

RPM Tips & Tricks: *Splitting and Combining Lots*

Splitting Multiple-Quantity Lots:

Q – How do create a ‘splittable’ lot?

A1 – **Pre-lotted auctions:** Simply change the Inventory Master Quantity during data entry.

A2 - **Non-lotted auctions:** In Bid Entry, enter the lot with a Quantity greater than one. Do not enter a Winning Bid Amount or Winning Bidder Number. <Tab> (or <Enter>) through the ‘Bid Quick Entry’. The multiple-quantity lot will be highlighted as the ‘last lot sold’. Be sure that that this lot is highlighted!

Q - Lot #6 has a quantity of 20. How do I split the lot?

A - Highlight the lot. Press the ‘Split Lot’ button. Enter winning bids for up to one less than the original quantity. In this case, enter up to 19 items in the ‘split box’. These become lots 6A, 6B, 6C, etc.

- You may split up to the ‘original quantity, minus one’. The original lot is left open with the balance.
- If there were 20 original items, up to 19 may be split off.

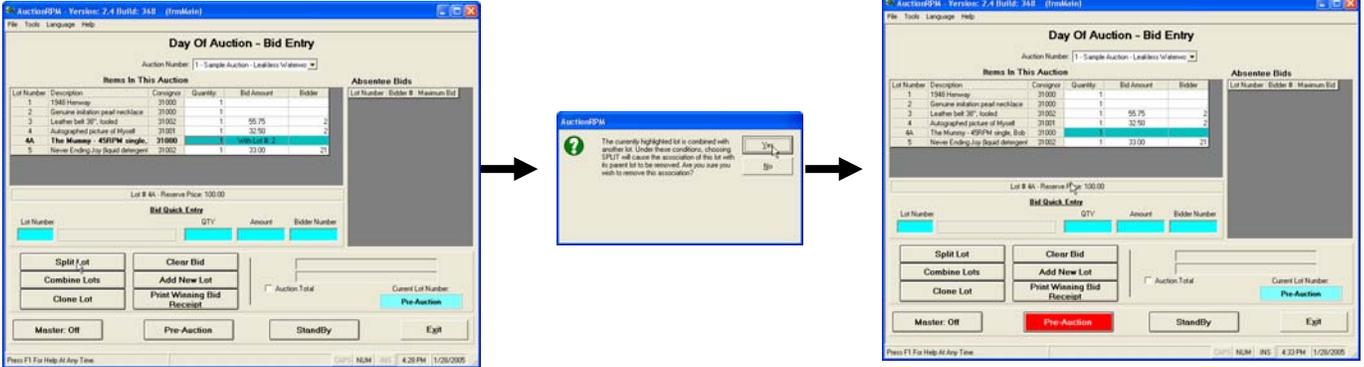


Splitting Previously Combined Lots:

Q - I have used the 'Combine Lot' feature in AuctionRPM, and have combined lots #4 and #2 into 'lot #2'. Lot 4 reflects combination 'with lot #2'. I want to remove the combination, and sell lot #4 separately again. How do I do this?

A - Point to the 'child' record (lot #4). Click on 'Split Lots'. The tie between lot #4 and lot #2 is broken ('split'). Lot #4 may now be sold separately.

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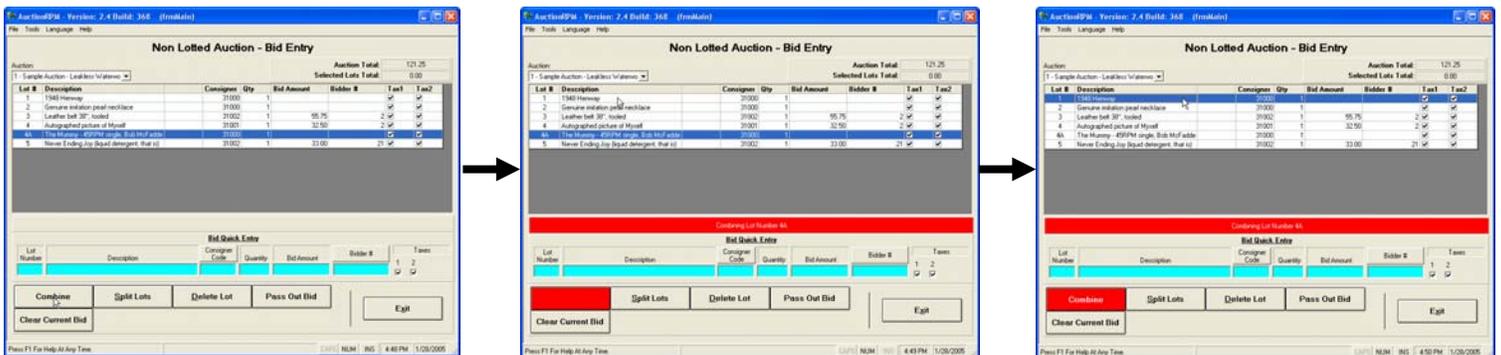
Combining Lots, Non-lotted Auction Bid Entry (All AuctionRPM Build #s), and Pre-lotted Bid Entry (Auction RPM Build #386 and newer):

You may combine two lots together at one time. Click to highlight the 'child' lot. Then, click on 'Combine'. Then, click on the 'parent' lot. Click on 'Yes'.

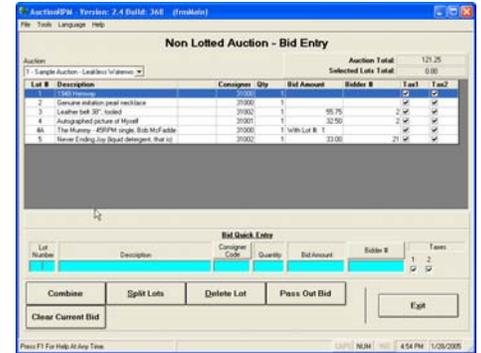
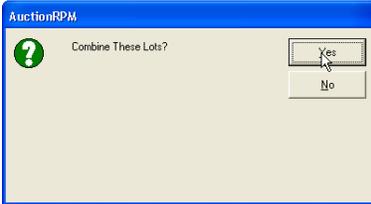
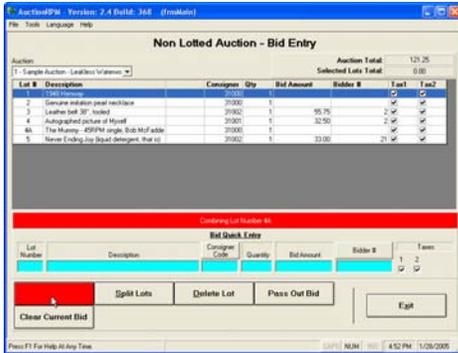
Notes:

- Only lots from the same consignor may be combined.
- If a lot is combined by mistake, highlight the lot that states 'With Lot x', then click 'Split Lot' button. The association of the 'parent' and 'child' lots will be removed.

Example: Combine lot #4A with lot #2, into lot #1. Click and highlight lot #4A. Click the 'Combine' button. Click on lot #1. Click on 'Yes' to make the first combination. Now, click on lot #2, 'Combine' button, and 'Yes'. Lots have been combined. The diagram below shows the first combination only.



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Combining Lots, Pre-lotted Auction Bid Entry (AuctionRPM Build #s prior to Build 386):

Click on the 'Combine Lots' button. Select lots to be combined by clicking on the left-handed checkboxes in the new screen. Then, select the lot number that the others 'combine into'.

Note: Only lots from the same consignor may be combined.

Example: Combine lot #19 with lot# 20 and lot #35. Click on 'Combine Lots' button. Check the checkboxes for lots #19, #20 and #35. From the dropdown box, select the main lot number (#35). Click on 'Combine Lots'. Lots #19 and #20 now indicate 'with lot #35'.

