

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.



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.

	Settings	23	
		Auction to Copy Settings from:	
REMINDER	902 - Glittering Gemstone Jewelry C	Gallery SaleOnline Only!!	SELECT
	ga		AUCTION
Copy settings		Set All "No" Set All "Copy"	
from another	Buyer's Premium:	O No Change O Copy from Auction	
auction	Tax Settings:	O No Change O Copy nonnaccoon	
	Auction Type:	O No Change Copy from Auction	
	Check-in Options:	O No Change Copy from Auction	
14	Terms and Conditions:	O No Change O Copy from Auction	
	an Location:	O No Change O Copy from Auction	
6	Report Options:	O No Change Copy from Auction	
;1 ;c	in Email:	O No Change Copy from Auction	
1 1	Payment Type Surcharge: ar	O No Change Copy from Auction	
u h	Buyer Charges:	O No Change Copy from Auction 20 20 20 20 20 20 20 20 20 20 20 20 20 2	
	Commission/BuyBack Settings:	○ No Change	
(Bid Increments:	O No Change O Copy from Auction	
	Ring Ranges:	O No Change O Copy from Auction	
	Upload Settings:	O No C	
		Copy Cancel	

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

🛬 Edit This Auction		×
	Auction ID: 908 Dates: 4/16/2020 🖬 - 4/19/2020	
	Name: Sample Auction Training	
8	Settings BP & Tax settings Description T&C Lucation Report Options Email Ring Options PayType Surcharge Notes	
Information	Description: Veter Description Here	^
B.Charges		
🖹 Expenses		
%Commission		
🥅 Increments		
		~
Copy Settings	Export Lipload	-
		1

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 <u>unless we have guns in the auction</u> 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.

	Auctio	on ID: 🥊	908		Date	es: 4/16	/2020		- 4	/19/2020			
R	N	ame:	Sample /	Auction Train	ning								
82	Settings	BP & Ta	x Settings	Description	T&C	Location	Report C	lptions	Email	Ring Options	PayType Surcharge	Notes	
Information	Desc	ription:	Enter	escription l	Here								^
B.Charges													
Expenses													
Commission													
3 Increments													
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Copy Settings											Export	d∰) I a	d 🚽

10 Upload Auction

Now click on the Upload Auction to Internet.



11 Dates

Under General go to the Dates tab.

💐 Upload Auction ID: 908	to HiBid.	
	Auction ID: 909 Name: Sample Auction Training Auction Info Dates Notices Terms BP Payment Shipping/Pick up Location	Contractions (basic listing is FREE)
General	The best eine detrand ending date are required. The dates/times fields (preview,auction,checkout) are optional, but recommended. Be sure to include specific times and don't forget to include the relevant time zone (EST, CST, MST, PST, etc.)	A DIREA
Registration	V	<:>HIRIQ
A Bidding	Dates: 4/16/2020	Upload To HiBid
Ctagger	Preview Dates/Times:	
Octogger		🗹 Include FloorAbsentee Bids
Son Close	¥	
Other Sites Miscellaneous	Auction Dates/Times: (live or internet-only)	Upload / Update Floor Abs Bids Only
PostAuction	v	
	Checkout Dates/Times:	
		Stop

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

NO

PREVIEW Must say no

preview

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

🛬 Upload Auction ID: 908	ito HiBid.	×
	Auction ID: 908 Sample Auction Training Auction Info Les Notices Terr BP Payment Shipping/Pick up Location	Control Contro
General	The Bidding Notice of the set Notice appear prominently in your auction listing, catalog, and lot pages. These notices should be as short and concise as possible. Bidding Notice Instructions: If your auction will not be using internet bidding of any sort (absentee or live), then	<≛⊦HiBid
Registration	Bidding Notice:	
🛆 Bidding	NEED HELP? Call (214) 247-7304 and dial ext. 2. We attempt to describe all these items to try to	Upload To HiBid
Stagger	give you a visual of the item you are bidding on, we describe them to the best of our ability and many times rely on information from the consigner that is given to us. If you have questions or are NOT v	🗹 Include Floor Absentee Bids
Soft Close	Auction Notice (optional):	_
Other Sites	^	
Miscellaneous	·	Floor Abs Bids Only
Post Auction		
	ONLY USE THE BIDDING URL FIELDS BELOW IF YOU ARE NOT USING HIBID	
	Bidding URL (must start with http:// or https://): Bidding URL Caption:	
		0100
		8100

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

🛬 Upload Auction ID: 908	to HiBid.	X
	Auction ID: 908 Name: Sample Auction Training Internet Bidding Type: Internet OnlyAuction	Contract Con
	Settings Bid Options Min Bid Settings Bid Increments	
General egistration Bidding Stagger Soft Close Other Sites Miscellaneous PostAuction	Minimum Bid Type: Public Bidding (ebay style) Bid Amount Type: Maximum Bidding (Up to) Open Internet Bidding (Eastern Time): 4/16/2020 10:00:00 AM Close Bidding on First Lot (Eastern Time): 4/19/2020 8:00:00 PM	Upload To HiBid Upload To HiBid Include Floor Absentee Bids
PostAddon		Stop

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.

💱 Upload Auction ID: 90	8 to HiBid.				
	Auction ID: 908	Name: Samp	le Auction Training		
	Internet Bid II _ Time:	Internet Only Au	ction	~	
	Setting Bid Options	lin Bid Settings	Bid Increments		
General		Show Immedia	ate Bid Status (wo	n/lost and winning amount) o	n Closed Lots 🗹
Degistration		Bidding	is Times the Mone	y on Lots with a Quantity Gre	ater Than One 🗹
rtegistration		Show Bidding Re	serve Status (Res	erve Met or Not Met) on Lots v	with a Reserve 🗹
Bidding			Sho	w Bid Confirm Page with Bu	yer's Premium 🔲
Stagger				-	·
Soft Close					
Other Sites					
Miscellaneous					
Destaution					
PostAuction					
					DO NO I
					CHECK LA
					BOX

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.

Sessions AuctionGuy AuctionZip Bession 1 Date/Time: /// :: AM ? Session 2 Date/Time: /// :: AM ? gistration Session 2 Date/Time: // :: AM ? gistration Session 2 Date/Time: // :: AM ?
Session 1 Date/Time: JJ :: AM ? General Session 1 Lot Range:
General Session 1 Lot Range: JJ :: AM Session 2 Date/Time: JJ :: AM
General jistration Session 2 Date/Time: 1 / :: AM Session 2 Lot Range:
Jistration Session 2 Date/Time: // :: AM Session 2 Lot Range:
idding Session 2 Lot Range:
idon y
tagger Session 3 Data/Time: / /: AM
Session 3 Lot Range:
Session 4 Date/Time: J J :: AM
tAuction Session 4 Lot Range:
Session 5 Date/Time: / /: AM

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.

S					0		
8	Fast Entry - U Lots	5		C Go Lot#		Print Label	7 🗌 Auto L
				ENTER NEW LOTS HERE			
Lot#	Source Code / Inf	0	Auction Gty	Lead / Description		Est. Min - N	lax (Each)
1	1999	Q	1.00	Preview and Pick up at House Location		0.00	0.0
	Unidentified Lots	^	Inventory Type	Exact location preview and pick up information	^	Total Reserve	Start Bid (Eac
			Default			0.00	5.
			Bolidan			Tax Status 1	Tax Status 2
		~			~	Buver Determ V	Buver Determ

Close this tab. (red X)

19 Adding Logo to Lot 1

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

	JCTION ALLOCATIONS	INVOICES		
💐 Lots and Preview Images For Auction 🕘 908 / Sample Auction Training	🕞 Open Picture			—
Fast Entry A Detailed Catalog by	Look jn: [Shared 🗸	G 🤌 📂 🛄 -	
	<u>_</u>	Name	Date modified	Туре
		auctionflex	3/1/2019 9:27 AM	File folder ter
Remove Lot#	Quick access	Rusty Gallery Auctions	3/17/2020 9:37 PM	File folder
		Rusty Onsite Estate Sale Auctions	3/18/2020 2:19 AM	File folder
Edit		📧 Rusty logo gradient	3/18/2020 10:29 AM	JPEG imag
Proview	Desktop			
Essy Nev Customer AucSetup AucLots Check in Clerking Checkout Shipong CO Pay Charts Mail List RFM Srvr AFM Srvr Bi	ackup			
🕞 Detailed Entry - Auction 908 Lot# 1		×		
Lct #: Inventory Type: Lead	3/19/2020 11:44:12	PM		
Default Preview and Pick up at House Location	× 1			
MAGES WEB LINKS EXPENSES ALTERNATE BIDS AUCTION ALLOCATIONS INVOICES				
Add From Image Caption				
Catalog Image Web Image Deep 8	Prop Inseren Below	-		>
Capture Device	Crop integes boton	Image Rusty logo gradient	~	Select
Add from TRIAIN		All Graphics Files (* hmp.* dib.* our.)	*ani:*ico:*i ⊻	Cancel
T Capture Device			tany tooy if	
		nti		
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Export Inages				
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E-Meil Linked		by Design LLC.rev	.3.20.20	

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	
Sale name	
Start and end dates	
Preview day and times	
Get Sale description	
Guns or no Guns	
Autumn Cashier or No	
Identify Main Photo	