



Auction! Version 3 Manual Sync 1 with Greater Giving Master Terminal

Applies to: *Auction! V3* only.

Background: For one reason or another, sync 1 **cannot** occur automatically and a manual sync 1 needs to happen at the event.

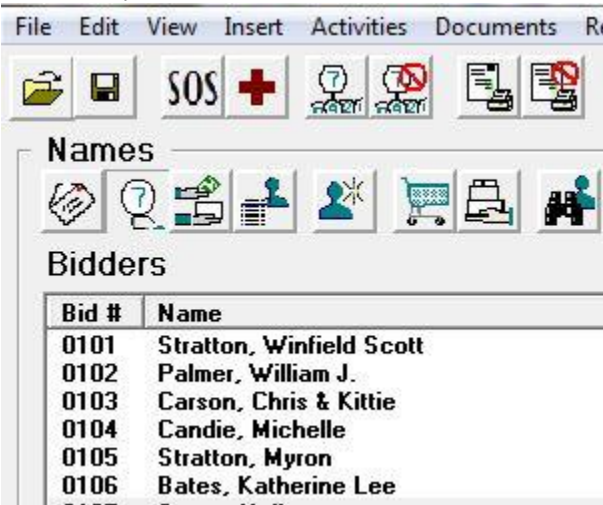
Manual Sync 1 between Auction! and Greater Giving Master Terminal:

In Master Greater Giving terminal:

1. Retrieve bidder report from Greater Giving Master Terminal: press: F4, 5, 1
2. Print this Bidder report which is a list of Bidders in numerical order who have a credit card saved in the Master Auctionpay terminal.

On the computer which has your Auction! project, in Auction!:

1. Click the Bidder Icon to select the list of bidders.
2. The bidder numbers in the bidder list should be in numerical order - if not click on the Bid # column heading to sort numerically.



3. Using the bidder report you generated in the Greater Giving Master terminal - open the name record in *Auction!* for the first bidder on the report. To open the name record:
 - a. If you are in Auction Mode right click on the bidder's name and choose Edit Name.
 - b. If you are not in Auction Mode - double click on the bid number.

The Name Entry dialog box is shown with the following fields and options:

- Name Information:**
 - Title: Miss (dropdown)
 - First Name(s): Holly
 - Last Name: Sugar
 - Company: (empty)
 - Informal/Nickname: (empty)
 - Address: 258 E Cascade Av
 - City: Colorado Springs (dropdown), State: CO, Zip: 80923
 - Home Phone: 456-7899, Work Phone: (empty)
- Additional Information:**
 - Add'l Title: < None > (dropdown)
 - Add'l First Name(s): (empty)
 - Add'l Last Name: (empty)
- Reservation Details:**
 - Type/Bid No.
 - Invitee
 - Donor
 - Bid #: 0107
 - Next Bid # (button)
 - Quick Checkout
 - Print Name... (button)
 - View Purchases (button)
 - Payments & Register (button)
 - View Donations (button)

The **Save** button at the bottom is highlighted with a red box. A red arrow points from the "Quick Checkout" checkbox to the "Next Bid #" button.

4. In the middle of the right column entitled "Type/Bid No." check the Quick Checkout box and then press **Save** at the bottom.

5. Continue checking the box and saving for all other bidders to complete the manual sync 1.

Note: If a bidder number is on the Auctionpay bidder report and that bid number does not exist in your *Auction!* project - most likely this is a walk in and the check in team gave this person a bid number. You must find out who this walk in is and enter them in your *Auction!* project. Don't forget to mark them as Quick Checkout in *Auction!*

If the check in team cannot find the person on the list of pre-registered guests they may give a new bid number to someone who has already been assigned a bid number in *Auction!* Since the new bid number is the one in the Greater Giving terminal - you must change the bid number in *Auction!* for that guest so that it matches what is in the Greater Giving terminal.