

Getting Started : AUCTION SYSTEM

Main Screen

The screenshot shows the 'Auction Detail' form and a table of auctions. Callouts provide instructions for various actions:

- Menu Items:** Points to the top navigation bar containing 'Auction Menu', 'Vendor Menu', 'Buyer Menu', and 'Setup'.
- Delete an Auction:** Points to the minus sign (-) in the navigation controls.
- Add a New Auction:** Points to the plus sign (+) in the navigation controls.
- Click on a particular Auction to Select it:** Points to a row in the auction table.
- Enter the Selected Auction:** Points to the 'Enter Auction' button at the bottom right.
- Click on POST or press [F2] to save details:** Points to the 'Post' button.

Date	Auction Title
> 27-05-2012	New trial
27-03-2012	FENDALTON ESTATE AUCTION
	ART AUCTION
28-02-2012	Peel Street Auction
8-02-2012	ANTIQUA AUCTION
6-12-2011	ART AUCTION
	ANTIQUA AUCTION
15-11-2011	Ayers Auction
1-11-2011	Art and Antique Auction
27-09-2011	IDRIS ROAD AUCTION

Initial Set-Up:

The first screen that will appear on starting the program is the Main Menu Screen see above.

Click on Setup.
A drop-down list will appear.
Click on Business Setup.

The 'Setup' menu is open, showing the following options:

- Business Setup
- Invoice and Payments Notes
- Invoice Heading Setup
- Catalogue Setup
- Pricebook
- Standard Descriptions etc

Business Set-up

Enter your business details as well as printing options, standard buyers premium etc.

Other Setup areas :

Add Standard Descriptions that may be re-used when lotting auctions. Also setup various payment methods for recording with buyers invoices.

The screenshot shows the 'Business Detail' setup form. It includes fields for Business Name (MICROSALENZ), Contact Name, Address, Phone numbers, GST Number, and Password. There are also sections for 'Enter Sold Lots' with checkboxes for 'Buyer - Price' and 'Price - Buyer', and a table for 'Users' with columns for Name and Code.

Callout 1: When you've finished with the Business Details screen, go to the invoice set-up area. You can set-up your default Invoice details, messages, catalogue headings for each

Callout 2: Use this area to setup printing of Invoices. How many invoices to print, whether you want to confirm before printing etc.

Callout 3: The names of people added here may be recorded in the "prepared by" field with invoices or

Callout 4: Set up Standard Vendors Commission, Buyers Premium, Minimum extra charge for Vendors etc

Name	Code
Donald	1
Administrator	5

Invoice, Payments and Catalogue setup.

The screenshot shows the 'Invoice Setup' form, specifically the 'Invoice and Payment Notes' section. It has tabs for 'Invoice Heading', 'Catalogue Heading', and 'Full Catalogue Heading'. There are fields for 'Buyers Main Note', 'Start Note', and 'End Note'. A note is visible in the 'Buyers Main Note' field: 'Please be advised that no goods may be removed from the Auction Room without the goods first checked.'

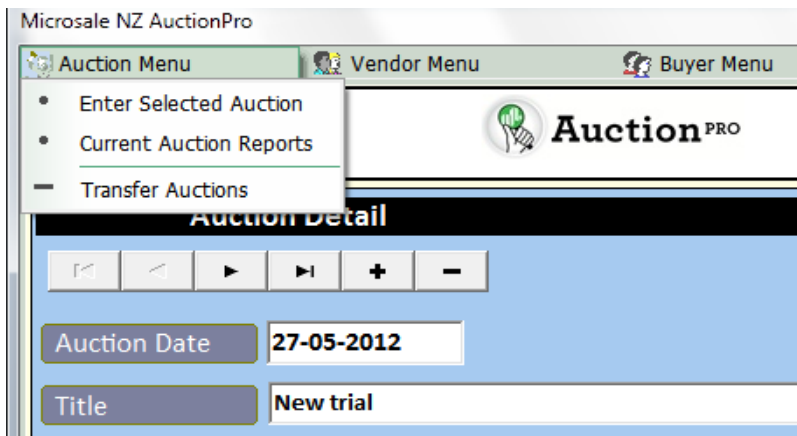
Callout 1: Setup catalogue heading details for each Auction.

Callout 2: End Note appears at the end of every Invoice. eg "Thank you for your custom." Donald Logie.

Callout 3: Start Note appears at the start of every Invoice. eg "Please find your successful bids below."

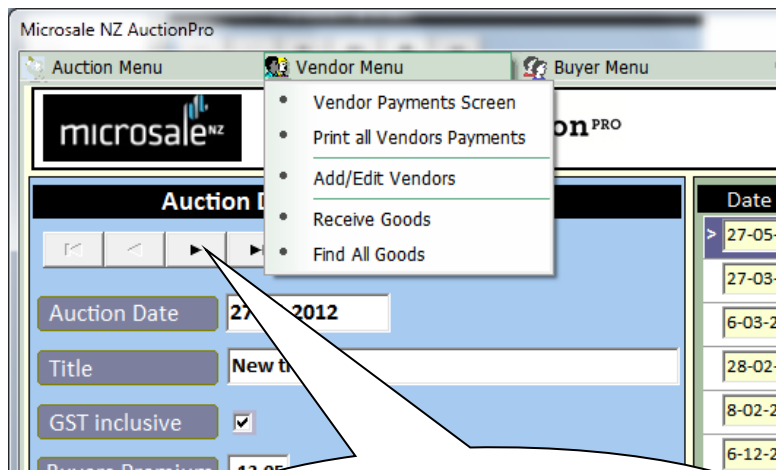
Callout 4: Buyers Main Note appears on every invoice. eg Merry Christmas! Payments Notes appear below

Back to the Main Screen



Auction Menu

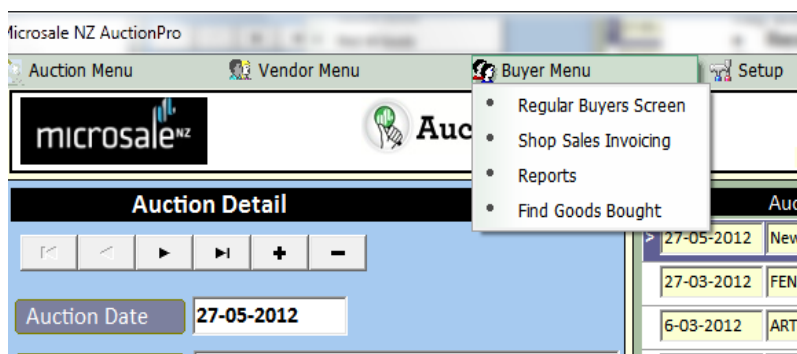
- **Enter Selected Auction**
Takes you directly into the selected Auction Area for Adding Goods, Entering Sold lots, invoicing buyers etc
- **Current Auction Reports**
Takes you directly to the selected Auction Reports Screen
- **Archive Auctions**
Saves Auction details to a separate area. Use this once an Auction has been fully paid out.
- **View Archived Auctions**
View details of past Auctions. Lots, Buyers, Vendors, Prices; Even Vendors payments and Buyers Invoices may be accessed.



The DB Navigator.
Use this to access the first , prior, next and last records. Use the + to add a new record, the - to delete.

Vendor Menu

- **Vendor Payments**
Takes you directly to the Vendor Payment screen.
- **Add/Edit Vendors**
Add new Vendors or change details of existing vendors. Payments per vendor may also be viewed for re-printing etc
- **Receive Goods**
Record goods brought in and print a receipt for a particular vendor.
- **Find All Goods**
View details of goods auctioned for each vendor. Details current status, price obtained etc.



Regular Buyer Menu

- **Regular Buyers**
Add or Edit Regular Buyers. Each time a new Auction is created all the regular buyers get added as Auction Buyers. Any goods bought and invoiced by a regular buyer will be recorded in this area.
- **Invoicing**
Use this invoicing screen for Shop Sales.
- **Reports**
This reports section details Debtors, Sales Analysis etc
- **Find Goods Bought**
View details of goods bought by each regular Buyer.

Auction Window:

All the main operation of individual auctions are handled from this window.

Add Goods (Edit View)

To start adding goods click on the + button
This will automatically insert the next available lot number.

The screenshot shows the 'Add Goods' window in the Microsale Auction System. The window title is 'Current Auction' with a date of '27-05-2012' and a 'New trial' status. The main menu includes 'Add Goods', 'Enter Sold Lots', 'Invoicing', and 'Buyers List'. The 'Add Goods' sub-menu is open, showing 'Edit View' and 'List View' options. A '+ button' callout points to the '+' icon in the 'Add Goods' sub-menu. A callout 'Change to different parts by clicking on one of' points to the 'Same Vendor' and 'Use Prod No' options. A callout 'You may change the selected Auction by clicking here.' points to the 'Current Auction' dropdown menu. A callout 'Click on [Same Vendor] if you have a number of goods to lot in a row that have the same vendor number.' points to the 'Same Vendor' checkbox. The main form fields include 'Lot Number' (1), 'Vendor No' (37), 'Product No' (0), and 'Description' ('Unsigned oil - Harbour Scene'). A 'Qty Field.' callout points to the 'Qty' field (1). A callout 'Search for a Saved Description, or type the Number of the saved Description to enter automatically.' points to the 'Lot No Search' and 'Description' search fields. A callout 'Use the Copy button instead of POST if the next lot has the same' points to the 'Copy' button. A callout 'Click on this area to add a new graphic.' points to the 'Graphic' field. On the right, a table titled 'View lots below for User 1' shows a list of lots with columns 'Lot', 'Supp', and 'Description'. The table contains 23 rows of data, including items like 'Unsigned oil - Harbour Scene', 'Tas Cullen oil - After Autumn Snowf', 'Unsigned oil - Canterbury High Cou', 'W Basil Honour oil - Routeburn Riv', 'Desmond Smith oil - Ashleigh Statio', 'Maurice Kerr oil - Dublin Bay', 'Herbert Rogers w/c - Flax and Seas', 'Beatrice Seddon - Camellia Still Lif', 'Peter Ferguson oil - Makariki Statio', 'Stewart MacLennan oil - Lake Wane', 'W Haining oil - The Light House', 'Ken Andrews oil - Head of Lake Puk', and 'V Heip oil - T...'. At the bottom, there is a 'POST' button and a 'Graphic' field with a 'Copy' button.

Use the [enter] or [tab] key to move between fields. You can use the [F2] key instead of clicking on the [POST] button to save the current lot. Posting will automatically insert the next lot number ready for the next lot detail. You will also notice that on the right hand side of the screen, you can view the last 20 lots entered.

Click on this area to add a new graphic.

Once you've lotted your first Auction you're ready for the ENTER SOLD LOTS screen. Use during an Auction.

Refer to the Manual for further help or give me a call.