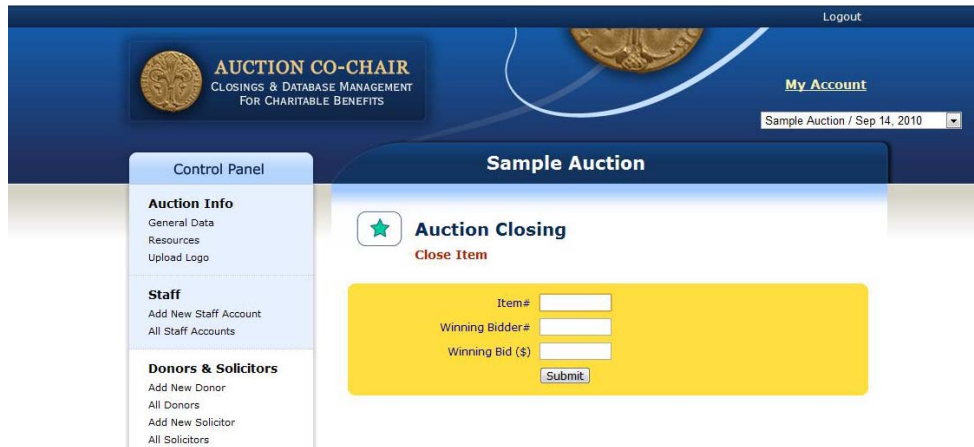


How to close out an item:

Auction Co-Chair has streamlined the item closing process. Through our online closing and checkout system, entering winning bidders is a simple process that can be done quickly and efficiently.

There are two ways to close an item. If you have just closed a section and have many items to enter as quickly as possible, then our rapid entry closing screen is what you need. Click “Close Item” on the left side of your screen under the “Auction Closing” section. This will take you to the following screen:



The screenshot shows the Auction Co-Chair web interface. At the top, there's a blue header with the Auction Co-Chair logo and navigation links like 'My Account' and 'Logout'. A dropdown menu shows 'Sample Auction / Sep 14, 2010'. Below the header, there's a 'Control Panel' sidebar with sections for 'Auction Info', 'Staff', and 'Donors & Solicitors'. The main content area is titled 'Sample Auction' and features an 'Auction Closing' section with a 'Close Item' link. Below this is a yellow form with three input fields: 'Item #', 'Winning Bidder #', and 'Winning Bid (\$)', followed by a 'Submit' button.

Looking at the bid sheet, enter the item number for that bid sheet, then find the winning bid sticker (the sticker on the greatest dollar bid or on the “Buy It Now” box) and enter that for the winning bidder. Enter the dollar amount the winning bidder will pay for the item. Finally, click “Submit” and the item will be entered into the system.

To speed up the process, you can hit the “Tab” key after entering the Item # and the cursor will be moved to the Winning Bidder # field. After entering the Winning Bidder # simply hit the tab key to move the cursor to the Winning Bid (\$) field. Once all three fields are entered you can simply press the enter key to submit the item to the system. This method can significantly speed up data entry since your hands do not have to leave the keyboard to click the mouse.