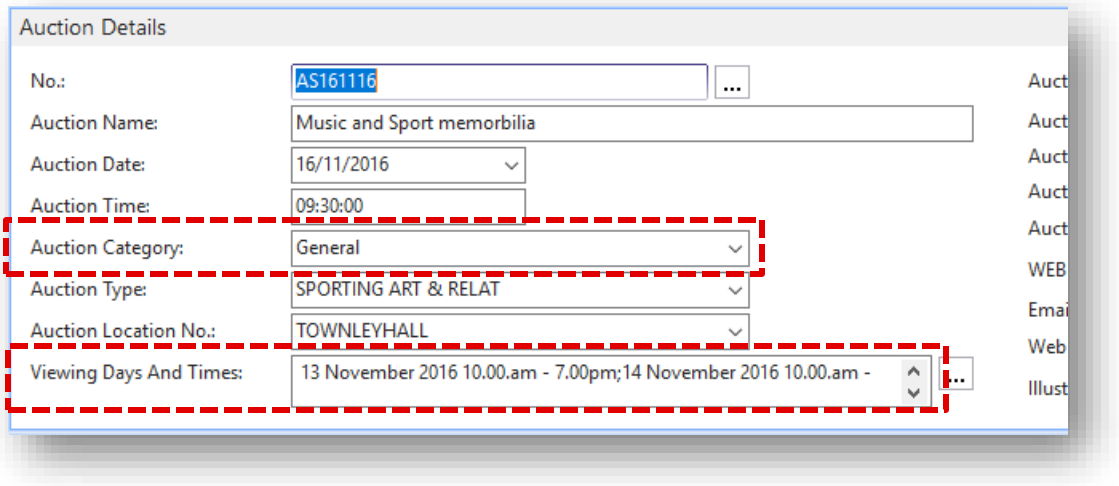
To setup viewing on an Auction day, in new line:

- select **Auction Category** from the list
- in **Date Formula** column enter: -00D
- in **Viewing Times** column enter viewing times for an Auction day
- in **Special Notes** column enter comments you wish to publish for customers

That creates viewing on an Auction day for a General Auction

3. Select the **OK** button to save viewing days.

Now, when you apply the general auction category in an auction header, the **Viewing Days And Times** field is populated from the formulas.

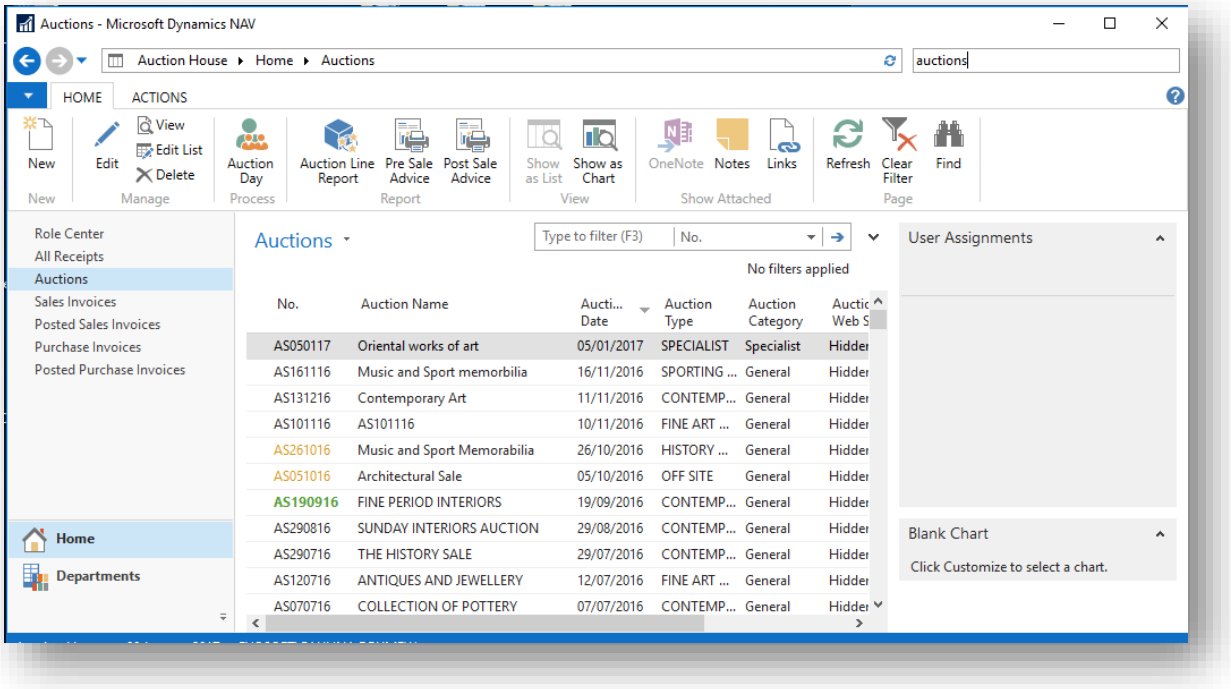


HOW TO CHECK WHICH ITEMS ARE UNCLEARED FOR AN AUCTION?

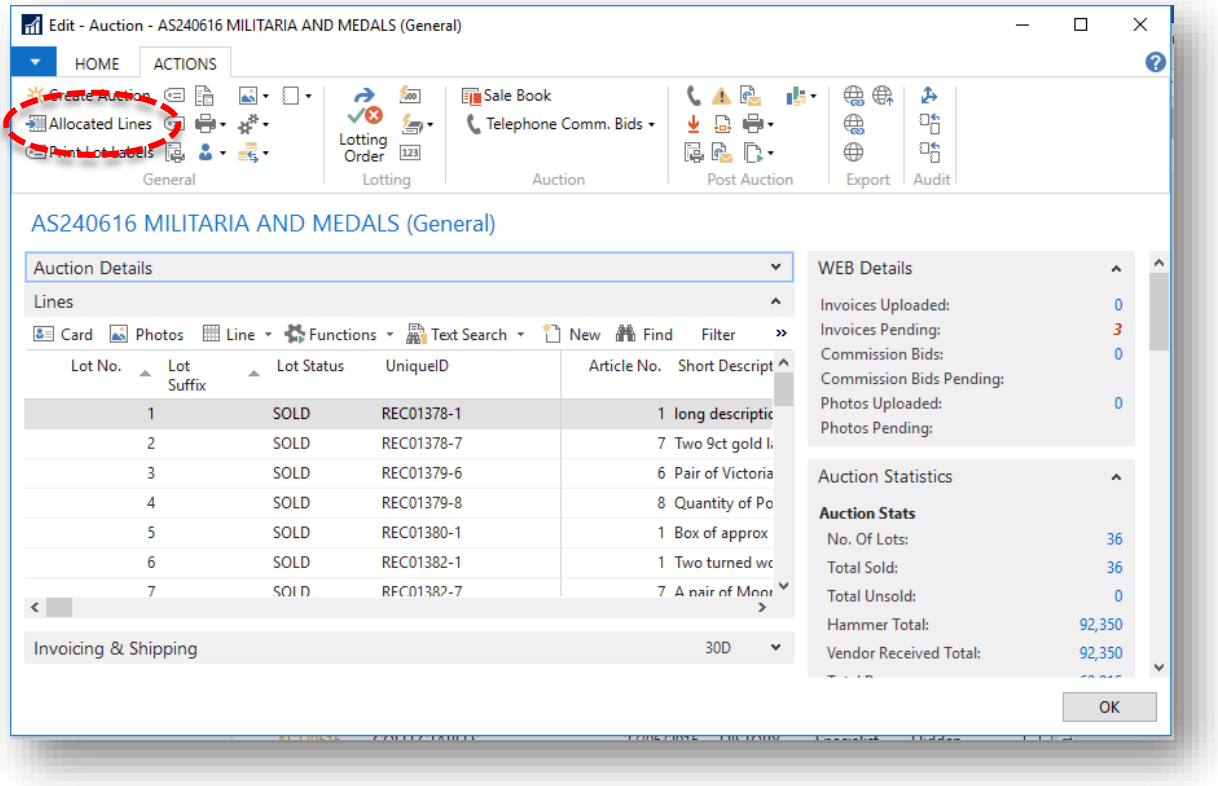
To view a list of all uncleared articles assigned to specific auction:

1. In the Search box enter **Auctions** and then choose the related link.

   The **Auctions** window opens.

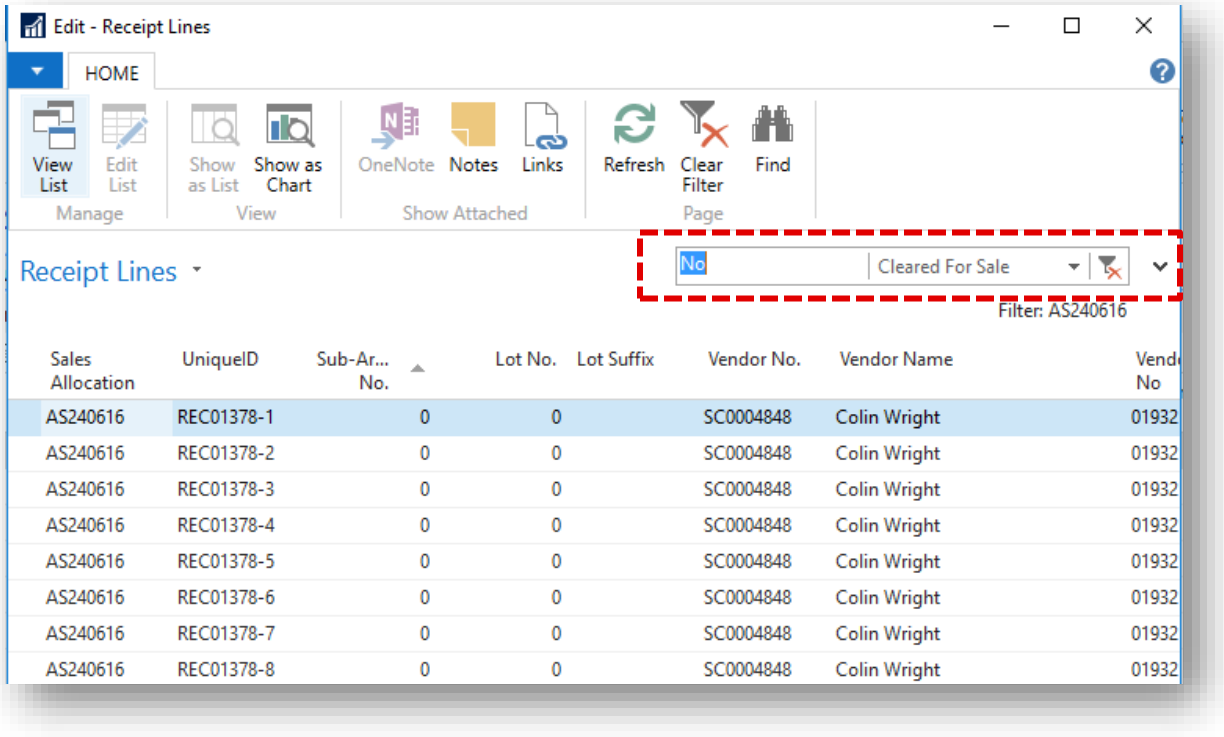


2. Open an auction and then select **Allocated Lines** from the Ribbon.



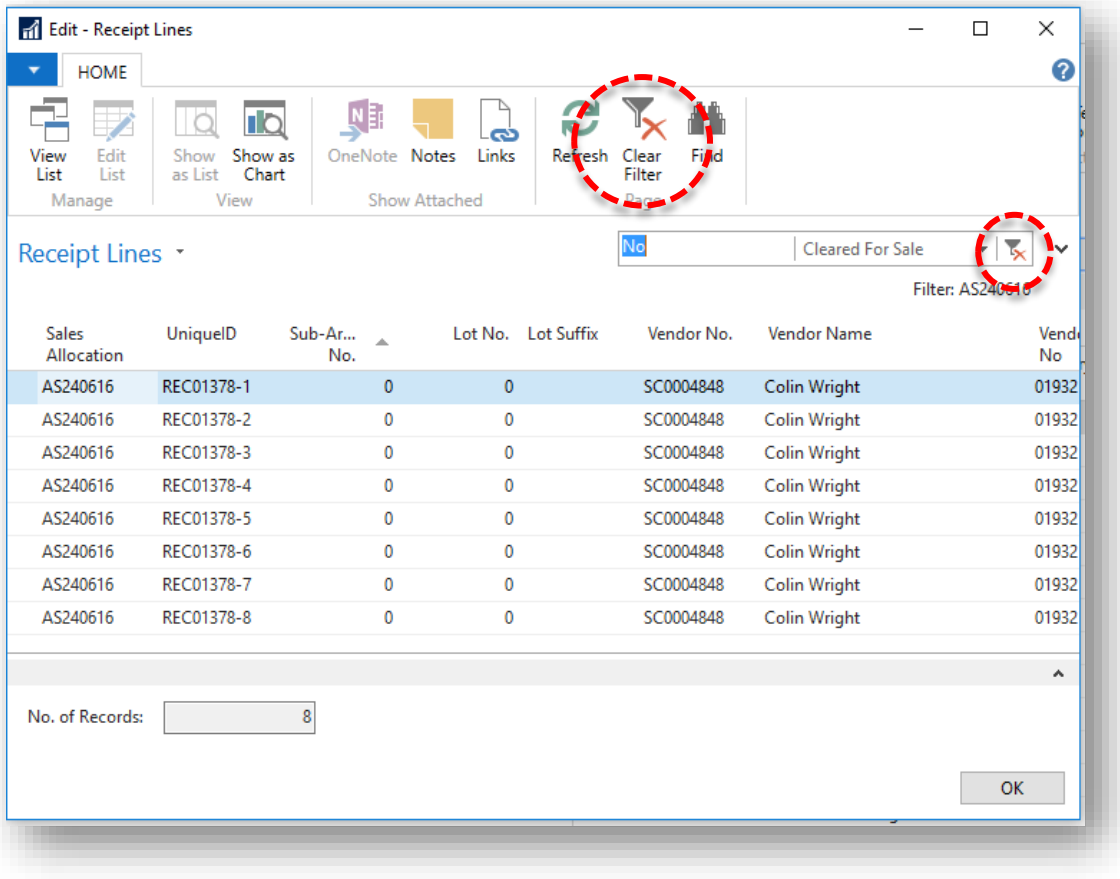
3. The **Receipt Lines** window opens.
   In this window, you can view all allocated auction lines.
   Apply filter to show uncleared articles only and press the **Enter** key.

Filter	Value
Cleared for Sale	No



NOTE

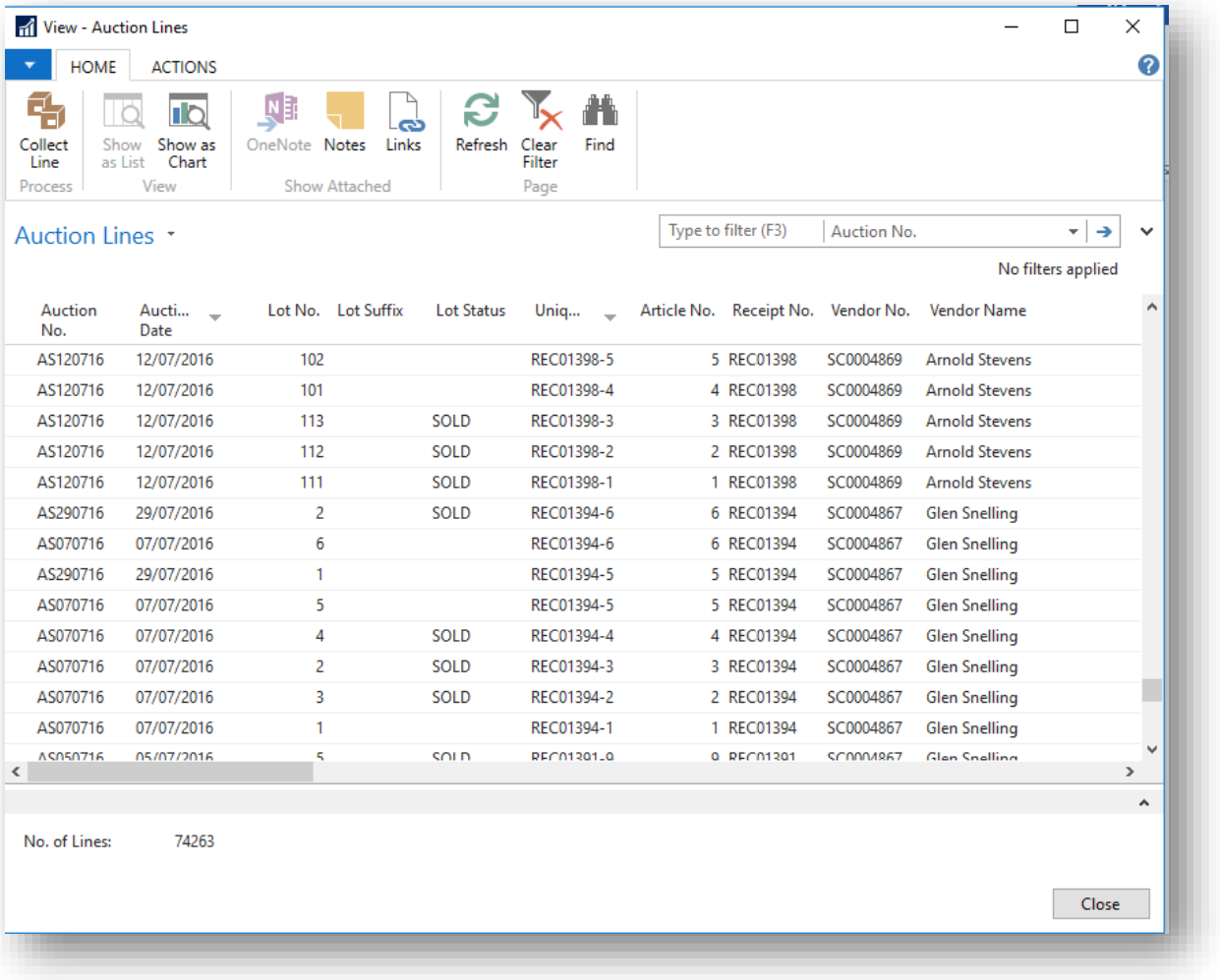
To remove the filter, select **Clear Filter** from the Ribbon.



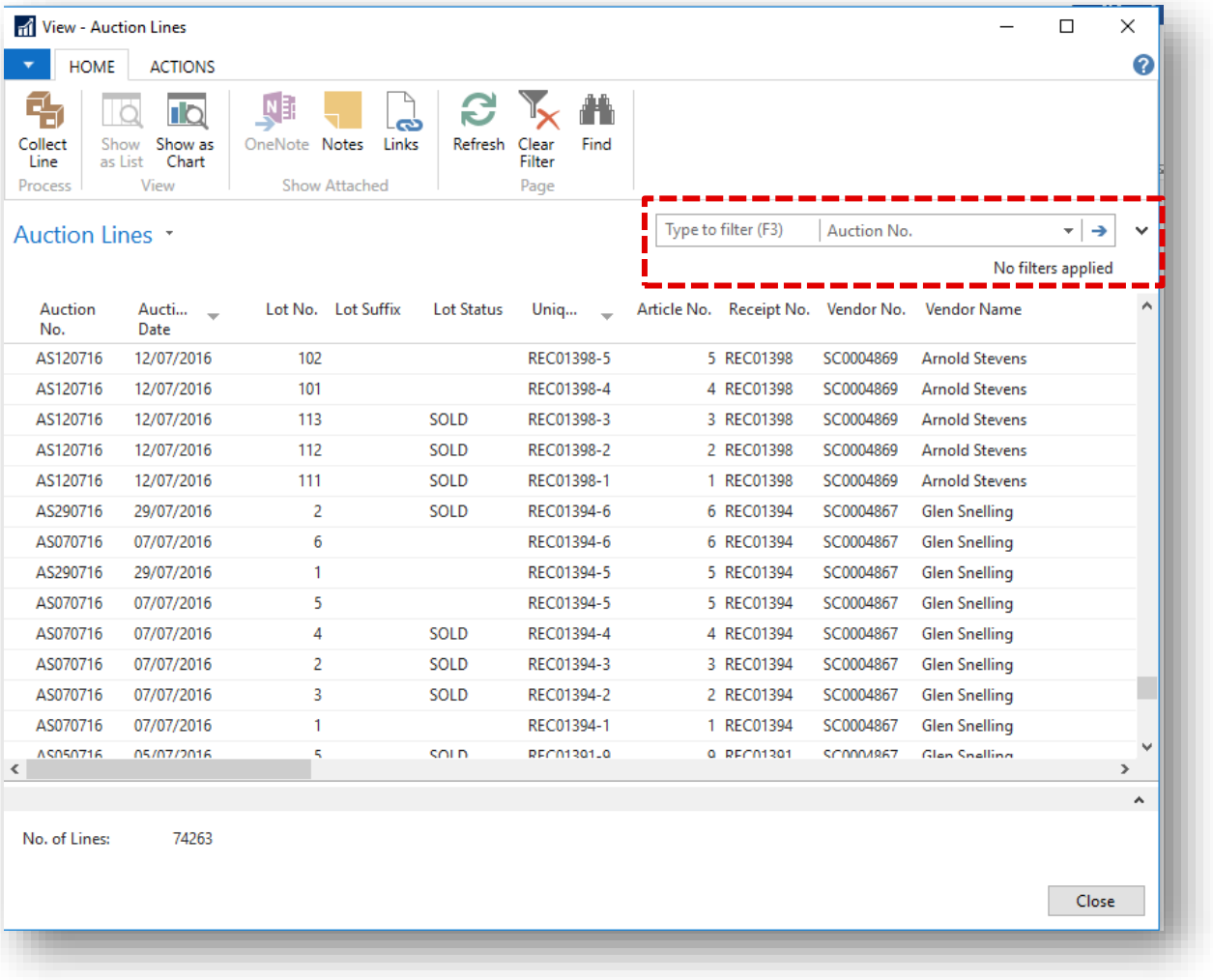
HOW TO VIEW LIST OF ALL AUCTIONS LINES?

To view list of all auctions lines:

1. In the Search box enter **Auction Lines** and then choose the related link.
   The **Auction Lines** window opens.

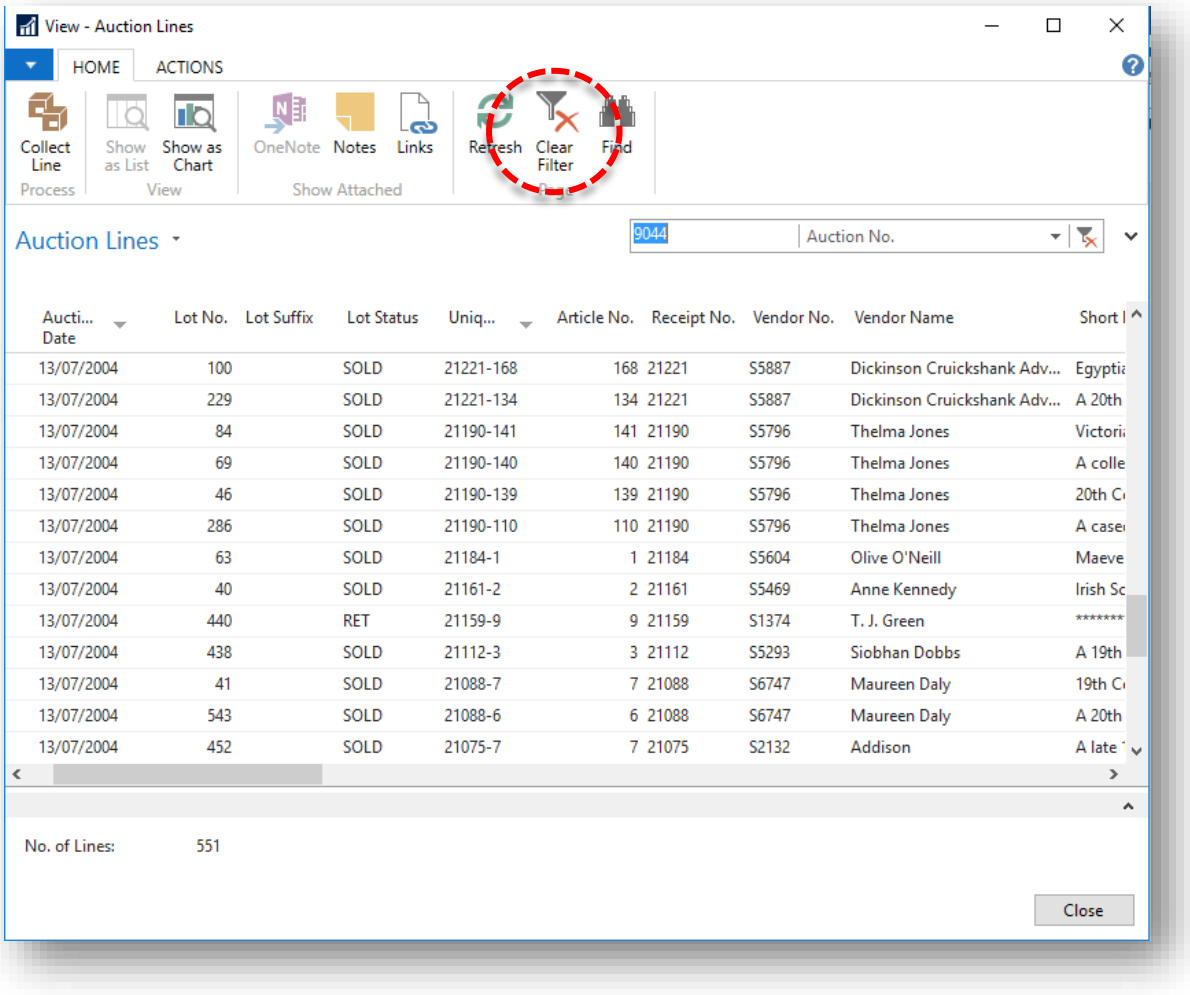


To view lines from specific auction only or specific category use filter in op right corner.



NOTE

To remove the filter, select **Clear Filter** from the Ribbon.

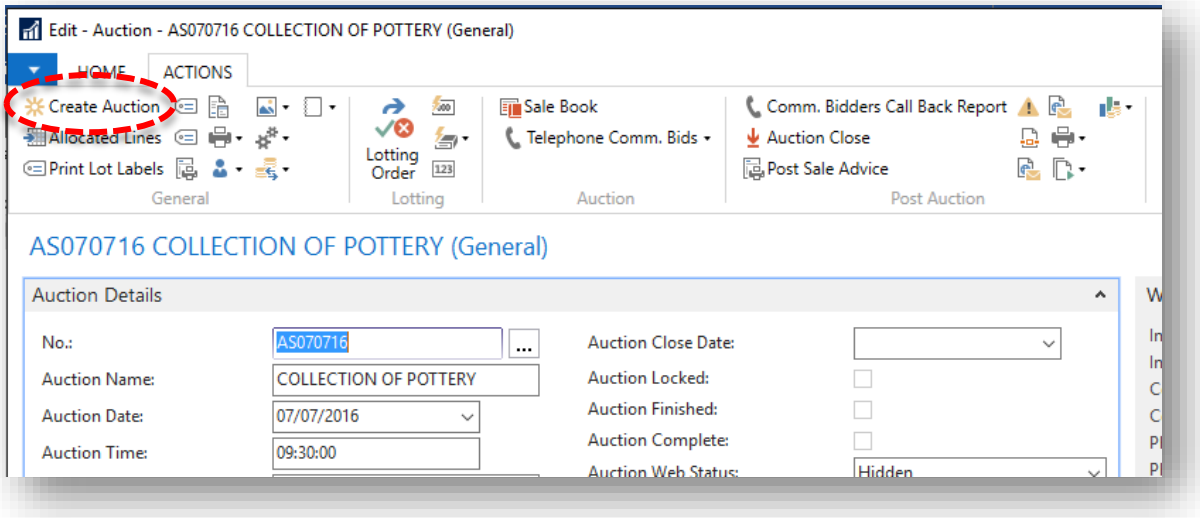


HOW TO BRING RECEIPTS LINES INTO AN AUCTION?

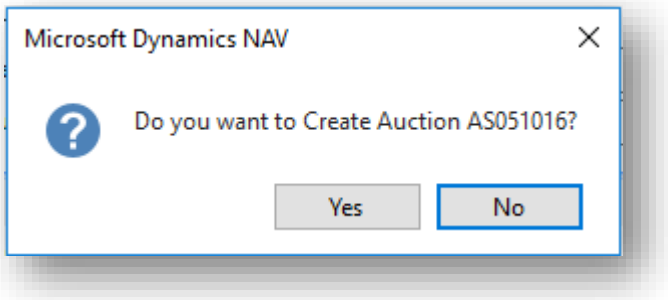
To bring receipts lines to an auction, lines must have **Sale Allocation** field filled in and must be marked as **Cleared for Sale**.

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

1. Open an auction and then select **Create Auction** from the Ribbon.
   This action will import all previously allocated Receipts' Lines to the auction.



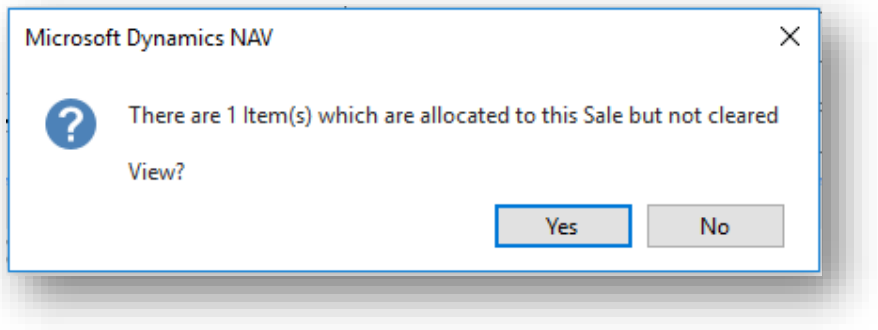
2. Select **Yes** to confirm.



NOTE

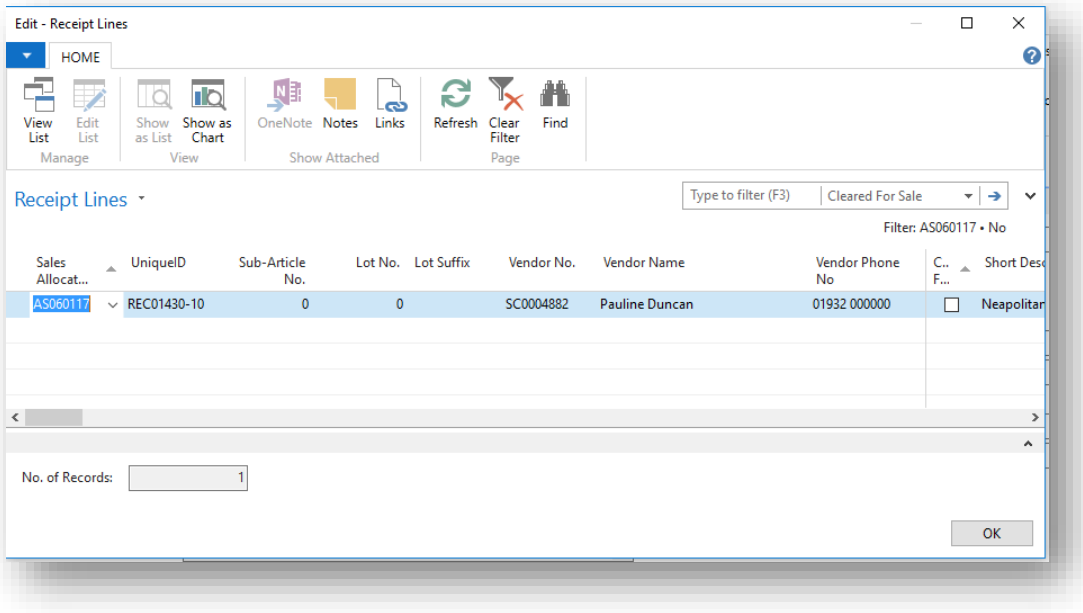
On this stage, you may receive message stating: “There are (1) Items which are allocated to this Sale but not cleared. View?”

Select **Yes** to view a list of allocated, but not Cleared Lines.

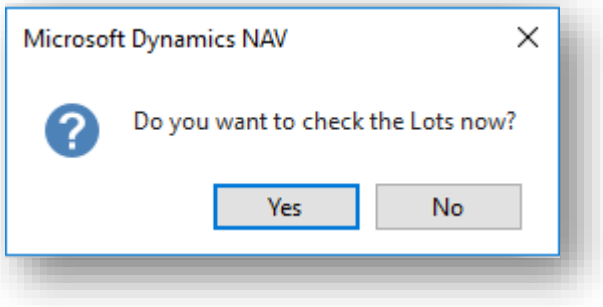


To import lines from this list, you must mark them as cleared.

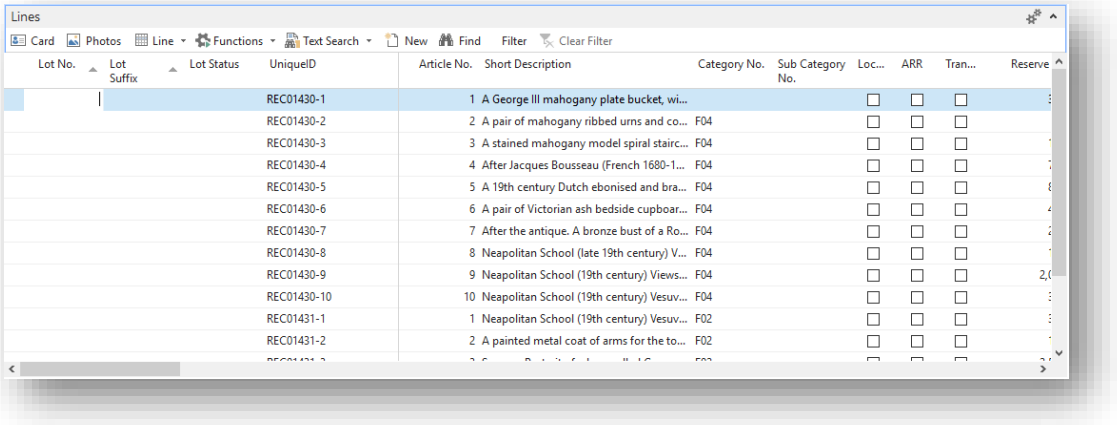
Select **OK** to save changes and close the window.



3. Select **Yes** to continue.



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

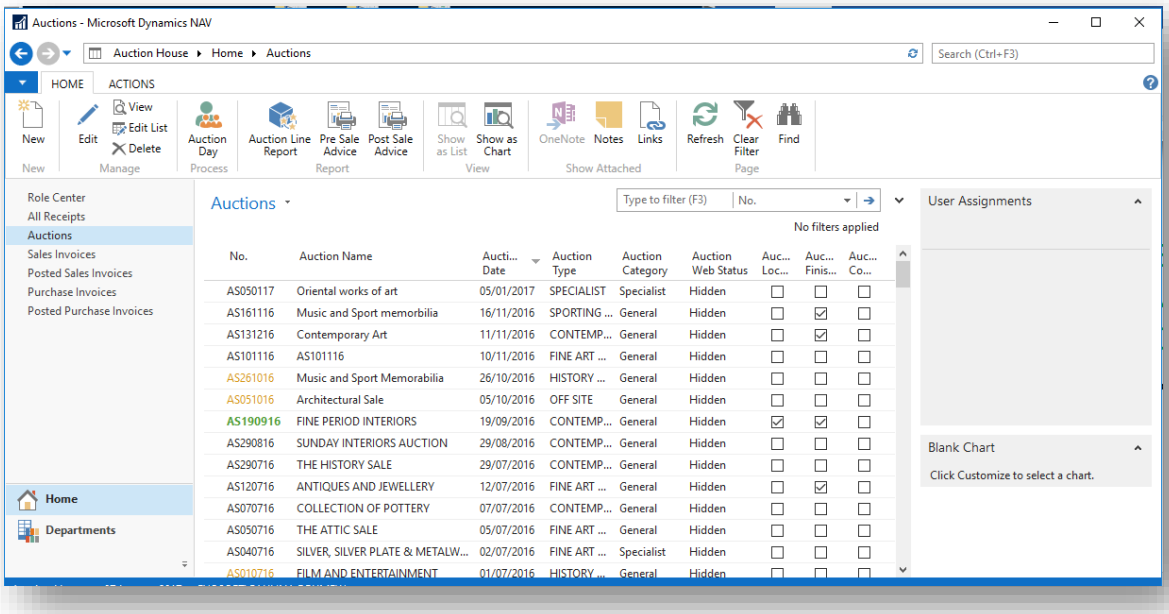


HOW TO MAKE CHANGES TO ITEM THAT HAS BEEN BROUGHT INTO AUCTION?

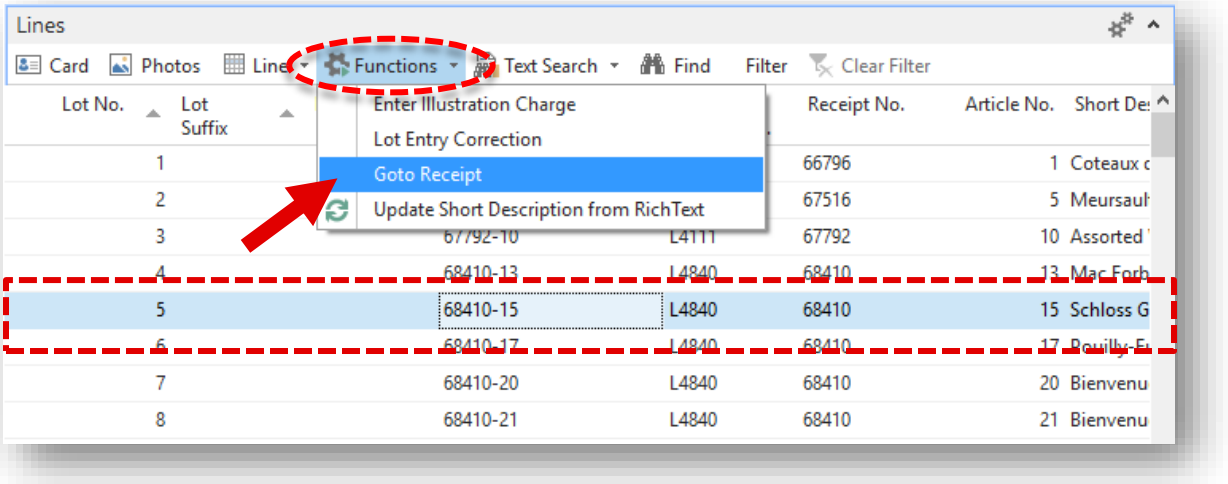
To apply any changes to an auction line, auction must be unlocked. You may need to unlock an auction before applying any amendments.

To apply amendments to an auction line:

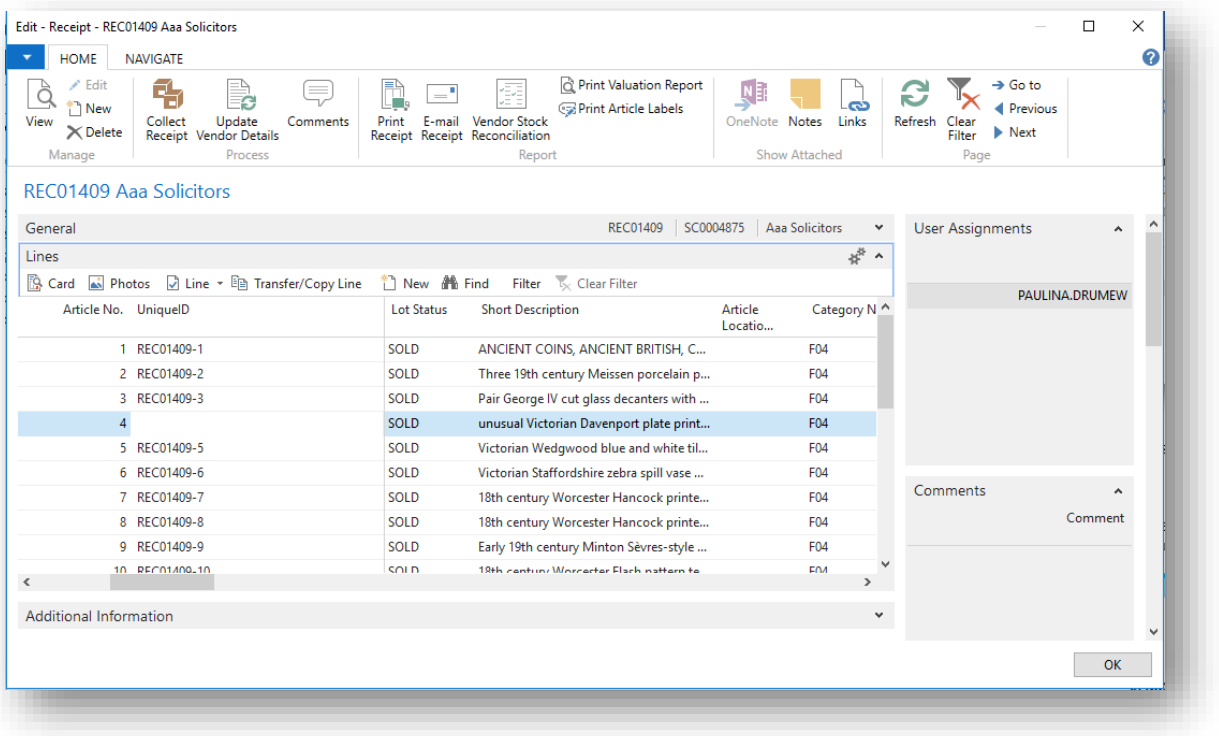
1. In the Search box enter **Auctions**, and then choose the related link.
   The **Auctions** window opens.



2. Open an auction and then navigate to the **Lines FastTab**.
   Highlight an auction line, and from the menu select **Functions** and then choose **Goto Receipt**.



3. Relevant **Receipt** window opens.
   Select the line and apply amendments. Close the receipt when completed.



NOTE
Changes will apply to the auction line only if the article is unsold.

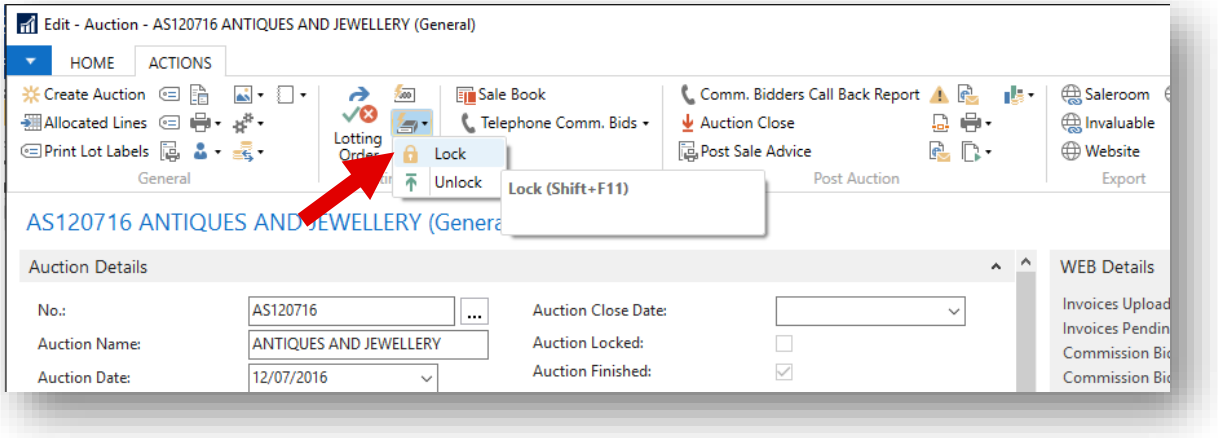
WHEN DO I LOCK AN AUCTION AND HOW?

An auction should be locked after lotting has taken place and prior to generating any Pre-sale reports. An auction can subsequently be Unlocked to add or amend articles on the sale lines.

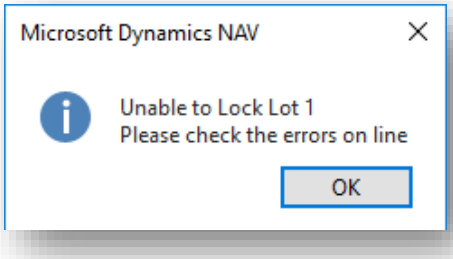
If sale is Locked you cannot edit lines or auction header, only Withdrawn action allowed - no more changes.

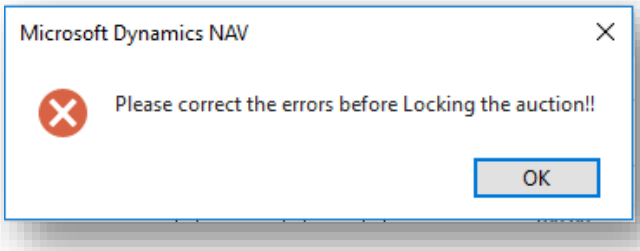
To lock an auction:

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



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 corrections must be made before you can fully Lock the auction.



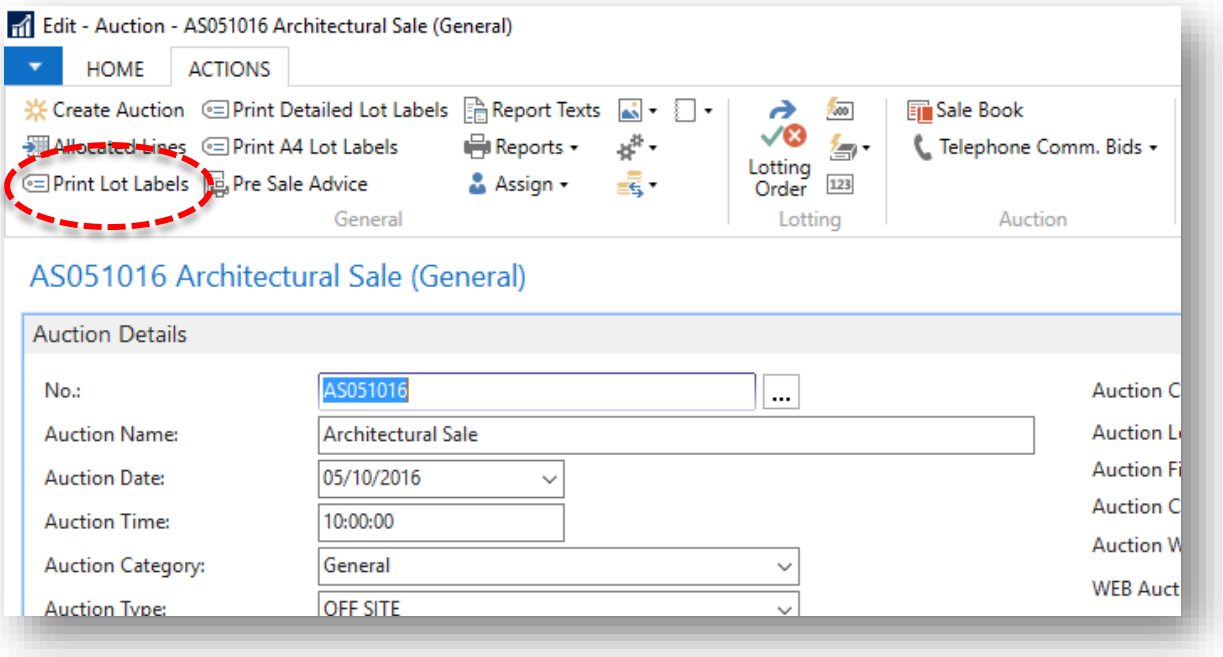


NOTE
On the **Auctions** page, Locked auction is marked in green colour, and the **Auction Locked** field in the auction header is selected.

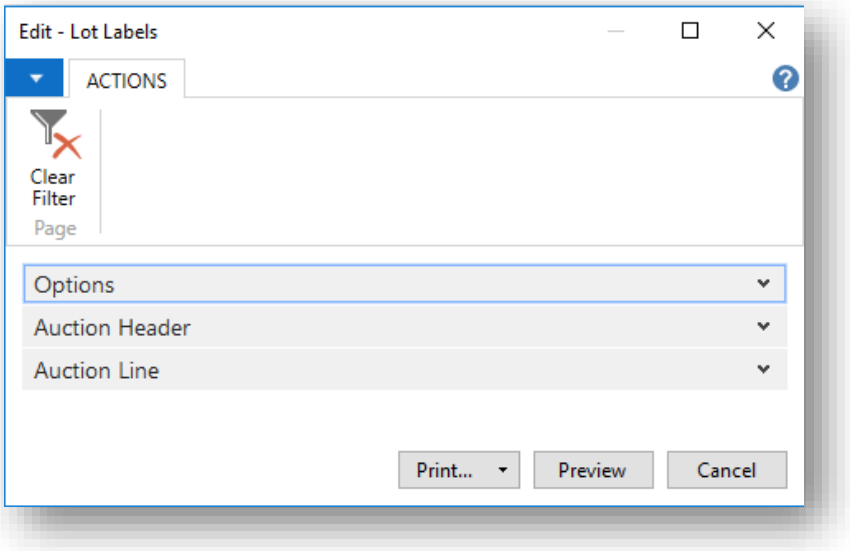
HOW TO PRINT LOT LABELS FOR AN AUCTION?

To print lot labels:

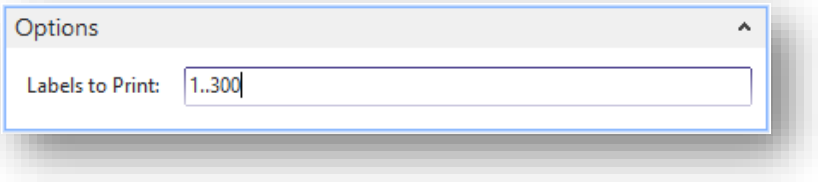
1. Open an **Auction** and then select **Print Lot labels** from the Ribbon.



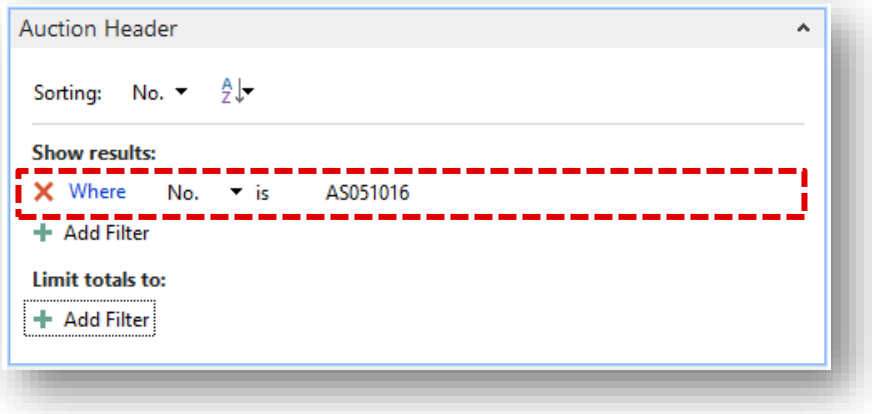
The **Lot Labels** window opens.



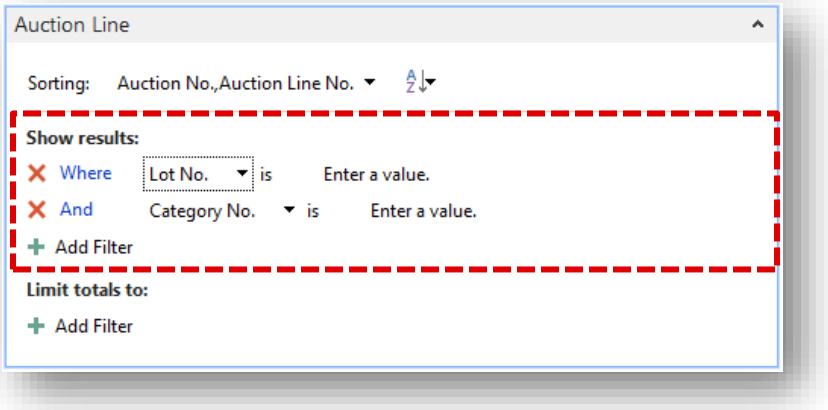
2. Navigate o the **Options FastTab** and select lot range or leave it blank to include all lots.



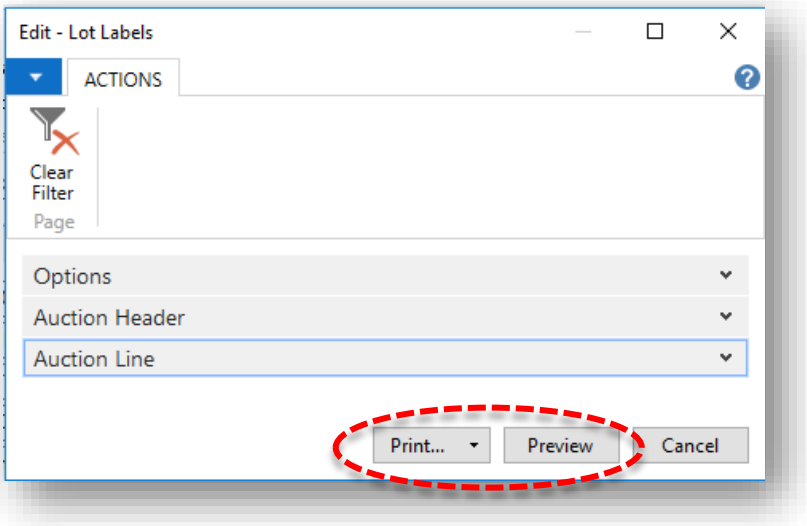
3. Navigate to the **Auction Header FastTab** and use filter to select an Auction.
Current auction is selected by default.



4. Navigate to the **Auction Line FastTab** and use filter to specify a Category, or any other details.
Leave it blank to include all the lots.

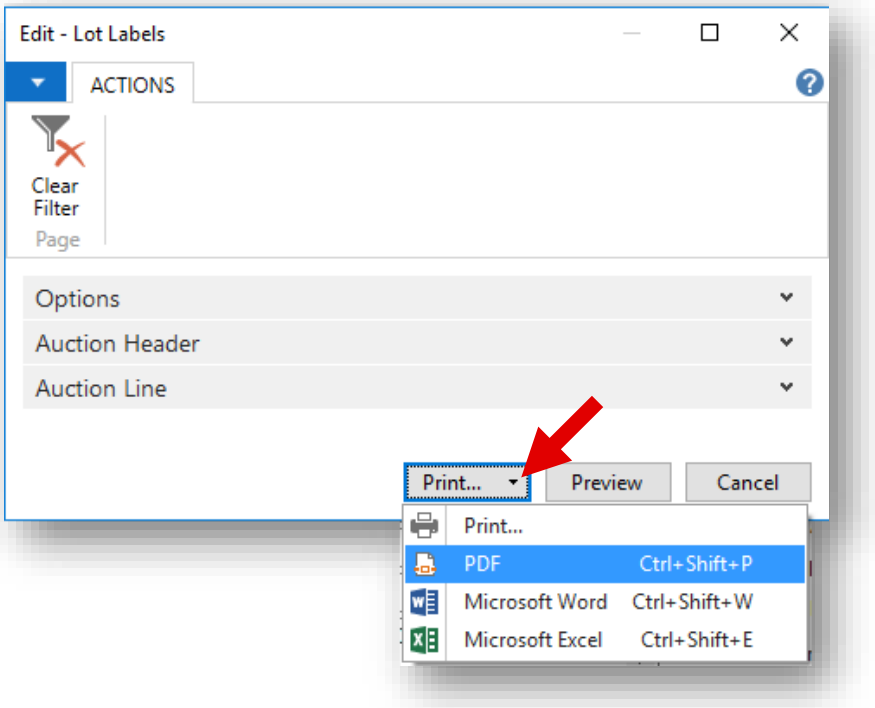


5. Select the **Print** button or the **Preview** button to generate labels. Make sure you have lot label sheets in the printer.



NOTE

To save generated Labels, click on arrow on the **Print** button and then select from available options.



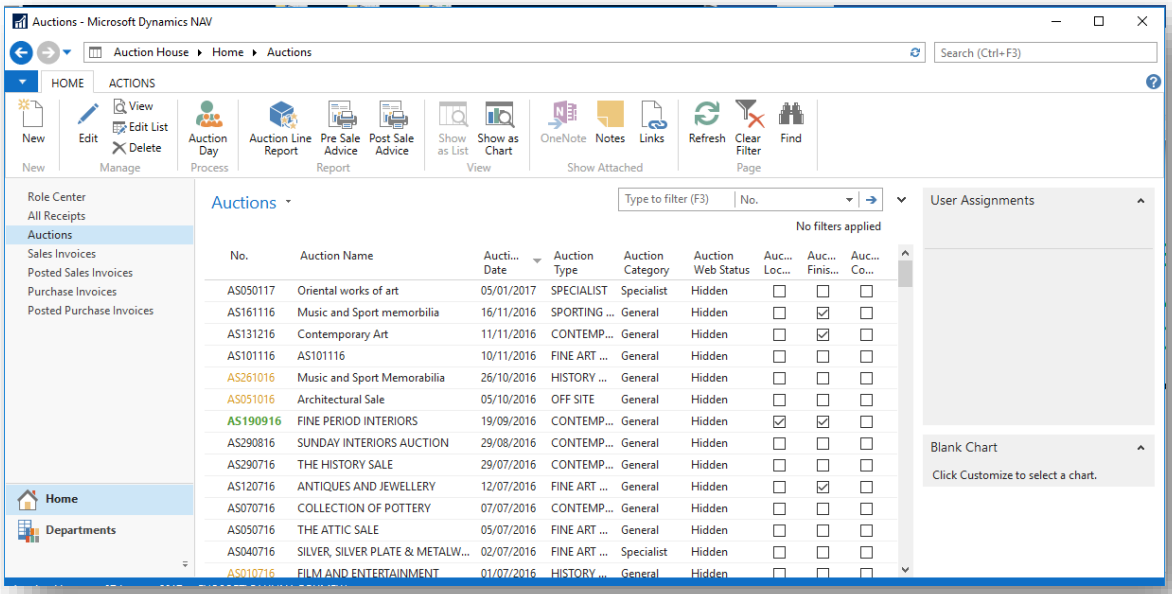
HOW TO CONSOLIDATE AUCTIONS

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.

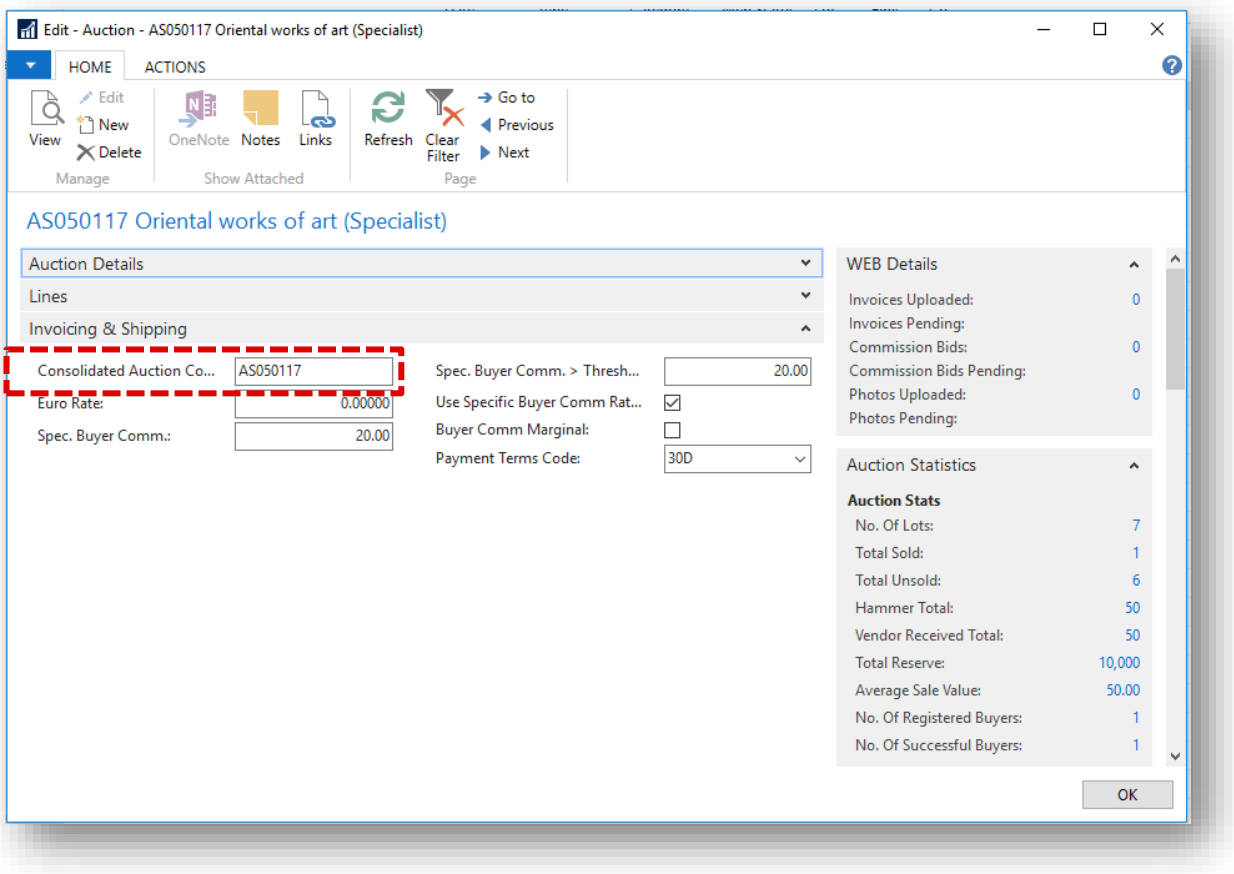
To consolidate auctions:

1. In the Search box enter **Auctions** and then choose the related link.
   The **Auctions** window opens.



2. Open first auction you want to consolidate and then navigate to the **Invoicing & Shipping FastTab**. In the **Consolidated Auction Code** field, enter unique ID. With this unique ID, you will have to mark all consolidated auctions.

NOTE
Good practice is to use the first day auction number as the identifier.

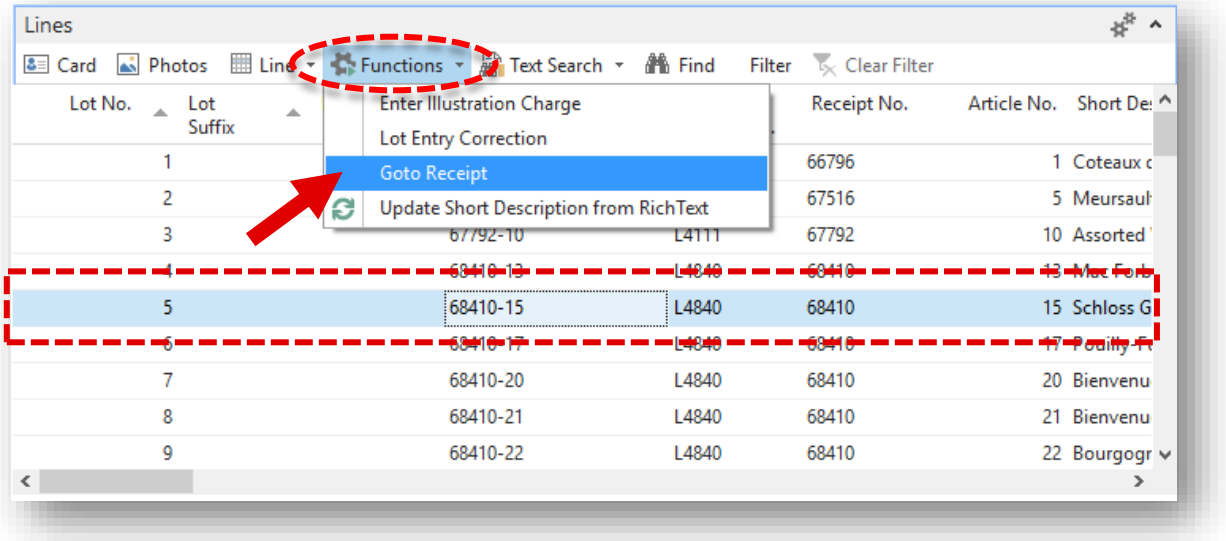


3. Mark each auction you want to consolidate with this code.

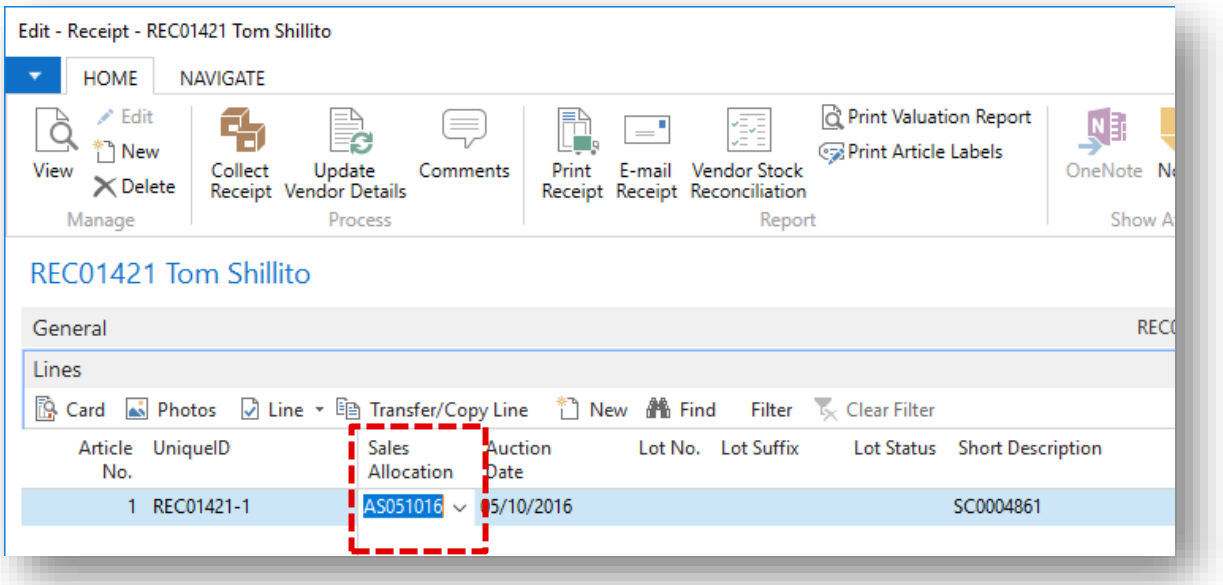
HOW TO WITHDRAW AN ITEM BEFORE SALE

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**.



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

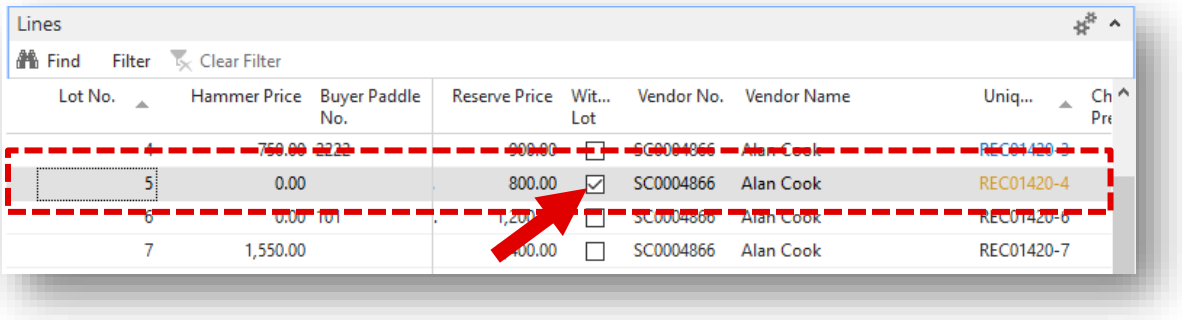


Next time you create an auction (Import Lots), the item will not be brought back in.

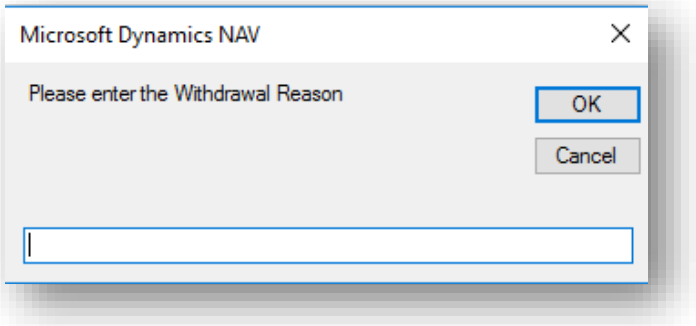
HOW TO WITHDRAW A LOT DURING THE AUCTION?

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.

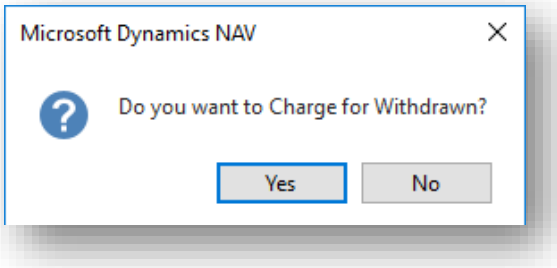
1. Open an auction and then navigate to the **Lines FastTab**.
   Select a line with an article you want to withdraw, navigate to the **Withdrawn Lot** column and select the checkbox.



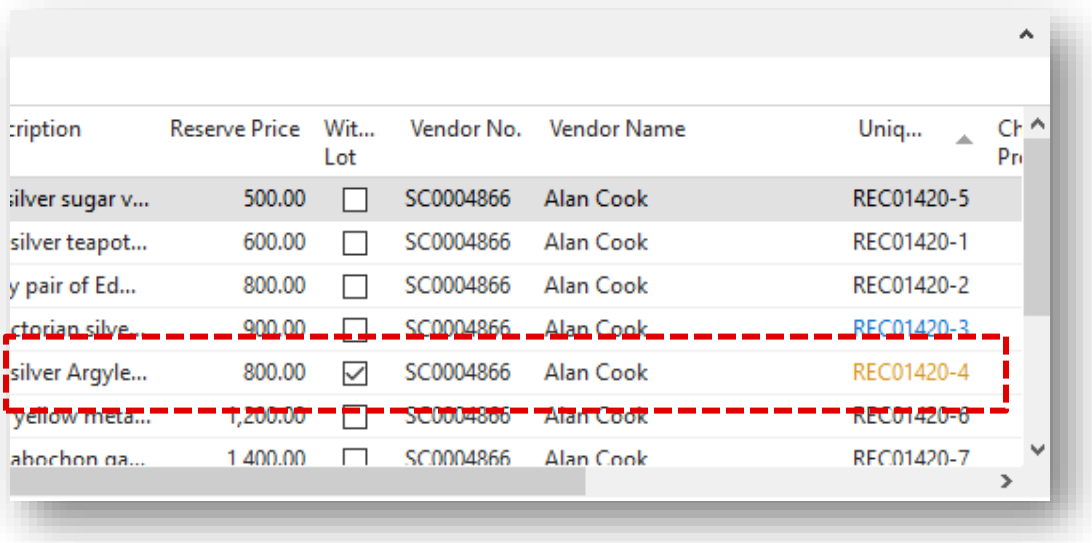
2. Enter the **Withdrawal Reason** and select **OK**.



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.



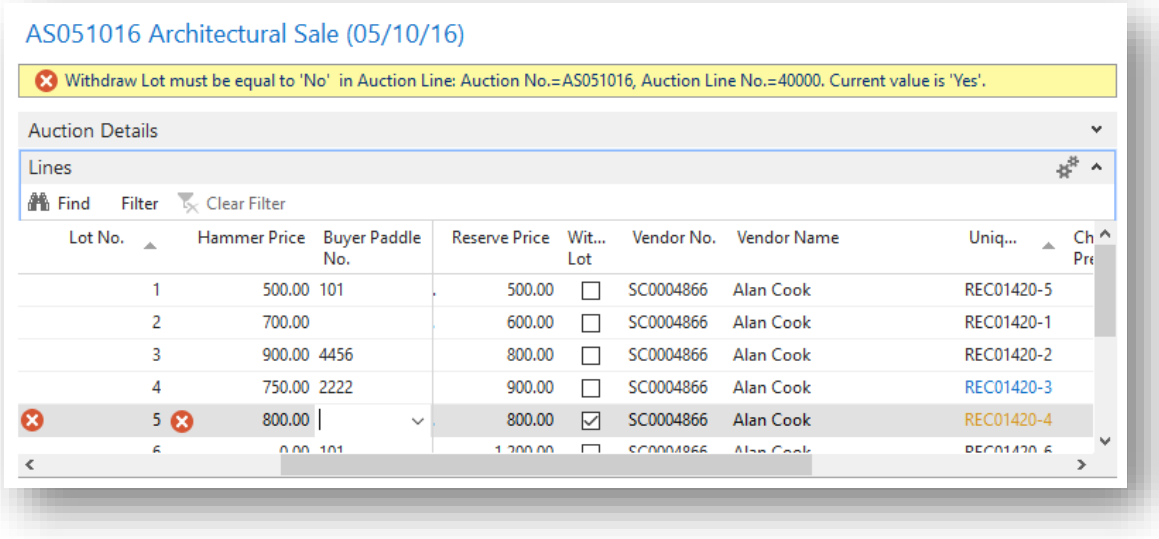
cription	Reserve Price	Wit... Lot	Vendor No.	Vendor Name	Uniq...	Ch Pr
ilver sugar v...	500.00	☐	SC0004866	Alan Cook	REC01420-5	
silver teapot...	600.00	☐	SC0004866	Alan Cook	REC01420-1	
y pair of Ed...	800.00	☐	SC0004866	Alan Cook	REC01420-2	
ctorian silve...	900.00	☐	SC0004866	Alan Cook	REC01420-3	
silver Argyle...	800.00	☑	SC0004866	Alan Cook	REC01420-4	
yellow meta...	1,200.00	☐	SC0004866	Alan Cook	REC01420-6	
abochon ga...	1,400.00	☐	SC0004866	Alan Cook	REC01420-7	

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

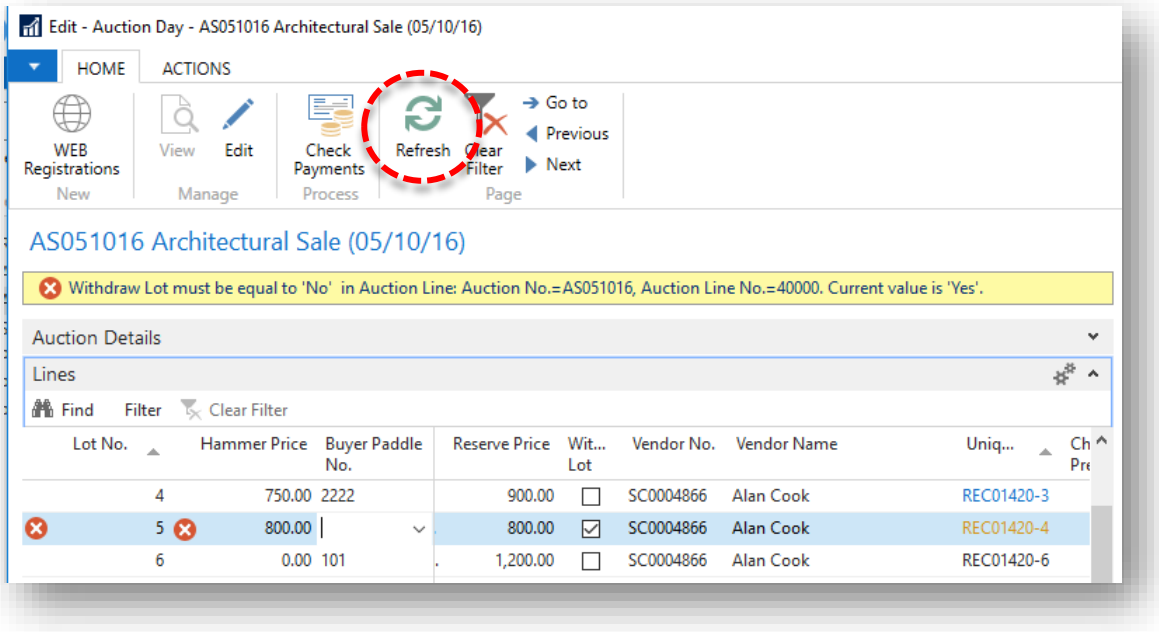
3	Fine quality pair of Edwardian two-branch three-light batwing candelabra, with slender tapering colu... **Vendor Name: Alan Cook**	€800-€1,200	800 No Reserve			
4	Unusual Victorian silver pepper pot in the form of a 'knight' chess piece with screw-on base. Regist... **Vendor Name: Alan Cook**	€1,000-€1,500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

NOTE

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

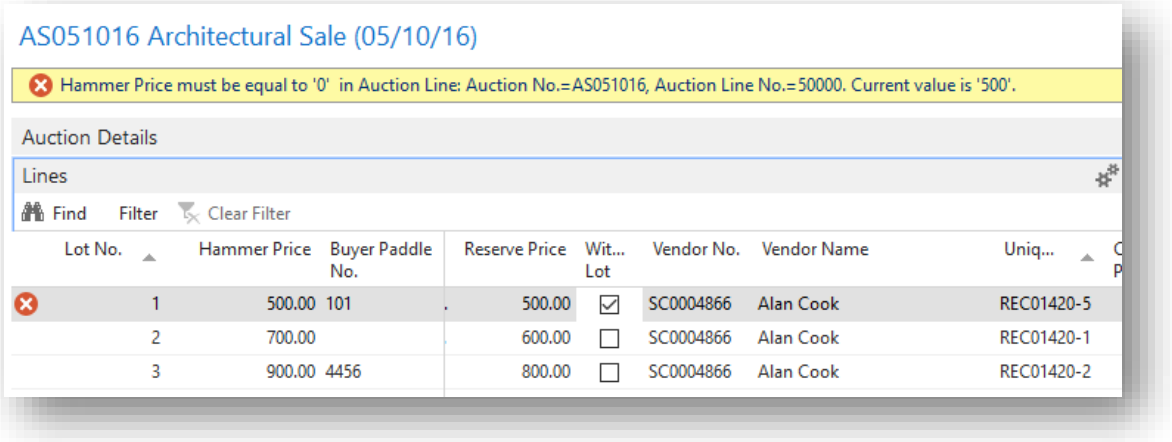


Refresh the page to remove the error.



NOTE

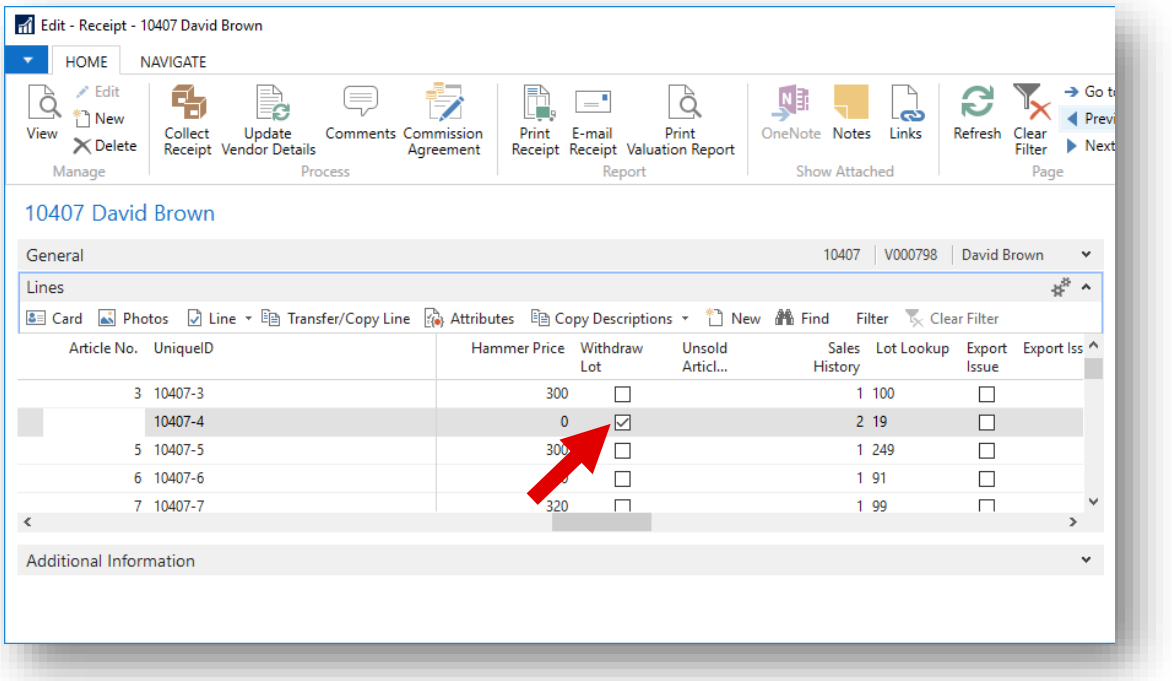
You are not allowed to withdrawn lot which is sold, error message appears.



Refresh page to remove the error.

IMPORTANT

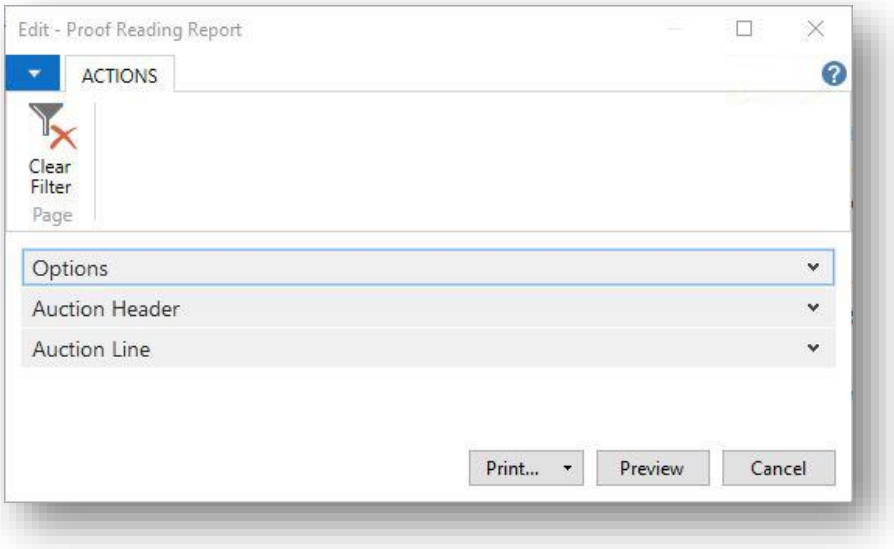
Before you assign withdrawn lot to another sale, you must go to the **Receipt** and remove withdrawn status from the article.



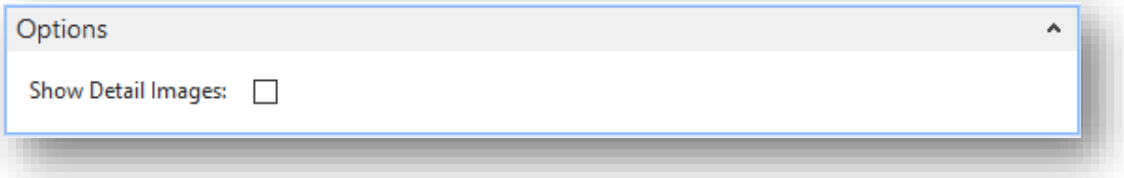
HOW TO CREATE A PROOF READING REPORT IN LOT NUMBER ORDER

To create a Proof Reading report:

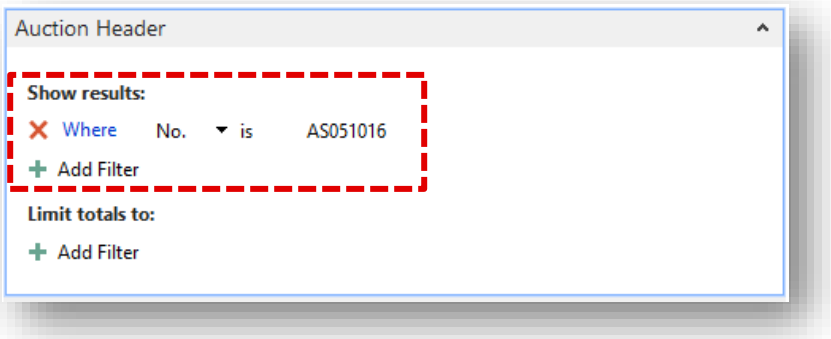
1. In the Search box, enter **Proof Reading Report**, and then choose the related link.
   The **Proof Reading Report** window opens.



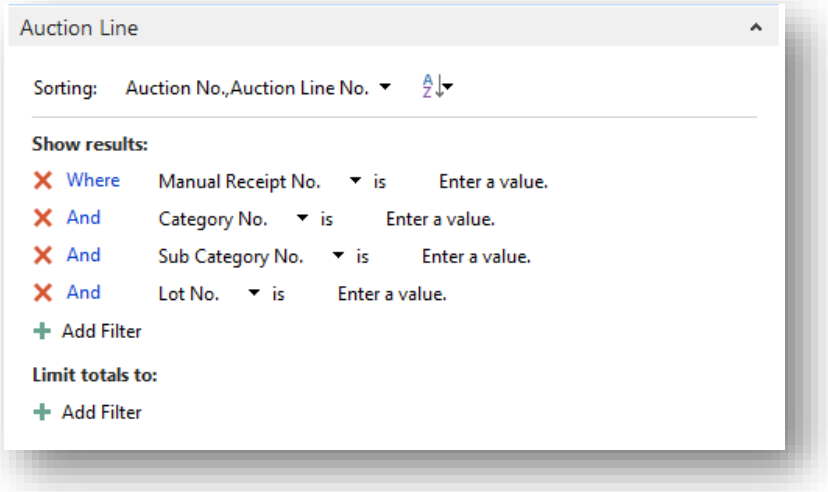
2. Navigate to the **Options FastTab**, and then select the check box to include all images in the report. Leave it blank to print only the main illustration.



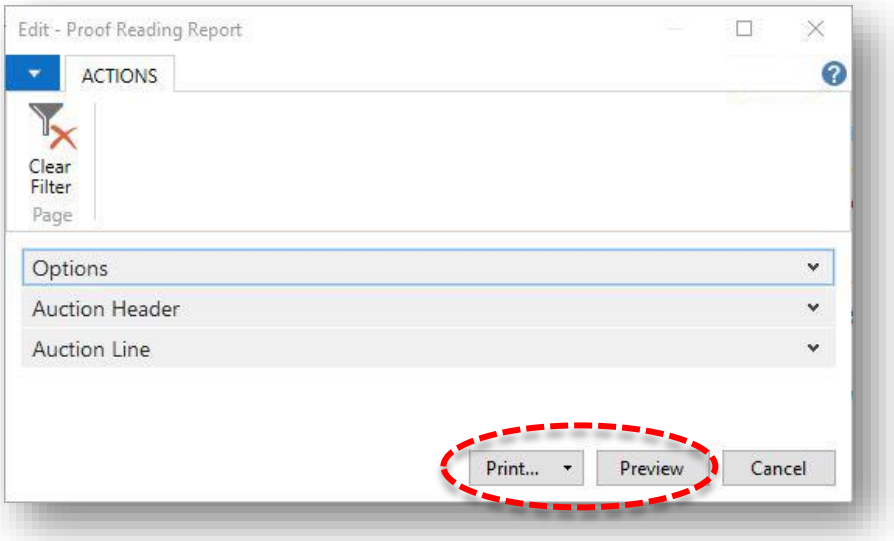
3. Navigate to the **Auction Header FastTab** and apply filter to select an auction.



4. Navigate to the **Auction Line FastTab** and apply filter if you want to generate report for specific Category or Receipt. Leave it blank to include all auction lines.

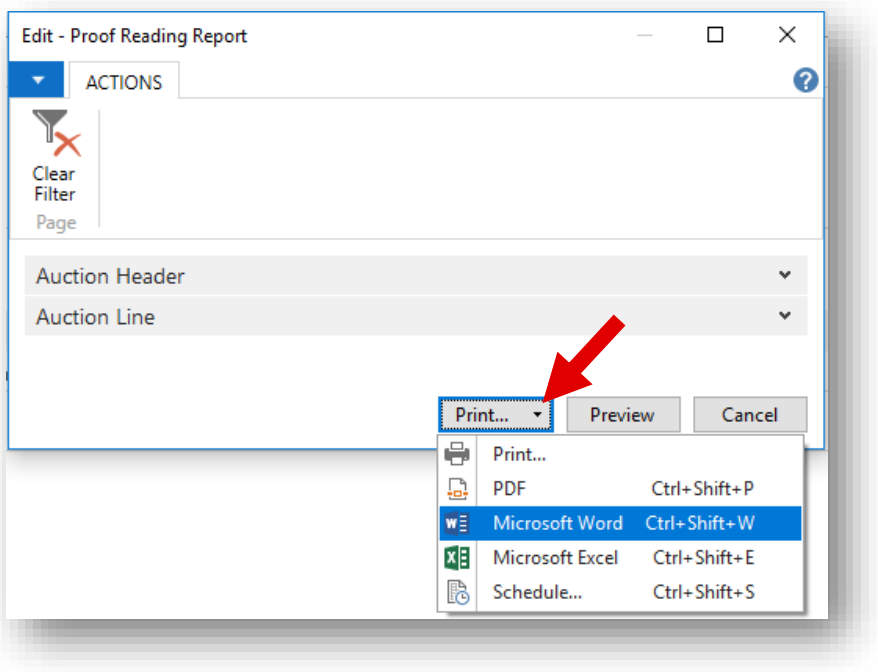


5. Select the **Print** button or the **Preview** button to generate the report.



NOTE

To save the report, select arrow on the **Print** button and then choose a format.



Example report:

Proof Reading Report

1 of 4 100% Find | Next

PAULINA.DRUMEW **Proof Reading Report for Auction A760**

Miss Paulina Drumew
The Upper Courtyard
The Old Dairy
Swindon
Wiltshire
SN4 0EU
(69615)

Two 19th Century Japanese carved ivory netsuke in the form of seated figure together with a pair of ...

69615-1		100 - 150
Lot No.:		23
Location		
Reserve		80 - Fixed
Cat \ SubCat(s)		WOA \ ANGIND
Illustration Cost		0

Two 19th Century Japanese carved ivory netsuke in the form of seated figure together with a pair of similar 19th Century figures (a/f)

Good condition

Miss Paulina Drumew
The Upper Courtyard
The Old Dairy
Swindon
Wiltshire
SN4 0EU
(69615)

Pair of Japanese Meiji period dark patinated bronze figures of musicians (one minus instrument), ...

69615-2		500 - 800
Lot No.:		10
Location		
Reserve		500 - Discretion
Cat \ SubCat(s)		ASIAN \ JAP
Illustration Cost		0

Pair of Japanese Meiji period dark patinated bronze figures of musicians (one minus instrument), 13.5ins and 11.5ins high respectively

Miss Paulina Drumew
The Upper Courtyard
The Old Dairy
Swindon
Wiltshire
SN4 0EU
(69615)

Collection of Chinese interior painted snuff bottles, of varying forms and floral designs, seven in ...

69615-3		60 - 80
Lot No.:		1
Location		
Reserve		50 - Fixed
Cat \ SubCat(s)		ASIAN \ CHI
Illustration Cost		0

Collection of Chinese interior painted snuff bottles, of varying forms and floral designs, seven in total, five minus stoppers

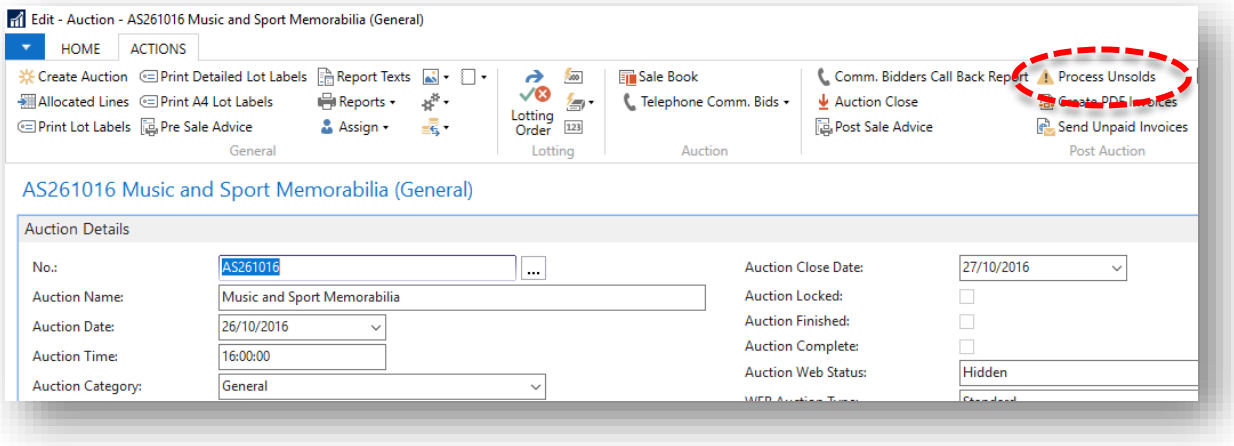
1.2 POST AUCTION

HOW TO ACTION UNSOLDS FROM A SALE?

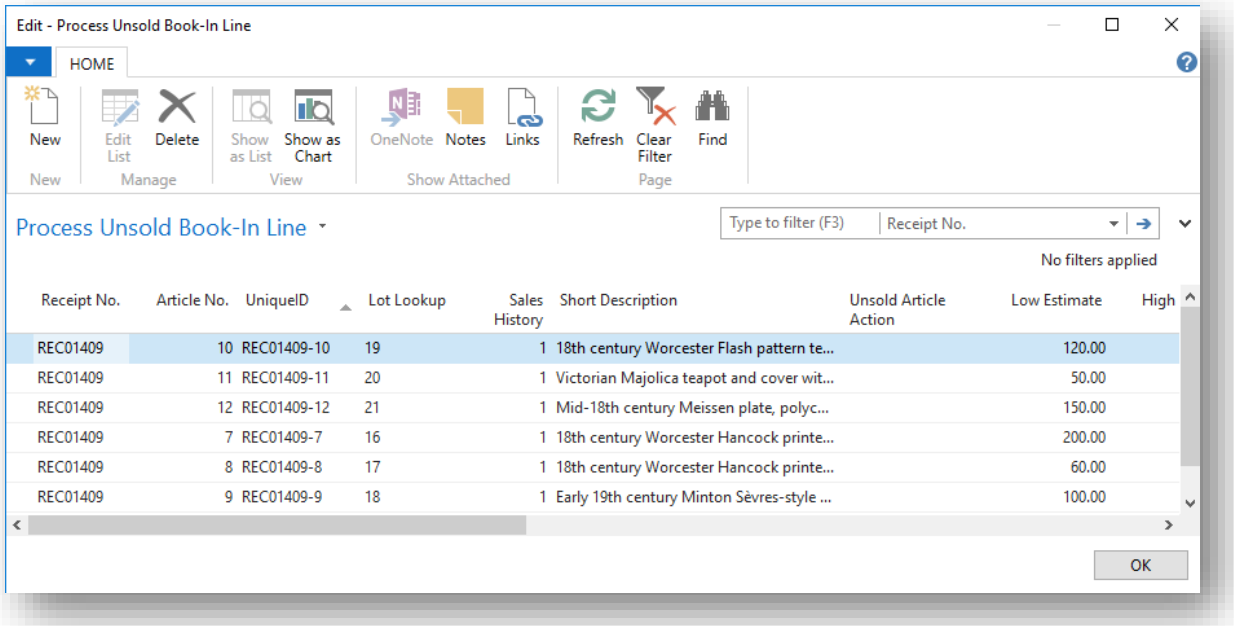
After an auction is finished, unsold lots should be process accordingly to information applied to the **Unsold Article Action** field on a receipt line.

To process unsold lots:

1. Open an auction and select **Process Unsolds** located on the Ribbon.



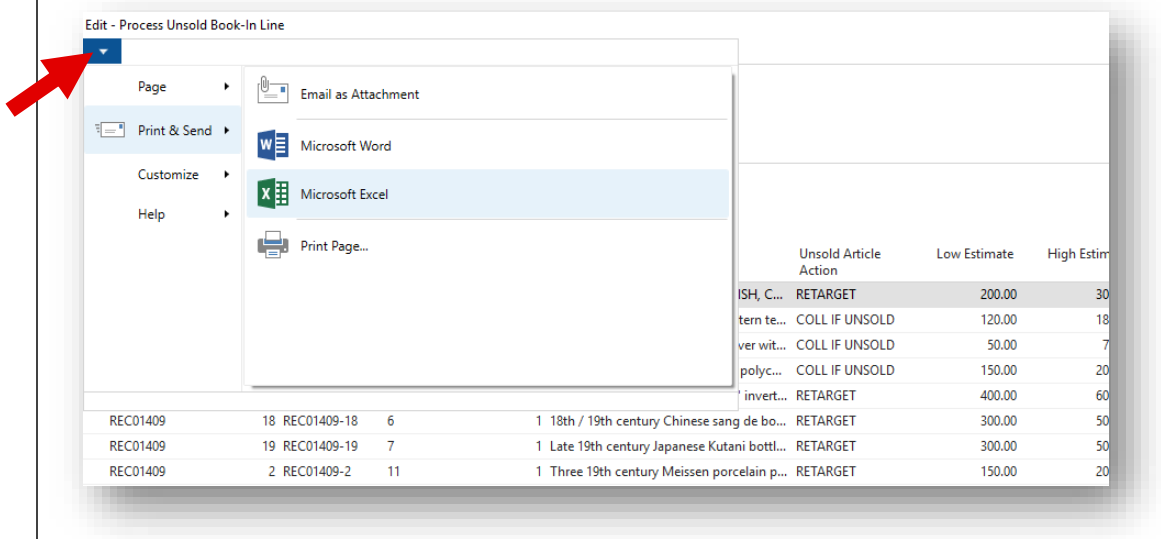
The **Process Unsold Book-In Line** window opens.



2. Use filters to display lots with specific status or to display articles in particular order, for example Receipt No. order, or Category number order, lots with Unsold Article Action: Retarget.

NOTE

To print the list or export to Excel, select the **Page** menu and then **Print & Send**.

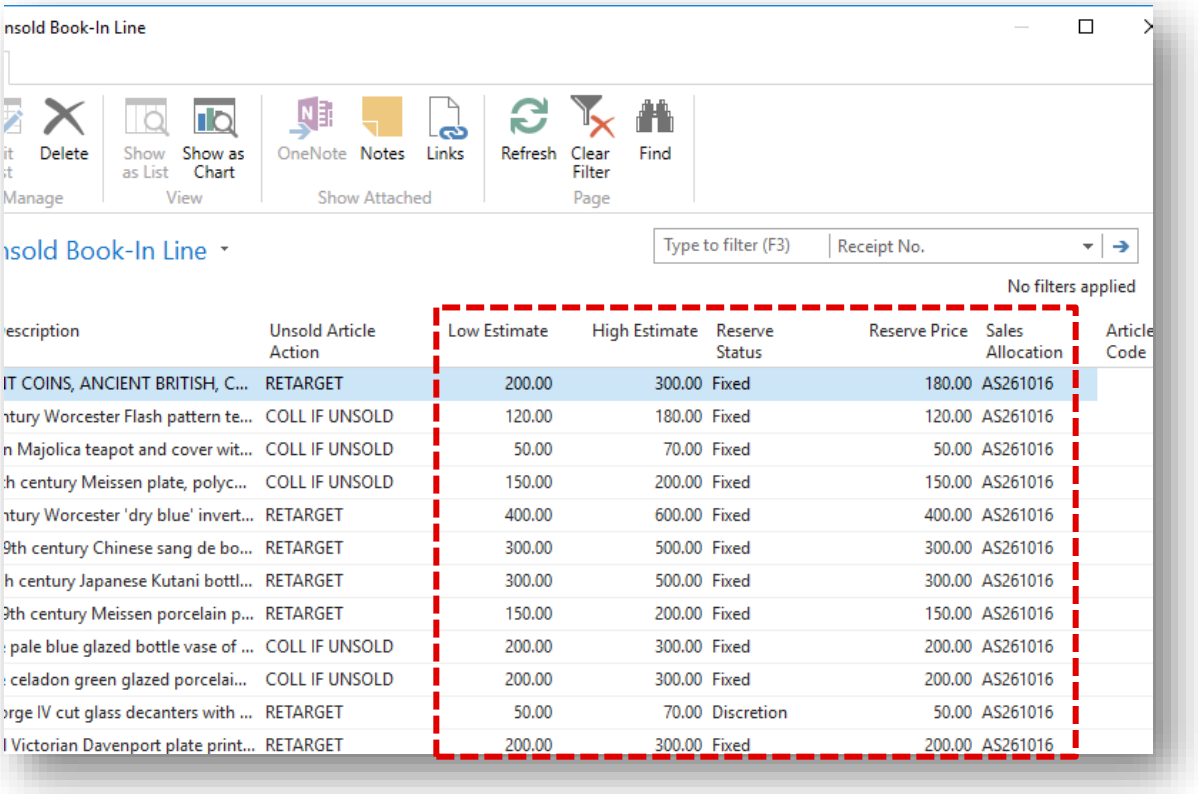


3. The **Process Unsold Book-In Line** page allows you to retarget unsold lots without going to individual receipt line.

   Within this page make any changes to the Reserve Status and the Price, or the Estimate, and then change the Sale Allocation code to a new sale.

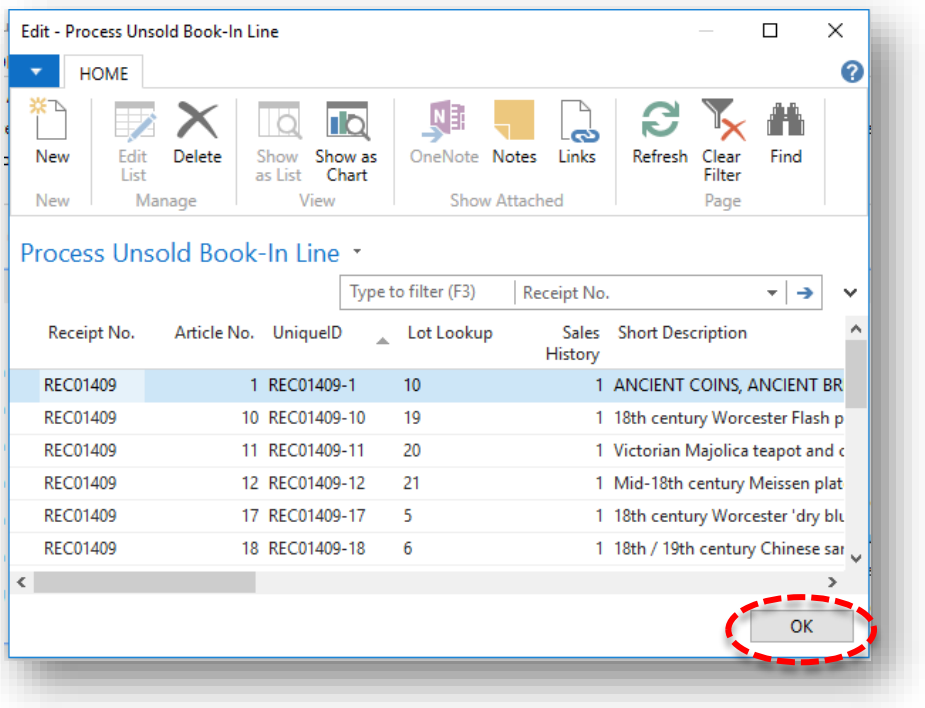
   You can also make any changes to both, long and short description.

   All changes will apply to the receipt lines but not to the current auction lines.



escription	Unsold Article Action	Low Estimate	High Estimate	Reserve Status	Reserve Price	Sales Allocation	Article Code
IT COINS, ANCIENT BRITISH, C...	RETARGET	200.00	300.00	Fixed	180.00	AS261016	
ntury Worcester Flash pattern te...	COLL IF UNSOLD	120.00	180.00	Fixed	120.00	AS261016	
n Majolica teapot and cover wit...	COLL IF UNSOLD	50.00	70.00	Fixed	50.00	AS261016	
h century Meissen plate, polyc...	COLL IF UNSOLD	150.00	200.00	Fixed	150.00	AS261016	
ntury Worcester 'dry blue' invert...	RETARGET	400.00	600.00	Fixed	400.00	AS261016	
9th century Chinese sang de bo...	RETARGET	300.00	500.00	Fixed	300.00	AS261016	
h century Japanese Kutani bottl...	RETARGET	300.00	500.00	Fixed	300.00	AS261016	
9th century Meissen porcelain p...	RETARGET	150.00	200.00	Fixed	150.00	AS261016	
pale blue glazed bottle vase of ...	COLL IF UNSOLD	200.00	300.00	Fixed	200.00	AS261016	
celadon green glazed porcelai...	COLL IF UNSOLD	200.00	300.00	Fixed	200.00	AS261016	
rge IV cut glass decanters with ...	RETARGET	50.00	70.00	Discretion	50.00	AS261016	
l Victorian Davenport plate print...	RETARGET	200.00	300.00	Fixed	200.00	AS261016	

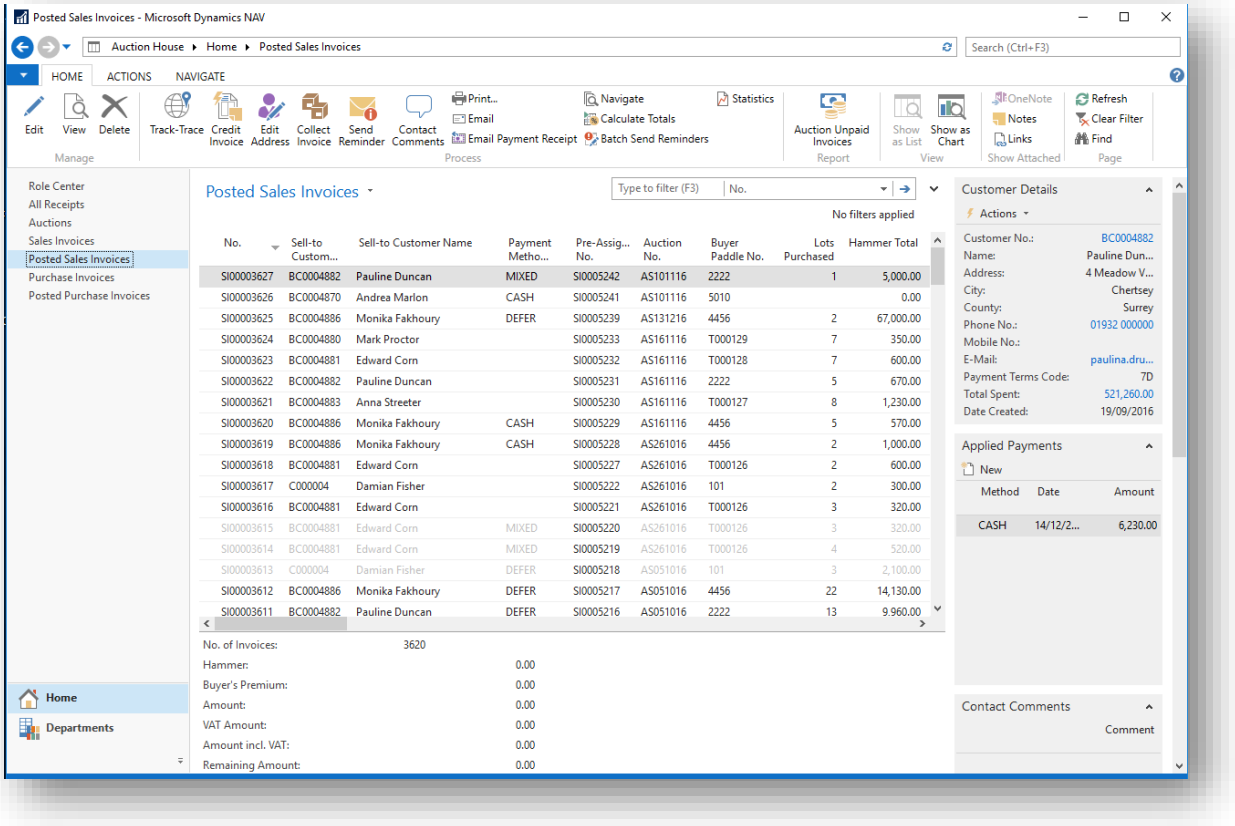
4. Select **OK** to save and close the window.



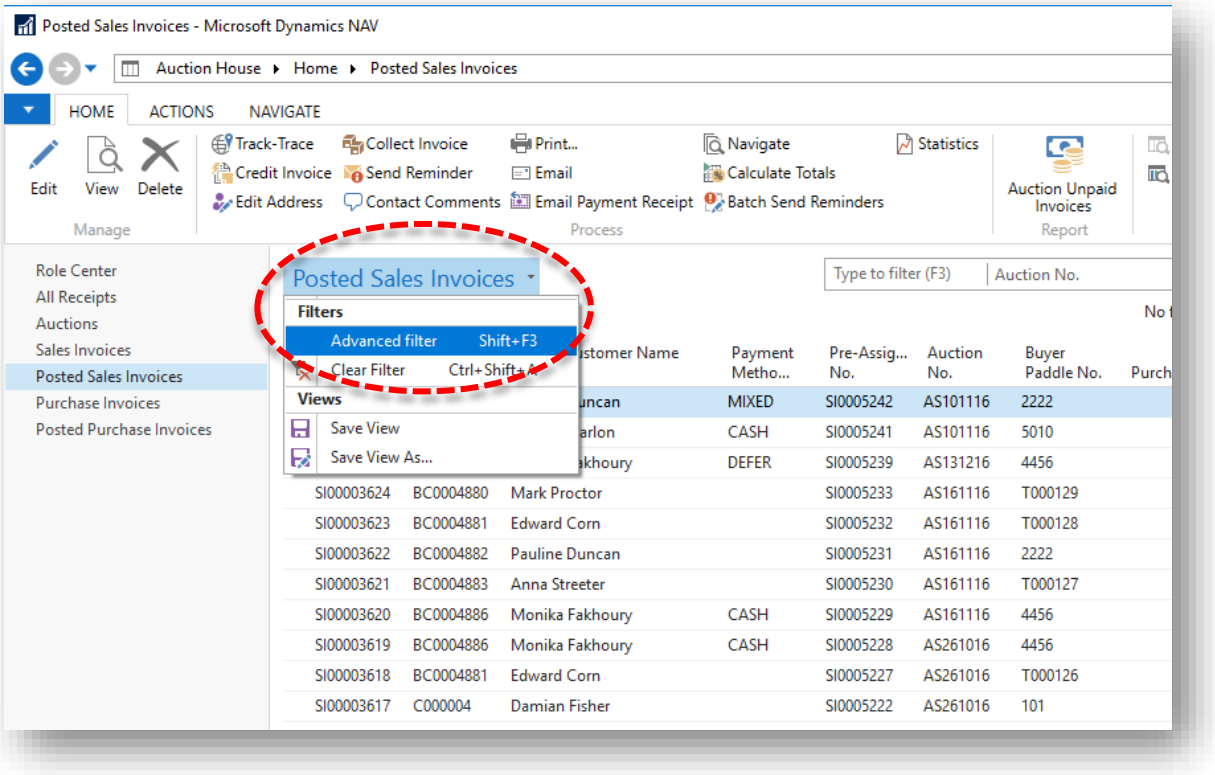
HOW TO STEP THROUGH UNPAID BUYERS INVOICES FROM AN AUCTION

To step through unpaid buyers' invoices:

1. In the Search box, enter **Posted Sales Invoices**, and then choose the related link. The **Posted Sales Invoices** window opens.

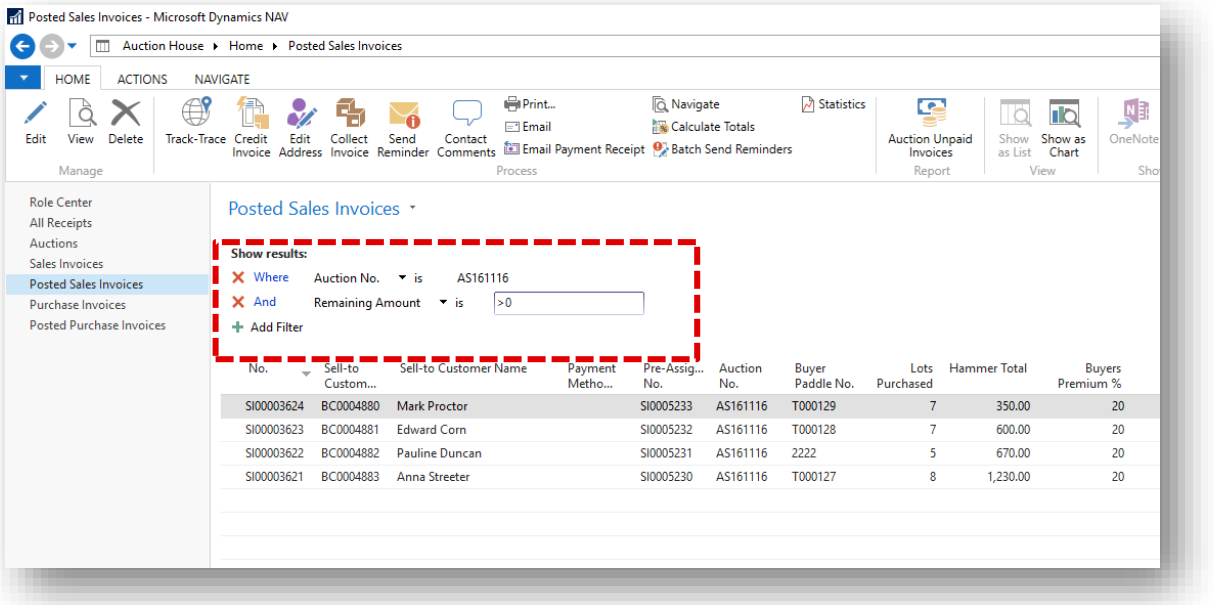


2. Navigate to the Advanced filter by clicking on the page title and selecting **Advanced Filter.**

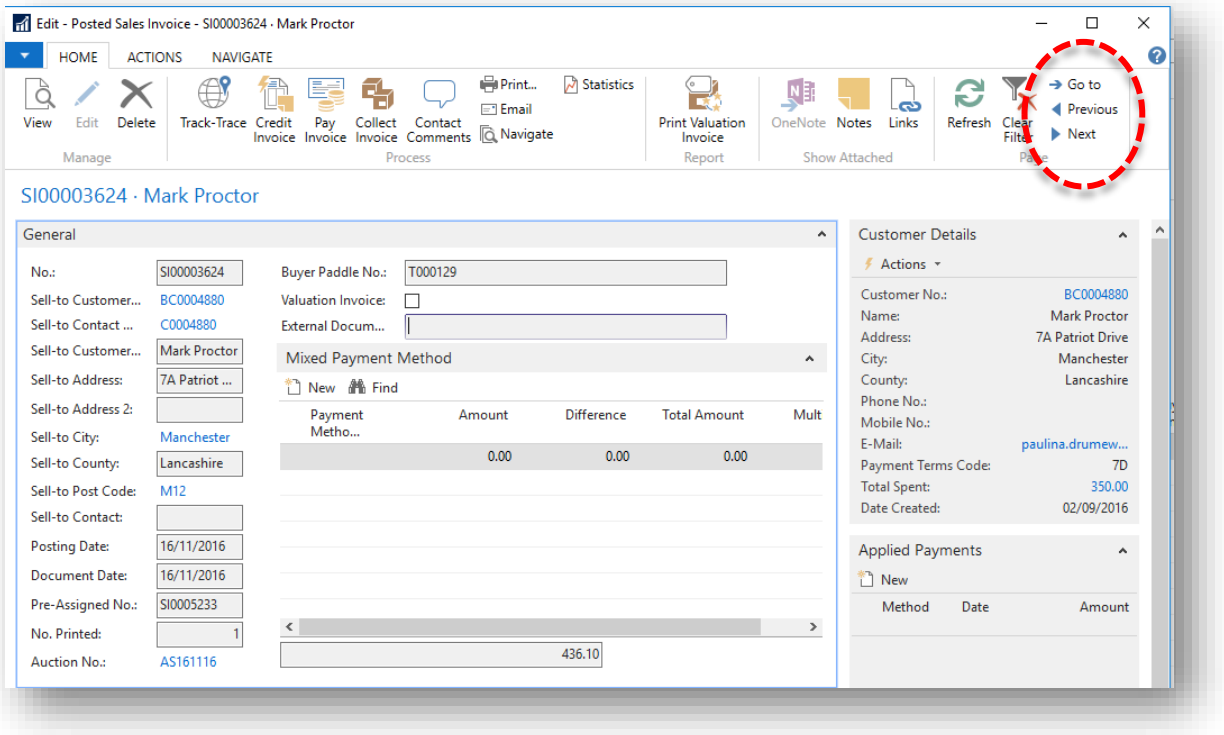


3. Set the filter to show only unpaid invoices from a particular auction.

Filter name	Value
Auction No.	Select an auction number
Remaining Amount	>0



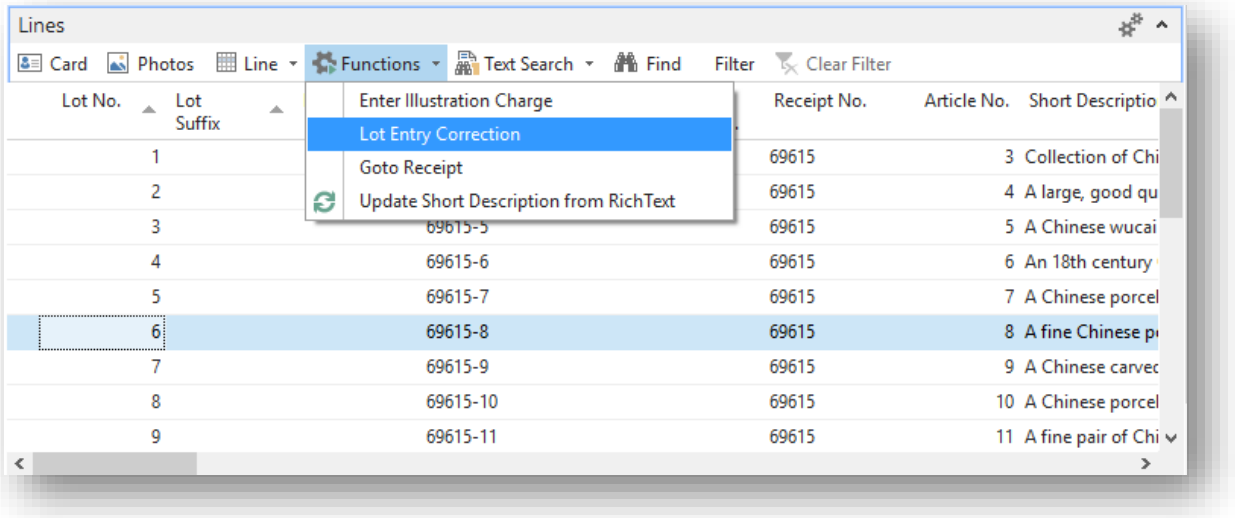
4. Open first invoice and use the navigation arrow: **Go to**, **Previous**, **Next,** located on the Ribbon, to move to next invoice.



HOW TO CORRECT A PADDLE NUMBER OR A HAMMER PRICE AFTER THE SALE

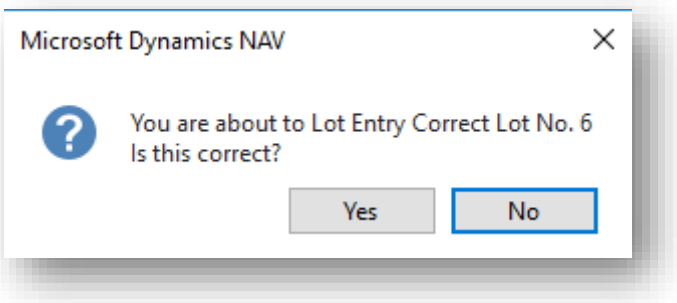
To correct a paddle number or a hammer price after auction:

1. Open an auction and navigate to the **Lines FastTab**.
   Highlight a line and then select **Function** from the menu, and then choose **Lot Entry Correction** function.



   This will remove a hammer price and a paddle number from the auction line, allowing you to make changes.

2. Select **Yes** to confirm.

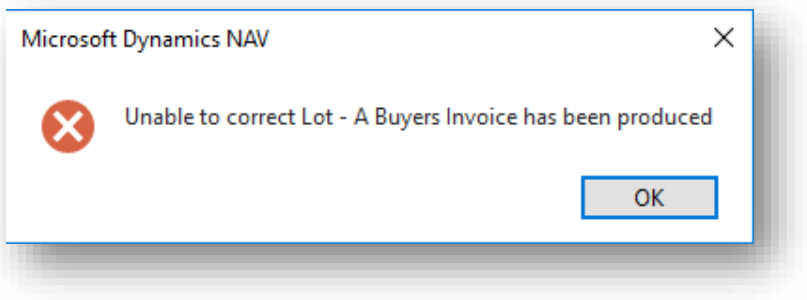


3. Refresh the page by selecting **Refresh** from the Ribbon.
   Now you can enter correct hammer price and buyer number for the auction line.

NOTE

You can only correct lots, which have not been invoiced.

If selected lot has been invoiced, error message appears.

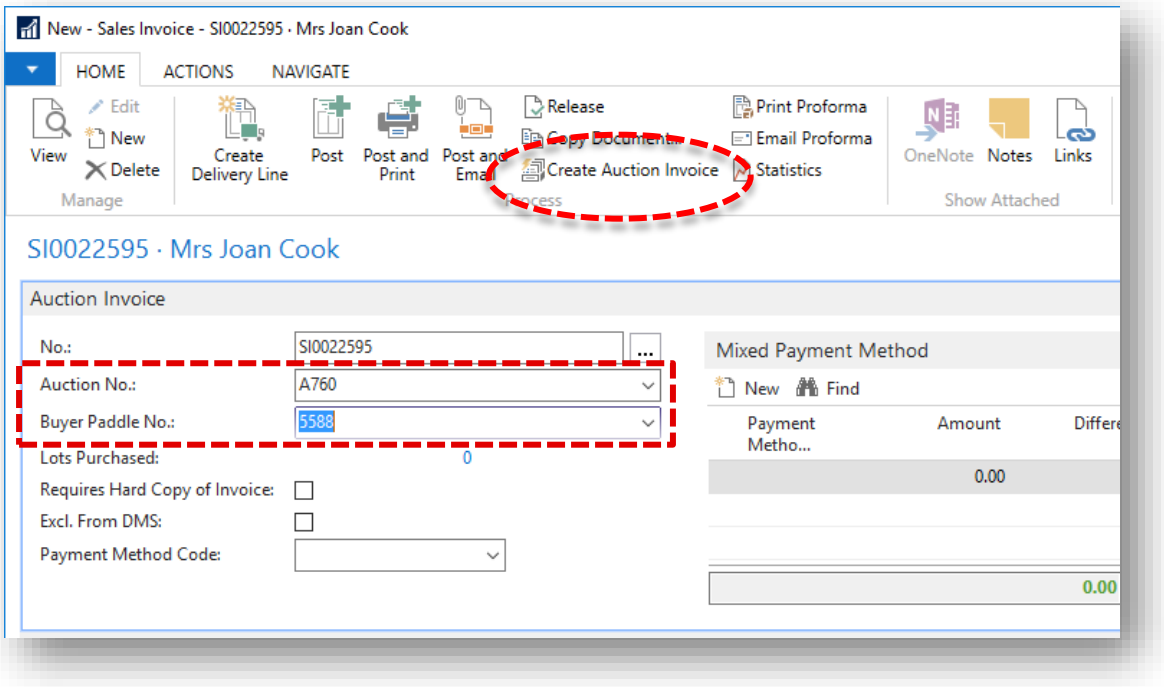


To correct a lot which is invoiced, you need to Credit the invoice first.

HOW TO FIND OUT A BUYERS INVOICE TOTAL FOR A SALE

To find out a buyer's total for an auction:

1. Create new **Sale Invoice** and then navigate to the **Auction Invoice FastTab**.
   Fill in the **Auction No.** field and the **Buyer Paddles No**. field and then select **Create Auction Invoice** from the Ribbon.



Now the **Payment FastTab** is showing an amount owed and the **Lines FastTab** is showing detailed invoice information.

HOW TO CREATE DETAILED LIST OF UNSOLD LOTS FROM AN AUCTION

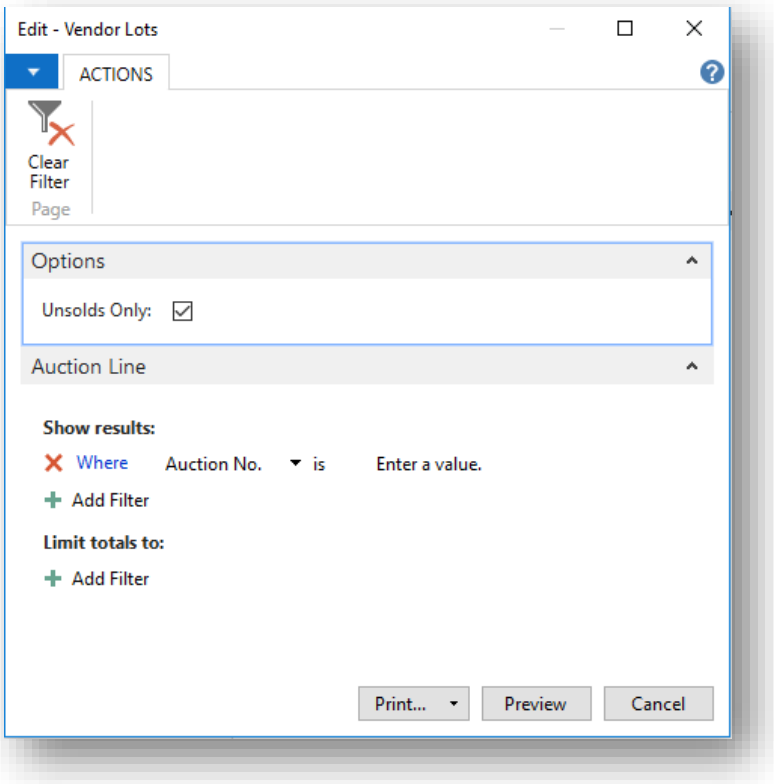
This report creates a list of all unsold lots from selected auction, sorted in lot number order.

Information including:

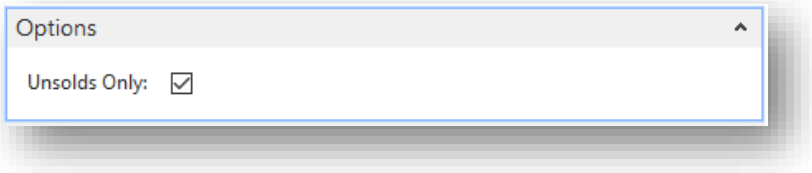
- Lot number
- Category
- Valuer
- Catalogue Description
- Vendor Number and Name
- Reserve
- Buyer Number
- Hammer Price
- Sold status
- Estimates

To run the report:

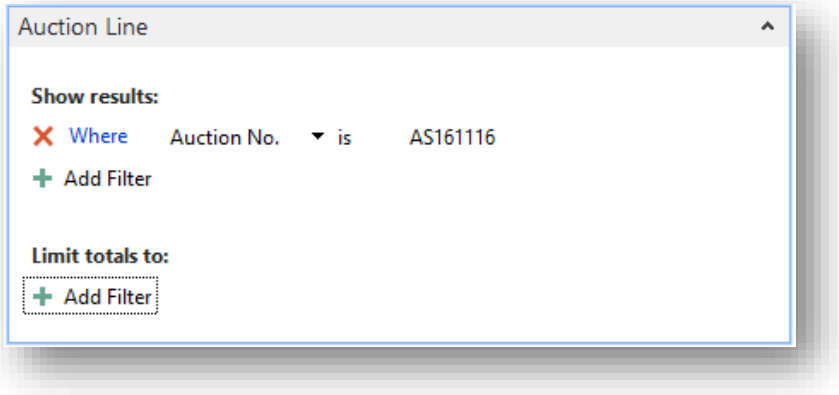
1. In the Search box enter **Vendor Lots**, and then choose the related link.
   The **Vendor Lots** window opens.



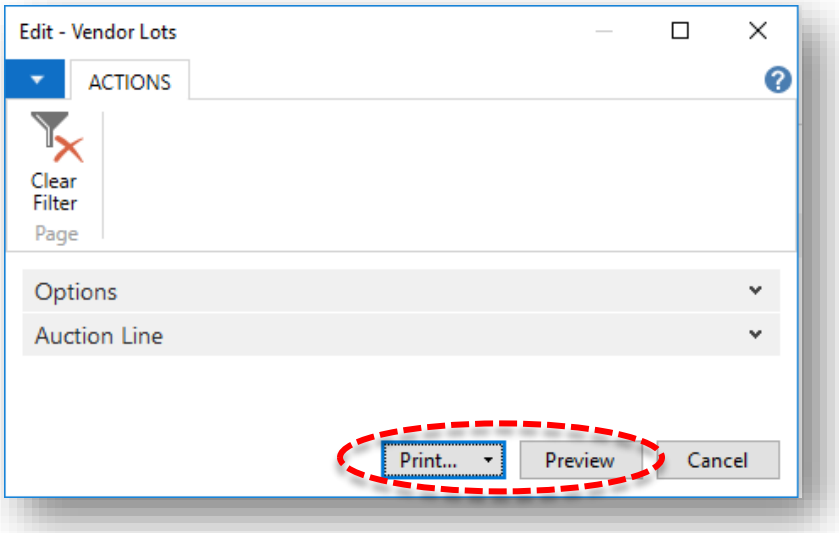
2. Navigate to the **Options FastTab** and select the check box to create report for unsolds only. Clear the check box to include all the articles.



3. Navigate to the **Auction Line FastTab** and use filer to select an auction.

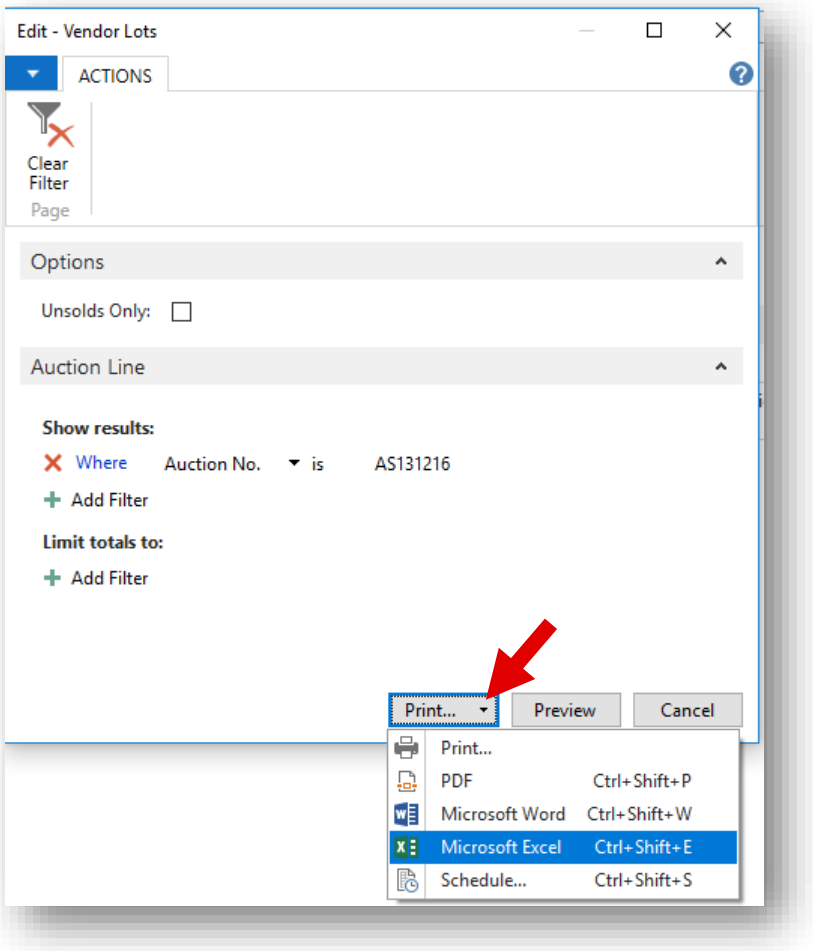


4. To generate the report, select the **Preview** button or the **Print** button.

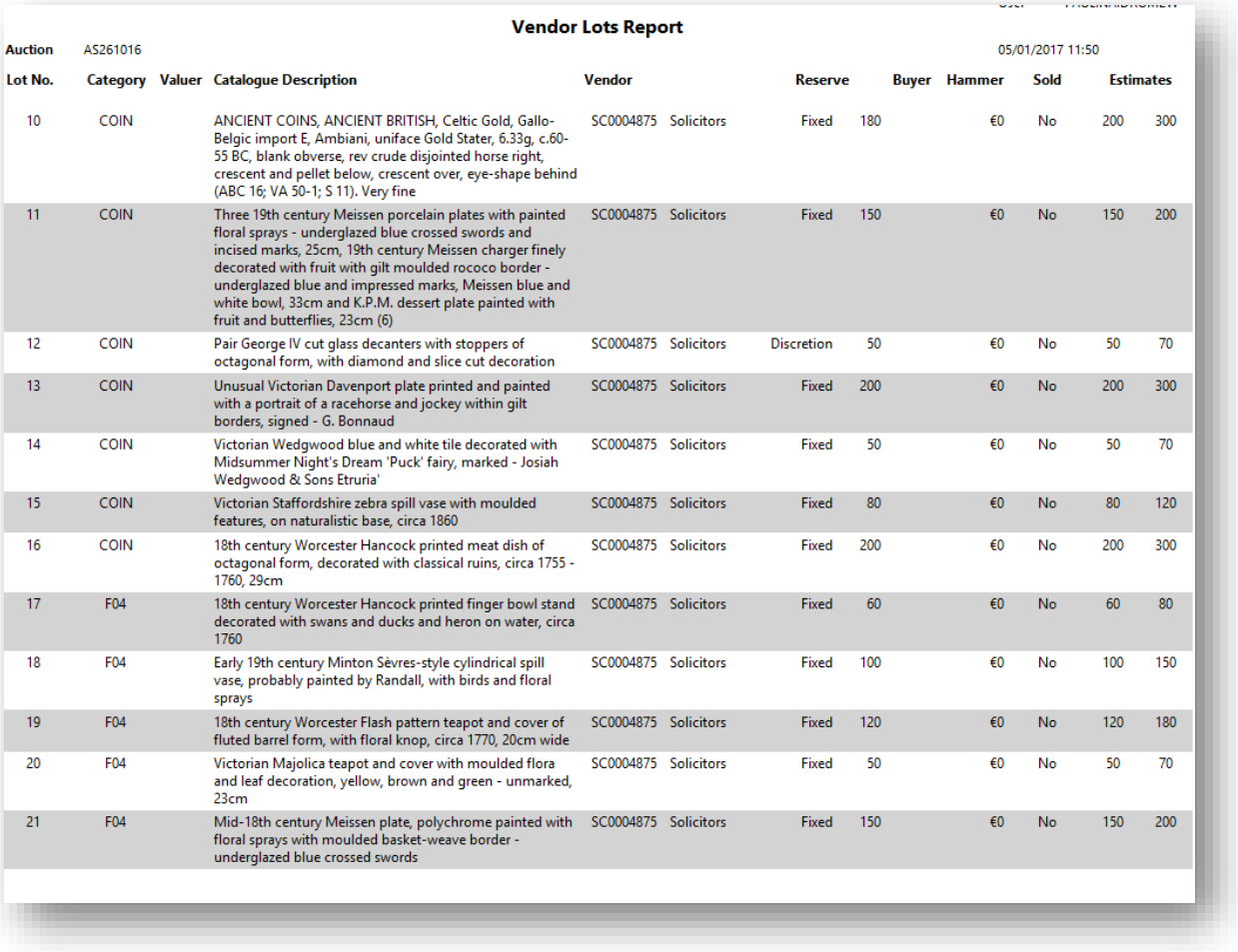


NOTE

To save the report, select arrow on the **Print** button and then select a format.



Example report:



Vendor Lots Report

Auction AS261016 — 05/01/2017 11:50

Lot No.	Category	Valuer	Catalogue Description	Vendor	Reserve	Buyer	Hammer	Sold	Estimates	
10	COIN		ANCIENT COINS, ANCIENT BRITISH, Celtic Gold, Gallo-Belgic import E, Ambiani, uniface Gold Stater, 6.33g, c.60-55 BC, blank obverse, rev crude disjointed horse right, crescent and pellet below, crescent over, eye-shape behind (ABC 16; VA 50-1; S 11). Very fine	SC0004875 Solicitors	Fixed 180		€0	No	200	300
11	COIN		Three 19th century Meissen porcelain plates with painted floral sprays - underglazed blue crossed swords and incised marks, 25cm, 19th century Meissen charger finely decorated with fruit with gilt moulded rococo border - underglazed blue and impressed marks, Meissen blue and white bowl, 33cm and K.P.M. dessert plate painted with fruit and butterflies, 23cm (6)	SC0004875 Solicitors	Fixed 150		€0	No	150	200
12	COIN		Pair George IV cut glass decanters with stoppers of octagonal form, with diamond and slice cut decoration	SC0004875 Solicitors	Discretion 50		€0	No	50	70
13	COIN		Unusual Victorian Davenport plate printed and painted with a portrait of a racehorse and jockey within gilt borders, signed - G. Bonnaud	SC0004875 Solicitors	Fixed 200		€0	No	200	300
14	COIN		Victorian Wedgwood blue and white tile decorated with Midsummer Night's Dream 'Puck' fairy, marked - Josiah Wedgwood & Sons Etruria'	SC0004875 Solicitors	Fixed 50		€0	No	50	70
15	COIN		Victorian Staffordshire zebra spill vase with moulded features, on naturalistic base, circa 1860	SC0004875 Solicitors	Fixed 80		€0	No	80	120
16	COIN		18th century Worcester Hancock printed meat dish of octagonal form, decorated with classical ruins, circa 1755 - 1760, 29cm	SC0004875 Solicitors	Fixed 200		€0	No	200	300
17	F04		18th century Worcester Hancock printed finger bowl stand decorated with swans and ducks and heron on water, circa 1760	SC0004875 Solicitors	Fixed 60		€0	No	60	80
18	F04		Early 19th century Minton Sèvres-style cylindrical spill vase, probably painted by Randall, with birds and floral sprays	SC0004875 Solicitors	Fixed 100		€0	No	100	150
19	F04		18th century Worcester Flash pattern teapot and cover of fluted barrel form, with floral knop, circa 1770, 20cm wide	SC0004875 Solicitors	Fixed 120		€0	No	120	180
20	F04		Victorian Majolica teapot and cover with moulded flora and leaf decoration, yellow, brown and green - unmarked, 23cm	SC0004875 Solicitors	Fixed 50		€0	No	50	70
21	F04		Mid-18th century Meissen plate, polychrome painted with floral sprays with moulded basket-weave border - underglazed blue crossed swords	SC0004875 Solicitors	Fixed 150		€0	No	150	200

HOW TO CREATE A DETAILED AUCTION RESULTS LIST

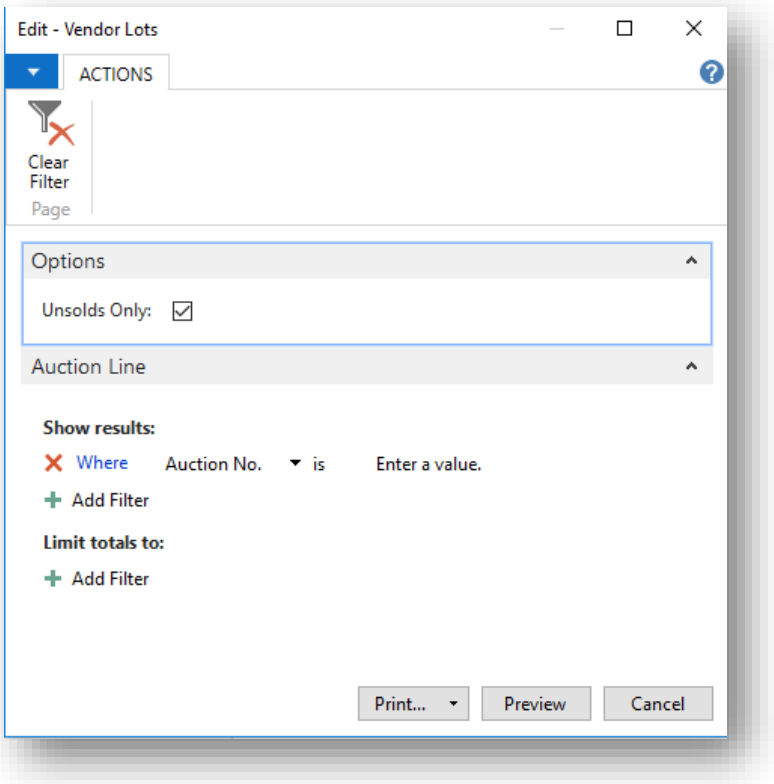
This report creates a detailed list of all the lots from selected auction, sorted in lot number order.

Information including:

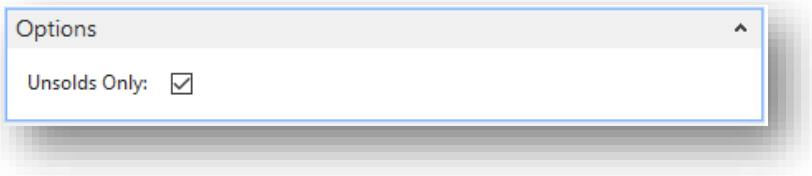
- Lot number
- Category
- Valuer
- Catalogue Description
- Vendor Number and Name
- Reserve
- Buyer Number
- Hammer Price
- Sold status
- Estimates

To run the report:

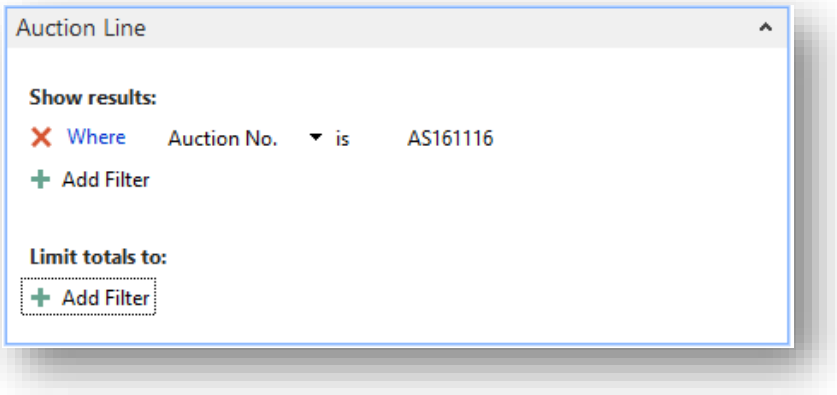
1. In the Search box enter **Vendor Lots**, and then choose the related link.
   The **Vendor Lots** window opens.



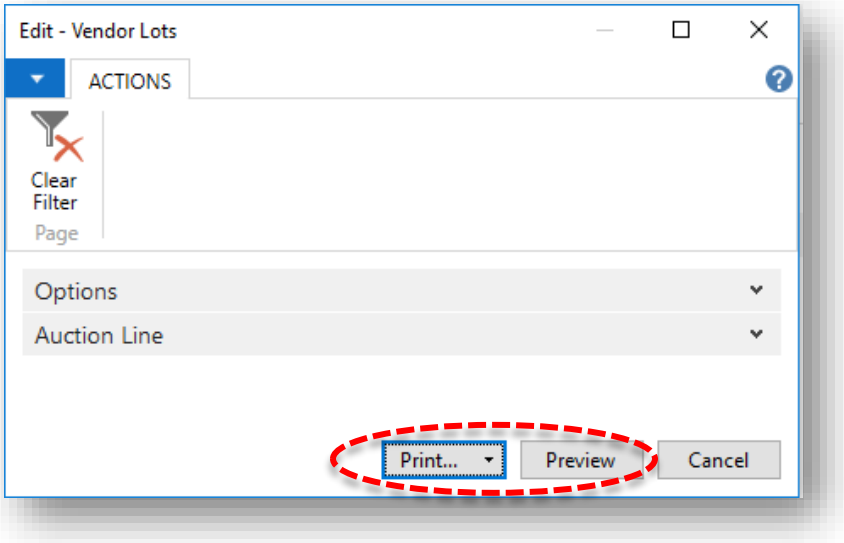
2. Navigate to the **Options FastTab** and clear the check box to include all the auction lots.



3. Navigate to the **Auction Line FastTab** and use filer to select an auction

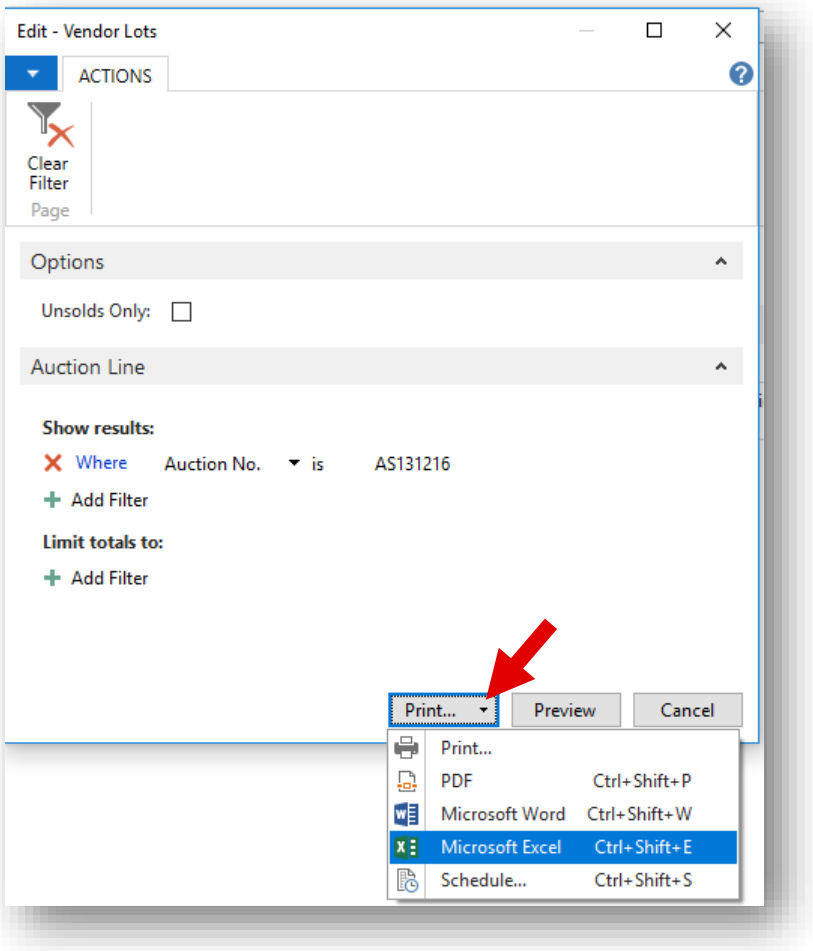


4. To generate the report, select the **Preview** button or the **Print** button**.**



NOTE

To save the report, select arrow on the **Print** button and then select a format.



Example report:

Vendor Lots Report

Auction AS261016 05/01/2017 12:04

Lot No.	Category	Valuer	Catalogue Description	Vendor	Reserve	Buyer	Hammer	Sold	Estimates
1	F04		18th century Worcester Hancock printed sucrier and cover with flower knop, decorated with Tea Party and Lady with Page, circa 1760	SC0004875 Solicitors	Fixed 150	T000126	€150	Yes	150 200
2	F04		18th century Dutch Delft blue and white plate with painted Chinese-style bird, insect and flora, 22.5cm	SC0004875 Solicitors	Fixed 80	T000126	€70	Yes	80 120
3	F04		Late 18th century Bow basket of flowers, circa 1760, with floral encrustation and reticulated basket base, 16cm	SC0004875 Solicitors	Fixed 100	T000126	€100	Yes	100 150
4	F04		Pair 19th century Naples-style blanc-de-chine figures of courting couples under trees, raised on separate bases with lion mask decoration	SC0004875 Solicitors	Fixed 200	101	€200	Yes	200 300
5	F04		18th century Worcester 'dry blue' inverted baluster-shaped vase with painted floral sprays and two gilt scroll handles, circa 1770	SC0004875 Solicitors	Fixed 400	101	€100	Yes	400 600
6	F04		18th / 19th century Chinese sang de boeuf glazed pottery figure of a Kylin with finely modelled features, 23cm long	SC0004875 Solicitors	Fixed 300	T000126	€100	Yes	300 500
7	F04		Late 19th century Japanese Kutani bottle-shaped vase painted with ho ho birds and floral scrolls, on gilt and iron-red ground, 39cm	SC0004875 Solicitors	Fixed 300	T000126	€500	Yes	300 500
8	F04		Chinese pale blue glazed bottle vase of small proportions, with underglazed blue Kangxi six character mark - probably 19th century, 11.5cm	SC0004875 Solicitors	Fixed 200	4456	€200	Yes	200 300
9	F04		Chinese celadon green glazed porcelain charger with incised leaf decoration - probably 19th century	SC0004875 Solicitors	Fixed 200	4456	€800	Yes	200 300
10	COIN		ANCIENT COINS, ANCIENT BRITISH, Celtic Gold, Gallo-Belgic import E, Ambiani, uniface Gold Stater, 6.33g, c.60-55 BC, blank obverse, rev crude disjointed horse right, crescent and pellet below, crescent over, eye-shape behind (ABC 16; VA 50-1; S 11). Very fine	SC0004875 Solicitors	Fixed 180		€0	No	200 300
11	COIN		Three 19th century Meissen porcelain plates with painted floral sprays - underglazed blue crossed swords and incised marks, 25cm, 19th century Meissen charger finely decorated with fruit with gilt moulded rococo border - underglazed blue and impressed marks, Meissen blue and white bowl, 33cm and K.P.M. dessert plate painted with fruit and butterflies, 23cm (6)	SC0004875 Solicitors	Fixed 150		€0	No	150 200
12	COIN		Pair George IV cut glass decanters with stoppers of octagonal form, with diamond and slice cut decoration	SC0004875 Solicitors	Discretion 50		€0	No	50 70
13	COIN		Unusual Victorian Davenport plate printed and painted with a portrait of a racehorse and jockey within gilt borders, signed - G. Bonnaud	SC0004875 Solicitors	Fixed 200		€0	No	200 300
14	COIN		Victorian Wedgwood blue and white tile decorated with	SC0004875 Solicitors	Fixed 50		€0	No	50 70

HOW TO CREATE DETAILED UNSOLDS LIST FOR SPECIFIC VENDOR FROM AN AUCTION

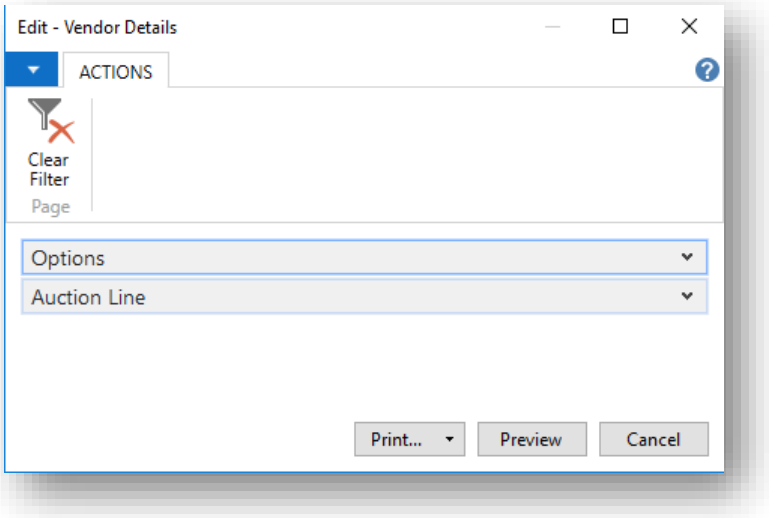
This report will populate a list of unsold lots from an auction for selected Vendor in UniqueID order.

Information including:

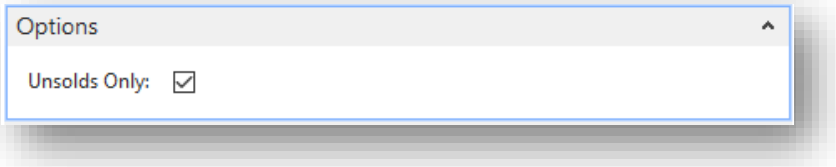
- Vendor details
- Lot number
- Description
- Hammer Price
- Reserve
- Estimate
- Marketing charge

To run the report:

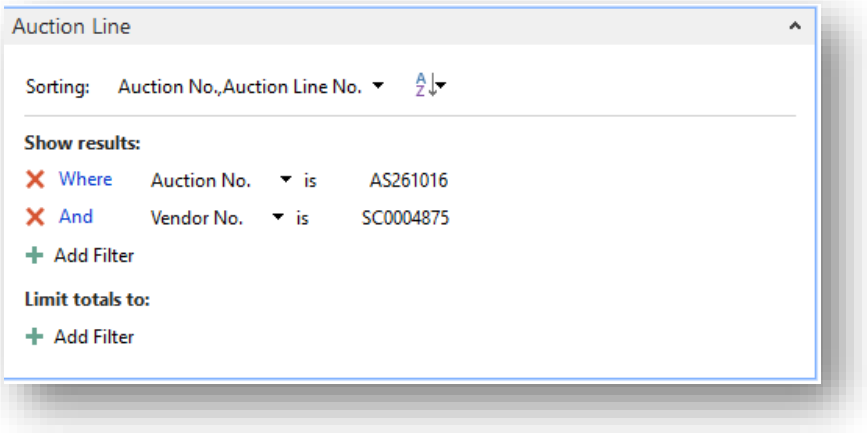
1. In the Search box enter **Vendor Details**, and then choose the related link.
   The **Vendor Details** window opens.



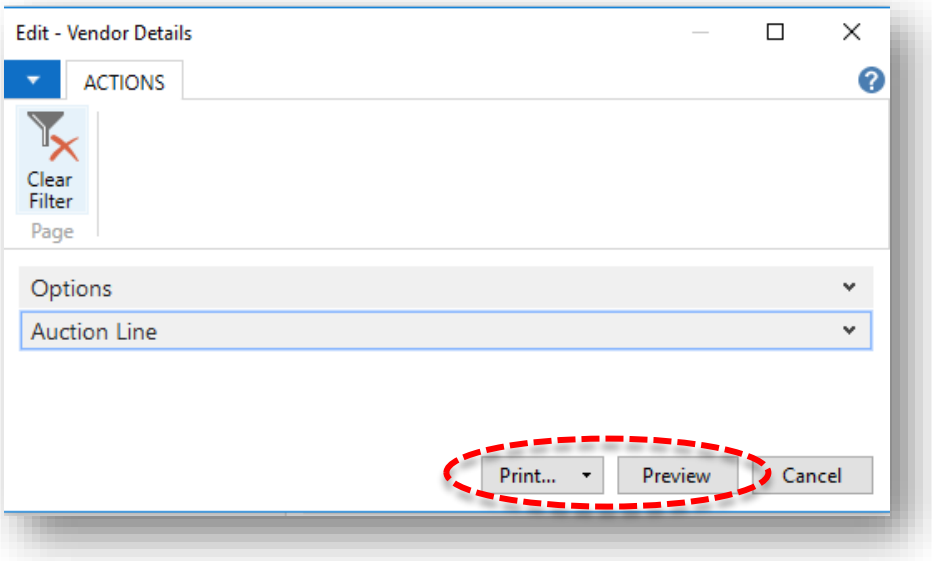
2. Navigate to the **Options FastTab** and select the check box to include unsold lots only.



3. Navigate to the **Auction Line FastTab** and use filter to select an auction and a vendor number.

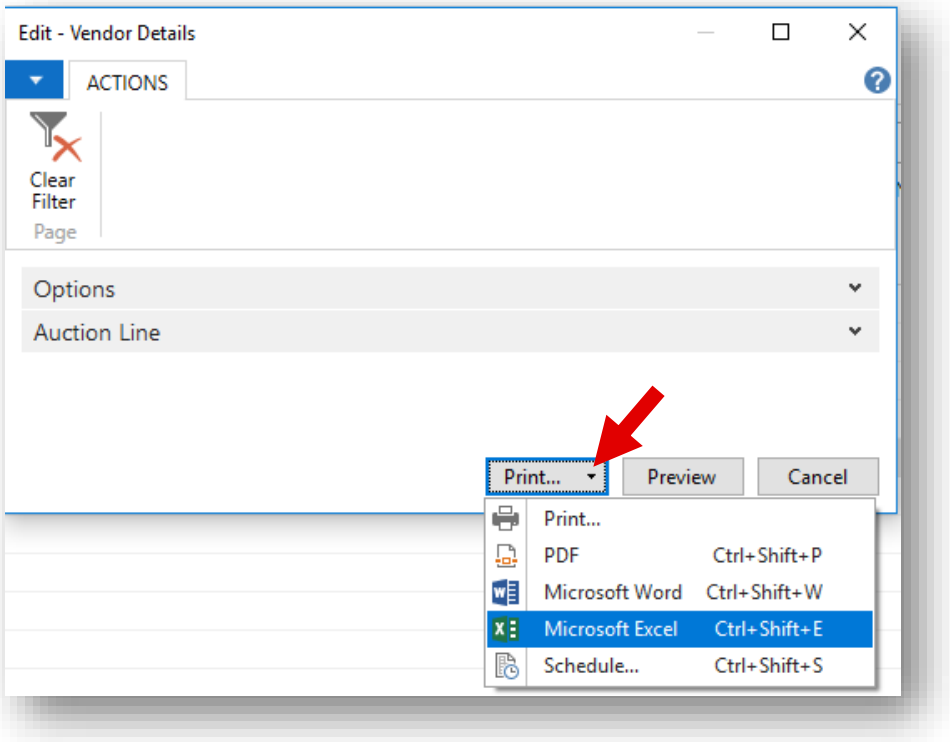


4. Select the **Print** button or the **Preview** button.

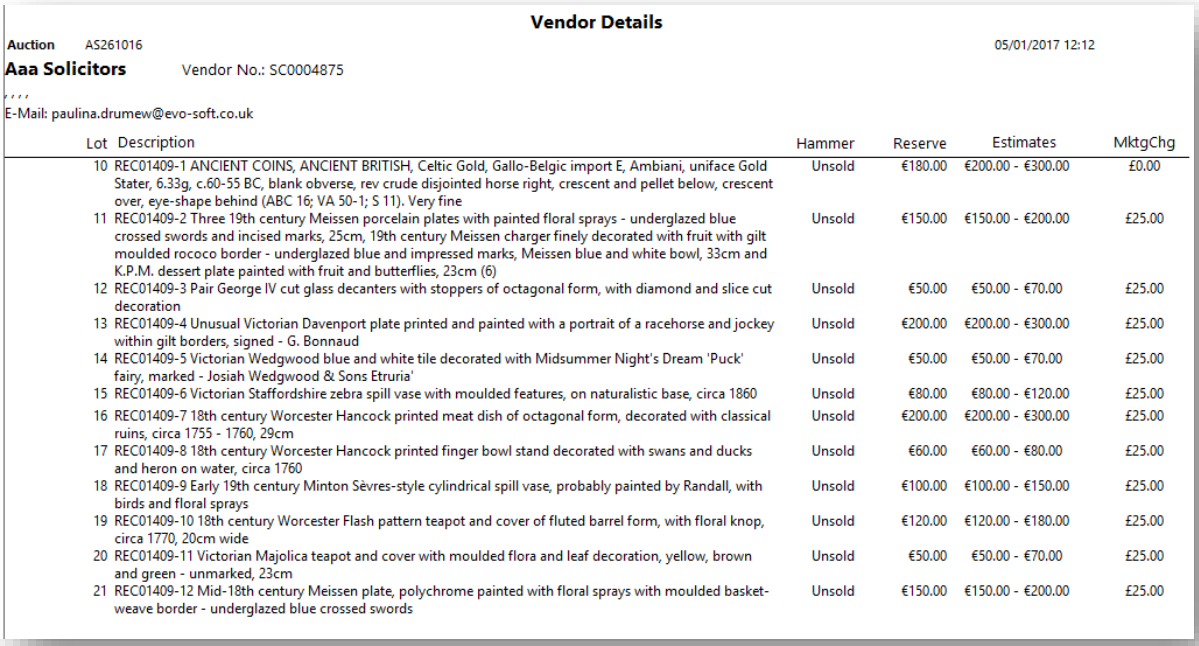


NOTE

To save the report, select arrow on the **Print** button and then choose a format.



Report example:



Vendor Details

Auction AS261016 05/01/2017 12:12

Aaa Solicitors Vendor No.: SC0004875

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E-Mail: paulina.drumew@evo-soft.co.uk

Lot	Description	Hammer	Reserve	Estimates	MktgChg
10	REC01409-1 ANCIENT COINS, ANCIENT BRITISH, Celtic Gold, Gallo-Belgic import E, Ambiani, uniface Gold Stater, 6.33g, c.60-55 BC, blank obverse, rev crude disjointed horse right, crescent and pellet below, crescent over, eye-shape behind (ABC 16; VA 50-1; S 11). Very fine	Unsold	€180.00	€200.00 - €300.00	£0.00
11	REC01409-2 Three 19th century Meissen porcelain plates with painted floral sprays - underglazed blue crossed swords and incised marks, 25cm, 19th century Meissen charger finely decorated with fruit with gilt moulded rococo border - underglazed blue and impressed marks, Meissen blue and white bowl, 33cm and K.P.M. dessert plate painted with fruit and butterflies, 23cm (6)	Unsold	€150.00	€150.00 - €200.00	£25.00
12	REC01409-3 Pair George IV cut glass decanters with stoppers of octagonal form, with diamond and slice cut decoration	Unsold	€50.00	€50.00 - €70.00	£25.00
13	REC01409-4 Unusual Victorian Davenport plate printed and painted with a portrait of a racehorse and jockey within gilt borders, signed - G. Bonnaud	Unsold	€200.00	€200.00 - €300.00	£25.00
14	REC01409-5 Victorian Wedgwood blue and white tile decorated with Midsummer Night's Dream 'Puck' fairy, marked - Josiah Wedgwood & Sons Etruria'	Unsold	€50.00	€50.00 - €70.00	£25.00
15	REC01409-6 Victorian Staffordshire zebra spill vase with moulded features, on naturalistic base, circa 1860	Unsold	€80.00	€80.00 - €120.00	£25.00
16	REC01409-7 18th century Worcester Hancock printed meat dish of octagonal form, decorated with classical ruins, circa 1755 - 1760, 29cm	Unsold	€200.00	€200.00 - €300.00	£25.00
17	REC01409-8 18th century Worcester Hancock printed finger bowl stand decorated with swans and ducks and heron on water, circa 1760	Unsold	€60.00	€60.00 - €80.00	£25.00
18	REC01409-9 Early 19th century Minton Sèvres-style cylindrical spill vase, probably painted by Randall, with birds and floral sprays	Unsold	€100.00	€100.00 - €150.00	£25.00
19	REC01409-10 18th century Worcester Flash pattern teapot and cover of fluted barrel form, with floral knop, circa 1770, 20cm wide	Unsold	€120.00	€120.00 - €180.00	£25.00
20	REC01409-11 Victorian Majolica teapot and cover with moulded flora and leaf decoration, yellow, brown and green - unmarked, 23cm	Unsold	€50.00	€50.00 - €70.00	£25.00
21	REC01409-12 Mid-18th century Meissen plate, polychrome painted with floral sprays with moulded basket-weave border - underglazed blue crossed swords	Unsold	€150.00	€150.00 - €200.00	£25.00

HOW TO CREATE A DETAILED RESULTS LIST FOR A VENDOR

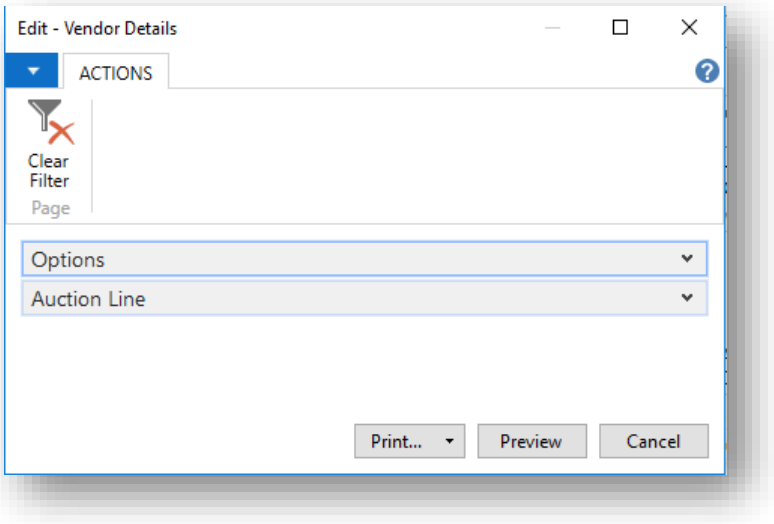
This report will populate detailed results list for selected vendor from an auction in UniqueID order.

Information including:

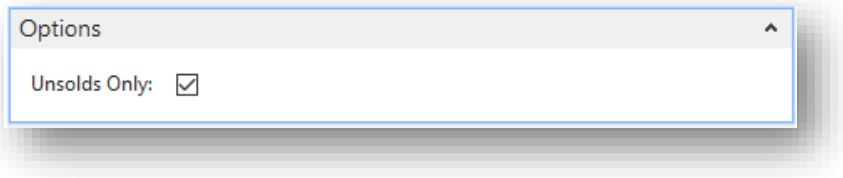
- Vendor details
- Lot number
- Description
- Hammer Price
- Reserve
- Estimate
- Marketing charge

To run the report:

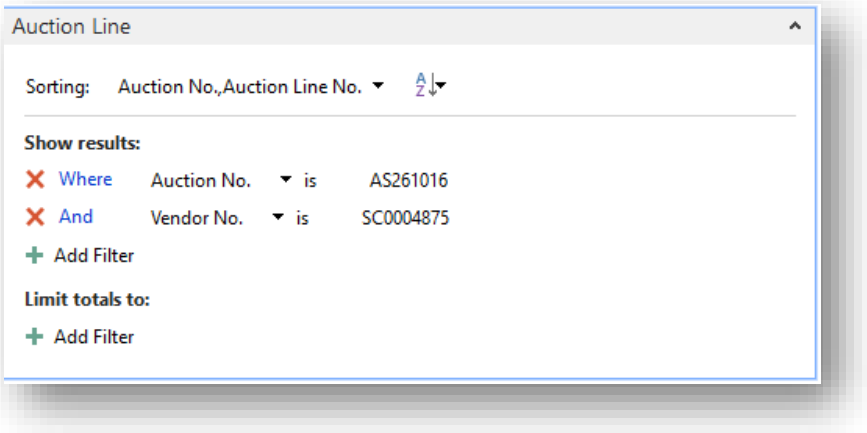
1. In the Search box enter **Vendor Details**, and then choose the related link.
   The **Vendor Details** window opens.



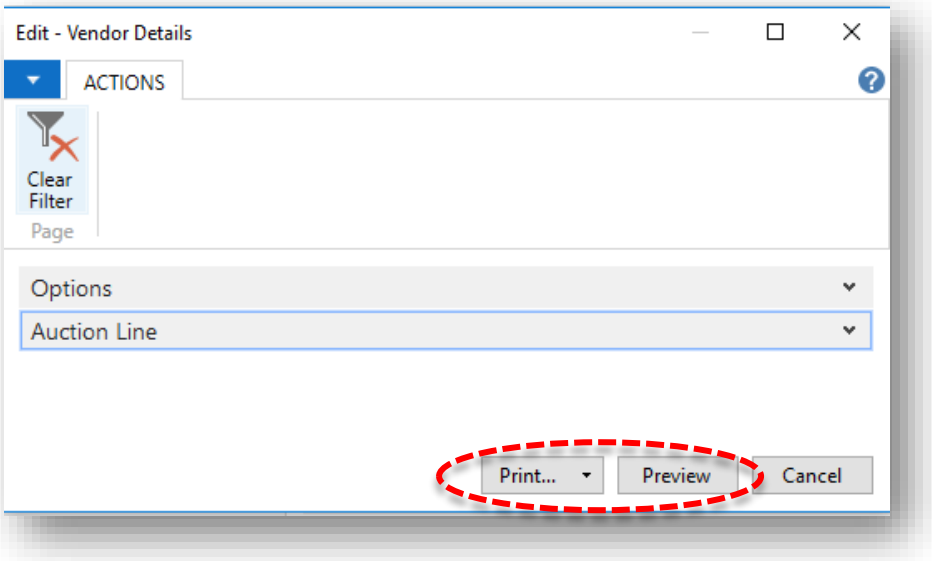
2. Navigate to the **Options FastTab** and clear the check box to generate report for all lots.



3. Navigate to the **Auction Line FastTab** and use filter to select an auction and a vendor number.

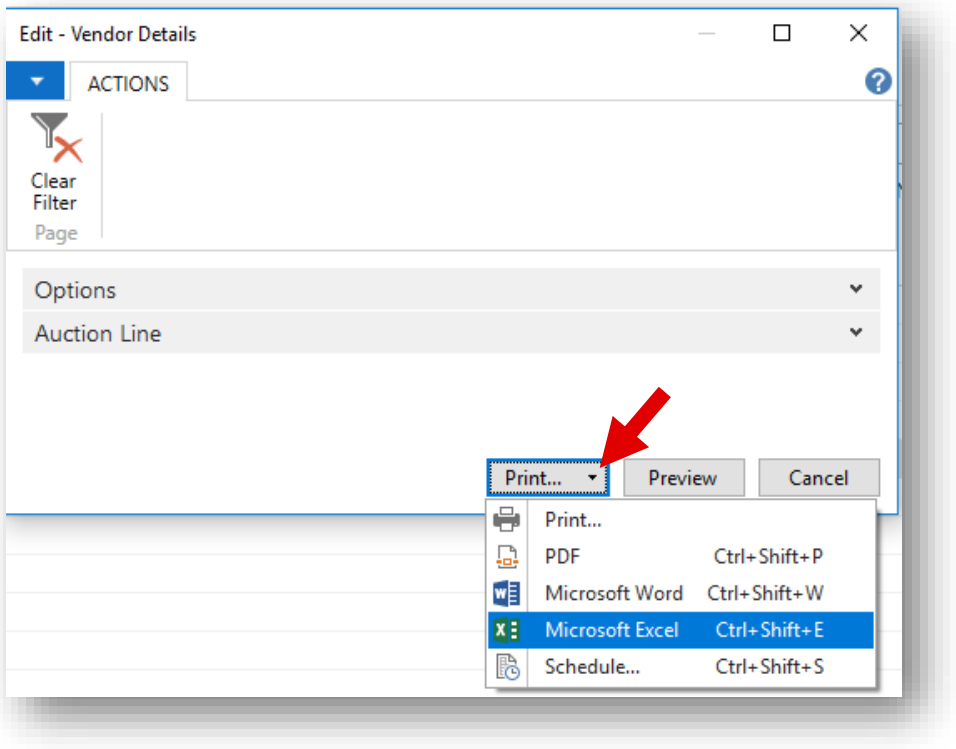


4. Select the **Print** button or the **Preview** button



NOTE

To save the report, select arrow on the **Print** button and then choose a format



Report example:

Vendor Details

Auction AS261016 05/01/2017 12:46

Aaa Solicitors Vendor No.: SC0004875

,,,,

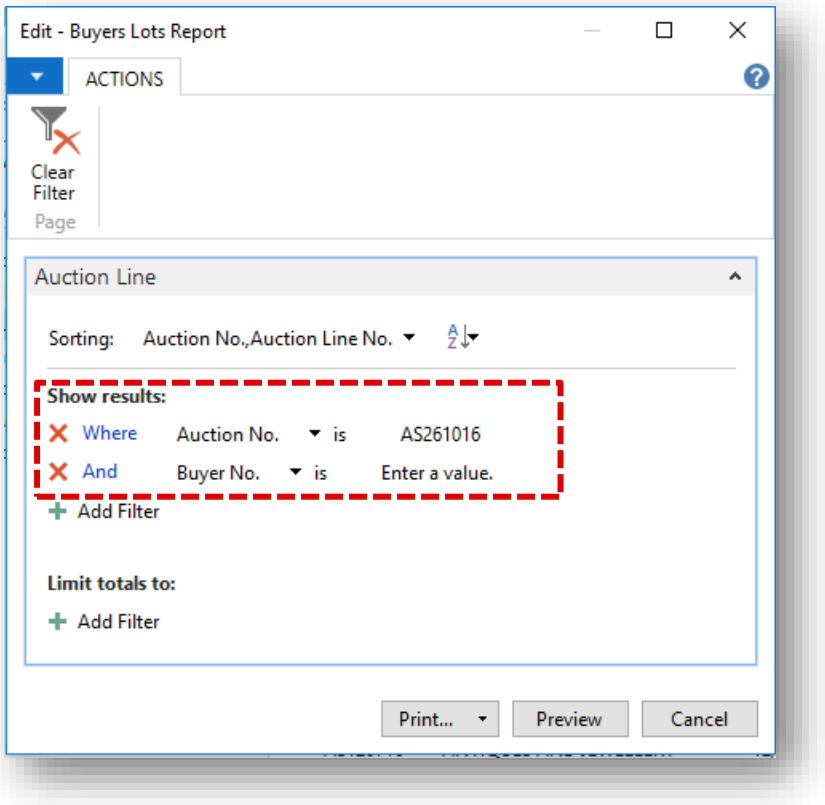
E-Mail: paulina.drumew@evo-soft.co.uk

Lot	Description	Hammer	Reserve	Estimates	MktgChg
10	REC01409-1 ANCIENT COINS, ANCIENT BRITISH, Celtic Gold, Gallo-Belgic import E, Ambiani, uniface Gold Stater, 6.33g, c.60-55 BC, blank obverse, rev crude disjointed horse right, crescent and pellet below, crescent over, eye-shape behind (ABC 16; VA 50-1; S 11). Very fine	Unsold	€180.00	€200.00 - €300.00	£0.00
11	REC01409-2 Three 19th century Meissen porcelain plates with painted floral sprays - underglazed blue crossed swords and incised marks, 25cm, 19th century Meissen charger finely decorated with fruit with gilt moulded rococo border - underglazed blue and impressed marks, Meissen blue and white bowl, 33cm and K.P.M. dessert plate painted with fruit and butterflies, 23cm (6)	Unsold	€150.00	€150.00 - €200.00	£25.00
12	REC01409-3 Pair George IV cut glass decanters with stoppers of octagonal form, with diamond and slice cut decoration	Unsold	€50.00	€50.00 - €70.00	£25.00
13	REC01409-4 Unusual Victorian Davenport plate printed and painted with a portrait of a racehorse and jockey within gilt borders, signed - G. Bonnaud	Unsold	€200.00	€200.00 - €300.00	£25.00
14	REC01409-5 Victorian Wedgwood blue and white tile decorated with Midsummer Night's Dream 'Puck' fairy, marked - Josiah Wedgwood & Sons Etruria'	Unsold	€50.00	€50.00 - €70.00	£25.00
15	REC01409-6 Victorian Staffordshire zebra spill vase with moulded features, on naturalistic base, circa 1860	Unsold	€80.00	€80.00 - €120.00	£25.00
16	REC01409-7 18th century Worcester Hancock printed meat dish of octagonal form, decorated with classical ruins, circa 1755 - 1760, 29cm	Unsold	€200.00	€200.00 - €300.00	£25.00
17	REC01409-8 18th century Worcester Hancock printed finger bowl stand decorated with swans and ducks and heron on water, circa 1760	Unsold	€60.00	€60.00 - €80.00	£25.00
18	REC01409-9 Early 19th century Minton Sèvres-style cylindrical spill vase, probably painted by Randall, with birds and floral sprays	Unsold	€100.00	€100.00 - €150.00	£25.00
19	REC01409-10 18th century Worcester Flash pattern teapot and cover of fluted barrel form, with floral knop, circa 1770, 20cm wide	Unsold	€120.00	€120.00 - €180.00	£25.00
20	REC01409-11 Victorian Majolica teapot and cover with moulded flora and leaf decoration, yellow, brown and green - unmarked, 23cm	Unsold	€50.00	€50.00 - €70.00	£25.00
21	REC01409-12 Mid-18th century Meissen plate, polychrome painted with floral sprays with moulded basket-weave border - underglazed blue crossed swords	Unsold	€150.00	€150.00 - €200.00	£25.00
1	REC01409-13 18th century Worcester Hancock printed sucrier and cover with flower knop, decorated with Tea Party and Lady with Page, circa 1760	€150.00	€150.00	€150.00 - €200.00	£25.00
2	REC01409-14 18th century Dutch Delft blue and white plate with painted Chinese-style bird, insect and flora, 22.5cm	€70.00	€80.00	€80.00 - €120.00	£25.00
3	REC01409-15 Late 18th century Bow basket of flowers, circa 1760, with floral encrustation and reticulated basket base, 16cm	€100.00	€100.00	€100.00 - €150.00	£25.00
4	REC01409-16 Pair 19th century Naples-style blanc-de-chine figures of courting couples under trees, raised on separate bases with lion mask decoration	€200.00	€200.00	€200.00 - €300.00	£25.00
5	REC01409-17 18th century Worcester 'dry blue' inverted baluster-shaped vase with painted floral sprays and two gilt scroll handles, circa 1770	€100.00	€400.00	€400.00 - €600.00	£25.00
6	REC01409-18 18th / 19th century Chinese sang de boeuf glazed pottery figure of a Kylin with finely modelled features, 23cm long	€100.00	€300.00	€300.00 - €500.00	£25.00
7	REC01409-19 Late 19th century Japanese Kutani bottle-shaped vase painted with ho ho birds and floral scrolls, on gilt and iron-red ground, 39cm	€500.00	€300.00	€300.00 - €500.00	£25.00
8	REC01409-20 Chinese pale blue glazed bottle vase of small proportions, with underglazed blue Kangxi six character mark - probably 19th century, 11.5cm	€200.00	€200.00	€200.00 - €300.00	£25.00
9	REC01409-21 Chinese celadon green glazed porcelain charger with incised leaf decoration - probably 19th century	€800.00	€200.00	€200.00 - €300.00	£25.00

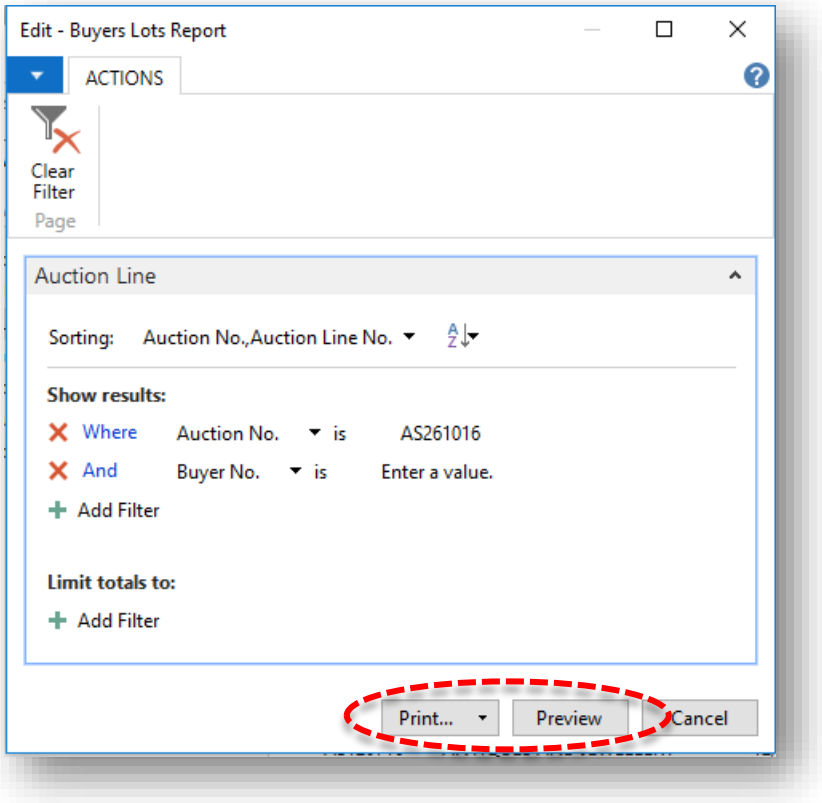
HOW TO CREATE BUYERS LOTS REPORT

To create buyers' lots report from selected auction:

1. In the Search box enter **Buyers Lots Report**, and then choose the related link.
   The **Buyers Lots Report** window opens.
2. Apply filter to show results for a particular auction.
   To generate report for a specific buyer only, select a buyer number.

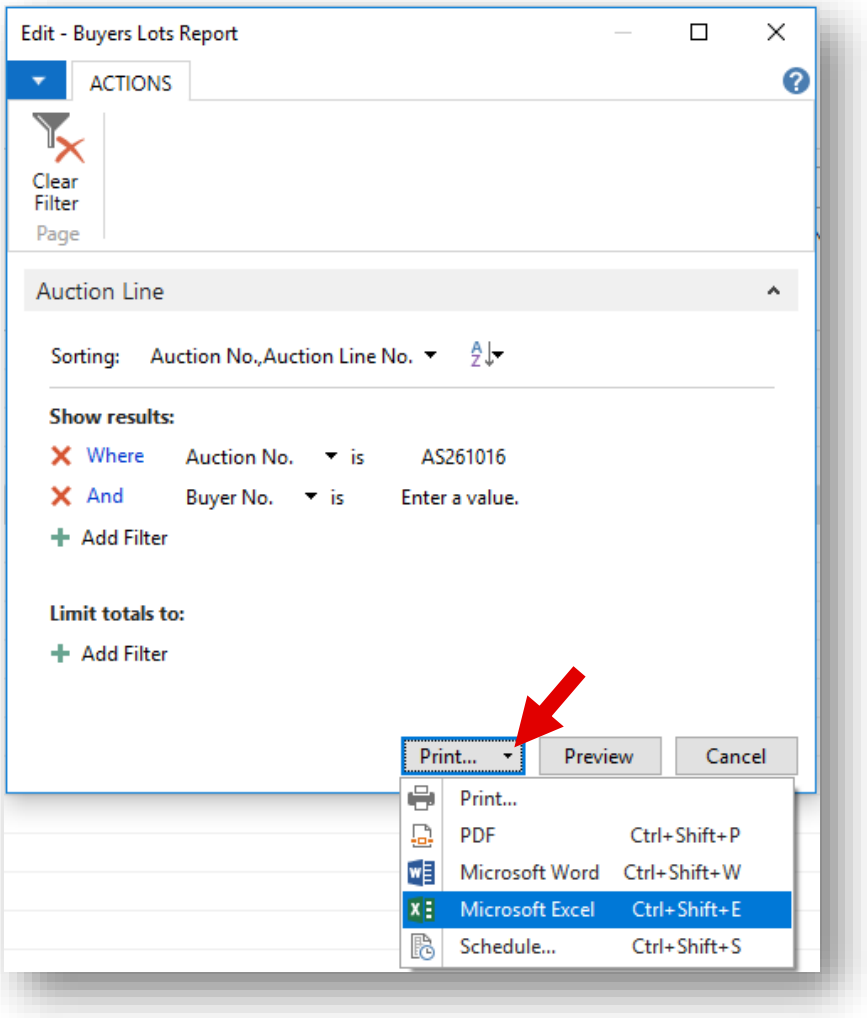


3. Select the **Print** button or the **Preview** button.

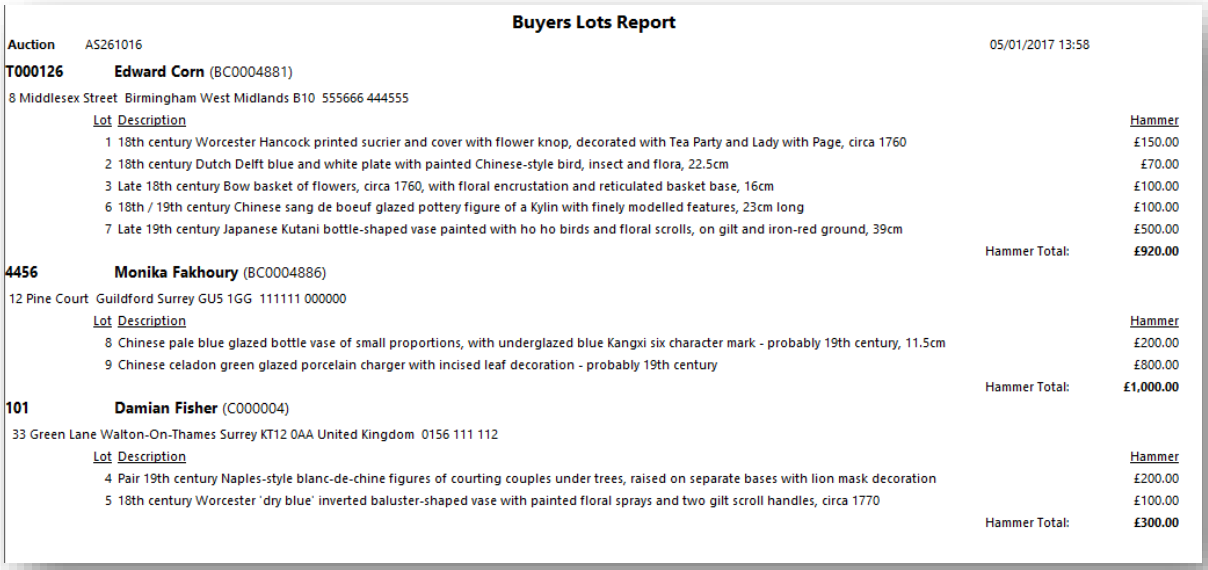


NOTE

To save the report, select arrow on the **Print** button and then choose a format.



Report example:



Buyers Lots Report

Auction AS261016 05/01/2017 13:58

T000126 **Edward Corn** (BC0004881)

8 Middlesex Street Birmingham West Midlands B10 555666 444555

Lot	Description	Hammer
1	18th century Worcester Hancock printed sucrier and cover with flower knop, decorated with Tea Party and Lady with Page, circa 1760	£150.00
2	18th century Dutch Delft blue and white plate with painted Chinese-style bird, insect and flora, 22.5cm	£70.00
3	Late 18th century Bow basket of flowers, circa 1760, with floral encrustation and reticulated basket base, 16cm	£100.00
6	18th / 19th century Chinese sang de boeuf glazed pottery figure of a Kylin with finely modelled features, 23cm long	£100.00
7	Late 19th century Japanese Kutani bottle-shaped vase painted with ho ho birds and floral scrolls, on gilt and iron-red ground, 39cm	£500.00
	Hammer Total:	**£920.00**

4456 **Monika Fakhoury** (BC0004886)

12 Pine Court Guildford Surrey GU5 1GG 111111 000000

Lot	Description	Hammer
8	Chinese pale blue glazed bottle vase of small proportions, with underglazed blue Kangxi six character mark - probably 19th century, 11.5cm	£200.00
9	Chinese celadon green glazed porcelain charger with incised leaf decoration - probably 19th century	£800.00
	Hammer Total:	**£1,000.00**

101 **Damian Fisher** (C000004)

33 Green Lane Walton-On-Thames Surrey KT12 0AA United Kingdom 0156 111 112

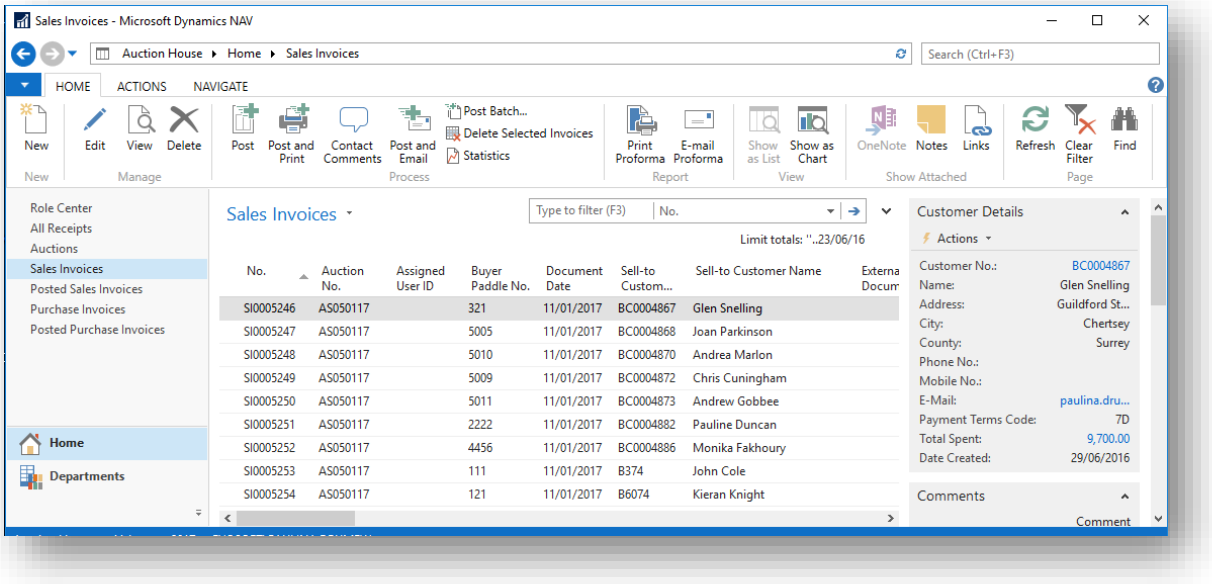
Lot	Description	Hammer
4	Pair 19th century Naples-style blanc-de-chine figures of courting couples under trees, raised on separate bases with lion mask decoration	£200.00
5	18th century Worcester 'dry blue' inverted baluster-shaped vase with painted floral sprays and two gilt scroll handles, circa 1770	£100.00
	Hammer Total:	**£300.00**

HOW TO AMEND UNPOSTED INVOICE?

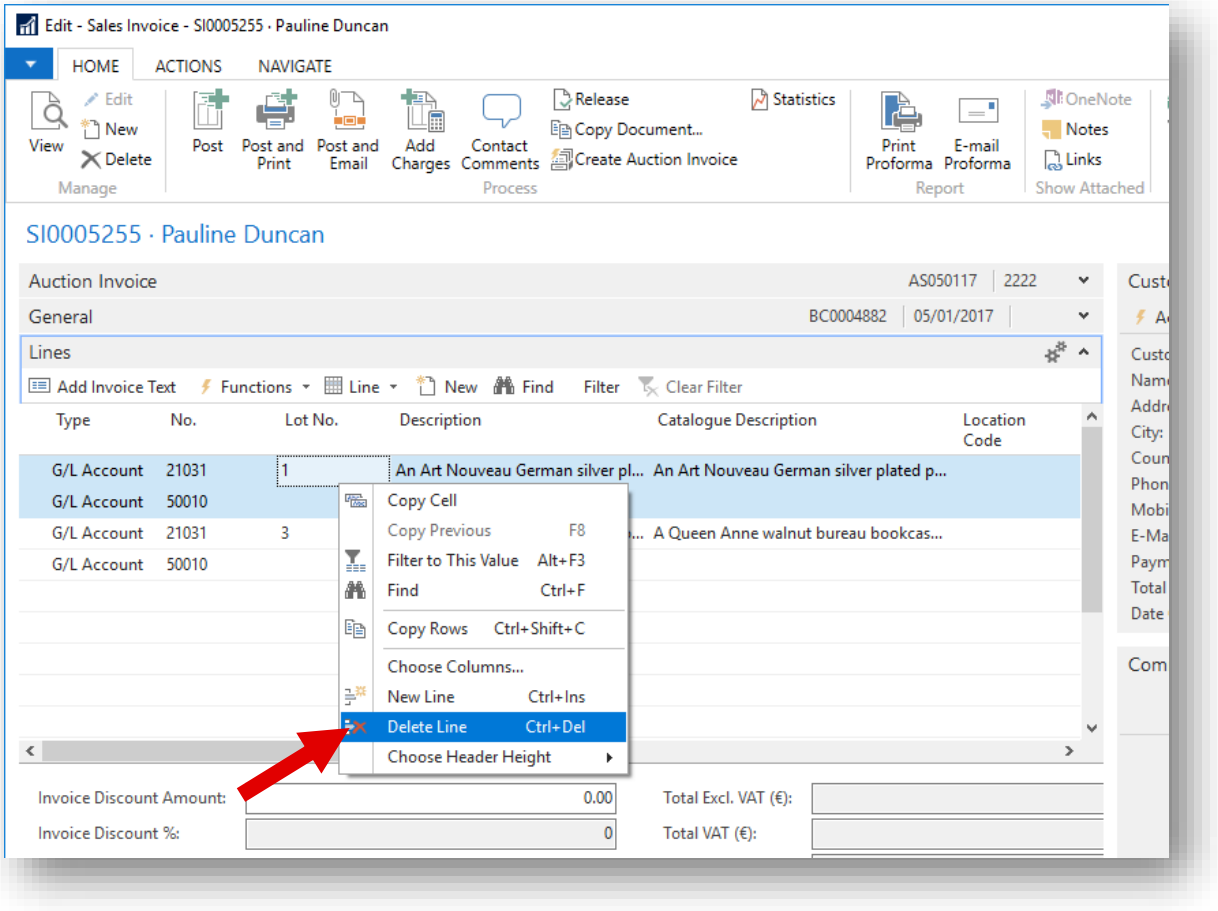
If invoice is unposted, you can still make changes to it.

To amend an unposted invoice:

1. In the Search box enter **Sale Invoices**, and then choose the related link.
   The **Sales Invoices** page opens.



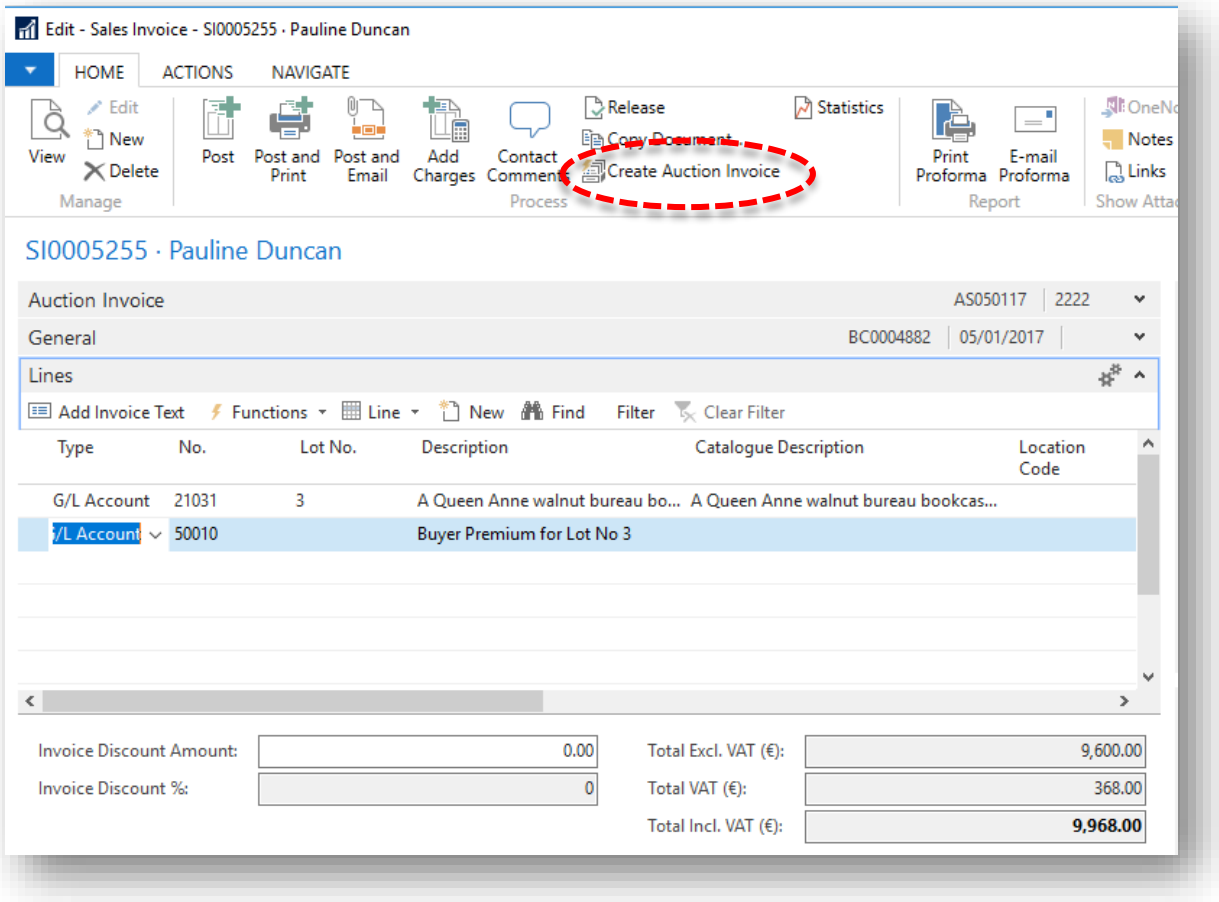
2. Open an invoice and navigate to the **Lines FastTab**.
   Select a line, then right click and select **Delete Line** from the menu.



NOTE
To highlight multiple lines use the Shift key.

3. Navigate to the auction and correct the auction line.

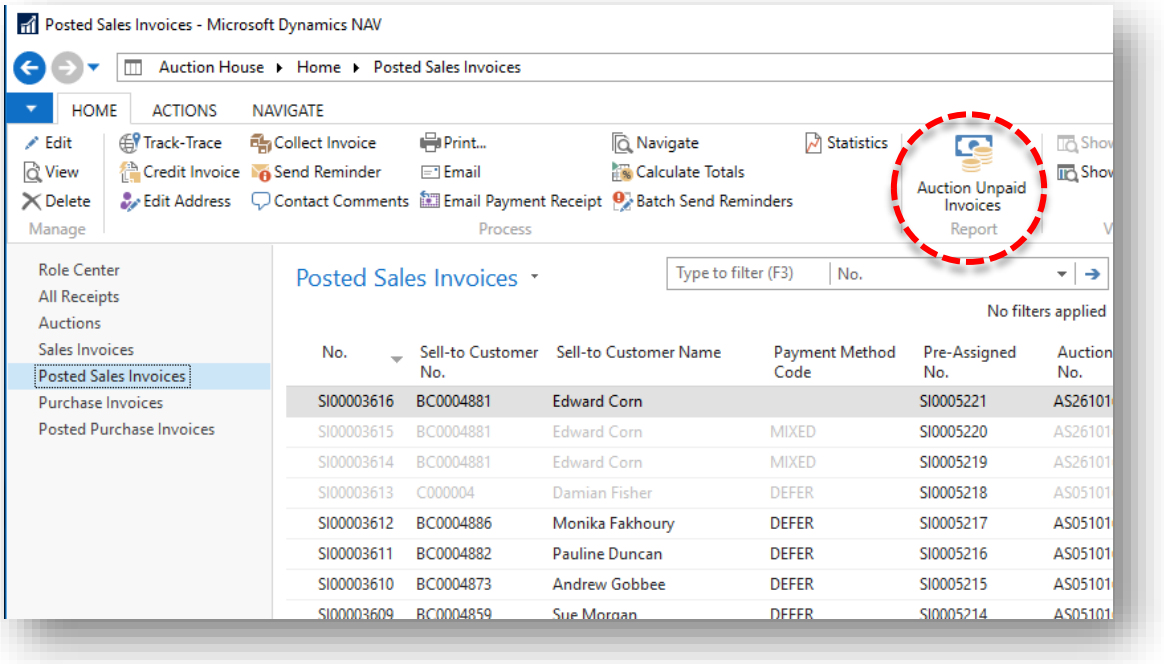
4. Return to the invoice and reselect **Create Invoice Details** from the Ribbon.



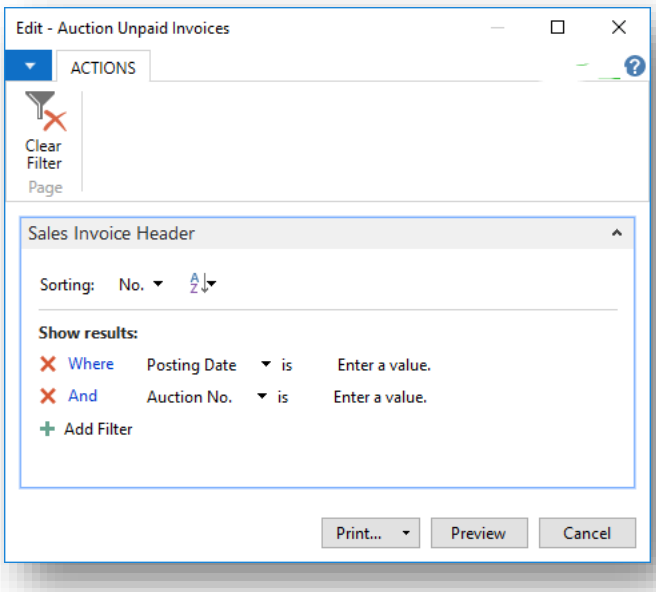
HOW TO CREATE LIST OF UNPAID BUYERS INVOICES

To generate an Unpaid Buyers Invoices report:

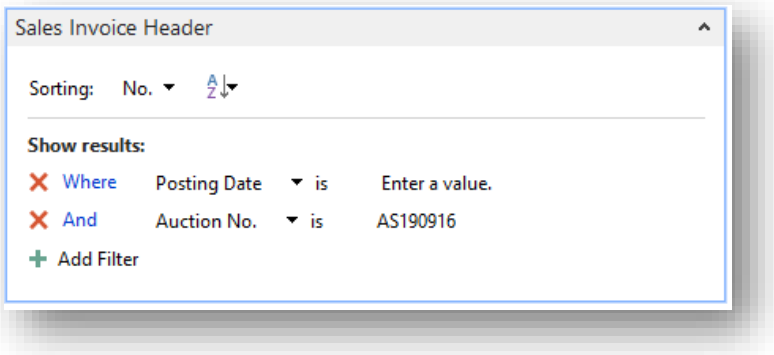
1. In the Search box enter **Posted Sales Invoices** and then choose the related link.
2. The **Posted Sales Invoices** window opens.
   Select **Auction Unpaid Invoices** from the Ribbon.



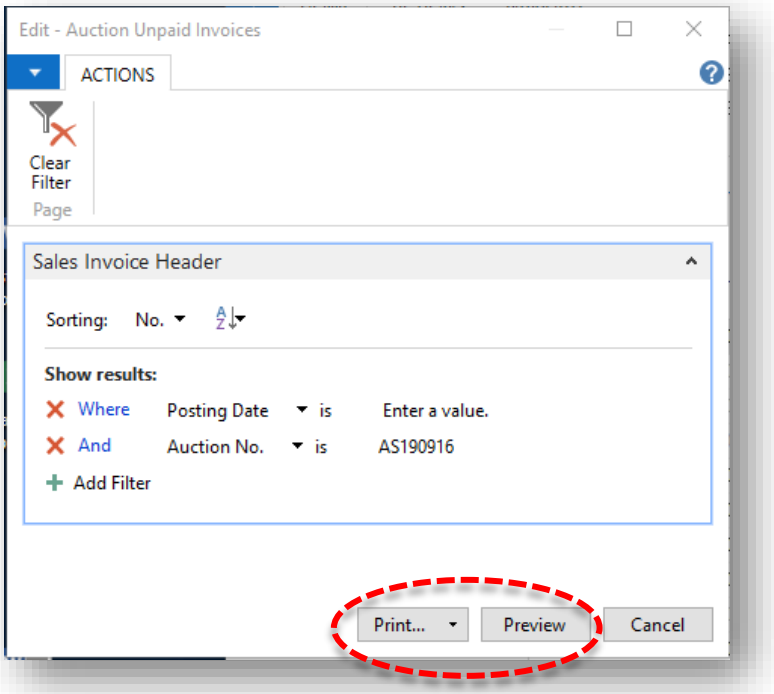
3. The **Auction Unpaid Invoices** window opens.



4. Set the filter to specify an auction.

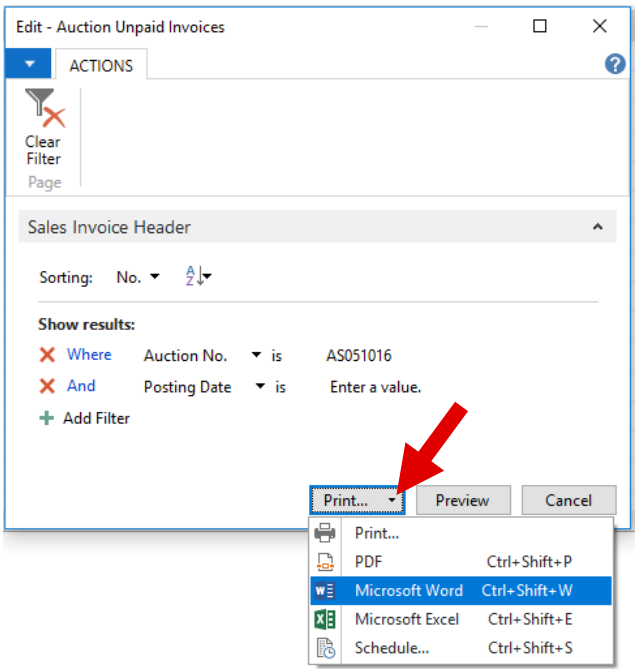


5. Select the **Print** button or the **Preview** button.

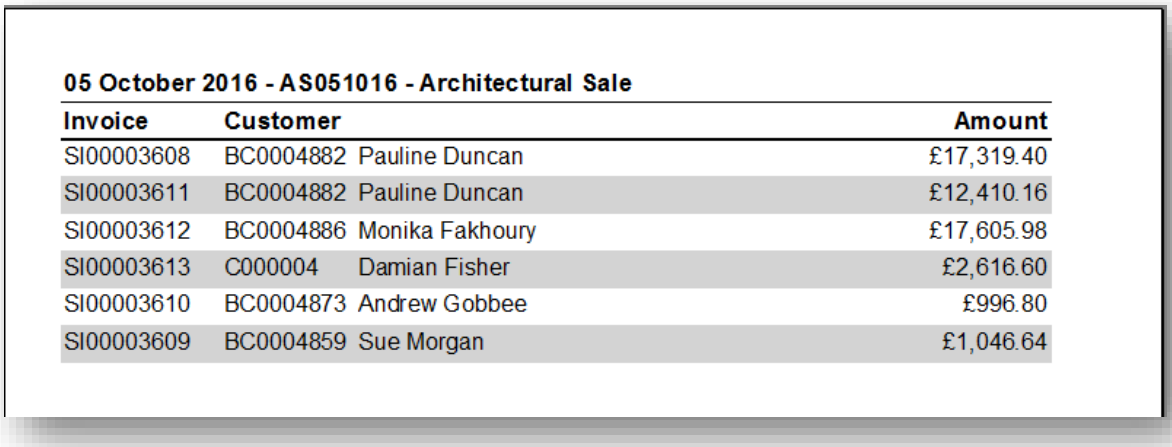


NOTE

To save the **Auction Unpaid Invoices** report, click on arrow on the **Print** button and then select from available options.



Example report:



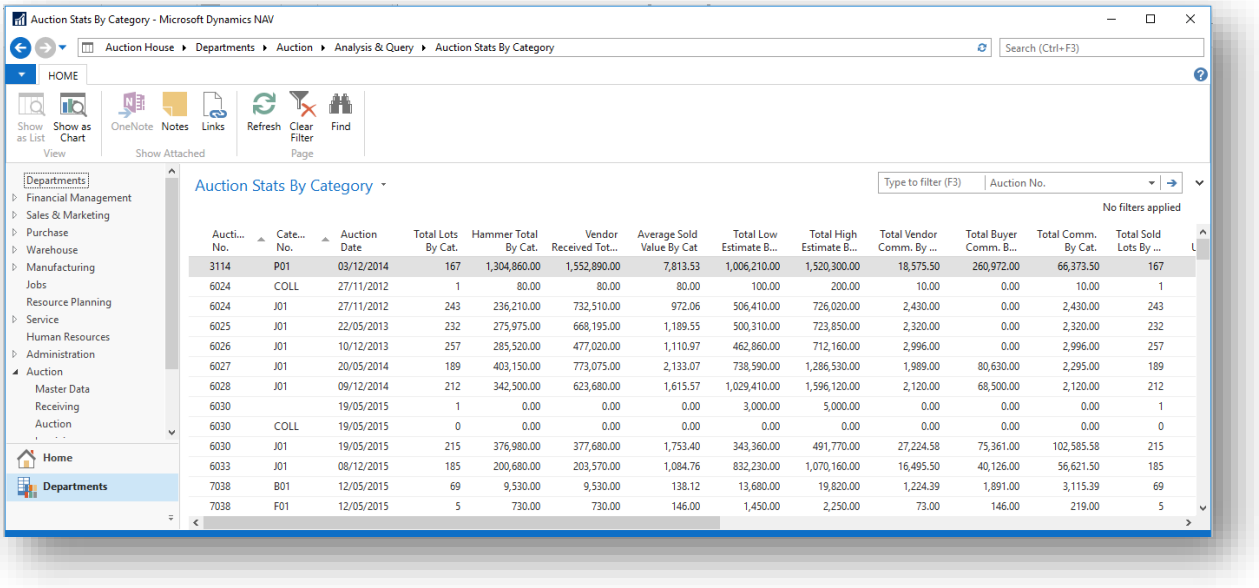
05 October 2016 - AS051016 - Architectural Sale

Invoice	Customer		Amount
SI00003608	BC0004882	Pauline Duncan	£17,319.40
SI00003611	BC0004882	Pauline Duncan	£12,410.16
SI00003612	BC0004886	Monika Fakhoury	£17,605.98
SI00003613	C000004	Damian Fisher	£2,616.60
SI00003610	BC0004873	Andrew Gobbee	£996.80
SI00003609	BC0004859	Sue Morgan	£1,046.64

HOW TO VIEW AUCTIONS STATISTICS BY CATEGORY

To show list of all existing auctions' statistics by category:

1. In the Search box enter **Auction Stats By Category**, and then choose the related link. The **Auction Stats By Category** window opens.

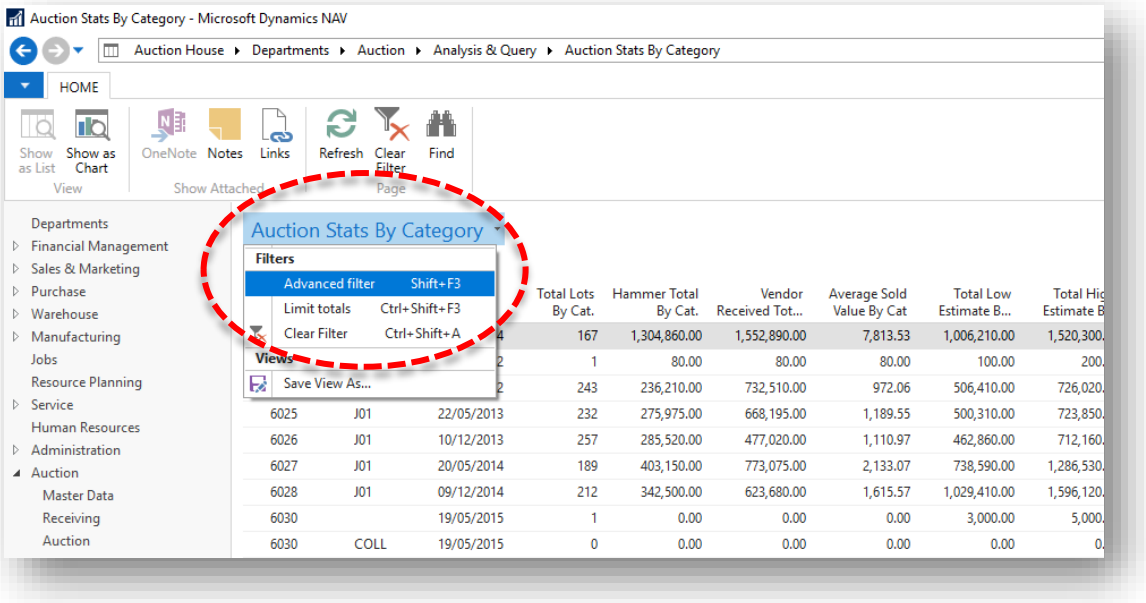


Auction No.	Category No.	Auction Date	Total Lots By Cat.	Hammer Total By Cat.	Vendor Received Tot...	Average Sold Value By Cat	Total Low Estimate B...	Total High Estimate B...	Total Vendor Comm. By ...	Total Buyer Comm. B...	Total Comm. By Cat.	Total Sold Lots By ...
3114	P01	03/12/2014	167	1,304,860.00	1,552,890.00	7,813.53	1,006,210.00	1,520,300.00	18,575.50	260,972.00	66,373.50	167
6024	COLL	27/11/2012	1	80.00	80.00	80.00	100.00	200.00	10.00	0.00	10.00	1
6024	J01	27/11/2012	243	236,210.00	732,510.00	972.06	506,410.00	726,020.00	2,430.00	0.00	2,430.00	243
6025	J01	22/05/2013	232	275,975.00	668,195.00	1,189.55	500,310.00	723,850.00	2,320.00	0.00	2,320.00	232
6026	J01	10/12/2013	257	285,520.00	477,020.00	1,110.97	462,860.00	712,160.00	2,996.00	0.00	2,996.00	257
6027	J01	20/05/2014	189	403,150.00	773,075.00	2,133.07	738,590.00	1,286,530.00	1,989.00	80,630.00	2,295.00	189
6028	J01	09/12/2014	212	342,500.00	623,680.00	1,615.57	1,029,410.00	1,596,120.00	2,120.00	68,500.00	2,120.00	212
6030		19/05/2015	1	0.00	0.00	0.00	3,000.00	5,000.00	0.00	0.00	0.00	1
6030	COLL	19/05/2015	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
6030	J01	19/05/2015	215	376,980.00	377,680.00	1,753.40	343,360.00	491,770.00	27,224.58	75,361.00	102,585.58	215
6033	J01	08/12/2015	185	200,680.00	203,570.00	1,084.76	832,230.00	1,070,160.00	16,495.50	40,126.00	56,621.50	185
7038	B01	12/05/2015	69	9,530.00	9,530.00	138.12	13,680.00	19,820.00	1,224.39	1,891.00	3,115.39	69
7038	F01	12/05/2015	5	730.00	730.00	146.00	1,450.00	2,250.00	73.00	146.00	219.00	5

Information including:

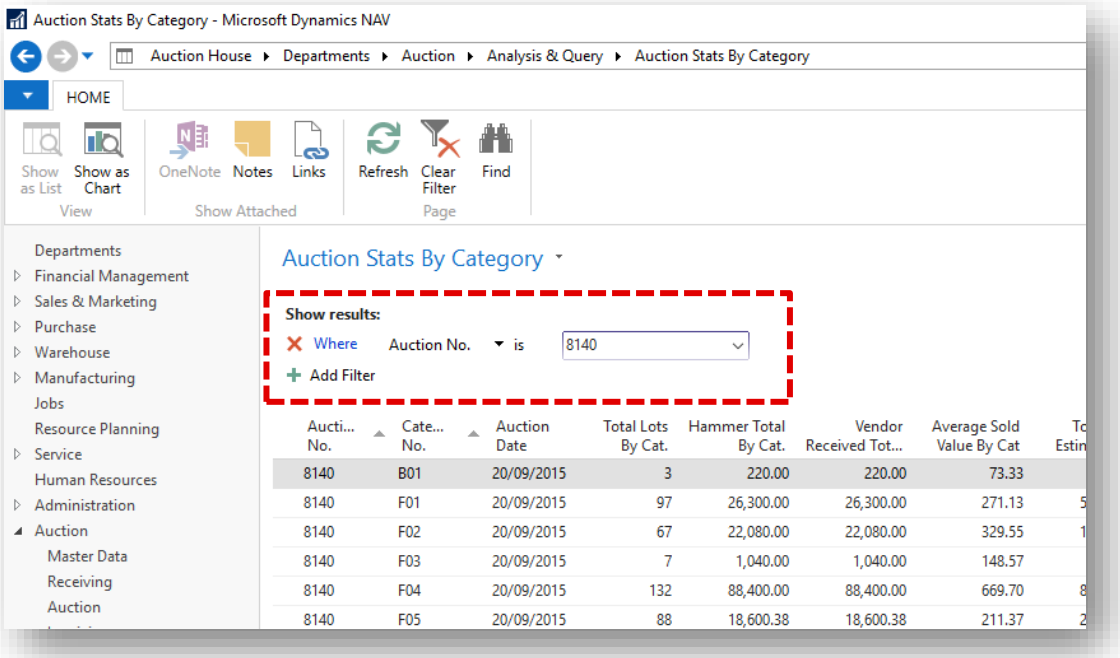
- Auction Number
- Category Number
- Auction Date
- Total Lots by Category
- Hammer Total by Category
- Vendor Received Total by Category
- Average Sold Value by Category
- Total Low Estimate by Category
- Total High Estimate by Category
- Total Vendor Commission by Category
- Total Buyer Commission by Category
- Total Commission by Category
- Total Sold Lots by Category
- Total Unsold Lots by Category

2. Use advanced filter to view specific statistics only.
   To open the advanced filter click on the **Auction Stats By Category** title, then select A**dvanced filer**.



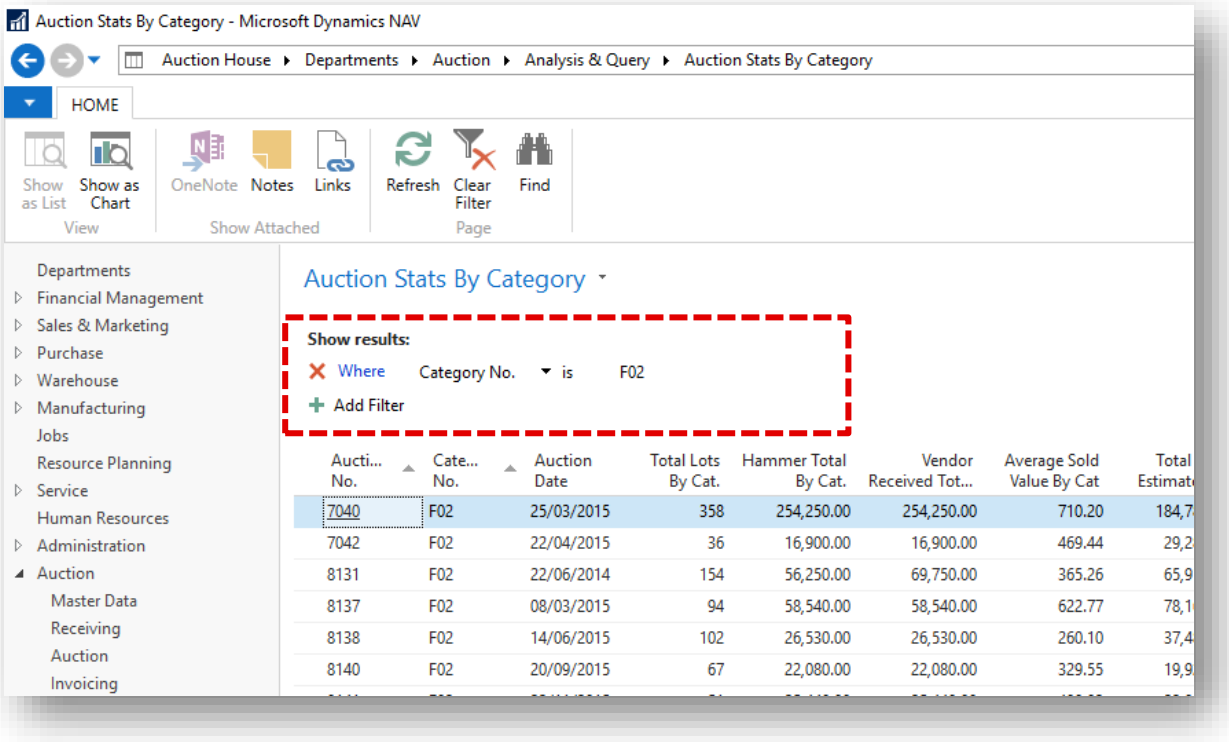
Example 1

To view all categories' statistics from a specific auction only, apply the **Auction No.** filter and press **Enter** key:



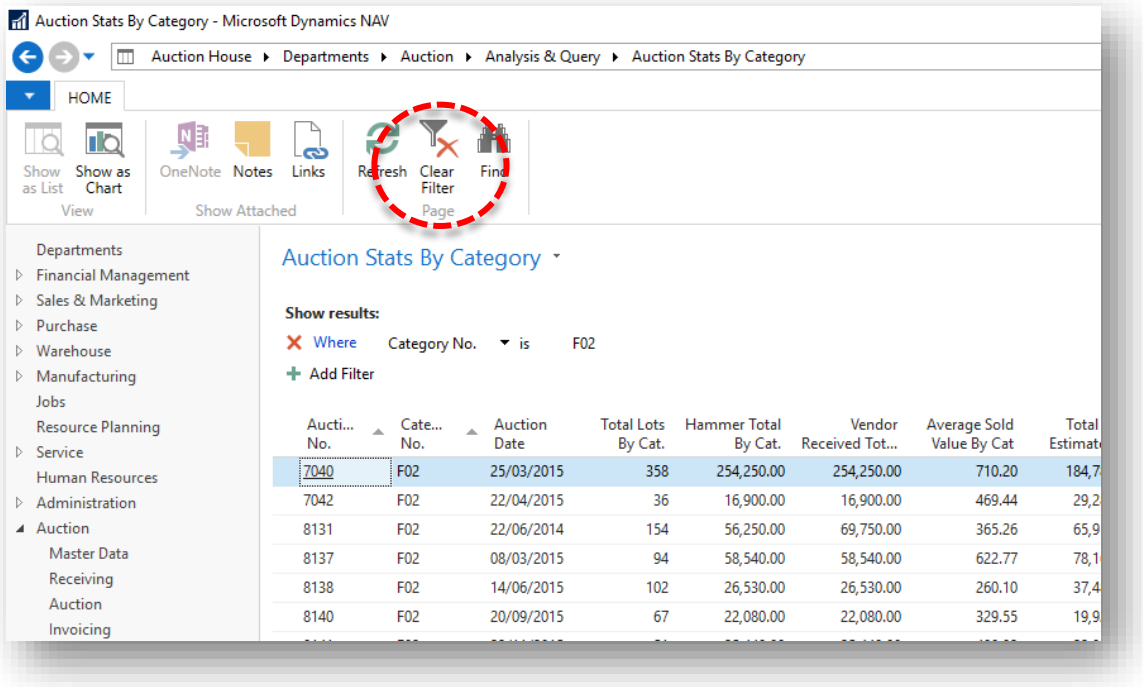
Example 2

To view a specific category statistic from all the auctions, apply the **Category No**. filter and press the **Enter** key:



NOTE

To clear the filter, select **Clear Filter** from the Ribbon.



HOW TO CREATE A VENDOR SALE RESULTS REPORT

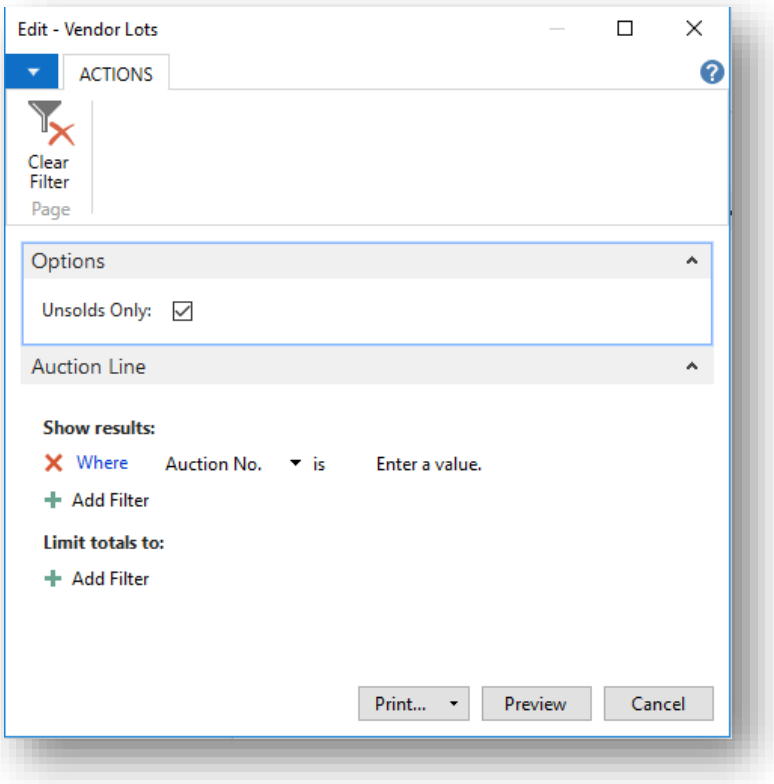
This report is for selected auction, sorted in lot number order.

Information including:

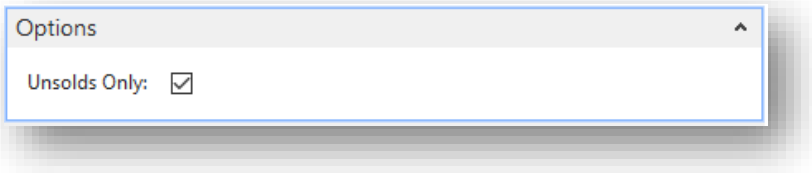
- Lot number
- Category
- Valuer
- Catalogue Description
- Vendor Number and Name
- Reserve
- Buyer Number
- Hammer Price
- Sold status
- Estimates

To create a Vendor Lots report:

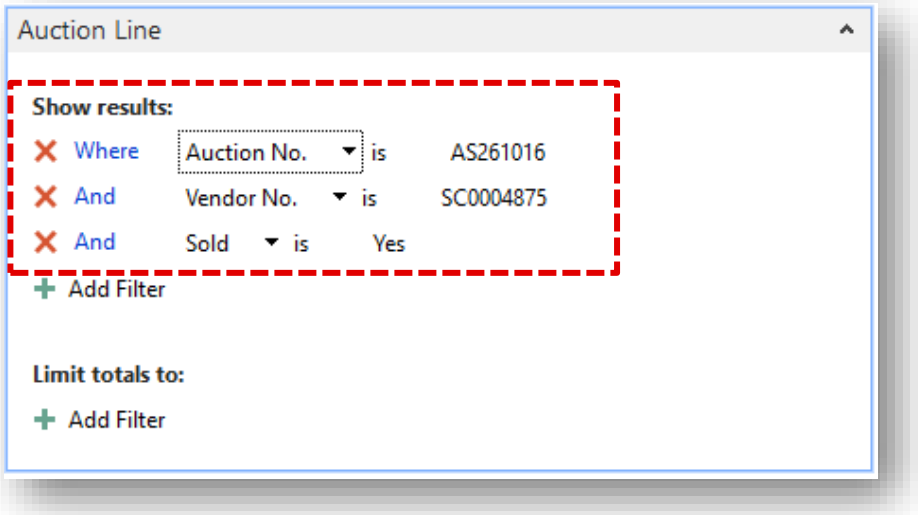
1. In the Search box enter **Vendor Lots**, and then choose the related link.
   The **Vendor Lots** window opens.



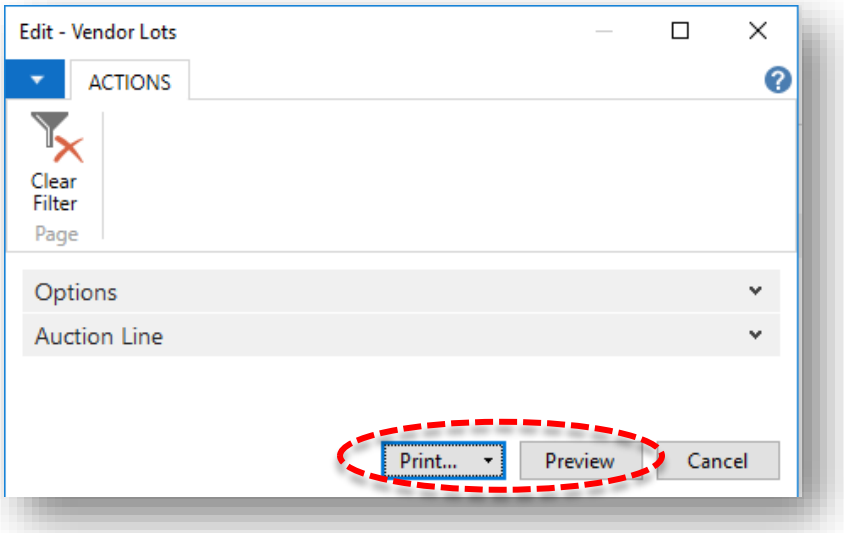
2. Navigate to the **Options FastTab** and clear the check box to include all the lots. Select he check box to view unsold lots only.



3. Navigate to the **Auction Line FastTab** and use filter to select an auction and a vendor number.

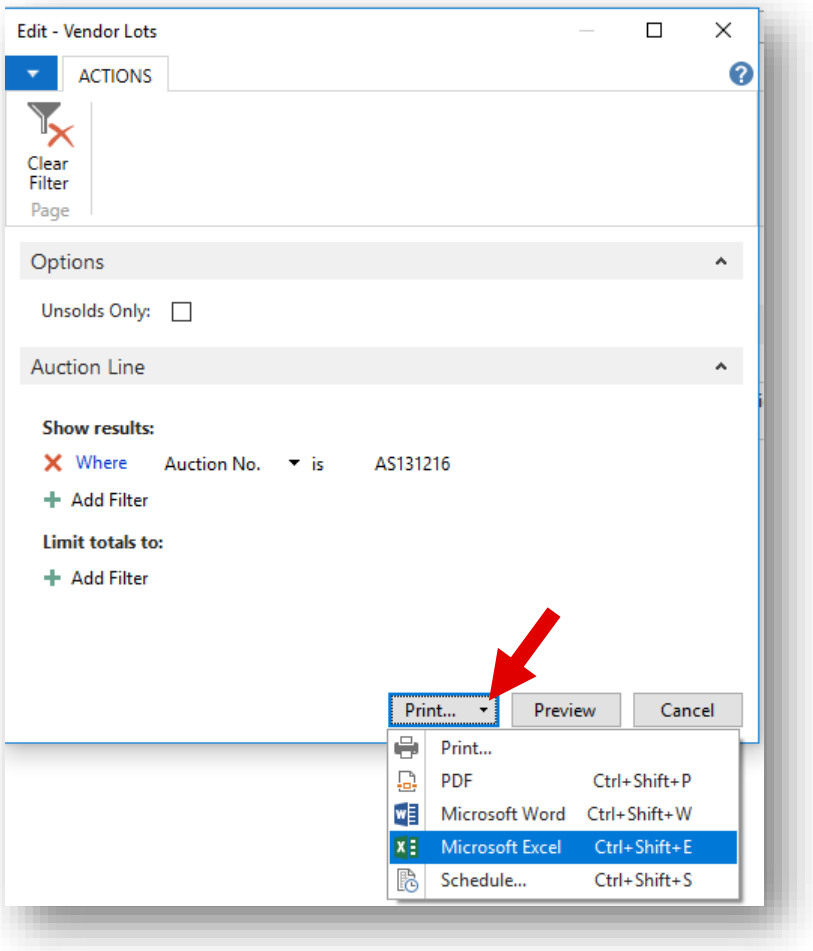


4. Select the **Print** or the **Preview** button.

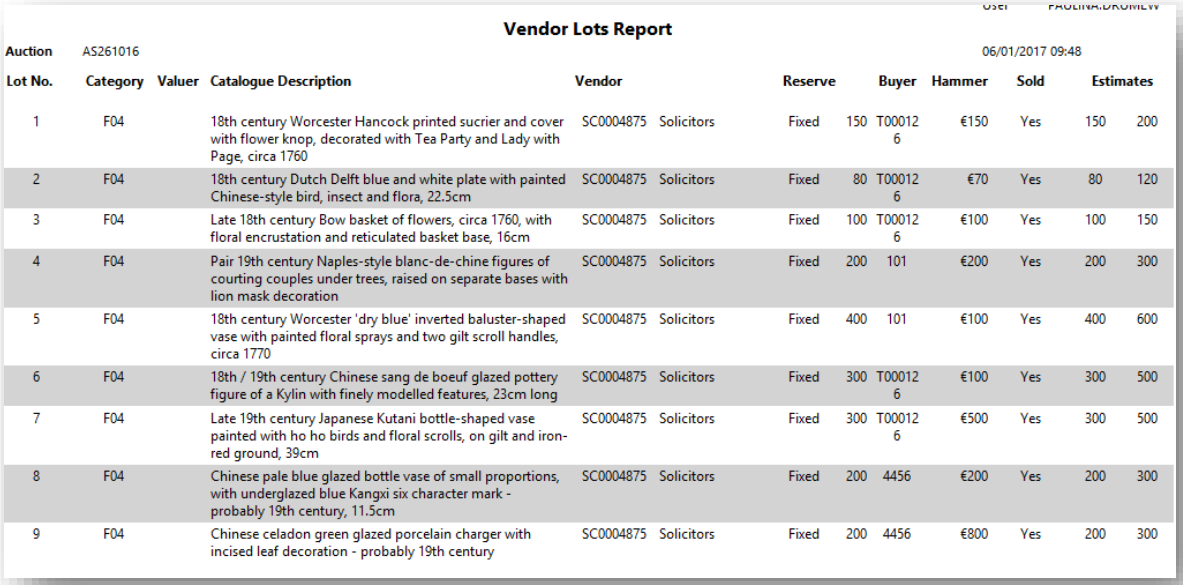


NOTE

To save the report, select arrow on the **Print** button and then choose a format.



Report example:



Vendor Lots Report

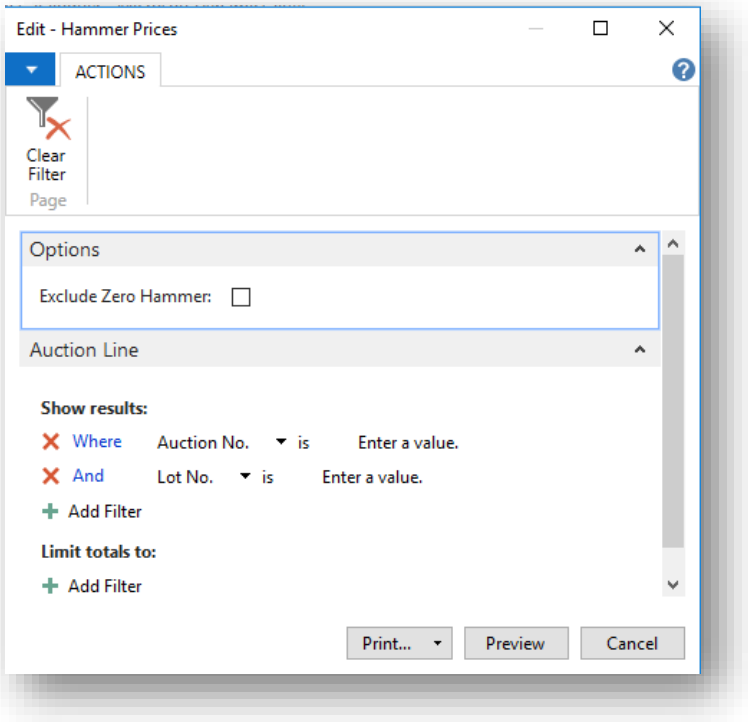
Auction AS261016 06/01/2017 09:48

Lot No.	Category	Valuer	Catalogue Description	Vendor	Reserve	Buyer	Hammer	Sold	Estimates	
1	F04		18th century Worcester Hancock printed sucrier and cover with flower knop, decorated with Tea Party and Lady with Page, circa 1760	SC0004875 Solicitors	Fixed	150 T000126	€150	Yes	150	200
2	F04		18th century Dutch Delft blue and white plate with painted Chinese-style bird, insect and flora, 22.5cm	SC0004875 Solicitors	Fixed	80 T000126	€70	Yes	80	120
3	F04		Late 18th century Bow basket of flowers, circa 1760, with floral encrustation and reticulated basket base, 16cm	SC0004875 Solicitors	Fixed	100 T000126	€100	Yes	100	150
4	F04		Pair 19th century Naples-style blanc-de-chine figures of courting couples under trees, raised on separate bases with lion mask decoration	SC0004875 Solicitors	Fixed	200 101	€200	Yes	200	300
5	F04		18th century Worcester 'dry blue' inverted baluster-shaped vase with painted floral sprays and two gilt scroll handles, circa 1770	SC0004875 Solicitors	Fixed	400 101	€100	Yes	400	600
6	F04		18th / 19th century Chinese sang de boeuf glazed pottery figure of a Kylin with finely modelled features, 23cm long	SC0004875 Solicitors	Fixed	300 T000126	€100	Yes	300	500
7	F04		Late 19th century Japanese Kutani bottle-shaped vase painted with ho ho birds and floral scrolls, on gilt and iron-red ground, 39cm	SC0004875 Solicitors	Fixed	300 T000126	€500	Yes	300	500
8	F04		Chinese pale blue glazed bottle vase of small proportions, with underglazed blue Kangxi six character mark - probably 19th century, 11.5cm	SC0004875 Solicitors	Fixed	200 4456	€200	Yes	200	300
9	F04		Chinese celadon green glazed porcelain charger with incised leaf decoration - probably 19th century	SC0004875 Solicitors	Fixed	200 4456	€800	Yes	200	300

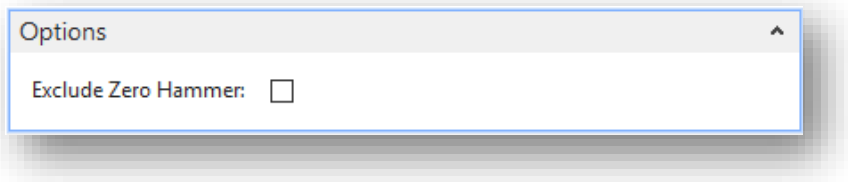
HOW TO CREATE A HAMMER PRICE LIST

To print basic results list including a lot number and a hammer price:

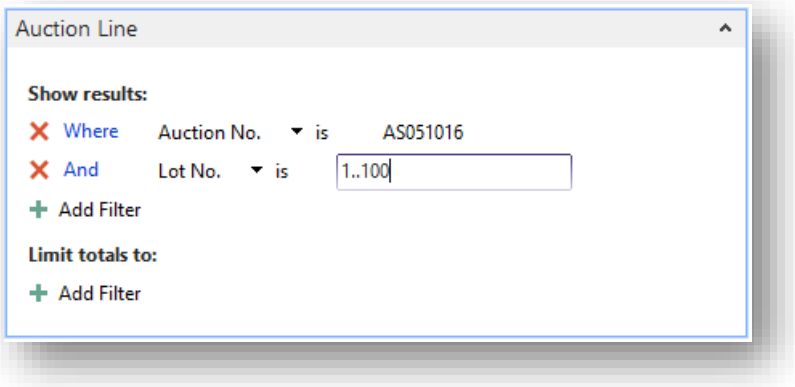
1. In the Search box enter **Hammer Prices**, and then choose the related link.
   The **Hammer Prices** window opens.



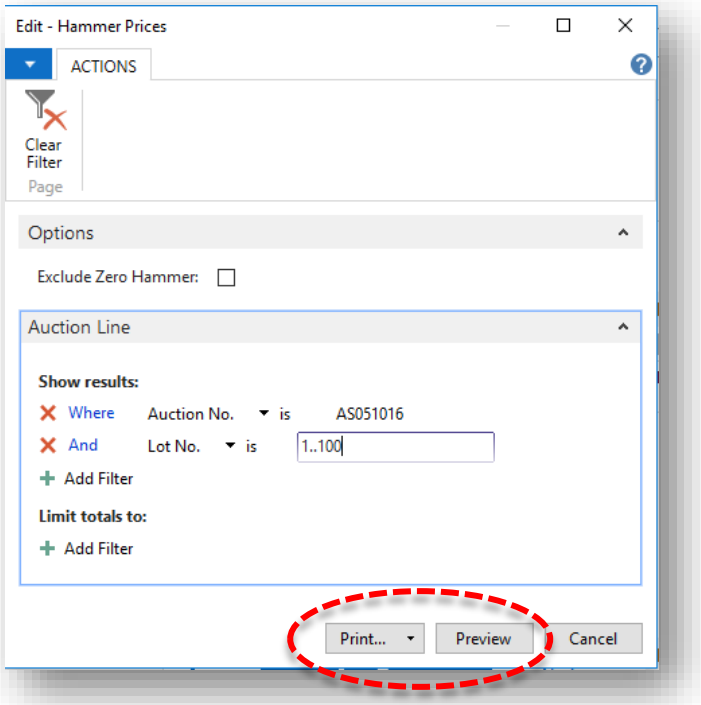
2. Navigate to the **Options FastTab** and select the check box to exclude unsold lots.



3. Navigate to the **Auction Line FastTab** and use filter to specify an auction.
   Apply additional filter to generate a report for particular lot range within selected auction.

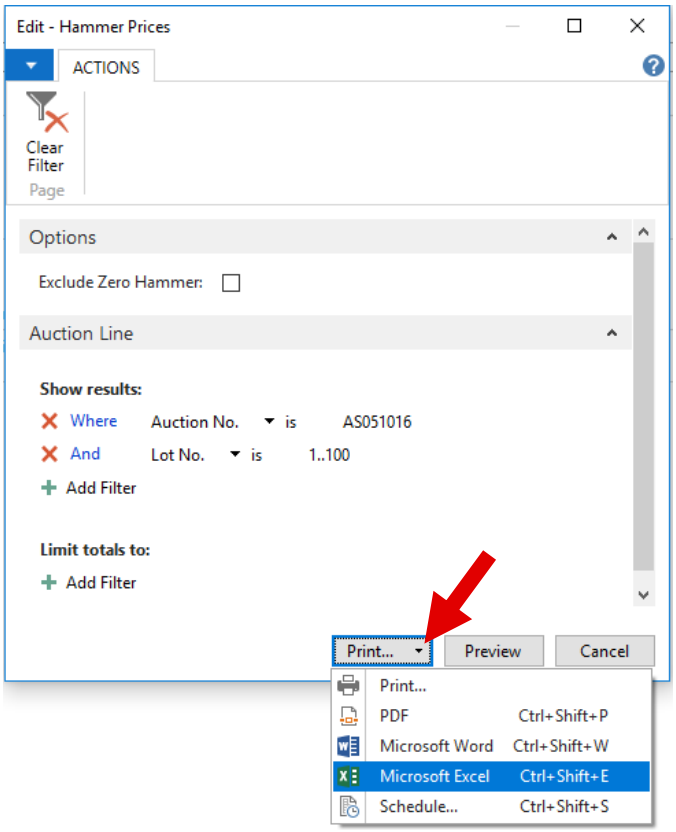


4. Select the **Print** button or the **Preview** button.

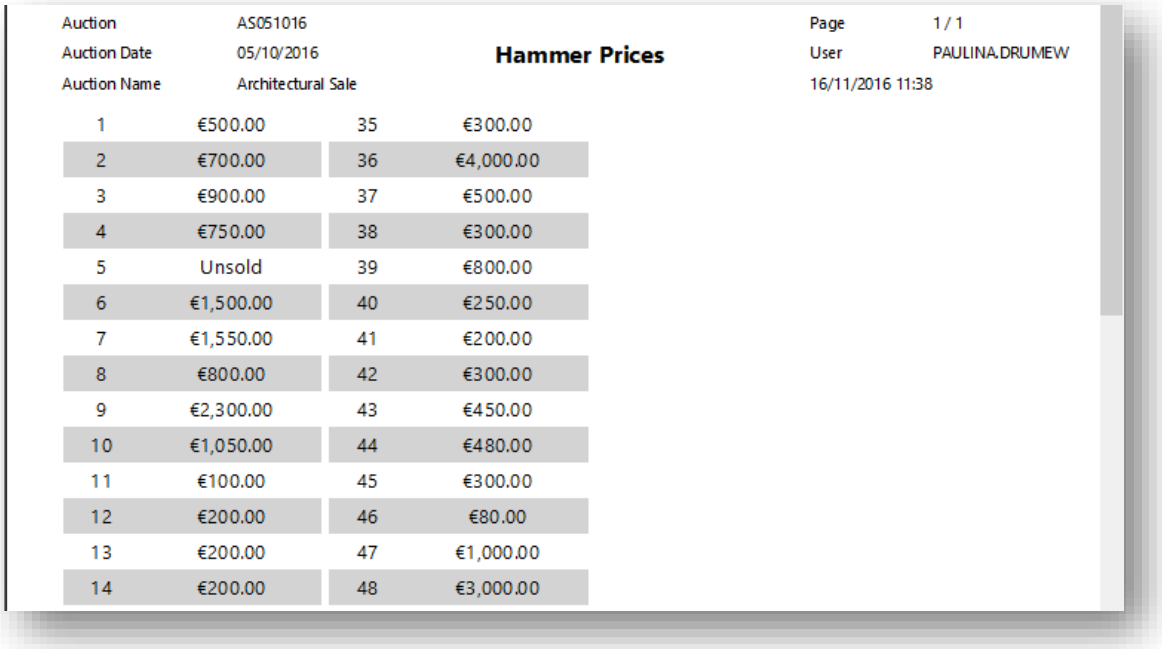


NOTE

To save the report, click on arrow on the **Print** button and then select a format.



Example report:



Auction	AS051016	Page	1 / 1
Auction Date	05/10/2016	User	PAULINA.DRUMEW
Auction Name	Architectural Sale	16/11/2016 11:38	

Hammer Prices

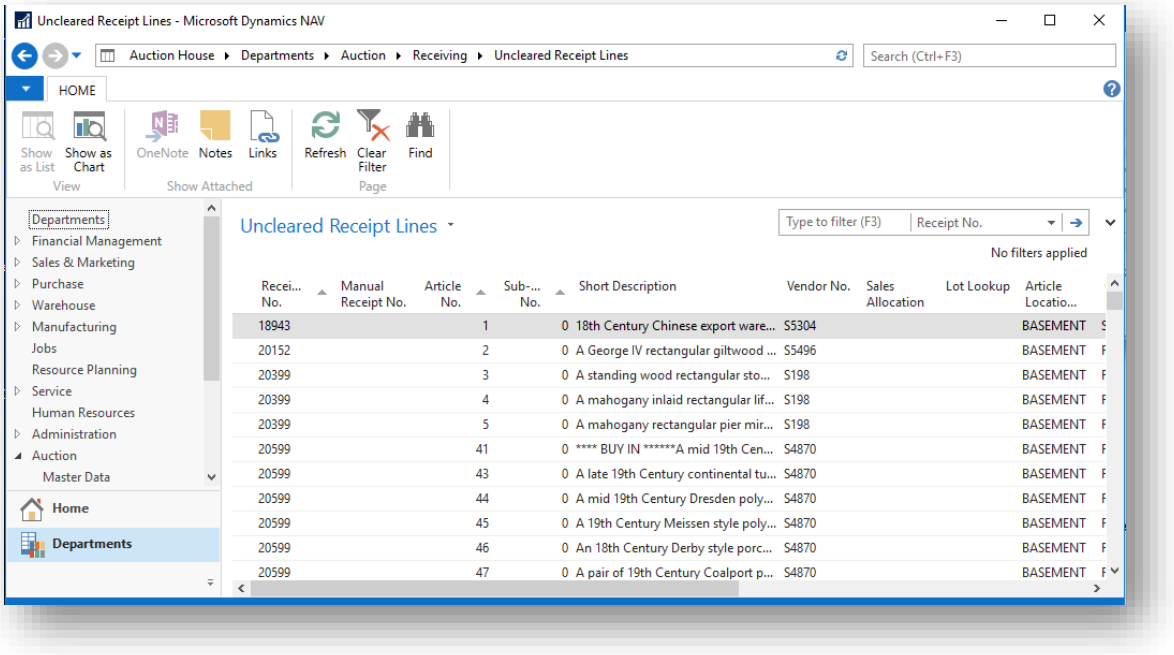
1	€500.00	35	€300.00
2	€700.00	36	€4,000.00
3	€900.00	37	€500.00
4	€750.00	38	€300.00
5	Unsold	39	€800.00
6	€1,500.00	40	€250.00
7	€1,550.00	41	€200.00
8	€800.00	42	€300.00
9	€2,300.00	43	€450.00
10	€1,050.00	44	€480.00
11	€100.00	45	€300.00
12	€200.00	46	€80.00
13	€200.00	47	€1,000.00
14	€200.00	48	€3,000.00

1.3 RECEIPT

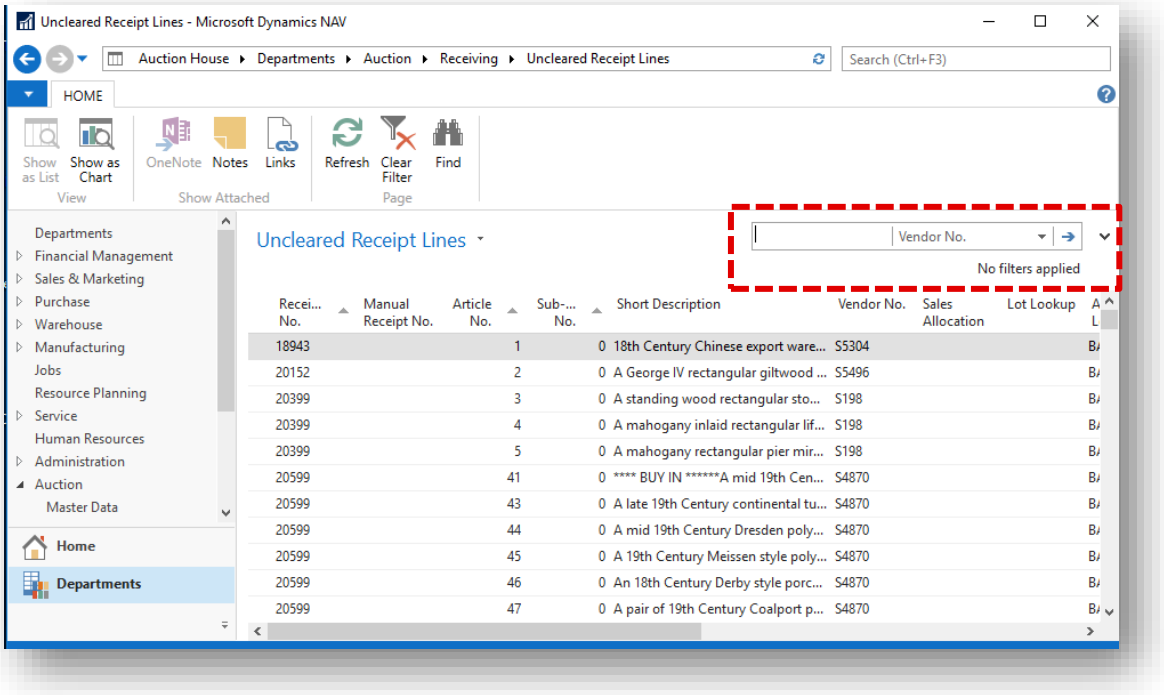
HOW TO VIEW A LIST OF ALL UNCLEARED RECEIPT LINES

To view a list of all uncleared articles:

1. In the Search box enter **Uncleared Receipt Lines** and then choose the related link.
   The **Uncleared Receipt Lines** window opens.

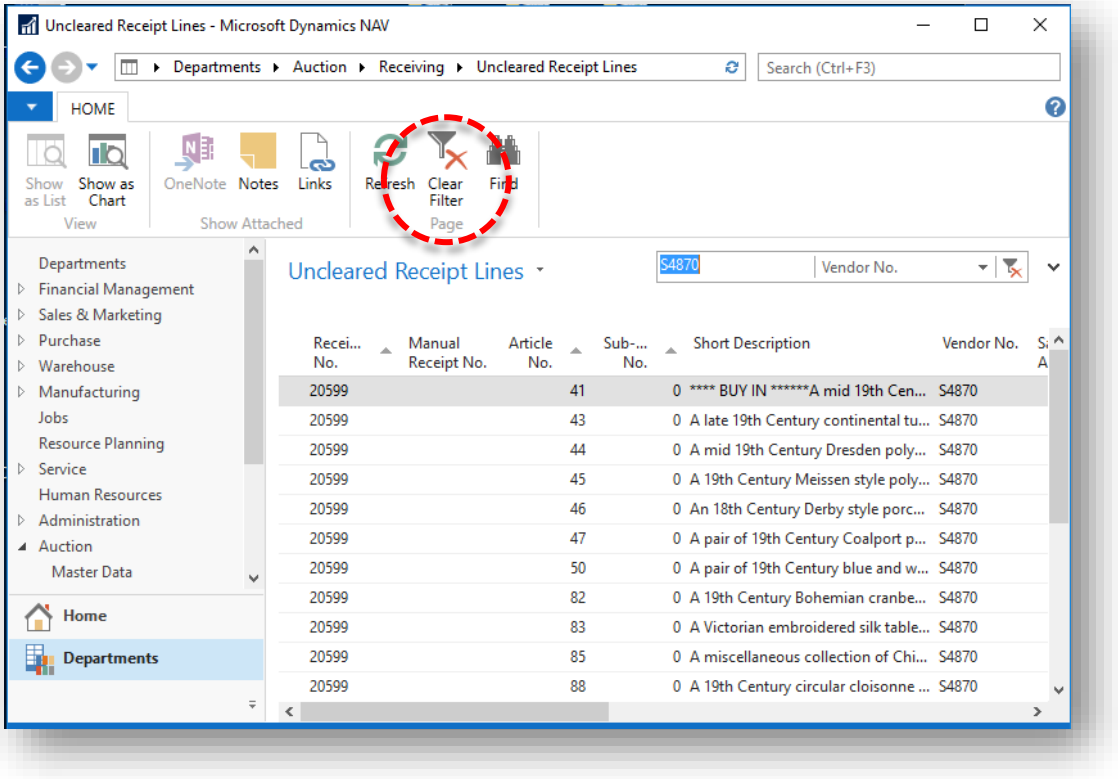


2. Use filters to show Uncleared lines for a particular vendor, a receipt or an auction only.



NOTE

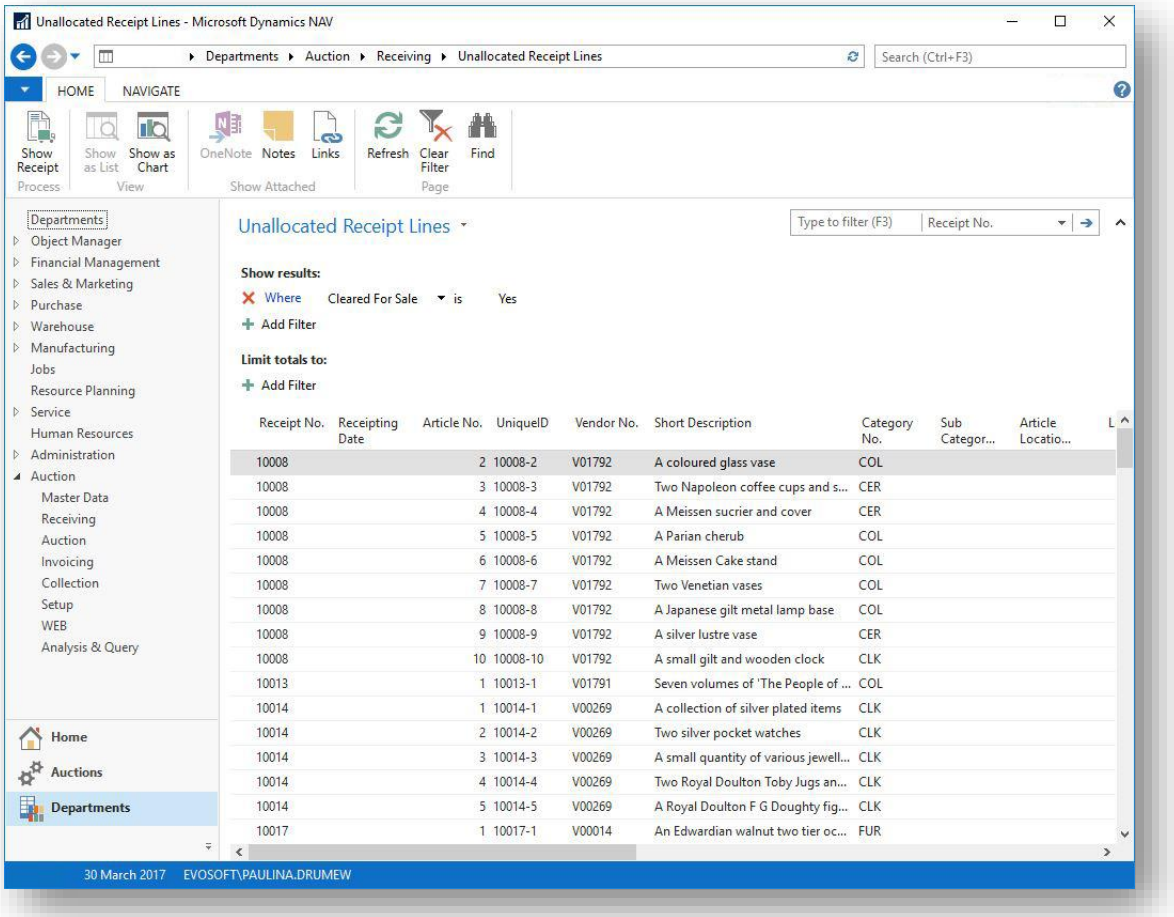
To remove the filter, select **Clear Filter** from the Ribbon.



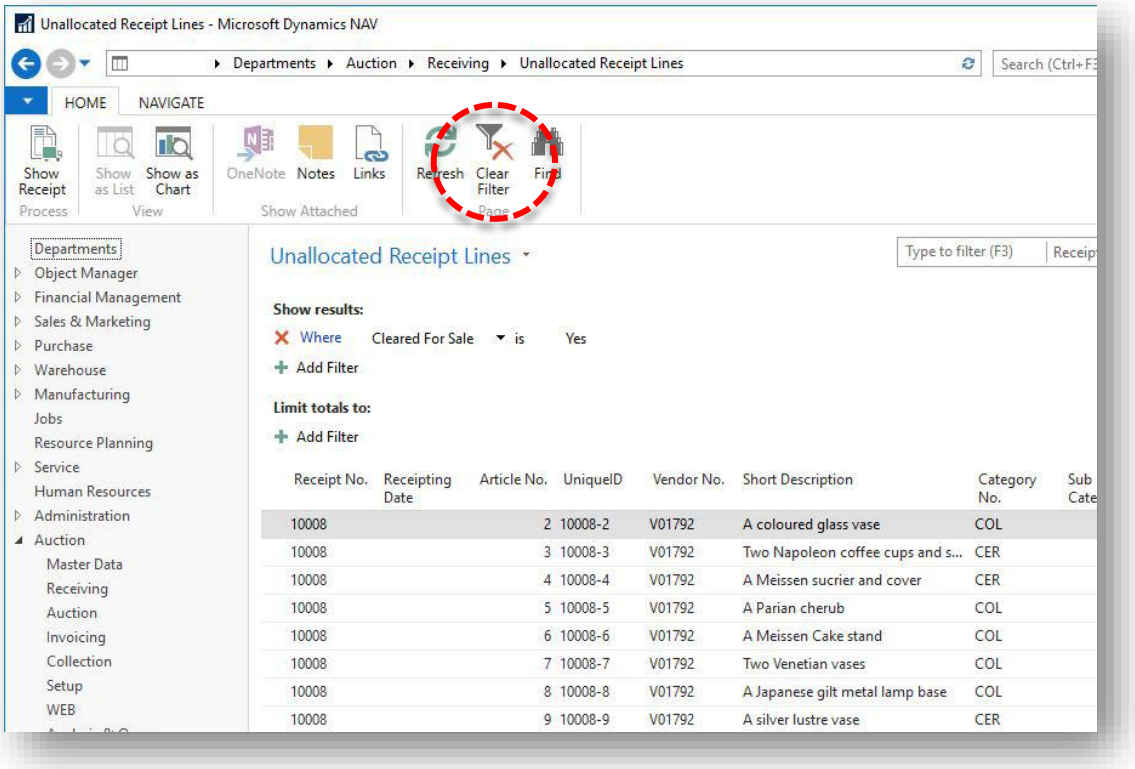
HOW TO VIEW A LIST OF ALL RECEIPT LINES

To view list of all receipts lines

1. In the Search box enter **Unallocated Receipt Lines** and then choose the related link. The **Unallocated Receipt Lines** window opens.

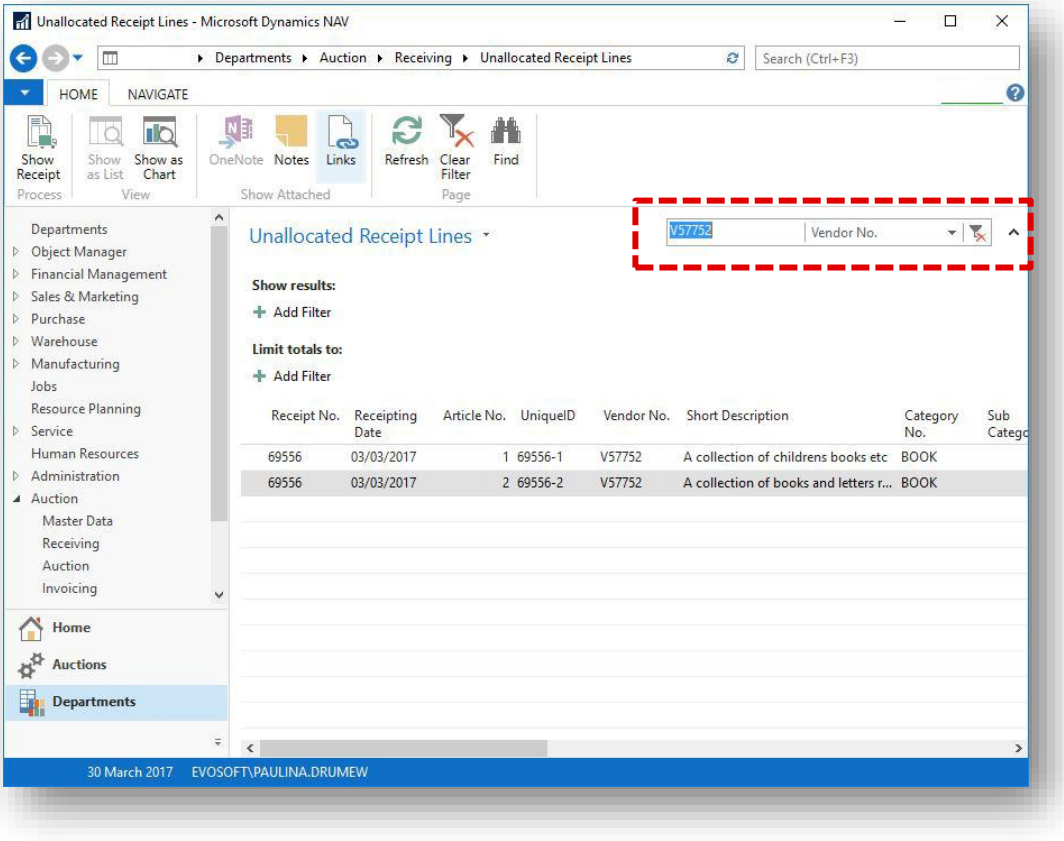


2. Clear the filter to view all the lines, by selecting **Clear Filter** from the Ribbon.



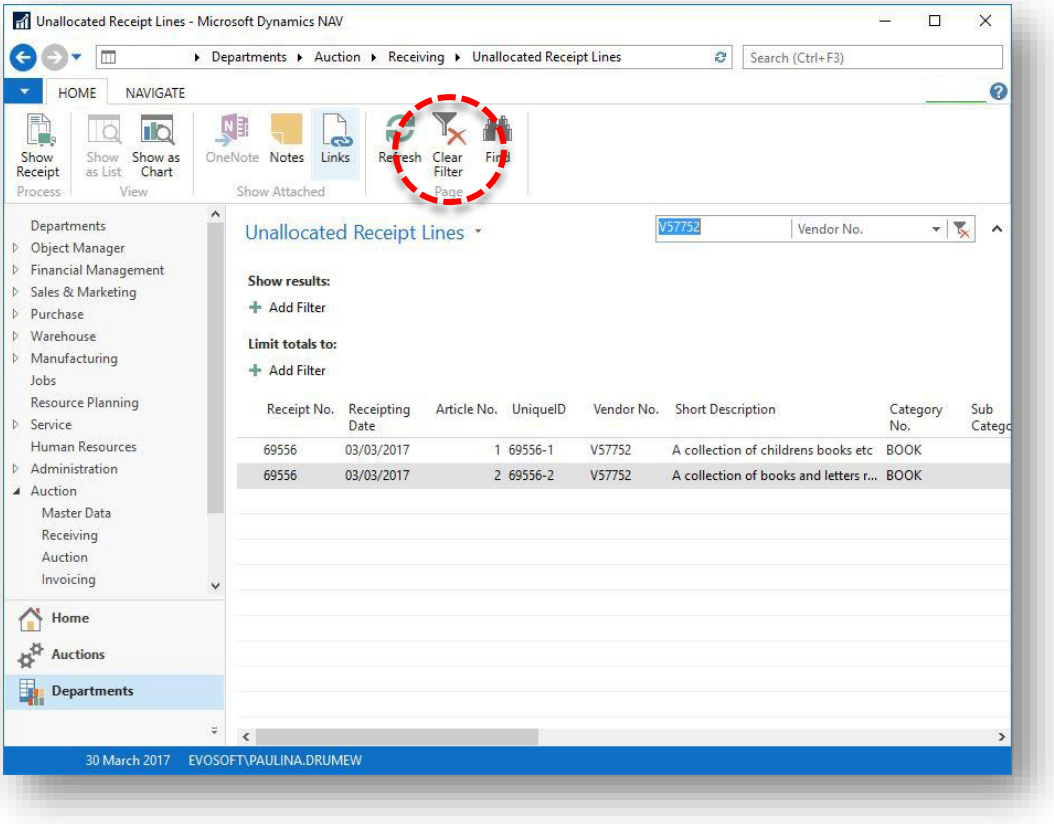
NOTE

To show articles assigned to a specific vendor or a category only, apply new filter.



NOTE

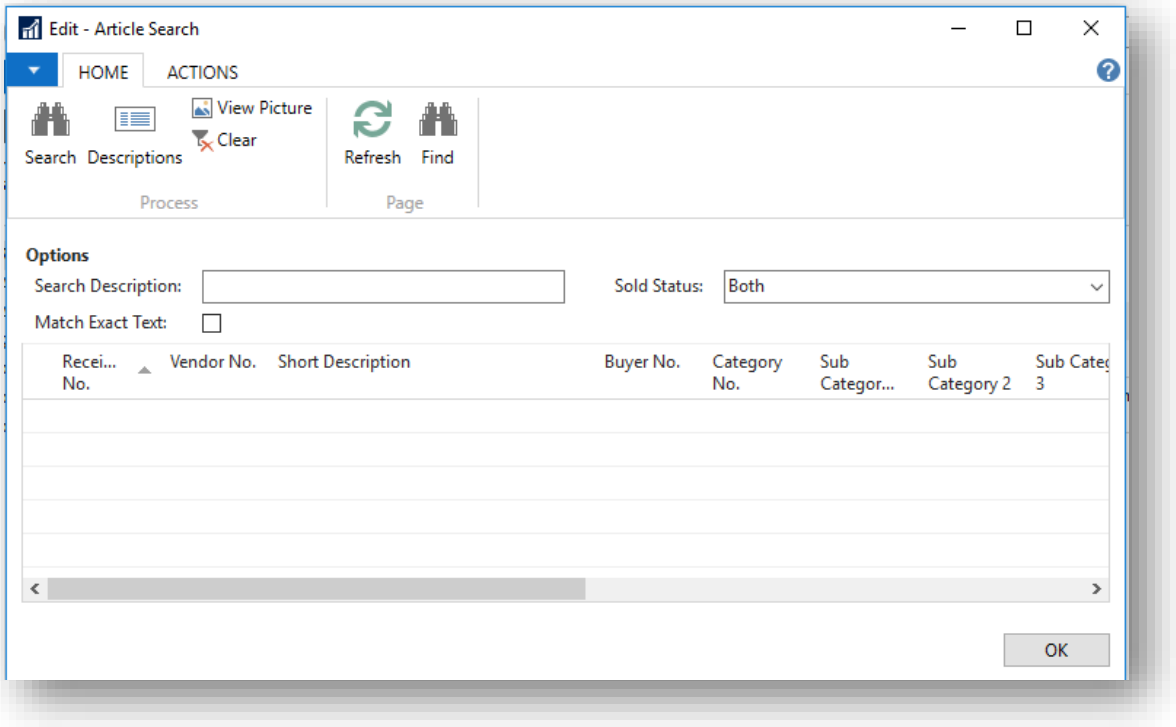
To remove the filter, select **Clear Filter** from the Ribbon.



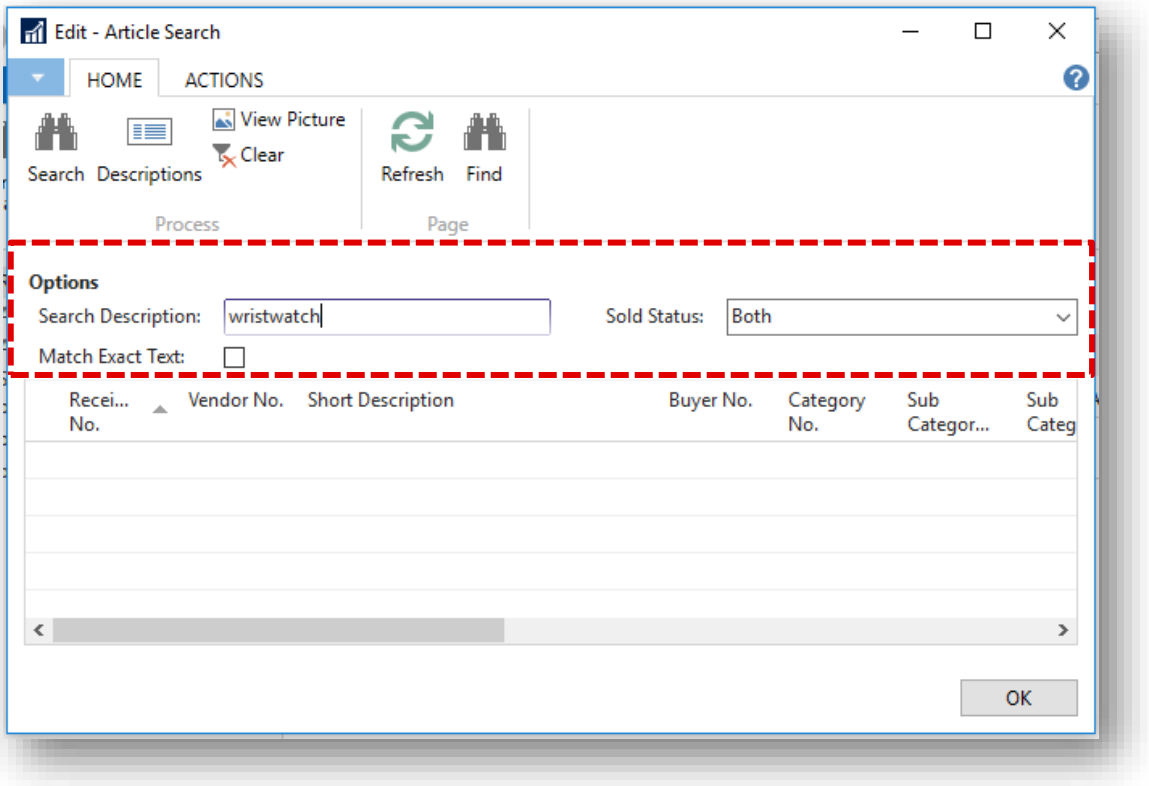
HOW TO SEARCH FOR AN ARTICLE

To search for an article:

1. In the Search box enter **Article Search** and then choose the related link.
   The **Article Search** window opens.

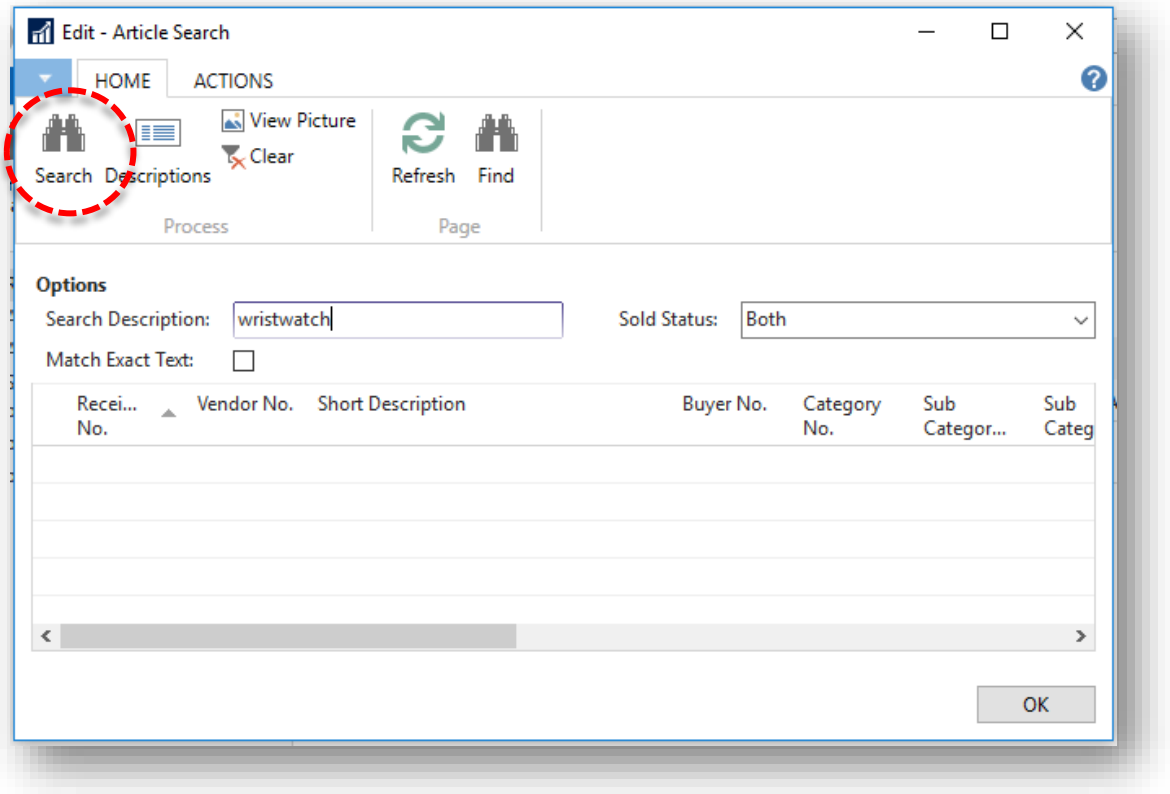


2. Use filter fields to search for an article.

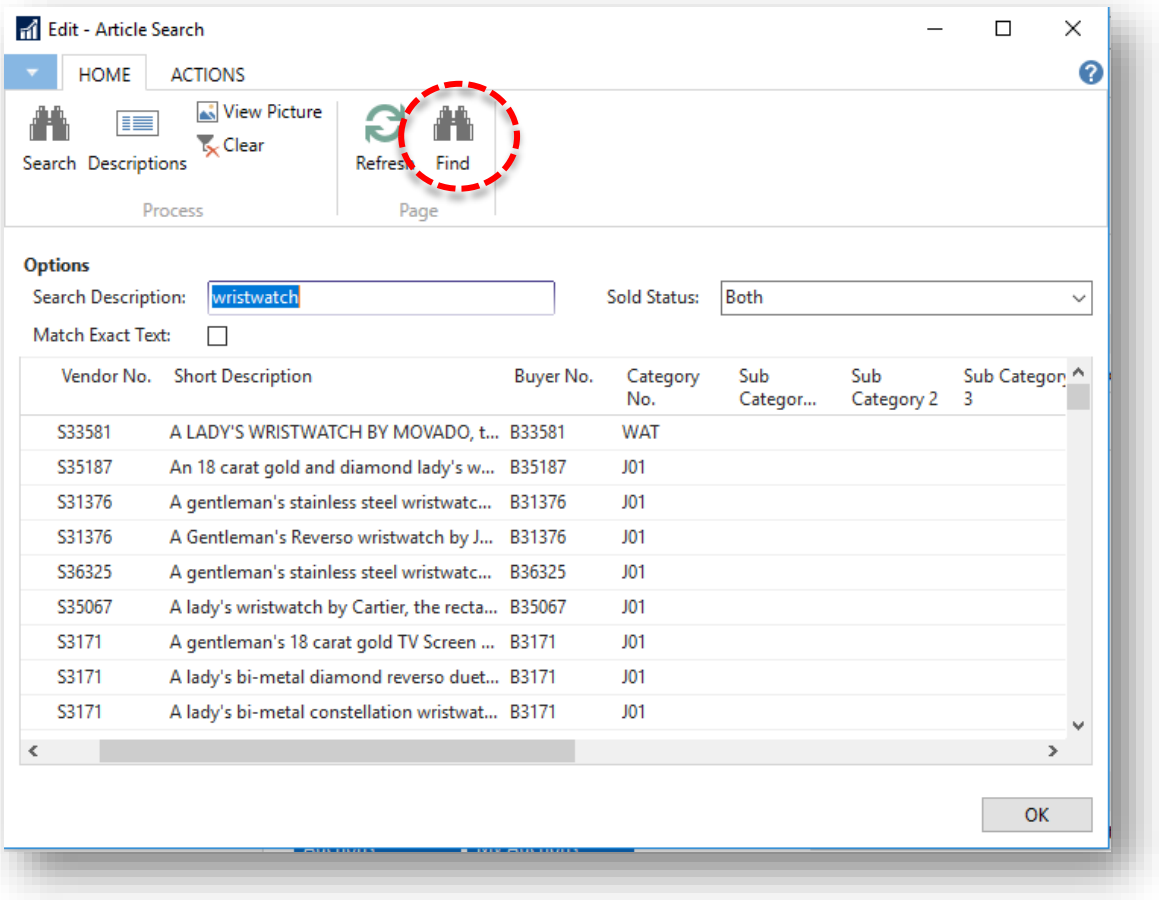


Filter name	Type	Description
Search description		Enter full or part article description.
Sold Status	Dropdown	Select sold status: • Both • Sold • Unsold
Match Exact Text	Tickbox	Select to match exact text.

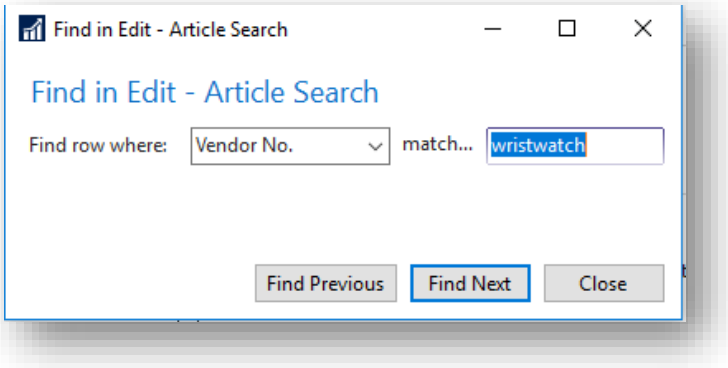
3. Select **Search** from the Ribbon.



4. To apply additional filter, select **Find** from the Ribbon.



The **Find In Edit – Article Search** window opens.

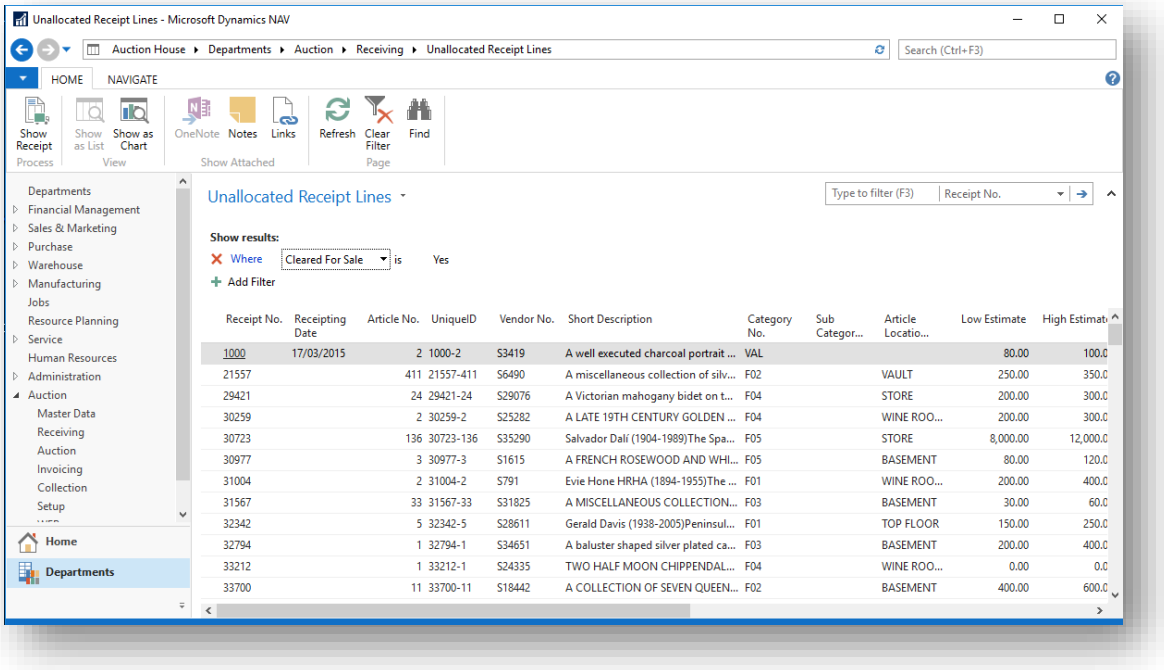


Select **Find Row Where** filter and fill in the **Match** field, then click **Find Previous/Find Next** to navigate between results.

HOW TO VIEW A LIST OF ALL UNALLOCATED LINES

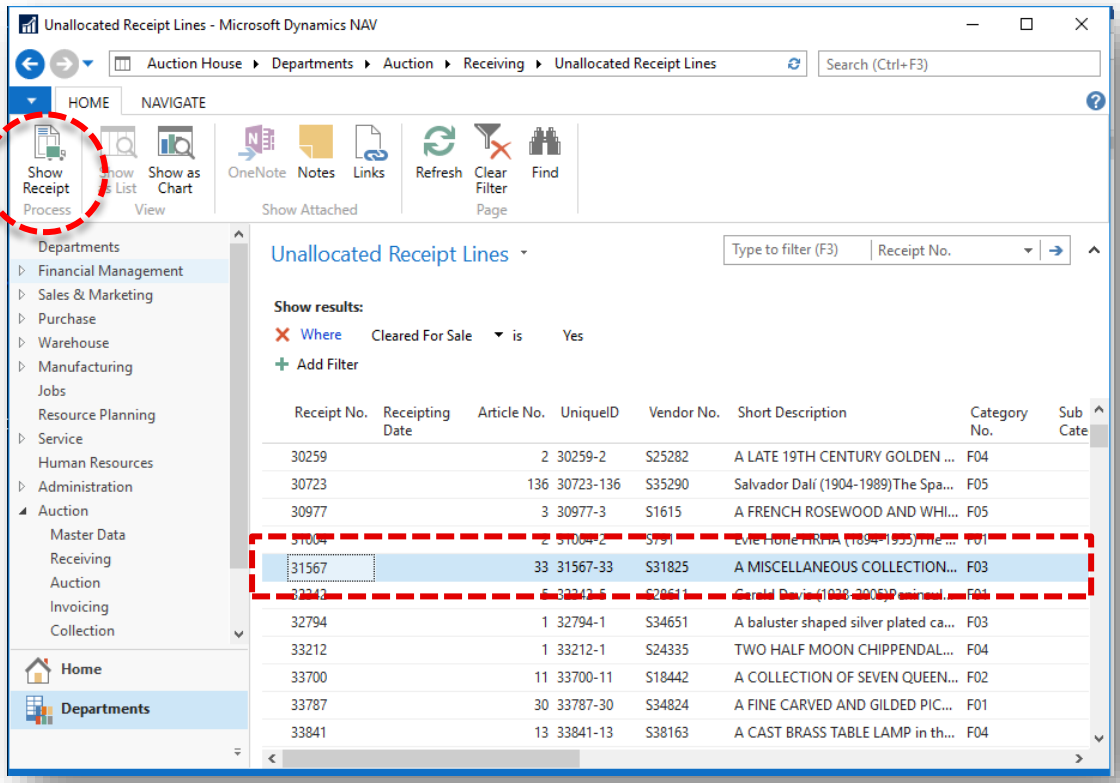
To view a list of all unallocated lines:

1. In the Search box enter **Unallocated Receipt Lines** and then choose the related link. The **Unallocated Receipt Lines** window opens.



NOTE
Lines shown in this window are filtered to show lines marked as **Cleared for Sale** only, to avoid allocating valuation lines to an auction.

2. To update the **Sale Allocation** field or to edit an article, navigate to a line and select **Show Receipt** from the Ribbon.



1.4 COMMISSION BIDS

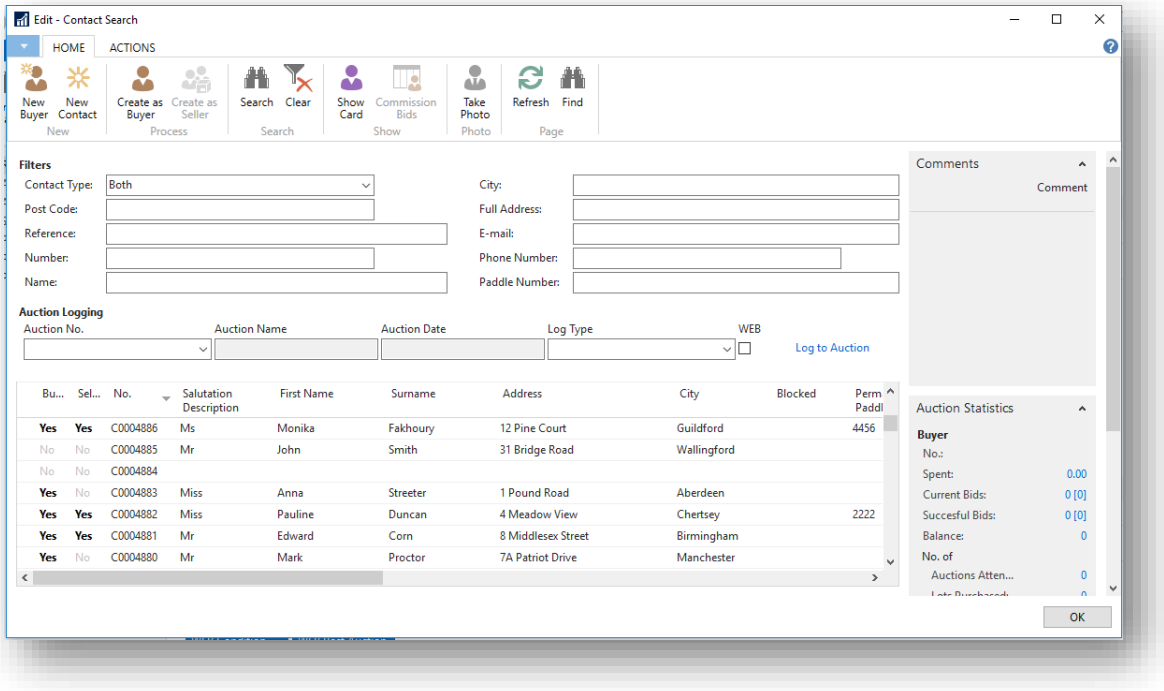
DO I HAVE TO ENTER ALL COMMISSION BIDS INTO THE COMPUTER

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, and speeds up post auction processes.

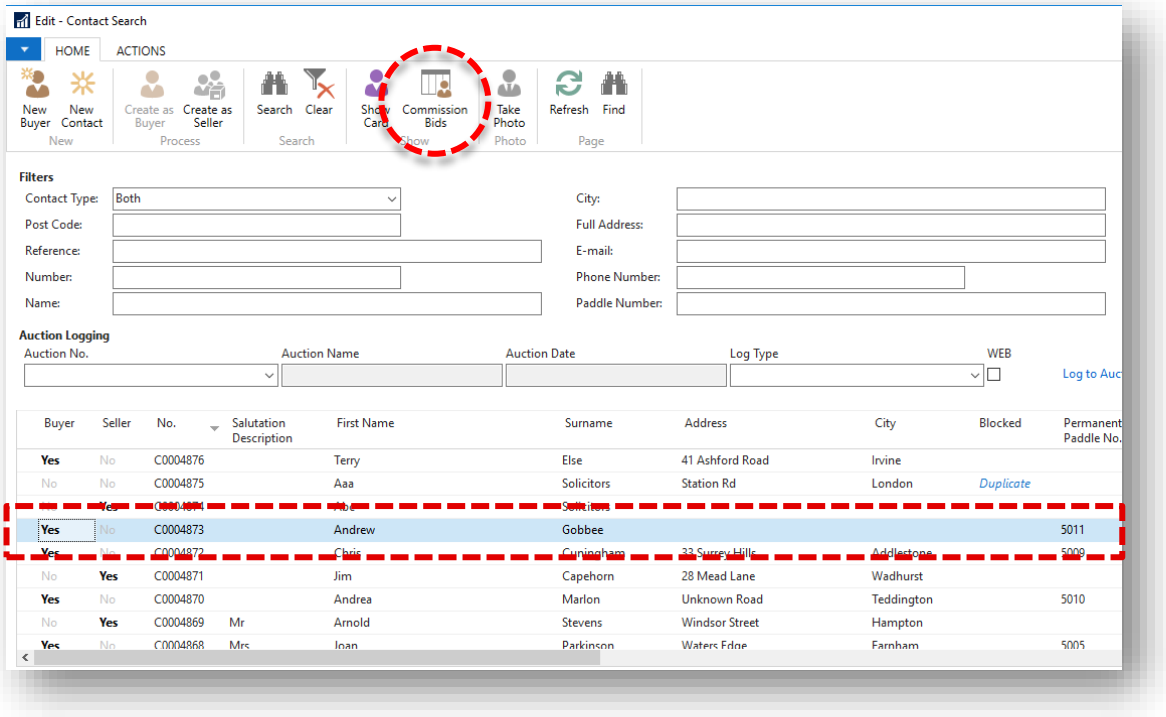
HOW TO REGISTER A COMMISSION BID

To register commission bid for a buyer:

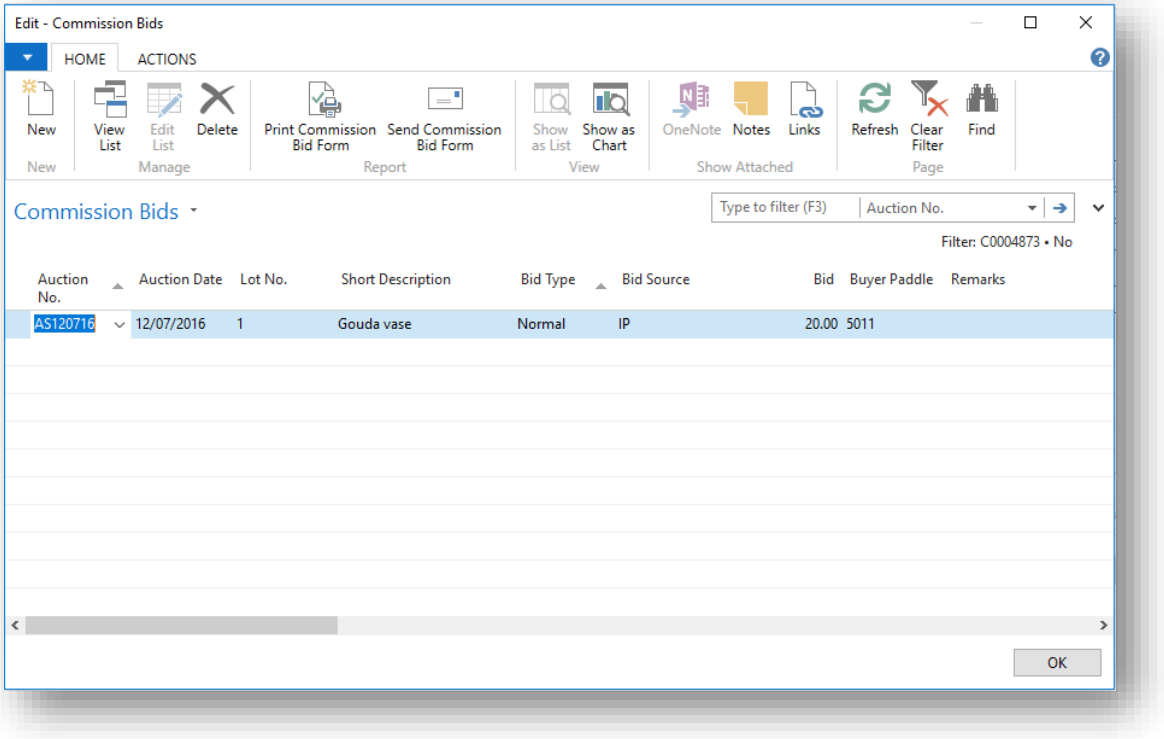
1. In the Search box enter **Contact Search** and then choose the related link.
   The **Contact Search** window opens.



2. Select a buyer and then choose **Commission Bids** from the Ribbon.



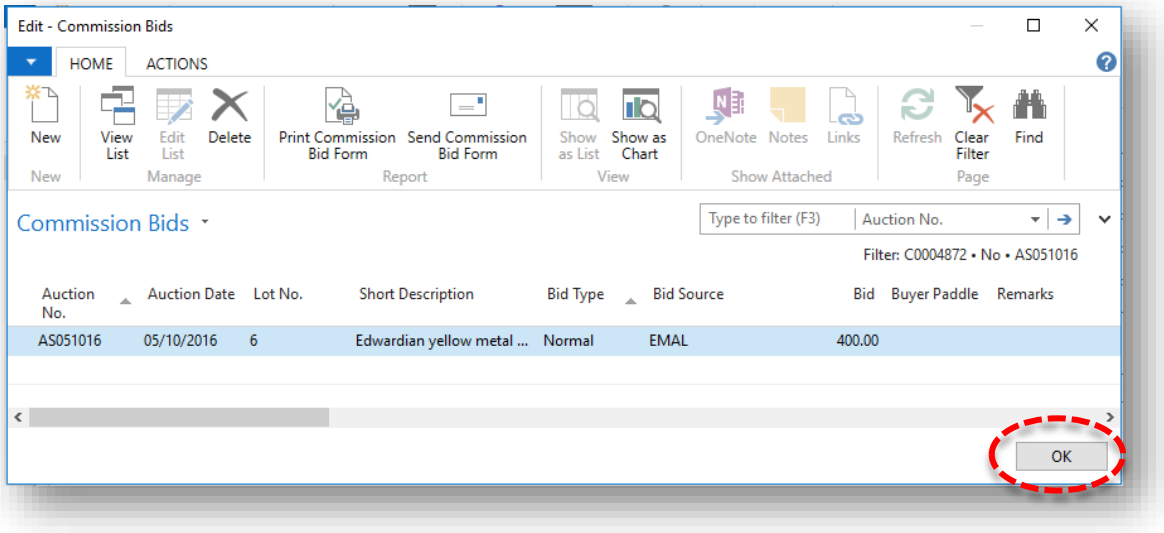
3. The **Commission Bids** window opens.
   To register new commission bid, place cursor in new line and select an **Auction No**.
   Use the **Tab** key to move to the next field.



Field name	Type	Description
Auction No.	Lookup	Select an auction and use the **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 type from available options: • 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		Comments.

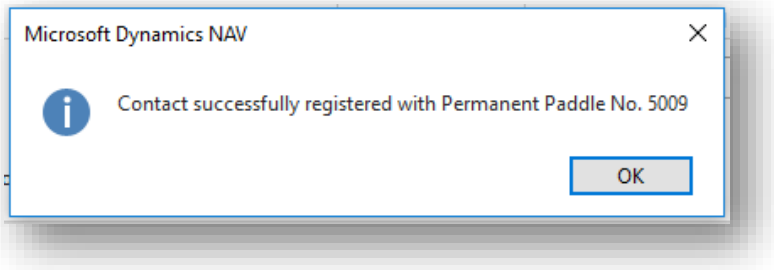
Call Assign To	Lookup	In use only if Telephone Bid. For more information go to the Telephone Bid Management help sheets.
Bid Sheet Printed	Tickbox	In use only if Telephone Bid. For more information go to the Telephone Bid Management help sheets.
Phone No.		In use only if Telephone Bid. For more information go to the Telephone Bid Management help sheets.
Mobile Phone No.		In use only if Telephone Bid. For more information go to the 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 page.
Reserve		Populated when a **Lot No.** selected.
Low Est		Populated when a **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 the bid verification.
Contact Created Month		Populated from the contact card for statistics purpose.
Web Bid	Tickbox	Selected when the bid submitted via website.
Web Bid Entry No.		Internal field, you can directly link back to the web commission bid.
Buyer No.		Commission bidder number.
Buyer Name		Commission bidder name.
Archived	Tickbox	Selected if commission bid is archived. The **Close Auction** process automatically archives all the commission bids.
E-mail Address		Populated from the contact card.
Successful	Tickbox	Selected if successful commission bid.
UniqueID		Populated when a **Lot No.** selected.

4. Select **OK** to confirm submission.

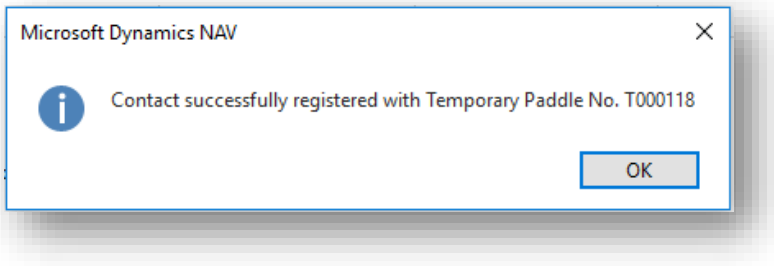


5. Confirmation message appears. Select **OK** to close the window.

If you selected Buyer with Permanent Paddle assigned, message will state:



If you selected Buyer without Permanent Paddle assigned, message will state:



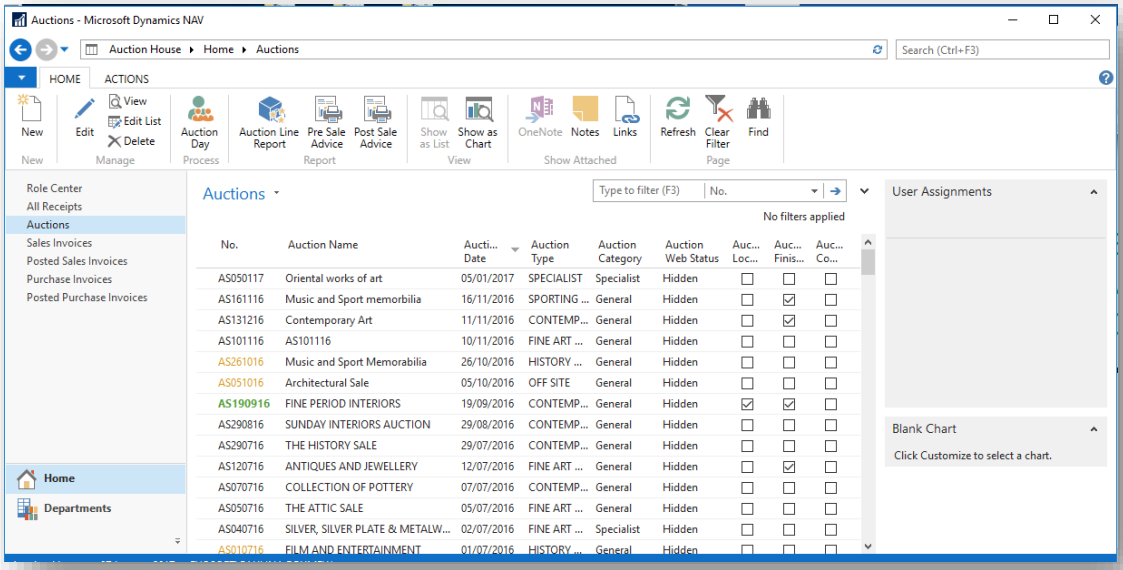
Commission bid is now logged in, and will appear in the relevant column on the Salebook, and the website will be updated.

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

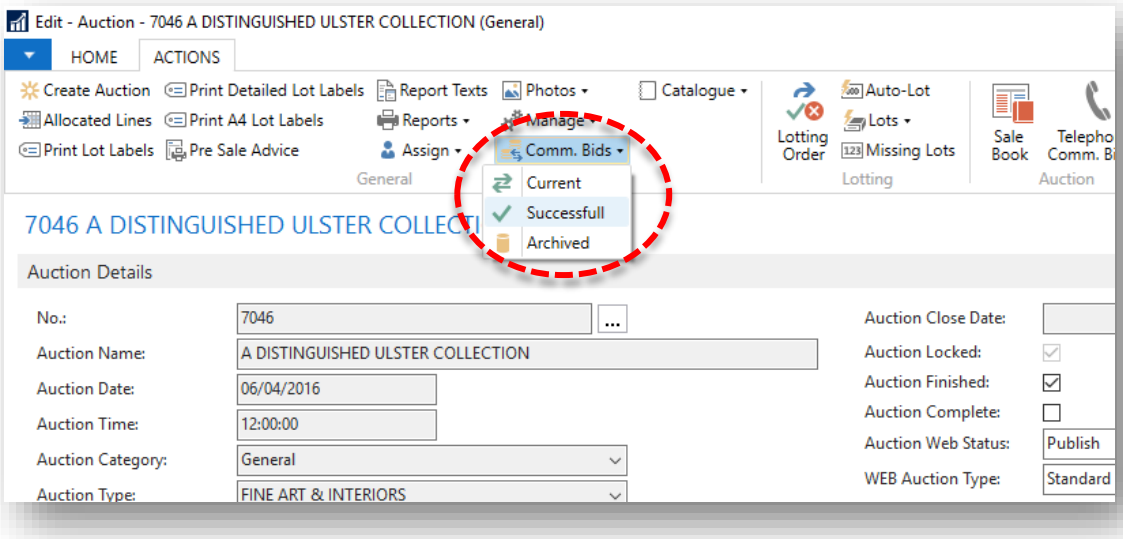
HOW TO VIEW A LIST OF SUCCESSFUL COMMISSION BIDS FROM AN AUCTION

To view list of successful commission bids from a particular auction:

1. In the Search box enter **Auctions**, and then choose the related link.
   The **Auctions** window opens.



2. Open an auction, and select **Comm. Bids**., and then choose **Successful** from the Ribbon.

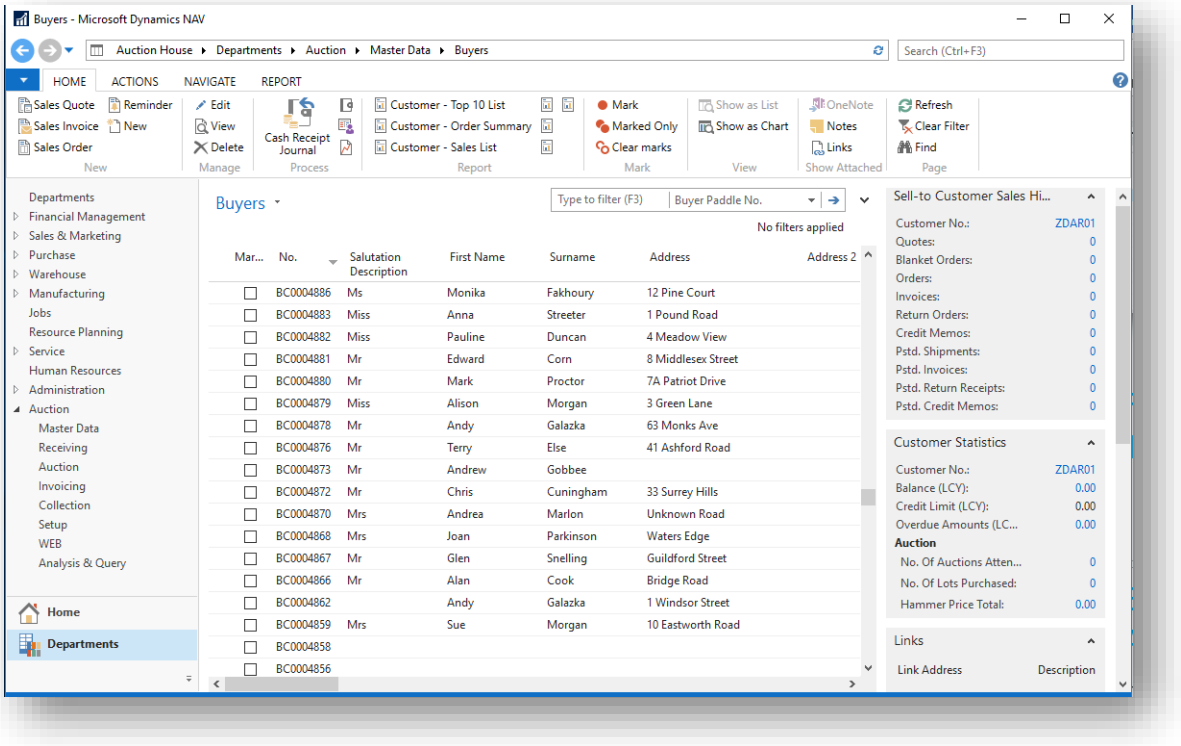


1.5 OTHER

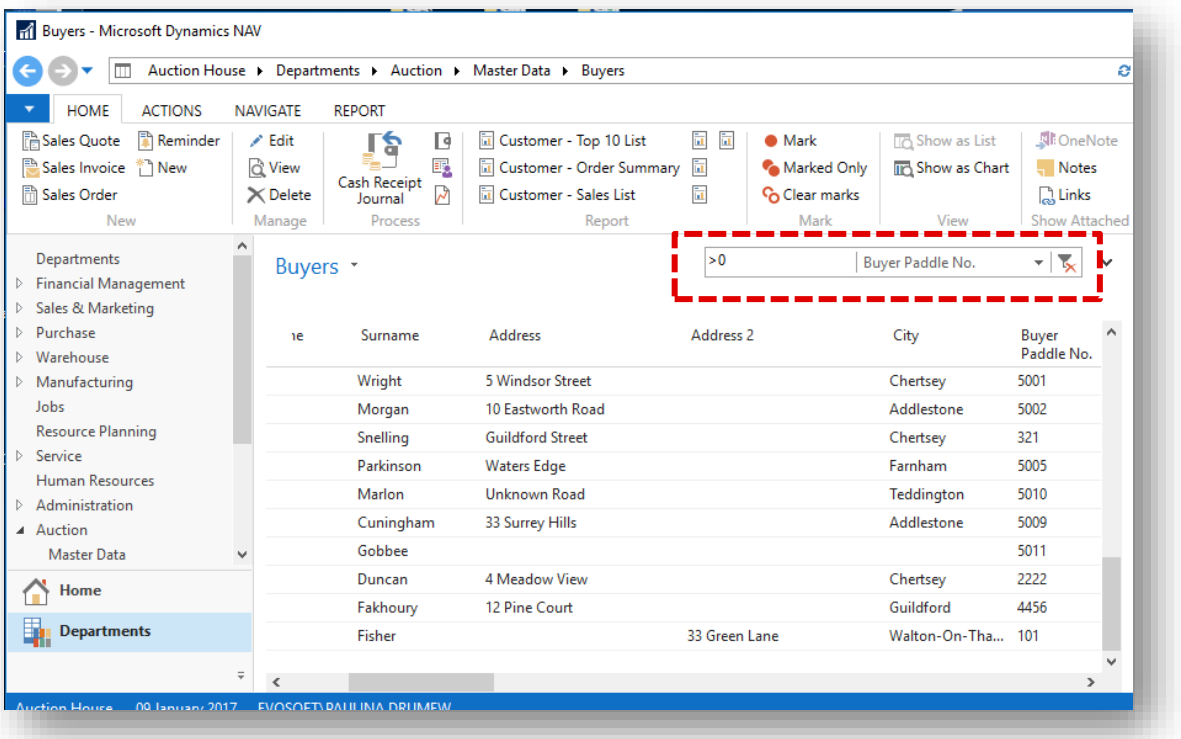
HOW TO VIEW A LIST OF BUYERS WITH PERMANENT PADDLE NUMBER ASSIGNED

To view a list of buyers with permanent paddle number assigned:

1. In the Search box enter **Buyers** and then choose the related link.
   The **Buyers** window opens.

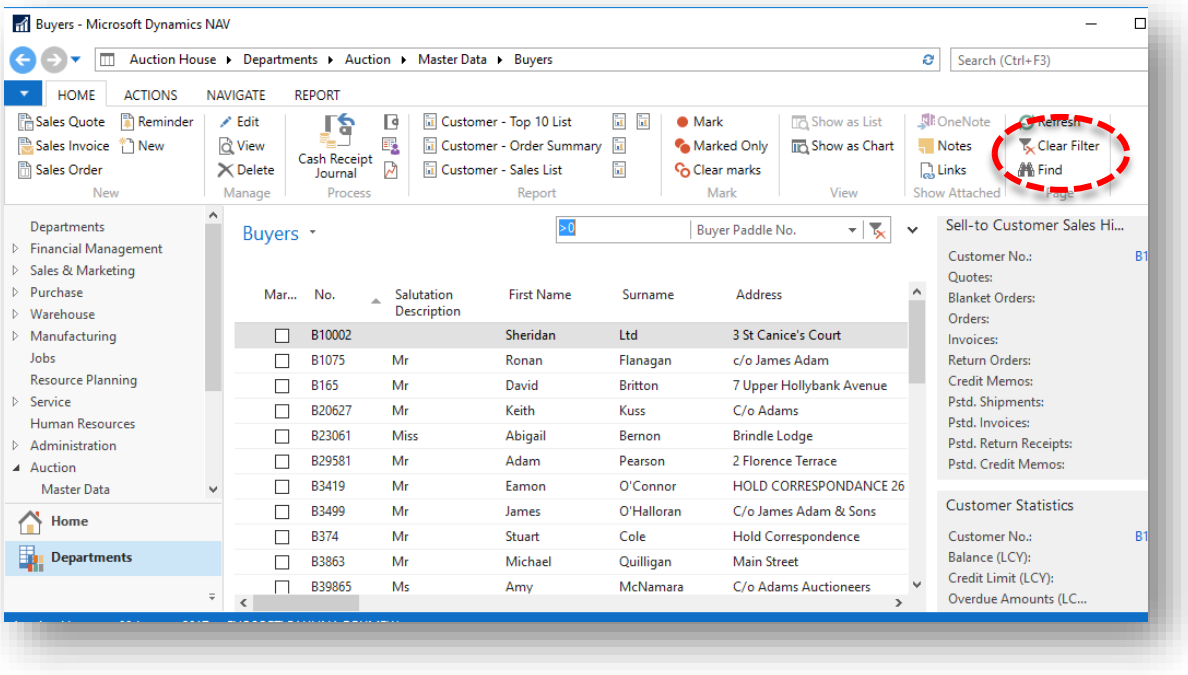


2. Apply filter to search for **Buyer Paddle No.** with the value >0



NOTE

To remove the filter, select **Clear Filter** from the Ribbon.

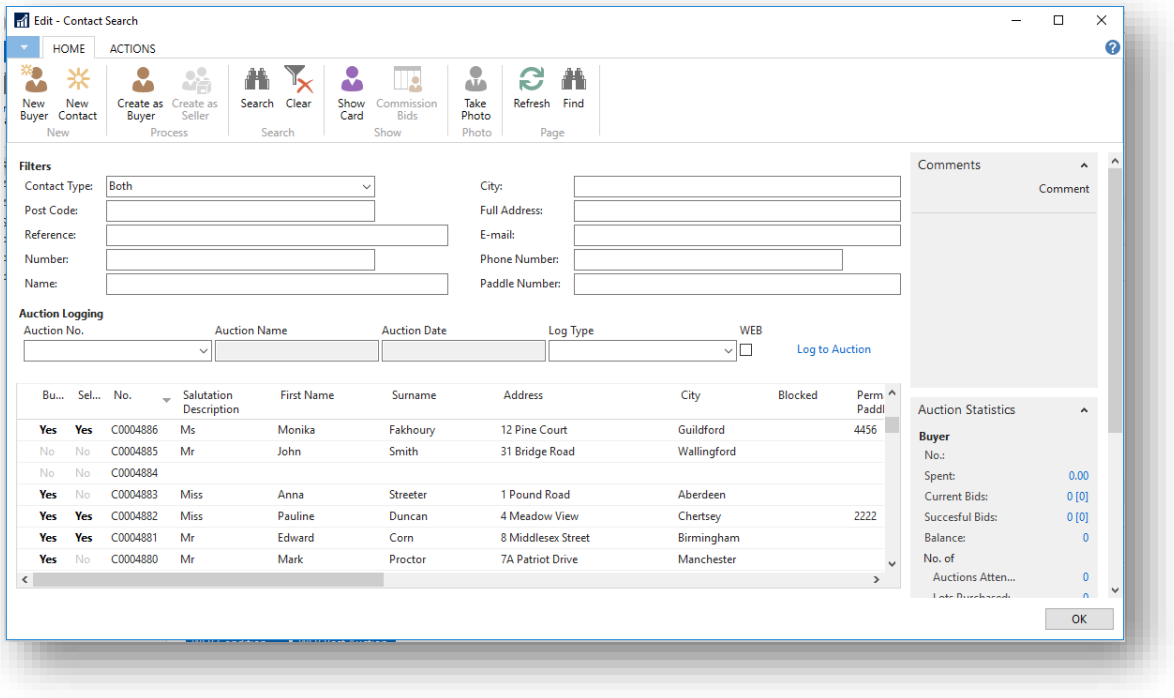


HOW TO FIND A PARTICULAR BUYER OR A VENDOR

Contact Search is the master database storing details of all the buyers, the sellers or any other entity involved in buying/selling or marketing processes.

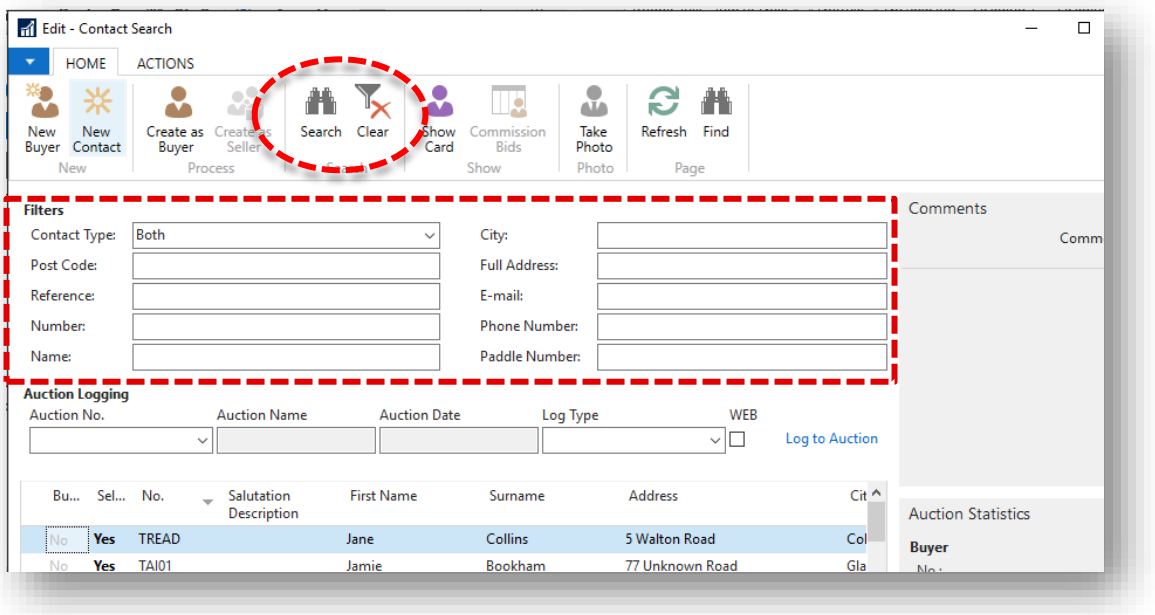
To find a particular buyers or a vendor

1. In the Search box enter **Contact Search** and then choose the related link.
   The CONTACT SEARCH window opens.



2. Navigate to the **Filters** pane and fill in any know information such as telephone number, postcode, surname and so on.

3. Select **Search** from the Ribbon.
   To cancel search/filter and bring all the contacts list back, select **Clear** from the Ribbon.

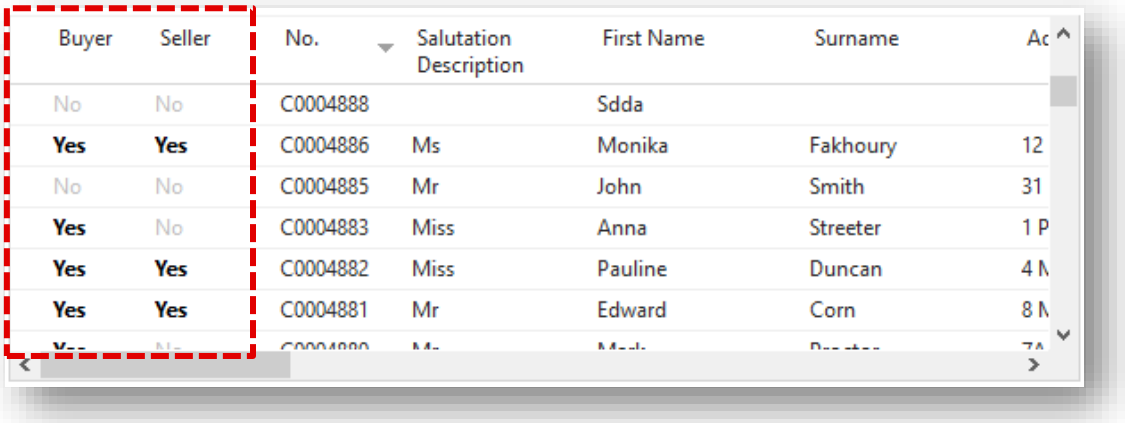


NOTE

If a contact is registered as a buyer, you will see **Yes** in the **Buyer** column.

If a contact is registered as a vendor, you will see **Yes** in the **Seller** column.

If a contact is registered as a vendor and a buyer, you will see **Yes** in both columns.



Buyer	Seller	No.	Salutation Description	First Name	Surname	Ac
No	No	C0004888		Sdda		
Yes	**Yes**	C0004886	Ms	Monika	Fakhoury	12
No	No	C0004885	Mr	John	Smith	31
Yes	No	C0004883	Miss	Anna	Streeter	1 P
Yes	**Yes**	C0004882	Miss	Pauline	Duncan	4 M
Yes	**Yes**	C0004881	Mr	Edward	Corn	8 M

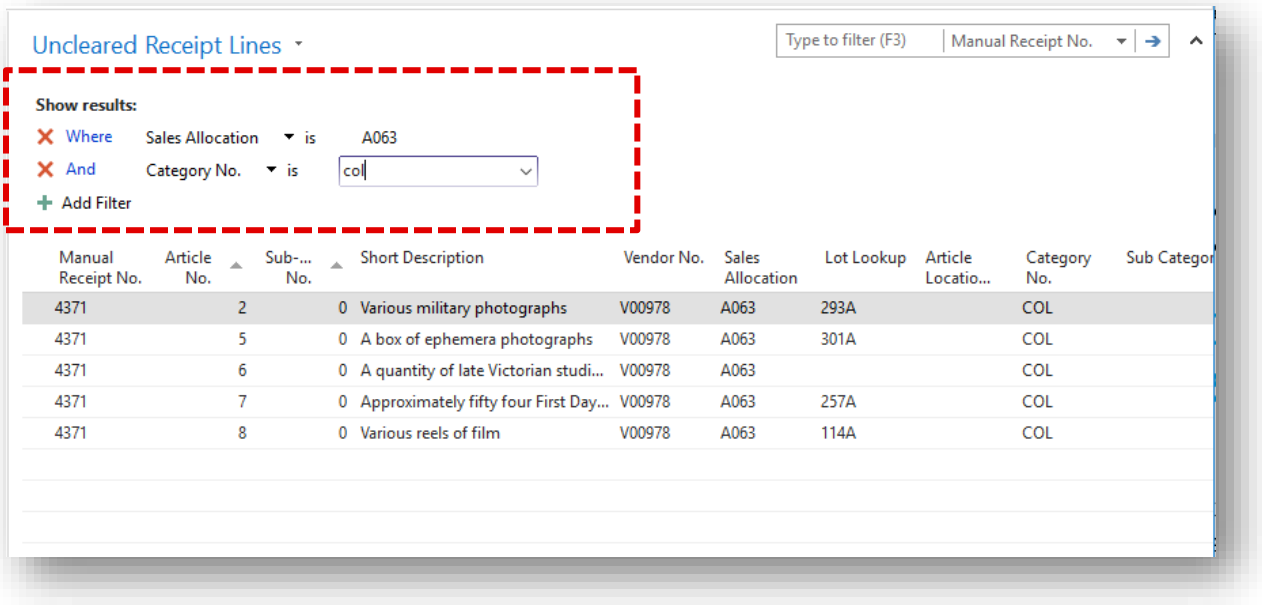
HOW TO FILTER IN A FIELD TO REDUCE OPTIONS AVAILABLE

Filter functions help you define or limit information to be display in order to work with specific group of information, as you set a filter by specifying criteria for one or for several fields. The program then tests all records and only records that match the criteria pass through the filter. If criteria are specified for several fields at the same time, records must match all criteria to pass through the filter.

You can set and remove filter on any field in a record, and you can do it as often as you like.

Example:

Apply filer on the **Uncleared Receipt Lines** to show only articles from A063 auction assigned to category COL.



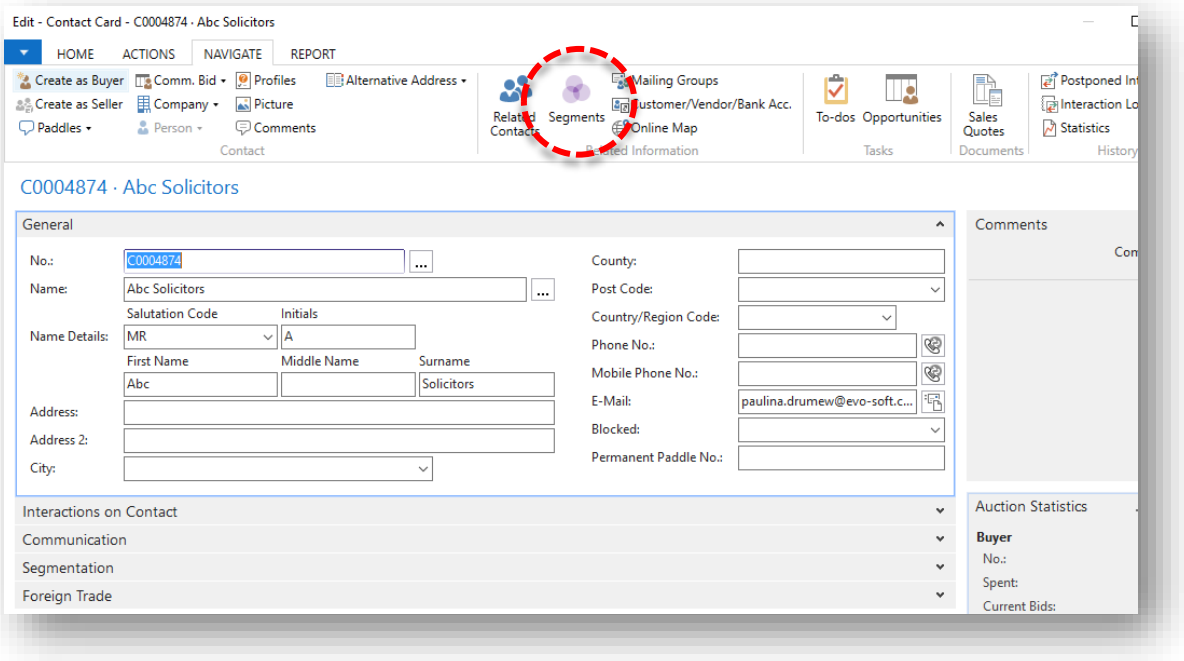
The filters are valid until you cancel their selection or set new filter.

As soon as you finish using particular filter for any function, click the **Clear Filter** to remove the filter.

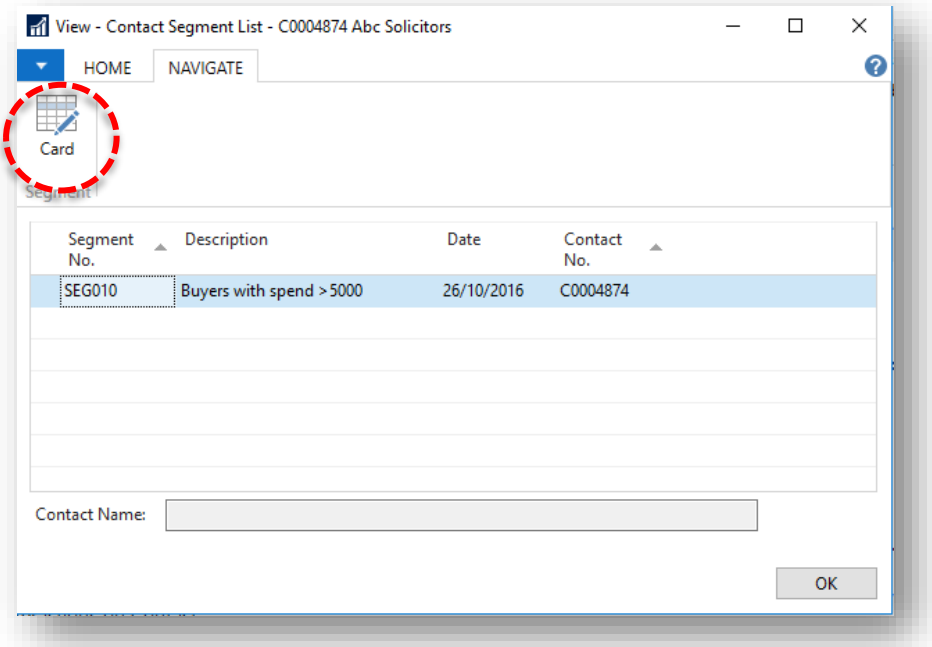
HOW TO REMOVE A CONTACT FROM A SEGMENT

To remove a contact from a segment, you need to check which segment a contact is assign to.

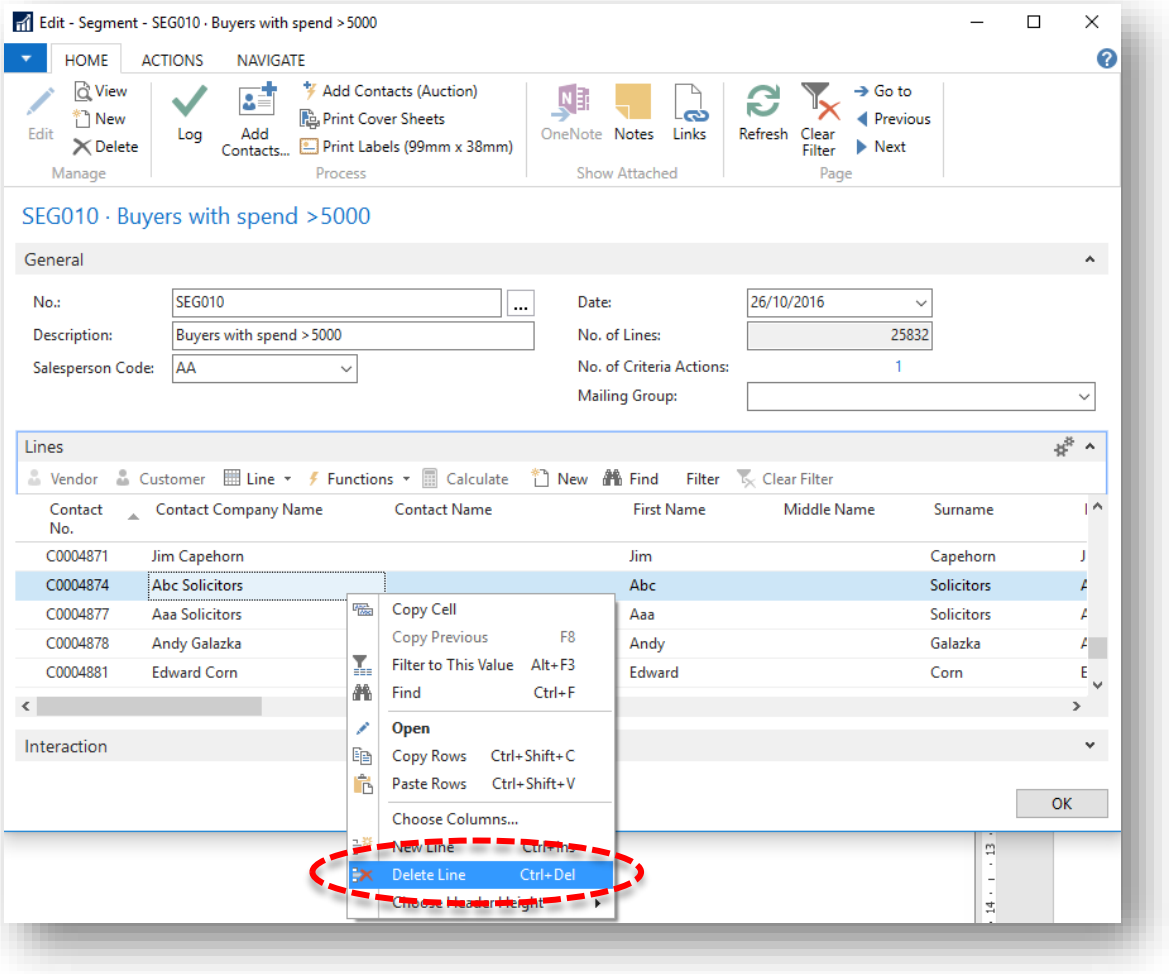
1. Navigate to a contact card and select **Segments** from the Ribbon.



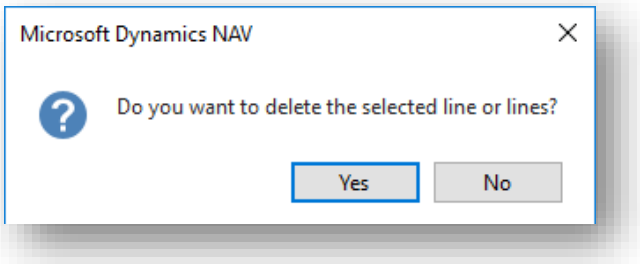
2. The **Contact Segment List** window opens.
   Highlight a segment line and then select **Card** from the Ribbon.



3. The **Segment** window opens.
   Find the buyer and to remove it, right click and then select **Delete Line**.



4. Select **Yes** to confirm.



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