



## 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.

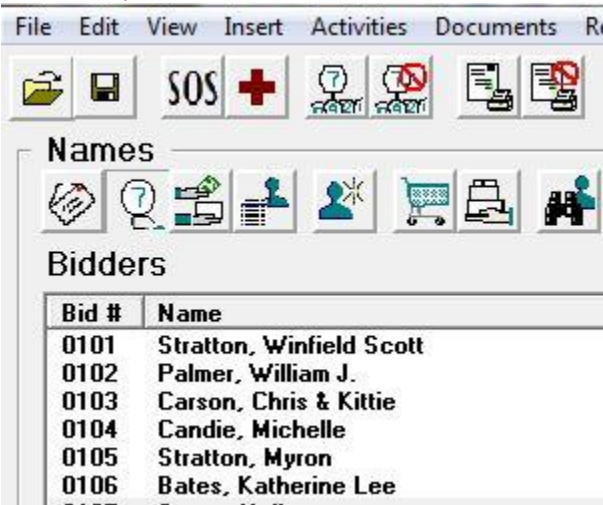
**Manual Sync 1 between Auction! and Greater Giving Master Terminal:**

**In Master Greater Giving terminal:**

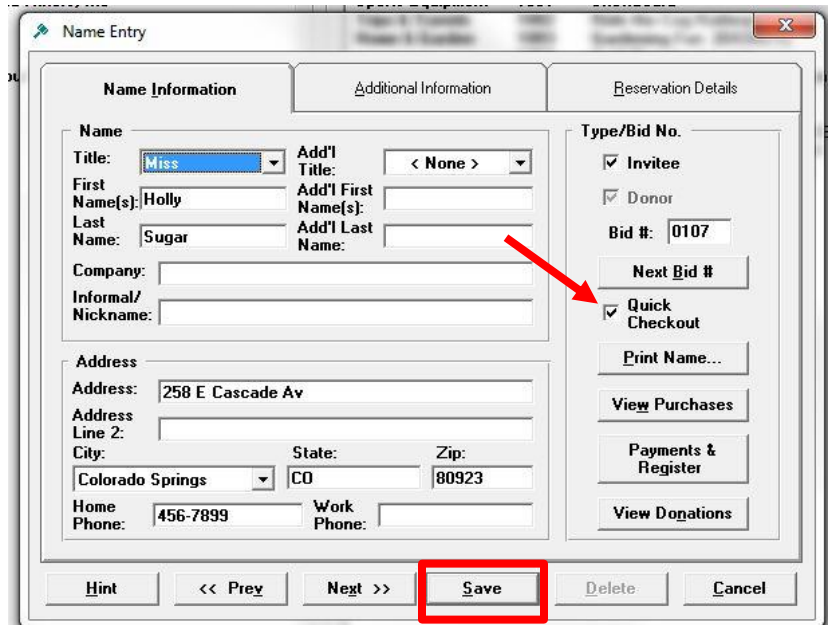
1. Retrieve bidder report from Greater Giving Master Terminal: press: F4, 5, 1
2. Print this Bidder report which is a list of Bidders in numerical order who have a credit card saved in the Master Auctionpay terminal.

**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.



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.