

Sensible Development

Auction Software

How to upload lots to our system



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1.0

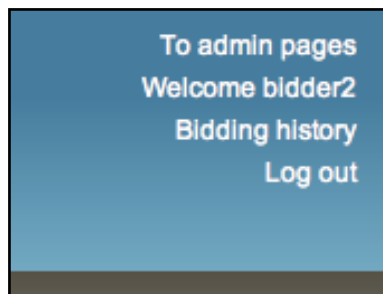
1. Getting started

Make sure you have all the details of the lots in the auction to hand. This will include photos, bidding information and descriptions of the items for sale.

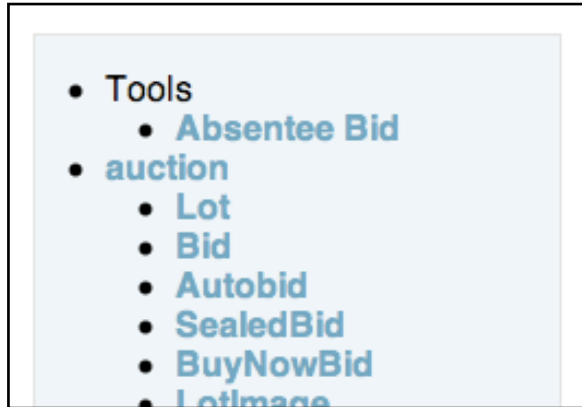
Also try to make sure you have the lot images you need in hi-res format in a clearly labelled directory on your computer (so you can find it easily when you click 'Browse'). The website will automatically resize these images to fit the page.

2. Finding the admin pages

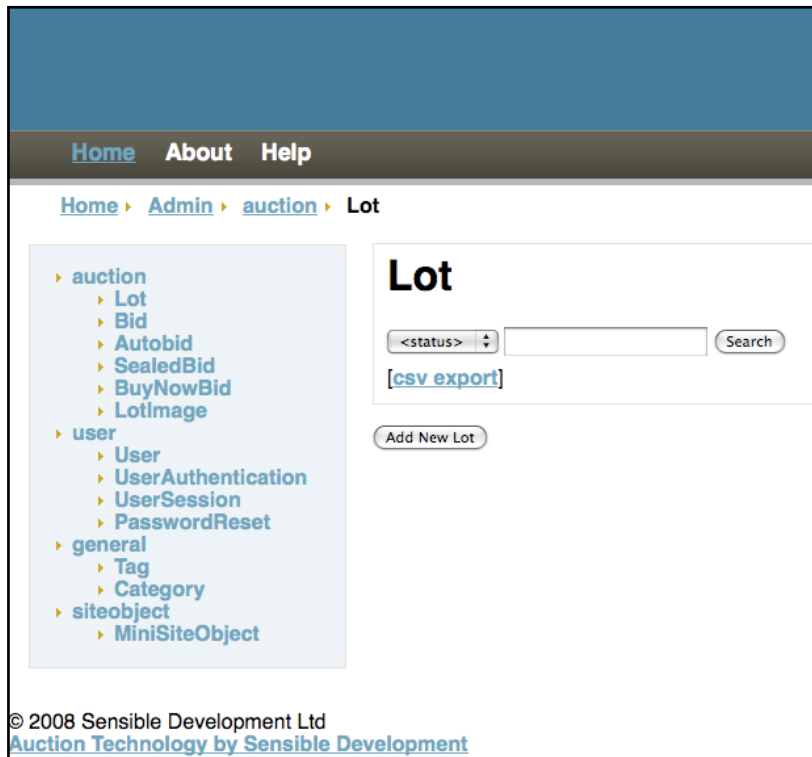
- Go to your auction website.
- In the top right hand corner, log in using the administrator account details we have already given you.
- Once you have successfully logged in click on the link that says "To Admin Pages" or "Admin"



- On the next page look on the left hand side. Under "Auctions" and, click on "Lot".



- You should now be on a page that looks like this below:



- Now click “Add New Lot” and you will be taken to the lot admin page, which looks a bit like this:

The screenshot shows a web interface for adding a new lot. The top navigation bar includes 'Home', 'About', and 'Help'. Below it, a secondary navigation bar has 'Home', 'Admin', 'auction', 'Lot list', and 'Add Lot'. A sidebar on the left lists various categories under 'Tools', 'auction', 'classified', 'comment', 'content', 'emailcapture', 'fileupload', 'flatpage', and 'general'. The main content area is titled 'Add Lot' and contains the following fields:

- Short Name:** A text input field.
- Slug (URL):** A text input field.
- Status:** A dropdown menu currently set to 'DRAFT'.
- End Date:** A date and time selection interface with 'Date:' and 'Time:' sub-fields.
- Featured:** A checkbox.
- Description:** A rich text editor with a toolbar containing bold, italic, underline, and other formatting options.
- Path:** A text input field.
- User:** A dropdown menu.

You are now ready to begin adding your first lot to the auction website.

3. Adding the lot

You are now at the page where you will add the your first lot. We will now go through what each field on the page is asking for and what you should enter in to each box as you go:

3.1 Short Name

In this box, add the title of the lot for sale. This is the title that will appear as a link to the lot itself on the publicly facing part of the site.

3.2 Slug (URL)

Ignore this box, this will be automatically generated by the website. This is the web address the lot will appear on the public part of the site.

3.3 Status

Here you have a drop-down list with a choice of Draft, Published, and Archived. Draft allows you to save this as a Draft; Published releases it and Archived files it. The lot will only appear on the site once it is set to "Published." However if you want to see what unpublished lots will look like on the site, then you can press "View on site" and this will take to too the page where the lot will be seen on the website once it is live. This is a bit like a lot preview.

3.4 End Date

Using the calendar, pick the date on which you want the sale to end. This must be in the future.

3.5 Time

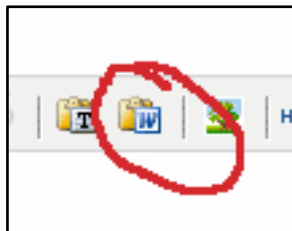
Put in the end time of the sale, using the 24-hour clock, and putting it in hours, minutes, seconds. So, for example, if you want to have an end time of 10.30pm put in 22:30:00

3.6 Featured

Tick this box if you want to feature this lot on the home page of the website.

3.7 Description

If you are using Microsoft Word as your source of the lot text then you will need to click 'Paste from word' see here:



Press this button to reveal a pop up box, in to which you should paste your copy directly from Word.

You can of course just type out the content in to the description box directly if you have no other source for the text.

(Pasting straight in to the description box, from Word, without using this special feature will affect the layout of the lot on the site).

3.8 Lot number

You will need to allocate this number this yourself. This number is often referred to in Auction catalogues and is the publicly identifiable number given to the lot when members of the public correspond with you about the sale item.

3.9 User

The drop down list will default to the username you are currently logged in as. In the main this will be “Admin”.

If you are logged in as another user with admin rights, then that name will appear here.

3.10 Auction

If you are running auctions, which are coherent groups of items for sale as a batch, then you will want to choose the auction you have already set up. Don't worry if you don't have one already created you can create one afterwards and then re-assign lots to this new auction.

Auctions are a means with which you can market a set of lots as a coherent group. So for example: “The Autumn Sale” or a sale on behalf of one company or charity, or the sale of machinery from one factory that is liquidating or upgrading their stock.

../.

3.11 Increment

This is the minimum amount by which subsequent bids should increase above the current bid. This can be changed at any time during the auction. This only applies where you are auctioning an item rather than selling it as a “Buy Now” item.

3.12 Reserve

This is the minimum amount that you are willing to let an item be sold for. If during an auction a user makes a bid below reserve then the page will tell them they are below reserve and also they will receive an email saying that he is under the reserve and inviting him to bid again. They will not be advised they have won the lot whilst they are below reserve, even if they are the highest bidder when the hammer falls.

3.13 Bidding Suspended

This means you can stop people bidding on a live lot. Tick the box to suspend bidding.

3.14 Show reserve temperature

Ignore this for the time being this is a feature that has not been implemented yet.

3.15 Time Active

Ignore this; it is a system set field.

3.16 Buy Now Price

This is the price that you are willing to sell the item for if the user were willing to match the value set in this field.

3.17 Images

This is where you will upload the picture of the artwork. Click “browse” and select the image file held on the computer. It will

be uploaded once you save this lot. You can add more than one image at a time each time you save the lot. It is often worth leaving the images until after you have completed the main lot information. This means you can rattle through all the images in one go.

3.18 Tags

These are used to put related lots in to the "related lots" box that appears on each lot page. This is a bit like Amazon's related books feature and allows you to cross-sell similar items on the site.

3.19 Categories

These are the categories that lots will fall in to on the website. You need to have created your own categories first and then selected the category here that you wish the lot to appear in.

3.20 Winner Notified

Ignore this system set field.

The website will tick this for you when a winning bidder email has been sent out to the winner.

3.21 Paid for

Ignore this system set field.

If you are using online payments, then once payment has been made, this box will be auto-ticked by the website.

3.22 Ref ID

This is an optional field. You can use it for internal reference purposes if you wish.

3.23 Buy Now Only

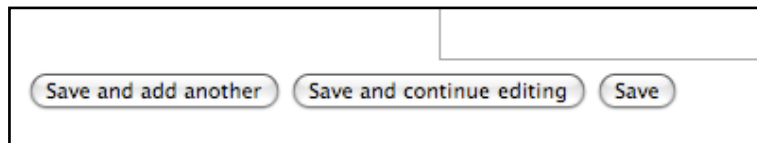
Tick this box if the lot is to be sold for a set price only and NOT by auction

3.24 Video HTML

This is where you can embed videos in the lot page. Upload the lot to video to You Tube (www.youtube.com) or Vimeo (www.vimeo.com) and then paste the <EMBED> tags in to this box and it will appear on the website.

4. What to do next

Now that you have added all the information required for the lot, you now need to save it.



You have three choices:

- “Save and add another” – if you have another lot to upload
- “Save and continue editing” – if you want to save this lot and then continue editing the information (such as images) for this lot.
- “Save” – if you have finished, then press this and it will take you to the list of lots currently in the system.

Congratulations, you have now added a lot to your auction system!