



## 2. Import Results from A!Online into Auction!

**Applies to:** *Online Auctions and Premium Features with Auction! V4.* In online auctions, bidders register themselves online and usually also register their own credit card online. These instructions show how to import the winning bids into **Auction! V4**. You must have administrative privileges in the online auction platform to download the critical CSV files.

### Step by Step Instructions

1. When the online auction closes, log into <https://admin.asimobile.net/> and sign in.
2. In the **A!Online** tab choose **Online Reports**.
3. In the list of Online reports click **Online Winners**.
4. Click the **Download to CSV** link below the Output header.
5. Save the report to your computer.
6. Before importing to **Auction!** you must open the output file on your computer and delete the first line which is the name of the report. Row 1 should now be the column headers for each column. AND if you received any Online Roundup donations you will have to give those items the same item number.

Open the file to make the two changes:

If you have Excel on your computer, go to the location of the saved file and click on it to open. Delete the entire first row so that row 1 is the column headers. Then notice if you have any online roundup donations; these will appear from row 2 down because they currently have no item number. If you have a roundup donation or more, pick an item number that is not being used by any other item and assign that same item number to each of the rows having an online roundup. **Save** and close the Excel file.

If you do not have Excel on the computer you are using, find the file using File Explorer and right click on it. From the pop up choose **Open With** and from the list of applications choose **NotePad**. The file will open and you must delete the entire first line in the text file so that row one is the column headers for the rest of the spreadsheet. To delete an entire row and then the rest of the rows shift up, highlight the entire row by clicking 1 in the left hand column. Then click the Cells tab on the ribbon at the top and choose Delete. Save the txt file and close. If you have online roundup donations, it is very difficult to add an item number for them in a Notepad text file. Make note of how many you have. Once the import is complete in the steps below, you will see errors for these rows because they could not be imported. Every other winning bid will import nicely. You can enter the winning bids for these roundup donations manually into the project once the winning bids have been entered.

Before importing into Auction! make sure that your Fund A Need item(s) is marked as Unlimited bidders (pledge). Also add new silent item for the Online Roundup Donation, mark it also as Unlimited bidders (pledge) and assign to it the item number you gave to the roundup donations in the spreadsheet as set forth above. Finally make sure all multibuyer items have a quantity in the Auction! project equal to the number available for sale and the Sell Individually as same Item# to Multiple Bidders button is marked. Once the items in the Auction! project are thus entered, all the winning bids will come into the project accurately.

Now in Auction! V4

1. Open the project.
2. Go to the **Data Exchange** tab on the ribbon.



3. Click **A!Mobile & A!online** on the ribbon.
4. Click **Retrieve eBids** on the ribbon.
5. **Click the Browse** button on the left to select the saved *Online Winning Bids* file.
6. In the **Saved Formats** section on the left click **<-A!Online Bidders and Bids->**.
7. Enter your Initials and save.
8. Click the **Import Now** button on the ribbon.
9. When the import is complete, you will see a log of the results. If the **Error** and **Warning** buttons are greyed out, you have no warnings or errors and can proceed making sure all the payments have been made online.

See the PDF entitled Pushing Payments online if some of your bidders have not paid for their items yet.