

Proof Reading Report User guide

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1.1 PROOF READING REPORT

The **Proof Reading** report should be generated either before or after lotting the sale.

To create the Proof Reading report:

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

🕞 🔻 🔳 Auction Hous	se 🕨 Home 🕨 Auct	tions								ø	Search (Ctrl+F3)	
HOME ACTIONS												2
C View	Auction Day Process	Line Pre Sale Post Sale Advice Advice Show Report V	Show as Chart iew	OneNote Not Show Atta	es Links	Refresh Clea Filta Pag	ar Find er					
ole Center	Auctions				Type to	filter (F3)	No.		• ->	~	User Assignments	^
II Receipts					No fil	lo filters applied						
uctions ales Invoices osted Sales Invoices	No.	Auction Name	Aucti 🖕 Date	Auction Type	Auction Category	Auction Web Status	Auc Loc	Auc Finis	Auc Co	^		
urchase Invoices	AS070117	Oriental works of Art	07/01/2017	SPECIALIST	General	Hidden						
osted Purchase Invoices	AS060117	Oriental works of art	06/01/2017	SPECIALIST	General	Hidden						
	AS050117	Oriental works of art	05/01/2017	SPECIALIST	Specialist	Hidden	\checkmark	\checkmark				
	AS161116	Music and Sport memorbilia	16/11/2016	SPORTING	General	Hidden		\checkmark				
	AS101116	AS101116	10/11/2016	FINE ART	General	Hidden	\checkmark	\checkmark				
	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	\checkmark			Blank Chart	^
	AS290816	SUNDAY INTERIORS AUCTION	29/08/2016	CONTEMP	General	Hidden					Click Customize to select a chart	
	AS290716	THE HISTORY SALE	29/07/2016	CONTEMP	General	Hidden						
	AS120716	ANTIQUES AND JEWELLERY	12/07/2016	FINE ART	General	Hidden		\checkmark				
Homo	AS070716	COLLECTION OF POTTERY	07/07/2016	CONTEMP	General	Hidden						
Tiome	AS050716	THE ATTIC SALE	05/07/2016	FINE ART	General	Hidden						
Departments	AS040716	SILVER, SILVER PLATE & METALW	02/07/2016	FINE ART	Specialist	Hidden						
	AS010716	FILM AND ENTERTAINMENT	01/07/2016	HISTORY	General	Hidden						
	AS290616	20TH CENTURY AND DECORATIV	29/06/2016	FINE ART	General	Hidden				~		

2. Open an auction, select **Reports** from the Ribbon, and then choose **Proof Reading Report**.

Create Auction ⊡Pr Allocated Lines ⊡Pr □Print Lot Labels □Pr AS051016 Archit Auction Details	int Detailed Lot Labels int A4 Lot Labels e Sale Advice General ectural Sale (Ge	Report Texts · · · · · · · · · · · · · · · · · · ·	Proof Rea	I Sale Book € Telephone Comm. Bids - ading Report	ᢏ Comm. Bidders Call &
No.:	AS051016			Auction 0	Close Date:
Auction Name:	Architectural Sale			Auction L	.ocked:
Austion Data	05/10/2016			Auction F	inished:

Alternatively, in the Search box enter **Proof Reading Report**, and then choose the related link.



 The Proof Reading Report window opens. Navigate to the Options FastTab, and then select the check box to include all articles' images. Leave it blank to print only main illustration

Options	^
Show Detail Images:	

4. Navigate o the **Auction Header FastTab** and use filter to select an auction. If you are accessing the **Proof Reading Report** from an auction, the auction filter is already applied by default.

Show results:				
🗙 Where 🛛 No	o. ▼ is	AS051016		
Add Filter -				
Limit totals to:				

5. Navigate to the **Auction Line FastTab** and apply filter to generate report for specific category or specific lot range. Leave it blank to include all lines from selected auction.





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



it - Proof Reading Report			_		X
ACTIONS					?
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age					
Auction Header					~
Auction Line			•		*
	Pri	int 🝷 🏼 Prev	/iew	Cano	el
		Print			H
		PDF	Ctrl+	Shift+P	
	X E	Microsoft Word	Ctrl+	Shift+V	
	B	Schedule	Ctrl+	+Shift+S	- 11



Example report:

Proof Reading Repo	ort				
🛯 🖣 1 of 4 🕨	N 🛞 🏟 🗐 🛍 🖡	↓ • 100%	•	Find Next	
AULINA.DRUMEW			Proof	Reading Report for Auct	ion A760
	Miss Paulina Drumew	Two 19th Century seated figure tog	/ Japanese carve ether with a pai	ed ivory netsuke in the f ir of	orm of
	The Upper Courtyard	69615-1	100 - 150		
	The Old Dairy	Lot No.:	23		
	Swindon	Location			
XV	Wiltshire	Reserve	80 - Fixed	_	
	SN4 0EU	Cat \ SubCat(s)	WOA \ ANGINI)	
	(69615)	Illustration Cost	0		
	Two 19th Century Japa	nese carved ivory	Good cond	ition	
	netsuke in the form of se	eated figure togethe	r		
	with a pair of similar 19	th Century figures			
	(a/f)				
14-14-14	Miss Paulina Drumew	Pair of Japanese	Meiji period da	rk patinated bronze figu	res of
		musicians (one m	ninus instrumen	t),	
	The Upper Courtyard	69615-2	500 - 800		
	The Old Dairy	Lot No.:	10		
	Swindon	Location			
	Wiltshire	Reserve	500 - Discretio	n	
	SN4 0EU	Cat \ SubCat(s)	ASIAN \ JAP		
	(69615)	Illustration Cost	0		
	Pair of Japanese Meiji p	period dark			
	patinated bronze figures	of musicians (one			
	minus instrument), 13.5i	ins and 11.5ins high	1		
	respectively				
PIT	Miss Paulina Drumew	Collection of Chir forms and floral (nese interior pa designs, seven i	inted snuff bottles, of va n	arying
L / : 1	The Upper Courtyard	69615-3	60 - 80		
	The Old Dairy	Lot No.:	1		
-	Swindon	Location			
	Wiltshire	Reserve	50 - Fixed		
	SN4 0EU	Cat \ SubCat(s)	ASIAN \ CHI		
	(69615)	Illustration Cost	0		
	Collection of Chinese in	terior painted smiff			
	bottles, of varying forms	s and floral designs			
	seven in total. five minus	s stoppers	·		
	·,,				



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