

auctionpay

Quick Reference Guide

This reference guide provides an overview of how to use Greater Giving Event Software to maximize the effectiveness of your event.

Pre-Event Preparations

The following steps are recommended prior to your events:

1. Verify all Packages are created for all items to be sold. (See Chapter 5 of User's Manual)
2. Enter all attending guests as Bidders and assign Bid numbers. (See Chapter 6.3 of User's Manual)
3. If using Auctionpay terminals – Ensure a Sync Test has been performed on the event day computer once the equipment has been delivered.
4. View the online software “Event Day Training” at https://aes.auctionpay.com/page_3_5.php and login using your username and password.

Event Day Reminders

Before Registration

Recommended reports to print:

- BID-01 or BID-02 (Registration)
- UTL-05 – Blank Bidder Reg. Form (Walk-up Registration/Ticket Sales)
- TEA-01C (Volunteer Check-in)
- BID-04 (Check out/Item Pickup Room)

Test computer networking and printers – Print out a test sheet on each computer to ensure networking of hardware and printers are set up correctly.



Greater Giving does not provide Hardware Networking support. Please contact an IT professional for assistance.

During Registration

Walk Up Registrations – Fill out the Blank Bidder Reg. Form and send to data entry.

Quick Bidder Entry – From the Bidder Grid, press the F6 Key (New Bidder) and fill out the Bidder Form.

After Registration

Sync 1 – If using Auctionpay terminals, perform Sync 1 once registration/check-in is complete.

Enter Winning Bids – Use the F8 Key (Sales Bar) to enter in all your winning bids and to print individual receipts. (For more information, see Chapter 8.3)

Quick Package Entry – From the Package Grid, use insert key or [+] icon to create a new package. If duplicating, highlight the package you want to duplicate and hit Ctrl D.



Check-Out/Item Pickup

Fixing Receipt Errors – You can resell the item to the appropriate bidder by using the F8 Key (Sales Bar) and reprint the receipt.

Item Pickup – From the Bidder Grid, print out the BID-04 report for your volunteers at Item Pickup.

Post Event Reminders

Perform the following steps after your event:

1. Enter all Cash and Check payments by using the **F8** Key (Sales Bar).
2. From the Bidder Grid, run a **BID-03** report for auditing purposes.
3. If syncing, perform Sync 3 after you have transmitted funds to the bank. **Do not resubmit declines before performing Sync 3.**