



Auctioneer CSV Import Guidelines

Thank you for being an auctioneer member of the Auction Sale Finder community. As an auctioneer member you have the ability to import a CSV of your forthcoming auctions, a great way to bulk import your auctions and populate your auctioneer profile.

You will have been provided with an example import file in Microsoft Excel format that you can populate with your auction information, based on the instructions below. In order for you import to be successful, it is important to ensure that all guidelines are followed correctly when constructing your CSV file.

Thanks again for being part of our community.

CSV Format: Column Name & Descriptions

<u>Column Name</u>	<u>Description</u>
Title:	Max 80 characters – plain text only
Body:	Main text content – no character limit - can contain html
Auctioneers Email:	Standard format email address
Auctioneers Website:	Full website address including http:// - https://www.example.com
Auction Address:	Full address of auction location - comma separated – must include postcode
Categories:	Category IDs – as in the table below - multiple values can be colon (:) separated
Date:	UK Date in format - DD/MM/YYYY
Time:	Short time format with postfix - such as 10:30 AM or 5:00 PM
Item Name: *	Special interest item name - on new line all previous fields left blank
Item Details: *	Description field for the item

** Optional – all other columns are mandatory.*

Category ID's for Categories Column

<u>Category Name</u>	<u>Id No.</u>
Farm Dispersal Sales Auctions	1
Collective Plant Machinery Auctions	2
Vehicle Auctions	3
Livestock Auctions	4
Furniture Art and Antique Auctions	6
Industrial Equipment Auctions	7
Straw and Fodder Auctions	8

Creating your CSV

Once you have populated your Excel spreadsheet you will need to export it as a CSV file to be used for the import from your Auction Sale Finder profile.

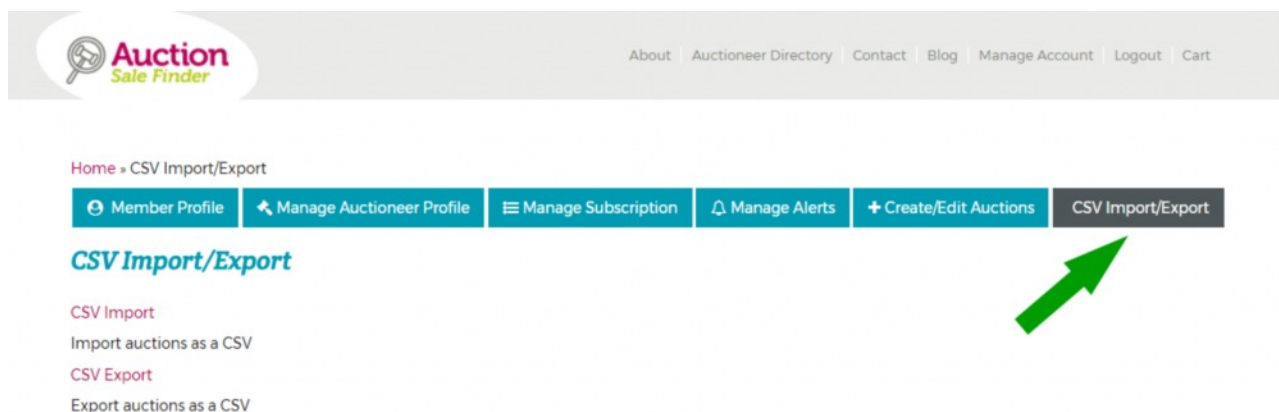
The following guidelines may help:

- In Microsoft Excel, go to File -> Save As
- Click on the drop-down select, immediately below where you enter the filename
- Select CSV (comma delimited) (*.csv) from the File Type drop-down
- Enter a unique name for the CSV file
- Click on Save
- You've done it – you have created your CSV file!

Importing your CSV

Once you have created your CSV file you need to login to your Auction Sale Finder account on the website and click on the 'Manage Account' link in the top menu.

On your account page you will see the 'CSV Import button, see below:



If you then click on the 'CSV Import' link on the left, you will be able to select your CSV file and complete the upload. Remember, a large CSV file may take a while to upload so please be patient.

Once completed your new auctions will be imported, linked to your account and visible on the public Auction Sale Finder website.

Making your Auction Listings Stand Out

When you import your auctions via CSV, there are a number of items that you can't include in the import. You can, however, edit the auction entries from your dashboard to add the following:

- **Upload an Auction Image:** A good image will enhance your auction listing and most likely result in more clicks from potential auction hunters. *By default, the auction listing will use your profile picture / logo as a placeholder.*
- **Upload an Auction Catalogue:** You have the ability to upload a PDF catalogue for your auctions. This is a great idea and will provide a much more in-depth overview of what a particular auction is offering.
- **Modify/Add Auction Items:** As illustrated above, you have the ability to add auction items to your CSV file. However, from the auction edit page, you also have the ability to upload an image for each item and, of course, manually add more items if required. The images and item title/description will appear below your main auction description on your auction page.

Remember, to enhance your auction listing, if you have key items for auction, anything unique or sought after add it to your auction as an auction item –visitors to both the Auction Sale Finder website and the major search engines will find it much easier to locate.

Thank you for your support,

The ASF Team