

## RPM Tips & Tricks:

# *Pre-Lotted Auction Bid Entry Screen: Maximize Your Efforts*

## Background

A 'Pre-Lotted' auction refers to one in which inventory (items) were entered into AuctionRPM (and lotted into a specific auction) prior to the sale taking place.

**Path:** Auctions – Day of Auction tab – Pre Lotted Auction-Bid Entry

The screenshot shows the 'Day Of Auction - Bid Entry' window. It features a menu bar (File, Tools, Language, Help), a title bar (AuctionRPM - Version: 2.5 Build: 376 (frmMain)), and a main area with several sections:

- Auction Number:** A dropdown menu at the top showing '1 - Sample Auction - Leakless Waterwo'.
- Auction Lot Grid:** A table titled 'Items In This Auction' with columns: Lot Number, Description, Consignor, Quantity, Bid Amount, Bidder. It lists items like '1948 Herway', 'Genuine imitation pearl necklace', etc.
- Reserve Price/Cost:** A label pointing to the 'Quantity' column in the grid.
- Bid Quick Entry:** A section with input fields for Lot Number, QTY, Amount, and Bidder Number.
- Lot Control Buttons:** A group of buttons including 'Split Lot', 'Consign Lots', 'Clone Lot', 'Clear Bid', 'Add New Lot', and 'Print Winning Bid Receipt'.
- Audience Lot View (ALV) Buttons:** Buttons for 'Master: Off', 'Pre-Auction', 'StandBy', and 'Exit'.
- Absentee and Phone Bids:** A table titled 'Absentee Bids' with columns: Lot Number, Bidder #, Maximum Bid. It shows bids for lot 1.
- Bid Entry History:** A table titled 'Entry Log' with columns: Lot Number, Bidder #, Maximum Bid. It shows a bid for lot 1.
- Auction Totals:** A checkbox labeled 'Auction Total'.
- ALV Current Lot Number:** A field labeled 'Current Lot Number' with a 'Pre-Auction' button next to it.

## 1. Pre-Lotted Bid Entry Screen Features:

### Auction Number Selector

At top, mid-screen, select the affected auction (in our case, '1 – Leakless Waterworks'). The 'Auction Lot Grid' (directly below Auction Number Selector) displays auction lot data.

Note: A vertical slider bar, to the right of the Auction Lot Grid, may be used to navigate to any lot in the auction. You may also use the 'Bid Quick Entry' feature (described below) to sell items out of Lot Sequence order.

### Auction Lot Grid

This area displays the pre-lotted items in your auction. You may highlight a grid row (auction lot), then use either <TAB> or <ENTER> to enter winning bid information. The scroll bar (right side of grid) may be used to locate any lot in the auction. If lots are sold out of sequential order, either 1) use the scroll bar, or 2) use the Bid Quick Entry line (see section 3, below).

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#### Reserve Price/Cost

If the selected lot has an associated Reserve Price or Cost, it will be displayed in the marked space.

#### Bid Quick Entry

Winning bids may also be entered using this part of the screen. Type the lot number, then <TAB> or <ENTER> to the other fields. Notice that the Auction Lot Grid follows along with your Bid Quick Entry.

For those that sell items out of sequential order, this method of data entry is fast and effective.

#### Lot Control Buttons: Split Lot / Combine Lot

- 'Split Lot' and 'Combine Lots': Please see [www.auctionrpm.com](http://www.auctionrpm.com), 'Tips & Tricks' tutorial on Splitting and Combining Lots for detailed information on either of these two options.

#### Lot Control Button: Clone Lot

- 'Clone Lot': If more of a particular item is found but not yet been recorded in RPM, select (highlight) the lot, then click 'Clone Lot' to add a new, identical lot. This function could be used for 'choice lots'. For each cloned lot, a new Lot Number is established. If Lot #3 is cloned, new lot #3A is created.

#### Lot Control Button: Clear Bid

For problems with either Winning Bid Amount or Winning Bidder Number, click on 'Clear Bid'. Both fields will be erased. New values may subsequently be entered.

#### Lot Control Button: Add New Lot

Items, not previously entered into RPM but found at the last minute, may be entered here.

- Click on 'Add New Lot'.
- Enter a preferred lot number, or simply take the default (next higher lot number). Click 'Proceed'.
- RPM takes you to the 'Inventory Master' table for item addition. Enter the description, inventory category, consignor and any other pertinent information. Click 'Save'. The item has been placed in the affected auction.
- Scroll to (and click on) the new lot number.

#### Lot Control Button: Print Winning Bid Receipt

Select (highlight) any lot number in the auction. Click 'Print Winning Bid Receipt'. A receipt will print at the selected 'Report Printer' (Path: Tools – General tab – Settings and Defaults – Print Settings – General tab – Report Printer).

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#### 'Audience Lot View' (ALV) Buttons

'Audience Lot View' ('ALV') lets you project Lot Number information, including short and/or long descriptions as well as a slide show of any picture(s) that have been pre-entered into AuctionRPM.

Button - 'Pre Auction': Displays your pre-auction messages, typically the auction house terms and conditions.

Button - 'Standby': Simply states 'Please Stand By'.

Button - 'Master:Off' / 'Master:On': Clicking this button selects one of the following:

- 'Master: On' -Information for the next Lot Number that is clicked (in the Auction Lot Grid) will be displayed on the ALV screen.
- 'Master:Off' – Regardless of the selected auction lot (in the Auction Lot Grid), ALV continues to display only information on the 'ALV Current Lot Number', as seen in the turquoise box just above "Exit" button. To select another ALV Lot, simply click on 'Master:Off'; it will become 'Master:On'. Click on the new lot.

Note: ALV requires an additional computer that acts as the 'projector'.

Note: Use of ALV controls will be covered in another 'Tips & Tricks' tutorial.

#### Absentee and Phone Bids

This 'tab' lists all absentee and/or phone bids. Absentee/phone bids flash when the lot is selected on the Auction Lot Grid. To enter absentee or phone bids (prior to the auction), go to (Path: Auctions – Preparation tab – Absentee/Phone – Bid Entry).

#### Bid Entry History

As long as the Pre-Lotted Bid Entry screen is opened, lot numbers are listed (in Bid Entry History) in the order sold. The Bid Entry History area is used as a reference to determine the order in which the items were sold, for those that tend to sell out of sequential lot number order.

#### Auction Totals (Checkbox)

Checking this box causes the auction total-to-date to appear. However, for this function to work, a Lot Number in the auction must be selected as the 'Current Lot Number'. Please read the section marked 'Audience Lot View', above, and use 'Master:On/Off' to select the lot number.

#### Lots-Per-Hour

As long as this screen is active, the number of lots per hour will be calculated and displayed.

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#### ALV Current Lot Number

Displays the lot number for which information and images (if any) are displayed on the ALV screen/projector. See 'Audience Lot View Buttons', above, for additional information.

#### Exit Button

Exit from Pre-Lotted Auction Bid Entry, back to the main AuctionRPM menu.

## **2. Pre-Lotted Bid Entry Screen Data Entry Made Simple:**

In the 'Auction Lot Grid', click on (select) the first lot of interest. With the exception of the first lot in the auction, lot information will change to **bold type** for easy reference. Press <TAB> (on the left side of the keyboard). Enter the winning bid amount, <TAB>, and winning bidder number. <TAB> one more time and the cursor moves to the next lot number. The <Enter> button may be used here, but it requires two presses for each move forward.

Note: To select and **highlight** the first (topmost) auction lot (**and make it bold**), click on any other visible lot (it becomes **highlighted**), then click on the first lot.

- Even if the first lot is 'clicked' but does not highlight, it is still selected.

After the last lot has been auctioned off, click 'EXIT' to leave the screen.

Note: The cursor is defaulted to stop first at the 'Quantity' column. If there is no need to change quantities, you may tell AuctionRPM to bypass the 'Quantity' column, saving a keystroke for each lot. To force AuctionRPM to bypass this column, go to (Tools – General tab – Settings and Defaults – Miscellaneous – Bid Entry tab – Include Bid Entry Quantity in Cursor Path). Uncheck this setting. 'Exit' from this screen, answering 'Yes' to change the Settings and Defaults.

## **3. Selling Lot Numbers out of sequential order:**

One of two methods may be employed:

- Use the 'Bid Quick Entry' line as described in section 1, above.
- Using the scroll bar on (right-hand side of Auction Lot Grid), move to the lot number of interest. Click to select it (see section 2, above).

Note: If the actual sequence of the sale are known prior to sale day, and the lots are currently out of the desired sequence, try (Path: Auctions – Preparation tab – Lot Number Sequencing).