



5. Importing into Auction! all Bidders who registered to bid in A!Online

Applies to: *Organizations having a license for Auction! V4 with premium features enabled and a A!Online auction.*

Background: After the winning bids and the bidder contact information has been imported back into the Auction! project, you may want to import all the registered bidders, so all bidders, even those who did not win anything, will be in the final Auction! project.

Step by Step Instructions

1. Log into A!Online: <https://admin.asimobile.net/>
2. In the A!Online tab click **Online Reports**.
3. In the list of reports, choose **Registered Users**.
4. Choose the link to download to CSV underneath the **Output** header.
5. **Save** the file onto your computer.

Now in Auction!

1. Open the *Auction!* Project.
2. Click **Data Exchange** on the ribbon.
3. Click **Import Data** on the ribbon.
4. Click **Browse** on the left to locate the saved **Registered Users** csv file.
5. On the left click the **Configure Names & Items Import** button.
6. On the ribbon click the **First Row Contents** button and choose **First Row Contains Headers**.
7. Click **Handle Matches** on the ribbon and choose **Join 1: Give priority to incoming record**.
8. You will see buttons for *Name Specific Fields*. Click the field and drag it to the blank space above the appropriate spreadsheet column header

The most appropriate fields you will need to map to columns are:

Bid Number to Bud #
E-mail to Email
First Name to First Name
Last Name to Last Name
Address to Address
City to City
State/Province to State
Zip/Postal Code to Zip
Cell Phone to Phone

9. Once the column headers are mapped click **Import Now** on the ribbon. You will see a log of the results. Any winning bidders you have already brought in when you imported the winning bids will be joined. Any nonwinners will be added in the import.