



Wildlife Auctions

Administration Manual

Auction Loading



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### Administration – Auction Loading

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## 01 Administration Login

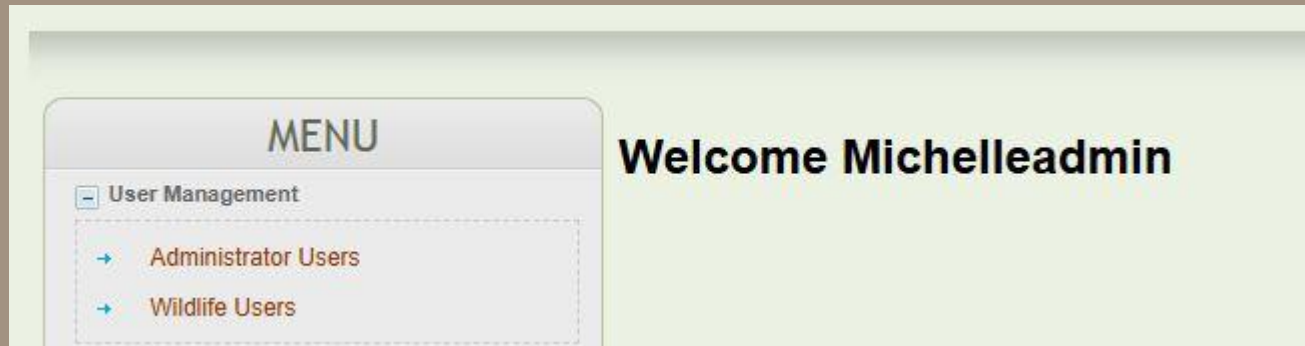


## 01 Administration Login

- Open the following URL: <http://www.wildlifeauctions.co.za/admin/login.php>
- Enter your Username and Password and select "**Login**"



## 02 Dashboard



## 02 Dashboard

- After login you will be directed to the Dashboard to continue with any further actions.
- The Left side Menu provides you with all the sections available.



## 03 How to Register an Auction



**03**

## How to Register an Auction - Introduction

**There are three different types of Auctions, Live Webcast, Real-Time Online and Timed Auctions**

### **3.1 Live Webcast Auctions**

This type of Auction is when an Auctioneer is hosting the Auction and bidders want to participate in online bidding instead of being present at the Auction venue. The bidding is live and interactive with the Auctioneer. The hall bidding and streaming of the Auction is simultaneously available.

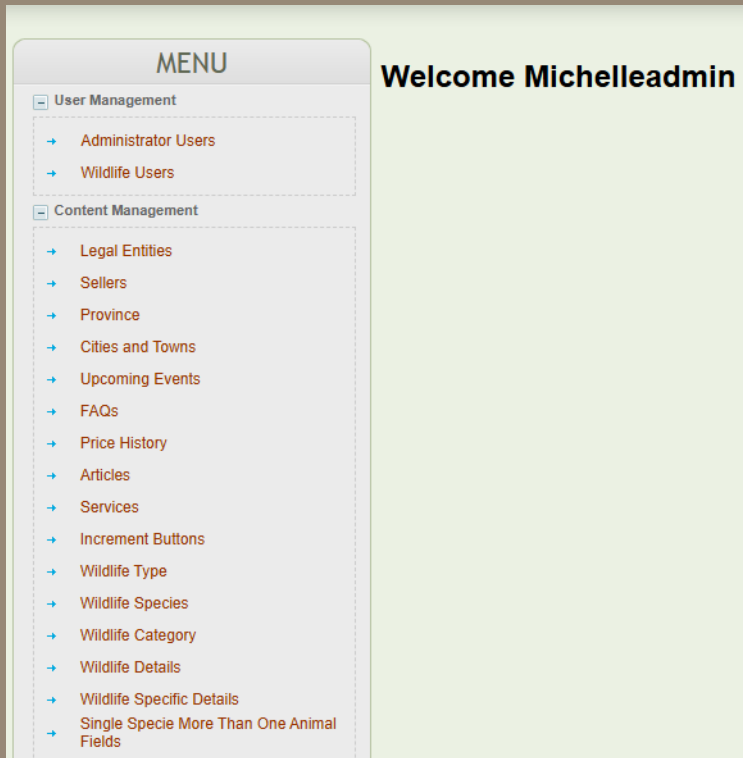
### **3.2 Real-Time Auctions**

This type of Auction is when an Administrator is controlling the opening and closing of the bids. All bidding takes place online and the lots will close in number sequence.

### **3.3 Timed Online Auctions**

This type of Auction is 100% controlled by the bidders. Auction time is over a period of day/s and bidding can take place on all lots simultaneously. Each lot has a certain time of closing and therefore lots do not necessarily close in number sequence.





## 03 How to Register an Auction

- On the Dashboard, Scroll down to the relevant Auction section.
- Choose the Auction Type you are wanting to load to view the different information required to register an auction:
  - Live Webcast Auction
  - Real-time Online Auction
  - Timed Online Auction



## 03 How to Register an Auction


### 3.1 Live Webcast Auction



**Live Webcast Auctions Registration** Back

**Live Webcast Auction Details**

Name Of Auction \*

Date Of Auction \*  

Address \*

Select a Date and Time OK

Year: < 2021 2022 2023 >

Month: Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Day of Month: Sun Mon Tue Wed Thu Fri Sat

Hour	Minute	Second
00	12	0 0 0 0
01	13	1 1 1 1
02	14	2 2 2 2
03	15	3 3 3 3
04	16	4 4 4 4
05	17	5 5 5 5
06	18	6 6 6 6
07	19	7 7 7 7
08	20	8 8 8 8
09	21	9 9 9 9
10	22	
11	23	

## 03 How to Register an Auction

### 3.1 Insert Auction information for Live Webcast

All field with the \* (asterisk) symbol is compulsory fields

When not completed you will receive a Validation error

- **Name of Auction** (Limited to 21 characters).
- **Date of Auction** (Date and time when Auction will start).
- **Address** (The Physical Address of the Auction).



	Latitude	Longitude
GPS Coordinates *	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> E.g: 24 20 45 88 S (S for - and N for +)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 12 20 36 25 E (W for - and E for +)
Upload Map *	<input type="button" value="Choose File"/> No file chosen	[Dimentions: 431 X 600]
Upload Auctioneer Logo *	<input type="button" value="Choose File"/> No file chosen	[Dimentions: 177 X 181]
Upload Seller(Host) Logo *	<input type="button" value="Choose File"/> No file chosen	[Dimentions: 177 X 181]
Upload Terms and Condition *	<input type="button" value="Choose File"/> No file chosen	
Upload Catalogue	<input type="button" value="Choose File"/> No file chosen	
Upload Mobile App Logo *	<input type="button" value="Choose File"/> No file chosen	[Dimentions: 180 X 280]
Upload Seller Home Page Logo *	<input type="button" value="Choose File"/> No file chosen	[Dimentions: 205 X 190]
WebSite Address *	<input type="text"/>	
Game Type *	<input type="button" value="--Select--"/>	
Layout *	<input type="radio"/> Complex <input type="radio"/> Standard <input type="radio"/> Asset	

## 03 How to Register an Auction

### 3.1 Insert Auction information for Live Webcast

- **GPS Coordinates:**

This is the coordinates of the Auction venue.

Only insert the numerical numbers of each section of the co-ordinates. Do not use any special characters.

- **Upload Map:**

Upload a general map of how to get to the venue from main roads (PDF or jpeg).

- **Upload Auctioneer logo and Seller logo:**

All logo and image sizes required are on the screen for you to load any images/logos correctly.

- **Upload Terms and Conditions:**

This is for the Auction and needs to be in PDF format (must be less than 1MB).



	Latitude	Longitude
GPS Coordinates *	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> E.g: 24 20 45 88 S (S for - and N for +)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 12 20 36 25 E (W for - and E for +)
Upload Map *	<input type="button" value="Choose File"/> No file chosen	[Dimentions: 431 X 600]
Upload Auctioneer Logo *	<input type="button" value="Choose File"/> No file chosen	[Dimentions: 177 X 181]
Upload Seller(Host) Logo *	<input type="button" value="Choose File"/> No file chosen	[Dimentions: 177 X 181]
Upload Terms and Condition *	<input type="button" value="Choose File"/> No file chosen	
Upload Catalogue	<input type="button" value="Choose File"/> No file chosen	
Upload Mobile App Logo *	<input type="button" value="Choose File"/> No file chosen	[Dimentions: 180 X 280]
Upload Seller Home Page Logo *	<input type="button" value="Choose File"/> No file chosen	[Dimentions: 205 X 190]
WebSite Address *	<input type="text"/>	
Game Type *	<input type="button" value="--Select--"/>	
Layout *	<input type="radio"/> Complex <input type="radio"/> Standard <input type="radio"/> Asset	

## 03 How to Register an Auction

### 3.1 Insert Auction information for Live Webcast

- **Upload a Catalogue:**
- Only upload if you don't want the users to view the catalogue that was loaded but use a third-party catalogue.

#### **Upload a Mobile App and Seller Home Page Logo**

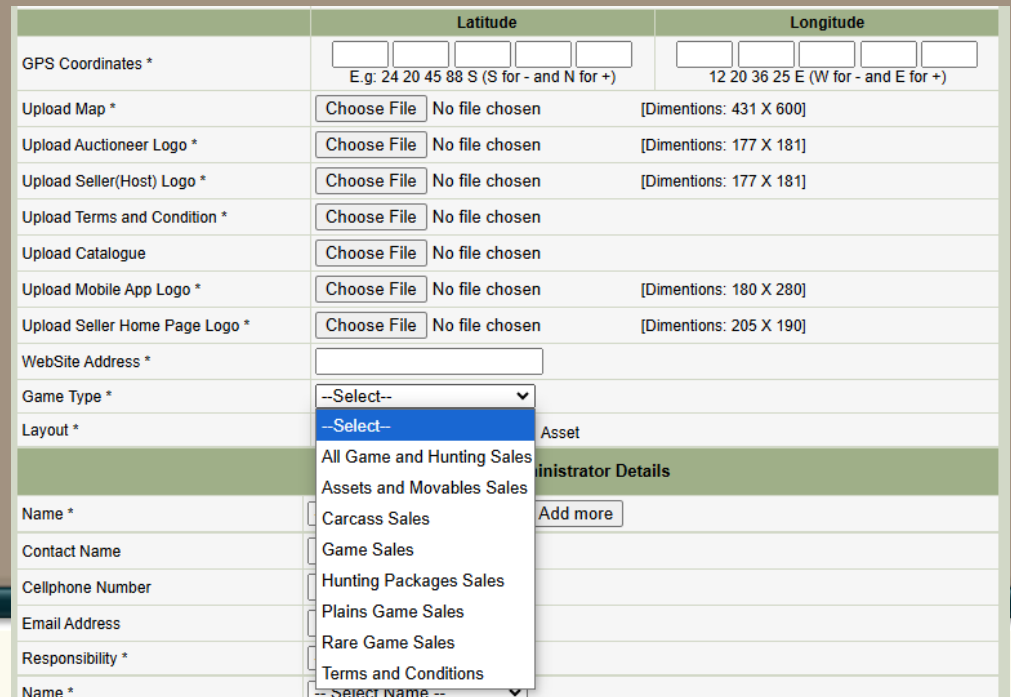
All logo and image sizes required are on the screen for you to load any images/logos correctly.

Mobile App Logo is specifically designed for the app

The Seller Home Page logo is the same as the website block for the home page

- **Website Address:**

Add a Website address for live bidding and catalogue viewing.



### 3.1 Insert Auction information for Live Webcast

This selection will limit what the user can load on the front end. By selecting for example, Plains Game, the user will only be able to load the species under plains game with all the sub-categories.

- **Layout is applicable to the type of bidding:**

- This can be changed before the start of the auction, but it is preferable to select the type of layout (bidding) before any lots are loaded.



## 03 How to Register an Auction

### 3.2 Real-Time Online Auction



### Real Time Online Auction Registration Details

Name Of Auction:	<input type="text"/>
Date Of Auction:	<input type="text" value="2022-07-20"/>
Upload Terms and Condition:	<input type="button" value="Choose file"/> No file chosen
Upload Catalogue:	<input type="button" value="Choose file"/> No file chosen
WebSite Address:	<input type="text"/>
Auction Type:	--Select--
Layout:	<input type="radio"/> Complex <input checked="" type="radio"/> Standard

#### Select a Date and Time

< 2021 2022 2023 >

Month

Jan

Feb

Mar

Apr

May

Jun

Jul

Aug

Sep

Oct

Nov

Dec

Day of Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Hour

00	12
01	13
02	14
03	15
04	16
05	17
06	18
07	19
08	20
09	21
10	22
11	23

Minute

0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9

Second

0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9

## 03 How to Register an Auction

### 3.2 Insert Auction information for Real-Time Online Auction.

- **Name of Auction** (Limited to 21 characters).
- **Date of Auction** (Date and time when Auction will start).
- **Upload the Terms and Conditions:**

This is for the Auction and needs to be in PDF format (must be less than 1MB).
- **Upload a Catalogue:**

Only upload if you don't want the users to view the catalogue that was loaded but use a third-party catalogue.
- **Website Address:**

Add a Website address for live bidding and catalogue viewing.





Real-Time Online Auction Registration

Back

### Real Time Online Auction Registration Details

Name of Auction:	<input type="text"/>
Date of Auction:	<input type="text"/>
Upload Terms and Condition:	<input type="button" value="Choose File"/> No file chosen
Upload Catalogue:	<input type="button" value="Choose File"/> No file chosen
WebSite Address:	<input type="text"/>
Auction Type:	-- Select Auction Type --
Layout:	-- Select Auction Type --

### Seller Registration Details

Name	<input type="text"/>
Contact Name:	<input type="text"/>
Cellphone Number:	<input type="text"/>
Email Address:	<input type="text"/>
Responsibility:	<input type="text"/>
Upload Logo:	<input type="button" value="Choose File"/> No file chosen

### Buyer Registration Details

<input type="text"/>	<input type="button" value="Add more"/>
<input type="text"/>	<input type="button" value="Add more"/>
<input type="text"/>	<input type="button" value="Add more"/>
<input type="text"/>	<input type="button" value="Add more"/>

## 03 How to Register an Auction

### 3.2 Insert Auction information for Real-Time Online Auction.

- Auction Type:**

This selection will limit what the user can load on the front end. By selecting for example, Plains Game, the user will only be able to load the species under plains game with all the sub-categories.

When it is a combination of game on auction – then select Game Sales or when hunting packages are included select All Game and Hunting sales

- Layout is applicable to the type of bidding:**

- Standard Layout bidding is in per unit or per lot.
- Complex Layout bidding is in per unit or per lot or per kg.

This can be changed before the start of the auction, but it is preferable to select the type of layout (bidding) before any lots are loaded.



## 03 How to Register an Auction

### 3.3 Timed Online Auction



Timed Online Auction Registration Details	
Name Of Auction:	<input type="text"/>
Date Of Auction:	<input type="text"/>
Auction End Time:	<input type="text"/>
Upload Terms and Condition:	<input type="button" value="Choose file"/> No file chosen
Upload Catalogue:	<input type="button" value="Choose file"/> No file chosen
WebSite Address:	<input type="text"/>
Auction Type:	--Select--
Layout:	<input type="radio"/> Complex <input checked="" type="radio"/> Standard

## 03 How to Register an Auction

### 3.3 Insert Auction information for Timed Online Auction.

- **Name of Auction** (Limited to 21 characters).
- **Date of Auction** (Date and time when Auction will start).
- **Auction end time:**

This time refers to the time that the Auction will close, no matter if all lots are closed or not. Take the number of lots and multiply that by the minute interval between lots and add one hour.

**Example:** 15 lots closing 2 minutes apart is 30 minutes plus one hour – closing time 12h30.

(This can at any time be edited)



Timed Online Auction Registration Details	
Name Of Auction:	<input type="text"/>
Date Of Auction:	<input type="text"/>
Auction End Time:	<input type="text"/>
Upload Terms and Condition:	<input type="button" value="Choose file"/> No file chosen
Upload Catalogue:	<input type="button" value="Choose file"/> No file chosen
WebSite Address:	<input type="text"/>
Auction Type:	--Select--
Layout:	<input type="radio"/> Complex <input checked="" type="radio"/> Standard

## 03 How to Register an Auction

### 3.3 Insert Auction information for Timed Online Auction.

- **Upload the Terms and Conditions:**

This is for the Auction and needs to be in PDF format (must be less than 1MB).

- **Upload a Catalogue:**

Only upload if you don't want the users to view the catalogue that was loaded but use a third-party catalogue.

- **Website Address:**

Add a Website address for live bidding and catalogue viewing.

A screenshot of a web form titled "Timed Online Auction Registration Details". The form includes fields for "Name of Auction:", "Date of Auction:", "Auction End Time:", "Upload Terms and Condition:", "Upload Catalogue:", "WebSite Address:", "Auction Type:", "Layout:", "Name:", "Contact Name:", "Cellphone Number:", "Email Address:", "Responsibility:", and "Upload Logo:". The "Auction Type:" dropdown menu is open, showing options: "--Select--", "All Game and Hunting Sales", "Assets and Movables Sales", "Carcass Sales", "Game Sales", "Hunting Packages Sales", "Plains Game Sales", "Rare Game Sales", and "Terms and Conditions". The "Layout:" dropdown menu is also open, showing options: "All Game and Hunting Sales", "Assets and Movables Sales", "Carcass Sales", "Game Sales", "Hunting Packages Sales", "Plains Game Sales", "Rare Game Sales", and "Terms and Conditions".

## 03 How to Register an Auction

### 3.3 Insert Auction information for Timed Online Auction.

- **Auction Type:**

This selection will limit what the user can load on the front end. By selecting for example, Plains Game, the user will only be able to load the species under plains game with all the sub-categories.

When it is a combination of game on auction – then select Game Sales or when hunting packages are included select All Game and Hunting sales

- **Layout is applicable to the type of bidding:**

- Standard Layout bidding is in per unit or per lot.
- Complex Layout bidding is in per unit or per lot or per kg.

This can be changed before the start of the auction, but it is preferable to select the type of layout (bidding) before any lots are loaded.



## 03 How to Register an Auction

### 3.4 Seller and Auction Host details



## 03

# How to Register an Auction

### 3.4 Seller and Auction Host details.

The same method of selection and loading applies to all Auctions:

- Seller and Auction Host Details
- Auctioneer and Logistics Details
- Agent and Administrator Details



Seller and Auction Host Registration details	
Name of Seller or Auction Host:	--Select-- <input type="button" value="Add more"/>
Upload Seller and Host Logo:	<input type="button" value="Choose file"/> No file chosen
Name	--Select--
Contact Name	<input type="text"/>
Cellphone Number	<input type="text"/>
Email Address	<input type="text"/>
Responsibility	-Select-
Name	--Select--
Contact Name	<input type="text"/>
Cellphone Number	<input type="text"/>
Email Address	<input type="text"/>
Responsibility	-Select-

## 03 How to Register an Auction

### 3.4 Seller and Auction Host details.

- **Insert first the Seller detail.**
  - If it is a production Auction, there will normally only be one seller.
  - If there are guest sellers, then load the seller as the Auction house or venue.

Seller and Auction Host Registration details	
Name of Seller or Auction Host:	Livestock Auctions (Pty) <input type="button" value="Add more"/>
Contact Name:	Livestock Auctions (Pty) Ltd
Cellphone Number:	0878078374
Email Address:	info@livestockauctions.co.za
Responsibility:	-Select- <div> <input checked="" type="radio"/> -Select-  <input type="radio"/> Seller  <input type="radio"/> AuctionHost  <input type="radio"/> Administrator </div>





Seller and Auction Host Registration details	
Name of Seller or Auction Host:	--Select-- <a href="#">Add more</a>
Upload Seller and Host Logo:	<a href="#">Choose file</a> No file chosen
Name	--Select--
Contact Name	<input type="text"/>
Cellphone Number	<input type="text"/>
Email Address	<input type="text"/>
Responsibility	--Select--
Name	--Select--
Contact Name	<input type="text"/>
Cellphone Number	<input type="text"/>
Email Address	<input type="text"/>
Responsibility	--Select--

## 03 How to Register an Auction

### 3.4 Seller and Auction Host details.

- **Adding an Auction Host:**
  - By clicking the “**Add More**” button you can insert the Host details.

Name	Adrien Viljoen
Contact Name:	Adrien Viljoen
Cellphone Number:	0827127721
Email Address:	adrien.viljoen@awla.co.za
Responsibility:	AuctionHost



Seller and Auction Host Registration details	
Name of Seller or Auction Host:	Livestock Auctions (Pty) ▾ Add more
Contact Name:	Livestock Auctions (Pty) Ltd
Cellphone Number:	0878078374
Email Address:	info@livestockauctions.co.za
Responsibility:	Seller ▾
Upload Seller and Host Logo:	Choose file No file chosen
Name	Adrien Viljoen ▾
Contact Name:	Adrien Viljoen
Cellphone Number:	0827127721
Email Address:	adrien.viljoen@awla.co.za
Responsibility:	AuctionHost ▾
Name	Abdoul Peer ▾
Contact Name:	Abdoul Peer
Cellphone Number:	0825767786
Email Address:	akpeer@lagroup.co.za
Responsibility:	Administrator ▾

## 03 How to Register an Auction

### 3.4 Seller and Auction Host details.

Name	Abdoul Peer ▾
Contact Name:	Abdoul Peer
Cellphone Number:	-Select-
Email Address:	Seller
Responsibility:	AuctionHost
	✓ Administrator

- **Add an Administrator:** (Administrators are the users that will be loading the lots.)
  - Click the “**Add More**” button and insert the Administrator’s detail and select Administrator.
  - You can load up to **four** Administrators.
  - At any time, the **X** button can be used to delete an Administrator and load another.



## 03 How to Register an Auction

### 3.5 Load the Auctioneer



Auctioneer and Logistics Details	
Name *	Auctioneer Livestock Auc ▼ Add more
Contact Name	Auctioneer Livestock Auctions
Cellphone Number	0878078374
Email Address	info@livestockauctions.co.za
Responsibility	Auctioneer ▼
Name	TV Screen ▼ ✖
Contact Name	TV Screen
Cellphone Number	0824168888
Email Address	info@livestockauctions.co.za
Responsibility	TV Screen ▼

## 03 How to Register an Auction

### 3.5 Load the Auctioneer.

- Name of Auctioneer:**

Select an Auctioneer from the dropdown menu. Preferable only one Auctioneer should be loaded, as this is a different screen than those of the administrator and user. The auctioneer can be edited up to 1 hour before Auction start time.

When it is a standard AWA Auction, AWA Auctioneers will be loaded as the Auctioneer



## 03 How to Register an Auction

### 3.6 Load the Logistical Person



Auctioneer Details	
Name	Mike Killassy <input type="button" value="Add more"/>
Contact Name	Mike Killassy
Cellphone Number	0823788112
Email Address	mnck@mweb.co.za
Responsibility	Auctioneer
Name	-Select- <input type="button" value="X"/>
Contact Name	<input type="text"/>
Cellphone Number	<input type="text"/>
Email Address	<input type="text"/>
Responsibility	-Select-

## 03 How to Register an Auction

### 3.6 Load the Logistical Person.

- Using the “**Add More**” button to load one or more Logistical contacts.
- The Logistical information will be part of the Auction Information to enable potential buyers to make contact about the Logistical aspect of the Auction.



## 03 How to Register an Auction

### 3.7 Load the Vendor Manager



Auctioneer Details	
Name	Mike Killassy <input type="button" value="Add more"/>
Contact Name	Mike Killassy
Cellphone Number	0823788112
Email Address	mnck@mweb.co.za
Responsibility	Auctioneer
Name	-Select- ❌
Contact Name	<input type="text"/>
Cellphone Number	<input type="text"/>
Email Address	<input type="text"/>
Responsibility	-Select- -Select- Auctioneer Logistics Vendor Management TV Screen
Name	❌

## 03 How to Register an Auction

### 3.7 Load the Vendor Manager

- Using the “**Add More**” button to load the Vendor Manager
- This person is responsible capturing the vendor roll as the auction proceed as well as communications with buyers through the chat portal.
- When it is a standard AWA Auction, AWA Vendor Management will be loaded as the Vendor Management





## 03 How to Register an Auction

### 3.8 Load the TV Screen



Auctioneer Details	
Name	Mike Killassy <input type="button" value="Add more"/>
Contact Name	Mike Killassy
Cellphone Number	0823788112
Email Address	mnck@mweb.co.za
Responsibility	Auctioneer
Name	-Select- ❌
Contact Name	<input type="text"/>
Cellphone Number	<input type="text"/>
Email Address	<input type="text"/>
Responsibility	-Select- <input type="button" value="Add more"/>
	<div> <div>-Select-</div> <div> Auctioneer  Logistics  Vendor Management  TV Screen </div> </div>
Name	❌

## 03 How to Register an Auction

### 3.8 Load TV Screen

- Using the “**Add More**” button to load the TV Screen user.
- This person is responsible for opening the TV Screen from their user profile.
- This is an additional option to the Administrator opening the TV Screen.
- When it is a standard AWA Auction, AWA TV Screen will be loaded as the TV Screen



## 03 How to Register an Auction

### 3.9 Load the Agent



Agent and Administrator Details	
Name *	Chere Du Toit <input type="button" value="Add more"/>
Cellphone Number	0824968888
Email Address	chere.dutoit@livestockauctions.co.za
Responsibility	Agent
Name	Michelle Venter <input type="button" value="✖"/>
Cellphone Number	0670471662
Email Address	michelle.venter@avla.co.za
Responsibility	Administrator
<input type="button" value="Validate"/>	

## 03 How to Register an Auction

### 3.9 Load an Agent. (You can load up to four Agents)

The Agent information will be part of the Auction Information to enable potential buyers to make contact about what animals is on offer at the Auction.

- **Name of Agent:**
  - Select an Agent from the dropdown menu.
- **Add an Administrator for the Auction.**
  - Using the “**Add More**” button to load one or more Administration/s.



## 03 How to Register an Auction

### 3.10 Validate, Submit and Activate Auction



www.livestockauctions.co.za says  
Validated Successfully. Please Click Submit to Create the Auction.

OK

Email Address: docriaanroux@gmail.com  
Responsibility: Auctioneer

**Agent and Administrator Details**

Name: Amanda Du Toit Add more  
Phone Number: 0735986761  
Email Address: amanda.dutoit@awla.co.za  
Responsibility: Agent

Validate

Submit

List of Live Webcast Auction Registration			
Auction ID	Auction Name	Auction Date	
37	App test 14/06	2022-06-14	
38	Testing 16 June 2022	2022-06-18 11:00:00	Admin Screen Tv Screen Vendor Management
34	Final Testing 02 June 2022	2022-06-22 01:00:00	Admin Screen Tv Screen Vendor Management
41	Vendor Management	2022-06-22 21:00:45	Admin Screen Tv Screen Vendor Management

www.livestockauctions.co.za says  
Do you want to Activate this Live Auction

Cancel OK

## 3.10 Submit and Activate Auction

- Click on **“Validate”** and if any of the mandatory fields are not completed a warning will pop-up to indicate what fields need inserting.
- If the Lot is **Validated** then click **“Submit”** to load the Auction onto the website.
  - After loading the Auction, the site will automatically open on the List of Live Webcast Auction Registration screen.
  - “List Live ...”**, can also be selected from the left side menu.
  - You can see the status under the **Status** column. If inactive a **clear** ★ will show.
  - When you click on the ★ a message will show to ask you if you want to Activate the Auction.
  - Click on **OK** and activate the auction.
  - Now the Auction is ready for the Administrators to start loading lots.



## 04 Loading Auction Sellers



## User Management

- Administrator Users
- Wildlife Users

Wildlife Users

GO

ID

Name

Company Name

Company Type

## 04 Loading Auction Sellers

Sellers need to be Added/Linked to each auction for the Lot Loading administrators to successfully load lots for the auction

- The first step is to make sure the sellers is registered on the system
- Under User Management select Wildlife Users
- Then search for the seller with the following details:
  - Name
  - Surname
  - Cell Number
  - Vat Number
  - Company Name



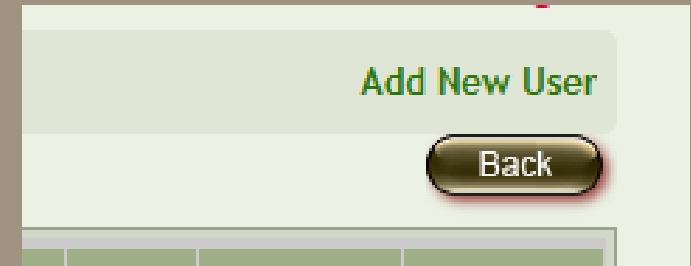


Wildlife Users										GO		Add New User
										Back		
ID	Name	Company Name	Company Type	Wildlife	Transport	Send Mail	Edit	Status	Delete			
5060	<a href="#">AWA Vendor Management</a>	African Wildlife Auctions (Pty) Ltd	Company			<a href="#">Compose</a>						
5059	<a href="#">AWA TV Screen</a>	African Wildlife Auctions (Pty) Ltd	Company			<a href="#">Compose</a>						
5058	<a href="#">AWAuctioneers</a>	African Wildlife Auctions (Pty) Ltd	Company			<a href="#">Compose</a>						
5055	<a href="#">Johan Du Toit</a>	African Wildlife Auctions (Pty) Ltd	Company			<a href="#">Compose</a>						
5047	<a href="#">Chere Du Toit</a>	African Wildlife Auctions (Pty) Ltd	Company			<a href="#">Compose</a>						
1581	<a href="#">African Wildlife Auctions (Pty) Ltd</a>	African Wildlife Auctions (Pty) Ltd	Company			<a href="#">Compose</a>						
SHOWING 1 - 6 OF 6										PREVIOUS   1   Next		

## 04 Loading Auction Sellers

If the seller already has profile on the system check that all information is correct for the seller:

- Click on the seller's name and check all info already in the system
- If you need to edit/update any info select the paper & pencil icon on the right of the page and then edit/update the info and save



## 04 Loading Auction Sellers

If the seller does not exist in the database, you will need to add the seller as a brand-new user





- Select Add New User at the top right of the page
- Complete all information required to add the seller

NB! FICA documents can be uploaded on this page, and an expiry date can be added to ensure that the user regularly updates his FICA document

A logo is required for each seller as the logo will be printed on the catalogue, ensure that sellers have the correct logo loaded before adding/linking the seller to the auction



#### Live Webcast Auction Management

-  Register Live Webcast Auction
-  List Live Webcast Auctions
-  Information For Buyers
-  Information For Sellers

## 04 Loading Auction Sellers

Once you have added/edited the seller profile you can now add/link the seller to the auction for effortless lot loading

Navigate to Live Webcast Auction Management and select Information For Seller



**Live Webcast Auction Management**

- Register Live Webcast Auction
- List Live Webcast Auctions
- Information For Buyers
- Information For Sellers

**Information for Sellers**

Auction Name

Livestock Auctions - Google Chrome

wildlifeauctions.co.za/admin/addsellersinfo.php?aid=309

**REGISTER NEW SELLER**

Search User Details

Seller Name

## 04 Loading Auction Sellers

- Select Information for Sellers
- Select the auction from the dropdown and the click on Add Seller
- Search for the seller and select the correct seller from the dropdown
- Search with the below criteria:
  - Name
  - Surname
  - Cell Number
  - Vat Number
  - Company Name



Livestock Auctions - Google Chrome

wildlifeauctions.co.za/admin/addsellersinfo.php?aid=309


### REGISTER NEW SELLER

Search User Details	KAMEELDIFT
Seller Name	Burger Marais
Company	KAMEELDIFT GAME
Contact	0823751826
Email	admin@kameeldriftpty.co.za
Commission in %	9.5

Add Seller

## 04 Loading Auction Sellers

When you have selected the seller, you can add the commission for the seller as agreed upon on the contract that they have signed and then select Add Seller



**Information for Sellers**

Auction Name:

Seller Name	Company Name	Email	Contact No	Commission in %	Edit	Delete	Check All
<a href="#">Burger Marais</a>	KAMEELDRIFT GAME	burgermarais2605@gmail.com	0823751826	9.5			<input type="checkbox"/>

**EDIT SELLER INFORMATION**

Seller Name: Burger Marais

Company: KAMEELDRIFT GAME

Contact: 0823751826

Email: burgermarais2605@gmail.com

Commission in %:

**Information for Sellers**

Auction Name:

Seller Name	Company Name	Email	Contact No	Commission in %	Edit	Delete	Check All
<a href="#">KAMEELDRIFT GAME</a>	KAMEELDRIFT GAME	burgermarais2605@gmail.com	0823751826	9.5			<input type="checkbox"/>

## 04 Loading Auction Sellers

- The seller will then be listed
- The Seller Name is the name that will be used as the Sell Name for the Lots Loaded
- Change the seller's name according the name the client has chosen the sell under by clicking on the paper & pencil icon on the right of the screen
  - Type the name into the white block next to the Seller Name and click on Edit Seller
- The Seller Name has now been edited, and the correct seller's name details will be linked to the lot loaded



## 05 Activation of Buyers



#### ☐ Live Webcast Auction Management

- Register Live Webcast Auction
- List Live Webcast Auctions
- Information For Buyers
- Information For Sellers

#### ☐ Real-time Online Auction Management

- Register Auctions RTOA
- List Auctions RTOA
- Information For Buyers RTOA

#### ☐ Timed Online Auction Management

- Register Auctions TA
- List Auctions TA
- Information For Buyers TA

## 05 Activation of Buyers

To enable potential buyers to register for the Auction and giving the Auction Administrator power to decide who he wants to allow to bid scroll to **“Information for Buyers ...”**





**Information for Buyers**

Auction Name -- Select Auction -- Submit

-- Select Auction --  
LWA Test Auction  
New LWA Test 08/01  
Standard Test December 2024  
Complex Test December 2024  
AWA Game Auction 21/02  
All Game Test Auction

**Information for Buyers**

Auction Name New LWA Test 08/01 Submit

Open Registration Date 2025-01-04 19:00:00

Close Registration Date 2025-01-08 15:00:00

Lock Registration ☐

Update

## 05 Activation of Buyers

- Select the Auction Name and select **“Submit”**.
- Now select the date for the registrations to open and close.
- The registration open date has no reflection on the actual Auction date.



**Information for Buyers**

Auction Name	New LWA Test 08/01	Submit
Open Registration Date	2025-01-04 19:00:00	
Close Registration Date	2025-01-08 15:00:00	
Lock Registration	<input type="checkbox"/>	
Update		

## 05 Activation of Buyers

- The “**Close Registration Date**” should be 60min before your Auction is closing. The users can still be activated after the Auction has started.
- Select “**Update**” to save the changes.



**Information for Buyers** Auction updated successfully [Back](#)

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Auction Name:

Open Registration Date:

Close Registration Date:

Lock Registration: ☐

Name	Status	Bid No	Value Allocated	Check All
<a href="#">Opening Bidder</a>	Active ▼	<input type="text"/>	<input type="text" value="R0"/>	<input type="checkbox"/>

## 05 Activation of Buyers

- The user Opening Bidder will automatically be added to each auction.
- This is the profile that will insert the Increment value, lot interval and opening bid.
- It should never have a Bidder Number nor Value Allocated
- Only activate the user.



**END**

For assistance, please contact us on 082 416 8888