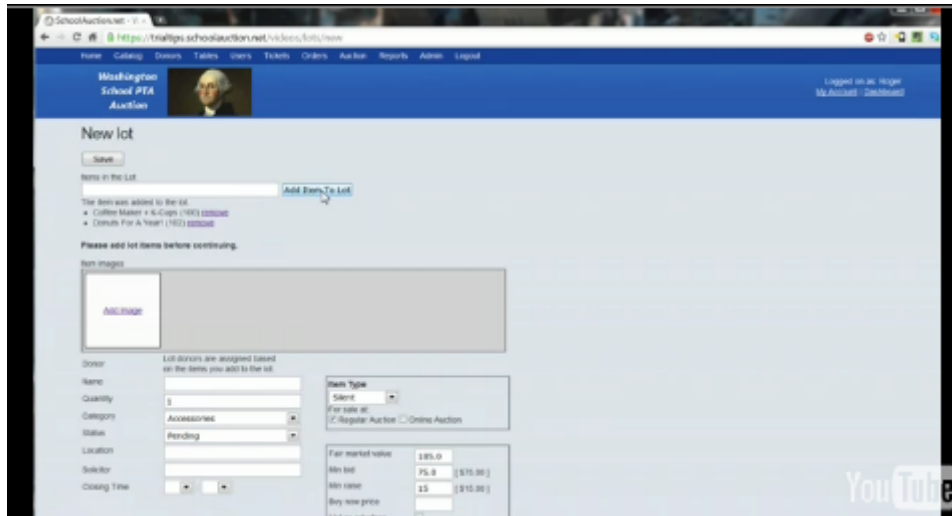


Packaging Items Into Lots and finding them inside Lots

Adding donations together to create a more valuable Item for guests to bid on.

VIDEOS: Combining Items Into Lots



Auction Catalog [\(New Item New Lot\)](#)

Catalog Search

All Categories All Types [Show Advanced](#)

or [Reset Search](#)

1. Login
2. Click on Catalog tab.
3. Click on **New Lot**

Choose Items to be joined to Lot .

New lot

Item Images

Add an Image:

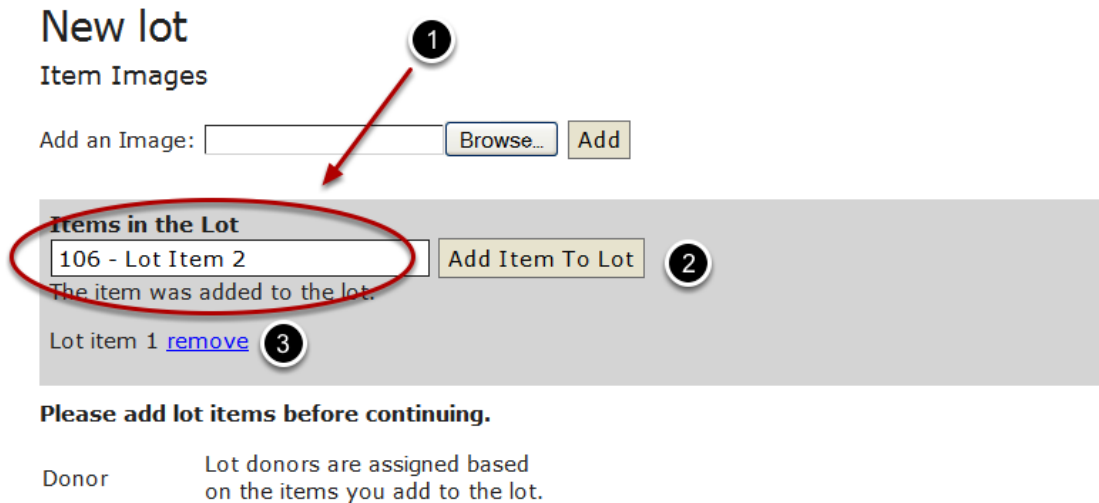
Items in the Lot

The item was added to the lot.

Lot item 1 [remove](#)

Please add lot items before continuing.

Donor Lot donors are assigned based on the items you add to the lot.



1. Select the items for the lot by typing a number or a known word from the item name in the “Items in the Lot” , pulling it into the box with a click.
2. Selecting it by clicking on the “Add Item to Lot” button.
3. If an item was mistakenly added and needs to be removed, click on “Remove” next to the item.

Choose a Name, Type, Photo, and other details.

You do not have to enter value numbers, Descriptions, Restrictions or Private Notes as these will copy from the Items you choose to the new lot when you save it for the first time. After that the fields in question will edit like a regular item.

The other data elements you will recognize from regular Items. See [Glossary](#).

Click the “**Save**” button to finish. **The Item will not lose its number and join the lot until you hit save so if two people have grabbed the same Item, only the first to save will have the item in their lot.**

What a Lot looks like when you click on the Lot

Coffee and Donuts!



This is a fabulous coffee maker, plus 12 Gift Cards, each good for one dozen donuts from Sesame Donuts.

Restrictions:

Private Notes:

Yum!

Retail Price: \$300.00
Quantity: 1
[Keurig/ Green Mountain Coffee](#)
[Sesame Donuts](#)
Item Number: 103
Added: September 11, 2011 Tracking Number: 14
Status: Complete
Location: Roger's office
Description Complete: No
Ready for Print: No
For Sale at: Regular Auction

This lot contains the following items

Coffee Maker + K-Cups [\(edit\)](#)



1

This is a fabulous coffee maker.

Restrictions:

Private Notes

Wow - this is cool!

Preview [Normal](#) or [Full Sheet](#) Bid & Description Sheet
Preview [Gift Certificate](#) (this item only)

2

Retail Price: \$125.00
Quantity: 1
[Keurig/ Green Mountain Coffee](#)
Lot Item Number:
Added: September 10, 2011
Tracking Number: 7
Status: Complete
Location: Roger's Basement Description Complete: No
Ready for Print: No

Donuts For A Year! [\(edit\)](#)



12 Gift Cards, each good for one dozen donuts from Sesame Donuts.

Restrictions:

Private Notes

Preview [Normal](#) or [Full Sheet](#) Bid & Description Sheet

Preview [Normal](#) or [Full Sheet](#) Bid & Description Sheet

[Edit](#) or [Back](#)

3

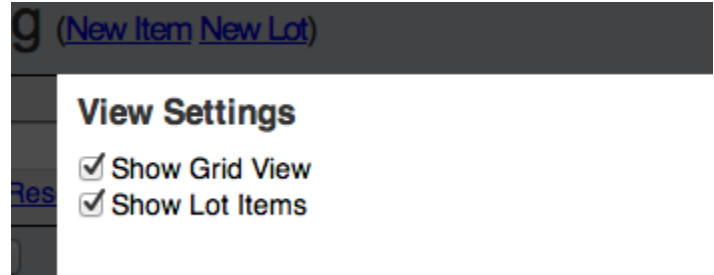
Retail Price: \$60.00
Quantity: 1
[Sesame Donuts](#)
Lot Item Number:
Added: September 11, 2011
Tracking Number: 12
Status: Complete
Location: Roger's office Description Complete: No
Ready for Print: No

1. Sub-Items can be edit from inside the LOT.



2. **Print products for sub Items only can be printed from inside the Lot.**

3. Lot has the usual edit controls and print products based on Type.

(A) Seeing Lot sub items while in the Catalog view - Customize View > click on Show Lot Items



(B) Seeing Lot sub items while in the Catalog Grid view - Clicks will take yo to the lot page

<input type="checkbox"/>	edit delete clone	919	Knit + Eat + Drink	\$30.00	Art/Craft Instruction/Classes	Signup	Signup items	1	Pending	
<input type="checkbox"/>	edit delete clone	914	Volleyball Family Picnic	\$50.00	Entertainment/Activities	Signup	Signup Items	1	Pending	
<input type="checkbox"/>	edit delete	103	Coffee and Donuts!	\$185.00	Food (Retail)	Silent	Silent 100	1	Complete	Rc
		N/A	Coffee Maker + K-Cups	\$125.00	Misc	Silent	N/A	1	Complete	Rc
		N/A	Donuts For A Year!	\$60.00	Food (Retail)	Silent	N/A	1	Complete	Rc
<input type="checkbox"/>	edit delete clone	35	Cooking Class with Din...	\$1,200.00	Food (Catered)	Live	Live Items	1	Pending	
<input type="checkbox"/>	edit delete clone	478	Individual Bird Shadow...	\$6.00	Classroom Project	Silent	N/A	1	Complete	
<input type="checkbox"/>	edit delete clone	928	Blockheads	\$10.00	Classroom Project	Signup	Signup Items	1	Pending	