

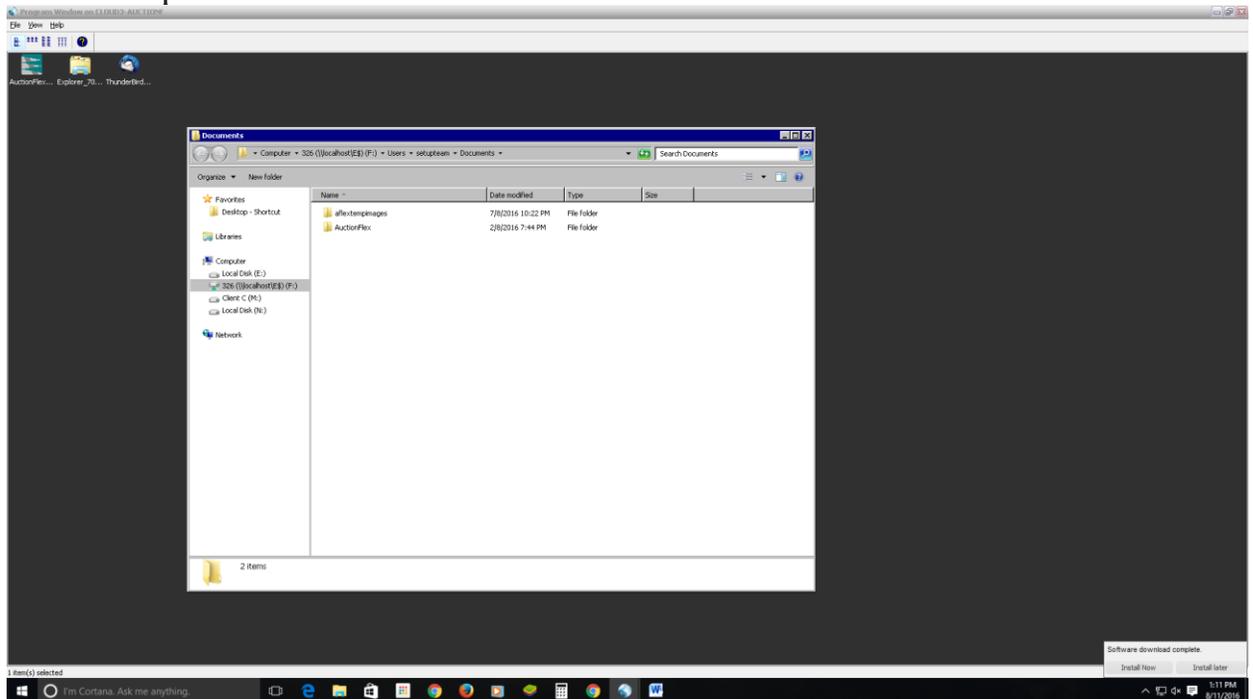
Standard Operating Procedure: Importing Photos into Auction Flex

Purpose: To establish guidelines and instruction for importing photos into Auctionflex. All Sales Support staff are responsible for following this SOP.

Procedure:

Transferring Photos to the Cloud

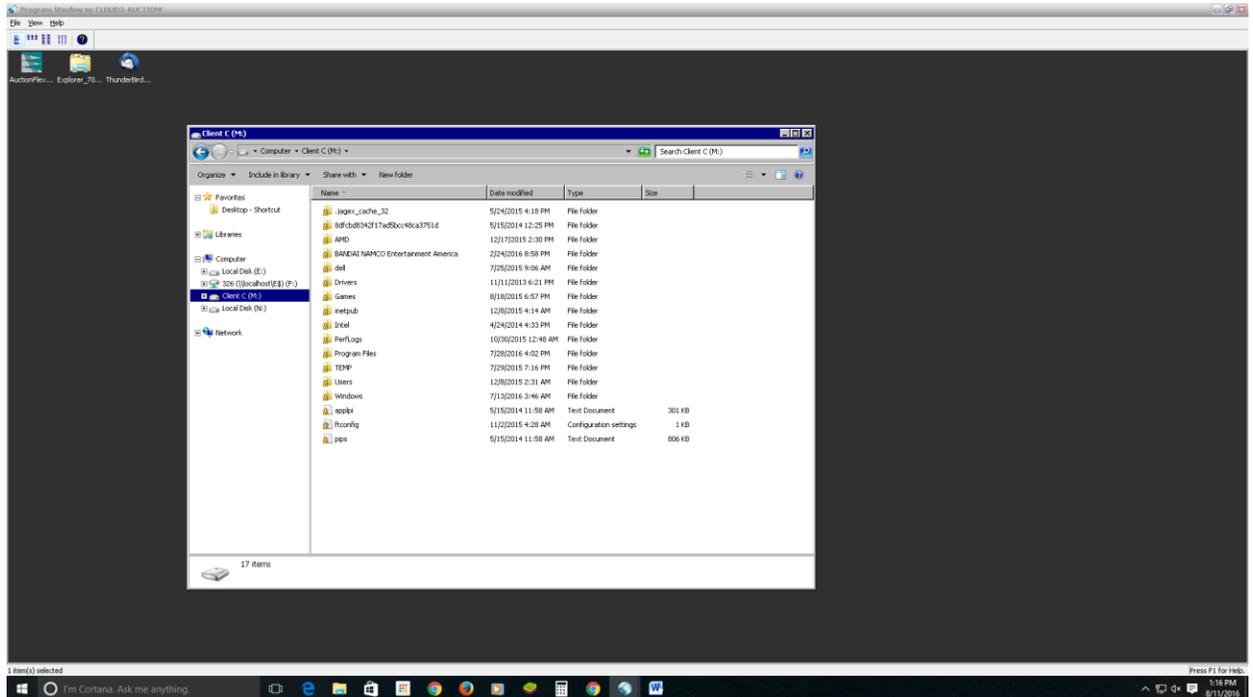
1. Create a folder on your desktop with the pictures you have taken for the day.
2. Log in to Auction Flex by clicking on your icon and pressing connect.
3. You will see a folder that says Explorer_7007 it is the only folder that you will see- open the folder and it will look like this



Click on F, then shared, then Rusty Onsite Estate Sale Auctions or Rusty Gallery Auctions depending on what you are working on.

Create you a new folder named for whatever sale you are doing. If it is for the Rusty Gallery you can label it with lot #'s but be sure you also add the date so we will know which auction it is for.

4. Then go and click on the M Drive as seen below



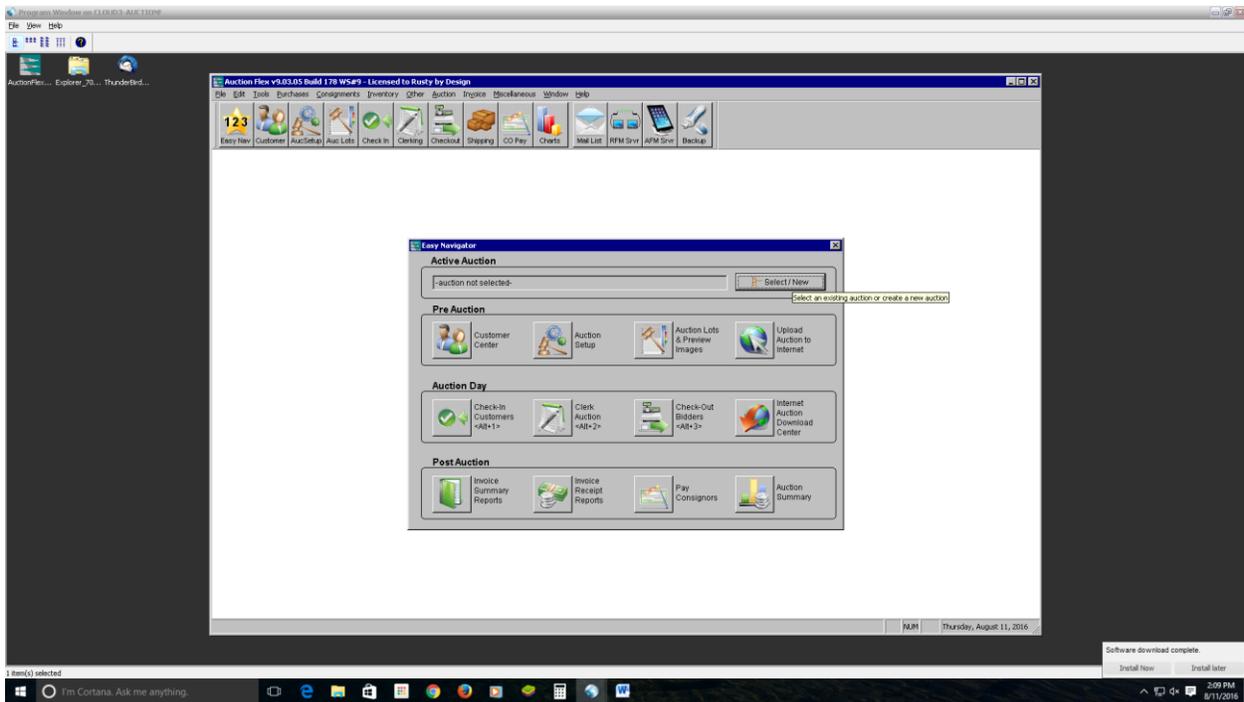
5. Then click users, then click on the folder with your computers name, then desktop, then click on your folder that you created with the photos you need to transfer and select all and copy. Then click users, then click on the folder with your computers name, then desktop, then click on your folder that you created with the photos you need to transfer and select all and copy

You just have to keep an eye on it while they are transferring to make sure the cloud does not kick you out or you lose the connection.

You are not able to copy directly from your desktop to the cloud so you have to take the step to go to the M Drive through the cloud.

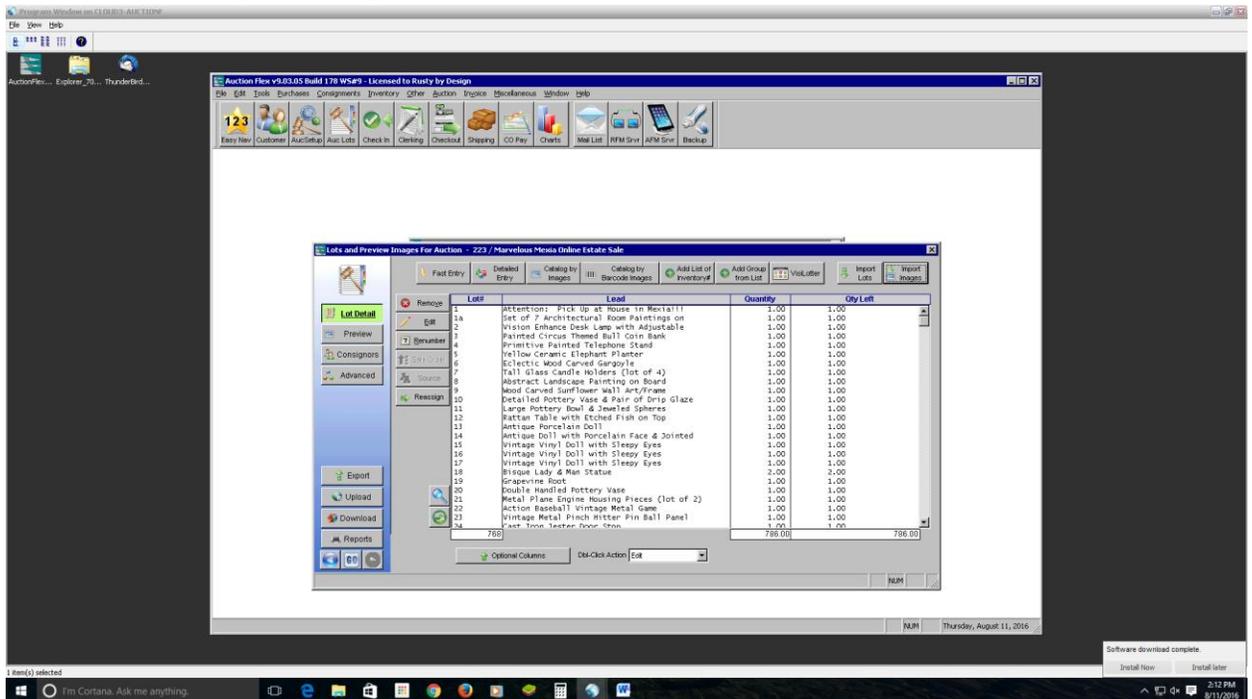
Importing Pictures into Auction Flex

1. Login to the cloud and click on the Auction Flex Icon.
2. Click on the Select/New Button and select the auction you are going to import pictures into.



3. Click on the Auction Lots & Preview Images Button.

4. Click on the Import Images Button.

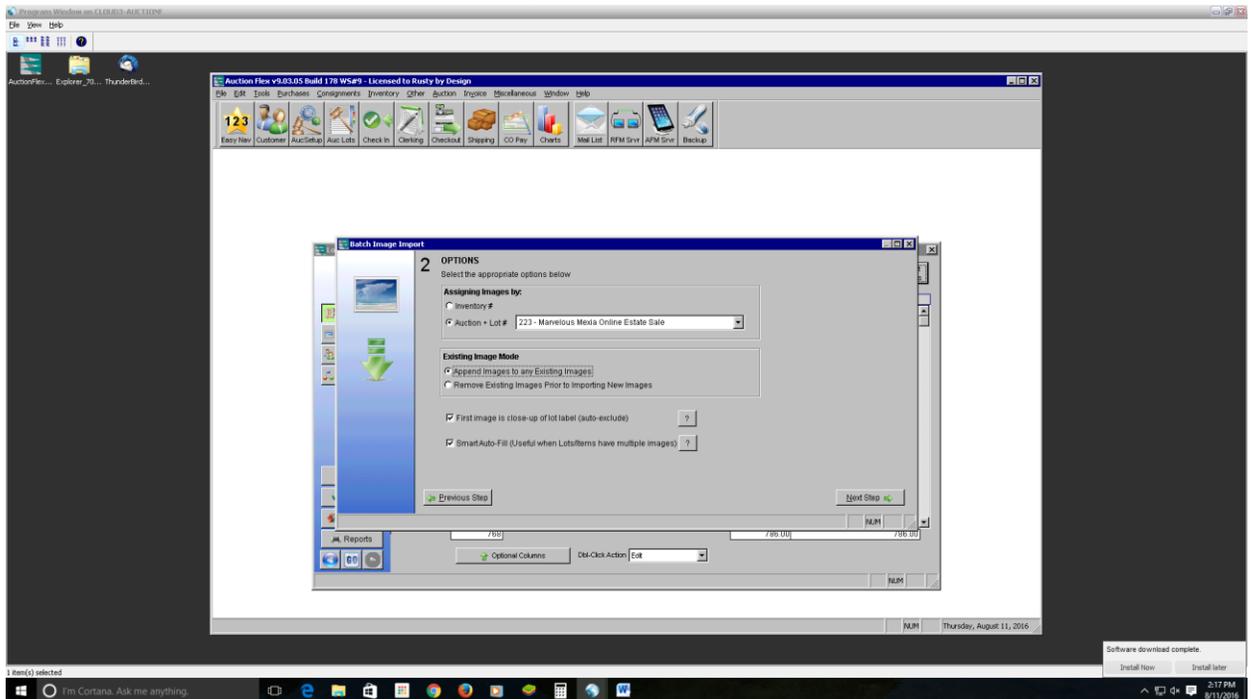


5. Click Ok when the prompt pops up about backing up your file.

6. Select the folder that has the images in it that you want to import.
326/shared/auctionflex/rusty gallery auctions or rusty onsite estate sale
auctions/then select the folder

7. Press the Next Step Button.

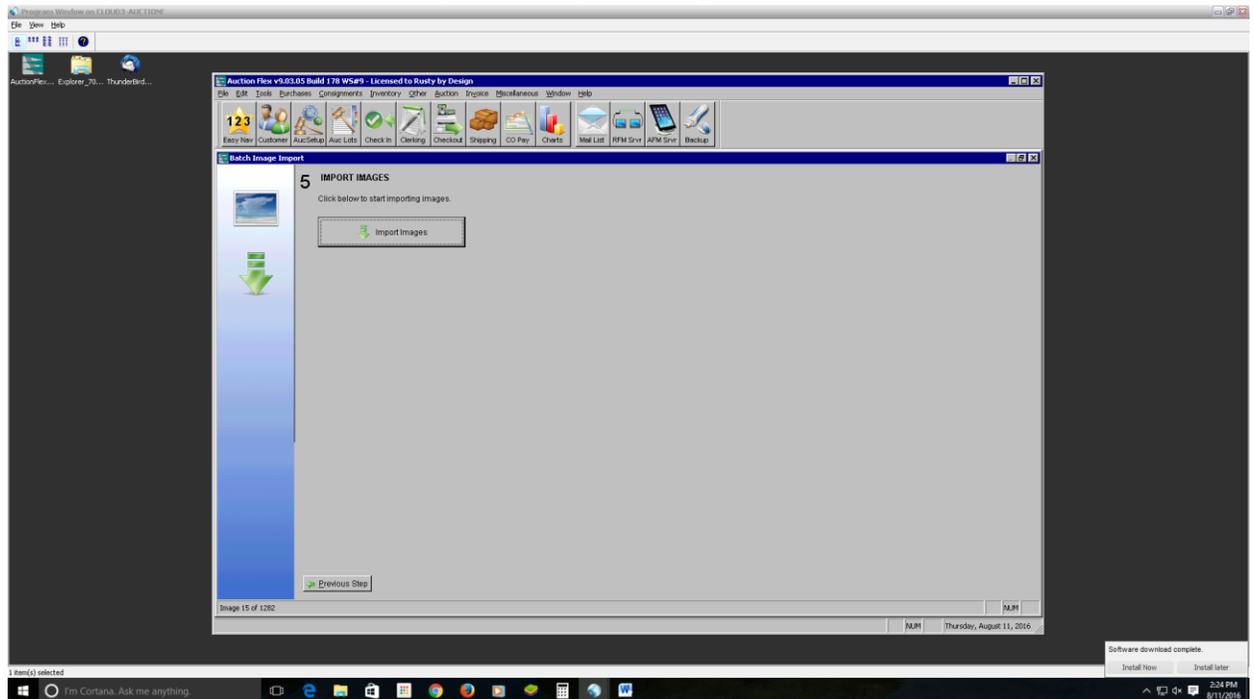
8. For Options it should look like the print screen below



Make sure the options are checked as above so it will delete the first image that is the picture of the lot # and it will auto fill for you until you get to the next lot #.

9. Select the next step button, make sure the none circle is highlighted/filled in then select the next step button again.

12. Then you will select next step and import images



13. Once it finishes importing the images you are done with that folder.

14. If you have forgotten to take a picture of the lot # you can click on the small click on the include box to include the first photo and a check will appear, this will also work if you see a picture you do not want to include, you can just click on the box and the check mark will go away and highlight the box pink so you know it will not be included.

15. Once you are finished importing go back through the auction under detailed entry and make sure that the pictures match the descriptions and they are all there. If you find something that does not match please let the description person know so they can figure out what happened and change the description.

Be very careful when importing pictures so that they will always get attached to the correct lot # and description. Also always make sure that whoever did the descriptions has imported the descriptions before you import photos or they will not have anything to attach to and will not import.

