



1. Upload Items from Auction! project to A!Online

Applies to: *Online Auctions and Premium Features with Auction! V4.* In order to be able to easily bring down the results into Auction! after the online event is over, you must start by adding all the items into an **Auction!** project and basketing donations from different donors into silent. All silent items can be uploaded from **Auction!** to the **A!Online** platform. Once the items have been added online, images of those items can be easily attached to the item in the platform so images will appear for the items that are being offered. Once the online auction is over, the results can be brought back into **Auction!** so documents and reports will be available long after access has ended to the online platform.

Considerations:

- i. Item entry in **Auction!**:
 - a. There is no live or silent auction in the online platform: all single competitive bidding items are “auction items” in the platform - so designate all auction items as Silent items in the **Auction!** project.
 - b. Keep the item short description clear and to the point. If it is a gift card, include the item value and the name of the company in the **Short Description**.
 - c. Make sure all regular competitive single winner silent items have a minimum bid AND a minimum raise. If you want a Guaranteed bid for an item, it will be called **Win it Now** in the platform. The Guaranteed bid amount will be uploaded to the online platform when the items are uploaded.
 - d. If a silent item can be sold more than once (multi-buyer) and it is a competitive bidding item, enter each item separately by duplicating the original item and giving each item a separate bid number.
 - e. Compile any baskets composed of items donated by separate donors in **Auction!**, giving the assembled basket a silent item number.
 - f. **Donors do not automatically upload to the platform.** Donors can be added to the platform individually, but it will require bidders to do extra clicking to see the donor information, especially if viewed on a mobile phone. If it is not clear who the donor is from the **Short Description**, we recommend you include the name of the donor in the **Full Description** if the donor does not wish to be anonymous.
 - g. Items that are not competitively bid, but rather purchased for a price can also be uploaded online. Online, these items will be designated as Buy Now items. Before uploading to the A!Online platform, enter the item as a silent item, one bidder items in **Auction!**. If the quantity is for sale is greater than 1, enter the correct quantity in **Auction!**. It is not necessary to enter a minimum bid or raise for this type of item. **AFTER** the items have been uploaded to the online platform, in **Auction!** change the click the **Sell Individually as same Item # to multiple bidders** button. This will allow **Auction!** to accept all the winning bid for the item when the online auction closes.

After uploading all items, tell us at Auction Systems which item #s need to converted to multi buyer (Buy It Now) items and we will do it for you. You will then be able to edit the item in the online platform to enter the quantity that is available and the price.
 - h. **Fund-A-Need** items or what is commonly known as a paddle raise donation must also be entered in **Auction!** as a single quantity silent item that has no donor value. Once this item has been uploaded, in **Auction!** change it to an **Unlimited bidders** item.

Tell us at Auction Systems what the item numbers are for any **Fund A Need** Items and we will change the designation online. You will then be able to edit the item to add up to 6 suggested donation levels and a goal. Your bidders will always be able to put in an amount of their liking if they don't want to donate at any suggested levels.

- i. You will be able to categorize items in the online platform which will allow your bidders to see items by category if they wish to. Categories do not upload to the **A!Online** site.
- j. Keep images for each item clearly labeled as the item number in a separate folder on your computer so the image for each item can be added after the item is uploaded.

Your **Auction!** project for online bidding only needs to have your items and their donors. Bidders will register themselves to bid online in the online platform. Their names and contact information will be brought into the **Auction!** project automatically along with the winning bids when the online auction is completed.

Step by Step Instructions

1. In the Auction! project on the main Home task ribbon click Data Exchange.
2. In Data Exchange choose **A!Mobile & A!online**.
3. Click **Items to e-Bid'g**.
4. Choose the **<-AMobile! /AOnline!Items->** format
5. Notice the list of items only includes the silent items that only one bidder can purchase.
6. Click **Export Now**. Do not change the name of the file. **Save** to a location you can find again.
7. Go to <https://admin.asimobile.net/> and sign in.
8. In the **Tools** tab choose **Imports**.
9. Click **Upload Online Items**.
10. Choose your saved file and click **Import**.
11. Go to the **A!Online** tab and choose **Online Items**.
12. Edit any item to edit the full description or add an image.

Note: Do not change the item number and short description unless you also edit the item number and short description in the **Auction!** project. These item numbers and short descriptions must match in order to bring the results back into **Auction!** after the online auction closes.

13. To add a new item online in **A!Online, Online Items** click **Add Item** and choose whether it is an **Auction** item, a **Buy it Now** item (retail) or a **Fund a Need** Item - you must also enter it in the **Auction!** project and the item number must be the same in both **Auction!** and **A!Online**.