

Pre-Auction App Tutorial

Cataloging and warehouse placement

Install pkgPlace cataloging app

Apple iOS

<insert location ie. visit apple store>

<apply for credentials as this is a paid service but only available to auctions upon request>

- [Auction Set Up](#)

Android

Visit Google Play store and search pkgPlace. There you will see the most current version of the app. Alternatively, click the link below.

For credentials, please reach out to your pkgPlace contact. This person will set you up with a username, using your email, and a password that can be changed.

- [Auction Set Up](#)

Create an auction

'Create auction' is the location for the items and lots. Once the auction is ready, it can be uploaded to HiBid for an upcoming auction.

To start, make sure 'Auctions' is selected in the bottom icon bar, then click on the '+' in the top right corner. Here you can populate details specific to the upcoming auction.

Click 'Submit' to complete the process.

Adjust stock images uploaded

On the bottom toolbar, select 'Settings'. Select Lot Stock Image Export Limit. Select the number of images to upload. This is the maximum preferred. Select 'Save'.

Create blank lots with labels

Once an auction is created, the next step is to create lots. We have a very easy way to create lots and labels at the same time.

Start by selecting 'Cataloging' from the icons in the toolbar at the bottom of the screen.

Then in the top left corner, select the '+' icon. Add the date and title of the auction. Select the number of labels required (max of 250 at a time).

Once all the information has been completed, select 'submit'. A .PDF file will be emailed to the user's email. The labels are created in a 4x2 thermal label format.

The next step is to add the details to the newly created lots.

Add details to new lots

The fastest and easiest way to create lots.

Click on the 'cataloging' icon in the lower toolbar. This opens the scanner in 'cataloging' mode. Scan the lot label (previously created).

Once the lot label is scanned, you will be directed immediately to the items.

There are **four** ways to populate the needed information.

1. **Scanning** - on the right side of the search bar, touch the 'scan icon' to open a scanner used to scan the barcode of the item. This is usually the easiest way to find the information the cataloger is looking for.
2. **Item Database** - search a database of all items cataloged since your auction has been using the app.

3. **Web Search** - similar to a Google search, enter a few key words (ie. Yeti 32 oz) to capture the information from the internet.
4. **Amazon URL** - here you can use a lens or search in Amazon to find the item information. Copy the link and paste it into the search bar to access this item information.

You will be directed to the 'Create Entry' screen. Populate any additional information, such as images (by touching the arrow), condition (by selecting the best option), and location ID (the shelf location where the item will be).

Select 'Submit' if it is a new item or 'Save' if editing. The lot is created.

Export an auction

To export an auction for import into HiBid or other auction listing sites, a few steps are needed.

1. Select 'Auctions' on the bottom toolbar.
2. Select 'Auctions' on the bottom toolbar.
3. Select the auction to be exported.
4. Then in the top right corner, select the 'i'.
5. On the bottom toolbar, select the 'Export' button.

A notification will popup notifying you that your auction has been successfully exported. Please visit your email inbox for the file.

Edit item/lot details

The best way to edit an existing lot is to scan the barcode.

Alternatively, if the auction location is known, select 'Auctions' and then select the auction.

If the item is in the general item catalog, select 'Items' from the bottom toolbar. Then select 'Item Database' and start typing the some details on what you are looking for into the search bar.