

# Commission Bids Userguide

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# 1.1 COMMISSION BIDS

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

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

# **REGISTERING COMMISSION BIDS**

To register a commission bid for a particular buyer:

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

HOME	E ACTIC	NS							
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#### The Commission Bids window opens.

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



dit - Commission Bids										$\times$
HOME ACTIONS										6
New View Edit List New Manage	e Print Commissio Bid Form	Send Commission Bid Form Report	Show as List Vi	Show as Chart ew	Note Notes Links	Refresh	Clear Filter Page	Find		
Commission Bids 🔹					Type to filter (F	3) Aucti	ion No.		-	~
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Addition 2	1 Goud	la vase	Normal	ip	20	.00 5011				

Field name	Туре	Description
Auction No.	Lookup	Select an auction and use TAB Key to move to the next field.
Auction Date		Populated when the Auction No. selected.
Lot No.	Lookup	Enter a lot number or select a lot from the auction lines list.
Short Description		Populated when the Lot No. selected.
Bid Type	Dropdown	Select bid type from available options:
		Normal (Default)
		Plus One
		Telephone Bid.
Bid Source	Lookup	Select bid source from the list.
Bid		Enter a maximum hammer price for the lot.
Buyer Paddle		Buyer paddle number is generated on submission.
Remarks		Enter comments if required.
Call Assign To	Lookup	In use only if telephone bid. For more information go to Telephone Bid Management help sheets.



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





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

dit - Commission	Bids						×
HOME	ACTIONS						?
New View List	Edit List Delete	Print Commission Bid Form Bid Form	Show as List Chart	OneNote Notes Links	Refresh Clear Filter	Find	
New	Manage	Report	View	Show Attached	Page		
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Auction No.	Auction Date L	ot No. Short Description Edwardian yellow metal	Bid Type 🔔 Bid S	F Source Bio L 400.0	ilter: C0004872 • N d Buyer Paddle 0	lo • AS0510 Remarks	16
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Auction Auction Auction Auction Auction	Auction Date L 05/10/2016 6	ot No. Short Description Edwardian yellow metal	Bid Type 🔒 Bid : Normal EMA	F Source Bio	ilter: C0004872 • N d Buyer Paddle 0	lo • AS0510 Remarks	16
Auction Auction Auction	Auction Date L 05/10/2016 6	ot No. Short Description Edwardian yellow metal	Bid Type 🔒 Bid : Normal EMA	F Source Bio	ilter: C0004872 • N d Buyer Paddle 0	lo • AS0510 Remarks	16
Auction No. AS051016	Auction Date L	ot No. Short Description Edwardian yellow metal	Bid Type 🔒 Bid S Normal EMA	F Source Bio	ilter: C0004872 • N d Buyer Paddle 0	lo • AS0510 Remarks	16 К

4. Confirmation message appears.

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



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

Microso	ft Dynamics NAV	×
0	Contact successfully registered with Temporary Paddle No. T000118	
	ОК	

Select **OK** button to confirm.

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





#### NOTE

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

## CURRENT COMMISSION BIDS REPORT

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

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

Create Auction 💿 Prir	t Detailed Lot Labels	Report Texts	🛋 • 🗌 •	2 🚈	🔟 Sale Book	🕻 Comm. Bidders Cal
Allocated Lines 💿 Prir	it A4 Lot Labels	🖶 Reports 🔹	1000	<b>V 10</b>	🕻 Telephone Comm. Bids 🔹	Auction Close
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Auction Name: Auction Date:	20/10/2015				Addition	
Auction Name: Auction Date: Auction Time:	20/10/2015				Auction	Complete:

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

Edit - Com	nmission Bids												- 0	×
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Auction No.	Auction Date	Lot No.	Short Description	Bid Type 🔺	Bid Source	Bid	Buyer Paddle	Remarks	Call Assign To	Bid Sheet Printed	Phone No.	Mobile Phone No.	Bid Date	Bid
AS051016	~ 05/10/2016	1	George III silver sugar vas	Normal	IP	20.00	5011						18/10/2016	15:4
AS051016	05/10/2016	6	Edwardian yellow metal	Normal	EMAL	400.00	5009						18/10/2016	16:12
AS051016	05/10/2016	10	Fine large 19th century It	Plus One	WEB	700.00 1	T000118						18/10/2016	16:1
AS051016	05/10/2016	14	Pair Chinese famille rose	Marmal	C2 4 4 4									
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AS051016	05/10/2016	15	Fine and rare set of twelv Pair Victorian two-handl	Normal	IP IP	400.00 1 500.00 1 200.00 1	T000119 T000119 T000120				0123 111111 0123 111111		19/10/2016 19/10/2016 19/10/2016	11:3 11:3 11:3
AS051010 AS051016 AS051016	05/10/2016	15 17 19	Fine and rare set of twelv Pair Victorian two-handl George IV silver three pie	Normal Normal Normal	IP IP OTT	400.00 1 500.00 1 200.00 1 400.00 4	T000119 T000119 T000120 4456				0123 111111 0123 111111 000000	111111	19/10/2016 19/10/2016 19/10/2016 19/10/2016	11:3 11:3 11:3 11:3
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# SUCCESSFUL COMMISSION BIDS REPORT

To generate a list of all successful commission bids:

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

	Actions										
€ Create Auctic Allocated Lin  Print Lot Lab	on	: Detailed Lot Labels : A4 Lot Labels Sale Advice	Report Texts	■ Photos • Manage • • Gomm. Bids • Current	Catalogue •	Lotting Order	Auto-Lot Auto-Lot Missing Lots Lotting	Sale Book	Telephor Comm. Big Auction	ne ds ▼ □ □ Pos	mm. Bidd ction Clo: st Sale Ac
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The **Commission Bids** window opens with filter applied to show successful lines only.

Edit - Comn	mission Bids							
HOME	ACTIONS							
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ion results.								
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Where And Add Filter Auction No. 6033 6033	Auction No. Successful Auction Date 08/12/2015 08/12/2015	is 603: is Yes Lot No. 2 2A 3	Short Description ****Please note the estima ****Additional Lot****A d Three gold sovereigns	Bid Type 🔹 Normal Normal Telephone Bid	Bid Source OTT IP	Bid 210.00 400.00 0.00	Buyer Paddle 9 903 9 901 9 1000	e Remarks
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Where And Add Filter Auction No. 6033 6033 6033 6033 6033	Auction No. Successful Auction Date 08/12/2015 08/12/2015 08/12/2015 08/12/2015	is 603: is Yes Lot No. 2 2A 3 4 18	Short Description Short Description ****Please note the estima *****Additional Lot****A d Three gold sovereigns Two 9 carat gold pendants A late 18th Century "love	Bid Type Normal Normal Telephone Bid Telephone Bid Normal	Bid Source OTT IP	Bid 210.00 400.00 0.00 0.00 1,500.00	Buyer Paddle 9 903 9 901 9 1000 9 1006 9 906	e Remarks

# COMMISSION BIDDERS CALL BACK REPORT

To generate a call back report for all successful bidders:

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

<ul> <li>HOME ACTIONS</li> <li>Create Auction C ACTIONS</li> <li>Create Auction C A CTIONS</li> <li>Comm. Bidders Call Back Report</li> <li>Comm. Bids</li> <li>Comm. Bidders Call Back Report</li> <li>Comm. Bids</li> <li>Auction Complete:</li> <li>Comm. Bids</li> <li>Comm. Bids&lt;</li></ul>	Edit - Auction - 6033 FINE JEV	VELLERY & WATCHES (Genera	1)		
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General Lotting Auction Post Auction   6033 FINE JEWELLERY & WATCHES (General)     Auction Details  Auction Close Date:   Auction Name: FINE JEWELLERY & WATCHES   Auction Date: 08/12/2015   Auction Time: 18:00:00   Auction Complete:	回 Print Lot Labels 🛛 🙀 🎍 🕶 🍯	5,▼ Order 123		िन्न Post Sale Advice	🖕 []
6033 FINE JEWELLERY & WATCHES (General)         Auction Details <ul> <li>Auction Close Date:</li> <li>Auction Name:</li> <li>FINE JEWELLERY &amp; WATCHES</li> <li>Auction Locked:</li> <li>Auction Date:</li> <li>08/12/2015</li> <li>Auction Complete:</li> <li>Istoricon Complete:</li> </ul> <ul> <li>Auction Complete:</li> <li>Auction Complete:</li> <li>Auction Complete:</li> </ul> <ul> <li>Auction Complete:</li> <li>Auction Complete:</li> <li>Auction Complete:</li> </ul> <ul> <li>Auction Complete:</li> <li>Auction Complete:</li> <li>Auction Complete:</li> <li>Auction Complete:</li> <li>Auction Complete:</li> </ul> <ul> <li>Auction Complete:</li> </ul>	General	Lotting	Auction	Post Auction	
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No.:     6033     Auction Close Date:       Auction Name:     FINE JEWELLERY & WATCHES     Auction Locked:       Auction Date:     08/12/2015     Auction Finished:       Auction Time:     18:00:00     Auction Complete:	Addion Details				
Auction Name:     FINE JEWELLERY & WATCHES     Auction Locked:       Auction Date:     08/12/2015     Auction Finished:       Auction Time:     18:00:00     Auction Complete:	No.:	6033	Auction Close Date:		
Auction Date:     08/12/2015     Auction Finished:     Image: Complete:       Auction Time:     18:00:00     Image: Complete:     Image: Complete:	Auction Name:	FINE JEWELLERY & WATCHES	S Auction Locked:	$\checkmark$	
Auction Time: 18:00:00 Auction Complete:	Auction Date:	08/12/2015	Auction Finished:	$\checkmark$	
	Auction Time:	18:00:00	Auction Complete:		

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

Edit - Commission Bidders Call Back Report			×
✓ ACTIONS			0
Clear Filter Page			
Commission Bid			^
Show results:			
🗙 Where Auction No. 🔻 is 8140			
🗙 And Successful 🔻 is Yes 🗸			
And Lot No. Is Enter a value.			
× And Bid Type ▼ is Select a value			4
+ Add Filter			
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Print 🔻 Pre	view	Cano	:el [
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2. Select the **Print** button or the **Preview** button to generate the report.

Edit - Commissi	on Bidders Call Back Report — 🗆 🗙
<ul> <li>ACTION</li> </ul>	s
Clear Filter Page	
Commission	Bid
Show results	5.
🗙 Where	Auction No. 🔻 is 8140
🗙 And	Successful ▼ is Yes ∨
🗙 And	Lot No. 🔻 is Enter a value.
🗙 And	Bid Type ▼ is Select a value
+ Add Filter	r
	Print • Preview Cancel

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

ommission Bidders Call Ba	аск Кероі	t				
≪	۵ 🔲 🖡	] 🛃 -   100% -	Find   Next			
		Commission Bio	dders Call Back Report			
						16/01/2017 13:09
					EVOSOFT	PAULINA.DRUMEW
Filters: Auction No.: AS051016, Successful: Yes						
Mark Proctor (T000120)					Invo	ice total: €0.00
A Patriot Drive, , Manchester, Lancashi	re, M12					
aulina.drumew@evo-soft.co.uk	L ot No	Description		Pid	Hommor	Successful2
-	17	Description	aton olivor platod	£200.00	fiammer	False
	17	Pail Victorian two-flandied Eikin	gion silver plated	£200.00	£00.00	Faise
	33	GEORGIAN WROUGHT IRON T GARDEN SEAT 85	HREE SEATER	€1,200.00	€1,000.00	⊢alse
	39	CAST IRON ARCH TOP ÔPIER GARDEN BENC	CE OF WEXFORDŐ	€1,000.00	€800.00	False
	46	Edwardian seed pearl and diamo	nd clover leaf brooc	€100.00	€80.00	False
No of Bids: 4				€2,500.00	€1,940.00	
Anna Streeter (T000119)					Invo	ice total: €0.00
I Pound Road, , Aberdeen, Aberdeensh	Ire, AB					
Jauma.drumew@evo-soit.co.uk 0123 1	LatNa	Desseintion		Dia		Current 12
-	LOUNO.	Description	and the balance	DIU	Familier	Succesiui?
	14	Pair Chinese famille rose palette	porcelain balust	€400.00	€200.00	⊢aise
	15	Fine and rare set of twelve mid-1	8th century silve	€500.00	€400.00	False

# WEB COMMISSION BIDS

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

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

To view all commission bids:

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

The Web Commissions window opens.

Auction House	Departments      Auction	WEB + WEB Com	missions									Search (Ct	n+F3)	
Refresh Find														
rtments	Entry _ Buyer No.	Auction	UniqueID	Bid DateTime	Lot No Lot Suffix	Entered Bid	Bid Value Rea	dy to Insert	Email	Error Text	Tele Bid	Telephone No	Out Message	Message Type
Marketing	4173	A\$051016	REC01418-11	19/10/2016 11:38	26	120.00	120.00					000000		Inserted
se	4176	AS051016	REC01418-6	19/10/2016 11:37	19	400.00	400.00					000000		Inserted
ouse	4175	A\$051016	REC01420-6	18/10/2016 15:59	6	0.00	0.00					01932 000000		Deleted
acturing	4174	A\$051016	REC01420-9	18/10/2016 15:55	9	0.00	0.00					01932 000000		Deleted
	4173	AS120716	REC01398-5	20/07/2016 13:46	5	5.00	5.00					858508497		Inserted
ce Planning	4172	A\$120716	REC01398-2	20/07/2016 12:50	2	3.00	3.00					01932 234 567		Inserted
Percurrer	4171	A\$120716	REC01398-1	20/07/2016 12:48	1	7.00	7.00					01932 234 567		Inserted
istration	4170	AS270616	REC01380-8	27/06/2016 14:33	4	900.00	900.00					01932 000 005		Inserted
n	4169	AS270616	REC01380-6	27/06/2016 14:31	3	2,000.00	2,000.00					01932 000 005	M	Inserted
er Data	4168	AS270616	REC01380-9	27/06/2016 14:28	2	3,000.00	3,000.00					01932 000 005		Inserted
iving	4167	AS270616	REC01380-7	27/06/2016 14:15	1	1,200.00	1,200.00					01932 000 005	M	Inserted
on	4166	AS240616	REC01378-1	24/06/2016 13:31	1	8,000.00	8,000.00					01932 111111	M	Inserted
cing	4165	8144	36057-39	22/05/2016 14:18	344	250.00	250.00					6764971ext2224/ 63	M	Inserted
ction	4164	8144	36033-5	22/05/2016 11:35	458	875.00	875.00					679 1899	M	Inserted
	4163	8144	36057-17	22/05/2016 11:35	452	1,750.00	1,750.00					679 1899	M	Inserted
sis & Query	4162	8144	36057-26	22/05/2016 11:35	410	360.00	360.00					679 1899	M	Inserted
	4161	8144	36117-5	22/05/2016 11:35	385	550.00	550.00					679 1899	M	Inserted
	4160	8144	35916-8	22/05/2016 11:35	241	475.00	475.00					679 1899	R	Inserted
	4159	8144	36064-195	22/05/2016 11:35	138	780.00	780.00					679 1899	M	Inserted
	4158	8144	36064-219	22/05/2016 11:34	135	580.00	580.00					679 1899		Inserted
	4157	8144	36042-1	22/05/2016 11:34	98	375.00	375.00					679 1899		Inserted
	4156	8144	35978-1	22/05/2016 11:34	95	550.00	550.00					679 1899		Inserted
	4155	8144	36064-114	22/05/2016 11:34	92	175.00	175.00					679 1899		Inserted
	4154	8144	36072+3	22/05/2016 11:34	87	150.00	150.00					679 1899		Inserted
	4153	8144	36064-112	22/05/2016 11:34	78	550.00	550.00					679 1899		Inserted
	4152	8144	36042+8	22/05/2016 11:34	71	125.00	125.00					679 1899	2	Inserted
	4151	8144	36042-2	22/05/2016 11:34	66	375.00	375.00					679 1899		Incerted
	4150	8144	35923-6	22/05/2016 11:33	58	125.00	125.00					679 1899	2	Inserted
	4149	8144	35008-3	22/05/2016 11:33	53	75.00	75.00					670 1800		Inserted
	4149	8144	36064-127	22/05/2016 11:33	43	450.00	450.00					679 1899		Inserted
	4147	8144	36019-1	22/05/2016 11:33	37	2 200.00	2 200.00					670 1999		Incerted
ne	4146	8144	34064-177	22/05/2016 11:33	35	75.00	75.00					670 1800		Inserted
	4145	91.64	26107-20	22/05/2016 11:22	29	1 100 00	1 100.00					670 1000		Incerted
partments	4144	8144	36107-20	22/05/2016 11:33	27	220.00	220.00					670 1800		Incerted
-	<	0144	30107729	aar v3/2010 11:33	21	220,00	220100	ш			U	972 1033	M	Amore d
ouse 17 January 2017	EVOSOFT\PAULINA.DRUMEW													

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





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

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

## WEB COMMISSION BIDS READY TO INSERT

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

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

The Web Commission Bids Ready to Insert window opens.

ом	E ACTIONS													8
R	efresh Find													
ry o.	🚽 Buyer	Auction	UniquelD	Bid DateTime	Lot No Lot Suffix	Entered Bid	Bid Value Rei	ady to insert	Email	Error Text	Tele Bid	Telephone No	Out Message	Message ^ Type
	4177	AS051016	REC01418-11	19/10/2016 11:38	26	120.00	120.00					000000		Inserted
4	4176	AS051016	REC01418-6	19/10/2016 11:37	19	400.00	400.00					000000		Inserted
4	4175	AS051016	REC01420-6	18/10/2016 15:59	6	0.00	0.00					01932 000000		Deleted
4	4174	A\$051016	REC01420-9	18/10/2016 15:55	9	0.00	0.00					01932 000000		Deleted
4	4173	AS120716	REC01398-5	20/07/2016 13:46	5	5.00	5.00					858508497		Inserted
4	4172	AS120716	REC01398-2	20/07/2016 12:50	2	3.00	3.00					01932 234 567		Inserted
4	4171	AS120716	REC01398-1	20/07/2016 12:48	1	7.00	7.00					01932 234 567		Inserted
4	4170	AS270616	REC01380-8	27/06/2016 14:33	4	900.00	900.00					01932 000 005		Inserted
4	4169	AS270616	REC01380-6	27/06/2016 14:31	3	2,000.00	2,000.00					01932 000 005		Inserted
4	4168	AS270616	REC01380-9	27/06/2016 14:28	2	3,000.00	3,000.00					01932 000 005		Inserted
4	4167	AS270616	REC01380-7	27/06/2016 14:15	1	1,200.00	1,200.00					01932 000 005		Inserted
4	4166	A\$240616	REC01378-1	24/06/2016 13:31	1	8,000.00	8,000.00					01932 111111		Inserted
4	4165	8144	36057-39	22/05/2016 14:18	344	250.00	250.00					6764971ext2224/ 63		Inserted
4	4164	8144	36033-5	22/05/2016 11:35	458	875.00	875.00					679 1899		Inserted
4	4163	8144	36057-17	22/05/2016 11:35	452	1,750.00	1,750.00					679 1899		Inserted
4	4162	8144	36057-26	22/05/2016 11:35	410	360.00	360.00					679 1899		Inserted
4	4161	8144	36117-5	22/05/2016 11:35	385	550.00	550.00					679 1899		Inserted
4	4160	8144	35916-8	22/05/2016 11:35	241	475.00	475.00					679 1899		Inserted
4	4159	8144	36064-195	22/05/2016 11:35	138	780.00	780.00					679 1899		Inserted
4	4158	8144	36064-219	22/05/2016 11:34	135	580.00	580.00					679 1899		Inserted
4	4157	8144	36042-1	22/05/2016 11:34	98	375.00	375.00					679 1899		Inserted
4	4156	8144	35978-1	22/05/2016 11:34	95	550.00	550.00					679 1899		Inserted
4	4155	8144	36064-114	22/05/2016 11:34	92	175.00	175.00					679 1899		Inserted
4	4154	8144	36072-3	22/05/2016 11:34	87	150.00	150.00					679 1899		Inserted
4	4153	8144	36064-112	22/05/2016 11:34	78	550.00	550.00					679 1899		Inserted
4	4152	8144	36042-8	22/05/2016 11:34	71	125.00	125.00					679 1899		Inserted
4	4151	8144	36042-2	22/05/2016 11:34	66	375.00	375.00					679 1899		Inserted
4	4150	8144	25022.6	22/05/2016 11:33	58	125.00	125.00					670 1890		Incerted



#### NOTE

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

### WEB COMMISSION BIDS FAILED TO INSERT

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

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

The Web Commission Bids Failed to Insert window opens.

Refresh Find Page													
🛫 Buyer	Auction	UniqueID	Bid DateTime	Lot No Lot Suffix	Entered Bid	Bid Value R	eady to Insert	Email	Error Text	Tele Bid	Telephone No	Out Message	Message Type
177	A\$051016	REC01418-11	19/10/2016 11:38	26	120.00	120.00					000000		Inserted
176	A\$051016	REC01418-6	19/10/2016 11:37	19	400.00	400.00					000000		Inserted
175	A\$051016	REC01420-6	18/10/2016 15:59	6	0.00	0.00					01932 000000		Deleted
174	A\$051016	REC01420-9	18/10/2016 15:55	9	0.00	0.00					01932 000000		Deleted
173	A\$120716	REC01398-5	20/07/2016 13:46	5	5.00	5.00					858508497		Inserted
172	A\$120716	REC01398-2	20/07/2016 12:50	2	3.00	3.00					01932 234 567		Inserted
171	A\$120716	REC01398-1	20/07/2016 12:48	1	7.00	7.00					01932 234 567		Inserted
170	A\$270616	REC01380-8	27/06/2016 14:33	4	900.00	900.00					01932 000 005		Inserted
169	AS270616	REC01380-6	27/06/2016 14:31	3	2,000.00	2,000.00					01932 000 005		Inserted
168	A\$270616	REC01380-9	27/06/2016 14:28	2	3,000.00	3,000.00					01932 000 005		Inserted
167	A\$270616	REC01380-7	27/06/2016 14:15	1	1,200.00	1,200.00					01932 000 005		Inserted
166	AS240616	REC01378-1	24/06/2016 13:31	1	8,000.00	8,000.00					01932 111111		Inserted
165	8144	36057-39	22/05/2016 14:18	344	250.00	250.00					6764971ext2224/ 63		Inserted
164	8144	36033-5	22/05/2016 11:35	458	875.00	875.00					679 1899		Inserted
163	8144	36057-17	22/05/2016 11:35	452	1,750.00	1,750.00					679 1899		Inserted
162	8144	36057-26	22/05/2016 11:35	410	360.00	360.00					679 1899		Inserted
161	8144	36117-5	22/05/2016 11:35	385	550.00	550.00					679 1899		Inserted
160	8144	35916-8	22/05/2016 11:35	241	475.00	475.00					679 1899		Inserted
159	8144	36064-195	22/05/2016 11:35	138	780.00	780.00					679 1899		Inserted
158	8144	36064-219	22/05/2016 11:34	135	580.00	580.00					679 1899		Inserted
157	8144	36042-1	22/05/2016 11:34	98	375.00	375.00					679 1899		Inserted
156	8144	35978-1	22/05/2016 11:34	95	550.00	550.00					679 1899		Inserted
155	8144	36064-114	22/05/2016 11:34	92	175.00	175.00					679 1899		Inserted
154	8144	36072-3	22/05/2016 11:34	87	150.00	150.00					679 1899		Inserted
153	8144	36064-112	22/05/2016 11:34	78	550.00	550.00					679 1899		Inserted
152	8144	36042-8	22/05/2016 11:34	71	125.00	125.00					679 1899		Inserted
151	8144	36042-2	22/05/2016 11:34	66	375.00	375.00					679 1899		Inserted
150	8144	35923-6	22/05/2016 11:33	58	125.00	125.00					679 1899		Inserted
149	8144	35998-3	22/05/2016 11:33	53	75.00	75.00					679 1899		Inserted
													OF





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

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

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

Edit -	Com Bids Failed to Insert			-	- 🗆 X
н	IOME ACTIONS				
(Insert	Refresh Find Page				
	Error Text	Tele Telephone No Bid	Out Message Mes Type	JTime Telephone No 2	No. of attempts
	Customer B000847 is Blocked		Inserted	0	61
	Customer B001121 is Blocked		Inserted	0	61
	E-mail not in WEB Mapping		Inserted	0	61
	E-mail not in WEB Mapping		Inserted	0	61
	E-mail not in WEB Mapping		Inserted	0	61
	E-mail not in WEB Mapping	·	Inserted	0	61
	E-mail not in WEB Mapping		Inserted	0	61
	E-mail not in WEB Mapping		Inserted	0	61



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