

Sensible Development

Uploading files



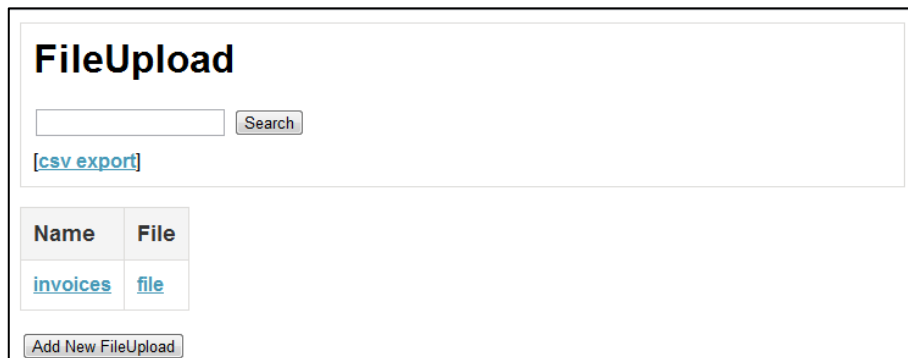
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1. Introduction

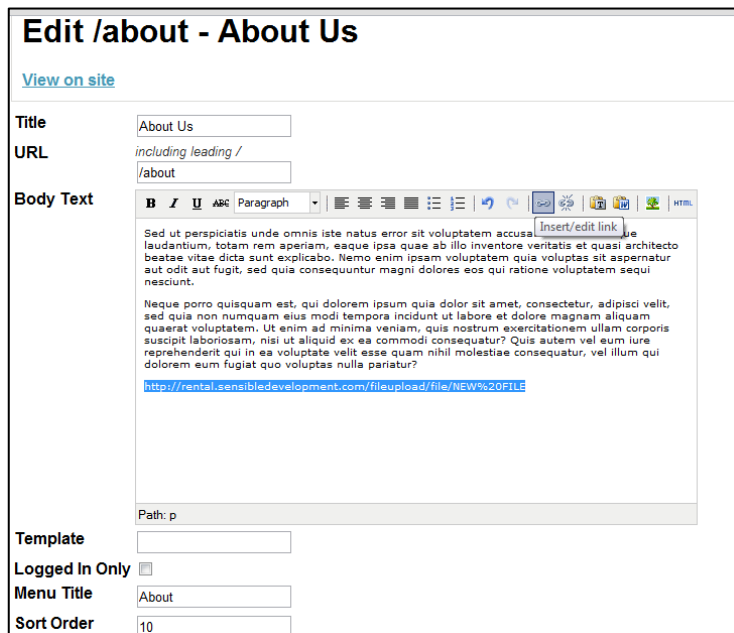
This guide provides an overview of the file upload tools available on your site's admin system.

2. Uploading files

Should you wish to upload PDF documents, videos or any other type of file onto your auction site you can do so by going to “FileUpload”. Here you can upload a file to the site by selecting the “Add New FileUpload” button at the bottom of the page.



Once you've uploaded your file, right click “View on site” and copy the link address. To add the file to a page on the site, simply add a hyperlink to the copied address.



3. Lot image management

Under the "auction" heading on the menu, you will find a page named "LotImage". This page shows all lot images on the site. Simply click on an image in order to edit, replace or delete it.

To add a new lot image, click on the "Add New LotImage" button at the bottom of the page. This will take you to a page where you can upload a picture file and assign it to one of the lots on the website.



4. Uploading terms and conditions

To upload terms and conditions, go to "SiteObject" in the admin system menu. If you scroll down the "Edit SiteObject" page, you should find a section titled "Terms and Conditions". Click on the button titled "Choose File" to upload the terms and conditions (preferably in PDF format) to the site. To link

to the terms and conditions, simply copy and paste the address of the link to the left of the "Choose File" button.

Logo		<input type="button" value="Choose File"/> No file chosen
Terms And Conditions	termsAndConditions	<input type="button" value="Choose File"/> No file chosen
Default Overtime Period	<input type="text" value="10"/>	
Google Analytics	<input type="text"/>	