



Pre Sale Advice Letter User guide

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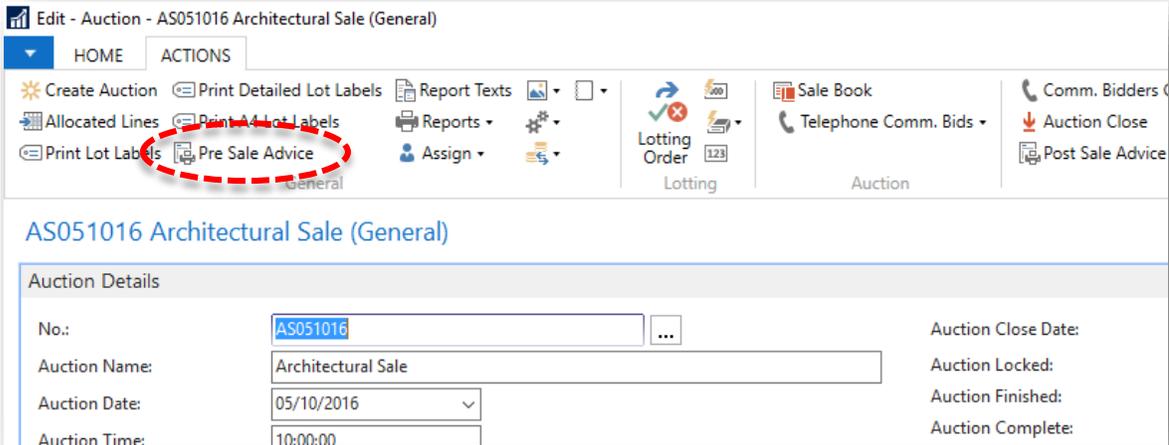
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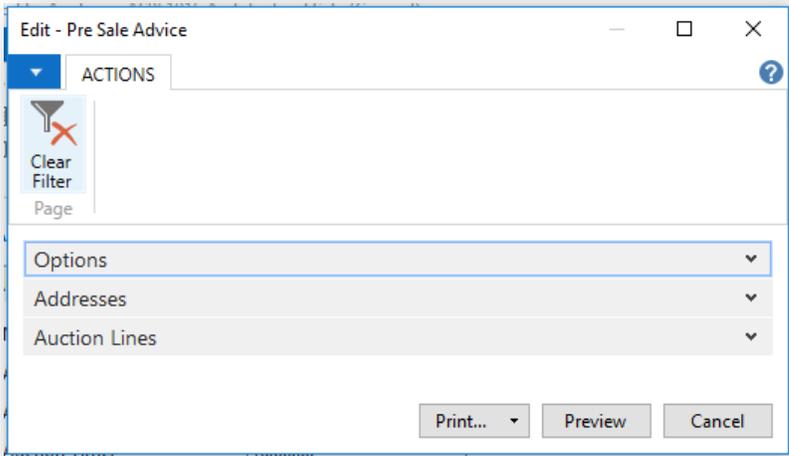
1.1 PRE SALE ADVICE LETTERS

To generate Pre Sale Advice Letters:

- 1. In the Search box, enter **Pre Sale Advice**, and then choose the related link.
Alternatively navigate to the auction header, and then select **Pre Sale Advice** located on the Ribbon.



The **Pre Sale Advice** window opens.



OPTIONS FASTTAB

In this FastTab select an auction and an output method.

The screenshot shows a dialog box titled "Options". It contains the following elements:

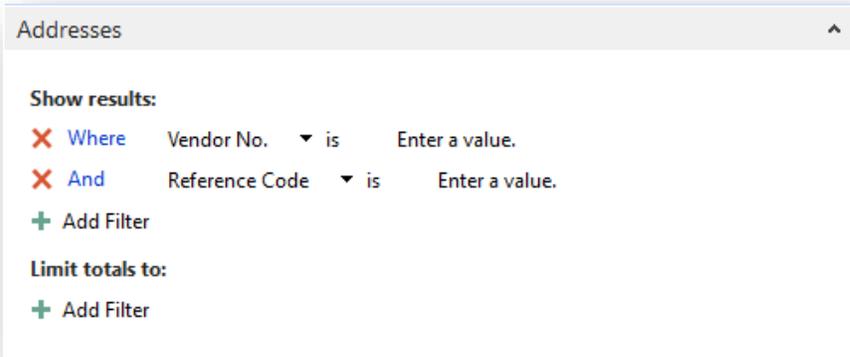
- Auction No.: AS051016 (selected in a dropdown menu)
- Show Details:
- Combine Auctions:
- E-mail**
 - Send (Outlook):
 - Send (SMTP):
 - Create (Outlook):
 - Don't Print:

Auction No.	Lookup	Select an auction from the list, currently open auction is selected by default.
Show Details	Tickbox	Select to include lot description.
Combine Auctions	Tickbox	If auction is marked as consolidated, select to marge entries.
E-mail	Tickbox	Define to email or print Presale Advice Letter (only one action allowed) Select method: <ul style="list-style-type: none"> • Send (Outlook) – select to use email address of sending person • Send (SMTP) – select to use default email • Create (Outlook) – tick the box to open letter in Outlook editing mode • Don't Print – tick the box for email action only

ADDRESSES FASTTAB

To generate Pre-sale advice letters for all vendors from selected auction, leave it blank.

To action Pre-sale advice letter for a particular vendor or reference, apply filters.



Addresses

Show results:

✗ Where Vendor No. ▼ is Enter a value.

✗ And Reference Code ▼ is Enter a value.

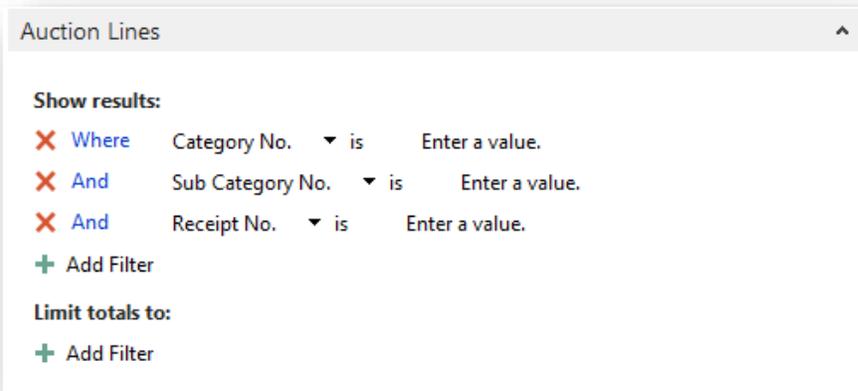
+ Add Filter

Limit totals to:

+ Add Filter

AUCTION LINES FASTTAB

In this FastTab you can apply additional filters on Auction Lines.



Auction Lines

Show results:

✗ Where Category No. ▼ is Enter a value.

✗ And Sub Category No. ▼ is Enter a value.

✗ And Receipt No. ▼ is Enter a value.

+ Add Filter

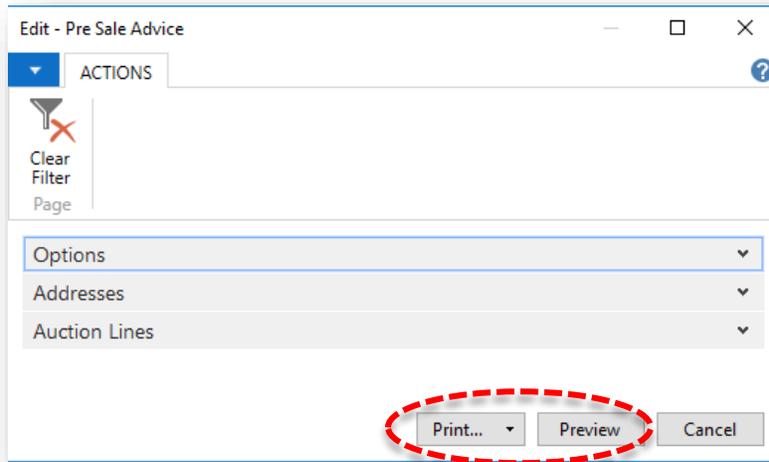
Limit totals to:

+ Add Filter

NOTE

Remember to clear filter after you finished, otherwise your selection will apply to any following Print/Send actions.

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



Generated Presale Advice Letters will consist of the auction header, vendor details and all auction lines assigned to selected auction, including lot number, description, estimates and reserve.

Pre Auction Advice Note			
Mr Alan Cook Bridge Road TW17 2WW Shepperton Middlesex		Auction: AS051016 Title: Architectural Sale Date: 5/10/2016 Venue: Townley Hall Vendor Reference: SC0004866 Printed: 14/11/2016 11:47	
Dear Mr Cook			
Lot	Description	Reserve	Estimates
1	George III silver sugar vase of egg cup form, with pierced decoration and bead border, beaded swing handle, on a pedestal foot	No Reserve €500	€500 - €600
2	William IV silver teapot of compressed form, with wavy borders, engraved armorial crest, domed hinged cover with similarly decorated finial	No Reserve €600	€650 - €850
3	Fine quality pair of Edwardian two-branch three-light batwing candelabra, with slender tapering columns, reeded branches and oval dished sconces	No Reserve €800	€800 - €1,200
4	Unusual Victorian silver pepper pot in the form of a 'knight' chess piece with screw-on base. Registration no. 73907 (Birmingham 1887)	No Reserve €900	€1,000 - €1,500
5	William IV silver Argyle of baluster form, with side-mounted silver handle with ivory insulators and narrow spout, hinged domed cover	No Reserve €800	€800 - €1,200

