

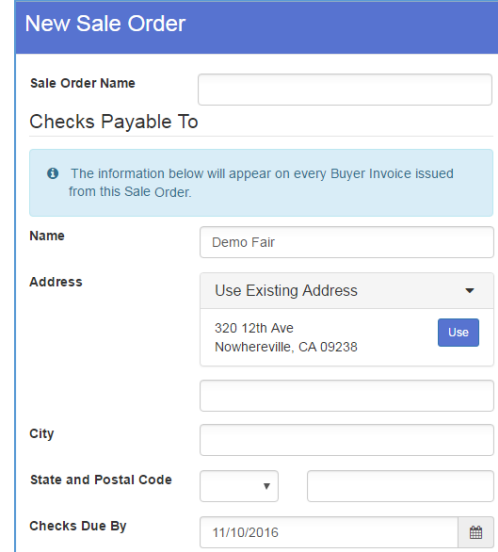
Sale Order

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.

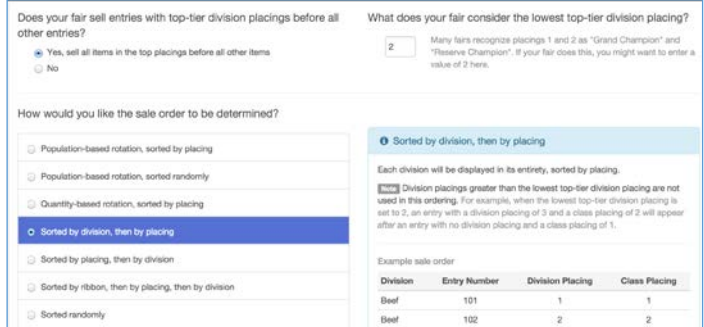
**Note: the due date must be after the start of the fair and no later than 6 months after the end of the fair.*



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



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.



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.

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.

