Livestock Auctions

Administration Manual

Auction Loading
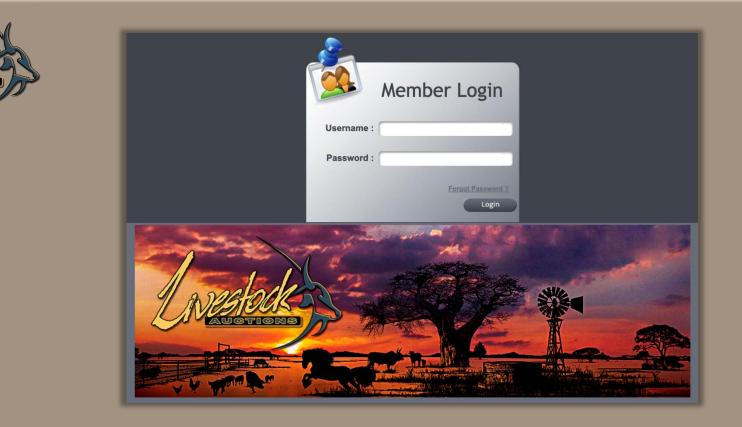
Contents

Administration – Auction Loading

01 Administration Login

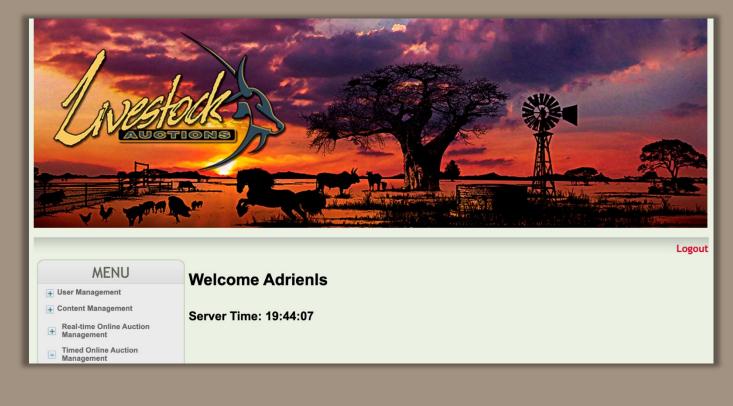# **01** Administration Login

- Open the following URL: http://www.livestockauctions.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 Load an Auction

03
How to Load 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 therefor lots do not necessarily close in number sequence.

03 How to Load an Auction

- On the Dashboard, Scroll down to the relevant Auction.

- Choose one of the Types of Auction to view the different sections under each to complete:

  - Live Webcast Auction

  - Real-time Online Auction

  - Timed Online Auction

03 How to Load an Auction

3.1 Live Webcast Online Auction

03 How to Load an Auction

3.1 Insert Auction information for Live Webcast

- **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	☐ ☐ ☐ ☐ ☐ E.g: 24°20'45.88"S (S for - and N for +)	☐ ☐ ☐ ☐ ☐ 12°20'36.25"E (W for - and E for +)
Upload Map	Choose file No file chosen	
Upload Auctioneer Logo	Choose file No file chosen	
Upload Seller(Host) Logo	Choose file No file chosen	
Upload Terms and Condition	Choose file No file chosen	
Upload Catalogue	Choose file No file chosen	
WebSite Address	☐	
Auction Type	--Select-- ⌄	
Layout	○ Complex ● Standard	

03 How to Load 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:**

    Make sure that logo file sizes are below 900kb, otherwise it will create a slow PDF catalogue loading when users

    want to view the catalogue. The Seller's logo dimensions are 205x190.

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	Latitude					Longitude				
GPS Coordinates	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	E.g: 24°20'45.88"S (S for - and N for +)					12°20'36.25"E (W for - and E for +)				
Upload Map	[Choose file] No file chosen									
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Upload Seller(Host) Logo	[Choose file] No file chosen									
Upload Terms and Condition	[Choose file] No file chosen									
Upload Catalogue	[Choose file] No file chosen									
WebSite Address										
Auction Type	--Select-- ▾									
Layout	○ Complex ● Standard									

03 How to Load an Auction

3.1   Insert Auction information for Live Webcast

- **Upload 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.

03 How to Load an Auction

3.1   Insert Auction information for Live Webcast

- **Auction Type:**

This selection will limit what the user can load on the front end. By selecting for example, a Cattle Auction, the user will only be able to load the specie cattle with all the sub-categories.

When it is a mixed sale with cattle, sheep and goats – then select Mixed.

- **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 Load an Auction

3.2 Real-Time Online Auction

Real Time Online Auction Registration Details	
Name Of Auction:	
Date Of Auction:	
Upload Terms and Condition:	Choose file No file chosen
Upload Catalogue:	Choose file No file chosen
WebSite Address:	
Auction Type:	--Select--
Layout:	○ Complex ● Standard

03 How to Load 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**:

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03 How to Load an Auction

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03 How to Load an Auction

3.3 Timed Online Auction

Timed Online Auction Registration Details	
Name Of Auction:	
Date Of Auction:	
Auction End Time:	
Upload Terms and Condition:	Choose file No file chosen
Upload Catalogue:	Choose file No file chosen
WebSite Address:	
Auction Type:	--Select--
Layout:	○ Complex ● Standard

03 How to Load 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)

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Timed Online Auction Registration Details

Name Of Auction:	
Date Of Auction:	
Auction End Time:	
Upload Terms and Condition:	Choose file No file chosen
Upload Catalogue:	Choose file No file chosen
WebSite Address:	
Auction Type:	--Select--
Layout:	○ Complex ● Standard

03 How to Load 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.

03 How to Load 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, a Cattle Auction, the user will only be able to load the specie cattle with all the sub-categories.

When it is a mixed sale with cattle, sheep and goats – then select Mixed.

- **Layout is applicable to the type of bidding:**
  - Standard Layout bidding is in per unit or per lot.
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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 Load an Auction

3.4 Seller and Auction Host details

03

How to Load 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

03 How to Load 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.

03 How to Load 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.

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 Load an Auction

3.4 Seller and Auction Host details.

- **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 Load an Auction

3.5 Load the Auctioneer

03 How to Load 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.

03 How to Load an Auction

3.6 Load the Logistical Person

03 How to Load 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 Load an Auction

3.7 Load the Vendor Manager

03 How to Load 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.

03 How to Load an Auction

3.8 Load the TV Screen

03 How to Load 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.

03 How to Load an Auction

3.9 Load the Agent

03 How to Load 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 Load an Auction

3.10 Submit and Activate Auction

List of Live Webcast Auction Registration

Auction ID	Auction Name	Auction Date	Go To Live Auction	Edit	View	Delete	Status
37	App test 14/06	2022-06-15 01:30:00	Admin Screen / Tv Screen / Vendor Management	✏️	🔍	✖️	⭐
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

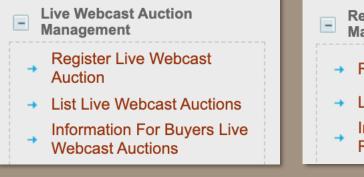Do you want to Activate this Live Auction

Cancel   OK

3.10   Submit and Activate Auction

- Click on "**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 Activation of Buyers

Live Webcast Auction Management

→ Register Live Webcast Auction

→ List Live Webcast Auctions

→ Information For Buyers Live Webcast Auctions

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

04 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 …** "

04 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.

04 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.

END

For assistance, please contact us on 082 416 8888