

Importing Sale Results From Online Platform

User guide

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1.1 IMPORTING SALE RESULTS FROM ONLINE PLATFORM

Before you can import sale results from online platform, you must import registered buyers details.

IMPORTING WEB REGISTRATIONS

Make sure file with buyers' details is saved in known directory.

To import the file:

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

The AUCTIONS window opens.

2. Highlight a line with the auction and then select Auction Day from the Ribbon.



The Auction Day window for selected auction opens.



3. Select **Web Registrations** from the Ribbon.

HOME AC	TIONS	oks and Works	on Paper (22/02/17)					_		^ 0
WEB VEB egistrations Results New	View Edit Manage	Telephone Te Bids	lephone Bids Print Overview Sh	Bids Force eet Lock Process	Auction T Customers	imed Au Upda	uction ite	Refresh Clear Filter Page		
007 Online S	ale: Books and	Works on	Paper (22/02	2/17)						
uction Details						^	^	Auction Statistics	^	^
No.:	2007	3	Auction Date:	22/02/201	7			Auction Stats		
Auction Name	Opline Sale: Books a	nd Works	Auction Time	12:00:00		-		No. of Lotted Lines:	125	
Auction Name.	Contract Books and	nu works	Auction Time.	13.00.00	15.01			No. of Un-lotted Lines:	0	
Auction Category:	Specialist	~	Hammer Total:		16,04	10.00		Total No. of Lines:	125	
ines						~		Total Sold:	88	
Check Vendor Co	mm M Find Fi	lter 🕱 Clear	Filter					Total Unsold:	37	
	hart Description	iter i Cicai	Lat No	1.44	Pursue De dal			Hammer Total:	16,040	
Unique 🔺 S	non Description		LOUNO.	Suffix	No.	e		Vendor Received Total:	16,040	
10012-46			1		5105			Total Reserve:	12,850	
10255-3			2		5045			Average Sale Value:	182.27	
10268-1 T	heodosius, Codicis, 15	56	3		5076			No. Of Registered Buyers:	79	
10012-45			4		4936			Total Low Estimate:	20,000	
10354-8			5		5105			Total Withdrawn Lots	29,470	
10170-10			1. A.		500.4		¥	Total Withdrawn Values	c 003	¥
									01/	-

The Import Web Registrations window opens.

4. Select Import Registrants File from the Ribbon and then choose relevant online platform.

HOME ACTIONS				→ → × Microsoft Dynamics NAV ×
View Edit Delete Manage Process All New Import Registants Registants File Process Source Surname	Show Show as as List Chart View First Name	OneNote Notes Show Attache	Links Refree d Title	 Salesroom ATG ATG Excel Live Auctioneers Invaluable
	There is nothing to sh	ow in this view.		O Easy Live O Bidlogix





5. Select **OK** to navigate to the file.

Edit - Import WEB Registrations HOME ACTIONS View Edit Delete List Delete Manage Process All New Import Registants File Process	Show Show as as List Chart View Show Attached	Refre:	
Source Surname No	First Name T	tle	O Invaluable Easy Live Bidlogix OK Cancel
<		_) OK

6. Navigate to the file and select the **Open** button.







NOTE

First line will give you information about the platform; delete the line before processing new registrants.

Now all the buyers' details are visible in the window.

7. Make sure all details are in correct columns, if not apply changes and then select **Process All New Registrants** from the Ribbon.

This process will create a contact card and a buyer card for all new registrants and register them to the auction.

In the Processed column, selected box indicates entries already processed.

ew Edit st List Manage	Process All New Registants	Inport Registants File ess	Show as Chart View	OneNote Notes Show Attach	Links I	Refresh Clear Filter Page	Find		
Source Sour No	rce 🔒 Surname		First Name		Title	ł	Address 1		
ATG ATG5	001 Drumew		Paulina		Miss	Т	he Upper Co	urtyard	
ATG ATG5	002 Porter		Anna		Mrs	т	he Upper Co	urtyard	
ATG CT00	0005 Mcintyre		Ashley		Mr				



IMPORTING WEB RESULTS

After you have processed new registrants, the system is ready to import sale results from selected online platform.

Make sure you have saved file with sale results in known directory.

1. Navigate to the Auction Day page, and then select **Web Results** from the Ribbon.

WE WEB gistrations Results	Vew Edit Manage	elephone Bids Print Overview Sh	Bids Force eet Lock Process	Auction Timed Customers Up	Auctiodate	on Refresh Clear Filter Page		
007 Online S	ale: Books and Works on	Paper (22/02	/17)			Auction Statistics		^
detion Details								
No.:	2007	Auction Date:	22/02/2017			No. of Lotted Lines:	125	
Auction Name:	Online Sale: Books and Works	Auction Time:	13:00:00			No. of Un-lotted Lines:	0	
Auction Category:	Specialist 🗸 🗸	Hammer Total:		16,040.00		Total No. of Lines:	125	
and the second						Total Sold:	88	
ines				^		Total Unsold:	37	
Check Vendor Co	mm 🎢 Find Filter 🍢 Clear	Filter				Hammer Total:	16,040	
Unique 🔺 S	hort Description	Lot No.	Lot	Buyer Paddle '	`	Vendor Received Total:	16,040	
10012-46		1		5105		Total Reserve:	12,850	
10255-3		2		5045		Average Sale Value:	182.27	
10268-1 T	neodosius. Codicis. 1566	3		5076		No. Of Registered Buyers:	79	
10012-45		4		4936		Total Low Estimate:	20,660	
10354-8		5		5105		Total High Estimate:	29,470	
40170.40		2			¥	Total Withdrawn Lots:	5	~
						Latal Withdrawn Values	600	

The Web Results Import window opens.



2. Select relevant platform from the Ribbon.

HOM	E A	CTIONS								?
\times	B	5					S			
elete Pr	rocess	the-saleroo	m i-bidder	invalua	able liveauctioned	ers bidlogix	Refresh	Find		
anage P	rocess	<u></u>		- Imp	ort	Ī	Pag	je		
Source		Paddle No.	Lot No.		Hammer Price	E-mail			Con	tact No
			TI	here is r	nothing to show i	n this view.				
			TI	here is r	nothing to show i	n this view.				
			TI	nere is r	nothing to show i	n this view.				>

3. Navigate to the file and select the **Open** button.

👔 Import Invaluable Results F	ile					×
$\leftrightarrow \rightarrow \cdot \uparrow$ his	PC > Documents > Uploads	~	ට Search Uploads			Q
Organize 👻 New folder						?
Notes from ^	Name	Date modified	Туре	Size		
Paulina	100256.xlsx	18/04/2017 17:20	Microsoft Excel W		7 KB	
To be approved						
🍊 OneDrive - Evo-sc						
💻 This PC						
E Desktop						
Documents						
🕂 Downloads						
b Music						
Pictures						
🚆 Videos						
🏪 Local Disk (C:)						
🗙 Evo-soft Main (\						
ight Network 🗸 🗸						
File nan	ne: 100256.xlsx		✓ All Files (* *)			\sim
			Open	The second	Cancel	





4. Now sale results are visible in the window. Compare information imported from the file with information registered on the auction lines.

HOME	ACTIONS					
lete Process Results hage Process	the-saleroom invaluable liveauctioneers bidlogix	Refresh Find Page				
Source	Paddle No. Lot No. 🖌 Hammer Price	E-mail Contact N	o. Buyer No.	Current Paddle No. Ha	Current mmer Price	Processed
	L					
						ОК

5. Highlight lines that are ready to upload into Evo-auction, and then select **Process Results** from the Ribbon.

HOME ACTIONS						(
Process Results Process Import Page						
Source Paddle No. Lot No. Hammer Price E-mail	Contact No.	Buyer No.	Current Paddle No.	Current Hammer Price	Processed	
					OF	(
					U.	N





This process will fill in the hammer price and the buyer number into the auction lines.

In the Processed column, selected box indicates entries already processed.

NOTE

If you have the module for the-saleroom API with the required password, this will be an option on the Ribbon. If selected, auction results will be shown automatically, only auditing required before the process.



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