

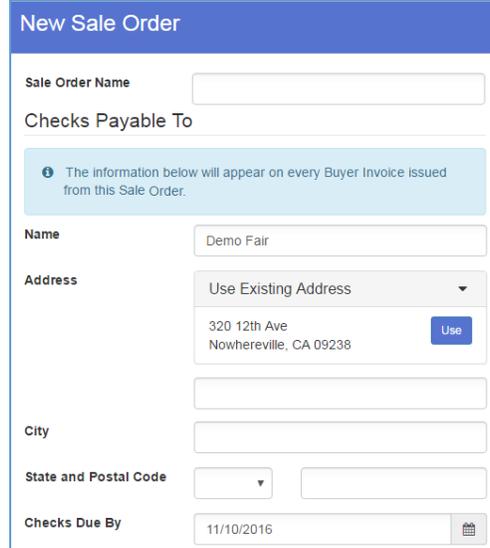
Sale Order

Before you Start

Before a Sale Order can be created, entries must be marked to participate in Sale. Edit the entry from the entry search or check-in screen to mark the sale participation status. If no entries are marked for sale, the Sale Order will not generate.

1. Click on the Sale menu.
2. Select the Order tab.
3. Create a new sale order.
4. On the popup, enter a name for the sale order, the information about the mailing address, and due date.

**Note: the due date must be after the start of the fair and no later than 6 months after the end of the fair.*



New Sale Order

Sale Order Name

Checks Payable To

The information below will appear on every Buyer Invoice issued from this Sale Order.

Name

Address

City

State and Postal Code

Checks Due By

5. Click the Edit button to change the commission percentage, if necessary.
6. Click Configure Sale Order.

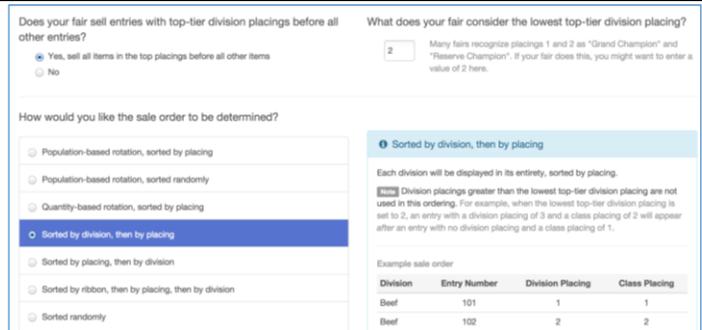


Selected Sale Order:

Buyer checks for this **Market Beef and Swine Sale** are due by **11/10/2016** and should be mailed to the following address. [Edit](#)
Demo Fair, 320 12th Ave, Nowhereville, CA 09238

The Fair is configured to make **0.00% Commission** on each Sale in this Sale Order. [Edit](#)

7. Select the correct option for whether your fair sells entries with top-tier division placings before all other entries at the beginning of the sale (i.e. 1st Place Division placing = Grand Champion).
8. If you select yes, enter the lowest level Division placing that should be considered on the sale.
9. Select how you would like to sort the Sale order. See the description and examples of each sort in the help text at the right.
10. Scroll down and click on the four-sided arrow icon to drag and drop the divisions that will be sold to the Selected Divisions column.



Does your fair sell entries with top-tier division placings before all other entries?
 Yes, sell all items in the top placings before all other items
 No

What does your fair consider the lowest top-tier division placing?
 Many fairs recognize placings 1 and 2 as "Grand Champion" and "Reserve Champion". If your fair does this, you might want to enter a value of 2 here.

How would you like the sale order to be determined?
 Population-based rotation, sorted by placing
 Population-based rotation, sorted randomly
 Quantity-based rotation, sorted by placing
 Sorted by division, then by placing
 Sorted by placing, then by division
 Sorted by ribbon, then by placing, then by division
 Sorted randomly

Sorted by division, then by placing
 Each division will be displayed in its entirety, sorted by placing.
 Division placings greater than the lowest top-tier division placing are not used in this ordering. For example, when the lowest top-tier division placing is set to 2, an entry with a division placing of 3 and a class placing of 2 will appear after an entry with no division placing and a class placing of 1.

Division	Entry Number	Division Placing	Class Placing
Beef	101	1	1
Beef	102	2	2



11. Drag and drop the Selected Divisions to designate which Division entries will be sold first.
12. Options for each division: Enter a default floor price to be applied floored entries, set a “cap” on the maximum sale weight, and enter the Maximum Class Placing sold. Click Continue to go on.

13. Use the up/down arrow buttons at the left side of each entry to drag and drop entries to customize the sale order further.
14. Click Re-create Sale Order if you need to start over or edit any settings from the previous screen.

Entry	Division Placing	Division Ribbon	Class Placing	Class Ribbon	Animals	Total Animal Weight
#5 - Agency, Anna Beef1 Breeding Beef1 20140: Registered Heifers	1st		1st	Blue	Angus, 124	0.00
#67 - Agency, Anna Beef1 Breeding Beef1 20199: Cow/Calf Pair					2345	0.00
#2 - Smith, Sam Beef1 Market Beef1 20250: Crossbred Steers	1st	Purple			8234	980.00

15. If you would like to create a Custom Sale Program, click Edit to begin.
16. Your options include:
 - Paper size and orientation
 - Whether or not to print your fair logo (from Setup>>Fair Details) at the top of the page.
 - To use all upper case, lower case, or title case (None leaves the text as it was entered.)
 - Which columns (and order of columns) to include in your program.

17. Print Options:
 - The Print button will bring up a PDF preview to be printed.
 - Export to Excel is a “clean” Excel spreadsheet in table format.

If you do not wish to create a Custom Sale Program and would prefer to use the Standard Sale Program select Download as...

- Excel is an Excel spreadsheet, with some combined cells and formatting.
- PDF is the print version of that spreadsheet

NOTE: If you wish to print the Default Floor price and a blank area for the Bid price, be sure to print the Sale Program BEFORE editing ANY auction information on the entries from the Auction tab.

