

Auction Line Report User guide

Published date: 1 July 2023







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1.1 AUCTION LINE REPORT

This set of filters allows you to create customised report from selected auction lines.

To run the Auction Line report:

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

Auction House	 Home Auct 	ions								e	Search (Ctrl+F3)
HOME ACTIONS											
ew Manage	Auction Day Process	Line Pre Sale Post Sale trt Advice Advice Show Report	Show as Chart	OneNote Not	es Links	Refresh Clea Filte Page	r Find				
Role Center	Auctions -				Type to filt	er (F3) No.		-	->	~	User Assignments
All Receipts							No	filters ap	oplied		
auctions Gales Invoices Posted Sales Invoices	No.	Auction Name	Aucti 🚽 Date	Auction Type	Auction Category	Auction Web Status	Auc A	Auc A Finis (Auc Co	^	
Purchase Invoices	AS050117	Oriental works of art	05/01/2017	SPECIALIST	Specialist	Hidden					
osted Purchase Invoices	AS161116	Music and Sport memorbilia	16/11/2016	SPORTING	General	Hidden		\checkmark			
	AS131216	Contemporary Art	11/11/2016	CONTEMP	General	Hidden		\checkmark			
	AS101116	AS101116	10/11/2016	FINE ART	General	Hidden					
	AS261016	Music and Sport Memorabilia	26/10/2016	HISTORY	General	Hidden					
	AS051016	Architectural Sale	05/10/2016	OFF SITE	General	Hidden					
	AS190916	FINE PERIOD INTERIORS	19/09/2016	CONTEMP	General	Hidden		\checkmark			
	AS290816	SUNDAY INTERIORS AUCTION	29/08/2016	CONTEMP	General	Hidden					Blank Chart
	AS290716	THE HISTORY SALE	29/07/2016	CONTEMP	General	Hidden					Click Customiza to coloct a chart
	AS120716	ANTIQUES AND JEWELLERY	12/07/2016	FINE ART	General	Hidden		\checkmark			Click Customize to select a chart.
Home	AS070716	COLLECTION OF POTTERY	07/07/2016	CONTEMP	General	Hidden					
Departments	AS050716	THE ATTIC SALE	05/07/2016	FINE ART	General	Hidden					
_	AS040716	SILVER, SILVER PLATE & METALW	02/07/2016	FINE ART	Specialist	Hidden					
Ŧ	AS010716	FILM AND ENTERTAINMENT	01/07/2016	HISTORY	General	Hidden				¥	

2. Select line with an auction and then choose Auction Line Report from the Ribbon.

Auction House 🕨 H	lome Auctions			e e
HOME ACTIONS				
ew Edit	Auction Line, Bre Sale, Post Sale	Show Show as	OneNote Notes Links	Refresh Clear Find
w Manage Proce	Report Advice Advice	as List Chart View	Show Attached	Filter Page
ole Center Il Receints	Auctions -	Турет	to filter (F3) No.	• - •
uctions				No filters applied
ales Invoices	No.	Auction Name	Auction Date	Auction Typ ^
osted Sales Invoices	r — — — — — — — —			
urchase Invoices	AS051016	Architectural Sale	05/10/2016	OFF SITE
osted Purchase Invoices			RS	- CONTEMPO
	AS290816	SUNDAY INTERIORS A	UCTION 29/08/2016	CONTEMPO
	A\$290716	THE HISTORY SALE	29/07/2016	CONTEMPO



The Auction Line Report window opens.

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	Print • Previe	Print Preview Ca

OPTIONS FASTTAB

In this FastTab define what information must be included in the report.

Options	^	
Load Report		
Selected Fields:	····	
Save Report		
Include Long Description:		
Include Condition Report:		

Load Report:		
Selected Fields	Lookup	Select fields to include in the report.
		Click Edit list in the Ribbon, and then choose relevant captions.

Save Report:		
Include Long Description	Tickbox	Select to include long descriptions.
Include Condition Report	Tickbox	Select to include condition reports.





AUCTION LINE FASTTAB

In this FastTab, set filters to specify information by which you want to select auction lines.

For example, select Auction No. to include lines from particular auction.

Show result	ts:	
× Where	Auction No. 🔻 is AS051016	
🗙 And	Lot No. 🔻 is 🛛 Enter a value.	
🗙 And	Category No. 🔻 is 🛛 Enter a value.	
🗙 And	Sub Category No. 🔻 is 🛛 Enter a value.	
+ Add Filte	er	

To generate the report, choose the **Print** button or the **Preview** button.

dit - Auction Line Report				\times
 ACTIONS 				?
Clear				
Filter				
Page				
Options				*
Auction Line				~
	Print •	Preview	Can	cel
				04.0



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

dit - Auction Line Report	$ \Box$ x
 ACTIONS 	
Clear Filter Page	
Options	*
Auction Line	*
	Print • Preview Cancel
	Print Preview Cancel
	Print Preview Cancel Print PDF Ctrl+Shift+P
	Print Preview Cancel Print Print PDF Ctrl+Shift+P Microsoft Word Ctrl+Shift+W
	Print Preview Cancel Pint PDF Ctrl+Shift+P Microsoft Word Ctrl+Shift+W Microsoft Excel Ctrl+Shift+E



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