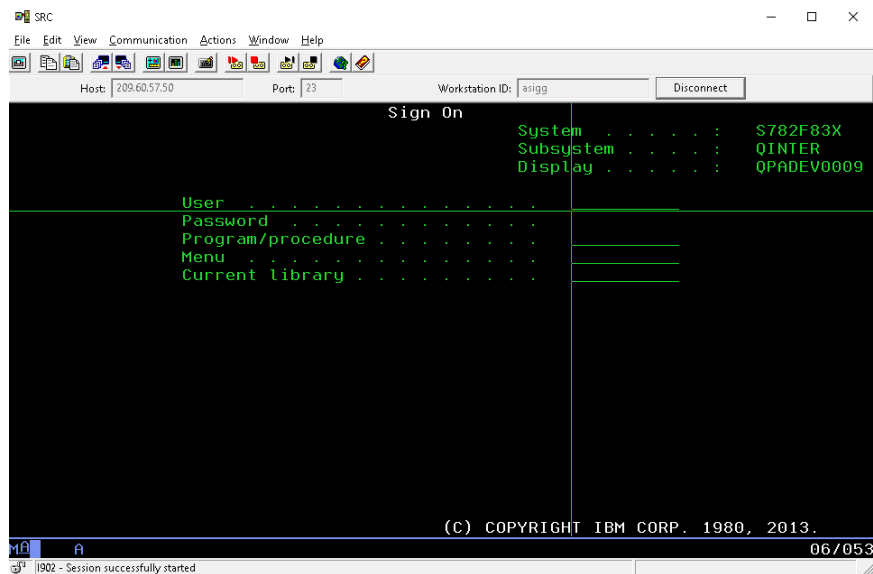
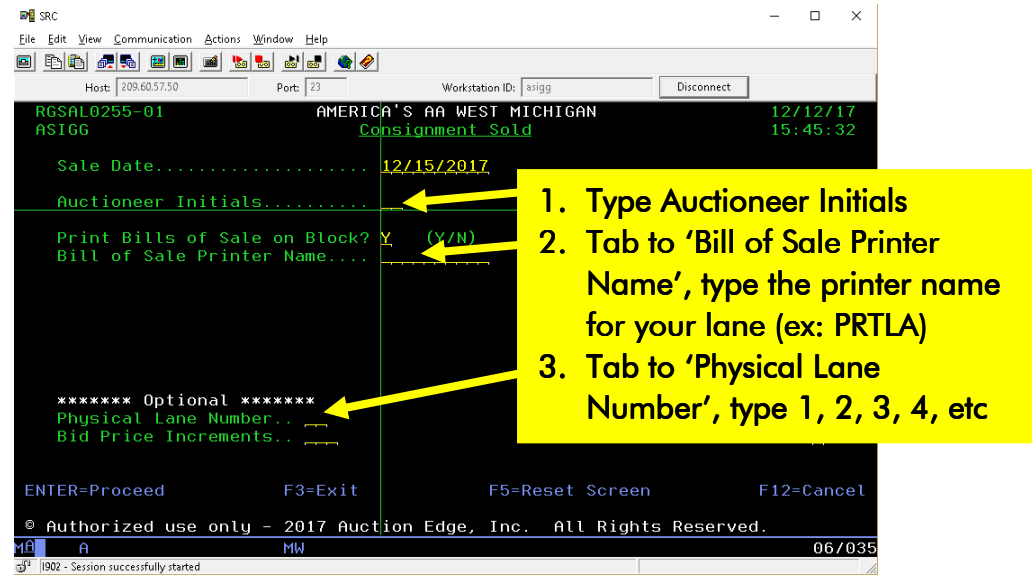


# Clerking in ASI

## Login to ASI



Go to path 1-3-3, the Consignment Sold screen will appear



Hit Enter. A list of all sale vehicles appears on the Select screen.

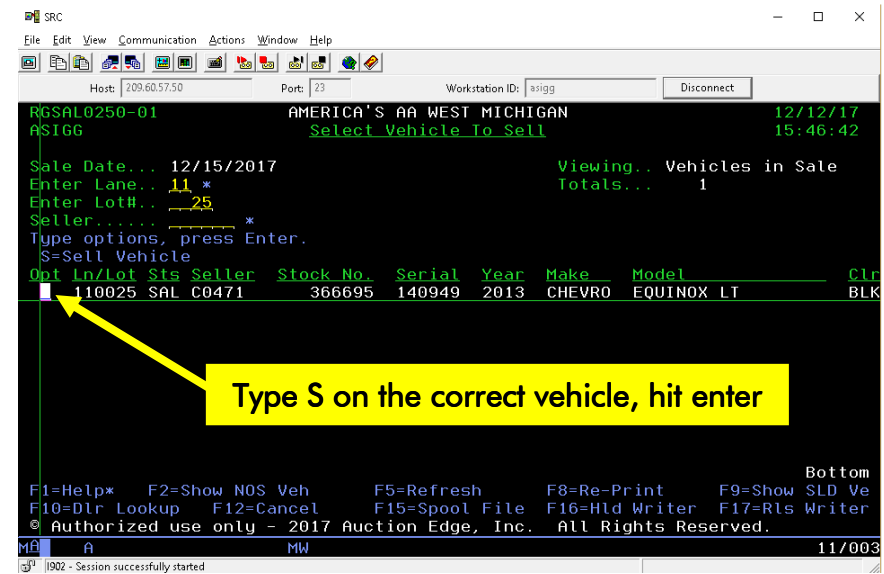
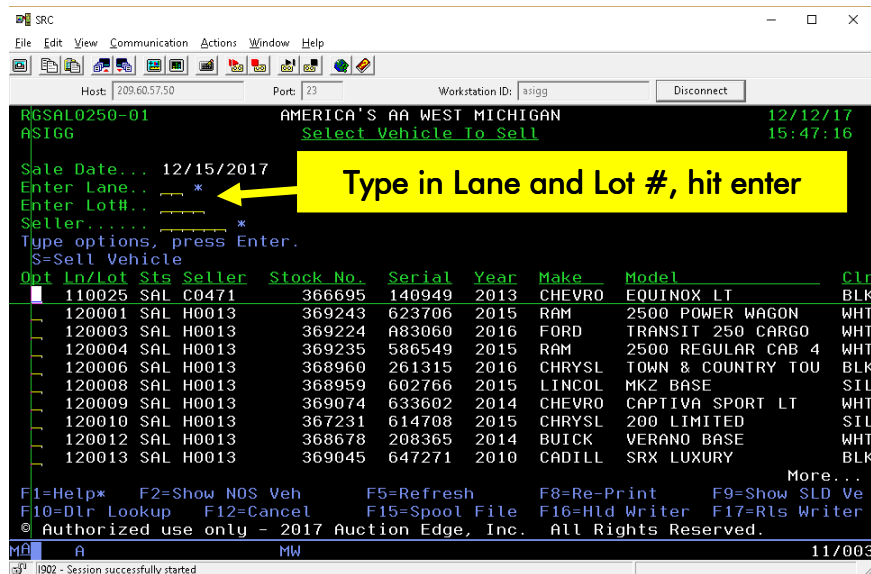
Do one of these on the Select screen:

- Type in the Lane and Lot # then hit enter

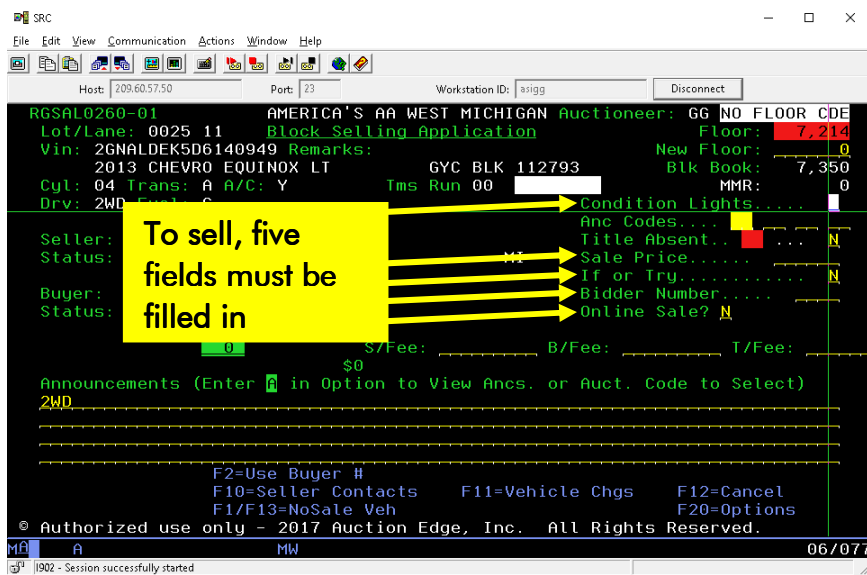
OR

- Tab to the vehicle in the list, using PgDn to scroll by page

Type S on the line item to select the desired vehicle then hit enter.



The selling screen appears.



To sell, five fields must be filled in.

1. **Condition Lights** – type in the correct light (G, Y, or R). Then Tab to 'Sale Price'.
2. **Sale Price** – once the car is sold or will be an IF, type in the price here.
3. **If or Try** – type Y when the car will be on an IF.
4. **Bidder Number** – type the badge number here.
5. **Online Sale?** – type Y if the car is sold to an online bidder.

Hit enter to populate the fees and make the F7 (accept sale) button appear.

To **sell** the car, hit F7.

To **IF** the car, make sure the 'If or Try' field is Y then hit F7

To **no-sale** the car, hit F1. To confirm it, type high bid and badge number then hit F1 again.

The Select screen will reappear. Type in the next Lane and Lot # to sell.

Repeat selling screen actions.