

# // *Procedures*

## Building an Auction



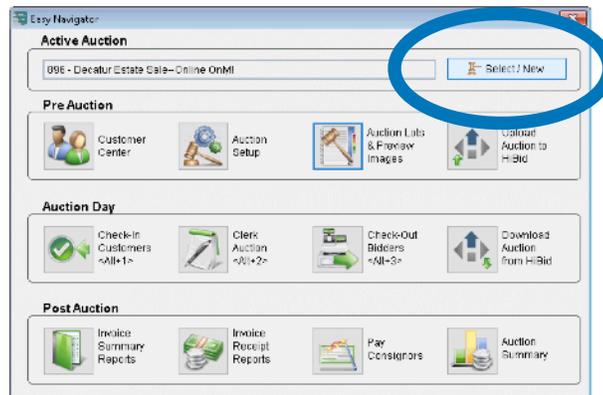
**Standard Operating Procedure:** Building an auction in Auction Flex

**Purpose:** To establish guidelines and instruction for creating a new sale in Auction Flex. Assigned Sales Support staff are responsible for following this SOP.

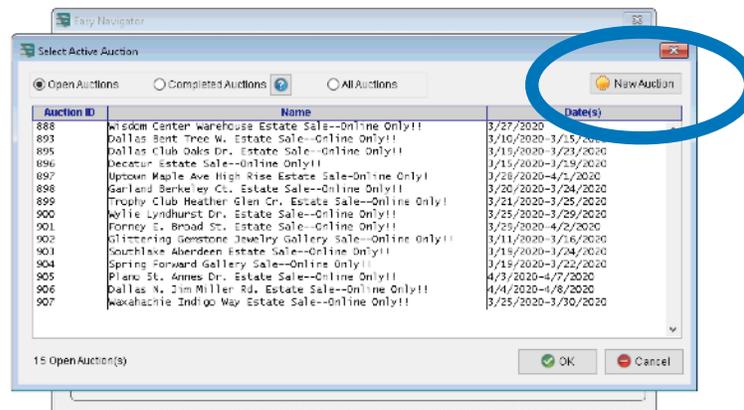
**Standard:** Every auction should be accurate, don't miss any details, include all necessary information, no spelling errors, and timely.

# BUILDING AN AUCTION

- 1 Sign into Auction Flex
- 2 Click on the Select/New tab



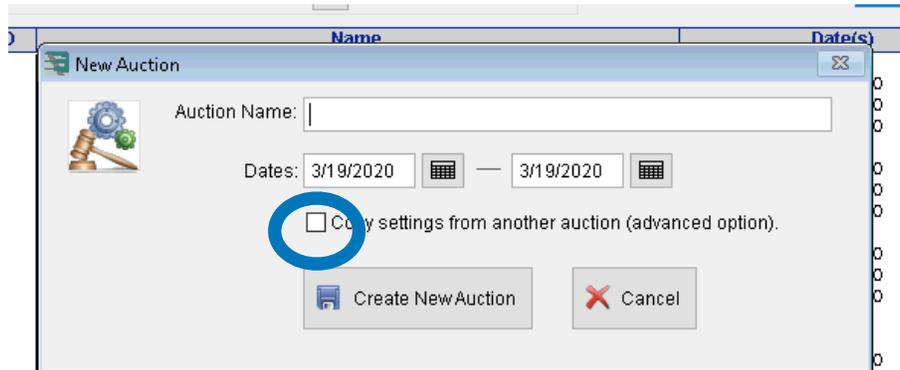
- 3 Click on the New Auction tab, select yes



## 4 Put in the Auction name

Typically it is the city first and then the street name – if you are unsure ask your supervisor.

Select the start & end dates- if you do not know please ask your supervisor, you will also need to know the pickup time frame and preview hours if any.

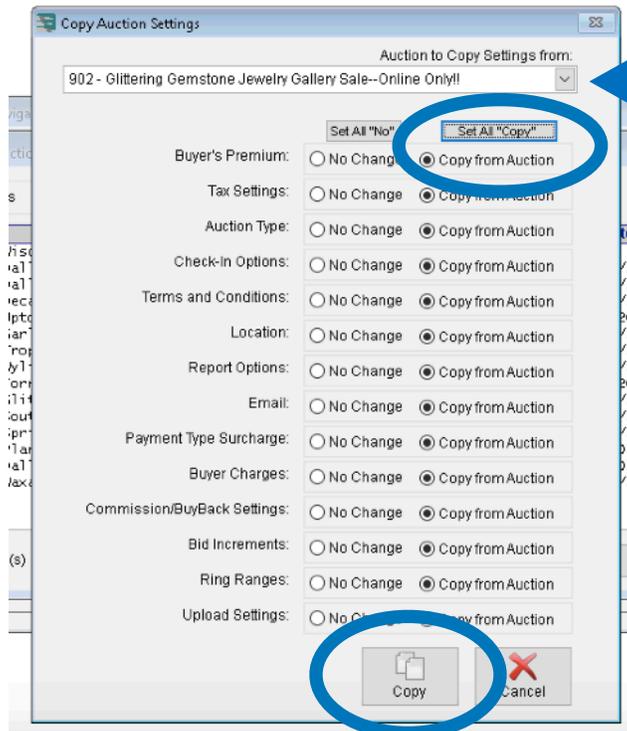


The screenshot shows a 'New Auction' dialog box with the following fields and options:

- Auction Name: [Empty text box]
- Dates: 3/19/2020 [Calendar icon] — 3/19/2020 [Calendar icon]
- Copy settings from another auction (advanced option).
- Buttons: Create New Auction, Cancel

Check the box that says copy settings from another auction. This is very important because it copies all our terms and conditions and important information. Also, for the Rusty gallery sales it copies the address, so you don't have to put that in again.

**REMINDER**  
Copy settings  
from another  
auction



The screenshot shows a 'Copy Auction Settings' dialog box with the following settings:

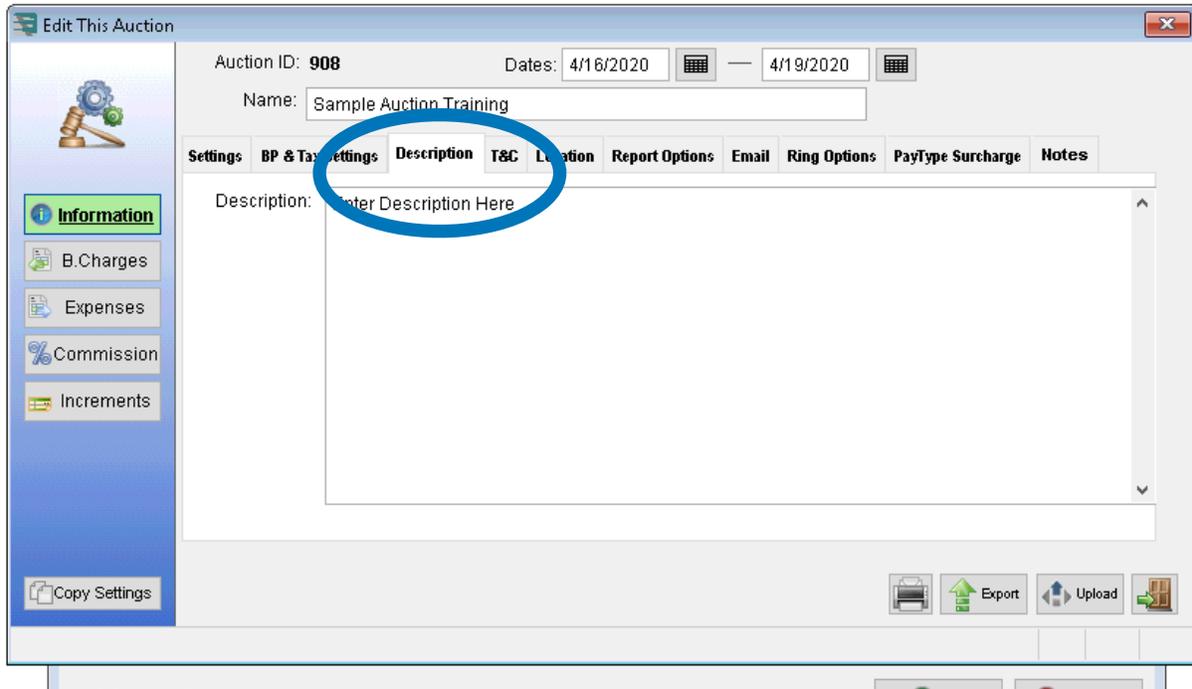
- Auction to Copy Settings from: 902 - Glittering Gemstone Jewelry Gallery Sale--Online Only!
- Buttons: Set All "No", Set All "Copy"
- Buyer's Premium:  No Change  Copy from Auction
- Tax Settings:  No Change  Copy from Auction
- Auction Type:  No Change  Copy from Auction
- Check-In Options:  No Change  Copy from Auction
- Terms and Conditions:  No Change  Copy from Auction
- Location:  No Change  Copy from Auction
- Report Options:  No Change  Copy from Auction
- Email:  No Change  Copy from Auction
- Payment Type Surcharge:  No Change  Copy from Auction
- Buyer Charges:  No Change  Copy from Auction
- Commission/BuyBack Settings:  No Change  Copy from Auction
- Bid Increments:  No Change  Copy from Auction
- Ring Ranges:  No Change  Copy from Auction
- Upload Settings:  No Change  Copy from Auction
- Buttons: Copy, Cancel

SELECT  
AUCTION

Select the Auction to copy settings from. If it is Gallery, select a previous gallery auction only. For onsite sales copy settings from a previous onsite sale only.

Select Set All “Copy” and then hit the copy button at the bottom.

## 5 Auction Set Up - Description Tab



In the descriptions tab a member of the description team will need to write a brief description mentioning key items in the sale.

Skip Settings and BP & Tax Settings.

**GUNS**  
**THE FOLLOWING MUST BE INCLUDED IN THE**  
**DESCRIPTION OF EVERY AUCTION WITH A GUN.**  
**THIS IS A MANDATORY.**

Auction description and every gun lot must have the below description:

NOTE: Guns will not be kept at the Gallery location in Forney. Preview for guns will be at B & B Guns & More, 10:00-4:00 pm WEDNESDAY September 18th located at 15784 Nike Dr. Terrell, TX 75160 (see terms for details) and will be picked up after sale at this same location. There will be a \$30.00 charge plus tax per gun purchase collected at the gun store for the NIC's background check and processing of Form 4473. Guns will only be released after you pay for your auction invoice on pickup day and bring your PAID receipt. Please see auction description for more details regarding purchasing guns in our auction.  
B & B Guns & More 972-563-2228

## 6 Terms and Conditions [click through the tabs for each section below]

The terms and conditions tab is to be left the same unless we have guns in the auction then the above note regarding guns needs to be added to the bottom

## 7 Location

Gallery - double check the address is correct

Onsite - fill in the onsite address

## 8 Report Options

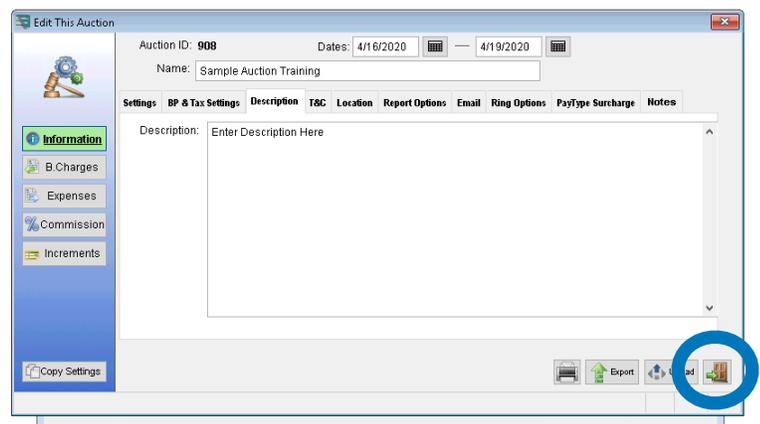
Go to the Report Options tab and change the pickup date and address if needed and the pickup times.

Keep the cashier's name on there as Autumn unless you are asked to change it. The cashiers go in and make sure it has their information on it before it closes. This is on the Invoice Page Header- none of the other tabs under Report Options need changed.

## 9 Email

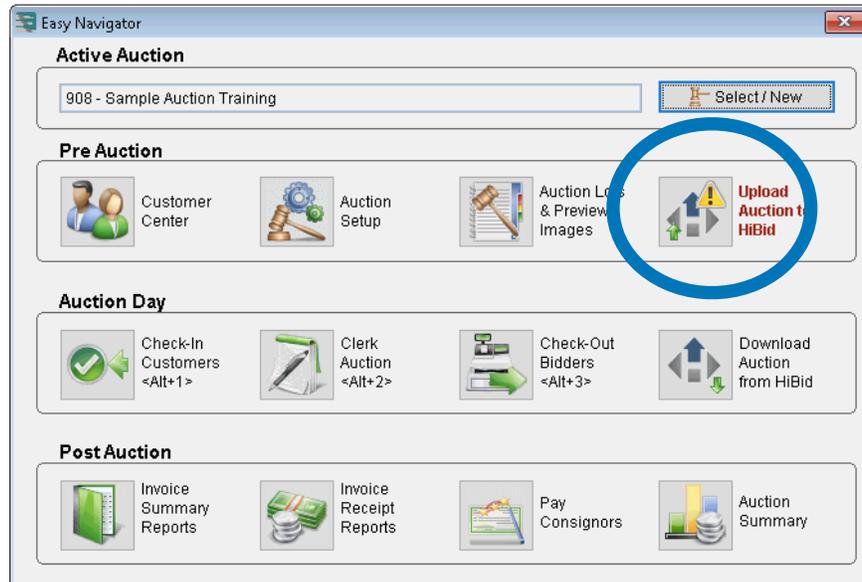
Go to the email tab and do the same as above just change the pickup dates and times and address.

No other tabs need any information added. Click the door with the green arrow to close the auction set up window.



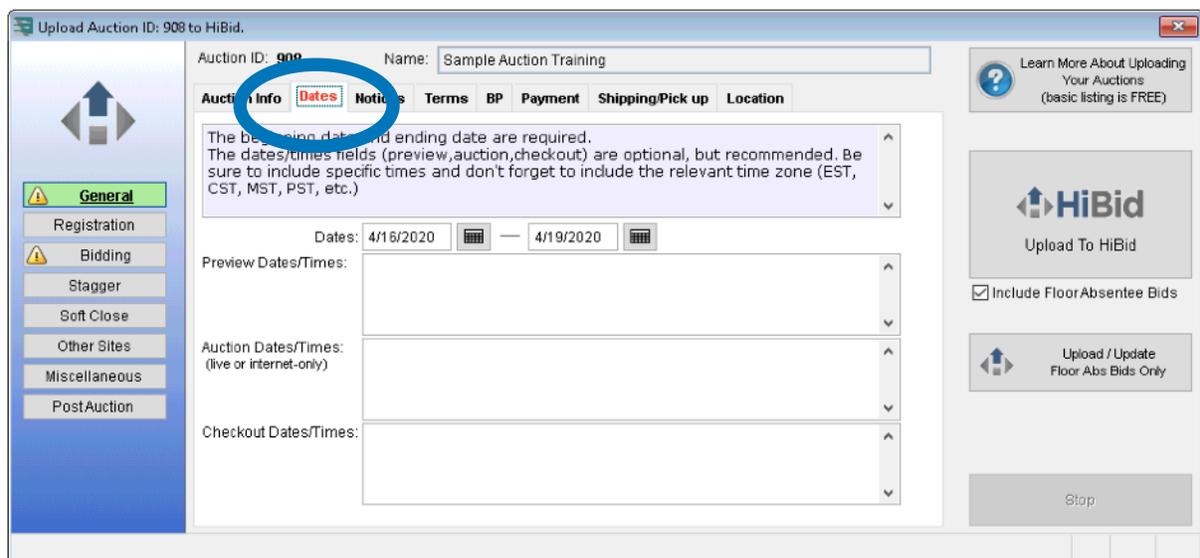
## 10 Upload Auction

Now click on the Upload Auction to Internet.



## 11 Dates

Under General go to the Dates tab.



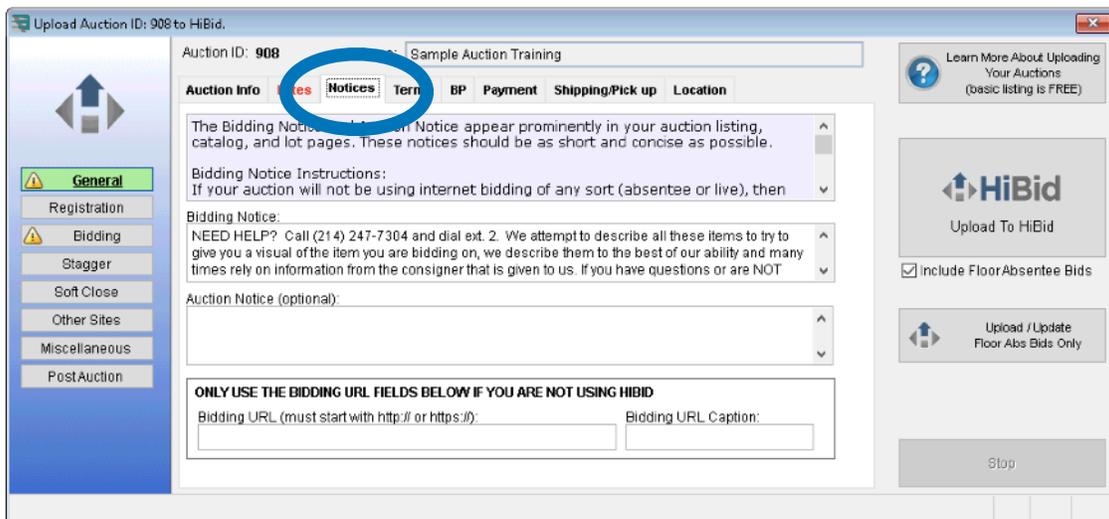
Enter your preview date and time frame- if no preview you must put No Preview for this Auction!



Under Auction Dates/Times put in dates and times example (Wednesday December 8th until Monday December 11th when the auction will begin to close at 7:00 pm at a rate of 7 lots per minute).

Then enter your check out Dates/Times example (Tuesday December 12th 12:00 noon until 4:00 pm).

## 12 Notices

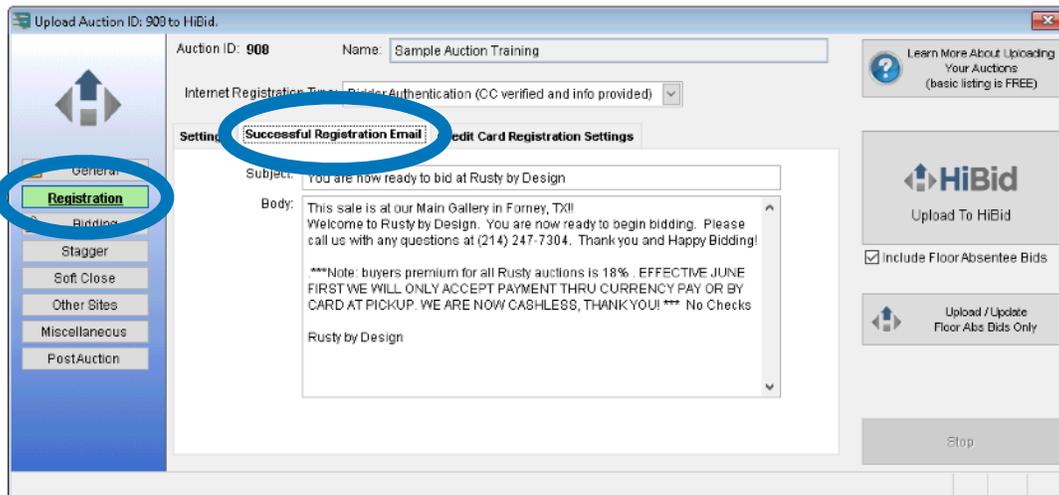


Then click on the notices tab. Under Auction Notice put in (ONE DAY PICK UP ONLY & THE DATE AND TIMES OF THE PICK UP) and any other specific instructions that pertain to that offsite sale. For offsite sales where we will not help load please put (PLEASE BRING HELP TO LOAD LARGE ITEMS- RUSTY EMPLOYEES ARE NOT ALLOWED TO HELP LOAD) this is only for offsite auctions, we help load at the Gallery.

All the rest of the tabs under general do not need any information entered.

## 13 Registration

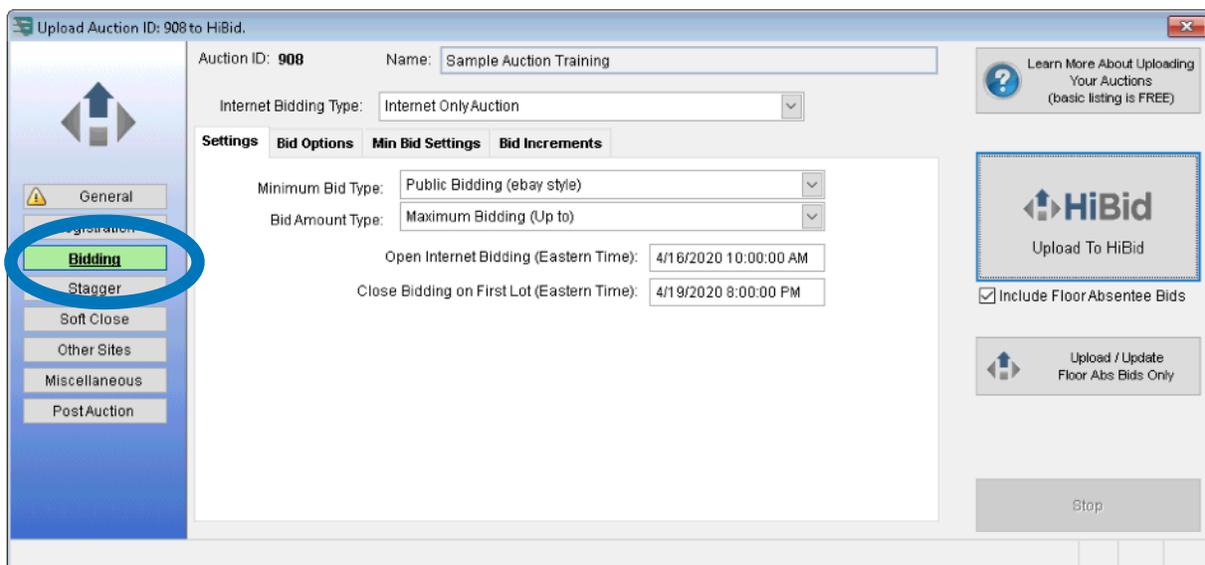
Now click on the Registration tab on the left and go to the Successful Registration Email- if it is an offsite sale please put the city where the auction is so that when the bidders register they will see what location they just registered for.



## 14 Bidding

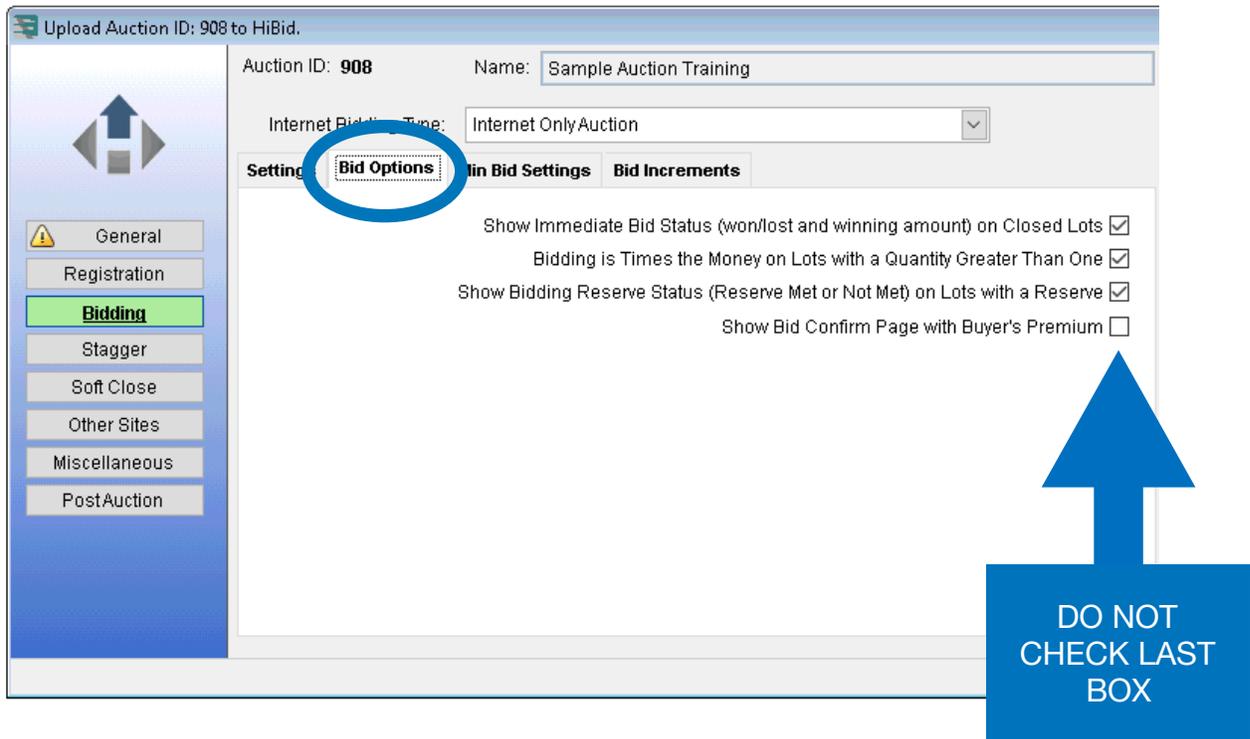
Now click on the Bidding tab on the left under settings you will need to change the Open Internet Bidding and enter your open date and we almost always start the auctions at 9:00 am so you will enter 10:00 am since it is set for Eastern Time. Then enter your close time- this is very important and should always say 8:00 pm- please double check this time. **When you are in this area do not use the tab button on your keyboard- use the mouse** because it is very easy to click on upload this auction and we do not want to upload until it is ready.

**IMPORTANT**  
Set close for  
8:00 PM



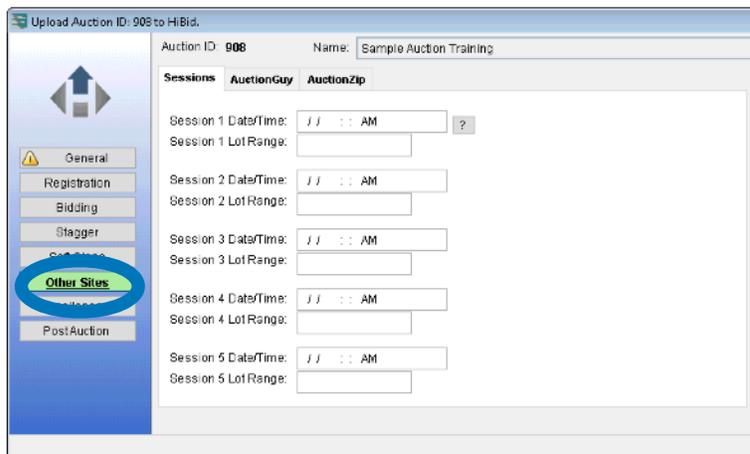
## 15 Bid Options

Then go to the Bid Options Tab still under the Bidding section- be sure to click on the top box and make sure it has a check mark "Show Immediate Bid Status" it will give you a pop up notification select yes. Only the top 3 boxes should be checked in this section. Do not change the Min. Bid Settings or Bid Increments.

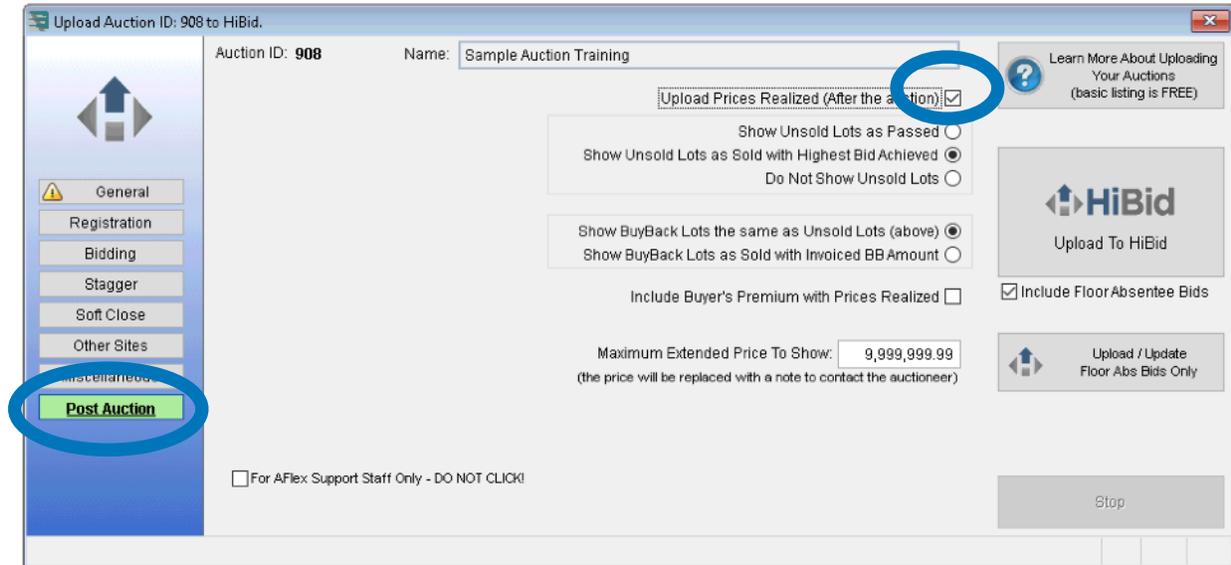


## 16 Other Sites

Now Click on the Other Sites tab on the left put in the dates of the auction and the lot range for example 12/06/2017 10:00:00 AM then put 1-200 (the first and last lot # of the sale) for the last day put 08:00:00 PM if there are more days just skip a few days between. Just make sure your start & end dates are in there. This is the only tab you enter information in under other sites.



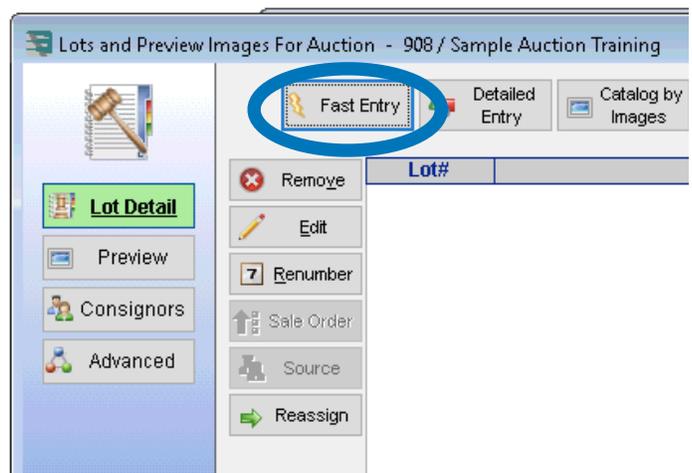
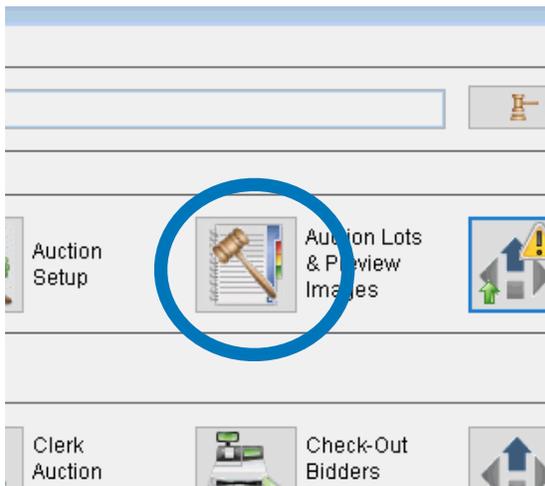
## 17 Post Auction



Now very important go to the Post Auction tab and make sure the box is checked that says Upload Prices Realized (After the auction) everything else remains the same so just make sure the box is checked- no other information needs to be changed in this tab.

Close this tab. (red X)

## 18 Setting Up Lot Number 1

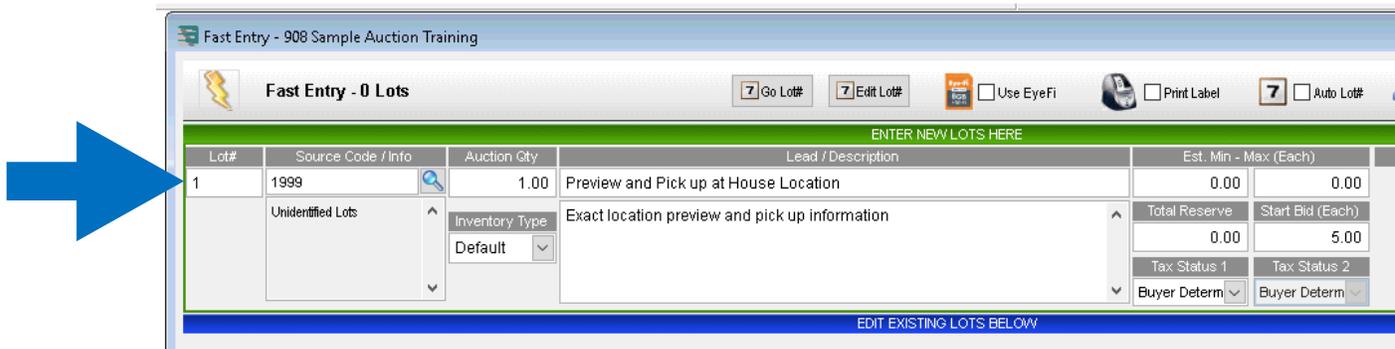


Click on Fast Entry

Fill in the blanks, Enter lot # 1- Source code will always be 1999, QTY will be 1, Inventory Type Default, Lead Description will say Preview & Pickup at House in "City of the Sale location" if there is not a preview just put pick up and leave the preview part out.

In the additional information box below please include exact location and pick up times and put any preview information in this box so customers can see it.

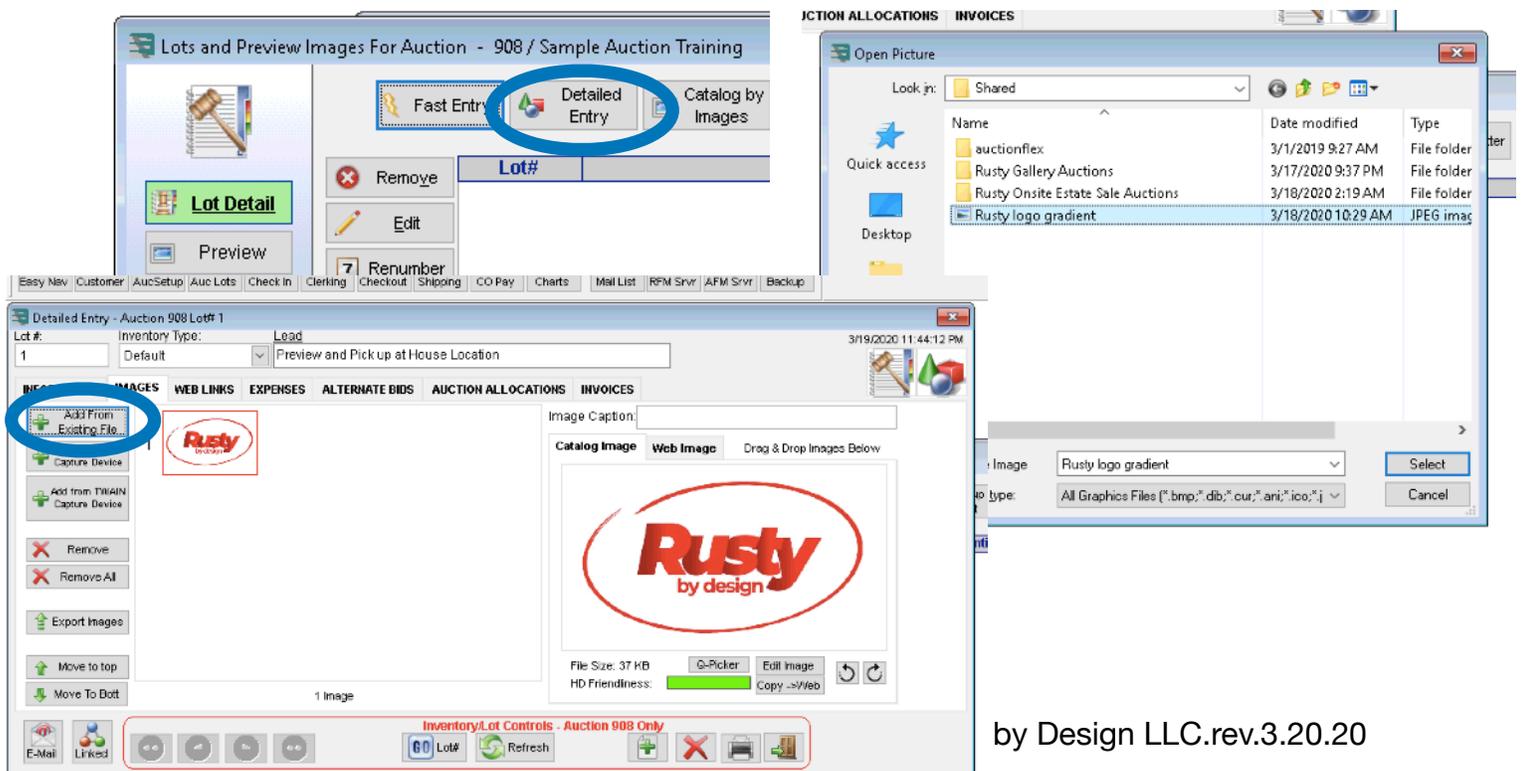
Start Bid is \$5.00- tax is always buyer determined then hit save.



Close this tab. (red X)

## 19 Adding Logo to Lot 1

Now go into detailed entry and go to the images tab.

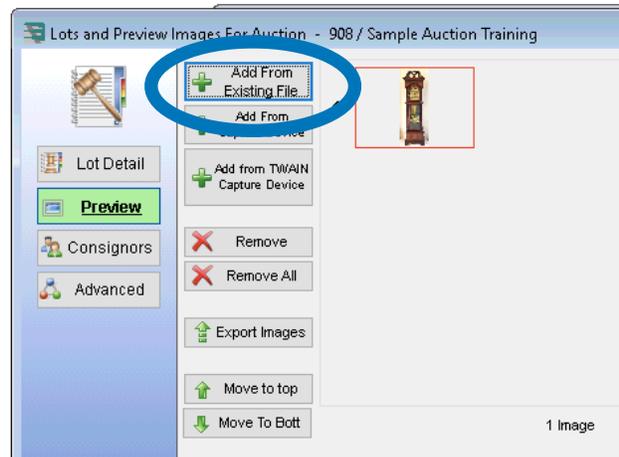
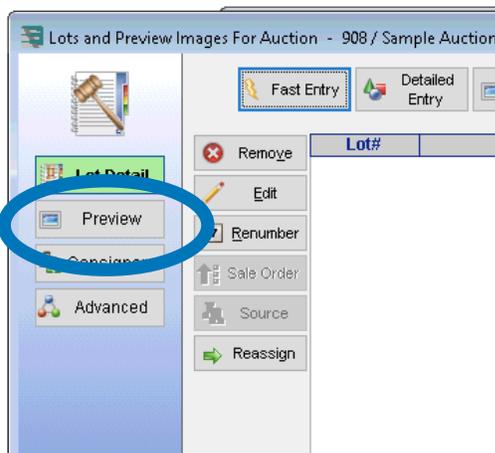


Click add from existing file use the drop-down arrow to go to the F Drive, shared, Auction Flex, images and select the second Rusty By Design Logo

Close this tab. (red X)

## 20 Lead picture

Last Step: Pick the lead picture- The photographers should be putting photos in a marketing folder under each sale in the cloud you can choose from, then under auction lots and preview images there is a Preview tab over to the left.



Pull from the marketing folder or any edited image in the folders marked for that specific sale.

# YOU HAVE SUCCESSFULLY SET UP A NEW AUCTION!!!!

# DEFINITIONS

Sale Open Date - The day the auction goes live and opens for bidding

Sale Close Date - The day the auction timer runs out and bidding ends

Upload Auction - When we upload to the internet the auction catalog for the general public to view

Pickup - The day the buyers pick up the items they won

Preview - The day we open the house or gallery to view the items before bidding closes

Gallery - The location in Forney where we receive consignment, bring in buyouts, and host gallery auctions

Onsite Sale - When we host a sale at someone's home

Lead Picture - The main photo that is displayed with the auction's name on our website

## REMINDERS

- ✓ Keep the cloud icon on your desktop for quick access
- ✓ Do not share your login credentials
- ✓ Log out of the cloud when you are not using it
- ✓ Always "logout" do not click the X to close out

# UPLOADING AN AUCTION [ BEFORE YOU GET STARTED ]

City name  GALLERY

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Sale name

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Start and end dates

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Preview day and times  NONE

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Get Sale description  DONE

Guns or no Guns  YES  NO

Autumn Cashier or No  YES  NO

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Identify Main Photo  DONE