

Navigating from Silent PRE-BIDDING to PAPER BID SHEETS



Make sure your items are entered as:

SILENT AUCTION ITEMS with PRE-BIDDING ENABLED

Set the starting and end times and dates to reflect your actual online bidding period.

What will this do?

This will allow online pre-bidding and then allow printing of the paper bid sheets. The highest online bid will be reflected on the bid sheet when printed.



Once the online portion of the bidding is concluded, go to:

PRINT > SILENT AUCTION BID SHEETS

The highest online bid will be reflected on the bid sheet when printed.



Conclude your auction by recording the highest bids placed from the paper bid sheets back into the system:

1 AUCTION END > RECORD BIDS



- A. Type in the Item # or
Select from the Dropdown Menu or
Search for the item

- B. Enter the highest \$ bid amount reflected on the Paper Bid Sheet

- C. Enter the Bidder Name. If the bidder exists in the system, you will be able to select the person.

If the bidder does not exist yet, you may click on "Add Bidder" and enter them.

- D. Make sure to checkbox "CLOSE ITEM".

Only this will actually award the item to the highest bidder and will add the item to the bidders invoice for checkout.

