

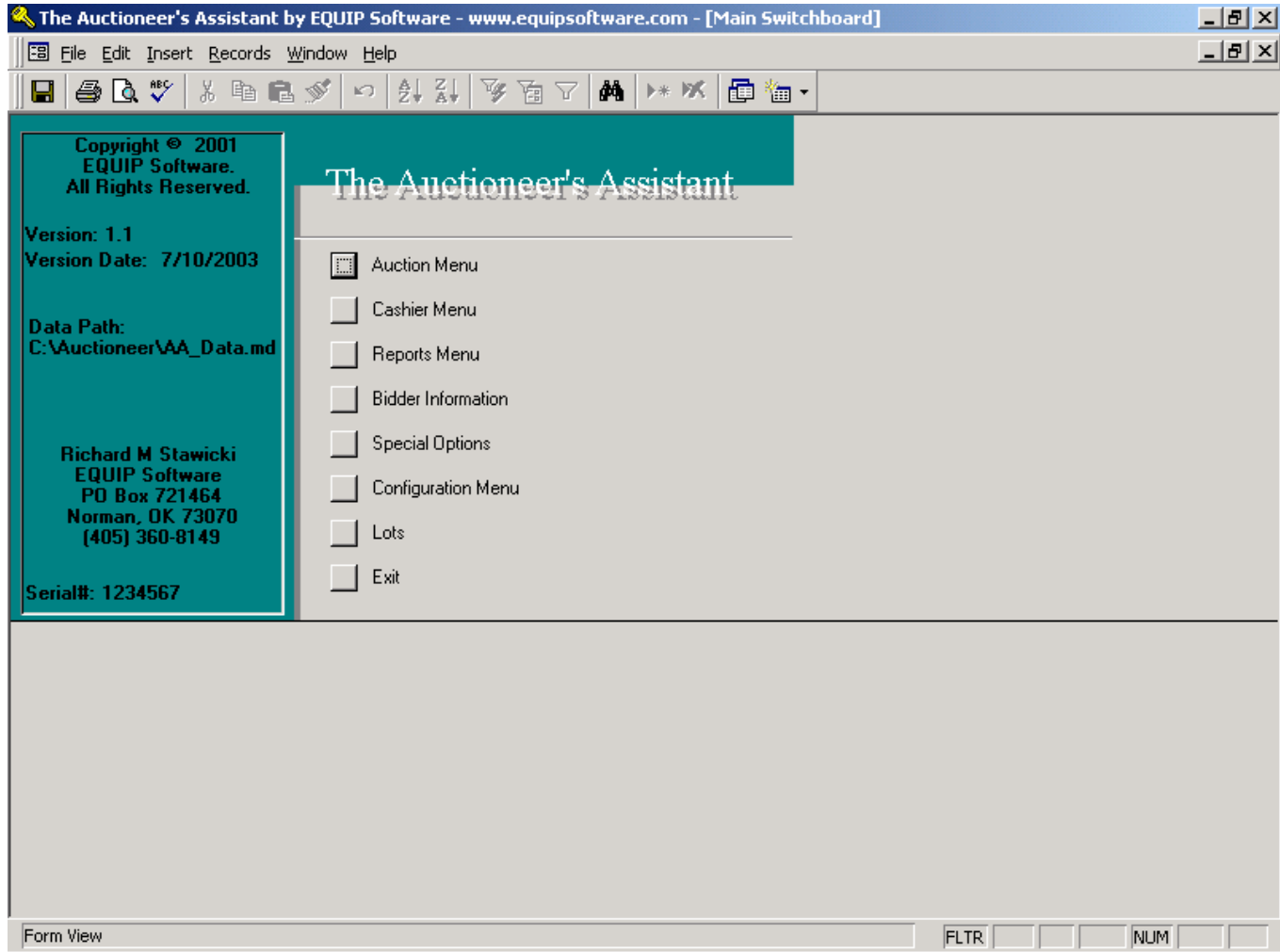
About The Auctioneer's Assistant

The Auctioneer's Assistant was developed to support live and silent auctions run by Non-Profit Organizations. It is derived from the commercial application "The Auction Block" which is used for live cable TV auctions. The Auctioneer's Assistant is divided into two parts – the user interface, referred to as "The Backroom", and the database itself, in order to allow its use on a local area network.

Features include creating records for bidders and donors, printing silent auction bid sheets, invoices, receipts, donor letters, inventories, and sales data, exporting bidder and donor information for external use of mail merge, posting payments, etc. Following is a series of screen captures that should give you a good idea of the capabilities of The Auctioneer's Assistant.

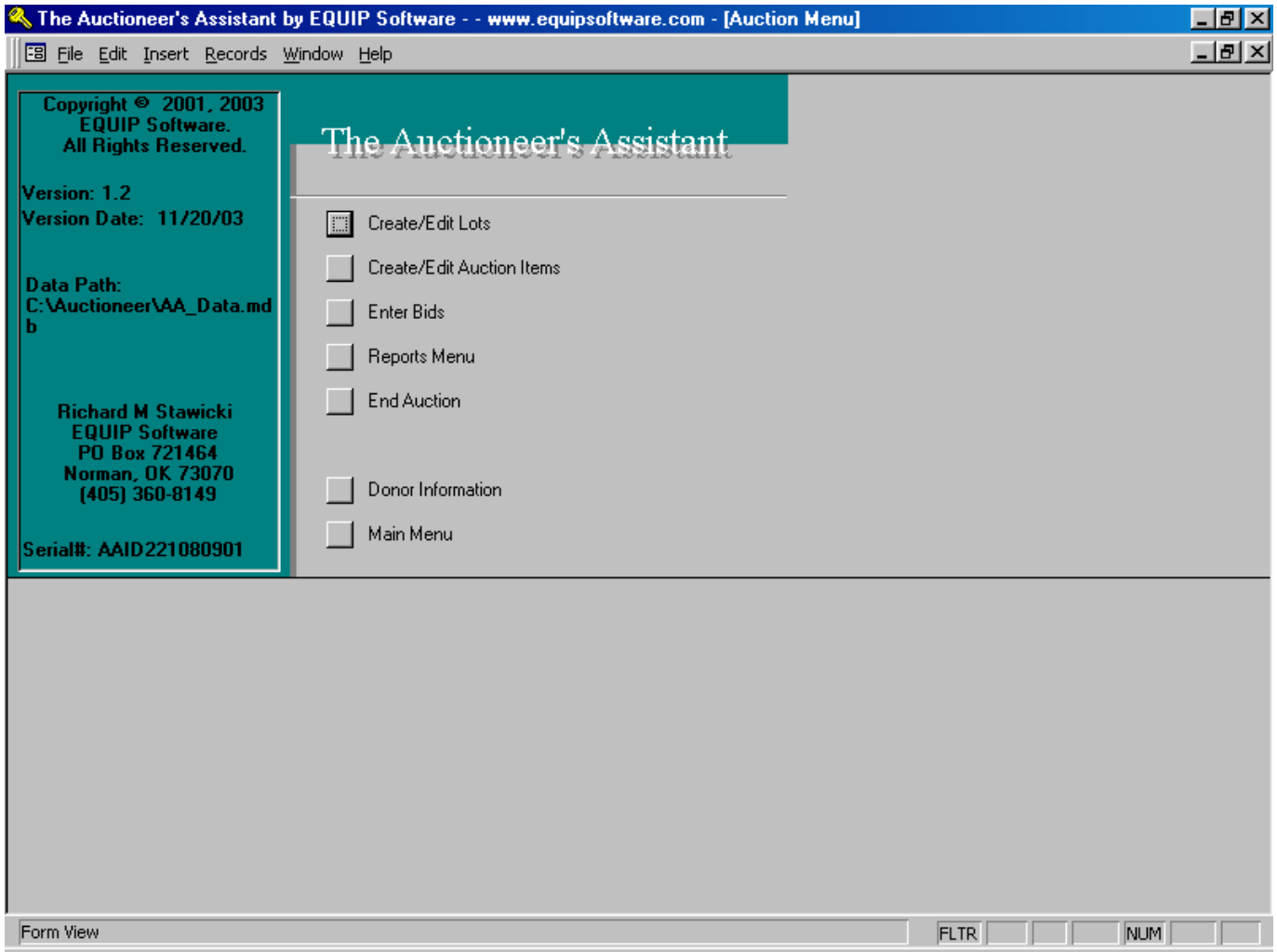
Main Menu

The menus are structured primarily to accommodate workflow based on job functions. The main menu, shown here, is used to access bidder information and to access six other menus.



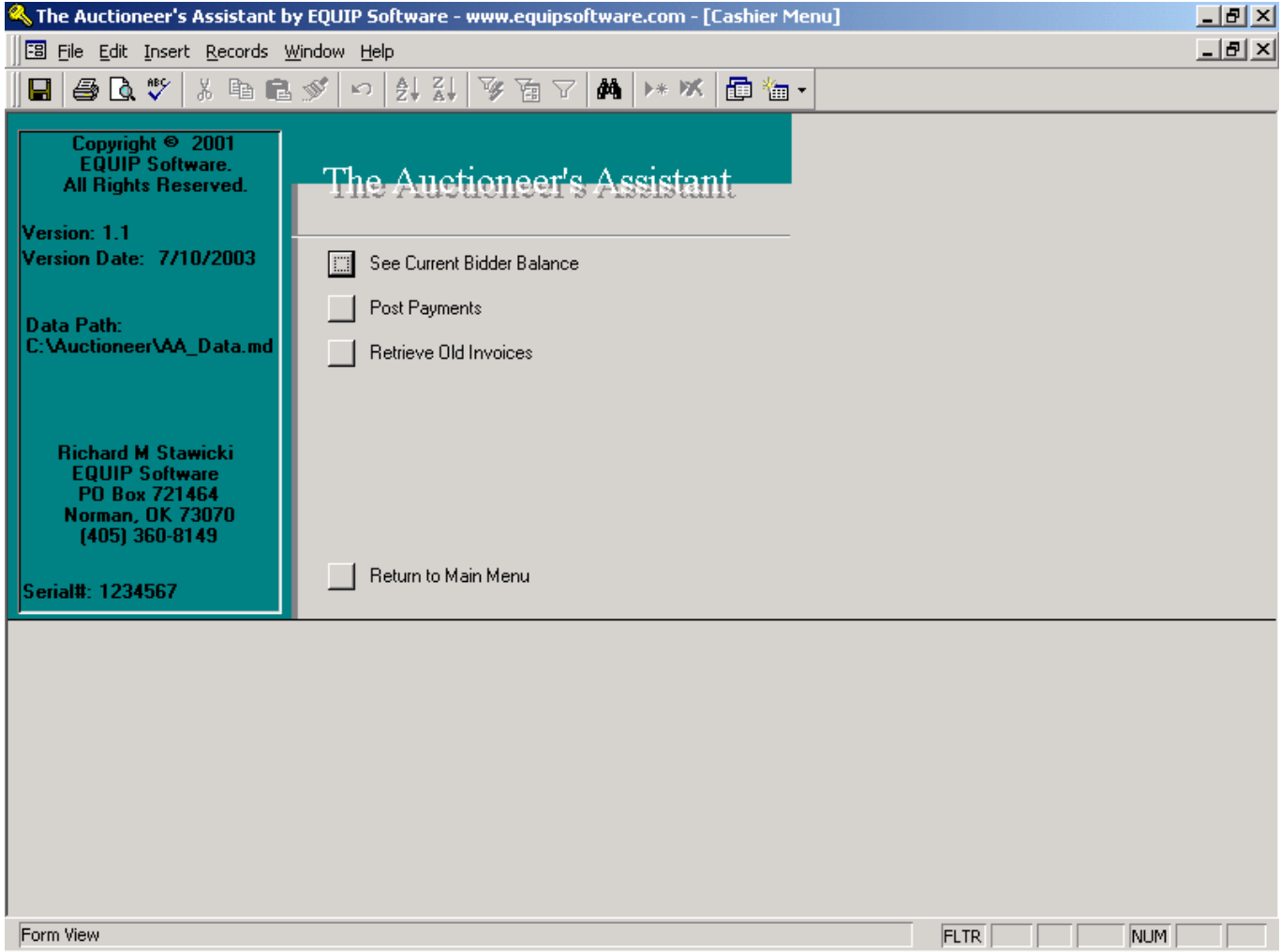
Auction Menu

The Auction menu is where most of the work takes place. Auction lots are created and edited, auction items are added and assigned to lots, bids are entered, donor information can be created and accessed, and the auction is closed. There is also a shortcut to the reports menu, eliminating the necessity of returning to the main menu.



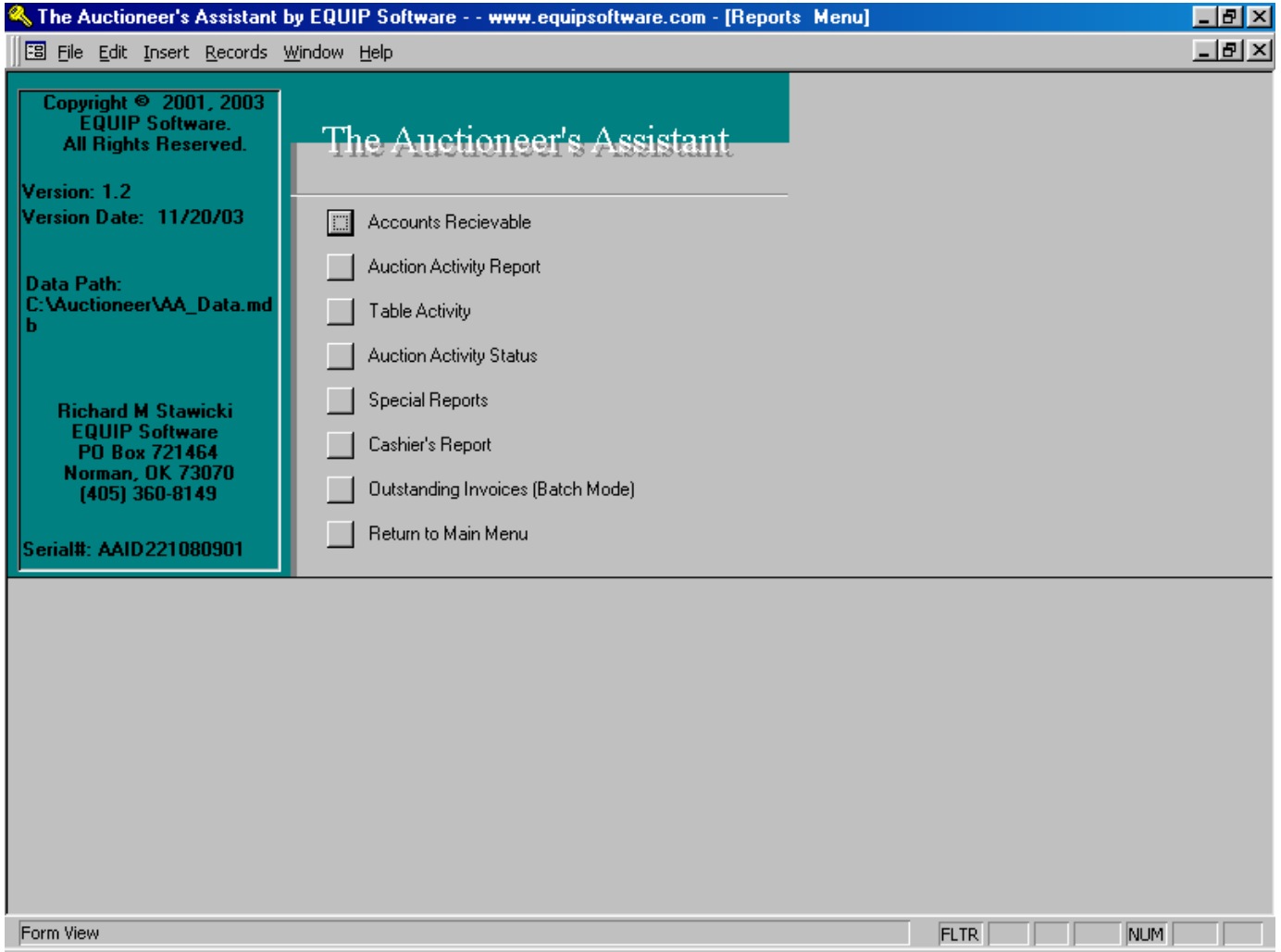
Cashier Menu

From the Cashier Menu, the cashier can check a current bidder's balance after a lot has closed, but before the auction is over. If necessary, an invoice can be generated before the end of the auction, and the payment posted. The Post Payments option is used to post all payments at the end of the auction, when all invoices are generated in bulk. Paid invoices can be accessed if necessary.



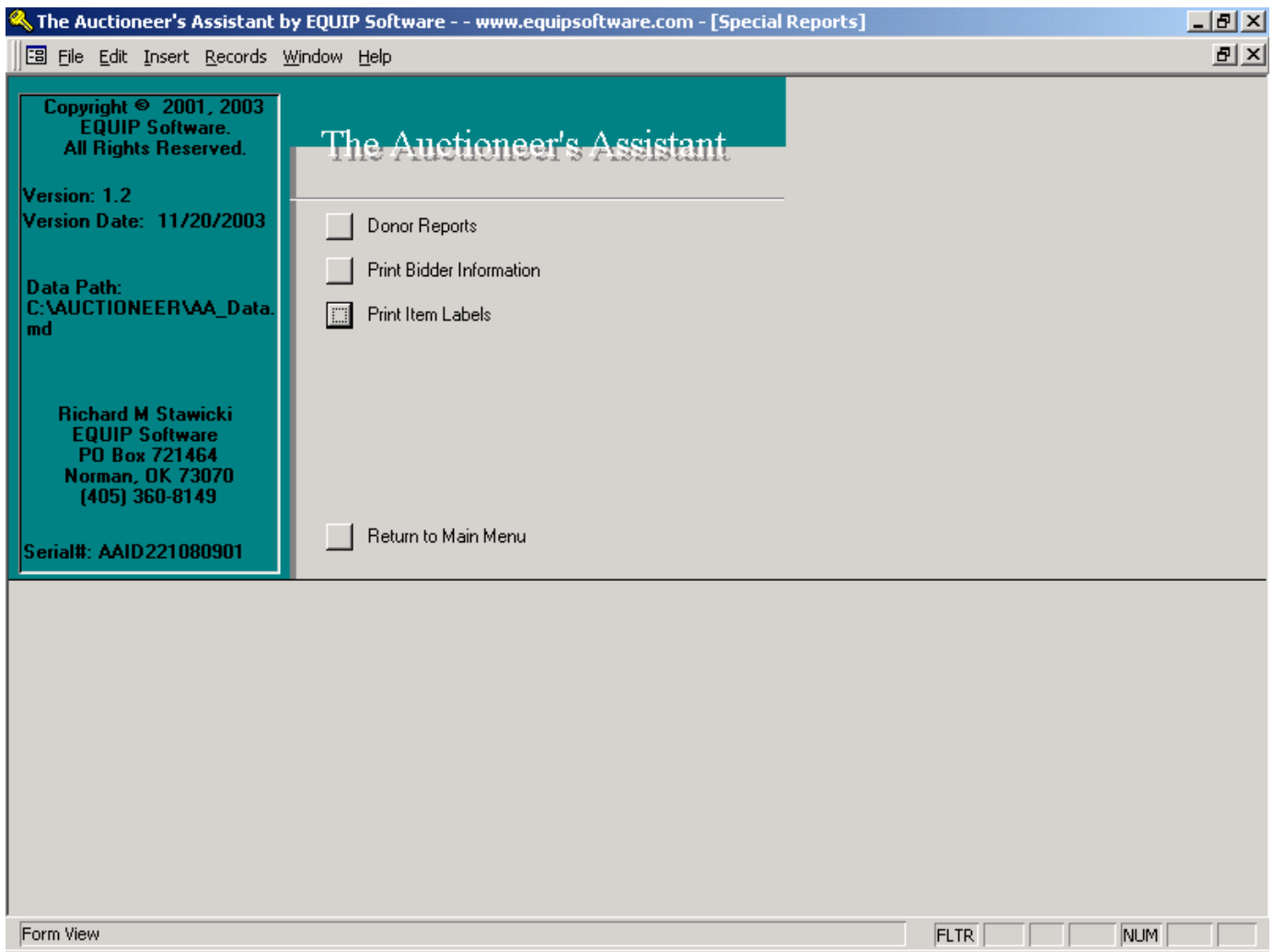
Reports Menu

From the reports menu you may access a report on accounts receivable, the total items, bidders and dollar value of the completed auction, a breakdown of sales by lot/table, access to a special reports menu, a cashiers report, and bulk printout of all unpaid invoices.



Special Reports Menu

The Special Reports Menu is accessed from the Reports Menu. Here you may access Donor Reports, print bidder information, or print labels in various configurations to attach to your auction items.



Bidder Information

The bidder number is assigned automatically. Typically, many organizations conduct their fundraising auctions concert with a meal. The paid checkbox can be used to indicate that the meal has already been paid for.

The Auctioneer's Assistant - [Bidder Information]

File Edit Insert Records Window Help

Bidder Information

Number Last Name Phone #

Bidder ID	Last Name	First Name	House
1	Stawicki	Richard	<input type="checkbox"/>

Record Start Date: 7/10/2003

Status:
 Active
 Inactive
 Suspended

Suspend Date:

Address: PO Box 721464

City: Norman State: OK Zip Code: 73401- Phone Number: (405) 360-8149

Comments: wrote this software

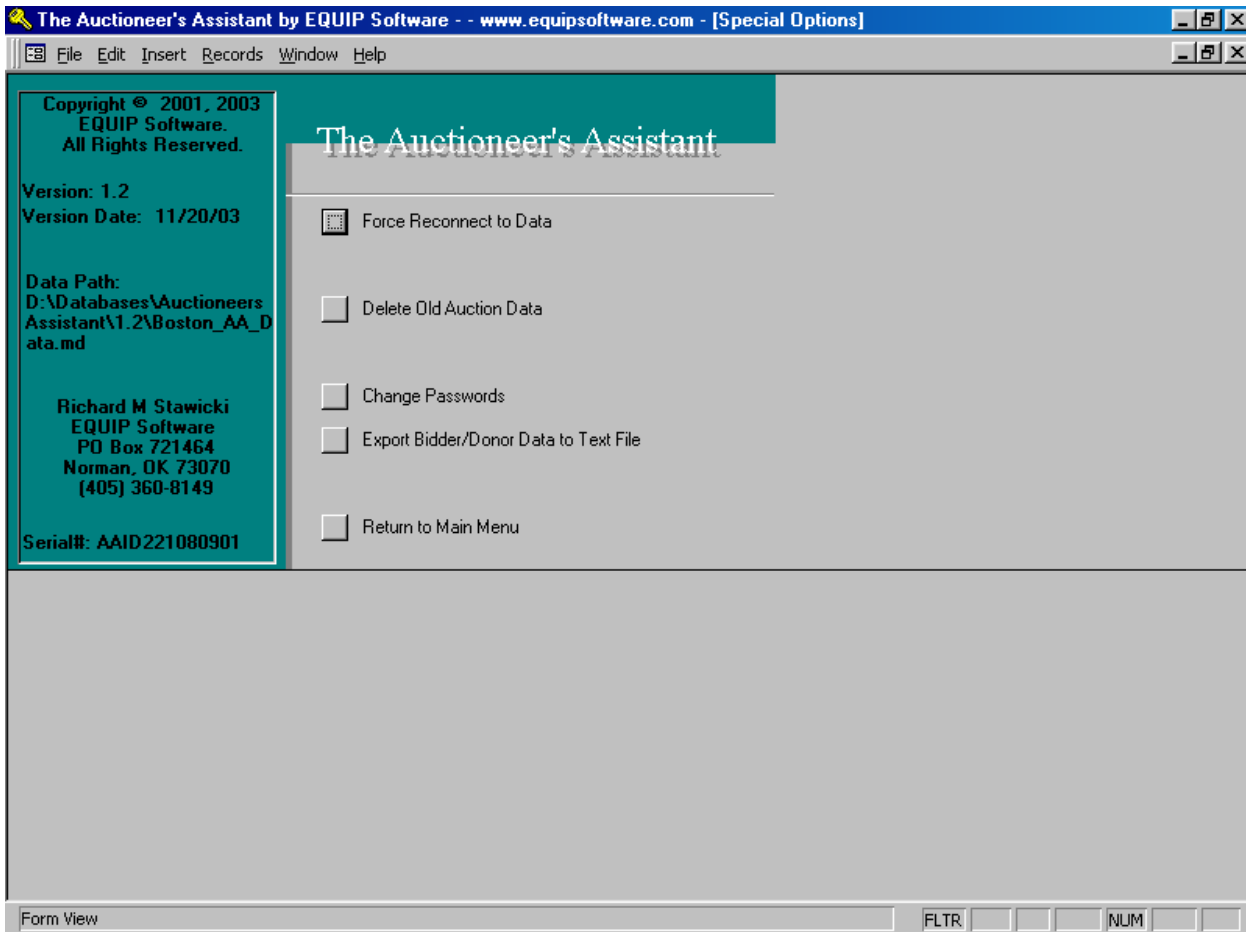
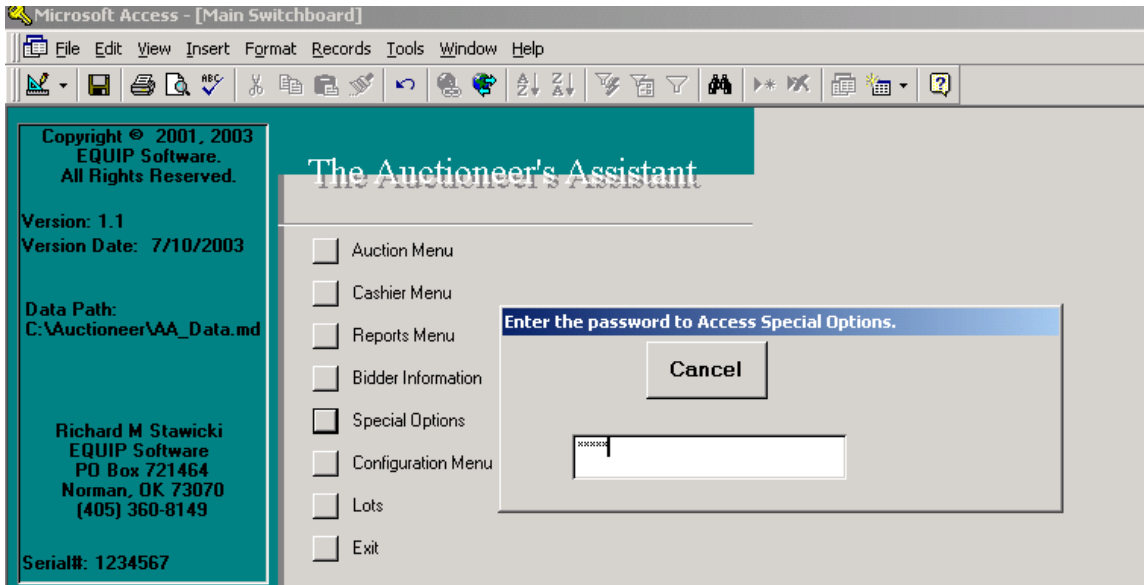
Tax Exempt# Paid PIN:

Check Current Balance

Record: 1 of 1
Form View

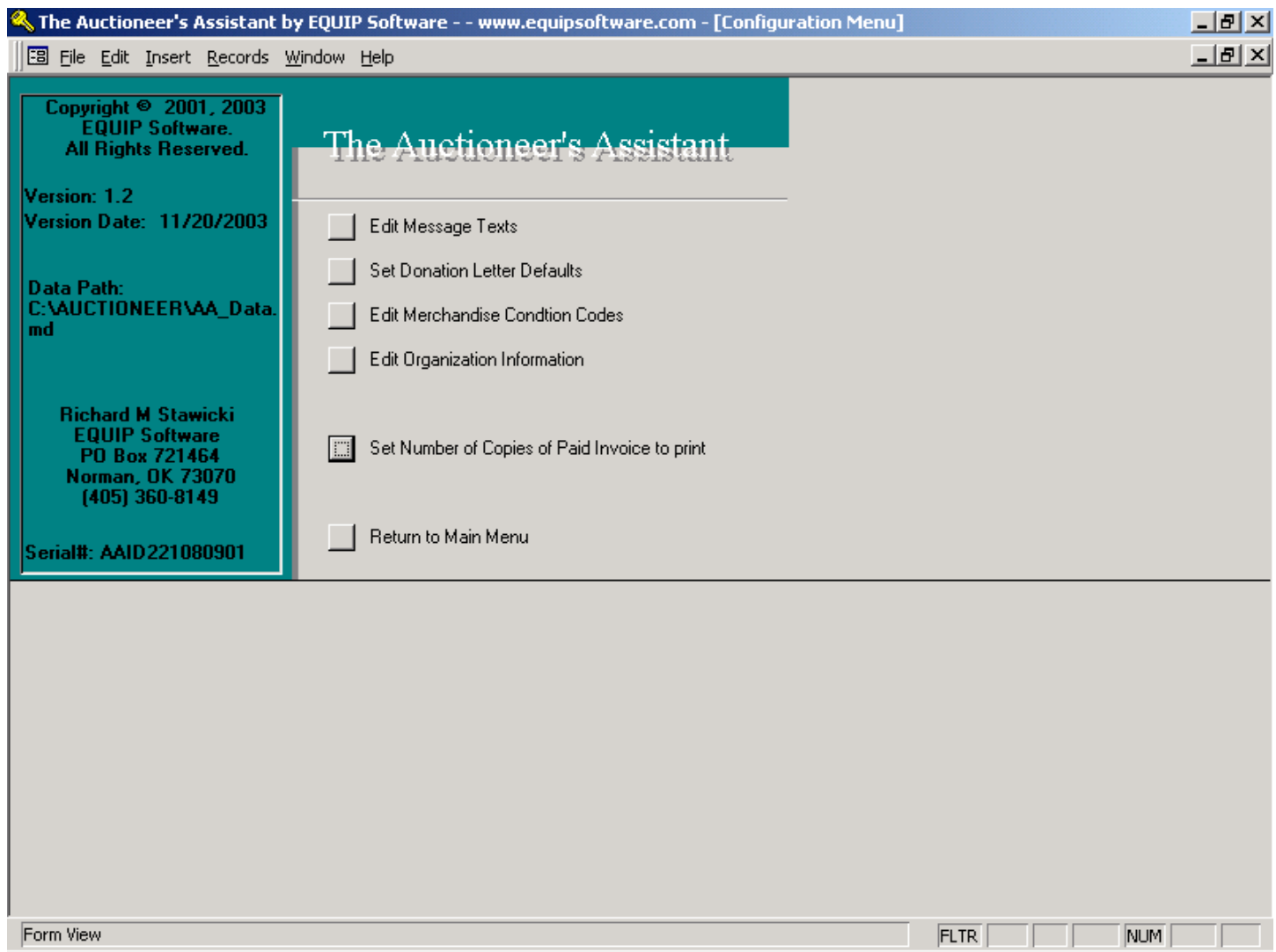
Special Options Menu

Access to the special options menu is password protected. This menu provides access to forcing the backroom to connect to a specific data source, delete old auction data, change passwords and export bidder and donor data to a text file.



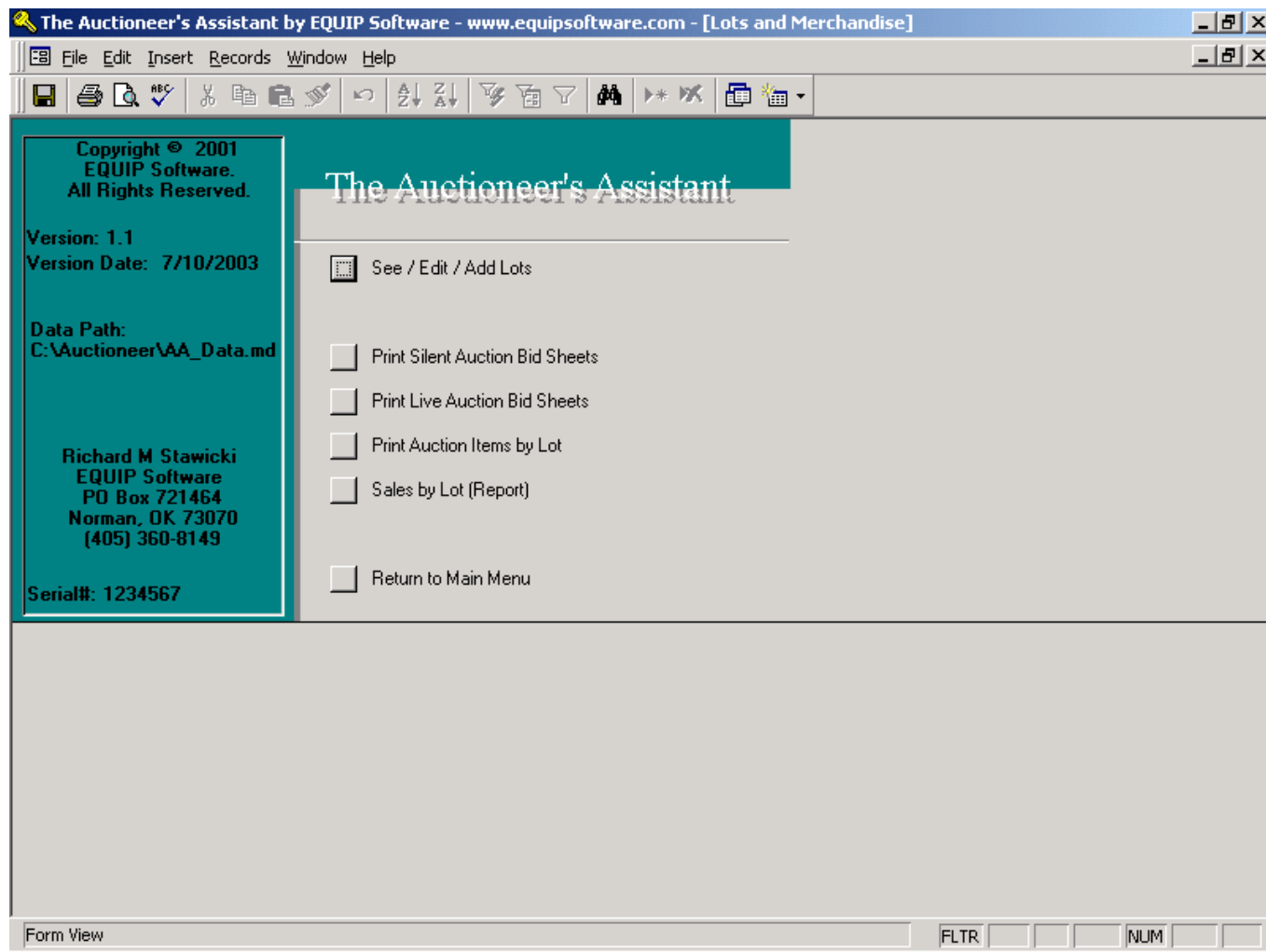
Configuration Menu

The Configuration Menu provides access to various configuration items which are used to customize your database



Lots Menu

The Lots Menu provides access to seeing/creating/adding lots (as on Auction Menu), printing auction bid sheets, a report of which auction items are in what lot, and sales by lot.

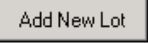



Lots example

Lots are created and designated as silent or live. A preliminary lot may be created to assign all incoming items to until it is determined to which lot they should be assigned. When the auction is completed, lot sales totals can be seen here.

The Auctioneer's Assistant by EQUIP Software - www.equipsoftware.com - [Pallets]

File Edit Insert Records Window Help

Lot No	Lot Description	Silent Auction?	Lot Sales
Prelim	Lot for original entering before sections are decided on	Yes	\$0.00
Packaged	Items pulled to be placed in packages	No	\$0.00
Dig	Items for Diamond Dig	No	\$0.00
School	Items school is keeping	No	\$0.00
Raffle	Items to be raffled	No	\$0.00
Yellow	\$0-\$24	Yes	\$601.00
Blue	\$25-49	Yes	\$1,882.00
Green	\$50-99	Yes	\$2,713.00
Art	Art Work	Yes	\$961.00
Red	\$100+	Yes	\$7,070.00
BB	Dinners, Parties, Trips	Yes	\$7,936.00
CP	Class Projects	Yes	\$1,670.00
Live	Items for live auction	Yes	\$11,850.00

Record: 1 of 13

Form View

Edit Auction Items example

Estimated values, condition, and minimum bid information can be entered here. Additional Information is shown on the silent auction bid sheet or live auctioneers bid sheet.

The Auctioneer's Assistant by EQUIP Software - www.equipsoftware.com - [frmSelectEditTable : Form]

File Edit Insert Records Window Help

Select the Lot you wish to edit: Art

STOP Double-Click to add/Edit lots

Item #	Lot	Item	Donor	Est Value	Condition
2	Art	Sail Boat Framed Picture			
Additional Info					
6	Art	Horse Head (Smaller) Wooden Sculpture			
Additional Info					
7	Art	Horse Head (Larger) Wooden Sculpture	Laske, Wayne & Kay	\$20.00	
Additional Info					
8	Art	Clay Bowl by Marcee	Laske, Wayne & Kay	\$25.00	
Additional Info					
9	Art	Batiqu - Chinese Painting - Framed Green/Ivory	Laske, Wayne & Kay	\$25.00	
Additional Info					

Form View


NUM

Entering Bids

Bids are entered by lot. Once the lot is closed, an item in that lot may be checked out via the See Current Bidder Balance option on the cashier menu.

The Auctioneer's Assistant by EQUIP Software - www.equipsoftware.com - [Enter Bids : Form]

File Edit Insert Records Window Help

Select the Lot you wish to enter bids for: Packaged 

Item	Description	Bidder	Bid
38	Garnet Ring	580 - Richard stawicki	\$100.00
86	Dinner for 2 @ Fireside		
111	One Dozen Roses		
198	Food Preparation by Justin Germany		
315	Fire Truck Birthday Cake		
327	4 OU/OSU Tickets		
346	OSU-Adirondack Chair		
347	OU-Adirondack Chair		
348	OU-Adirondack Chair		
364	\$30 Paper Goods		
365	Birthday Party @ Firestation		
368	\$30 Paper Goods from Party Express		

Bidder: New Bidder Item: Bid Amount: Submit Bid

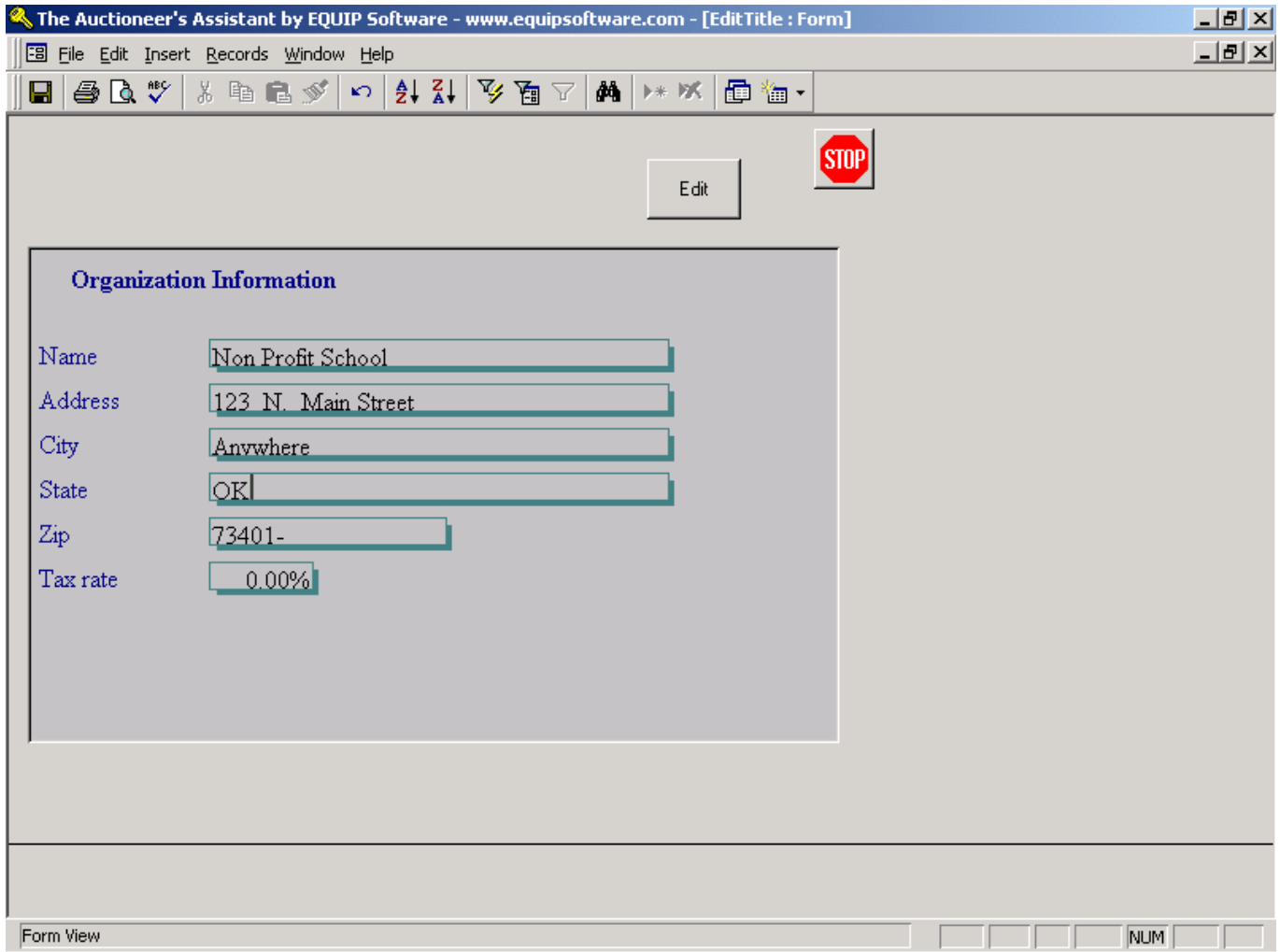
Lot: \$100.00 Reopen / UNSELL Lot

Press F1 to replot current bids Auction: \$33,549.00

Form View

Entering Organizational Information

Used for invoices, receipts, and letters, and for calculating sales tax if necessary.



The screenshot shows a software window titled "The Auctioneer's Assistant by EQUIP Software - www.equipsoftware.com - [EditTitle : Form]". The window has a menu bar with "File", "Edit", "Insert", "Records", "Window", and "Help". Below the menu bar is a toolbar with various icons for file operations and editing. The main area of the window contains a form titled "Organization Information". The form has several input fields:

Field	Value
Name	Non Profit School
Address	123 N. Main Street
City	Anywhere
State	OK
Zip	73401-
Tax rate	0.00%

There is an "Edit" button and a red "STOP" sign icon in the upper right area of the form. At the bottom of the window, there is a status bar with "Form View" and a "NUM" button.

Auction Activity

Auction Totals

The screenshot shows a software window titled "The Auctioneer's Assistant by EQUIP Software - www.equipsoftware.com - [Auctions]". The window contains a report titled "Auction Activity" with the subtitle "Non Profit School Anywhere OK". The report indicates the "Auction End: 1/17/2003 11:33:34 PM". Below this, a section titled "Totals" lists the following data:

<i>Items</i>	389
<i># Winning Bidders</i>	128
<i>Actual Sales</i>	\$33,449.00

The window also shows a page navigation bar at the bottom with "Page: 1" and a status bar with "Ready" and "NUM".

Action Table Activity

The Auctioneer's Assistant by EQUIP Software - www.equipsoftware.com - [TableData]

File Window Help

100% Close

Activity - Lot Green

<i>Item</i>	<i>Description</i>	<i>QTY</i>	<i>Bid</i>	<i>Bidder Info</i>
164	Five \$15 Gas Cards	1	\$75.00	41 - Regina Turrentine
165	Dinner for Two	1	\$50.00	178 - Jim Harrell
167	Three Golf Lesson Series	1	\$70.00	290 - Howard Drew
171	Four \$15 Gift Certificates	1	\$40.00	400 - Janet Spivey
173	Intergrated Binocular & Digital Camera	1	\$50.00	501 - Kevin Boatright
184	Wooden Photo Box- Silver Plated	1	\$20.00	62 - Jim Campbell
200	5pc Brass Candle Set	1	\$15.00	85 - Judy Bacon
214	Burgundy Wreath	1	\$10.00	556 - Jackie Thompson
220	Aroma Juice Extractor & Cherie Calbom	1	\$15.00	483 - Flis Sassella
222	Wooden Shelf	1	\$25.00	523 - Betty Hester
238	Mary Engelbreit Black Bookshelf	1	\$30.00	500 - Connie Boatright
241	Malden Jeweled Frame	1	\$20.00	62 - Jim Campbell

Page: 9


Ready NUM

Current Balance

Auction is still in progress, but this lot has been closed. An invoice can be generated from here.

The Auctioneer's Assistant by EQUIP Software - www.equipsoftware.com - [frmOrderMain : Form]

File Edit Insert Records Window Help

Select Customer to View Current Balance Bidder 

Current Balance for Tax Exempt Invoiced

580 stawicki Richard

Auction Date	Lot	Item	Description	QTY	Price	Extended Price
7/11/20	Packag	38	Garnet Ring	1	\$100.00	\$100.00

Total Items: Total QTY:

Sub Total	<input type="text" value="\$100.00"/>
Sales Tax	<input type="text" value="\$0.00"/>
Total Due	<input type="text" value="\$100.00"/>


Create Invoice

Form View NUM

Post Payments

Microsoft Access - [frmPostPayments : Form]

File Edit View Insert Format Records Tools Window Help

Post Payments 

Select Customer Bidder #

Invoice #	Date	Customer ID	Last Name	First Name
300	7/11/2003	580	stawicki	Richard

Address
PO Box 721464

Phone Number
(405) 360-8149

Tax Exempt Tax Exempt#

City
Norman

State
OK

Zip Code
73072-

paid

Date	QTY	Item Description	Unit Price	Extended Price	
7/11/2003	1	Garnet Ring	\$100.00	\$100.00	<input type="checkbox"/> Refused
		Romantic Evening Package			

Sub Total \$100.00

Sales Tax \$0.00

Total Due \$100.00

Record: of 1

Form View

Start | ... Cas... | Docum... | 1.1 | Micros... | 11:25 AM

Invoice

Microsoft Access - [Invoice : Report]

File Edit View Tools Window Help

100% Close

Non Profit School **INVOICE**

123 N. Main Street
Anywhere OK 73401

11-Jul-03

Richard Stawicki (405) 360-8149
PO Box 721464
Norman OK 73072

Invoice #	Bidder #
300	580

Quantity	Item Description	Unit Price	Extended Price
1	(07/11/03-Packaged/38) Garnet Ring Romantic Evening Package	\$100.00	\$100.00
Subtotal:			\$100.00
Tax:			\$0.00
Total:			\$100.00

Page: 1

Ready NUM


The bottom of the invoice can display a customizable message such as this

Non Profit School is a 501 (3)c, non-profit organization. The purchase price less the fair market value of the item acquired may be tax deductible by the purchaser.

Retrieve Old Invoice

Microsoft Access - [frmRetrieveOldInvoice : Form]

File Edit View Insert Format Records Tools Window Help

Retrieve Paid Invoice Preview Invoice Print Invoice 

Select Customer Bidder # Invoice #

Invoice #	Date	Customer ID	Last Name	First Name
168	1/17/2003	452	DeVille	Vicki

Address **Phone Number** **Tax Exempt** **Tax Exempt#**

(972) 539-4486

City **State** **Zip Code** **paid** **Date Paid:** **Status**

1/17/2003 **Active**

Date	QTY	Item Description	Unit Price	Extended Price	
/17/2003	1	Silver Bell & Silver Candy Dish	\$10.00	\$10.00	<input type="checkbox"/> Refused
/17/2003	1	Silver Bowl	\$10.00	\$10.00	<input type="checkbox"/> Refused

Sub Total \$20.00

Sales Tax \$0.00

Total Due \$20.00

Record: 1 of 132

Form View NUM

Microsoft Access - [Invoice2 : Report]

File Edit View Tools Window Help

100% Close

Non Profit School **INVOICE**
123 N. Main Street *11-Jul-03*
Anywhere OK 73401

Vicki DeVille (972) 539-4466

Invoice #	Bidder #
168	452

Quantity	Item Description	Unit Price	Extended Price
1	(01/17/03-Blue/205) Silver Bell & Silver Candy Dish	\$10.00	\$10.00
1	(01/17/03-Blue/255) Silver Bowl	\$10.00	\$10.00
Subtotal:			\$20.00
Tax			\$0.00
Total:			\$20.00

PAID

Page: 1 of 1

Ready NUM

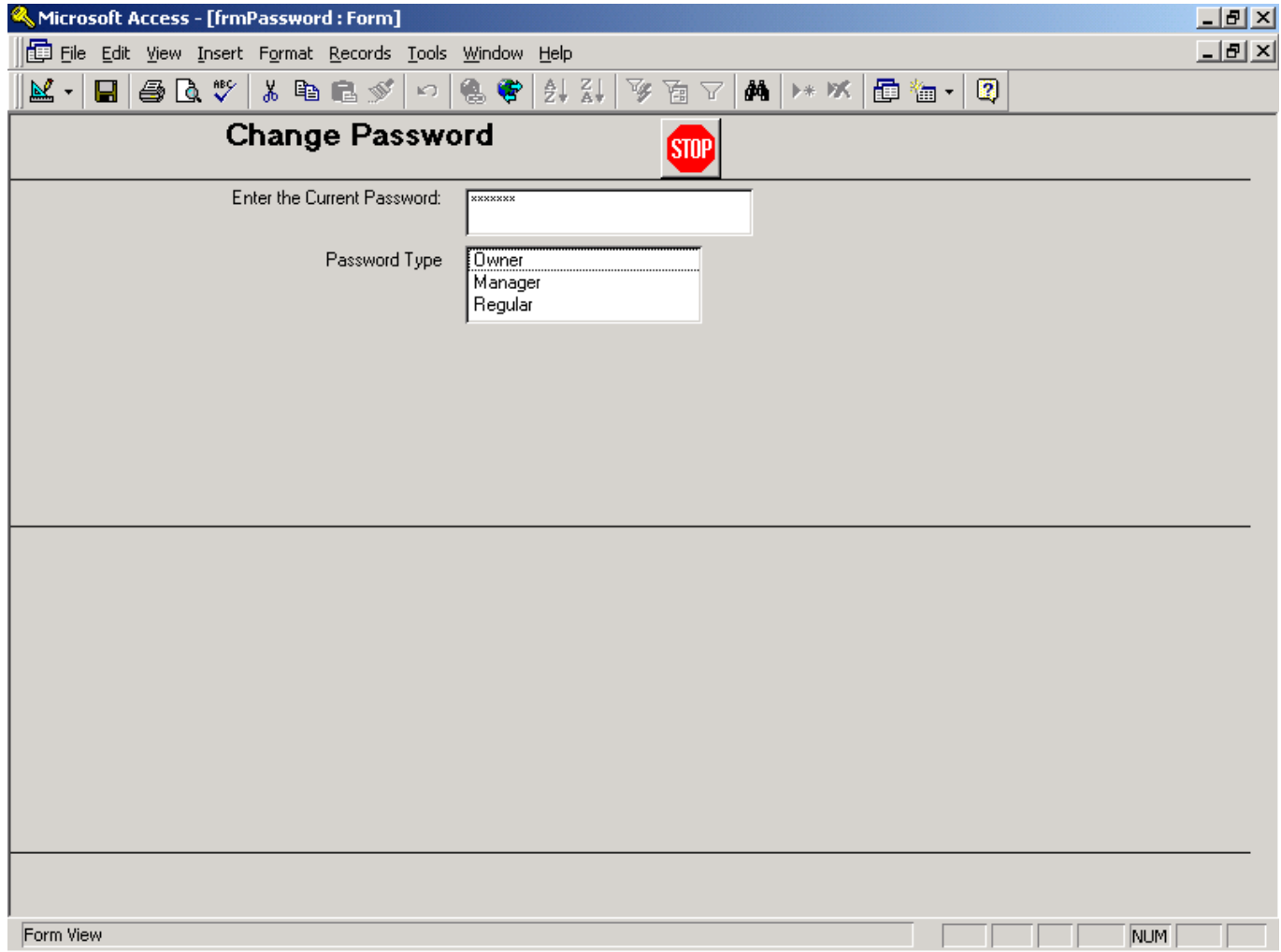
Export For Mail Merge

Bidder and donor name and address information can be exported to a delimited text file. You may set your own path and filename.

The screenshot shows the Microsoft Access interface with the 'Export data for mail merge' dialog box open. The dialog box has a title bar that reads 'Microsoft Access - [frmExportData : Form]'. Below the title bar is a menu bar with 'File', 'Edit', 'View', 'Insert', 'Format', 'Records', 'Tools', 'Window', and 'Help'. A toolbar with various icons is located below the menu bar. The main area of the dialog box is titled 'Export data for mail merge' and contains a red 'STOP' sign icon. There are two radio buttons under the heading 'Select Data Source': 'Bidders' (which is selected) and 'Donors'. To the right of these radio buttons is a button labeled 'Export Selected Mail Merge Data'. Below the radio buttons is a text box labeled 'Path & Ascii Filename' containing the text 'C:\Auctioneer\mailmergedata.txt'. At the bottom of the dialog box, there is a record navigation bar showing 'Record: 1 of 1' and a 'Form View' button. The status bar at the very bottom of the window shows 'NUM' and other navigation icons.

Change passwords

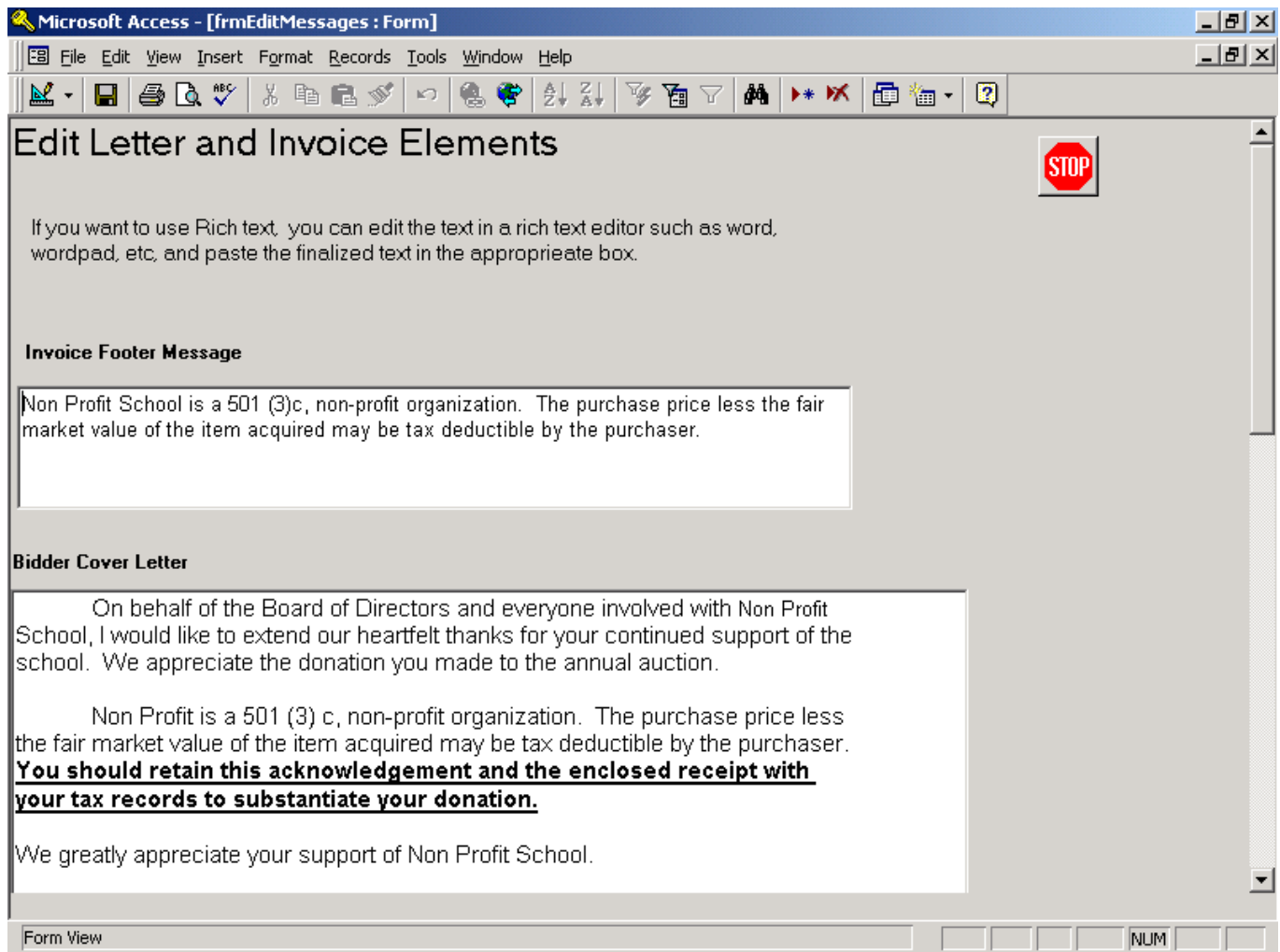
There are three levels of passwords, and a password is necessary to change the passwords. The top level of access may change all three levels, the bottom (regular) may only change the user password. If the owner of the database forgets the owner password, EQUIP Software can provide a backdoor password to regain access.



The screenshot shows a Microsoft Access window titled "Microsoft Access - [frmPassword : Form]". The menu bar includes File, Edit, View, Insert, Format, Records, Tools, Window, and Help. The toolbar contains various icons for file operations and data manipulation. The main form area is titled "Change Password" and features a red "STOP" sign icon. Below the title, there is a text label "Enter the Current Password:" followed by a text box containing "xxxxxxx". To the right of this is a "Password Type" dropdown menu with a list box containing "Owner", "Manager", and "Regular". The status bar at the bottom left shows "Form View" and the bottom right shows "NUM".

Edit Messages

Letter and Invoices can be customized with Rich text. Use a rich text editor such as wordpad or Microsoft Word, and paste it in the appropriate block.



The screenshot shows a Microsoft Access window titled "Microsoft Access - [frmEditMessages : Form]". The window contains a form with the following sections:

- Edit Letter and Invoice Elements**: A red octagonal "STOP" sign icon is located in the top right corner of this section.
- Text**: "If you want to use Rich text, you can edit the text in a rich text editor such as word, wordpad, etc, and paste the finalized text in the appropriate box."
- Invoice Footer Message**: A text box containing the text: "Non Profit School is a 501 (3)c, non-profit organization. The purchase price less the fair market value of the item acquired may be tax deductible by the purchaser."
- Bidder Cover Letter**: A text box containing the text: "On behalf of the Board of Directors and everyone involved with Non Profit School, I would like to extend our heartfelt thanks for your continued support of the school. We appreciate the donation you made to the annual auction."

"Non Profit is a 501 (3) c, non-profit organization. The purchase price less the fair market value of the item acquired may be tax deductible by the purchaser."
You should retain this acknowledgement and the enclosed receipt with your tax records to substantiate your donation.

"We greatly appreciate your support of Non Profit School."


At the bottom of the form, there is a "Form View" label and a "NUM" field.

Donation Letter Defaults

You can set default s for donation cover letters using your own letterhead stationary.

The Auctioneer's Assistant by EQUIP Software - www.equipsoftware.com - [frmSetLetterDefaults : Form]

File Edit Insert Records Window Help

Set Default Donor Cover Letter to use Letterhead stationary? 

Top margin adjustment for letterhead in twips

Set Default Bidder Cover Letter to use Letterhead stationary?

Top margin adjustment for letterhead in twips:

* 1440 twips per inch

Record: of 1

Form View

Silent Auction Bid Sheet

Silent auction bid sheet accommodates 40 bids. Print extra sheets and enter previous high bid as minimum (#1 entry) if additional bid space is needed.

Microsoft Access - [tblAuctionItems]

File Edit View Tools Window Help

100% Close

Red
1
this is additional information

John Deere Gator - 12 Volt
Donated by Pettit Machinery

Minimum Bid: \$150.00

<i>Bidder Number</i>	<i>Bid</i>	<i>Bidder Number</i>	<i>Bid</i>
<i>1</i>	<i>Min. Bid</i>	<i>21</i>	
<i>2</i>		<i>22</i>	
<i>3</i>		<i>23</i>	
<i>4</i>		<i>24</i>	
<i>5</i>		<i>25</i>	
<i>6</i>		<i>26</i>	
<i>7</i>		<i>27</i>	
<i>8</i>		<i>28</i>	
<i>9</i>		<i>29</i>	
<i>10</i>		<i>30</i>	
<i>11</i>		<i>31</i>	

Page: 1

Ready NUM

Live Auction Bid Sheet

Microsoft Access - [tblLots]

File Edit View Tools Window Help

100% Close

Auction Bid Sheet

<i>Lot</i>		<i>Description</i>			
<i>item no</i>	<i>Item</i>	<i>Min Bid</i>	<i>Additional Info</i>	<i>Winning Bidder#</i>	<i>Bid</i>
38	Garnet Ring	\$0.00	Romantic Evening Package	_____	_____
Tol's Jewelers					
86	Dinner for 2 @ Fireside	\$0.00	Romantic Evening Package	_____	_____
Fireside/Café Alley					
111	One Dozen Roses	\$0.00	Romantic Evening Package	_____	_____
Gary's Flowers					
198	Food Preparation by Justin Germany	\$0.00	Football Bedlam Package	_____	_____
315	Fire Truck Birthday Cake	\$0.00	Fire Station Birthday Party	_____	_____
327	4 OU/OSU Tickets	\$0.00	Football Bedlam Package	_____	_____
Landmark Bank					
346	OSU-Adirondack Chair	\$0.00		_____	_____

Page: 2

Ready NUM

Auction Inventory

Microsoft Access - [tblLots]

File Edit View Tools Window Help

100% Close

Auction Items by Lot

Lot	Lot Description	Silent?
Prelim 5	Lot for original entering before sections are decided on	<input checked="" type="checkbox"/>
Packaged 12	Items pulled to be placed in packages	<input type="checkbox"/>

item no	Item	Condition	Min Bid	Est Value	Donor	Additional Info
38	Garnet Ring		\$0.00	\$200.00	Tol's Jewelers -	Rom arttic Evening Package
86	Dinner for 2 @ Fireside		\$0.00	\$50.00	Fireside/Café Alley -	Rom arttic Evening Package
111	One Dozen Roses		\$0.00	\$65.00	Gary's Flowers -	Rom arttic Evening Package
198	Food Preparation by Justin Germany		\$0.00	\$200.00	- Justin Germany	Football Bedlam Package
315	Fire Truck Birthday Cake		\$0.00	\$25.00	- Janie Henriott	Fire Station Birthday Party
327	4 OU/OSU Tickets		\$0.00	\$240.00	Landmark Bank -	Football Bedlam Package
346	OSU-Adirondack Chair		\$0.00	\$0.00	Basement Crew-	
347	OU-Adirondack Chair		\$0.00	\$0.00	Basement Crew-	
348	OU-Adirondack Chair		\$0.00	\$0.00	Basement Crew-	
364	\$30 Paper Goods		\$0.00	\$30.00	Party Xpress -	
365	Birthday Party @ Firestation		\$0.00	\$75.00	Ardnore Fire Department -	
368	\$30 Paper Goods from Party Express		\$0.00	\$30.00	-Deborah Tipps	

Lot	Lot Description	Silent?
Dig 13	Items for Diamond Dig	<input type="checkbox"/>

item no	Item	Condition	Min Bid	Est Value	Donor	Additional Info
172	YellowSapphire		\$0.00	\$50.00	Anonymous -	
363	Two 1/2 Carat Diamonds		\$0.00	\$1,600.00	Ray Ward Fine Jewelers -	

Friday, July 11, 2003 Page 1 of 20

Page: 1

Ready

Sales by Lot

Microsoft Access - [rptLotInfo : Report]

File Edit View Tools Window Help

100% Close

Sales Data - All Lots

Non Profit School Anywhere OK

Lot #	Art	Art Work	Lot Sales:	\$961.00
Art Sales:			\$961.00	
Lot #	BB	Dinners, Parties, Trips	Lot Sales:	\$7,936.00
BB Sales:			\$7,936.00	
Lot #	Blue	\$25-49	Lot Sales:	\$1,882.00
Blue Sales:			\$1,882.00	
Lot #	CP	Class Projects	Lot Sales:	\$1,670.00
CP Sales:			\$1,670.00	
Lot #	Dig	Items for Diamond Dig	Lot Sales:	\$0.00
Dig Sales:			\$0.00	
Lot #	Green	\$50-99	Lot Sales:	\$2,713.00
Green Sales:			\$2,713.00	
Lot #	Live	Items for live auction	Lot Sales:	\$11,850.00
Live Sales:			\$11,850.00	
Lot #	Packaged	Items pulled to be placed in package	Lot Sales:	\$0.00
			Sales not yet picked up:	\$100.00

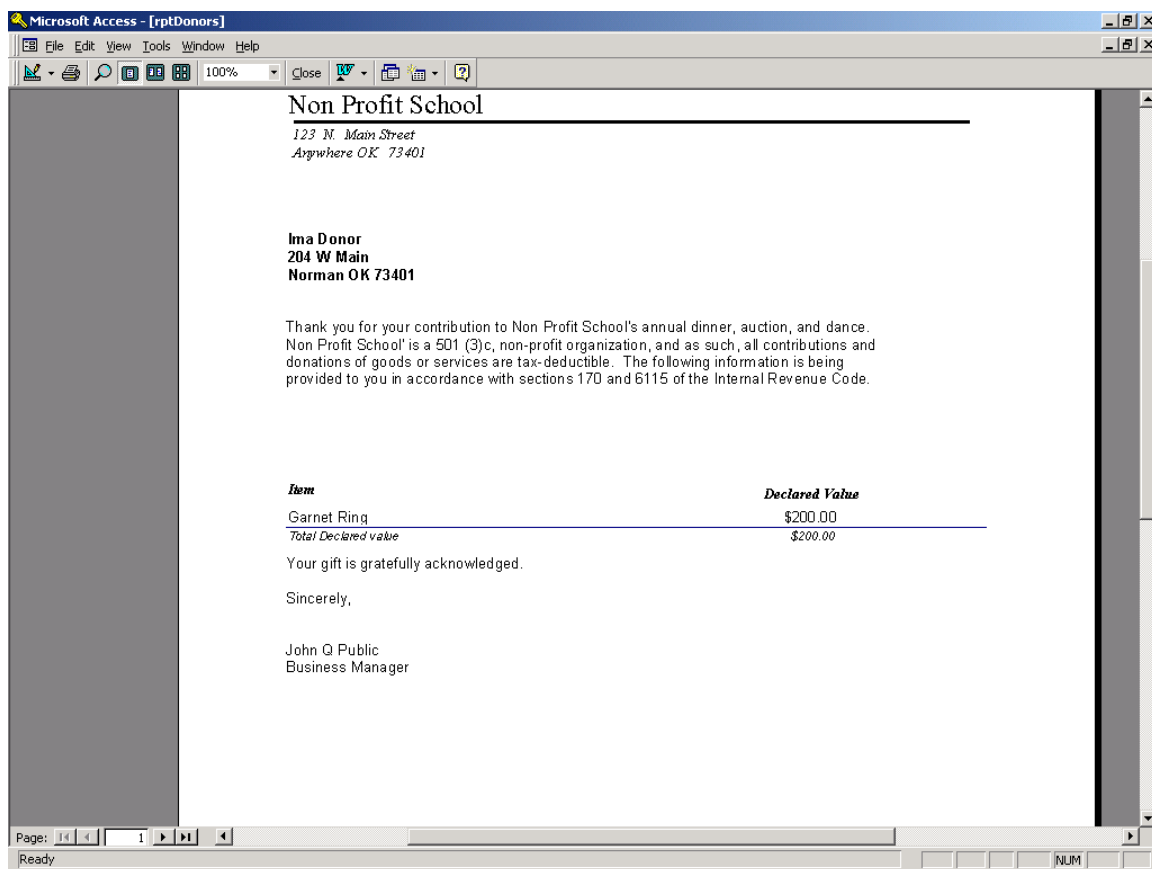
Page: 1

Ready

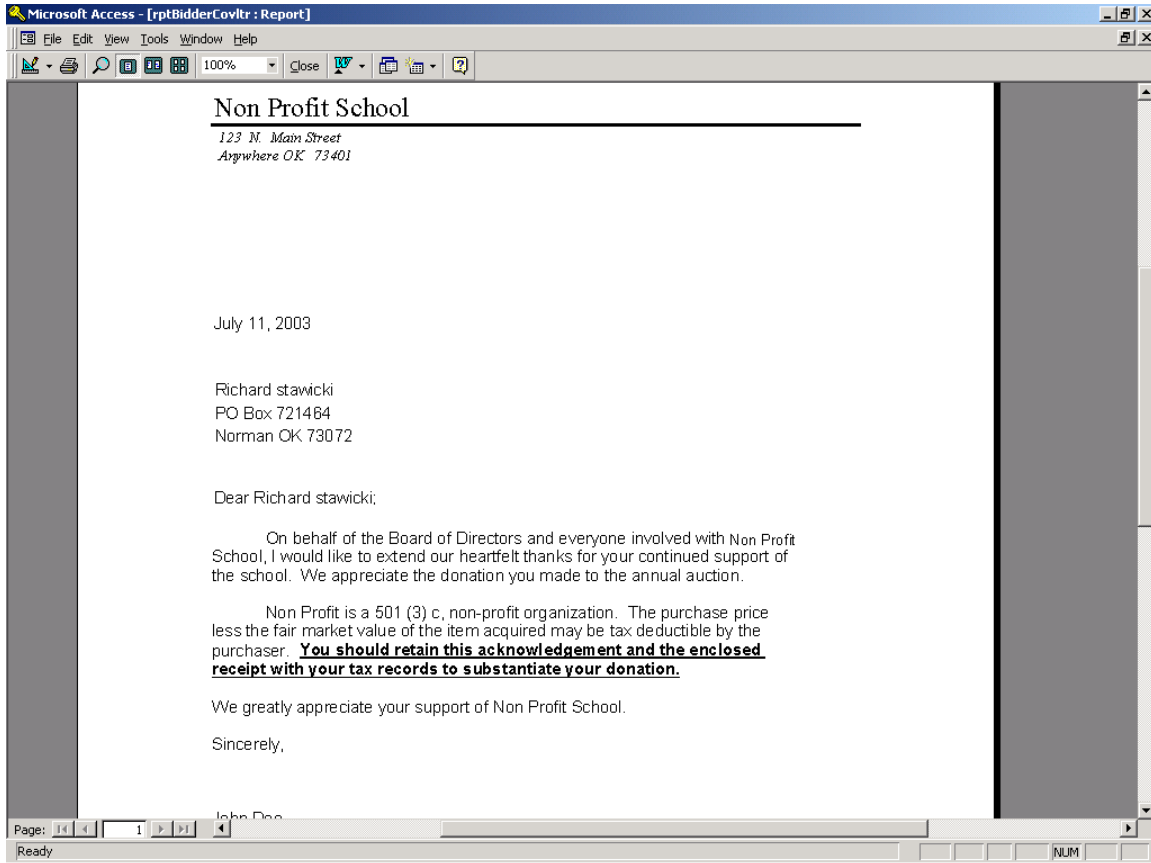
FLTR NUM

Donor Letters

Donor letters use rich text entered in configuration area.



Bidder Cover Letter



Bidder Donation

Microsoft Access - [rptBidderDeduction : Report]

File Edit View Tools Window Help

100% Close

Non Profit School
*123 N. Main Street
Anywhere OK 73401*

July 11, 2003

Richard stawicki
PO Box 721464
Norman OK 73072

Your gift has been recieved:

DATE OF ACCEPTANCE: January 2003

	Fair Market Value	Purchase Price
<u>Garnet Ring</u>	<u>\$200.00</u>	<u>\$220.00</u>
Total	\$200.00	\$220.00

DEDUCTIBLE AMOUNT: \$20.00

Your gift is gratefully acknowledged.

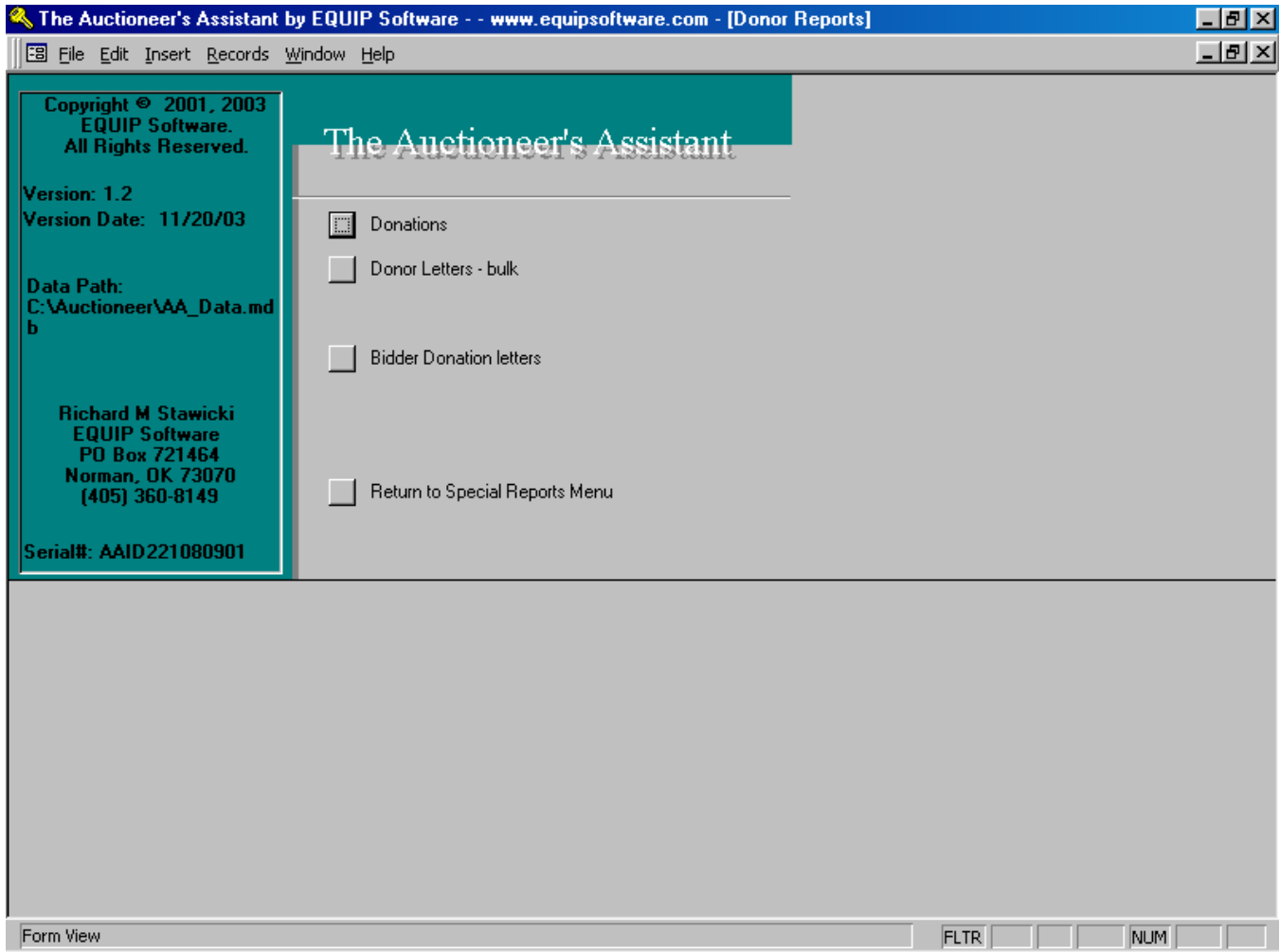
Sincerely,

Page: 1 of 1

Ready

Donor Reports Menu

The Donor Reports Menu is accessed from the Special Reports Menu, providing quick access to inventory information, and donation letters for auction item donations as well as bids which exceed the fair market value of the items sold.




Print Item Labels

Accessed from the Special Reports Menu, this item allows you to print a description of your auction items to various types of labels.

The Auctioneer's Assistant by EQUIP Software - www.equipsoftware.com - [Print Auction Items to Labels]

File Edit Insert Records Window Help

Print Auction Items to Labels 

All Silent Only Live Only

Sheet Feed	Continuous
<input type="radio"/> Avery 5095 (2 1/2 x 3 3/8 - 2 across)	<input type="radio"/> Avery 4144 (15/16 x 2 1/2 - 3 across)
<input type="radio"/> Avery 5096 (2 3/4 x 2 3/4 - 3 across)	<input type="radio"/> Avery 4145 (15/16 x 3 1/2)
<input type="radio"/> Avery 5097 (1 1/2 x 4 - 2 across)	<input type="radio"/> Avery 4162 (15/16 x 3 1/2)
<input type="radio"/> Avery 5160 (1 x 2 5/8 - 3 across)	
<input type="radio"/> Avery 5198 (1 2/3 x 3 1/2 - 2 across)	
<input type="radio"/> Avery 5267 (1/2 x 1 3/4 - 4 across)	
<input type="radio"/> Avery 5371 (2 x 3 1/2 - 2 across)	
<input type="radio"/> Avery 5376 (2 x 3 1/2 - 2 across)	
<input type="radio"/> Avery 5660 (1 x 2 13/16 - 3 across)	
<input type="radio"/> Avery 8160 (1 x 2 5/8 - 3 across)	

Form View NUM