



# AuctionIT 2.0 User Guide

*[gatewaywoods.auctionit.io](http://gatewaywoods.auctionit.io)*

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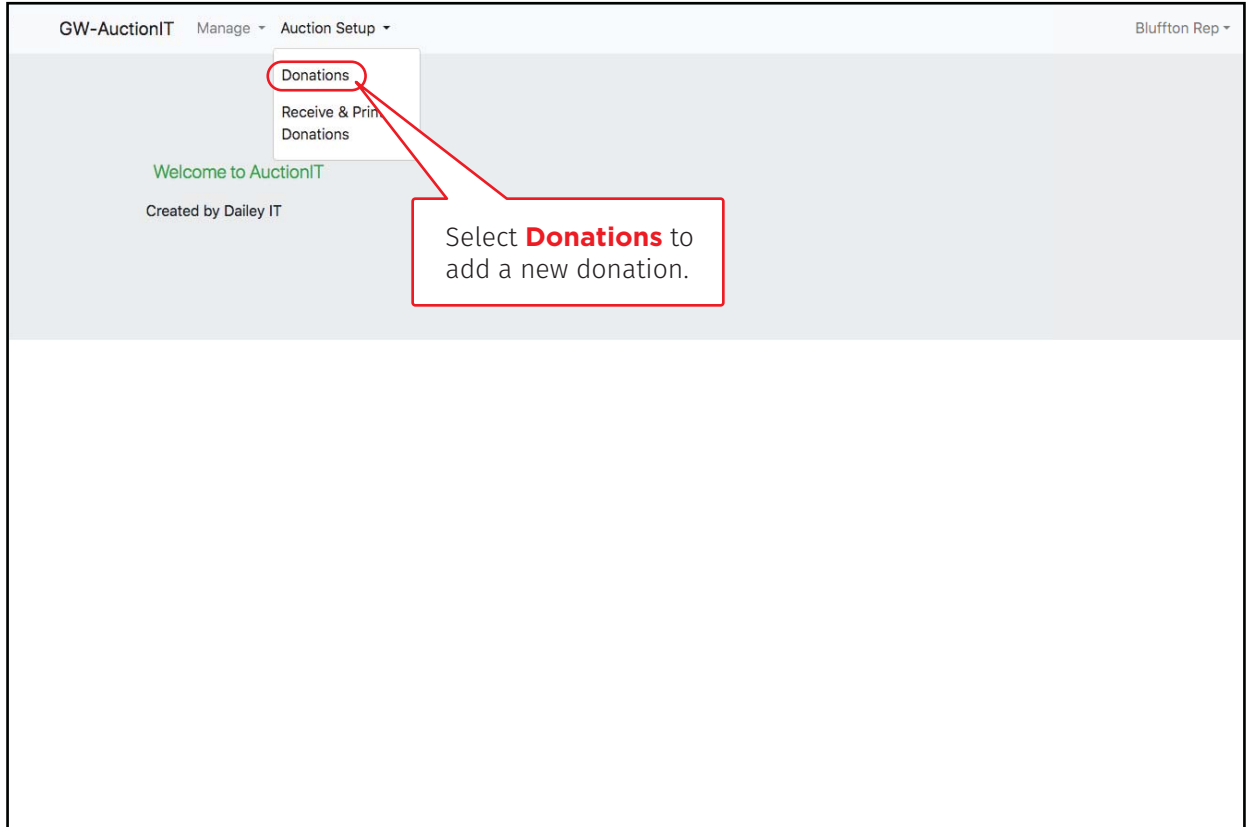
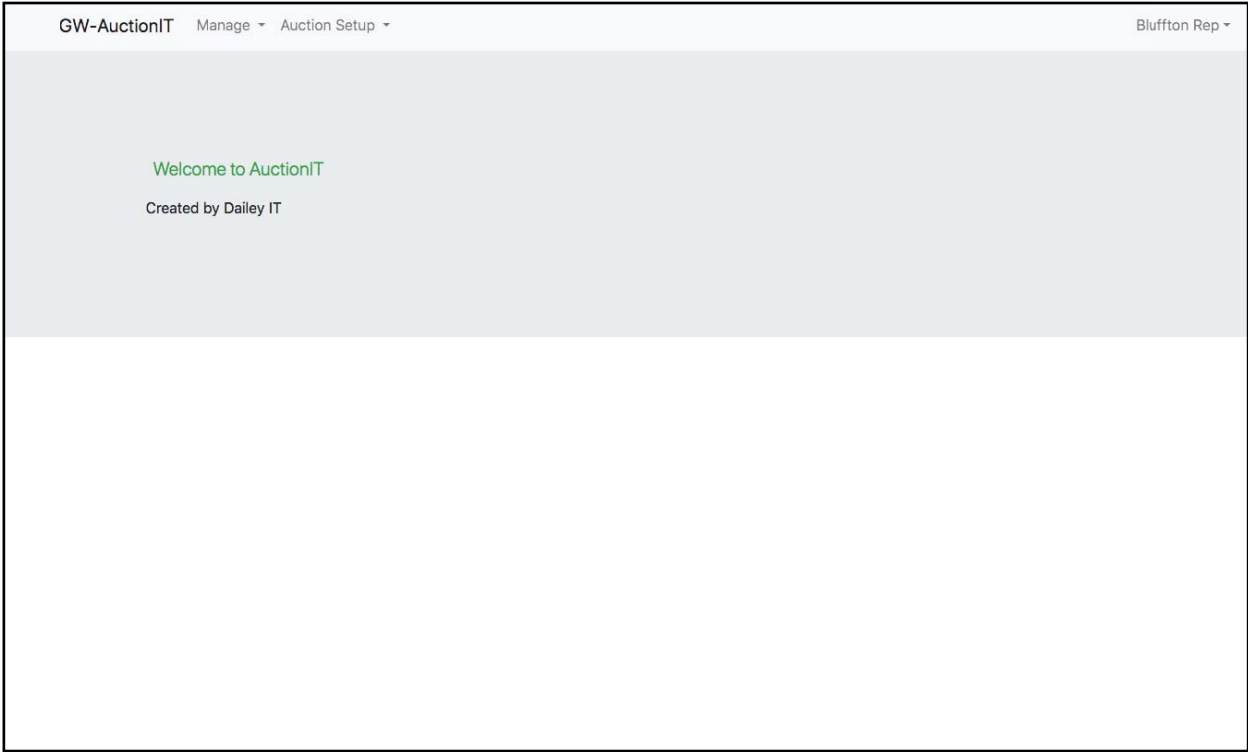
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# Welcome Screen

This is the welcome screen for AuctionIT.



# Donation Screen

This is the donation screen for AuctionIT.

Click **New Donation** to add a new donation.

GW-AuctionIT Manage ▾ Auction Setup ▾ Bluffton Rep ▾

### Donations

Show 25 entries Search:

Number	Category	Name	Line	Edit	Delete
2	Animal	Horse	Unassigned	<a href="#">Edit</a>	<a href="#">Delete</a>
1	Animal	Pig	Unassigned	<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 2 of 2 entries [Previous](#) [1](#) [Next](#)

# Create Donation Screen

This is the create a donation screen for AuctionIT.

The screenshot shows the 'Create Donation' interface in GW-AuctionIT. The page title is 'GW-AuctionIT' with navigation options 'Manage' and 'Auction Setup'. The user is logged in as 'Bluffton Rep'. The main form is titled 'Create Donation' and contains a 'Donors' section with an 'Add Donor' button. The form fields are: 'Donor Name' (input field with a search icon), 'Fair Market Value' (input field showing '\$ 0.00' with 'Done' and 'Delete' buttons), 'Category' (dropdown menu showing 'Choose...'), 'Organization' (dropdown menu showing 'Bluffton'), 'Donation Name' (input field), 'Donation Description' (text area), 'Fair Market Value' (input field showing '\$ 0.00'), and 'Optional copies available?' (input field showing '0'). At the bottom, there are three buttons: 'Create And New', 'Create Donation', and 'Cancel'. Red circles with numbers 1 through 8 are placed over the following elements: 1. Donor Name input field; 2. Fair Market Value input field; 3. Category dropdown menu; 4. Organization dropdown menu; 5. Donation Name input field; 6. Donation Description text area; 7. Create And New button; 8. Create Donation button.

**1** Type **“Donor Name”** here. After 5 characters it will autopopulate a list. You can also put an email or phone number here and it will find the donor.

**2** Add **“Fair Market Value”** for item, then click done. Hit delete if you mess up. Select New Donor to add a new Donor if there are more than one or to replace the one you deleted.

**3** Choose **“Category”** from dropdown.

**4** Your **“Organization”** will selected by default.

**5** Type **“Donation Name”**.

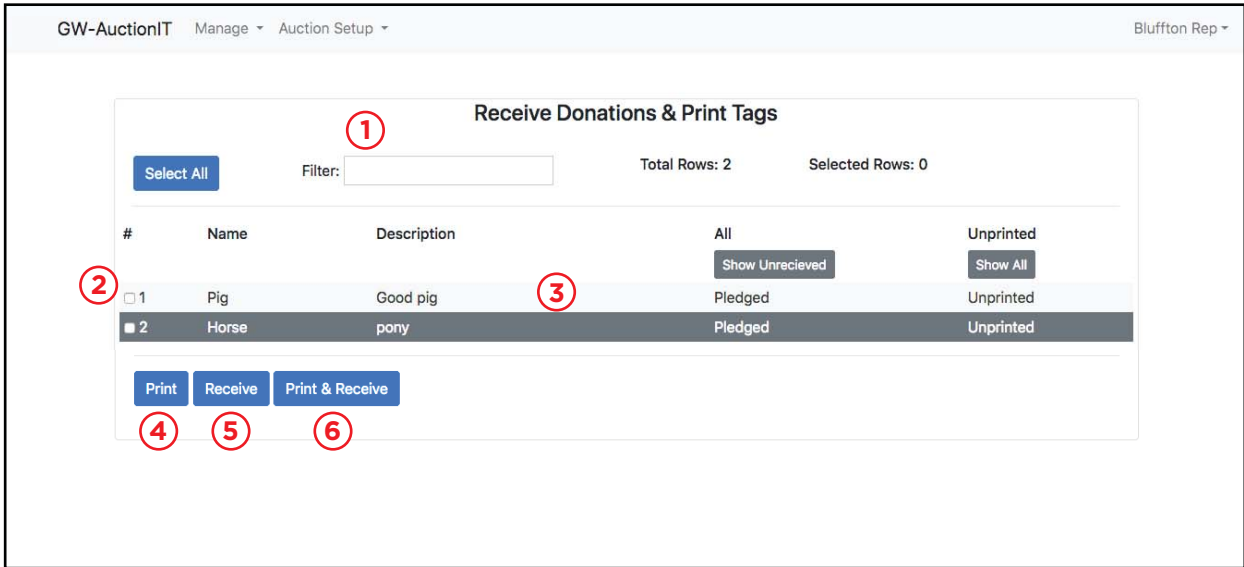
**6** Type **“Donation Description”**.

**7** Click **“Create And New”** to submit your donation and then open another submission form.

**8** Click **“Create Donation”** to submit your donation.

# Print Tags Screen

This is the print tags screen for AuctionIT.



- 1 Search for items here.
- 2 Select item from list to print.
- 3 List of items donated from your organization.
- 4 Select **“Print”** to print tag for pledged items.
- 5 Select **“Receive”** to change item from pledged to received.
- 6 Select **“Print & Receive”** to print tag for items that you have received.