

Online Catalog Instructions for Online Data Entry Clients

1) Move pictures from the camera to a folder on the computer and Rename them for the Catalog.

- Make a backup copy of the pictures before deleting them from your camera
- Create a new folder called ASPicsMMDD and put the new pictures in that folder
- Click View and select Filmstrip.
- Click on each picture file name twice and change the name to the item number and .jpg
- If the picture needs to be rotated, Click File, Rotate
- If the picture is not going to be used, Right Click the picture and select Delete

2) Upload the Picture files to the Online Server

- Double Click the Internet Explorer
- Go To <http://www.auction-source.com/> which should be a favorite
- Click Client Login
- Enter your user name and password and click login
- Click on Data Entry and Expanded Review
- Click on the Picture button in the lower right corner (it might be a thumbnail)
- Click on Upload Images
- Click on Select Folder, Click on C:\Access\ASPicsMMDD, Click on Scan
- All the pictures should be listed in the form. At the bottom, it shows the size of the folder
- If the folder is greater than the maximum upload size of 20MB, you will need to upload the folder in sections. Highlight some of the files and Click on Clear Highlighted Files and get the size correct.
- Click Upload Images, Click OK on the About to Upload, Click OK on the success message
- Close the forms until you get to the main menu

3) Have the Online Catalog highlight the new items

- Click on Manage Your Catalog
- Enter New As Of Date which should be the date of your last upload
- Click on View Your Catalog to see how it looks, this will open another Internet Explorer
- You can switch back to the Online Database by clicking the other Internet Explorer
- Close this form to move back to the Main Menu

4) Feature Items on the Home Page of the Catalog

- Click on Data Entry, click on Expanded Review
- Select the Item you wish to Feature
- Just under the online checkbox, click the drop down and select featured
- To remove an item from the home page, remove the word featured from that drop down box
- Switch back to the Internet Explorer with your catalog and review your work