Using the Bulk Uploader

The bulk uploader gives you the chance to create all your lots within a spreadsheet and then import them in to the bulk uploader before dragging and dropping lot images in to place. All lots and images can be uploaded in one go once you happy with them.

The uploader is a "one-shot" tool. You can't edit existing lots in the auction site using the bulk uploader. So you may want to consider uploading the lot in batches whilst you wait for complete information to come on other lots.

1.   Installation

- Download the bulk uploader from this location:

   http://www.sensibledevelopment.com/bulkuploader/

- You may also have to download the Java runtime from here - it will let you know if you need this:

   http://www.java.com/en/download/index.jsp

2.   Configuration

Set up your account on the bulk uploader using the settings we have provided to you, probably via email but will look something like this:

```
Username:        <your login>
Password:        <your password>
API Key:         <your API key>
Schema URL:      <your schema URL>
```
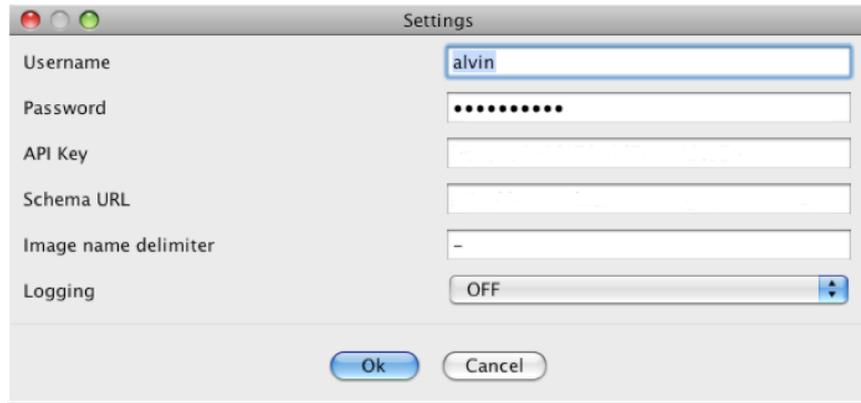
3. Lot import template

Create the spreadsheet for organizing the lots by going to 'File' menu > 'Generating Template' > 'Generate Excel Template'

This will give you a template for the storage of multiple lots that can be edited in Excel. You can compile the list of lots there and then import them in to the bulk uploader itself before you move on importing the images.
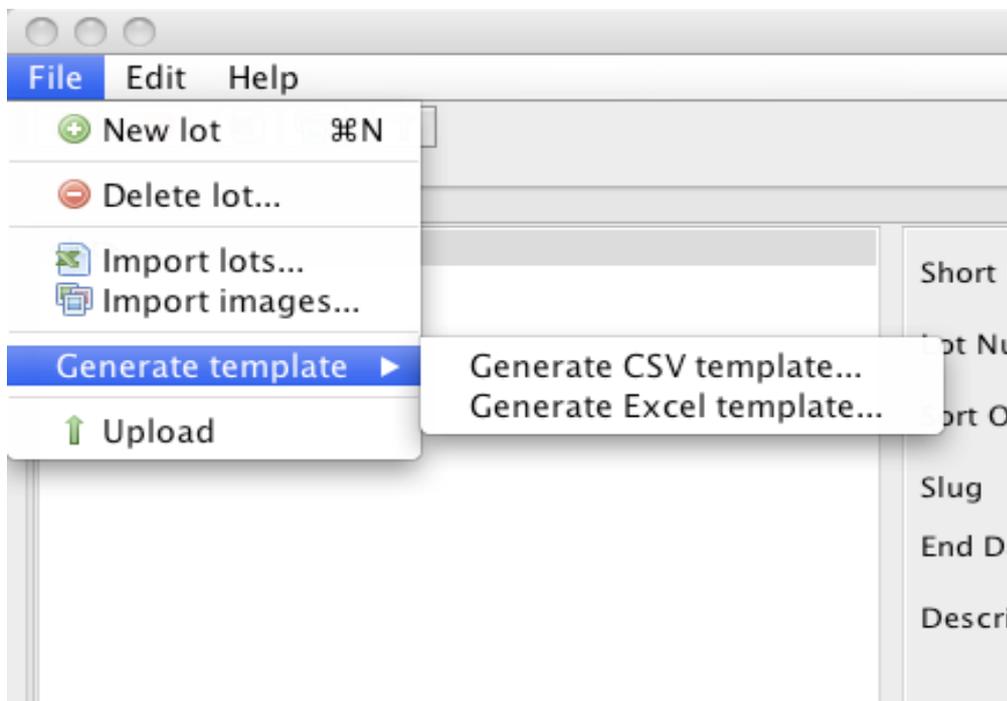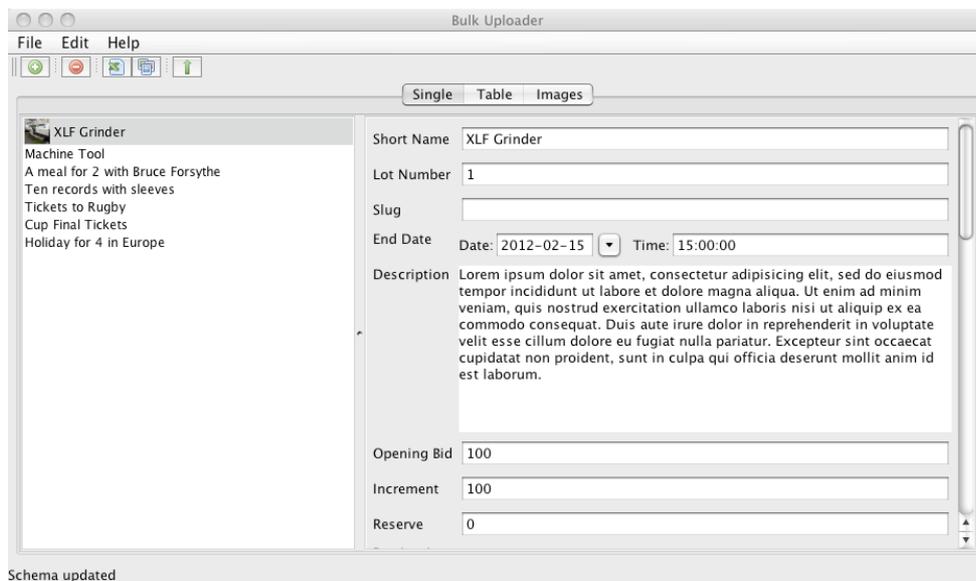
4.   The fields in the template

You will see there are a number of fields in the spreadsheet you have just created. Here is an explanation of them here:

- *Short Name* - the title of the lot

- *Lot Number* - the lot number for the lot in the auction. Usually these are numbered from start to finish. If there were 20 lots in the auction then the first lot would be 1 and the last would be 20.

- *End Date* – this is the end date and time of the lot. In the spreadsheet you might enter 20 May 2012 15:00:00. You need to specify the time in 24 hour clock including the seconds as well as the date.

- *Description* – the description to the user of what you are selling. This can include HTML formatting

- *Opening Bid* – the point at which you wish bidding to start. Quite often this is near or equal to the reserve amount for the lot.

- *Increment* – the minimum gap between bids that a bidder must bid. So if the current bid is £500 and the increment is £100, then the next bid must be at least £600.

- *Reserve* – this is the price that must be bid before the item will be sold.

- *Preview* – this is used is charity preview auctions and means that the item is not for sale at the end of the auction.

- *Auction* – this is the lot that you wish to assign the lot to. It is generally better to select this in the List view of the bulk uploader once you have imported the spreadsheet. For charity auctions you may not wish to assign auctions as the site is generally run for one event.

- *Status* – this is the status of the lot on the site when it is uploaded – Draft/Published/Archive. This is best selected using the Fill function in the list view of the lots in the buk uploader

- *Categories* – the categories that the lots will appear in on the site. This will be best selected in the lot single view or the lot list view.

5.   Manually entering the lots.

You can of course enter in each lot individually in to the bulk uploader using the single lot view. To create a new lot press the "green +" sign on the top left hand side of the uploader and you can then fill in each field as you wish.


Once you either manually entered or imported a collection of lot from the spreadsheet template you can then start getting some of the details correct and checking the lots as a whole in one view.
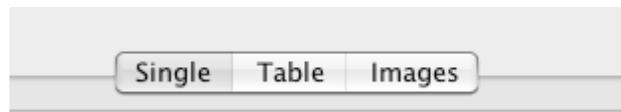
The Table View (select the "Table" tab in the buttons shown above) gives the change to make further changes en-masse to the lots. You can select categories, auction and status from a drop down list of options.
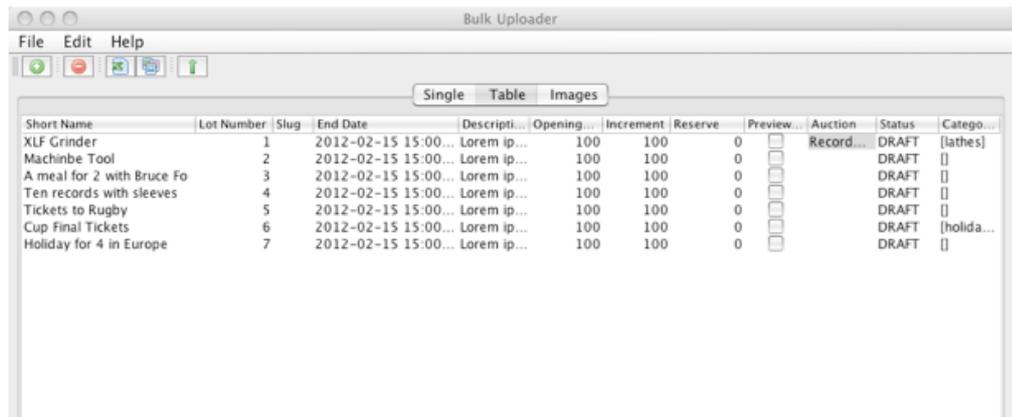
You can also make multiple changes by using the "Fill" feature which allows you to automatically copy down a value from a one cell in to a range of selected cells.
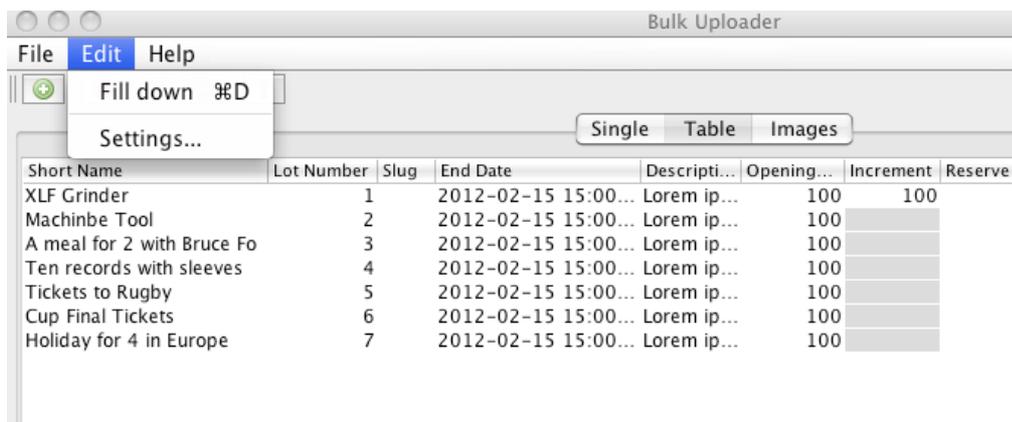
Highlight the cells directly below the value you wish to "Fill down" by clicking the first cell in the range and then subsequent ones using either CTRL to select individually or SHIFT to select consecutive cells in the range.

Then go to Edit > Fill Down and the values from one cell will be copied in to the highlighted cells in one go.

6.   Saving the lots for later use

At this point it probably worth saving your work. We don't have an actual "Save" button, but what you can do is to Export the Template again in the

same way you did in section 4. If you follow those instructions you will have another template spreadsheet complete with all your lots and the changes you are made in the bulk uploader tool.

7.   Managing Images

You can either add images individually from the lot single view using the "browse" button (slow), or you can drag drop many images on to the single lot panel (quicker). This image shows you some images already in place.
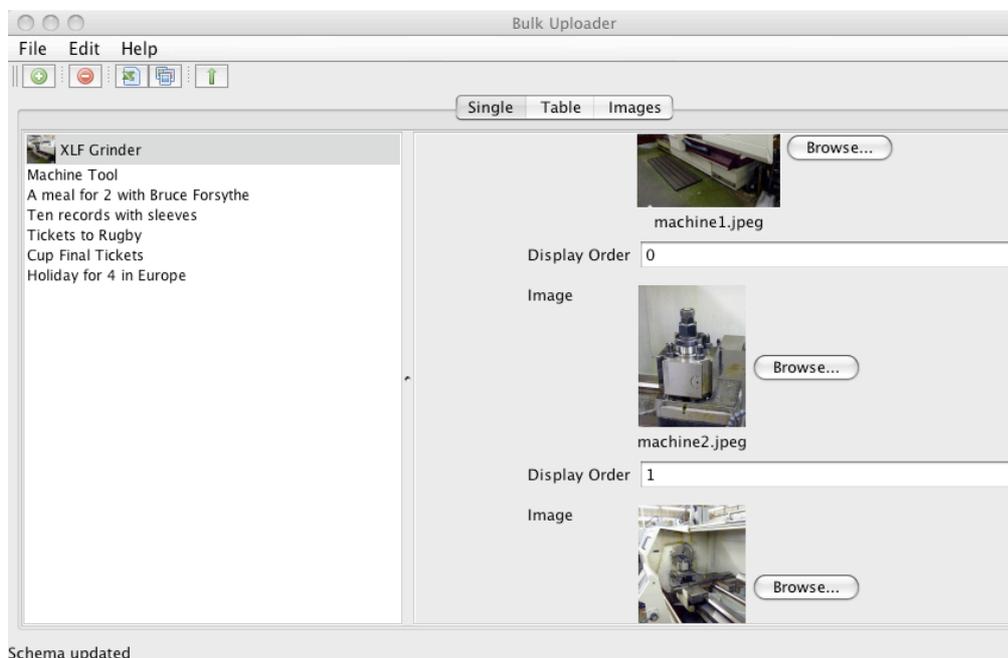
You can also drag and drop images from the desk top on to the Lot Image view which gives you the ability to quickly add images to each lot and then drag and drop each one within the lot to change the sort order as you require.
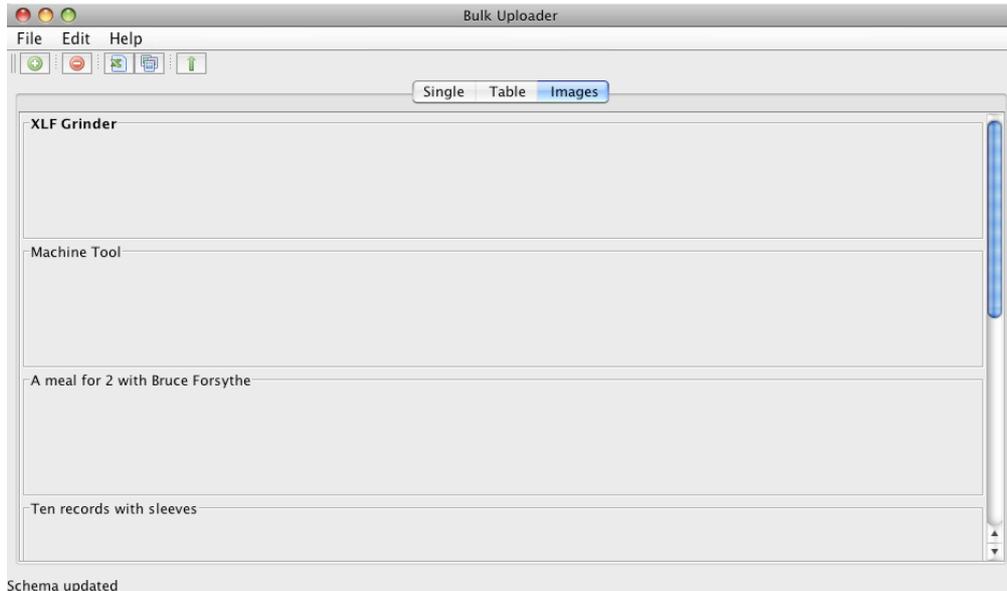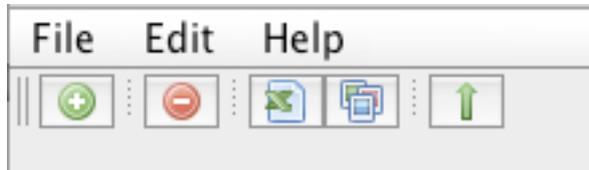
Once you have the images in place on the image panel then you can start changing the order in which they will appear on the website by dragging and dropping them within the panel below.
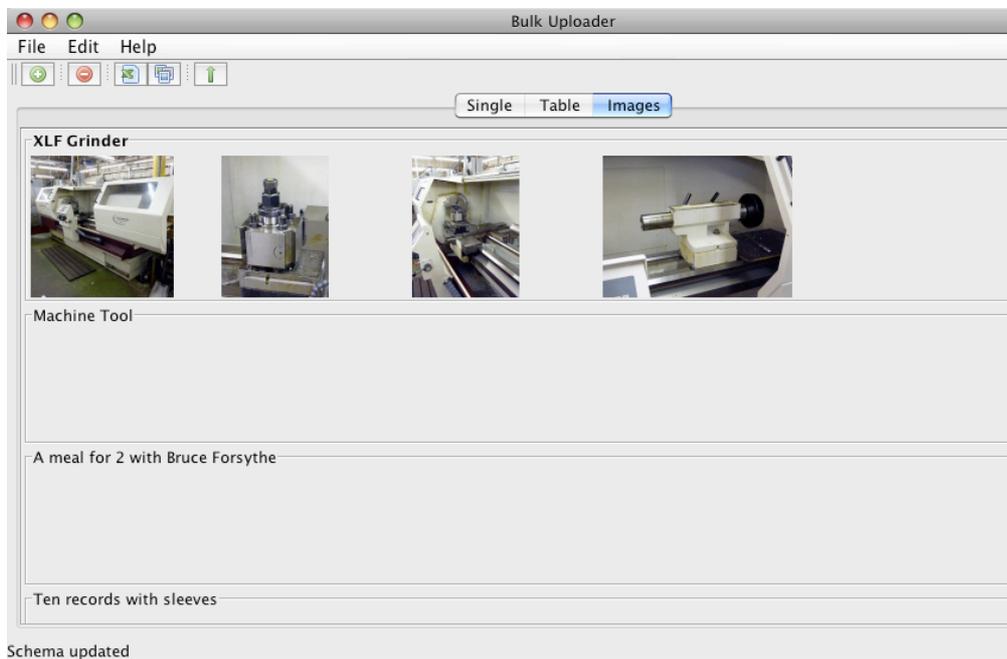
8.   Uploading the lots and images

Once you are happy with your work then you are reading to upload them to the auction website.

The green upload button (shown above) will send the lots and their images to the website. You can then log in to the admin system to them for yourself.