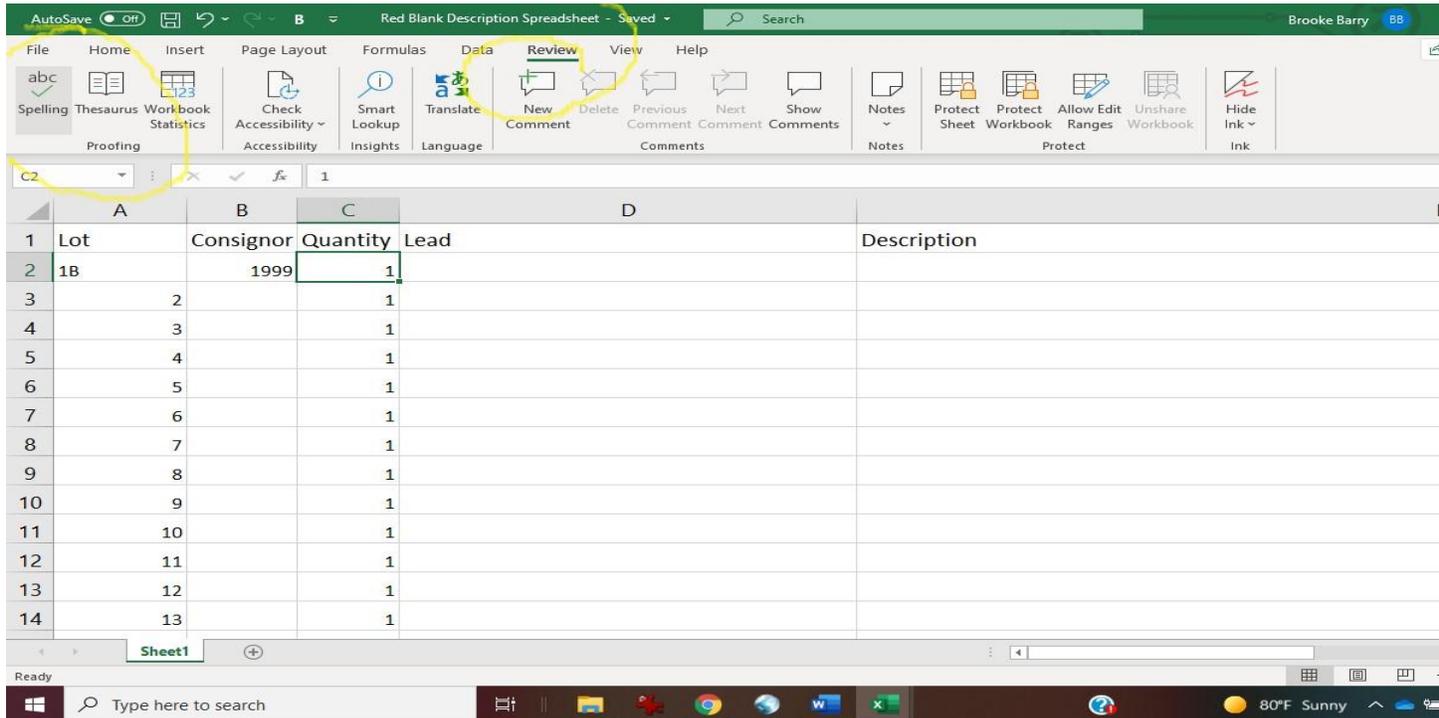


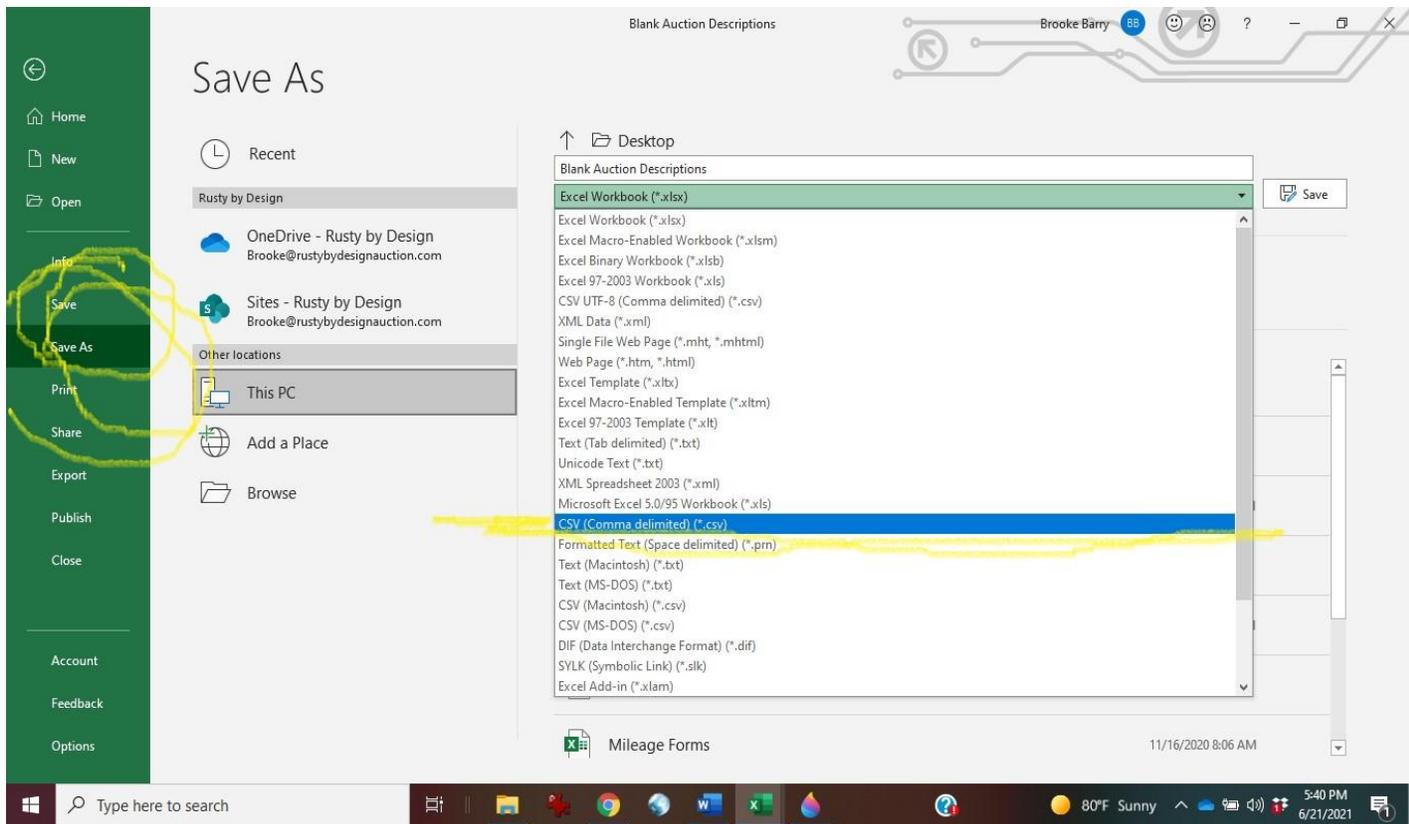
Standard Operating Procedure: Importing Descriptions into Auction Flex

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

Procedure: Always be sure that you have spell checked your description Excel Spreadsheet before importing descriptions. To do this open your Excel Spreadsheet click on the Review Tab and then on Spelling and it will begin spell checking. You will ignore most of the spell check prompts when it comes to proper names, places and company names but this just ensures that once uploaded there are not spelling errors.

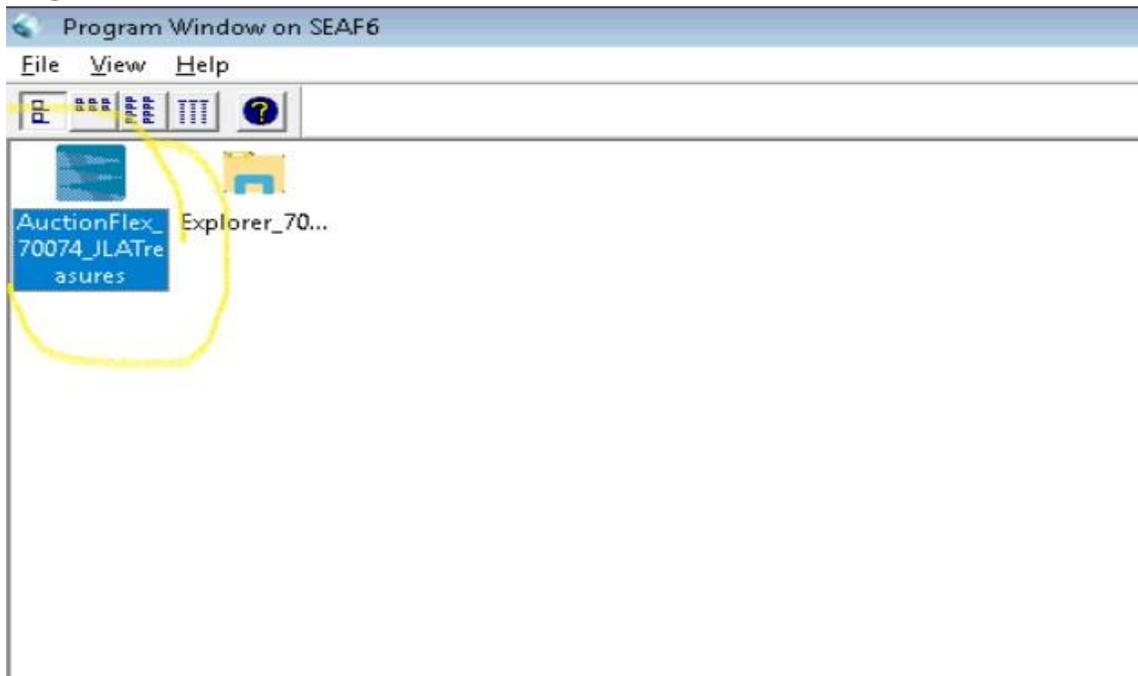


Once spell check is complete you will need to click on file/save as/click on the save as type and select CSV (comma delimited)

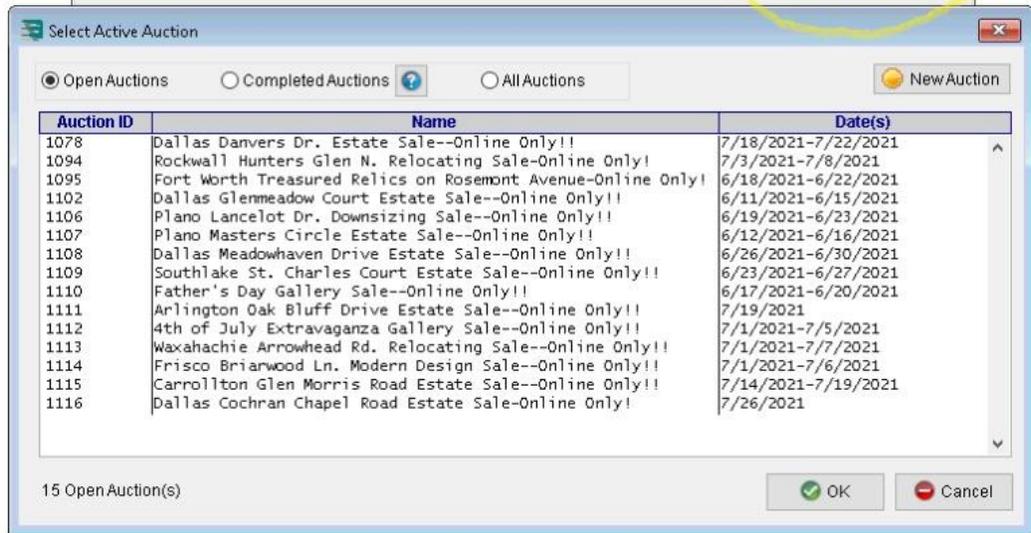


Now the spreadsheet is ready to be imported.

Login to GO-Global, Click on the Auction Flex Icon



1. Click on the Select/New Button and select the auction you need to import descriptions into.

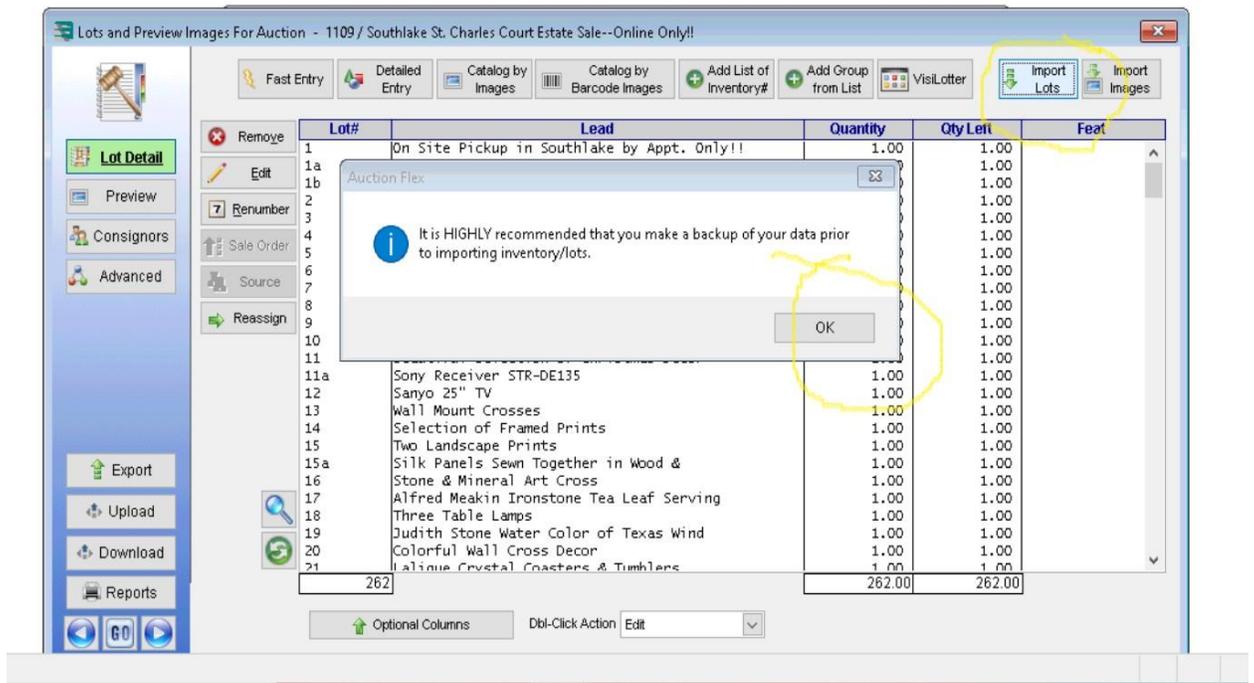


2. Click on the Auction Lots & Preview Images button.



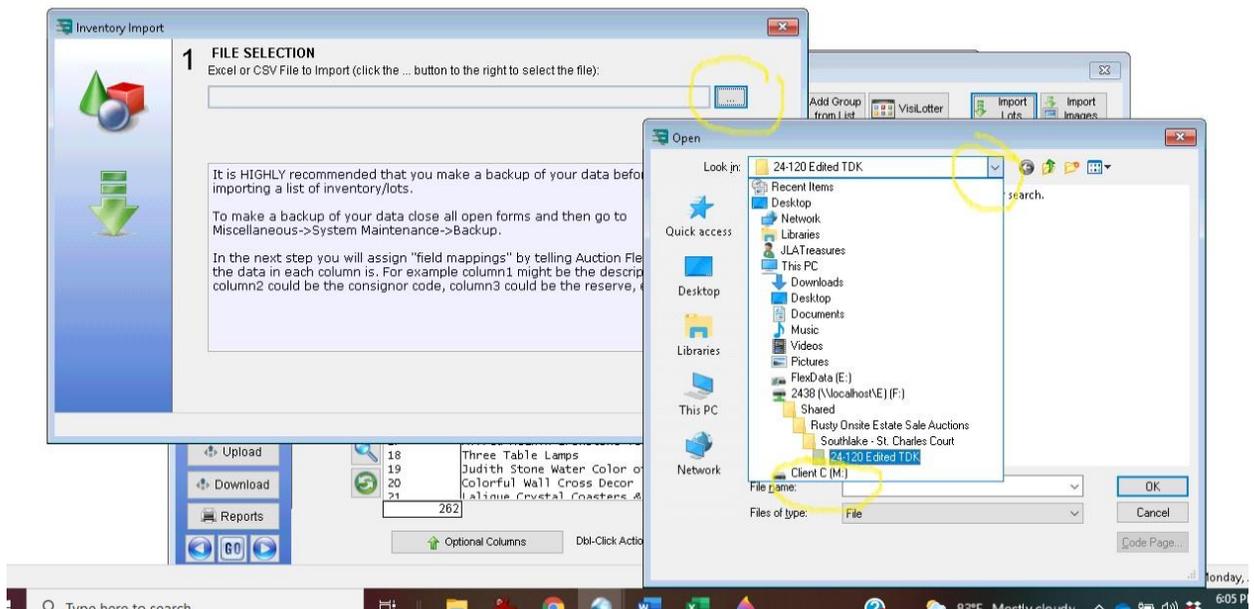
3. You will have to enter the username & password again

4. Click on the Import Lots button

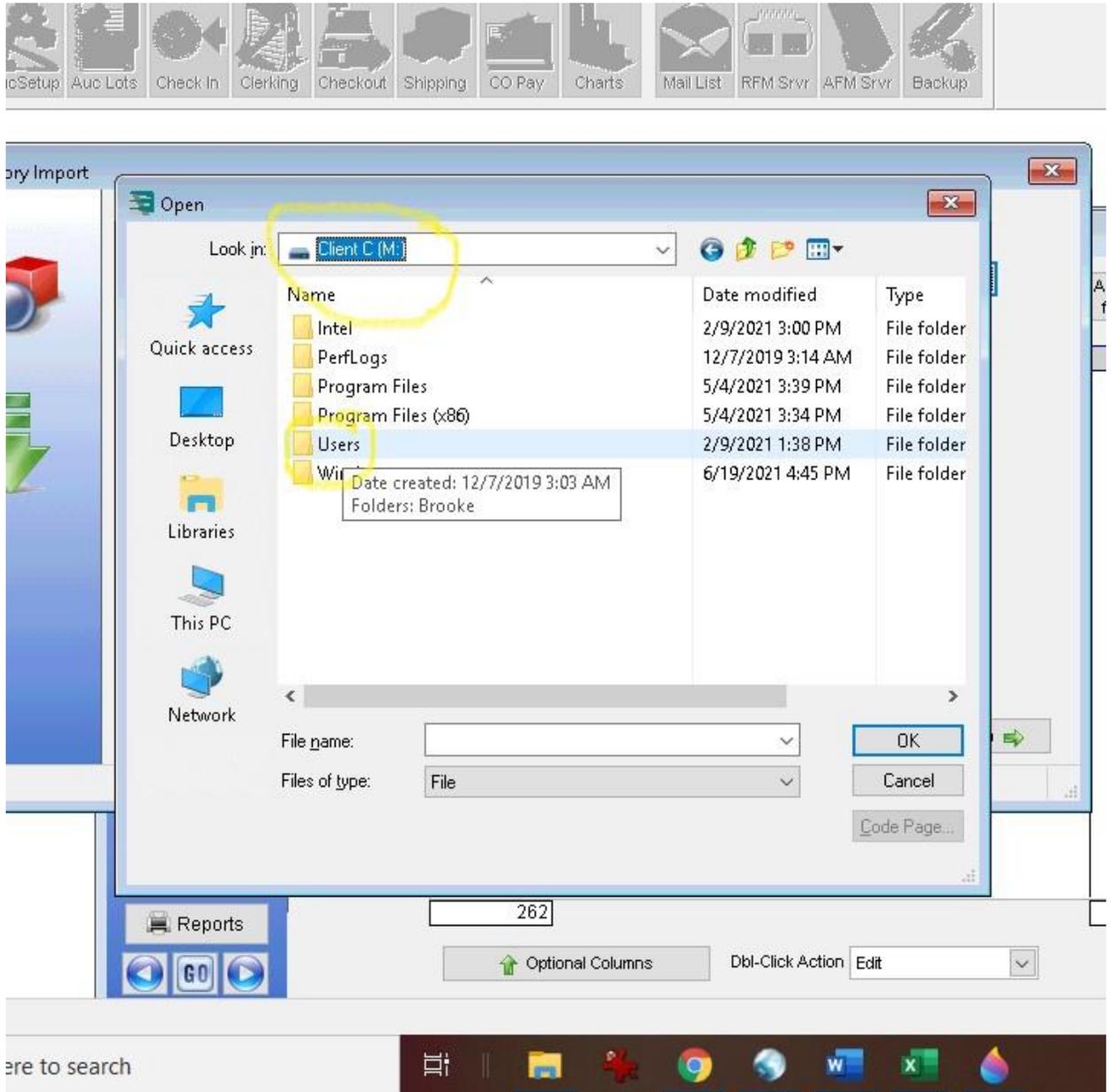


5. Press Ok when prompted about backing up information.

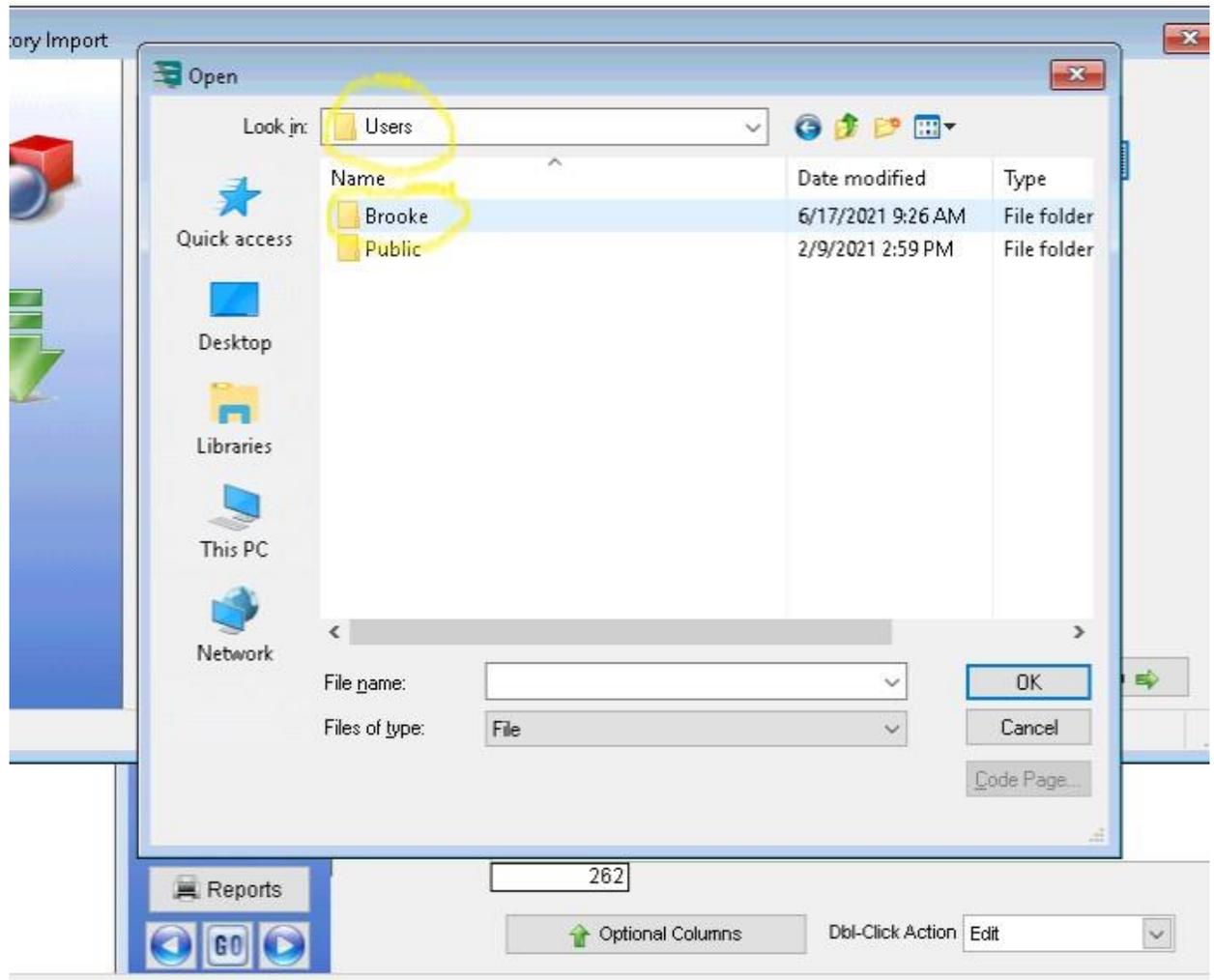
6. Click on the square box to the right to find your file



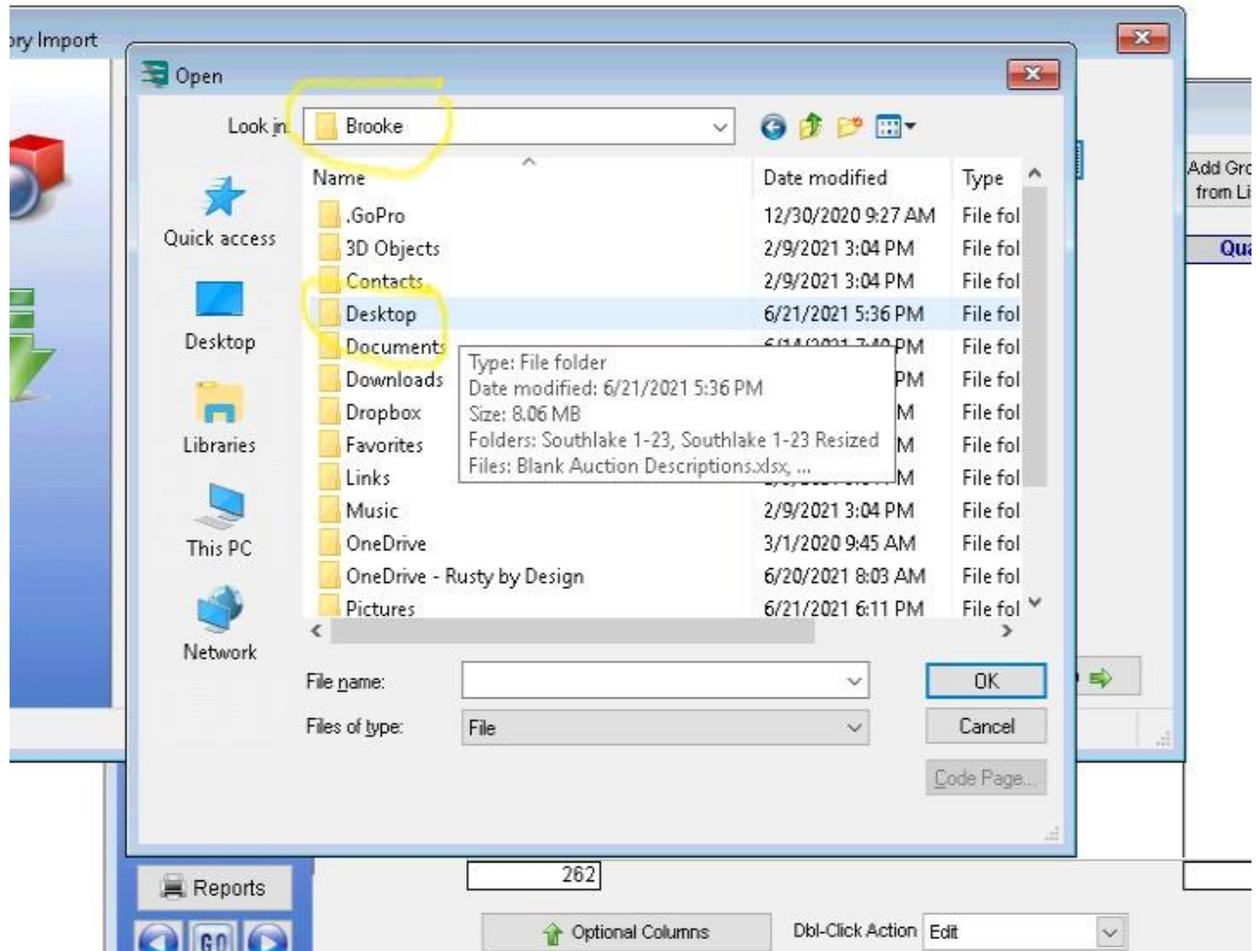
7. Select Client C (M) Desktop/then go to where you saved the file if it was in a folder on your desktop or just on the desktop



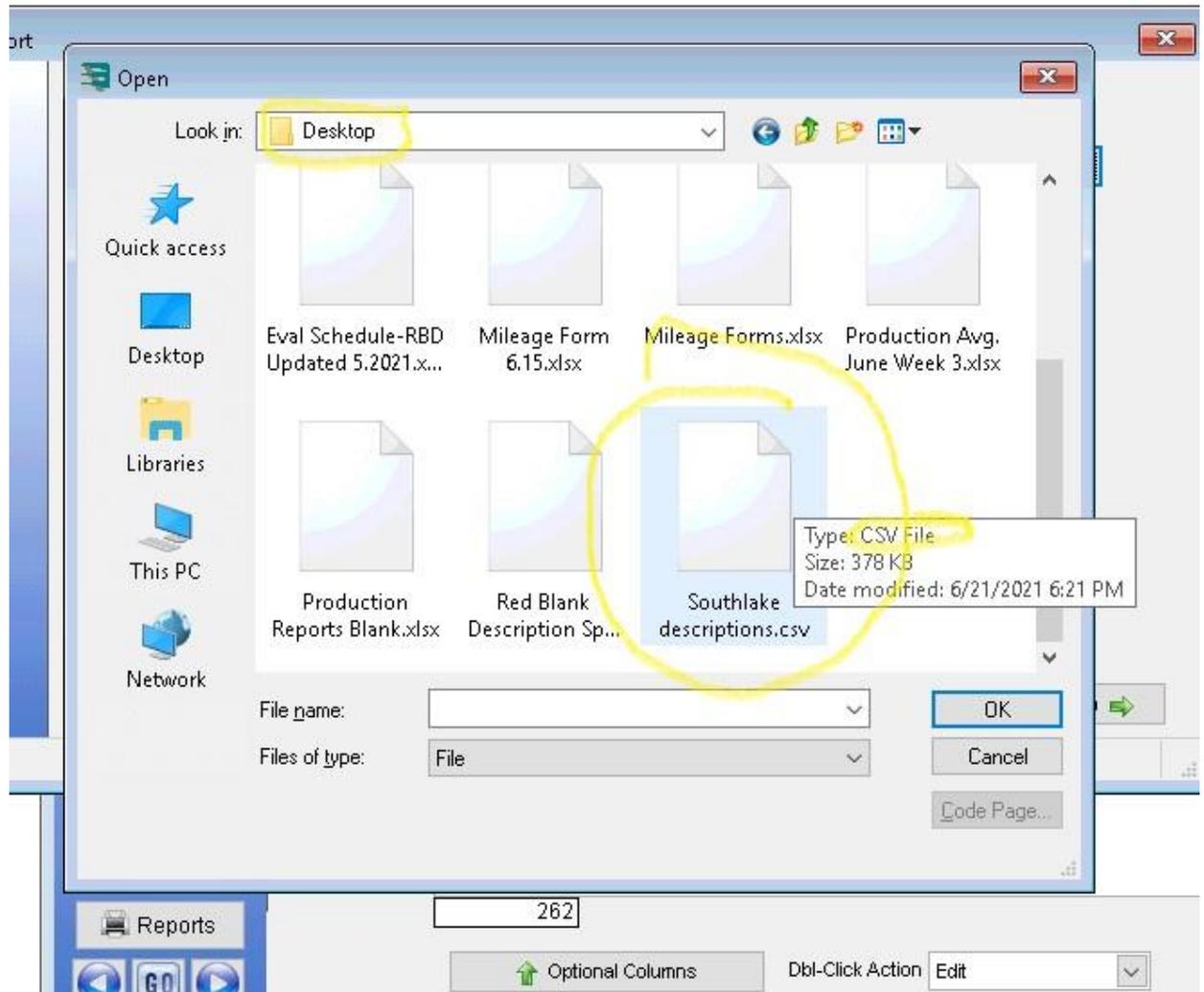
Select Users



Select whatever the name of your computer is listed as

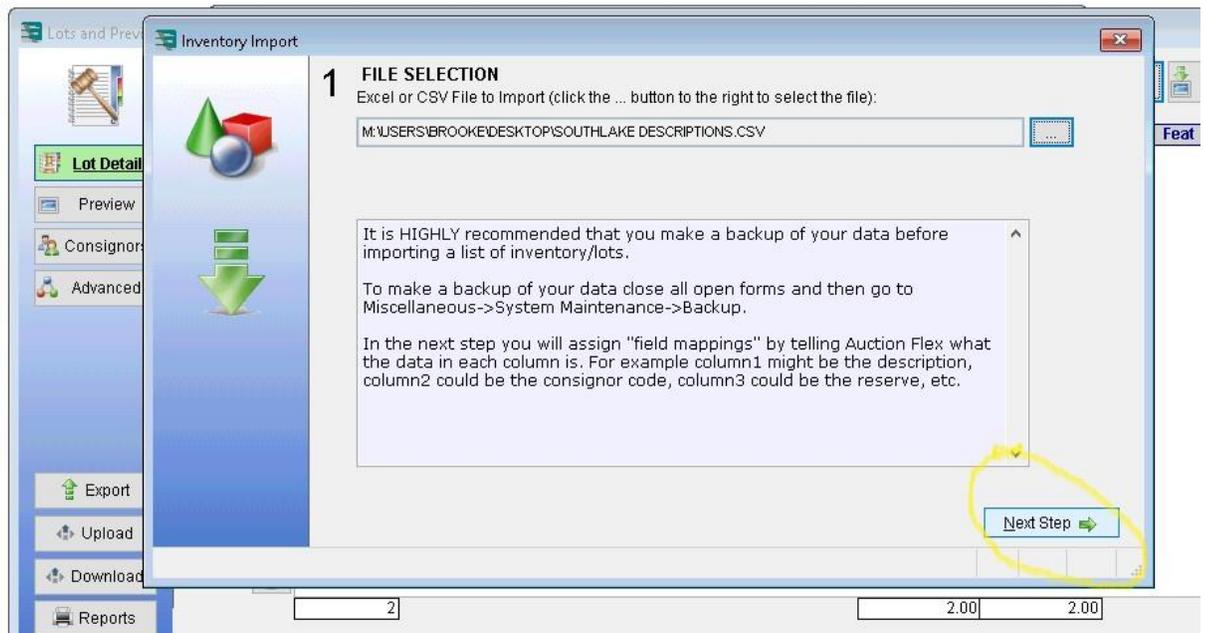


Select Desktop

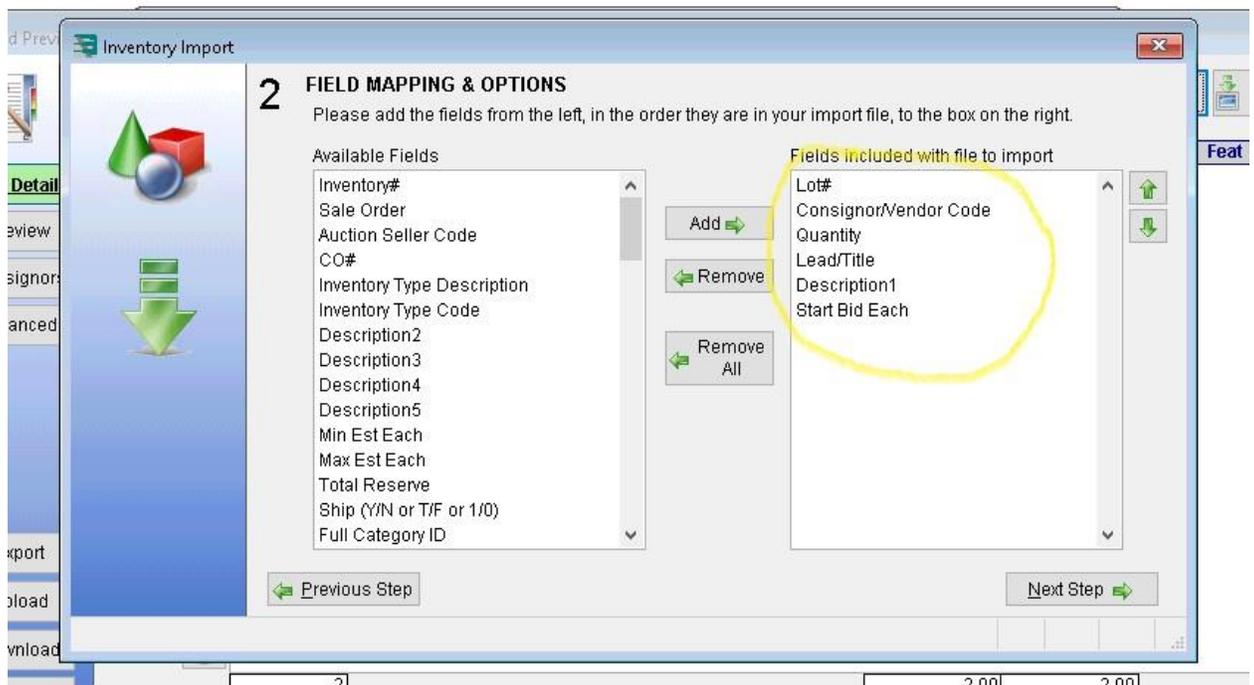


Make sure you select the CSV file

8. Click on the Next Step Button



9. The next screen should look like this



- Click the Next Step Button and make sure that the box that says skip the first row when importing is checked.

3 FIELD MAPPING REVIEW

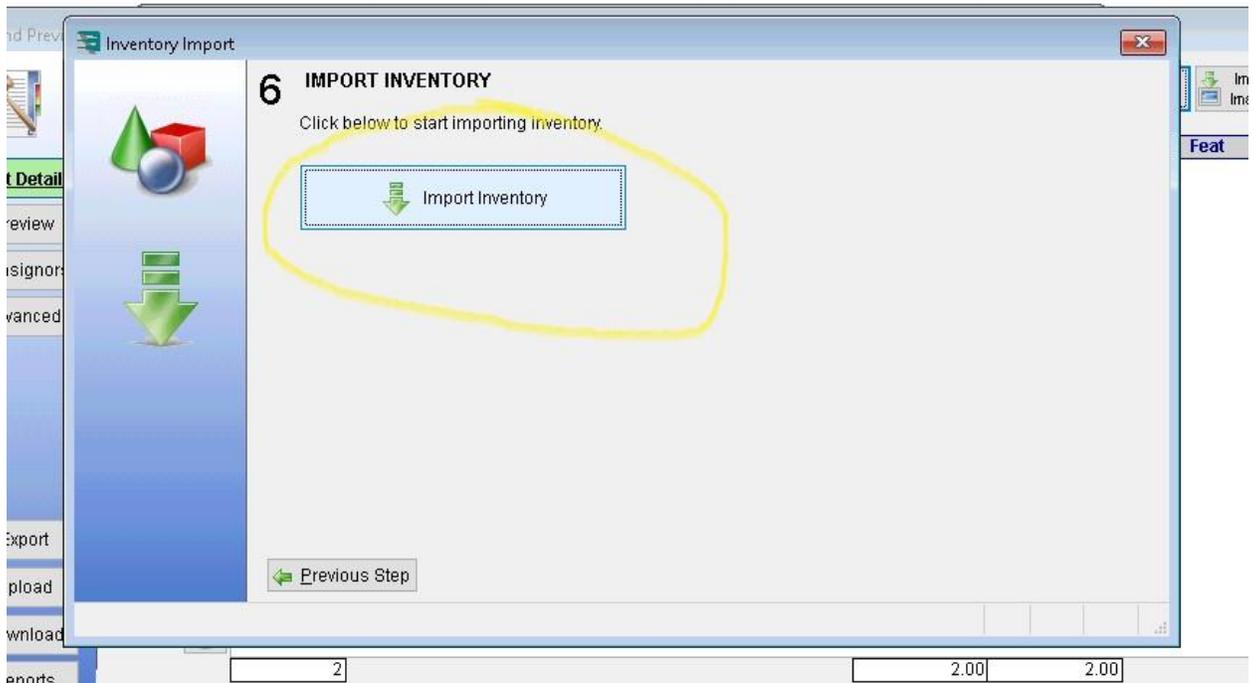
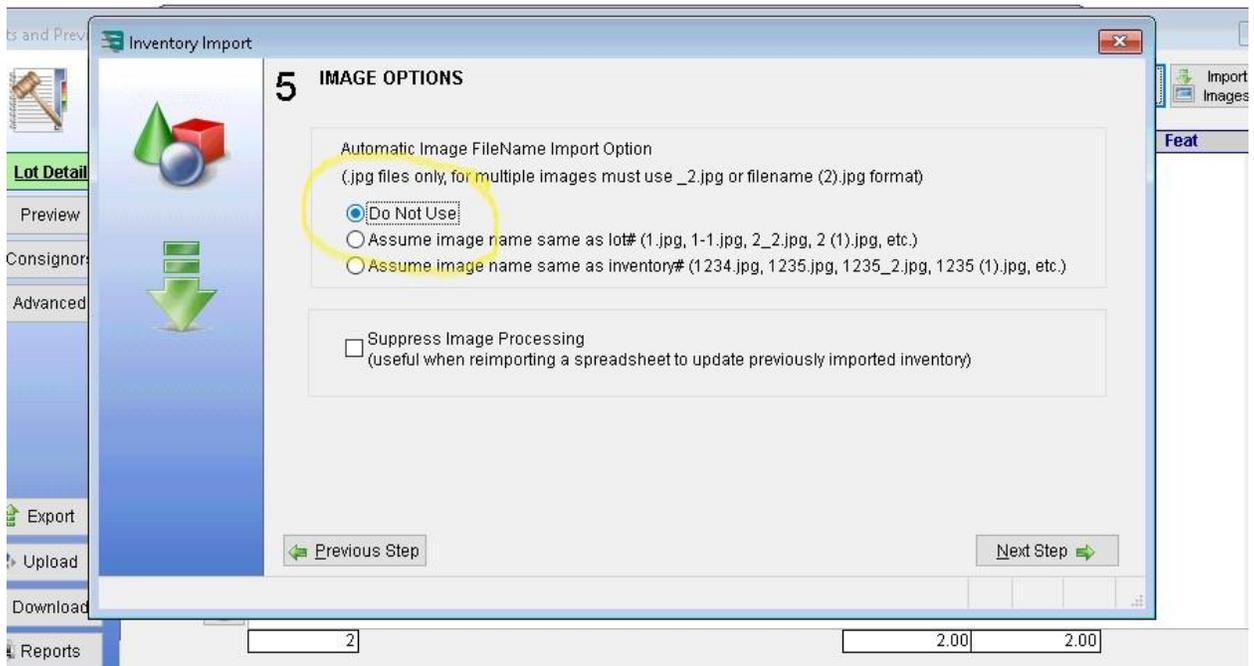
Please carefully review these field mappings prior to proceeding to Step 4.

Skip First Row When Importing

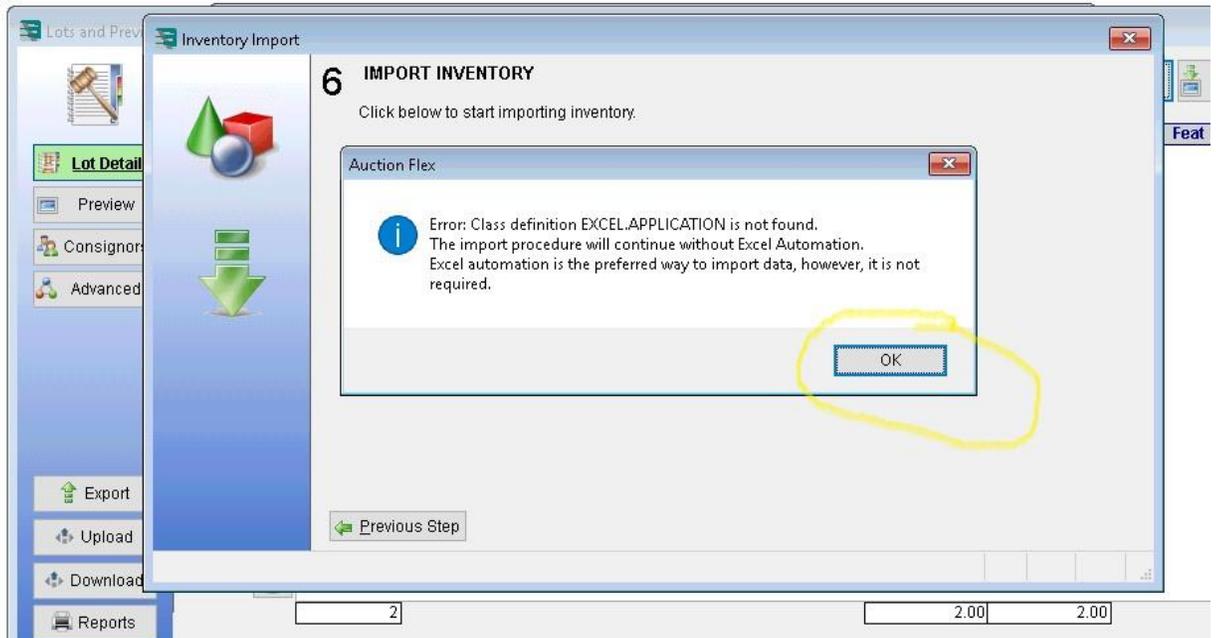
Lotnum	Consignorvendorcode	Quantity	Lead
Lot	Consignor	0.00	Item
1a	12121	1.00	
2		1.00	
3		1.00	
4		1.00	212121
5		1.00	
6		1.00	
7		1.00	
8		1.00	211212
9		1.00	
10		1.00	

Previous Step Next Step

11. Click the Next Step Button, the next step button again, make sure “do not use” circle is highlighted or filled in, then click on the next step button, then click on the Import Inventory.



12. Click the Ok button when a prompt comes up about an Error (this always does this but it does not change the outcome of importing)



13. It will import the descriptions and you will press the Ok button once done.

