



## 1. Upload Items from *Auction!* project to *A!Mobile*

**Applies to:** Mobile Bidding Auctions and Premium Features with *Auction!* V4. To be able to easily bring down the results into *Auction!* after the online event is over, you must start by adding all the items into an *Auction!* project and basketing donations from different donors into silent. All silent items can be uploaded from *Auction!* to the *A!Mobile* platform. Once the items have been added online, images of those items can be easily attached to the item in the platform so images will appear for the items that are being offered. Once the mobile bidding event is over, the results can be brought back into *Auction!* so documents and reports will be available long after access has ended to the mobile platform.

Considerations:

i. Item entry in *Auction!*:

- a. There is no live or silent auction in the mobile platform; all single competitive bidding items are “mobile auction items” in the platform - so designate all auction items as Silent items in the *Auction!* project.
- b. Keep the item short description clear and to the point. If it is a gift card, include the item value and the name of the company in the Short Description.
- c. Make sure all regular competitive single winner silent items have a minimum bid AND a minimum raise. If you want a Guaranteed bid for an item, it will be called *Win it Now* in the platform. The Guaranteed bid amount will be uploaded to the online platform when the items are uploaded.
- d. If a silent item can be sold more than once (multi-buyer) and it is a competitive bidding item, enter each item separately by duplicating the original item and giving each item a separate bid number.
- e. Compile any baskets composed of items donated by separate donors in *Auction!*, giving the assembled basket a silent item number.
- f. Donors do not automatically upload to the platform. Donors can be added to the platform individually, but it will require bidders to do extra clicking to see the donor information, especially if viewed on a mobile phone. If it is not clear who the donor is from the **Short Description**, we recommend you include the name of the donor in the **Full Description** if the donor does not wish to be anonymous.
- g. Items that are not competitively bid, but rather purchased for a price can also be uploaded to the mobile site. On the site, these items will be designated as Buy Now items. Before uploading to the *A!Mobile* platform, enter the item as a silent item, one bidder items in *Auction!*. If the quantity is for sale is greater than 1, enter the correct quantity in *Auction!*. It is not necessary to enter a minimum bid or raise for this type of item.

AFTER the items have been uploaded to the mobile platform, in *Auction!* change the click the Sell Individually as same Item # to multiple bidders button. This will allow *Auction!* to accept all the winning bid for the item when the mobile auction event closes. After uploading all items, tell us at **Auction Systems** which item #s need to be converted to multi buyer (Buy It Now) items and we will do it for you. You will then be able to edit the item in the mobile platform to enter the quantity that is available and the price.

- h. Donate items or what is commonly known as a paddle raise donation must also be entered in *Auction!* as a single quantity silent item that has no donor value. Once this item has been uploaded, in *Auction!* change it to an Unlimited *bidders pledge item*. Tell us at Auction Systems what the item numbers are for any Donate Items and we will change the designation on the mobile platform for you. You will then be able to edit the item to add up to 6

suggested donation levels and a goal. Your bidders will always be able to put in an amount of their liking if they do not want to donate at any suggested levels.

- i. You **MUST** categorize items in an mobile bidding event and can do this in **Auction!**. The category will upload when the *Category 1* area in the item entry form to select the category. Because categories in the mobile site allow you to close many items at different times, if you want to have separate closings you will need to edit the categories online after the upload.
- j. Keep images for each item clearly labeled as the item number in a separate folder on your computer so the image for each item can be added after the item is uploaded. Images stored in **Auction!** will not upload as the file size with images is too large to upload.

Your **Auction!** project for mobile bidding should have your items, item donors and Bidders. Bidders and their assigned bid numbers can be uploaded to the site.

### Step by Step Instructions for uploading items

1. In the **Auction!** project on the main Home task ribbon click **Data Exchange**.
2. In Data Exchange choose **A!Mobile & A!online**.
3. Click **Items to Ebid**.
4. Choose the **<-AMobile! / Aonline! Items ->** format
5. Notice the list of items only includes the silent items that only one bidder can purchase.
6. Click **Export Now**. Do not change the name of the file. **Save** to a location you can find again.
7. Go to <https://admin.asimobile.net/> and sign in.
8. Click **Items & Donors** and choose **Imports**.
9. In **select Import Type** use the pulldown to select **Event Auction Items**.
10. Click **Choose File** to browse to your saved export file.
11. Choose your saved file and click **Save**.
12. To add images etc. to the mobile items, go back to **Items & Donors** and choose **Event Items**.
13. Edit any item to edit the full description or add an image.

Note: Do not change the item number and short description unless you also edit the item number and short description in the **Auction!** project. These item numbers and short descriptions must match to bring the results back into **Auction!** after the online auction closes.

14. To add a new item online in **Items & Donors, Event Items** click **Add Item** and choose whether it is an auction item, a Buy it Now item (retail) or a Donate Item - you must also enter it in the **Auction!** project and the item number must be the same in both **Auction!** and **A!Mobile**.