Livestock Auctions

User Manual

Lot Loading
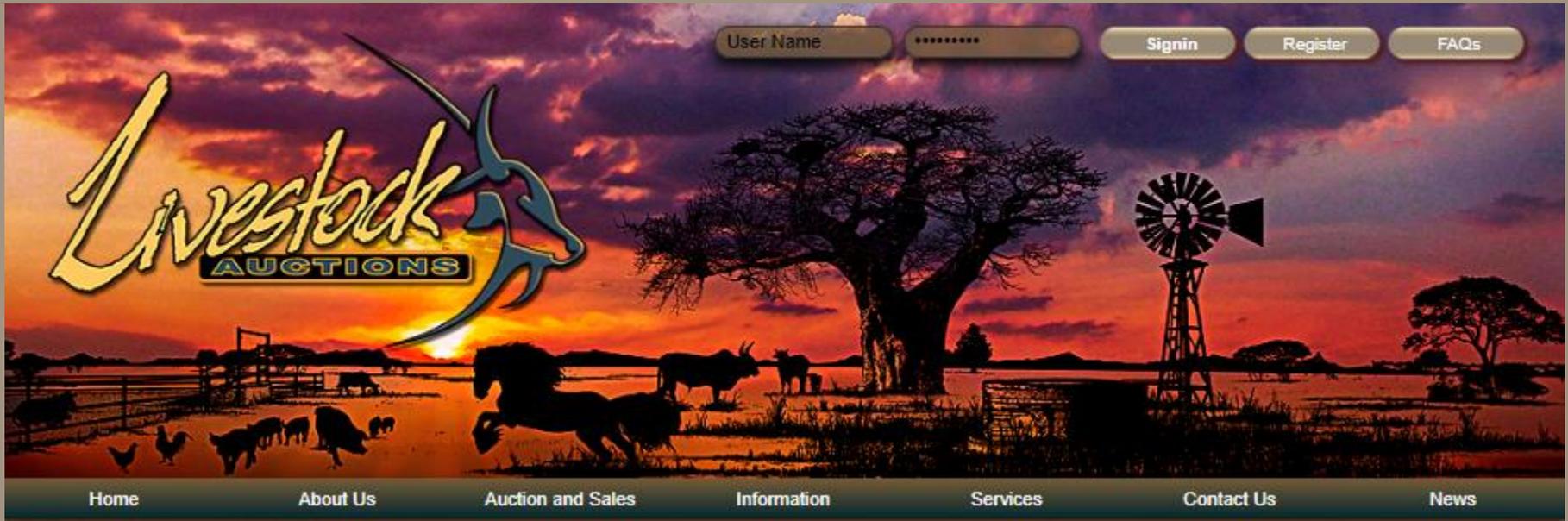
Contents

Livestock Lot Uploading

Contents

Livestock Lot Uploading

01 Login

01 Login

- Open the following URL: **http://www.livestockauctions.co.za**

- Enter your Username and Password and select "**Signin**"

01 After Login – Go to My Profile

- Click on **My Profile**.

- Your profile page will open.

02 My Profile

02 My Profile

Load Live Webcast Auction Lots
- Mixed Category
- Single Specie (Single Animal)
- Single Specie (More than one animal)

Edit Live Webcast Auction Lots
- Mixed Category
- Single Species (Single Animal)
- Single Species (More than one animal)

Edit Catalogue

Load Real-time Online Auction Lots
- Mixed Species
- Single Specie (Single Animal)
- Single Specie (More than one animal)

Edit Real-time Online Auction Lots
- Mixed Species
- Single Species (Single Animal)
- Single Species (More than one animal)

- Go to **Load Live Webcast Auction** or **Load Real-Time Online Lots** and Select the type of lot you want to load.

- **Mixed Category**

Use this option when you want to load a lot with different Categories of the same specie. For example, 1x Bonsmara, 3x Afrikaner and 2x Jersey to be sold as either Per Unit or Per lot.

- **Single Species (Single animal)**

Use this option when you want to load Bonsmara heifers or bull etc, any quantity can be inserted but only have the option to load one set of additional information.

- **Single Specie (More than one animal)**

Use this option when you want to load Bonsmara heifers or bull etc, quantity is limited to 5 but you have the option to load a set of additional information for each animal.
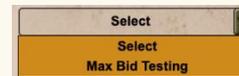
03 Generic loading of information for all types of
LOT loading

03 Generic loading of information for all types of LOT loading

Part of Standard Printing of Catalogue

- **Auction Name** refers to the auction that was loaded by admin. This will reflect on all pages as auction name and reference to the auction.

- **Main List Number:** You can choose any format of loading. When starting when 1, ensure to use 001 for exporting and editing to be in sequence. Can also have lot 001A, 001B etc.

- **Seller of Lot:** If the Seller is not in the dropdown ask the Administrator to activate or create the Seller in Admin.

- **Pricing Principles of Lot** is extremely important. This is the method that the lot will sell for. Lot loaded as 5 quantity and the selling value is R1 000.

LOT SETUP FOR SINGLE SPECIE SINGLE ANIMAL

Back

Auction Name *	: Select
Main Lot Number *	:
Seller of Lot *	: Select
Pricing Principles of Lot *	: ● Per Unit/Animal/Piece ○ Per Lot ○ Per kilogram
Additional Info on Lot	
Lot Insurance *	: Select
In the Ring *	: Select
On Catalogue *	: Select
Delivery Date *	:
Delivery Cost Included *	: Select
Free KM incl in bid price	:
Province *	: Select Province
City/Town *	: Select City
Description *	:
Add Photos of Lot Summary *	: Choose Files No file chosen
Livestock Type *	: Select
Livestock Species *	: Select
Livestock Category *	: Select
Number of Animals *	:
Pricing Basis of Animals	
Average Weight per Lot in Kg	:
Actual Weight per Lot in Kg	:
Would you like to add Additional Animal Information?	: ○ YES ● NO
Enter Security Code *	: sjhgq

☐ * I Agree Terms & Conditions

Validate

Per Unit/Animal/Piece   Per Lot   Per kilogram

- **Per unit** means that the total lot value will be R5 000 (5 quantity x R1000 per unit).

- **Per lot** means that all 5 animals are sold for R1 000 (thus getting R200 per animal).

- **Per Kilogram** means that the total weight of the lot is given to the bidders, and they are bidding in KG pricing (3 animals weight in total 300kg and the bidding price is R10 p.kg. thus, paying in total R3 000).

Additional Information on Lot:

- **Lot Insurance:**

  - Does the seller or auction house include insurance on the lot.

Select
Select
Yes
No

03 Generic loading of information for all types of LOT loading

- **In the Ring** and **On Catalogue:** When In the Ring is **Yes,** the On Catalogue is **No**.

- **In the Ring** refers to the animal on auction being physical at the auction premises and ready to load upon payment.
- **On Catalogue** refers to an animal that is still on the Sellers farm and loading dates to be confirmed.

- **Delivery Date:**
  - **In the Ring** will always be Immediate or Subject to Payment.
  - **On Catalogue** will be a date as supplied by the Seller or Subject to Confirmation.

- **Delivery Cost Included and Delivery Cost Excluded**:
  - Does the Seller arrange transport on behalf of the Buyer and include a certain range of km's for free.
  - If Yes, capture Free KM incl. in bid price.

03 Generic loading of information for all types of LOT loading

- **Province and City** where the animal originate from. This is not the auction venue but the farm from where the animals came.

Select Province	Alberton
Select Province	Alberton
Botswana	Alexandra
Eastern Cape	Atteridgeville
Free State	Benoni
Gauteng	Boipatong
Kwazulu - Natal	Boksburg

- **Description:** Details inserted in the "Description" block is a short summary of characteristics of the animal or his bloodline. Example, Heifers from a F1 Waghu Red Meat Marble Winner.

- **Pricing Basis of Animals:** (To be captured if Per kilogram selected)
  - Average Weight per Unit in KG - Insert 100kg.
  - Actual Weight per Unit in KG - Autosome from admin, total weight / animals = Per KG.
  - Average Weight per Lot in KG - Autosum 100kg x 3 units = R300kg.
  - Actual Weight per Lot in KG - Admin can override average weight to actual weight on auction day.

03 Generic loading of information for all types of LOT loading

- **Add Photos of Lot Summary:**

  - Up to 6 photo's can be loaded per lot. Use multi select to add photo's.
  - Sizing of photos for optimal use **447px by 303px and file size should be less than 500KB.**
  - Confirm that photos are loaded.
  - When **printing the catalogue** only photo 1 and 2 (first two photos of selection) will print. Photos 3 to 6 will only be available for display on the website.

- **Sub Lot Type**: Numerical Alphabetical
  - Select Numeric or Alphabetical.

- **Sub Lot Number:**
  - Depending on your previous selection A or 1

- **Add Image for Sub-Lot:**
  - Select the images for your sub-lot.

LOT SETUP FOR SINGLE SPECIE SINGLE ANIMAL

03 Generic loading of information for all types of LOT loading

- **With Real-Time and Timed Auction**, there is a function "Reserve Price Applicable".
  - When selecting **Yes**, a Reserve Price must be entered, and the LOT can only be sold if the Reserve Price is met.
  - When selecting **No**, the LOT will sell no matter what the price.

Reserved Price Applicable : Yes No

- **Livestock Type**:
  - The Livestock Type is pre-selected by Admin upon creation of the auction.
    - If a single Type is on auction ex. Cattle only, then Cattle is selected.
    - If it is a Sheep, Cattle, Goat auction the Livestock Type will be Mixed.
- This is created on Admin, if a field is not available for selection, please contact the Administrator.

03 Generic loading of information for all types of LOT loading

- Livestock **Species:**
  - Depending on the Livestock Type the dropdown will display the species relevant to the Type.

- Select Livestock **Category**.
  - You can select a category from the dropdown.

- This is created on Admin. If a field is not available for selection, please contact the Administrator.

- Insert the Number of animals.

03 Generic loading of information for all types of LOT loading

- After all mandatory information is inserted, click on **Validate** to ensure that all information is correct.

www.livestockauctions.co.za says

Validated Successfully. Please Click Add Lot button to Submit the Lot

OK

- After successful Validation, the Lot can be added.

03 Generic loading of information for all types of LOT loading

- Example of some of the Errors that might appear
- In the example the following was not inserted;
  - Delivery Date
  - Number of Animals
  - Security Code

www.livestockauctions.co.za says

Please Enter Delivery Date

www.livestockauctions.co.za says

Please Enter Total Number of Animals

www.livestockauctions.co.za says

Please Enter Security Code

www.livestockauctions.co.za says

Validated Successfully. Please Click Add Lot button to Submit the Lot

OK

- Validations is from top to bottom and will give the errors one by one until are al filled in.

04 Additional Information for Single Specie Single Animal, Single Specie more than one Animal and Mixed Category

04 Additional Information for Single Specie Single Animal, Single Specie more than one Animal and Mixed Category

- Always Click **Yes** for Animal Information. This opens the field for all information to be loaded for the animal.
- Insert all relevant information for the animals.
- Limited for print catalogue to 15 lines. Unlimited for viewing on website.
- Select the lines that you would like to print and prioritize them 1-15, lines 16 plus won't print but can be viewed on the website.
- Selecting priority of Main Headings (Bloodline Details / Carcass Details / Embryos Details will determine what Main Heading prints first , second, third etc.)

4.1 Lot Loading: Single Specie (Single Animal)

- Selecting **"Select to Display"** will enable to line to print and Select the **Priority** to the far right will determine the sub-division priority for printing.

- The information that is supplied in these fields will be applicable to all animals in the lot. For example, all animals will have the same carcass details and Embryos Details.

- When the information on each animal is different from the rest, use Single Specie More than one Animal (point 4.2).

- **Enter Security Code:**

  - Scroll to the bottom and insert the security code.

  - Tick "**I Agree with Terms & Conditions**".

  - Click on **ADD LOT** to add the lot.

4.2 Lot Loading: Single Specie (More than one Animal)

- Selecting "**Select to Display**" will enable to line to print, and "**Select the Priority**" in the middle will determine the sub-division priority for printing.

- These fields are created by Admin, check that all lines are created before loaded.

- Each animals' details are loaded separately. This is used when information per animal is not the same, but the price or quality of the animal is suited for it to be sold together.

- **Enter Security Code:**

- Scroll to the bottom and insert the security code.

- Tick "**I Agree with Terms & Conditions**".

- Click on **ADD LOT** to add the lot.

4.3 Lot Loading: Mixed Category

- With mixed category, the first set of photo's that are loaded can be collage of the lot in total or information about the sire and dam converted to a photo.

- **Sub Lot Type**: Do you want it to be Lot001-1 or Lot001-A

- Livestock Type, Specie and Category now refers to your first sub lot (Lot001-1)

- Insert the **number of animals**.

- **Add photos** specific to the animal on sale.

- Insert Additional Information .

- Add **Sub-Lot.**

- **Sub-lot 2** can now be loaded.

- So, you continue until all sub-lots are loaded.

- **Enter Security Code:**

  - When all the sub-lots are loaded insert the Security Code.

  - Tick "**I Agree with Terms & Conditions**".

  - Click on **ADD LOT** to add the lot.

  - Just above the Security Code will be a summary of your lot and the sub-lots.

4.4 Lot Loading: Steps applicable to all three loading methods

- After all lots are loaded, there is a **Go Edit** for each type.

- Select the Auction and **Submit**. (Top Image)

- The user needs to activate all the lots that was loaded to enable Admin to activate as well.

- Only after Admin activates the lot it will appear on the front end of the website.

- Click on **Status** and Select **OK** on the Pop Up.

- Now the lot is active for Admin to final "approve".

- Lot can be edited, viewed or deleted from this screen.

- GIF can be loaded, short video footage of animal. The bigger the video clip, the slower it will load. Between 1mb and 2mb is optimal.

- Click on **Gif** and select where the file is saved on your pc.

"80%"
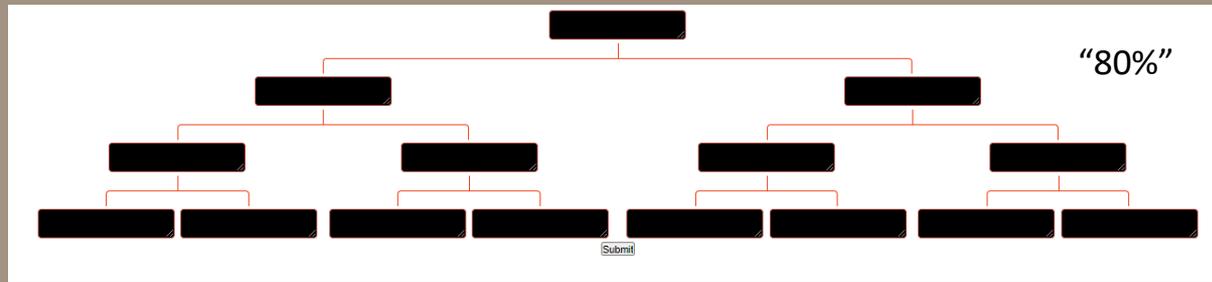
4.4 Lot Loading: Steps applicable to all three loading methods

- You can upload the Family Tree from this page.
- When your Family Tree page opens like the top image, set your browser view to 80%.

05 View Products loaded

5.1 Website view – Single Specie Single Animal

5.2 Website view – Single Specie more than one Animal

5.3 Website view – Mixed Categories

06 Print PDF Catalogue

06 Print PDF Catalogue

07 Administrator activation of lots

07 Administrator activation of lots

URL: http://www.livestockauctions.co.za/admin/login.php
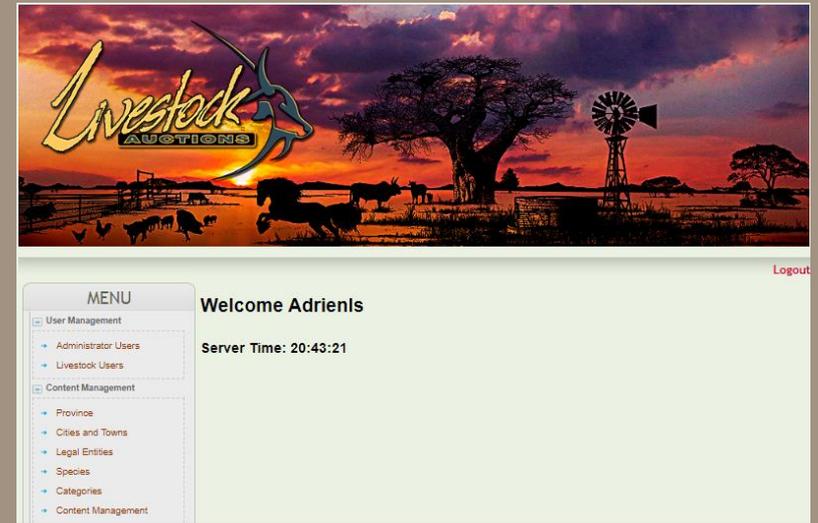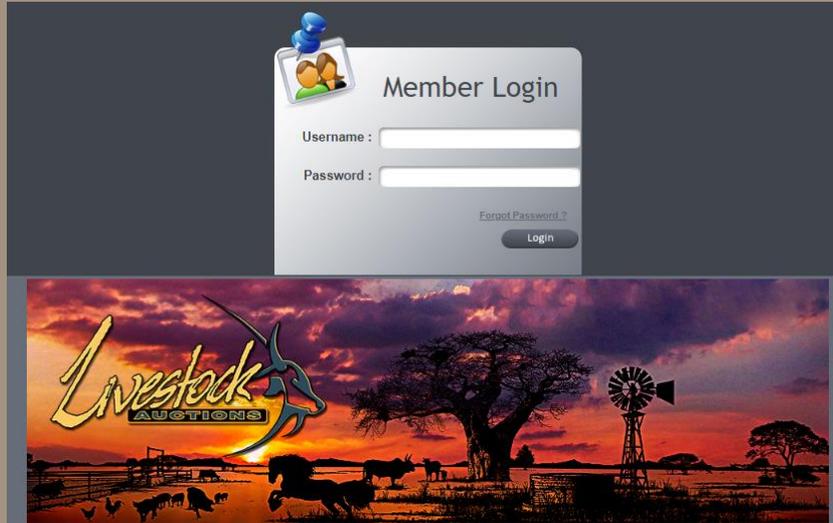
Enter your **username** and **password** then select **Login**.

The user that sets the Increment value and Opening Bid value is the same user that is Administrator on auction day.

Create a separate Admin profile for this specifically.

7.1 Activation of Live Webcast Auction Lots

- Scroll down to **Live Webcast Auction**.

- Select "**Live Webcast Auction Lots**".

- Insert auction information and **Submit**.

- Always use Lot Selection "**All**".

- All lots loaded by users will appear. For the lots to show on the front end of the website, Admin needs to activate the lots. Click on **Activate all Lots**.

- Select **OK.**

7.1 Activation of Live Webcast Auction Lots

- Re-enter auction details and **Submit.**

- All lots are activated and on the front end of the website.

- User front end.

Live Webcast Auction Management

- Register Live Webcast Auction
- List Live Webcast Auctions
- Information For Buyers Live Webcast Auctions
- Live Webcast Auction Lots
- Closed Live Webcast Auctions
- Removed Live Webcast Auctions
- View Transaction Reports
- Archive Live Webcast Auction Images
- Clear Temporary Tables
- Live Webcast Sellers
- Export Catalogue
- Export Auction Details
- Export Print Catalogue

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7.1 Activation of Live Webcast Auction Lots

- Setting default starting interval for each lot to give the administrator a bit of breathing space when online bidding is very fast.

- Always ensure that the Lot Interval is the same as the quick bid buttons, otherwise the bidding won't be in sequence.

- Select the auction and the Lot Selection "**All**" and click on **Submit**.

- Set the interval value of each lot corresponding with the quick bid increment values.

- Insert the Opening Bid per lot, this is the first automatic bid of each lot as soon as it opens. Per Kg bidding do not have an opening bid due to the fact that the actual weight is only inserted on opening of the lot and the animal/s are scaled.

Live Webcast Auction Management

- Register Live Webcast Auction
- List Live Webcast Auctions
- Information For Buyers Live Webcast Auctions
- Live Webcast Auction Lots
- Closed Live Webcast Auctions
- Removed Live Webcast Auctions
- View Transaction Reports
- Archive Live Webcast Auction Images
- Clear Temporary Tables
- Live Webcast Sellers
- Export Catalogue
- Export Auction Details
- Export Print Catalogue

View Livestock LWA Lots   Back

Auction: Vendor Management   Lot Selection: All   Submit   Activate all lots

Lot No	Livestock Type	Livestock Specie	Lot Type	Lot Interval	Opening Bid	Status	View	Edit	Del	MaxBid
Lot 001	Cattle	Cattle - Angus	Per Unit	R 0	R 0	⭐	🔍	✎	✖	R 0

7.1 Activation of Live Webcast Auction Lots

- When all Lot Interval and Opening Bid inserted the Lot Listing is now complete.

Live Webcast Auction Management

- Register Live Webcast Auction
- List Live Webcast Auctions
- Information For Buyers Live Webcast Auctions
- Live Webcast Auction Lots
- Closed Live Webcast Auctions
- Removed Live Webcast Auctions
- View Transaction Reports
- Archive Live Webcast Auction Images
- Clear Temporary Tables
- Live Webcast Sellers
- Export Catalogue
- Export Auction Details
- Export Print Catalogue

View Livestock LWA Lots

Auction: [Final Testing 02 June 2022 ▾]   Lot Selection: [All ▾]   [Submit]   [Activate all]

Lot No	Livestock Type	Livestock Specie	Lot Type	Lot Interval	Opening Bid	Status	View	Edit	Del
Lot 001	Cattle	Cattle - Bonsmara	Per Kg	R 0.2		⭐	🔍	📝	❌
Lot 002	Sheep	Sheep - Bosvelder	Per Lot	R 100	R 1001	⭐	🔍	📝	❌
Lot 003	Pigs	Pig - Hampshire	Per Unit	R 200	R 0	⭐	🔍	📝	❌
Lot 004	Poultry	Red Junglefowl	Per Unit	R 200	R 0	⭐	🔍	📝	❌
Lot 005	Horses	Horse - Appaloosa	Per Lot	R 200	R 0	⭐	🔍	📝	❌
Lot 006	Goats	Goat - Dairy Goat	Per Kg	R 200		⭐	🔍	📝	❌
Lot 010	Cattle	Cattle - Ayrshire,Cattle - Drakensberger,Cattle - Angus	Per Kg	R 0.02		⭐	🔍	📝	❌

7.2 Activation of Real-Time Auction Lots

- Scroll down to **Real-Time Auction**.

- Select "**Auction Lots RTOA**"

- Insert auction information and **Submit**.

- Always use Lot Selection "**All**".

- All lots loaded by users will appear. For the lots to show on the front end of the website, Admin needs to activate the lots. Click on **Activate all Lots**.

- Select **OK.**

7.2 Activation of Real-Time Auction Lots

- Enter the auction commission applicable.
- This is the total commission payable by the seller to the auction house.
- When printing the transaction report, it will auto sum the commission from the selling price.
- Each lot can have its own commission.
- Click on **Submit.**

Real-time Online Auction Management navigation menu:
- Register Auctions RTOA
- List Auctions RTOA
- Information For Buyers RTOA
- Auction Lots RTOA
- Closed RTOA
- Removed RTOA
- Live Auctions RTOA
- Transaction Reports RTOA
- Archive RTOA Images
- Clear Temporary Tables
- Real Time Sellers
- Export Catalogue
- Export Auction Details
- Export Print Catalogue

Add Lot Commission   Back

Lot Number	:	Jan20220405
Lot Price	:	R3 000
Commission Type	:	Standard 2.5%

submit

View Real-time Online Auction Lots

Auction Name: User Manual Lot Activation   Lot Selection: All   Submit

7.2 Activation of Real-Time Auction Lots

- All lots are activated and on the front end of the website.

- User front end.

7.2 Activation of Real-Time Auction Lots

- Scroll down to **Real-Time Auction.**

- Enter the auction commission applicable.

- This is the total commission payable by the seller to the auction house.

- When printing the transaction report, it will auto sum the commission from the selling price.

- Each lot can have its own commission.

- Click on **Submit.**

- Re-enter auction details and **Submit.**

7.2 Activation of Real-Time Auction Lots

- All lots are activated and on the front end of the website.

- User front end.

Real-time Online Auction Management

- Register Auctions RTOA
- List Auctions RTOA
- Information For Buyers RTOA
- Auction Lots RTOA
- Closed RTOA
- Removed RTOA
- Live Auctions RTOA
- Transaction Reports RTOA
- Archive RTOA Images
- Clear Temporary Tables
- Real Time Sellers
- Export Catalogue
- Export Auction Details
- Export Print Catalogue

7.3 Activation of Timed Auction Lots

- Scroll down to **Timed Online Auction**.

- Select "**Auction Lots TA**".

- Insert auction information and **Submit**.

- Always use Lot Selection "**All**".

- All lots loaded by users will appear. For the lots to show on the front end of the website, Admin needs to activate the lots. Click on **Activate all Lots**.

- Select **OK**.

7.3 Activation of Timed Auction Lots

- Enter the auction commission applicable.
- This is the total commission payable by the seller to the auction house.
- When printing the transaction report, it will auto sum the commission from the selling price.
- Each lot can have its own commission.
- Click on **Submit**.

- Re-enter auction details and **Submit**.

Real-time Online Auction Management

7.3 Activation of Timed Auction Lots

- All lots are activated and on the front end of the website.

- Click on **dropdowns** to set minute interval, opening values and interval increment.
- User front end.

08 Administrator editing of lots

08 Administrator editing of Lots

- Admin also has an option to edit lots when needed.

- This is not recommended, rather let the user fix their own errors.

- Select "**Edit**".

08 Administrator editing of Lots

- Information can be edited.

08 Administrator editing of Lots

- Upon edit of Livestock Species and Category the Number of Animals must be re-inserted.

08 Administrator editing of Lots

- **Enter Security Code:**

  - Scroll to the bottom and insert the security code.

  - Tick **"I Agree with Terms & Conditions"**.

  - Click on **UPDATE LOT**.

Testing Standard SingleSpec,2021-12-07 07:00:00,Dec20210574

IL info@livestockauctions.co.za
To adrien.viljoen@yahoo.com

Fri 12/03

Thank you for editing lot for Testing Standard SingleSpec

Your lot details edited are as follows

Name of Auction : Testing Standard SingleSpec

Date of Auction : 2021-12-07 07:00:00

WLA Lot Number : Dec20210574

JCLA Auction Lot Number : 201

08 Administrator editing of Lots

- Upon editing of each lot, the Administrator will receive an email about the changes.

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END

For assistance, please contact us on 082 416 8888