

Auction Manager



Getting Started Guide

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Getting Started

Every Auction is a progression of steps. This guide gives a short overview of those steps and how Auction Manager can help handle each of them. For full details, see the Help file.

The steps in the *To Enter Information for the Auction* section do not have to be done in a step by step order. This is a list of all steps that will need to be done before the Auction happens. Full details about each section of Auction Manager are provided in the Help file.

To Begin a New Auction

Event and Auction Info

- 1 Create a new event and enter the information about it.
- 2 Enter the information about the auction.
- 3 Define and enter the auction categories that all auction items can be assigned to.

To Enter Information for the Auction

Bidder, Donor and Consignee Info

- 1 Information can be imported from an Excel spreadsheet, or entered via the Auction Manager forms. Once information is in Auction Manager. It can be updated it via the Auction Manager forms.
Information in a Fund Raising software package that can be exported to Excel can also export whatever ID is assigned to each person or business. Auction Manager will keep that information and after the auction is over, it will be part of the information exported back out to an Excel spreadsheet.

Item Information

- 1 Using the Auction Manger form, enter information about each item that is donated or consigned for the auction.
- 2 Assign a description to the item that will be printed on the Bid Sheet.
- 3 Link the item to donor or consignee who made the item available.
- 4 Assign an item to one of your auction categories
- 5 Assign and track the status of each item. The status can be: Verbal Commitment, Paperwork Only, or Item Received.
- 6 Link the item to the person who solicited it (optional).
- 7 Enter the items value, including a textual description for those items that do not have a specific cash value.
- 8 Choose to require a minimum bid and you can choose the amount you suggest for a minimum bid increase.

Package Information

- 1 Packages can be created by grouping individual donated items together. All information for each individual item remains linked to its donor.
- 2 Much of the information that can be assigned to an individual item can also be assigned to a package, such as value, description, minimum bid increase, etc.

- 3 Items that have been grouped together in the current package are visible within the package.
- 4 Items cannot be added to multiple packages, and when an item has been placed in a package, it will not show up as available for the auction as an individual item.

To Prepare for the Auction

Bid Sheets

- 1 From the reports menu, select the Bid Sheets option.
- 2 From the sub menu, select one of the following choices: All, Single Item or Blank
- 3 If "All" is selected, the Bid Sheets will be created and displayed in preview mode. Then send them to the printer.
- 4 If "Single Item" is selected, a form that lists all auction items will be displayed. Select the item a Bid Sheet is wanted for, then click the Preview or Print button.
- 5 If "Blank" is selected, a form that requests the number of sets for printing will be displayed. Enter the number of sets wanted and click the Print button.

Reports for Auction Setup

The following is a list of reports are useful when setting up for an auction.

- 1 Auction Items – This report lists all items and packages that will available in the auction. They are grouped by categories to help setup of the auction.
- 2 Short Bidder List – This report lists all the names of the bidders that have been entered. Along side each bidder is the ID number that was assigned to them. (This number can be used instead of names on the Bid Sheets.)

To Wrap Up the Auction

Auction Close Out

- 1 After the auction has ended and the bid sheets are collected, the information is entered into Auction Manager through the purchases form. Open this off the data entry menu.
- 2 Silent Auction Winners – This lists all the winning bidders and the various items they were the winning bidder on.
- 3 Total Raised – Gives a short breakdown of now much the auction has raised. Includes total amount that needs to be returned to the consignees.
- 4 Receipts – Select the All option under the receipts menu item. This will generate a receipt for each successful bidder. The receipt will list all items the bidder was successful on.
Note: To give the bidder a copy of the receipt and keep a copy for the organizations records, print 2 copies of the receipts, and have them NOT collated. This will keep the 2 copies together for those handling check-out.

Wrap-up

- 1 Consignment Sales – Gives the information about how much is owed to each consignee.
- 2 Sold List – There are 3 reports in this group.
Price/Sold to By Category – Breaks the list of sold items down by category.
Price/Sold to By Purchaser – Breaks the list of sold items down by purchaser.
Items/Packages not Sold – Lists all items & packages that did not sell.