



Auction Results

User guide

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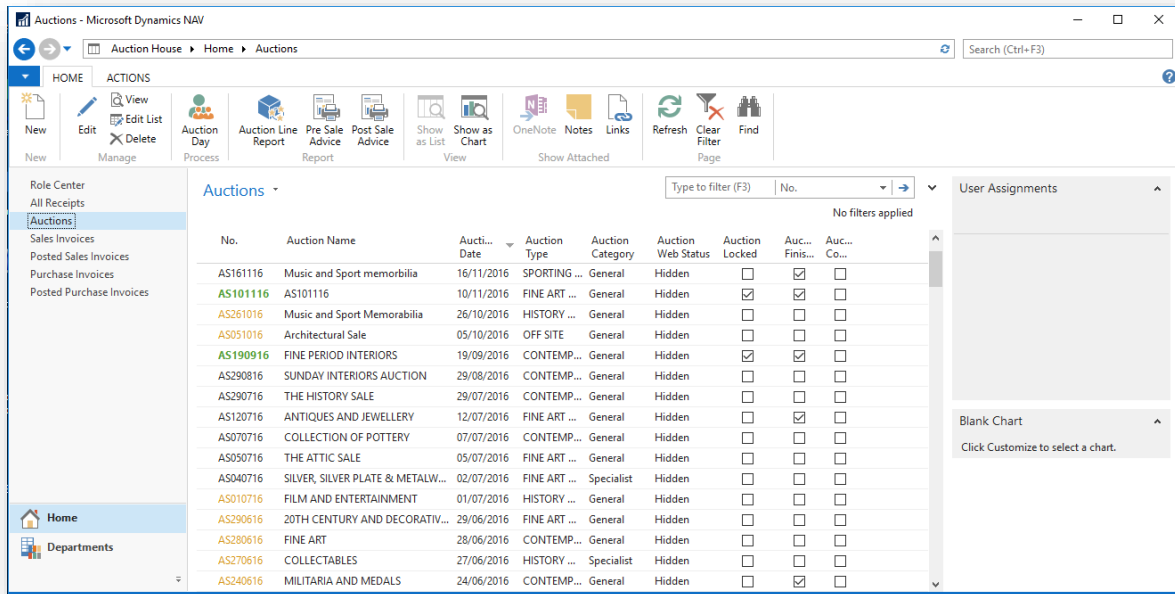
1.1 AUCTION RESULTS

When auction is complete, you can populate **Web invoices** and then send email notification to successful bidders with the payment link.

To create the web invoices, you have to **Populate Results** first.

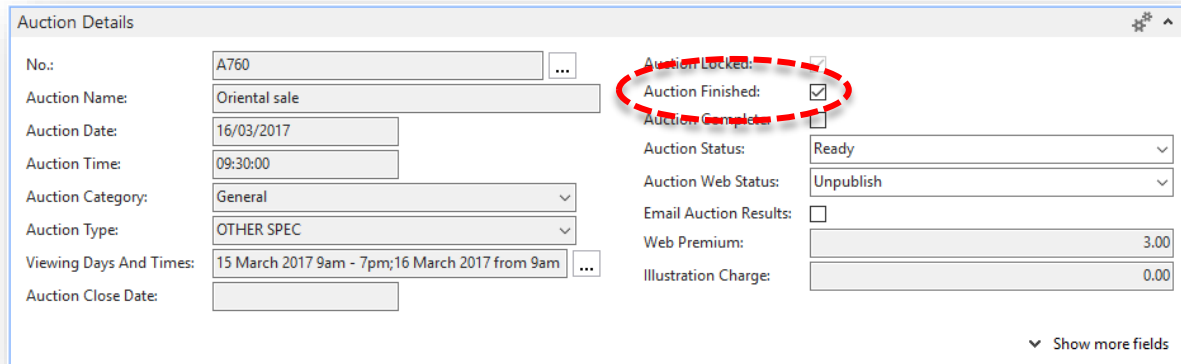
1. In the Search box enter **Auctions**, and then choose the related link.

The **Auctions** window opens.



No.	Auction Name	Auction Date	Auction Type	Auction Category	Auction Web Status	Auction Locked	Auction Finished	Auction Closed
AS161116	Music and Sport memorabilia	16/11/2016	SPORTING ...	General	Hidden	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AS101116	AS101116	10/11/2016	FINE ART ...	General	Hidden	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AS261016	Music and Sport Memorabilia	26/10/2016	HISTORY ...	General	Hidden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AS051016	Architectural Sale	05/10/2016	OFF SITE	General	Hidden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AS190916	FINE PERIOD INTERIORS	19/09/2016	CONTEMP...	General	Hidden	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AS290816	SUNDAY INTERIORS AUCTION	29/08/2016	CONTEMP...	General	Hidden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AS290716	THE HISTORY SALE	29/07/2016	CONTEMP...	General	Hidden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AS120716	ANTIQUES AND JEWELLERY	12/07/2016	FINE ART ...	General	Hidden	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AS070716	COLLECTION OF POTTERY	07/07/2016	CONTEMP...	General	Hidden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AS050716	THE ATTIC SALE	05/07/2016	FINE ART ...	General	Hidden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AS040716	SILVER, SILVER PLATE & METALW...	02/07/2016	FINE ART ...	Specialist	Hidden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AS010716	FILM AND ENTERTAINMENT	01/07/2016	HISTORY ...	General	Hidden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AS290616	20TH CENTURY AND DECORATIV...	29/06/2016	FINE ART ...	General	Hidden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AS280616	FINE ART	28/06/2016	CONTEMP...	General	Hidden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AS270616	COLLECTABLES	27/06/2016	HISTORY ...	Specialist	Hidden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AS240616	MILITARIA AND MEDALS	24/06/2016	CONTEMP...	General	Hidden	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2. Open an auction and navigate to the **Auction Details FastTab**, and then select the **Auction Finished** check box.



No.:	A760	Auction Locked:	<input type="checkbox"/>
Auction Name:	Oriental sale	Auction Finished:	<input checked="" type="checkbox"/>
Auction Date:	16/03/2017	Auction Complete:	<input type="checkbox"/>
Auction Time:	09:30:00	Auction Status:	Ready
Auction Category:	General	Auction Web Status:	Unpublish
Auction Type:	OTHER SPEC	Email Auction Results:	<input type="checkbox"/>
Viewing Days And Times:	15 March 2017 9am - 7pm; 16 March 2017 from 9am	Web Premium:	3.00
Auction Close Date:		Illustration Charge:	0.00

When the auction is marked as finished, create and post deferred invoices.

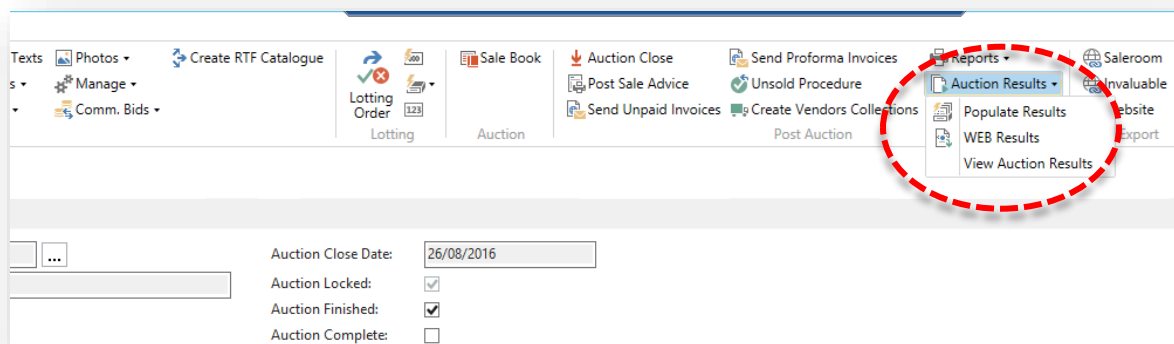
NOTE

Make sure all the invoices are correct and are ready to publish.

Before sending email notification to successful bidders, you must **Populate Results**.

To **Populate Results**:

1. Open the auction and select **Auction Results**, and then choose **Populate Results**.



To view the list of results, select **Auction Results**, and then choose **View Auction Results**.

The **Auction Results** window opens.

Auction Results ▾

Auction Date	GUID	Email Address	Line No	Invoice No.	Lot No	Lot Name
27/09/2016	114447		10		352	TISSOT - a gentleman's gold plated Le ...
27/09/2016	115328		10		12	BREITLING - a gentleman's stainless ste...
27/09/2016	115328		20		27	BREITLING - a lady's stainless steel Calli...
27/09/2016	115328		30		3	AUDEMARS PIGUET - a gentleman's sta...
27/09/2016	115328		40		74	CARTIER - a gentleman's stainless steel ...
27/09/2016	115328		50		75	CARTIER - a bi-metal Panthere bracelet...
27/09/2016	115328		9999	100106470		
27/09/2016	0		20000	100106470	13	BREITLING - a gentleman's stainless ste...
27/09/2016	0		40000	100106470	29	BULGARI - a gentleman's aluminum Di...
27/09/2016	54525		10		217	OMEGA - a gentleman's stainless steel ...

On this page, you can view detailed results from selected auction.

NOTE

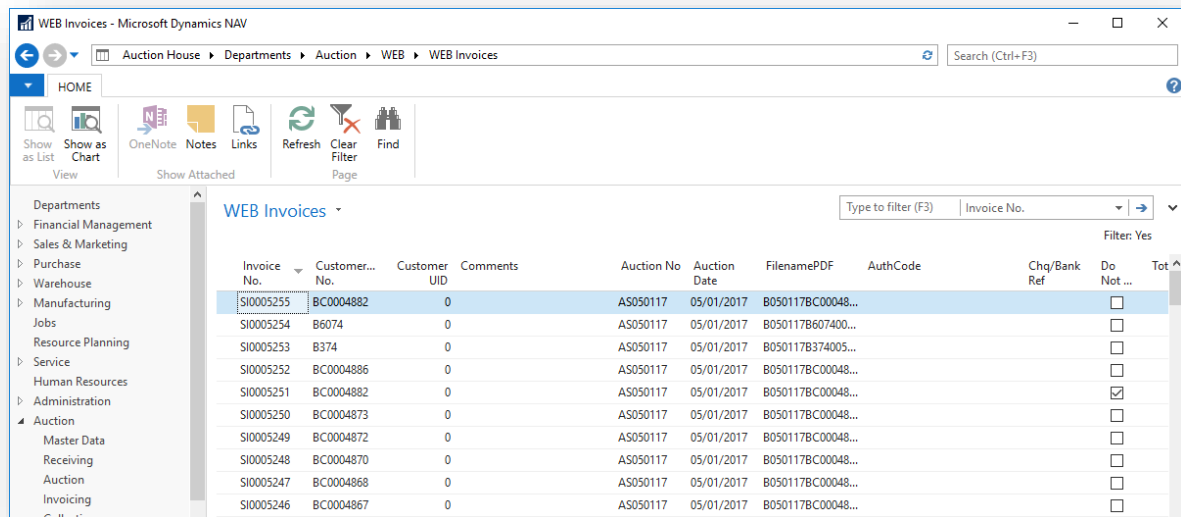
Line No. **9999** is actual invoice line.

Line No. with **number <9999** is for unsuccessful bids

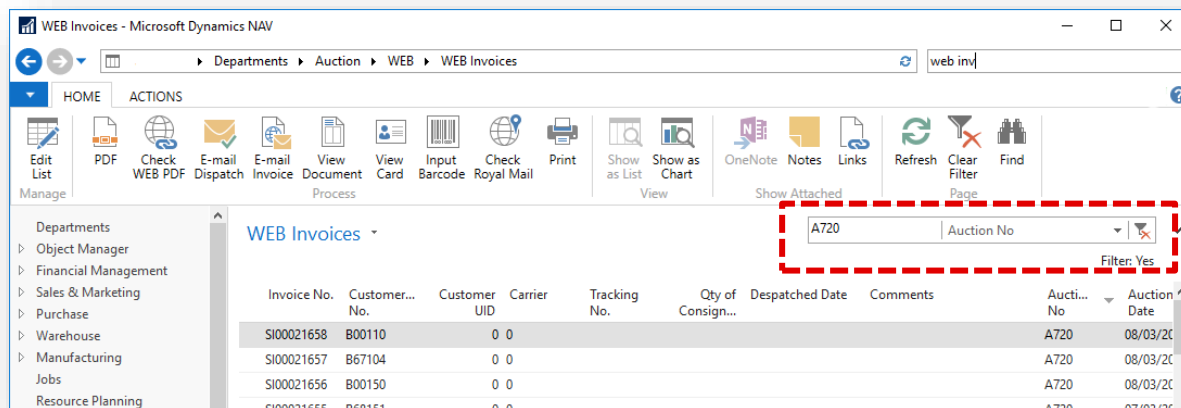
Line No. with **number >9999** is for successful bids.

Now you need to check that all the invoices are uploaded to the website.

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



2. Apply filter to view invoices from selected auction only.



- Make sure all the lines are selected in the **Moved** column.
Selected check box indicates that the invoice is uploaded to the website.

Yes

Code	Chq/Bank Ref	Do Not ...	Total Amount	CPaid	TPaid	Stat...	Fell... To ...	Ledger Entry No	JTime	Sales	PDF crea...	Mov...	Move Confirmed
		<input checked="" type="checkbox"/>	2,296.80			<input checked="" type="checkbox"/>	<input type="checkbox"/>	2472950	8788813	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	1,786.40			<input checked="" type="checkbox"/>	<input type="checkbox"/>	2472971	8803229	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	510.40			<input checked="" type="checkbox"/>	<input type="checkbox"/>	2472977	8788930	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	2,807.20			<input type="checkbox"/>	<input type="checkbox"/>	2472983	8787786	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ssons-PAYMENT-125...		<input type="checkbox"/>	1,339.20	30.00	1,389.74	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2472990	8805034	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	689.04	30.00	719.04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2472996	8788821	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ssons-PAYMENT-125...		<input type="checkbox"/>	1,531.20	30.00	1,584.62	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2473002	8789418	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	768.80			<input checked="" type="checkbox"/>	<input type="checkbox"/>	2473021	8794969	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	10,540.00			<input checked="" type="checkbox"/>	<input type="checkbox"/>	2473104	8816277	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	8,270.00			<input type="checkbox"/>	<input type="checkbox"/>	2473552	8788823	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

When all invoices are available online, you must email notifications to successful bidders.
Notification email will include the payment link.

- Open the auction and navigate to the **Auction Details FastTab**, and then select the **Email Auction Results** check box.

Auction Details

No.:	A760	Auction Locked:	<input checked="" type="checkbox"/>
Auction Name:	Oriental sale	Auction Finished:	<input checked="" type="checkbox"/>
Auction Date:	16/03/2017	Auction Complete:	<input type="checkbox"/>
Auction Time:	09:30:00	Auction Status:	Ready
Auction Category:	General	Auction Web Status:	Unpublish
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Viewing Days And Times:	15 March 2017 9am - 7pm; 16 March 2017 from 9am	Web Premium:	3.00
Auction Close Date:		Illustration Charge:	0.00

Show more fields



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