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| Sale Order | |
| *Before you Start*  Before being included in a Sale Order, entries must be marked with Sale Participation = Auction. If you use placings to determine your sale order, results must also be entered. If no entries are marked for sale, the Sale Order will save, but will not show any entries.  You can create the Sale Order, and set the divisions and sort parameters, ahead of the fair/sale. After you have your entries checked in, marked with Sale Participation=Auction, and results entered, they will appear in the sale order with the parameters that you set. At that time, you can use the manual Reorder Entries option to fine-tune the order if it’s not exactly the way you need it to be. Please note that if you use the Re-Create Sale Order option, you will retain the original configuration options, but will lose any manual re-ordering that has been done.  Note: If you have a "late entry" into the sale, after the sale order has been created, that entry will show up at the bottom of the sale order, but can be dragged/dropped to the correct location. | |
| 1. Click on the Sale menu. 2. Select the Order tab. 3. Create a new sale order. 4. On the popup, enter a name for the sale order, the information about the mailing address, and due date.   *\*Note: the due date must be after the start of the fair and no later than 6 months after the end of the fair.* |  |
| 1. Click the Edit button to change the commission percentage, if necessary. 2. Click Configure Sale Order. |  |
| 1. Select the correct option for whether your fair sells entries with top-tier division placings before all other entries at the beginning of the sale (i.e. 1st Place Division placing = Grand Champion). 2. If you select yes, enter the lowest level Division placing that should be considered on the sale. 3. Select how you would like to sort the Sale order. See the description and examples of each sort in the help text at the right. 4. Scroll down and click on the four-sided arrow icon to drag and drop the divisions that will be sold to the Selected Divisions column. |  |
| 1. Drag and drop the Selected Divisions to designate which Division entries will be sold first. 2. Options for each division: Enter a default floor price to be applied floored entries, set a “cap” on the maximum sale weight, and enter the Maximum Class Placing sold. Click Continue to go on. |  |
| 1. Use the up/down arrow buttons at the left side of each entry to drag and drop entries to customize the sale order further. 2. To simply re-number the entries, click “Reorder Entries.” 3. If you would like to change the Default Floor Price or Max Sale Weight after the sale order has been created, click “Change Division Settings.” Changing the Default Floor Price will simply change the default in any entries that have not been marked as “Floored” yet. Changing Max Sale Weight will only change the sale weight for entries that do not yet have a bid. 4. Click Re-create Sale Order if you need to start over or add or remove any divisions in the sale. |  |
| 1. If you would like to create a Custom Sale Program, click Edit to begin. 2. Your options include:  * Paper size and orientation * Whether or not to print your fair logo (from Setup>>Fair Details) at the top of the page. * To use all upper case, lower case, or title case (None leaves the text as it was entered.) * Which columns (and order of columns) to include in your program. |  |
| 1. Print Options:  * The Print button will bring up a PDF preview to be printed. * Export to Excel is a “clean” Excel spreadsheet in table format. | Graphical user interface  Description automatically generated |
| If you do not wish to create a Custom Sale Program and would prefer to use the Standard Sale Program select the blue “Download as…” button.   * Excel is an Excel spreadsheet, with some combined cells and formatting. * PDF is the print version of that spreadsheet.   Table  Description automatically generated | |