



2. Import Results from A!Online into Auction!

Applies to: *Online Auctions and Premium Features with Auction! V4.* In online auctions, bidders register themselves online and usually also register their own credit card online. These instructions show how to import the winning bids into *Auction! V4*. You must have administrative privileges in the online auction platform to download the critical CSV files.

Step by Step Instructions

1. When the online auction closes, log into <https://admin.asimobile.net/> and sign in.
2. In the **Reports** button choose **Online Auction Reports**.
3. In the list of Items & Donors Reports choose **Auction Systems Export**.
4. Click the **Download to CSV** link below the Output header.
5. Save the report to your computer.

Open the file to make the following change:

If you have Excel on your computer, if you have **roundup donation(s)** or an **Online Donation(s)** you must give them an item number so that these will also import. Your choice is to give them the same item number as your current donate item or if you want to track them separately from the regular donate item, you must enter an *Online Donate* and an *Online Roundup Donation* (if needed) in the *Auction!* project. It/they must be marked as **unlimited bidders/pledge** and give be given a **silent item number**. Then, in the spreadsheet give the same item number to all the donation items of that type at the top of the spreadsheet.

If you do not have Excel on the computer you are using, if you have online roundup donations, it is very difficult to add an item number for them in a Notepad text file. Make note of how many you have. Once the import is complete in the steps below, you will see errors for these rows because they could not be imported. Every other winning bid will import nicely. You can enter the winning bids for these roundup donations manually into the project once the winning bids have been entered.

*****Before importing into *Auction!***

1. All item numbers in the online report **MUST** have a corresponding silent item number in *Auction!*
2. All item numbers in the report that were sold to more than one bidder must have at least the same quantity available in the *Auction!* project and be marked as **Sell Individually** as same item number to multiple buyers.
3. Any donate items in the online winners report must have a quantity of 1 in *Auction!* have no value in *Auction!* and be marked as **unlimited bidders/pledge**.
4. If you have any **Online Roundup Donations** or **Online Donations** in the report, you must give them an item number in the spreadsheet and have a corresponding item number for an **unlimited bidder pledge** item in the *Auction!* project.

If all four of the above conditions are met, you are ready to import the winners into the *Auction!* project.

Now in *Auction! V4*

1. Open the project.

2. Go to the **Data Exchange** tab on the ribbon.
3. Click **A!Mobile & A!online** on the ribbon.
4. Click **Retrieve eBids** on the ribbon.
5. **Click the Browse** button on the left to select the saved *Online Winning Bids* file.
6. In the **Saved Formats** section on the left click **<-A!Online Bidders and Bids->**.
7. Enter your Initials and save.
8. Click the **Import Now** button on the ribbon.
9. When the import is complete, you will see a log of the results. If the **Error** and **Warning** buttons are greyed out, you have no warnings or errors and can proceed making sure all the payments have been made online.

See the PDF entitled Pushing Payments online if some of your bidders have not paid for their items yet.