

How to fix a mistake or remove an item from a bill:

Occasionally, one of the closing volunteers will enter an incorrect Winning Bidder # or an incorrect Winning Bid (\$). When this happens, it is simple to correct the mistake.

Click the “All Closed Items” link on the bottom left of you screen.

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Sample Auction / Sep 14, 2010

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Sample Auction

Auction Closing
All Closed Items

Item# Item Name Bidder# Guest

Item#	Item Title	Bidder#	Guest	\$	Action
102	Taco Cabana Gift Certificate	100	John Smith	\$500	Edit Delete
200	Four (4) passes to IMAX Theaters	100	John Smith	\$400	Edit Delete
201	Two (2) season passes to Six Flags Theme Park.	100	John Smith	\$100	Edit Delete

If you want to correct a date entry mistake click on the “Edit” link to the right of the item under the Action column.

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Sample Auction

Auction Closing
Edit Closed Item

Item# 200 (1/1)
Winning Bidder# #100 = John Smith
Winning Bid (\$)
Closed Sep 05, 2010 10:32 am

Here you can edit the Winning Bidder #, the Winning Bid (\$), or both. When the changes are made, simply click Submit and the item will be updated.

If you need to remove an item completely and not just change the Winning Bidder # or the Winning Bid (\$), then on the “All Closed Items” screen, simply click the “Delete” under the Action column. You will be asked to confirm the deletion. Once confirmed, the item will appear as an unclosed item in the All Items list.