

## How to check out a guest at the end of the night:

Auction Co-Chair has simplified the checkout process. Simply click the “Checkout / Winners” link under the Auction Closing heading on the left side of the page (toward the bottom). The page will look like the image below.

The screenshot shows a web interface for a 'Sample Auction' dated Sep 14, 2010. On the left is a 'Control Panel' with sections for Auction Info, Staff, Donors & Solicitors, and Items For Auction. The main area is titled 'Auction Closing' and contains a 'Checkout / Winners' link. Below this is a search bar for 'Bidder#' and 'Name'. A table lists bidders with columns for Bidder#, Name, Contact, Party Of, Paid, and Action.

Bidder#	Name	Contact	Party Of	Paid	Action
104	Connie Johanson	Connie Hacker	1	Yes NO	Print !!
102	Emily Martin & Doug Stone		2	Yes NO	Print *
103	Helen Jameson		1	Yes NO	Print *
100	John Smith		2	YES No	Print !!
101	Mr. & Mrs. Henry Tate	Jane Tate	2	Yes No	Print *

You can either click the print link on the row corresponding to the bidder checking out, or search for a bidder by using the search boxes provided at the top of the list. Once you have found the correct bidder, you can click the print link under the Action column. This will bring up a new window with a printable version of your guests receipt. At the top of the receipt will be the logo loaded for the auction with the name of the auction, the guests name(s) and an itemized invoice. Print the invoice using your browsers print capabilities and then close the page (or tab).

## TEST Charity Auction

Sample Auction  
 Invoice for Emily Martin & Doug Stone  
*All Sales Final — No Refunds or Exchanges*

Item #	Title/Name	Winning Bid
201	Two (2) season passes to Six Flags Theme Park.	\$100
<b>Grand Total</b>		<b>\$100</b>

www.AuctionCoChair.com  
 Sep 16, 2010 11:15 am

Once you have collected payment from the guest, return to the “Checkout / Winners” page and select “Yes” for that guest under the Paid column. This will let you keep track of who has paid and who has not paid.

There are some added notes next to the Print link under the Action column.

\* - Means that a receipt for that guest has not been printed yet.

!! - Means that this guests record has changed since their receipt was last printed.