

RPM Tips & Tricks:

Pass Out Bids, Clearing and Deleting Bids

Pass Out Bid, Non-lotted Bid Entry:

When the temperature inside the auction building surpasses 115 degrees, and men begin to faint, it is time for the 'Pass Out Bid'. Well, it sounds good, anyway! Actually...

'Pass Out Bids' occur when there are multiple quantities of a particular item, and the auctioneer does not wish to use AuctionRPM 'Split Lots' function. 'Pass Out Bid' keeps the current item's description and consignor codes active so the item may be sold multiple times.

Example: There are 50 hammers in a box. The auctioneer (or clerk) presses the 'Pass Out Bid' button. One bidder wants 11 hammers at \$5.00 each. '11' is entered into the 'quantity' field, along with the \$5.00 Bid amount and Winning Bidder number. The description ('Hammer') and Consignor number remain in the Bid Quick Entry fields. The clerk needs only to enter the subsequent winning bids. When all hammers have been sold, 'Pass Out Bid' is clicked, and the next item may be sold.

Delete Lot, Non-lotted Bid Entry:

Use of this feature will delete the currently selected lot from the auction and also from General Inventory. The item is permanently removed from the system.

To use this feature, simply highlight the affected lot, then click on 'Delete Bid'.

Clear Current Bid, Non-lotted and Pre-lotted Bid Entry:

This feature clears the Winning Bid Amount and Winning Bidder Number, readying the lot for the following:

- Re-sale at the same auction
- Editing the bid (at auction time)
- Returning the lot to General Inventory. After clearing the bid, go to (Auctions – Preparation tab – Add/Edit Lots). Find the item in Auction Inventory, highlight it, and click on 'Delete Lot'.

Note: In 'Add/Edit Lots', the 'Delete Lot' function moves the item back to General Inventory. It does not remove it from the system.

To use this feature, highlight the affected lot. Then, click on 'Clear Current Bid' (Non-lotted) or 'Clear Bid' (Pre-lotted).