

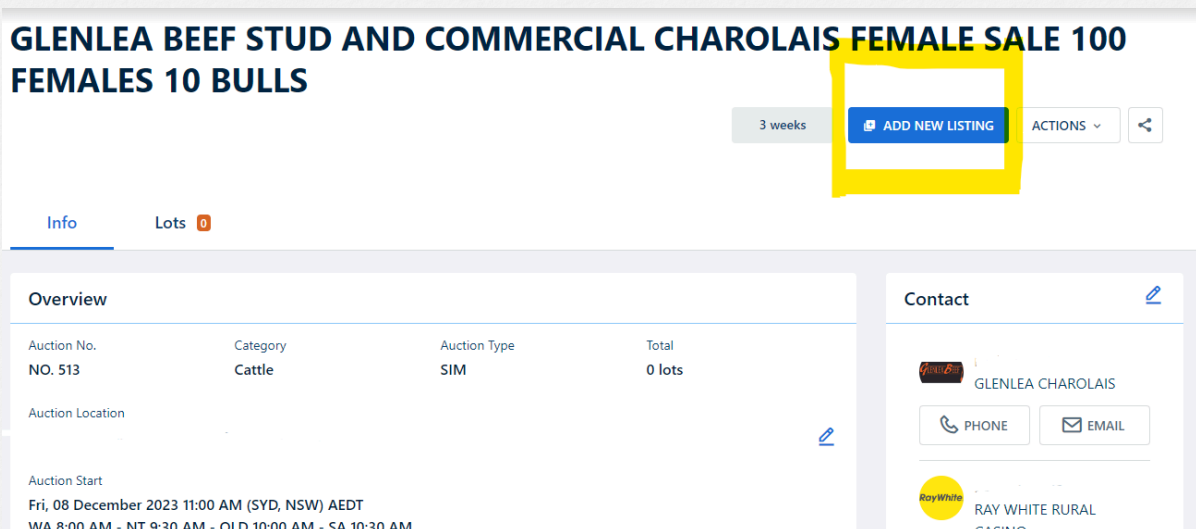
How to use the AuctionsPlus Listing Portal - Media Upload

- As the main agent/or media manager you will be assigned as an auction manager for the sale. This will allow you to access the listings portal to upload and edit media.
- Access will be granted to any other agent account upon request from the vendor or main agent.
- In order to be able to edit and manage media for your online catalogue, you will need to find your sale in upcoming auctions and follow the bellow steps:


Accessing Listing Portal

Click on the blue “Add New Listing” button


- Note: This tab will only be available when the auction is in its pre-released stage, any edits to the listings when the sale is built, you will need your assigned Market Operator to open the sale for listing edits.
- Note: Media is always accessible to be managed even when in its “Built” stage.





GLENLEA BEEF STUD AND COMMERCIAL CHAROLAIS FEMALE SALE 100 FEMALES 10 BULLS



3 weeks **ADD NEW LISTING** ACTIONS 


Info Lots **0**

Overview			
Auction No. NO. 513	Category Cattle	Auction Type SIM	Total 0 lots
Auction Location 			
Auction Start Fri, 08 December 2023 11:00 AM (SYD, NSW) AEDT WA 8:00 AM - NT 9:30 AM - QLD 10:00 AM - SA 10:30 AM			

Contact 

 GLENLEA CHAROLAIS

 PHONE  EMAIL

 RAY WHITE RURAL CASINO

Managing Media

Individual Lots:

- In order to individually manage media such as add, delete, change or rearrange photos, videos, documents, links or a stud Logo, simply select the lot, or select Actions, then Edit.

<input type="checkbox"/>	Order#	Lot Identifier	Listing Id	Title	Price	Details	Attachments	Status	Last Updated
<input type="checkbox"/>	1	Lot 1	774300	Tag - 369		Valma Poll Herefords Poll Dorset's & White Suffolks Poll Dorset WHITEMORE, TAS 7301 Contact Person: Mark Webb		Published	
<input type="checkbox"/>	2	Lot 2	774301	Tag - 300		Valma Poll Herefords Poll Dorset's & White Suffolks Poll Dorset WHITEMORE, TAS 7301 Contact Person: Mark Webb		Published	
<input type="checkbox"/>						Valma Poll Herefords Poll Dorset's & White Suffolks Poll Dorset WHITEMORE, TAS			

Actions

Edit

View

Copy

- From there select the “Media” tab
- Photos are then able to be dropped in or selected from your computer.
- Use the Video tab to delete or add YouTube links or Video Files in mp4 or mov format.
- PDF files and links can all be attached through the appropriate tab

Bulk Uploading Media

Photos







To bulk upload media (upload multiple photos for multiple lots) photos must be firstly labelled in comparison to the outline below.

PHOTOS

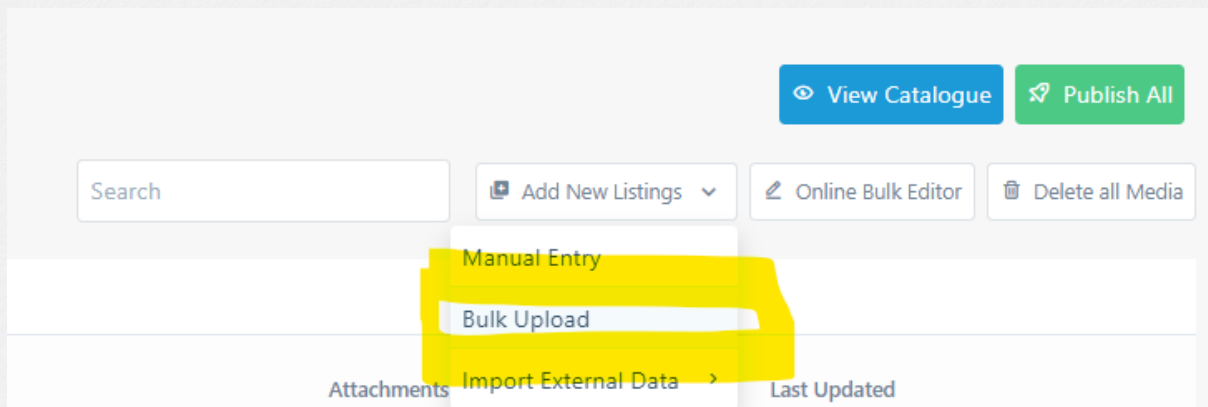
Photos should be saved and labelled according to their lot numbers. **E.g. Lot 1, Lot 2, Lot 3.** If lots have multiple photos they should be labelled with the lot number, full stop, then number in the series. **E.g. Lot 1.1, Lot 1.2, Lot 1.3, Lot 2.1, Lot 2.2, etc.**




'LOT 2.1'

-  LOT 1
-  LOT 2
-  LOT 3
-  LOT 5
-  LOT 6
-  LOT 7.1

- Once labeled accordingly photos then may be selected by the drop down of "Add New Listings" and "Bulk Upload".



- Select the File Naming Options as Lot Identifier



Upload bulk Listings

Information **Photos** Documents Videos Links Logo

Upload images by JPG file *Name your images to reflect the order number or lot identifier

File naming options:

Order No

Lot Identifier

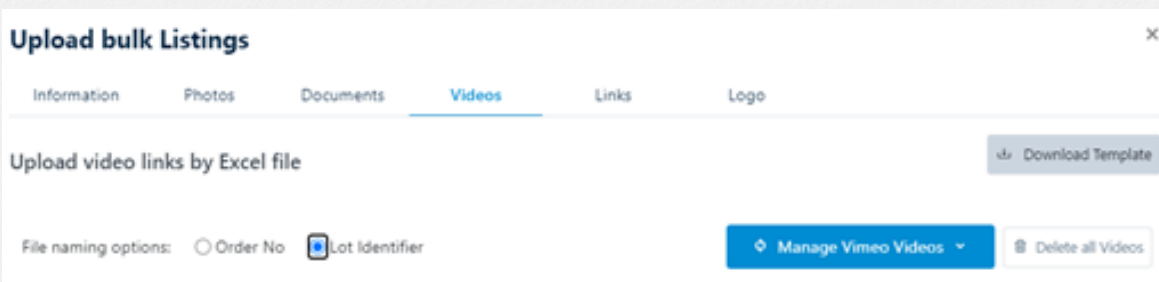
Lot Identifier Prefix

Delete all Photos

- Select files through the browse function or bulk drag into the upload section.
- Note: Only jpg, .gif, .png, .jpeg files are accepted on the platform

Videos

- First select the File Naming Options. Lot Identifier is easier to use if there are replacement lots or lots labelled A or B, then Download Template.



Upload bulk Listings

Information Photos Documents **Videos** Links Logo

Upload video links by Excel file [Download Template](#)

File naming options: Order No Lot Identifier

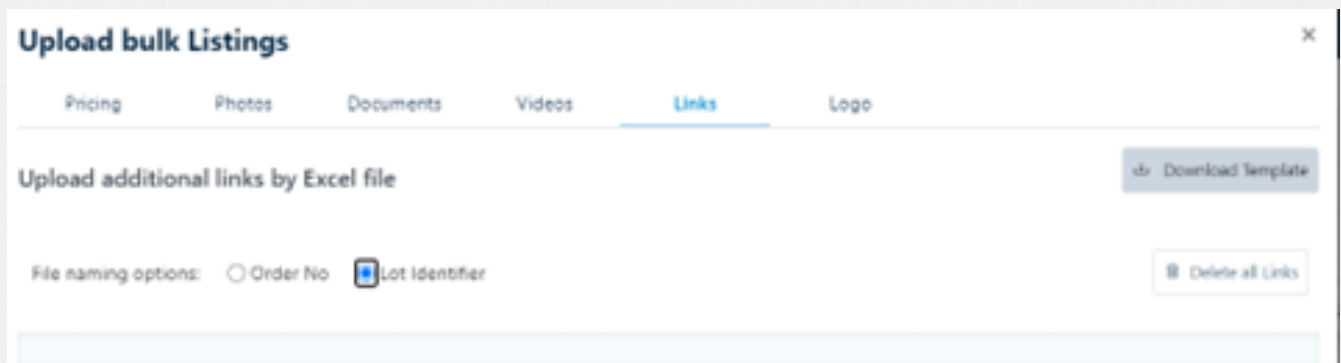
[Manage Vimeo Videos](#) [Delete all Videos](#)

- Use the template to add the Lot videos. This needs to be a URL, platforms like YouTube and Vimeo that create links for the files can be easier to use.

	A	B	C	D	E
1	Lot Identifier	Title	Url		
2	Lot 1	Lot 1	http://youtube.com		
3					

Links

- Download the Template the same way as Videos. Follow the same format of naming. You can bulk upload any ABRI or Genetics links this way.



Logos

- If you have uploaded your Lot Information but have no photos or videos available. You can bulk add the Stud Logo to all lots by simply selecting All as the upload option and then select your logo file or drag and drop it and it will add the single file to all lots. If there are multiple vendors involved in this sale, apply the Lot Identifier Range to bulk add to multiple lots.

