GATEWAY WOODS

Apostolic Christian Children's Home

AuctionIT Software

Representative Quick Start Instructions

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Contact Information

If you have any questions or need assistance, please contact Ross Feller or the Auction Coordinator(s).

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NOTICE !!

AuctionIT Software supports Mozilla Firefox or Google Chrome instead of Windows Internet Explorer. You can download Firefox free at http://www.mozilla.com/en-US/. Follow the Firefox instructions for installing the software on your pc. You can download Google Chrome at https://www.google.com/chrome/. See Section 7 – Frequently Asked Questions for additional details.
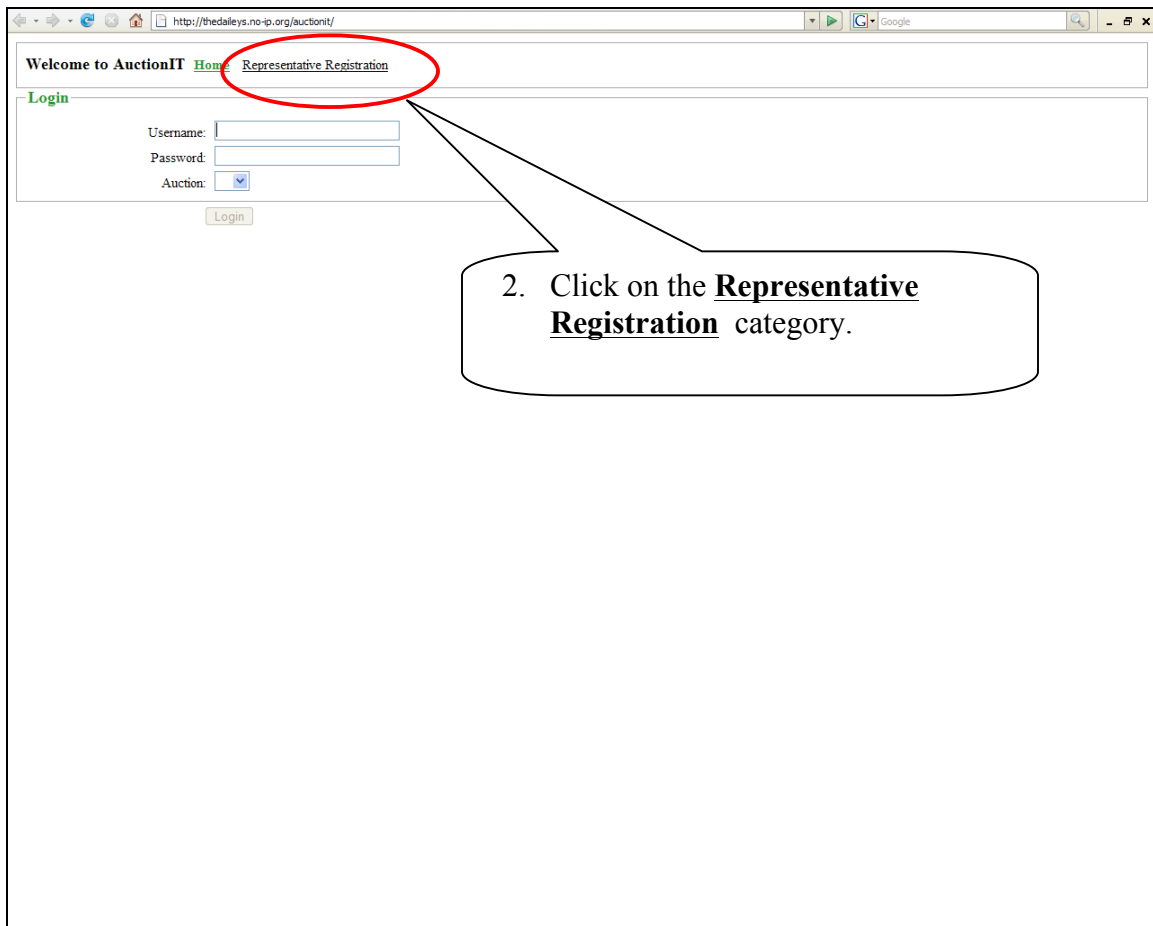
Section 1 – Setting Up User Account

NOTE:

Registering as a Representative is only required one time. Once you complete your registration and receive your Username and Password, you will skip Section 1 – Setting Up User Account and proceed to Section 2 –Logging Into An Auction.

1. Open up your web browser and connect to the following address:

http://auctionit.gatewaywoods.org

2. Click on the **Representative Registration** category.

3. Enter your information in the required fields and click on the **Submit** button on the bottom of the form.

NOTE:

Only register one time. Once you submit your information, your account will be unlocked by the administrator. Allow 24-48 hours for your account to be unlocked. If you do not receive an e-mail within 48 hours notifying you that your account is unlocked, please contact the Auction Coordinator(s).

NOTE:

If you click the Submit button with incomplete information on a form, the software will change the text to red on the field(s) that requires information.

4. When you receive the message below, you can close your web browser and wait for an e-mail indicating your account is unlocked.

```
http://thedaileys.no-ip.org/auctionit/thankyou.php
```

Thank You for Registering

An AuctionIT Administrator will review and activiate your account and will contact you when your account is available.
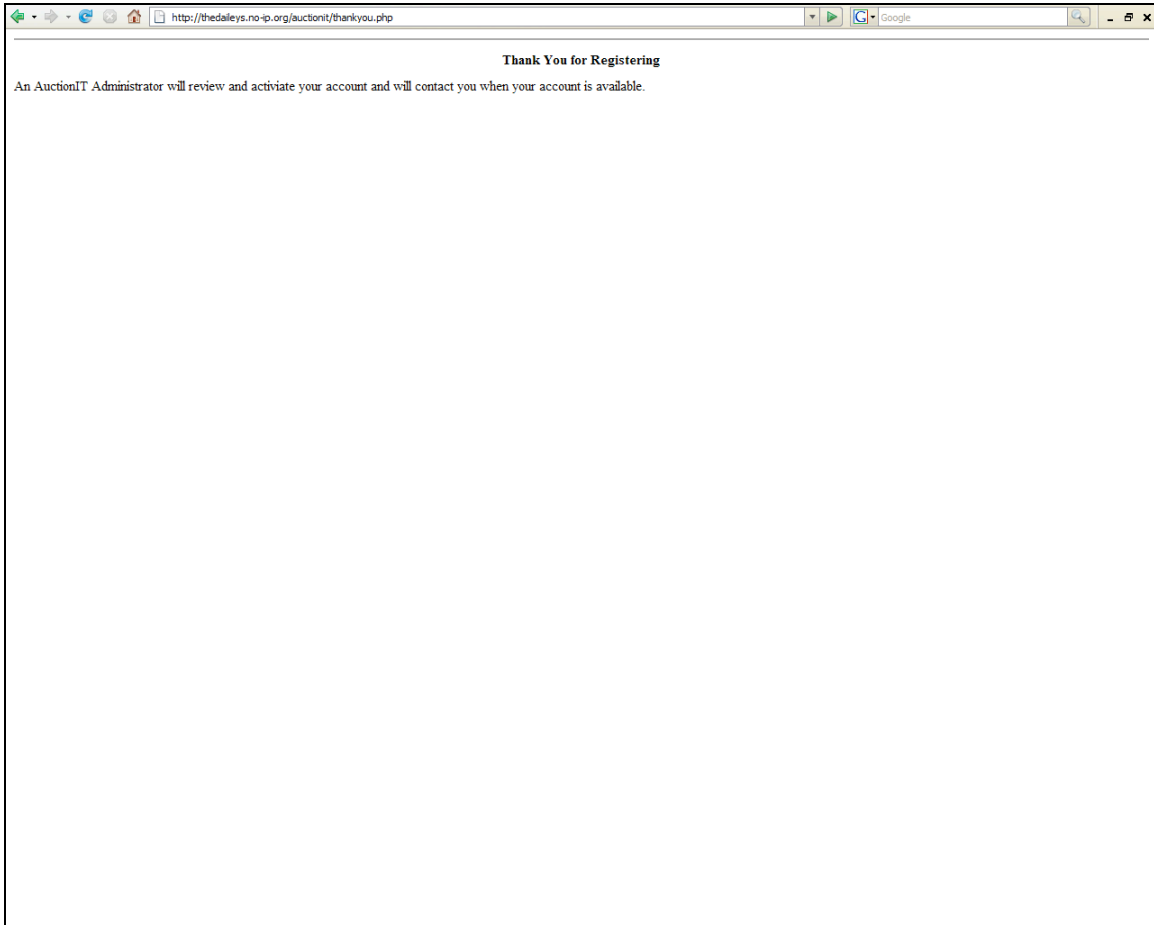
NOTE:

Allow up to 48 hours for a response from the administrator. If you need immediate assistance, please contact the Auction Coordinator(s) by phone.

Section 2 – Logging Into An Auction

NOTE:

You must have a Username and Password to enter items into the AuctionIT Software. If you need assistance setting up your account, please refer to Section 1 – Setting Up User Account.

If you have any questions or need assistance, please contact the Auction Coordinator(s).

1. Open up your web browser and connect to the following address:

   http://auctionit.gatewaywoods.org

2. Enter your Username and Password into the respective boxes and select the Auction you wish to log into. For training, you must log in to *Gateway Woods Training 3-28-2009*. You must select the correct Auction when you Login. The auctions are named by the date for the auction. For example, to select the auction for 2011, you will select *Gateway Woods 8-06-2011*. Select the Auction you want to work in and then click the Login button.

NOTE:

It is extremely important that you log into the correct auction! Information entered in the wrong auction is very difficult or impossible to correct. If you have any questions, please contact the Auction Coordinator(s).

Section 3 – Data Entry

If you have any questions or need assistance, please contact the Auction Coordinator(s).
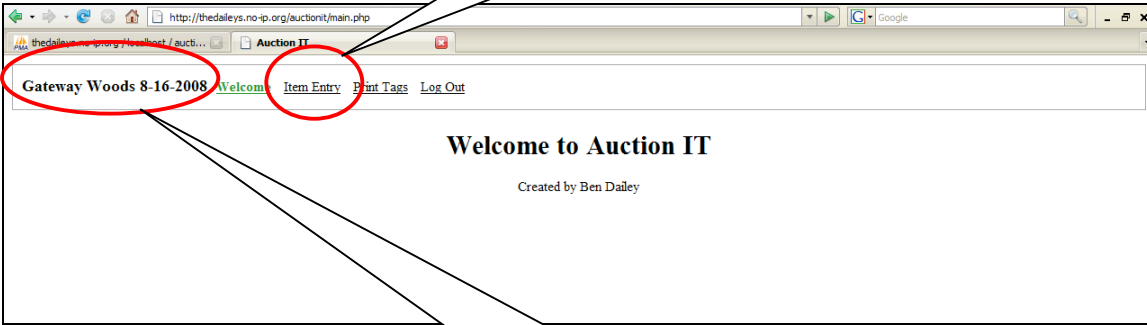
NOTE 1:

All entries should be made using Book Title capitalization standards. The AuctionIT software will automatically check for appropriate capitalization and prompt you for corrections. We recommend using the suggested changes (click OK) but in some cases, the suggested changes will not be wanted. To ignore the recommended changes, click on the Cancel button.

NOTE 2:

The AuctionIT software does not spell check the information entered into the forms. Please enter the item fields carefully as the item Name and Description fields will appear in the Auction Book on sale day.

1. Select **Item Entry** to open up the form for entering data.

http://thedaileys.no-ip.org/auctionit/main.php

Auction IT

Gateway Woods 8-16-2008 Welcome   Item Entry Print Tags Log Out

Welcome to Auction IT

Created by Ben Dailey

NOTE:
ALWAYS confirm the auction you are entering data into is correct!

2. Enter Item information into the form below. ONLY enter a serial number if you are looking up an existing item. *You do not need to enter a Serial number; the system will automatically do this for any new items.*

Item Entry/Edit Form

a. In the item information, the name field is limited to 15 characters. Use a simple name stating what the item is. Under description, insert brand name, color, size, etc. Under FMV, you must enter a number. Under category, refer to Section 6 – Item Entry Form Definitions for examples regarding categorizing items.

b. A Donor must be entered prior to submitting the form. A Donor can be a business, person or business and person.

c. In the Donor fields, entering the last name will pop up another window with a list of names matching the data you entered. If the name appears on the list, you can click on the name and all the relevant data will populate the

respective fields. If the list is too long, tab to first name and type that in. This will filter the name lookup list until you find the correct person. (Name lookup is generated once 3 or more letters of a name are entered.)

d. If the Donor name does not appear in the pop up window, you will need to manually enter all the Donor information. When entering a new person, make sure you have checked all the possibilities so that you do not accidentally enter a duplicate. If possible, always select the Donor from the list in the pop up window.

e. The Church/Organization, Address and Newsletter fields fill in automatically when the name is selected from the list. These fields are locked indicated by the light blue background. If you need to edit any of these fields, click on **Add/Edit Person** which will allow for changes (light blue background will change to white indicating edits are allowed.)

NOTE:

Entering or editing a business or persons information is critical. The address information given should be verified as this is the avenue for sending receipts to anyone not receiving a receipt at the auction. Federal Law now requires a receipt be given for anyone that wants to claim the donation as a tax deduction.

3. After entering the item information, you can choose to print the individual item tags or wait and print out all tags at one time. To print individual tags, click on the Submit & Print button. To wait and print all unprinted item tags at one time click on the Submit button. (For more detailed information regarding printing item tags, refer to **Section 4 – Printing Item Details**.) After submitting the item, it should appear in the yellow box on the right hand side of the display.

Gateway Woods Training 3-28-2005   Welcome   Item Entry   Print Tags   Log Out

Item Entry/Edit

Serial: s [____] [Load]

[Submit] [Submit & Print] [Clear]

Not Assigned | White | Red | Green | Silent | Vacations | Specialty | Landscape

- Test Item 3 - s2393
- Test Item2 - s2392

Item

Name: [_____]

Description: [_____]

Fair Market Value: $ [_____]

Category: [... ▾]

Donor

Add Another Donor for this Item

Name

Company: [_____]

Last Name: [_____]

First Name: [_____]

Spouse: [_____]

Fair Market Value: $ [_____]

Edit Person | New Person

Church/Organization

Organization: [... ▾]

Address

Address 1: [_____]

Address 2: [_____]

Zip: [____]

City: [_____]

State: [___]

Contact

Email: [_____]

Home Phone: [___] - [___] - [____] ext: [___]

Work Phone: [___] - [___] - [____] ext: [___]

Cell Phone: [___] - [___] - [____] ext: [___]

[Submit] [Submit & Print] [Clear]

Check Form

Done

NOTE:

Information on this form is not changed in the database until the Submit or Submit & Print button is pressed and the form clears. If you attempt to submit incomplete information, the form will not clear and the incomplete fields will appear in red text.

If any time prior to submitting data you wish to clear the form and start over, you can press the Clear button.

Section 4 – Printing Item Details

If you have any questions or need assistance, please contact the Auction Coordinator(s).

There are two options to print the Item tags after entering the details on the Item Entry form.

Option A – Print Individual Tags
Option B – Print All Unprinted Tags

Option A – Print Individual Tags

1. From the Item Entry form, click on the Submit & Print button after entering the item details. This will open a print preview window displaying the Item Serial # tag. After printing this tag, attach the top half to the item and keep the bottom half for your records.

NOTE:

It is important to keep the hard copy in your records until after the auction.
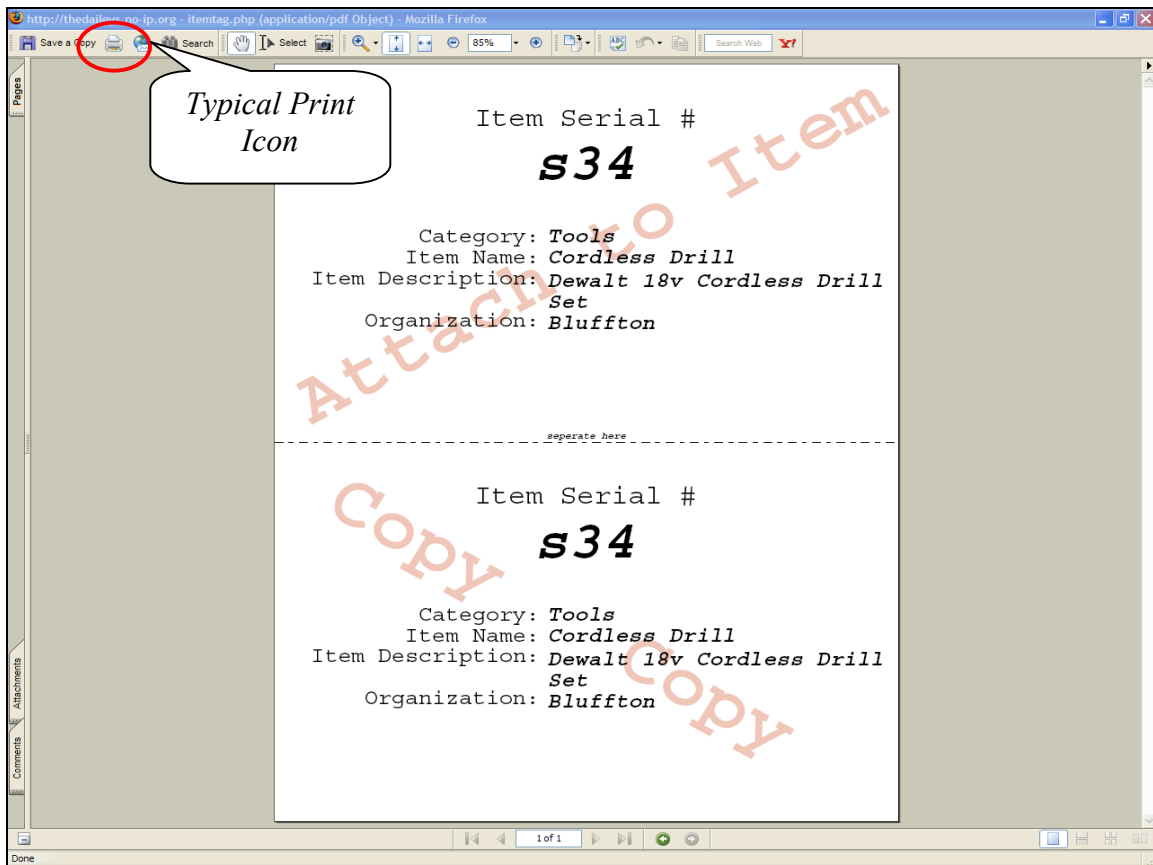
Option B – Print All Unprinted Tags

1. To batch print tags, enter data in the Item Entry/Edit using the Submit button instead of the Submit & Print button.

2. After entering all the items, click on **Print Tags** at the top of the window. Only items which have not had tags printed will show up in the list.
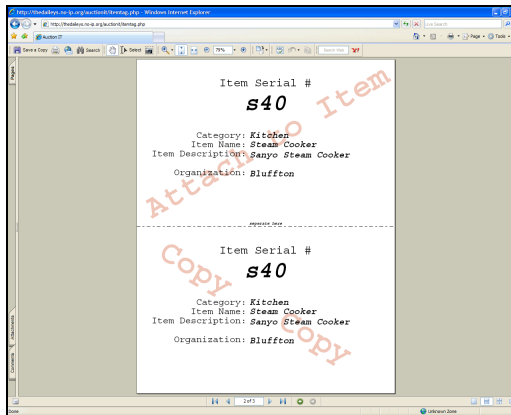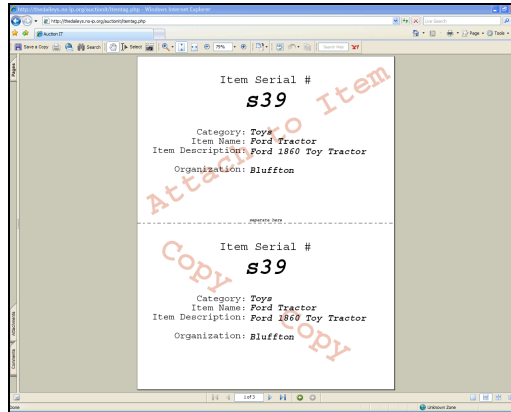
NOTE:

Adobe Reader or similar software is required for printing Item Tags. Adobe Reader can be downloaded for free at http://get.adobe.com/reader/.

NOTE:

Forms below are similar to what will appear if you multiple items from the Print Tags menu.
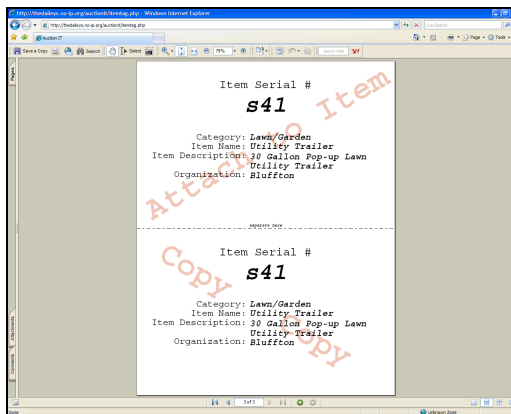
3. Once all items have been printed, confirmation can be made by clicking on the **Print Tags** menu item again. The window will indicate there are no tags to print.
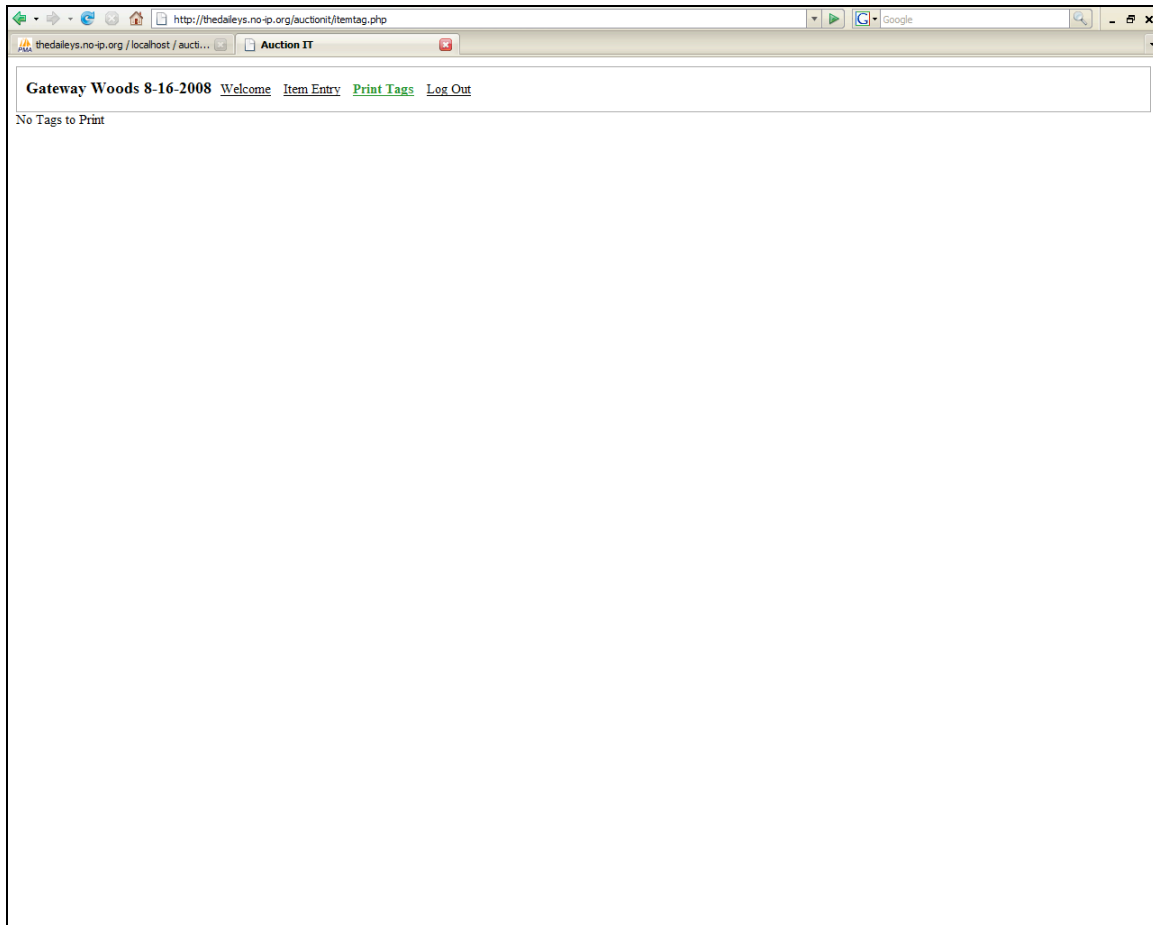
NOTE:

*If this occurs and you have not printed your tag(s) or need to edit and re-print a tag, you may go back to the **Item Entry** window, click on the item in the list you wish to print (on the right side of the screen), and then click on the **Submit & Print** button.*

Section 5 –Editing Existing Items

If you have any questions or need assistance, please contact the Auction Coordinator(s).

If at any time you need to change or edit an item, you can click on the item from the list in the yellow box and change the information. After making any changes, you must click the submit button again to accept the changes made. Printing of the item tag is not necessary unless you have made changes to the Item Name, Description, Category, or Organization fields.

If in the future you wish to retrieve an item to make changes, you can pull up the item details by entering its serial number.

Section 6 – Item Entry Form Definitions

If you have any questions or need assistance, please contact the Auction Coordinator(s).

1. **Item Information**
   a. **Name** – Basic description of item (maximum of 15 characters)
   b. **Description** – Description of item. Use important information where it applies, for example brand name, size, color, etc.
   c. **Fair Market Value** – Purchase price of the item if it has been purchased. If it is a hand crafted item (i.e. quilt, wood furniture, etc.) only the value of the materials may be claimed as the Fair Market Value. <u>Labor cannot be included on hand crafted items in accordance with federal tax laws.</u>
   d. **Category** – each item must be entered in a category from the predefined list. Refer to the Item Category Cheat Sheet for assistance. If you are unable to classify the item, you can select the "Other" category. When the "Other" category is selected, another dialog box appears. You must enter an explanation for selecting the "Other" category prior to submitting the new item. This information will be automatically forwarded to the Item Coordinators for further classification.

2. **Donor Information** – As per the new tax laws, this information is now required and must be included. The information entered will be kept confidential and will not appear on any public media. Gateway Woods is also responsible for sending the donor a receipt which will occur one of two ways. First, if the donor is at the auction and purchases an item, the receipt will include details on any items purchased and any items donated by the individual. Second, if the donor does not receive a receipt at the auction, Gateway Woods will mail a receipt. This information is only used to meet the Federal Tax laws.

   a. **Last Name**
   b. **First Name**
   c. **Spouse (if applicable)**
   d. **Organization** – church or business
   e. **Address**
   f. **Email address**
   g. **Newsletter**

NOTE:

The information entered will be kept confidential and will not appear on any public media.

Section 7 – Frequently Asked Questions

Question: Can I use Microsoft Internet Explorer or Apple Safari to access the AuctionIT database?

Answer: Microsoft Internet Explorer is no longer supported. It is recommended to use Firefox or Google Chrome if using a Microsoft based operating system. Apple Safari works and does not have known issues at this time.
http://www.mozilla.com/en-US/ - Free Download Firefox
https://www.google.com/chrome/ - Free Download Google Chrome

Question: What is Mozilla Firefox?

Answer: Mozilla Firefox is a free web browser that utilizes open source code which makes third party programming much simpler and more reliable. Firefox can be installed on the same computer as Internet Explorer or Safari and should not adversely effect either application. You will be prompted if you want it to be your default web browser. If you want to continue using your existing web browser, simply say no when prompted.

Question: Why doesn't the form submit when I have "Other" selected as the Category on the Item or the Organization.

Answer: The Other field is used only for exceptions. A second field opens if Other is selected and must have information entered before the form will be accepted. The second field is automatically e-mailed to the Auction Coordinators for further action to be taken. This field is used for the Representative to enter a note to clarify why Other has been chosen which is sent to the Auction Coordinator.

Question: How do I enter an item that has more than one Donor?

Answer: After entering the first Donor, click on Add Another Donor for this Item and an additional Donor field will be added below the first Donor. The Fair Market Value will require editing to the respective amount(s) of each Donor. The Fair Market Value fields of the Donors must equal the Fair Market Value of the Item before the data can be Submitted. If more than two Donors are required, the same process is repeated. *(NOTE: You may have to scroll up and down to see all the correct fields, i.e. the name list.)*

Question: How do I change the Donor of an Item if I've already selected a Donor from the list and the correct Donor does not appear in the list?

Answer: With the item displayed, click on Add New Person. This will clear out the current Donor information and allow a new person to be entered. Always make sure the person is not already in the database by typing their last name and then first. Also try to make sure the person is not already entered under a nickname or formal name (i.e. Bob or Robert).