

## **Auction Anything (AA) Upload Requirements**

Below is a list of things needed for a successful Auction Anything upload. **Email the information & confirmation that all steps were completed to your Auction Source rep no less than 48 hours before your scheduled upload.**

<b>Requirement</b>	<b>Information or Indicate Completed (Y/N)</b>				
1. URL of your Auction Anything website					
2. User Name & Password for Auction Anything Administrator					
3. Email address of administrator					
4. Start and End date/time(s). <b>Times need to be EST</b>					
5. 'Online' box is checked for all items you want to upload.					
6. Your categories are set up in Auction Anything. Provide us the four digit corresponding category number. (Attach on separate page or list on email).					
7. Run Picture Audit (Report System/Group: Item Reports, x) Picture Audit). Check the Online Items Only box. <b>Only letters, numbers and underscore can be used in image name. AA will only accept image types: jpg (not jpeg), gif, png.</b>					
8. Run Value Audit (Item Reports group - z). Check the Online Items Only box.					
9. Review Special Starting bids (Item Lists - h). Check the Online Items Only box.					
10. Run Date Audit (Item Reports - l). Check the Online Items Only box.					
11. Provide a list of Multi Items (LTOs) to go online. Create one item for each multi-item with the Quantity field filled in with number to be sold and set First Bid at the multi item value.					
12. Run report of all items checked online. This will be your upload. (Report System, Report Group: Item Lists, report e) short type 3 by #, click Custom Criteria. Use the dropdown boxes to fill in the 1 <sup>st</sup> 3 fields with 1) And, 2) Item – Online, 3) =. Type in Yes in the Value/Text Field. It should look like this:  <div style="text-align: center; margin-left: 100px;"> <b>Value/Text</b>  <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 2px;">And</td> <td style="padding: 2px;">Item - Online</td> <td style="padding: 2px;">=</td> <td style="padding: 2px;">Yes</td> </tr> </table> </div>	And	Item - Online	=	Yes	
And	Item - Online	=	Yes		
<b>Contact Name for Questions During Upload:</b>	<b>Cell Phone #:</b>				

You do not have to at the office for the upload; however we will need the cell phone of the main contact in case of questions. After upload, the items uploaded will no longer appear in your Auction Source online catalog. **In Auction Anything, you need to make sure all of your set up questions you answered are correct.**