

## Manual Sync 1 between Auction! and Auctionpay

Keywords  
manual, sync, Auctionpay

**Applies to:** Auction! V3 network edition

**Background:** For one reason or another, sync 1 cannot occur automatically and a manual sync 1 needs to happen at the event.

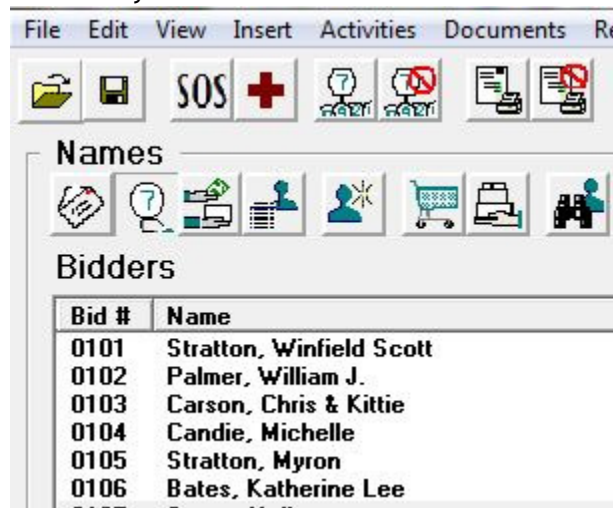
**Manual Sync 1 between Auction! and Auctionpay:**

**In Master Auctionpay terminal:**

1. Retrieve bidder report:
  - a. On New Style Master Terminal press: F4, 5, 1
  - b. On Old Style Master Terminal press: Tools, More, Reports, Bidder
2. Print this Bidder report which is a list of Bidders in numerical order who have a credit card saved in the Master Auctionpay terminal.

**On the computer which has your Auction! project, in Auction!:**

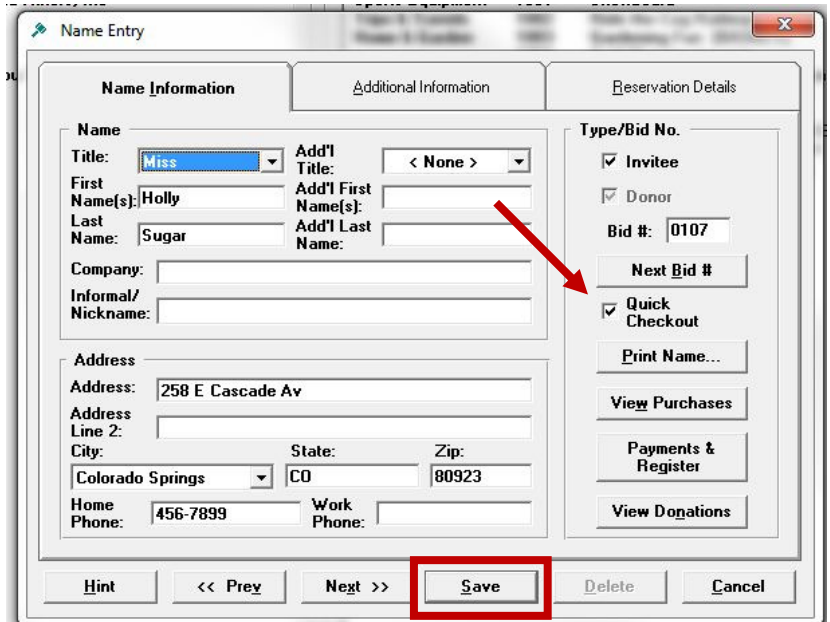
1. Click the Bidder Icon to select the list of bidders.
2. The bidder numbers in the bidder list should be in numerical order - if not click on the Bid # column heading to sort numerically.



Bid #	Name
0101	Stratton, Winfield Scott
0102	Palmer, William J.
0103	Carson, Chris & Kittie
0104	Candie, Michelle
0105	Stratton, Myron
0106	Bates, Katherine Lee

3. Using the bidder report you generated in the Auctionpay Master terminal - open the name record in Auction! for the first bidder on the report. To open the name record:

- a. If you are in Auction Mode right click on the bidder's name and choose Edit Name.
- b. If you are not in Auction Mode - double click on the bid number.



The Name Entry dialog box is shown with the following fields and options:

- Name Information:**
  - Title: Miss (dropdown)
  - First Name(s): Holly
  - Last Name: Sugar
  - Company: (empty)
  - Informal/Nickname: (empty)
- Additional Information:**
  - Add'l Title: < None > (dropdown)
  - Add'l First Name(s): (empty)
  - Add'l Last Name: (empty)
- Reservation Details:**
  - Type/Bid No.
    - Invitee
    - Donor
    - Bid #: 0107
    - Next Bid #: (empty)
    - Quick Checkout
  - Print Name... (button)
  - View Purchases (button)
  - Payments & Register (button)
  - View Donations (button)

At the bottom of the dialog, there are buttons for Hint, << Prey, Next >>, Save (highlighted with a red box), Delete, and Cancel. A red arrow points from the 'Quick Checkout' checkbox to the 'Next Bid #' field.

4. In the middle of the right column entitled "Type/Bid No." check the Quick Checkout box and then press Save at the bottom.

5. Continue checking the box and saving for all other bidders to complete the manual sync 1.

**Note:** If a bidder number is on the Auctionpay bidder report and that bid number does not exist in your Auction! project - most likely this is a walk in and the check in team gave this person a bid number. You must find out who this walk in is and enter them in your Auction! project. Don't forget to mark them as Quick Checkout in Auction!

If the check in team cannot find the person on the list of pre-registered guests they may give a new bid number to someone who has already been assigned a bid number in Auction! Since the new bid number is the one in the Auctionpay terminal - you must change the bid number in Auction! for that guest so that it matches what is in the Auctionpay terminal.