



Register Buyer To An Auction

User guide

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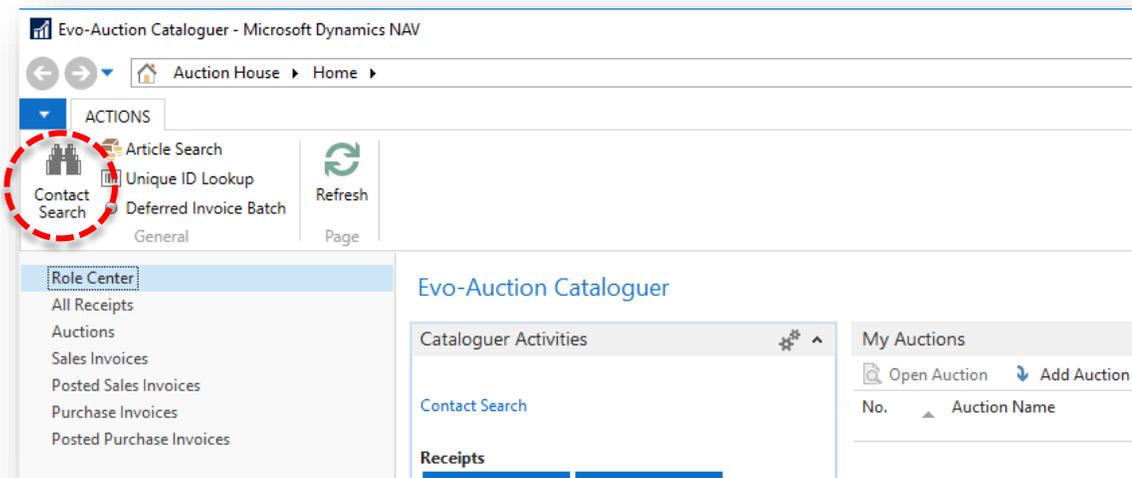
1.1 REGISTER BUYER TO AN AUCTION

All auction attendants must be registered to an auction to allow buyer number input on the Auction Day page, and for marketing purpose. You are also allow to register a buyer to an auction on the results input, if the buyer already exists on the system.

REGISTER BUYER TO AN AUCTION

To register a buyer to an auction:

1. Navigate to the **Role Center**, and then select **Contact Search** from the Ribbon.



- The **Contact Search** page opens.
Highlight a line with the buyer's details, and then navigate to the **Auction Logging** pane located below the **Filters** pane.

Filters

Contact Type: City:

Post Code: Full Address:

Reference: E-mail:

Number: Phone Number:

Name: Paddle Number:

Auction Logging

Auction No.	Auction Name	Auction Date	Log Type	WEB
<input type="text" value="AS051016"/>	<input type="text" value="Architectural Sale"/>	<input type="text" value="05/10/2016"/>	<input type="text" value="Attend"/>	<input type="checkbox"/> Log to Auction

Buyer	Seller	No.	Salutation Description	First Name	Surname	Address
Yes	Yes	C0004882		Pauline	Duncan	4 Meadow View
No	Yes	C0004881	Dr	Edward	Corn	8 Middlesex Street
Yes	No	C0004880		Mark	Proctor	7A Patriot Drive
Yes	No	C0004879		Alison	Morgan	5 Green Lane
Yes	Yes	C0004878		Andy	Galazka	63 Monks Ave

- In the **Auction Logging** pane select the **Auction No.** and the **Log Type**, and then click **Log to Auction** to complete and assign buyer paddle number for selected auction.

The screenshot shows the 'Edit - Contact Search' interface. At the top, there are navigation tabs for 'HOME' and 'ACTIONS'. Below this is a toolbar with various icons for actions like 'New Buyer', 'New Contact', 'Create as Buyer', etc. The 'Filters' section contains several input fields for search criteria. The 'Auction Logging' section is highlighted with a red dashed box and contains the following fields:

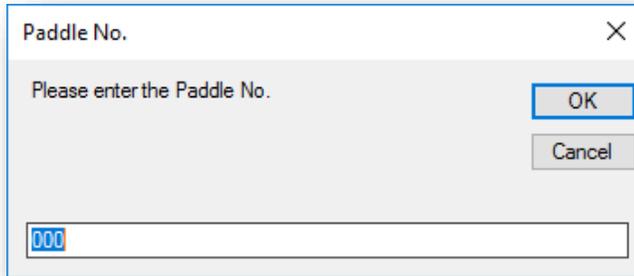
- Auction No.:** AS051016
- Auction Name:** Architectural Sale
- Auction Date:** 05/10/2016
- Log Type:** Attend

A red dashed circle highlights the 'Log to Auction' button. Below the 'Auction Logging' section is a table with columns: Buyer, Seller, No., Salutation, Description, First Name, Surname, Address, and City.

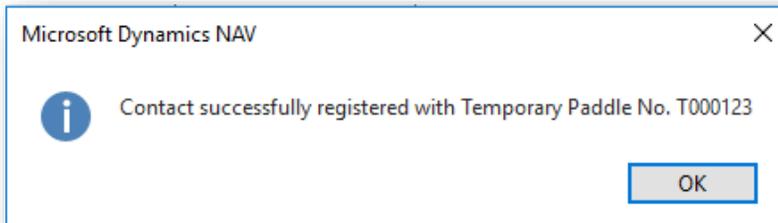
Buyer	Seller	No.	Salutation	Description	First Name	Surname	Address	City
No	Yes	TREAD			Jane	Collins	5 Walton Road	Colchester
No	Yes	TAI01			Jamie	Bookham	77 Unknown Road	Glasgow
Yes	Yes	LAWP01			Robert	Miller	Portmore Park Road	Sheffield
Yes	Yes	DIK01			Glen	Farley	5 Marshmallow Road	Falkirk
No	Yes	CHRISONE1	Miss		Angela	Moor	17 Eastworth Road	Dartford
No	No	C0004900						
No	Yes	C0004899	Mr		Andrew	Poter	55 Green Lane	Addlestone

Field name	Type	Description
Auction No.	Lookup	Select the auction and move to next field to populate the Auction Name and the Auction Date fields.
Auction Name		Generated when the Auction No. selected.
Auction Date		Generated when the Auction No. selected.
Log Type	Dropdown	Select Attend from the list.

- The **Paddle No.** window opens.
If the buyer has assigned permanent paddle, the number will appear in this window.
Leave the paddle number box blank to automatically assign temporary paddle number or enter number manually.

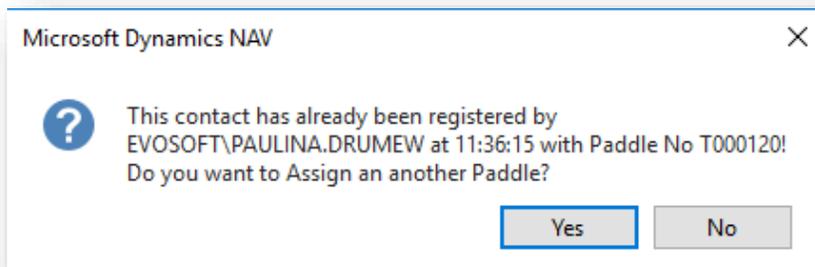


- Select **OK** to confirm.



NOTE

If the buyer is already registered to selected auction, message appears.

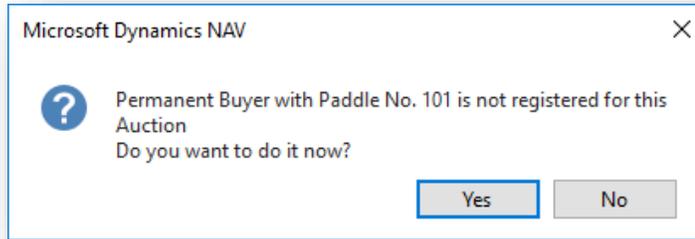


Select **Yes** to assign another paddle, or **No** to cancel.

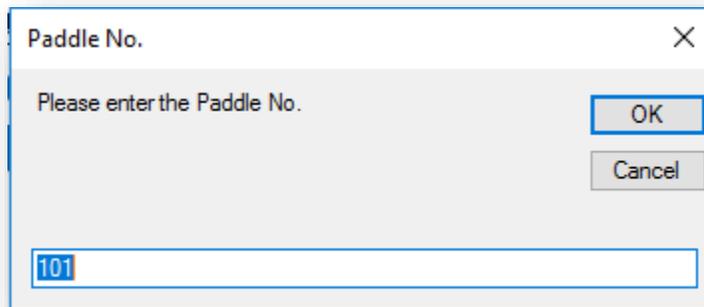
REGISTER BUYER TO AN AUCTION ON THE AUCTION DAY PAGE

If you attempt to assign lot to unregistered buyer, a message appears.

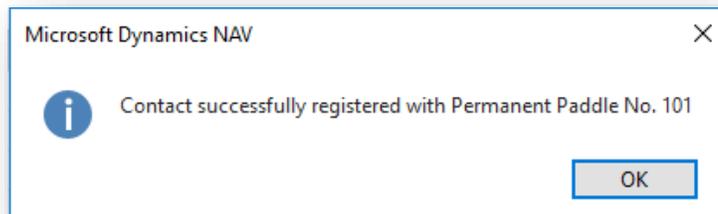
1. Select **Yes** to register the buyer for this auction.



2. The **Paddle No.** window opens.
Select **OK** to confirm the paddle number for the buyer.

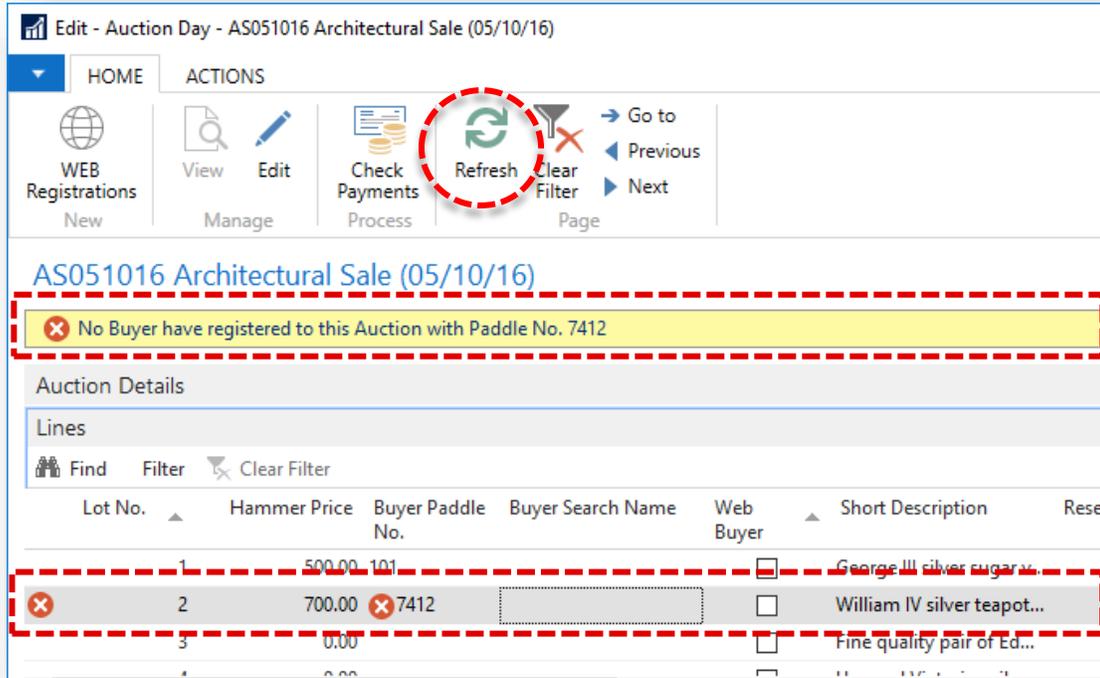


3. Select **OK** to close confirmation message.



NOTE

If the buyer number does not exist, error message appears.



Check if you entered the correct buyer number.

Select **Refresh** from the Ribbon to remove the error to continue.

