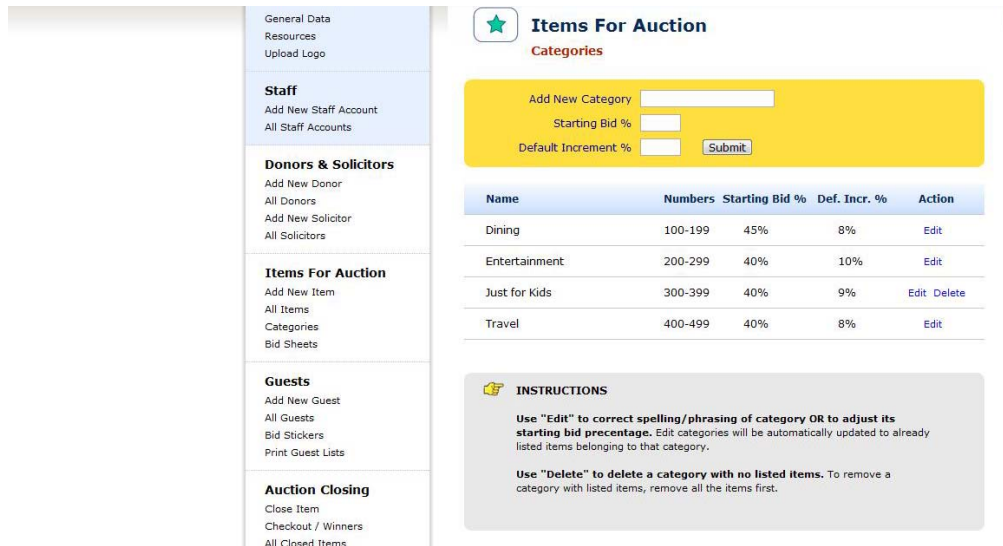


How to enter a category:

Entering a new category is very simple.

Click on the “Categories” link on the left side of your page under the “Items For Auction” section. This will take you to a list of all the categories currently set up for your auction. To add a new category simply fill in the fields in the top section and click submit.



The screenshot shows the 'Items For Auction' page. On the left is a sidebar with navigation links: General Data (Resources, Upload Logo), Staff (Add New Staff Account, All Staff Accounts), Donors & Solicitors (Add New Donor, All Donors, Add New Solicitor, All Solicitors), Items For Auction (Add New Item, All Items, Categories, Bid Sheets), Guests (Add New Guest, All Guests, Bid Stickers, Print Guest Lists), and Auction Closing (Close Item, Checkout / Winners, All Closed Items). The main content area is titled 'Items For Auction' and 'Categories'. It features a yellow form to 'Add New Category' with fields for 'Add New Category', 'Starting Bid %', and 'Default Increment %', and a 'Submit' button. Below the form is a table of existing categories:

Name	Numbers	Starting Bid %	Def. Incr. %	Action
Dining	100-199	45%	8%	Edit
Entertainment	200-299	40%	10%	Edit
Just for Kids	300-399	40%	9%	Edit Delete
Travel	400-499	40%	8%	Edit

Below the table is an 'INSTRUCTIONS' section with a hand icon. It contains two paragraphs: 'Use "Edit" to correct spelling/phrasing of category OR to adjust its starting bid percentage. Edit categories will be automatically updated to already listed items belonging to that category.' and 'Use "Delete" to delete a category with no listed items. To remove a category with listed items, remove all the items first.'

The “Add New Category” field is for the name of the category.

The “Starting Bid %” field is for the system to automatically calculate the starting bid for each item in this category. This field must be entered as a number that represents the percentage of the value you want each items starting bid to be.

The “Default Increment %” field is for the system to automatically calculate each subsequent bid after the starting bid. This field must be entered as a number that represents the percentage of the value you want each items bumps to be.