

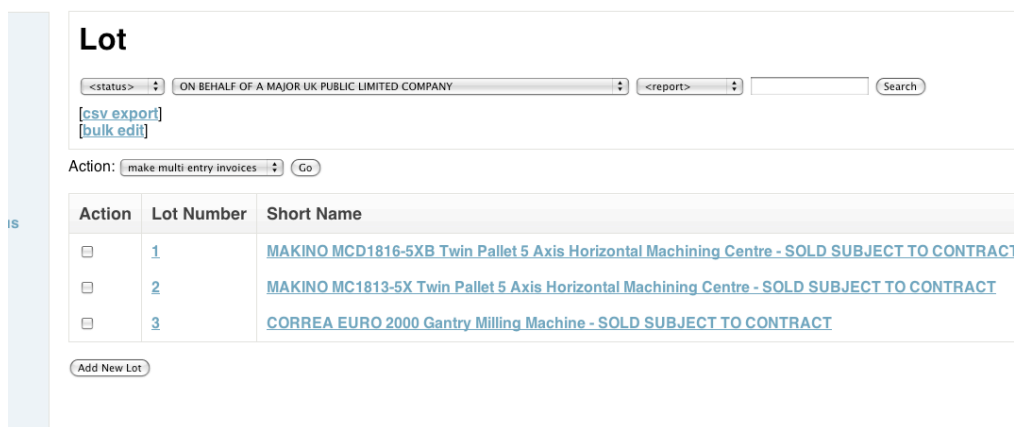
Using the Bulk Editing Tool

The following explains how the new Bulk Editing tool can be used to make mass edits to a group of chosen lots in the admin system.

1. Go to the lot admin page located here:

<http://www.machinebidder.com/admin/auction/Lot>

2. Filter the lots by using the search terms to locate a group of lots you wish to make changes to. In the example below we have selected a group of lots by a particular auction.

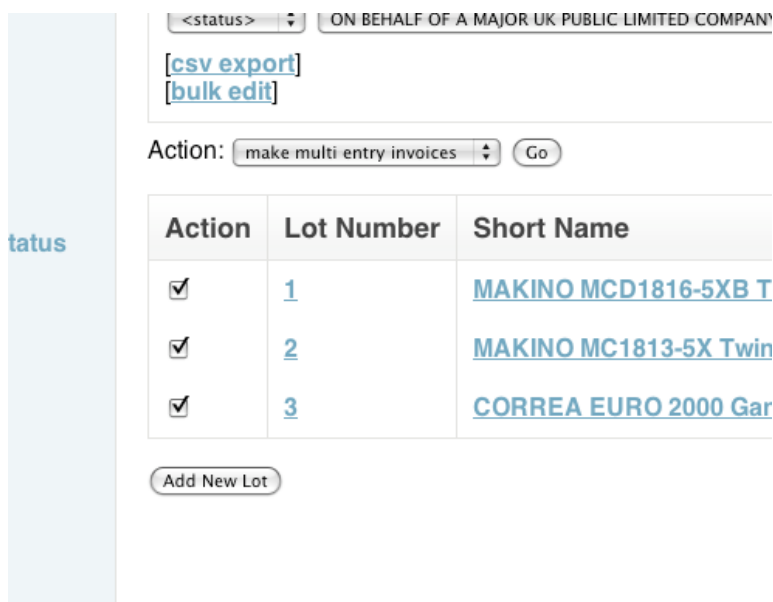


The screenshot shows the 'Lot' admin page. At the top, there is a search bar with the text '<status>' and 'ON BEHALF OF A MAJOR UK PUBLIC LIMITED COMPANY'. Below the search bar are links for '[csv export]' and '[bulk edit]'. An 'Action:' dropdown menu is set to 'make multi entry invoices' with a 'Go' button. Below this is a table with three columns: 'Action', 'Lot Number', and 'Short Name'. The table contains three rows of data, each with a checkbox in the 'Action' column. The 'Short Name' column contains links to the lot details.

Action	Lot Number	Short Name
<input type="checkbox"/>	1	MAKINO MCD1816-5XB Twin Pallet 5 Axis Horizontal Machining Centre - SOLD SUBJECT TO CONTRACT
<input type="checkbox"/>	2	MAKINO MC1813-5X Twin Pallet 5 Axis Horizontal Machining Centre - SOLD SUBJECT TO CONTRACT
<input type="checkbox"/>	3	CORREA EURO 2000 Gantry Milling Machine - SOLD SUBJECT TO CONTRACT

Below the table is an 'Add New Lot' button.

3. Select the lots you wish to make changes to by ticking the tick-box next to each lot, then press the "Bulk Edit" link just above the Action drop down list.



The screenshot shows the 'Lot' admin page with the same search bar and links as the previous screenshot. The 'Action:' dropdown menu is still set to 'make multi entry invoices' with a 'Go' button. The table now has three rows, each with a checked checkbox in the 'Action' column. The 'Short Name' column contains links to the lot details.

Action	Lot Number	Short Name
<input checked="" type="checkbox"/>	1	MAKINO MCD1816-5XB T
<input checked="" type="checkbox"/>	2	MAKINO MC1813-5X Twin
<input checked="" type="checkbox"/>	3	CORREA EURO 2000 Gar

Below the table is an 'Add New Lot' button.

4. You will then be taken to another a new page that lists all the lots you selected in the previous step. You can now edit these lots all in one go, moving between lots on this page, and the save your changes when you are happy with you changes.

ion > Lot list > Bulk Edit Lot

Bulk Edit Lot

Short Name	Sort Order	Lot Number	Status	End Date	Featured	Opening Bid	Increment	Reserve
Lot 1: MAKINO MCD1816- 5XB Twin Pallet 5 Axis Horizontal Machining Centre - SOLD SUBJECT TO CONTRACT (id 1453) Lot 2: MAKINO MC1813-5X Twin Pallet 5 Axis Horizontal Machining Centre - SOLD SUBJECT TO CONTRACT (id 1454)	1	1	PUBLISHED	Date: 2011-06-22 Time: 15:00:00	<input type="checkbox"/>	30000	2000	0
ON BEHALF OF A MAJOR UK PUBLIC LIM ON BEHALF OF A MAJOR UK PUBLIC LIM								
MAKINO MCD1816-5XB Twin Pallet 5 A								
Lot 3: CORREA EURO 2000 Gantry Milling Machine - SOLD SUBJECT TO CONTRACT (id 1455)	2	2	PUBLISHED	Date: 2011-06-22 Time: 15:00:00	<input type="checkbox"/>	5000	500	0
ON BEHALF OF A MAJOR UK PUBLIC LIM ON BEHALF OF A MAJOR UK PUBLIC LIM								
MAKINO MC1813-5X Twin Pallet 5 Axis								
Lot 3: CORREA EURO 2000 Gantry Milling Machine - SOLD SUBJECT TO CONTRACT (id 1455)	3	3	PUBLISHED	Date: 2011-06-22 Time: 15:00:00	<input type="checkbox"/>	10000	1000	0
ON BEHALF OF A MAJOR UK PUBLIC LIM ON BEHALF OF A MAJOR UK PUBLIC LIM								
CORREA EURO 2000 Gantry Milling Mac								

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- There are a range of fields that can be edited and we can add new fields to this list if you need to edit any others in the future.

ion > Lot list > Bulk Edit Lot

Bulk Edit Lot

Short Name	Sort Order	Lot Number	Status	End Date	Featured	Open
Lot 1: MAKINO MCD1816- 5XB Twin Pallet 5 Axis Horizontal Machining Centre - SOLD SUBJECT TO CONTRACT (id 1453) Lot 2: MAKINO MC1813-5X Twin Pallet 5 Axis Horizontal Machining Centre - SOLD SUBJECT TO CONTRACT (id 1454)	1	1	PUBLISHED	Date: 2011-06-22 Time: 15:00:00	<input type="checkbox"/>	30000
MAKINO MCD1816-5XB Twin Pallet 5 Ax						
Lot 2: MAKINO MC1813-5X Twin Pallet 5 Axis Horizontal Machining Centre - SOLD SUBJECT TO CONTRACT (id 1454)	2	2	PUBLISHED	Date: 2011-06-22 Time: 15:00:00	<input type="checkbox"/>	5000
MAKINO MC1813-5X Twin Pallet 5 Axis						

- Once you are happy with the changes you have made you can either “Save and Continue” or “Save” and then continue with another task. If you “Cancel” then the changes you make since the last save will not be saved.

EURO 2000
Gantry
Milling
Machine -
SOLD
SUBJECT
TO
CONTRACT
(id 1455)

CORREA EURO 2000 Gantry Milling Mach 3

Save and continue editing Save Cancel