## <u>Standard Operating Procedure: Importing</u> <u>Descriptions into Auction Flex</u>

**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.

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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.



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

	Active Auction
	1109 - Southlake St. Charles Court Estate SaleOnline Only!
Selec	Active Auction
() Op	n Auctions 🔿 Completed Auctions 🥥 🔿 All Auctions
Au	ion ID Name Date(s)
1076 1094 1095 1102 1106 1107 1108 1109 1110 1111	Dallas Danvers Dr. Estate SaleOnline Only!!7/18/2021-7/22/2021Rockwall Hunters Glen N. Relocating Sale-Online Only!7/3/2021-7/8/2021Fort Worth Treasured Relics on Rosemont Avenue-Online Only!6/18/2021-6/22/2021Dallas Glenmeadow Court Estate SaleOnline Only!!6/11/2021-6/15/2021Plano Lancelot Dr. Downsizing SaleOnline Only!!6/12/2021-6/23/2021Plano Masters Circle Estate SaleOnline Only!!6/12/2021-6/16/2021Dallas Meadowhaven Drive Estate SaleOnline Only!!6/26/2021-6/30/2021Southlake St. Charles Court Estate SaleOnline Only!!6/26/2021-6/30/2021Father's Day Gallery SaleOnline Only!!6/27/2021-6/20/2021Arlington Oak Bluff Drive Estate SaleOnline Only!!7/19/20214th of July Extravaganza Gallery SaleOnline Only!!7/1/2021-7/5/2021Waxahachie Arrowhead Rd. Relocating SaleOnline Only!!7/1/2021-7/2/2021Trace Reference de M. Relocating SaleOnline Only!!7/1/2021-7/2/2021
1112 1113 1114 1115 1116	Carrollton Glen Morris Road Estate Sale-Online Only!! 7/14/2021-7/9/2021 Dallas Cochran Chapel Road Estate Sale-Online Only!! 7/26/2021

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

			Entry Images Barcode Images Inventory#	from List		Lots   🖾 Imag
4 <u> </u>	Remove	Lot#	Lead	Quantity	Qty Left	Feat
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		10			1.00	
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		12	Sanyo 25" TV	1.00	1.00	
		13	Wall Mount Crosses	1.00	1.00	
		14	Selection of Framed Prints	1.00	1.00	
A		15 15a	Two Landscape Prints Silk Panels Sewn Together in Wood &	1.00	1.00	
Export		16	Stone & Mineral Art Cross	1.00	1.00	
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Opioad	-0	18	Three Table Lamps	1.00	1.00	
Download	ନ	20	Colorful Wall Cross Decor	1.00	1.00	
- Dominoud		21	Lalique Crystal Coasters & Tumhlers	1 00	1 00	
🚊 Reports		28	52	262.00	262.00	
		A (	Ontional Columna DhLClick Action Edit			
		<b>11</b>	optional Columns Don-Glock Action Edit			

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

		A Open	×
*	It is HIGHLY recommended that you make a backup of your data befor importing a list of inventory/lots. To make a backup of your data close all open forms and then go to Miscellaneous->System Maintenance->Backup. In the next step you will assign "field mappings" by telling Auction Fle the data in each column is. For example column1 might be the descrip column2 could be the consignor code, column3 could be the reserve, o	Look jn: 24120 Edited TDK Recent litems Desktop Desktop Libraries Libraries Libraries Pictures Pi	
	Upload     I8 Three Table Lamps     Judith Stone Water Color or     Colorful Wall Cross Decor     Jainue Crystal Coasters &     Z62     Colorful Wall Counts     Dist-Click Actio	This PC Shared Putty Driste Estate Sale Auctions Southale - St. Charles Court Restance Cleme C (M.) File genee. Files of type: File	OK Cancel Code Page

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

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## Select Users





Select whatever the name of your computer is listed as

## Select Desktop

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Make sure you select the CSV file

8. Click on the Next Step Button



9. The next screen should look like this

2 Please add the fields from the left, I Available Fields	in the order they are in	your import file, to the box on the rig Fields included with file to impor	yht. t
Inventory# Sale Order Auction Seller Code CO# Inventory Type Description Inventory Type Code Description2 Description3 Description4 Description5 Min Est Each Max Est Each Total Reserve Ship (Y/N or T/F or 1/0) Full Category ID	Add Remove	Lot# Consignor/Vendor Code Quantity Lead/Title Description1 Start Bid Each	* *
👍 Previous Step		Ne	xt Step 🛋

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

A	3 FIELD MF	APPING REVIEW				
	Please car	etuily review these field ma	ppings pric	or to proceeding to Step	4.	
ail 🌕		Consignorvendorcode	Quantity	1	Lead	
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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.

Auction Flex			
Import Messages			
Skipping row 1489 with empty lead/description - Lot# 1488 Skipping row 1490 with empty lead/description - Lot# 1480 Skipping row 1491 with empty lead/description - Lot# 1490 Skipping row 1492 with empty lead/description - Lot# 1491 Skipping row 1493 with empty lead/description - Lot# 1492 Skipping row 1494 with empty lead/description - Lot# 1493 Skipping row 1495 with empty lead/description - Lot# 1493 Skipping row 1496 with empty lead/description - Lot# 1493 Skipping row 1496 with empty lead/description - Lot# 1495 Skipping row 1498 with empty lead/description - Lot# 1495 Skipping row 1499 with empty lead/description - Lot# 1495 Skipping row 1500 with empty lead/description - Lot# 1496			^