



Marking “Quick Checkout” Manually

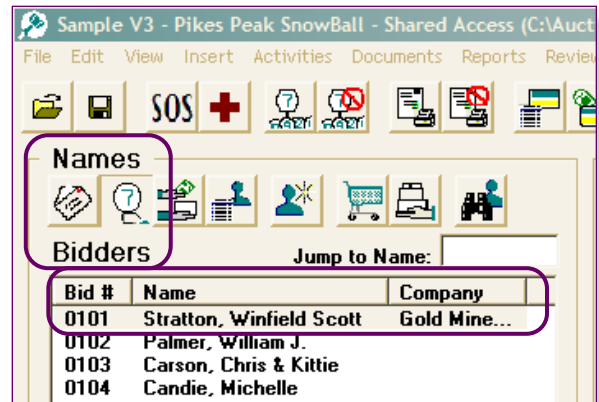
Keywords
Quick Checkout
Payment on File
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Applies to: *Auction! V3*

Background: Sometimes you wish to mark event guests for quick checkout when their credit card is on file or you have a means to otherwise accept payment from a guest. This technique identifies guests as **Quick Checkout**, and is available to all *Auction! V3* clients.

Step by Step in *Auction! V3* on Name Entry Screen

1. **Locate** the name of interest. On the **Bidders** screen, guests can be identified by Bid Number, Name or Company (where applicable.) The Bidders list can be sorted by any of these columns by simply clicking the header above the column.



2. **Double-click** to edit the record for the guest to be marked as quick checkout.

3. On the right-hand side of the screen, check the box labeled **Quick Checkout**.



4. Press **Enter** or click **Save** to finish.

Name Information		Additional Information		Reservation Details	
Name		Type/Bid No.		<input type="checkbox"/> Invitee	
Title:	< None >	Add'l Title:	< None >	<input checked="" type="checkbox"/> Donor	
First Name(s):	Winfield Scott	Add'l First Name(s):		Bid #: 0101	
Last Name:	Stratton	Add'l Last Name:		Next Bid #	
Company:	Gold Miners, Inc			<input type="checkbox"/> Quick Checkout	
Informal/Nickname:	Win			Print Name...	
Address				View Purchases	
Address:		68999 Weber Street		Payments & Register	
Address Line 2:		Suite 102		View Donations	
City:	Colorado Springs	State:	CO		
Zip:	80908				
Home Phone:		Work Phone:	686-4200		
Hint		<< Prey	Next >>	Save	
				Delete	
				Cancel	



Results:

On the Invoice screen, manually marked Quick Checkout guests are designated with an asterisk (*); Guests automatically synced with Greater Giving Auctionpay or Spire Payment Solutions will be designated with QC for Quick Checkout

Both indicate Quick Checkout on the invoice.

Columns can be sorted by clicking the Pmt header or the Print Sequence options at the upper right.

Print Invoices					
Invoices to be Printed		Invoices Already Printed		Tickets Only	No Purchases
Bid #	Tbl #	Bidder Name	Purchases	Bal. Due	Pmt
0102	002	Palmer, William J.	\$660.00	\$660.00	QC
0108		Penrose, Spencer & Julie	\$1,350.00	\$1,150.00	QC
0104	001	Candie, Michelle	\$1,546.44	\$1,546.44	*
0107		Sugar, Holly	\$150.00	\$150.00	*
0106		Bates, Katherine Lee	\$250.00	\$0.00	
0105		Bijou Theater; Stratton, Myron	\$275.00	\$240.00	
0103	001	Carson, Chris & Kittie	\$1,450.00	\$1,450.00	
0101	002	Gold Miners, Inc; Stratton, ...	\$2,016.00	\$0.00	

On Invoices, Quick Checkout is in underlined, bold type at the upper right-hand corner.

**St. Isidore of Seville
Pikes Peak SnowBall**

Katherine Lee Bates
14 Ute Pass Lane
Crystal, CO 80972

Bid Number: 106
Quick Checkout

<u>Purchases</u>	<u>Estimated Donor Value</u>	<u>Purchase Price</u>
Live 4	Just Build It!	\$0.00
Total Purchases		\$250.00

[Step by Step in Auction! V3 on Insert, Quick Names](#)

1. When adding walk-in names rapidly, click Insert, Quick Names to enter essential information.
2. Check Quick Checkout to mark the guest for Quick Checkout.
3. Click Save or press Enter to record the guest and enter the next name.

Results:

Identical to marking Quick Checkout on Name Entry screen or syncing with Greater Giving Auctionpay credit card terminals or Spire Payment Solutions.

If you mark a guest manually for Quick Checkout, and then subsequently sync with a Greater Giving Auctionpay terminal or a Spire Payment Solutions file, there's no problem; the methods are completely compatible.

Express Name Entry

Quickly enter walk-ins at your event. Auction! will check to see if the name typed already exists.

Key Name Information

First Name: Last Name:

Company:

Home Phone: Bid #:

Quick Checkout