Auction Form

Looking up Property

On opening the "Auction Form," only the bottom portion of the form will be visible.

Sale Type

If there is only one sale type for the selected sale date, the "Sale Type" drop-down list will fill itself with the correct sale type. If there are multiple sale types on the same day, the user must manually select the sale type of the current sale.

Sale Date

The sale date used in the "Auction Form" is the same sale date selected in the "Auction Menu." To change the date, you must change the date in the "Auction Menu" and re-open the "Auction Form."

Lookup Control

Enter a property's control number here to pull its information into the "Auction Form." The program will not allow a property with a mismatched sale date to be entered (E.g., if the selected sale date is 9/17/2021, you cannot enter a control number for a property whose sale date is 8/27/2021).

Entering Sale Info

Bidder Number

Once a property's control number has been entered, you can select which bidder bought the property by clicking the drop-down list next to "Bidder Number." Bidders registered for a different sale date will not appear in the list.

Sale Price

To enter the sale price, edit the "Sale Price" field on the right side of the form. A warning message will appear if the amount spent by the bidder exceeds the bidder's bidding limit.

Printing Auction Form Details

To print the details from the "Auction Form," press the [Print] button once all the information on the form is filled.

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