

Installing Auction Flex



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Standard Operating Procedure: Downloading Auction Flex

Purpose: To establish guidelines for downloading Auction Flex to your workstation device. All Sales Support staff are responsible for following this SOP.

INSTALLING AUCTION FLEX

1 Download the software

Go into your web browser on that device and go to cloud24.auctionflex.com

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| You can download | Auction Software Cloud | from the following links: | |
| | Windows: | the following links. | |
| | Windows Client Mac: <u>Mac Client</u> | | |
| Once installed, open the client softw | vare (Go-c. | emer 'cloud24.auctionflex.com' (no qu | otes.) |
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2 Download the install file for the Go Global Client.

You can use this same link for any of your computers or devices.

LOGGING INTO THE CLOUD

1 Click on the Icon



2 Click on Connect



3 Enter Username and password you were assigned.



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Contact your supervisor to get Auction Flex credentials. Do not share your credentials with anybody.

4 In the cloud

Once you are in the cloud you will see the Auction Flex Icon and a Folder that says Explorer_7007 (these are the only two icons you will ever need to use)



DEFINITIONS

The Cloud - Our web based client that contains the Auction Flex software we use to build and host auctions

AuctionFlex - The software we use to build the catalogs and manage auction functions, customer database and invoicing

HiBid - The online bidding software we use to host and run the online auction