



# Woody Auction

## Working Manual

Version: 1

# General Working Process of Auction

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# Details Working Process of Auction

## Work-1. Bidder Entry (Add, Edit, Delete):


[Top Menu](#)

### 1. Bidder Add:

On the base of company rules and policy for auction, we need to fill-up a Bidder Entry Form in physically and logically (Software). Any person who full-fill woody company auction rules, can request woody company to give him a bidder membership. He/she needs to fill-up registration form.

Go to Auction [Top Page](#) → Woody Auction → Bidder Registration

Person Name *	<input type="text"/>
Address *	<input type="text"/>
Post code *	<input type="text"/>
Country *	<input type="text"/>
Email 1 *	<input type="text"/>
Email 2(optional)	<input type="text"/>
Phone 1 *	<input type="text"/>
Phone 2(optional)	<input type="text"/>
Fax	<input type="text"/>
Company Name	<input type="text"/>
Person Incharge	<input type="text"/>
Membership with other auctioneers	<input type="text"/>

 Confirm

If bidder is known to woody admin, admin can fill-up Bidder registration Form below way.

**Bidder Registration (Menu) → Add Bidder**

Bidder Name	<input type="text"/>
Username	31571343
Password	<input type="password" value="enter password for account"/>
Confirm Password	<input type="password"/>
Company Name	<input type="text"/>
Person Incharge	<input type="text"/>
Address	<input type="text"/>
Post code	<input type="text"/>
Country	<input type="text"/>
Email 1	<input type="email" value="enter email for account"/>
Email 2(optional)	<input type="email"/>
Phone 1	<input type="text"/>
Phone 2(optional)	<input type="text"/>
Fax	<input type="text"/>
Membership with other auctioneers	<input type="text"/>
Status	Active
Permission	Approve

After fill-up all necessary fills information, click on **Save** button

## 2. Bidder Registration Mail Check :

[Top Menu](#)

To become a bidder member anybody can fill-up bidder registration form. After confirming registration form, this registration will add in request registration table. Admin of woody company, need to check this mail. If new bidder information is ok, then admin can approve it (Please check Name, Email, Phone, Fax, Address information are correct or not).

## 3. Black list bidder:

[Top Menu](#)

If a bidder several times breaks woody company auction rules, admin of auction can change this bidder registration permission **Active** to **Black listed**

**Bidder Registration → View Bidder List → Edit Profile**

In Edit Profile form, change permission **Active** to **Black listed**

Permission	Black listed
	Approve
	Inapprove
	Black listed

## Bidder Edit:

[Top Menu](#)

If need to change particular bidder information, do the below task

Click on **Bidder Registration** (Menu) → **View Bidder List** (you will see bidder list like below)

Bidder List						
Show 10 entries						
SL	Code	Name	Status	Created_at	Action	
1	93652967	Guest11	active	2022-03-02 15:51:45	<a href="#">Edit Profile</a>	<a href="#">Edit credential</a>
2	36760662	Guest10	active	2022-03-01 10:00:27	<a href="#">Edit Profile</a>	<a href="#">Edit credential</a>
3	45813281	Guest9	active	2022-03-01 09:57:45	<a href="#">Edit Profile</a>	<a href="#">Edit credential</a>
4	73059578	Guest8	active	2022-03-01 09:55:04	<a href="#">Edit Profile</a>	<a href="#">Edit credential</a>
5	45544077	Guest7	active	2022-03-01 09:52:53	<a href="#">Edit Profile</a>	<a href="#">Edit credential</a>
6	19512536	Guest6	active	2022-03-01 09:50:12	<a href="#">Edit Profile</a>	<a href="#">Edit credential</a>
7	5294939	Guest5	active	2022-03-01 09:47:23	<a href="#">Edit Profile</a>	<a href="#">Edit credential</a>
8	36952388	Guest4	active	2022-03-01 09:43:27	<a href="#">Edit Profile</a>	<a href="#">Edit credential</a>
9	47544737	Guest3	active	2022-03-01 09:39:03	<a href="#">Edit Profile</a>	<a href="#">Edit credential</a>
10	72513811	Guest2	active	2022-03-01 09:35:50	<a href="#">Edit Profile</a>	<a href="#">Edit credential</a>

Showing 1 to 10 of 19 entries

Select particular bidder from bidder list and then click on “**Edit Profile**” button. Bidder edit form will open with particular bidder information,

Person Name	Guest11
Company Name	Guest11
Person Incharge	Guest11
Address	Guest11
Post code	123456
Country	Japan
Email 1	Guest11@gmail.com
Email 2(optional)	
Phone 1	09088123456
Phone 2(optional)	
Fax	09088123456
Membership with other auctioneers	
Status	Active
Permission	Approve

Change information as required and then click on “**Update**” button.

### Edit bidder credential:

[Top Menu](#)

If need to change Bidder password, do the below task.

Click on **Bidder Registration** (Menu) → View Bidder List

Bidder List						
Show 10 entries						
Sl.	Code	Name	Status	Create_at	Action	
1	93652967	Guest11	active	2022-03-01 15:51:45	<a href="#">Edit Profile</a>	<a href="#">Edit credential</a>
2	36760862	Guest10	active	2022-03-01 10:00:27	<a href="#">Edit Profile</a>	<a href="#">Edit credential</a>
3	45813381	Guest9	active	2022-03-01 09:57:48	<a href="#">Edit Profile</a>	<a href="#">Edit credential</a>
4	73098179	Guest8	active	2022-03-01 09:55:04	<a href="#">Edit Profile</a>	<a href="#">Edit credential</a>
5	40544077	Guest7	active	2022-03-01 09:52:53	<a href="#">Edit Profile</a>	<a href="#">Edit credential</a>
6	18512536	Guest6	active	2022-03-01 09:50:12	<a href="#">Edit Profile</a>	<a href="#">Edit credential</a>
7	5294939	Guest5	active	2022-03-01 09:47:23	<a href="#">Edit Profile</a>	<a href="#">Edit credential</a>
8	36952166	Guest4	active	2022-03-01 09:43:27	<a href="#">Edit Profile</a>	<a href="#">Edit credential</a>
9	47544737	Guest3	active	2022-03-01 09:39:03	<a href="#">Edit Profile</a>	<a href="#">Edit credential</a>
10	72513811	Guest2	active	2022-03-01 09:35:50	<a href="#">Edit Profile</a>	<a href="#">Edit credential</a>
Showing 1 to 10 of 10 entries						

Select particular Bidder record and click on “**Edit Credential**”, below Password change form will open

Bidder Edit Credential Form

Username

93652967

Password \*

enter password for account

Confirm Password \*

Update

Enter 6 digit numbers in **“Password”** field and same digit in **“Confirm Password”**. Click on **“Change”** button to change password



## Work-2. Necessary Section before Auction

### Category Entry (Add, Edit, Delete):

[Top Menu](#)

**Add Category:** click on **Category** (Menu) → Add Category

Category Add Form

Name (en)

Name (JP)

Status

Active

Save

Fill-up above information then click on “Save”

### Edit Category:

[Top Menu](#)

If need to change particular category information, do the below task

Click on **Category** (Menu) → **View Category** (you will see category list like below)

Category List

Add New

Show 10 entries

Search

Sl.	Name	Name JP	Status	Index	Created At	Action
1	PARTS & ATTACHMENT	部品・アタッチメント	active	0	2022-03-17 13:30:01	<a href="#">Edit</a> <a href="#">Delete</a>
2	VEHICLE	車	active	0	2022-03-17 13:30:02	<a href="#">Edit</a> <a href="#">Delete</a>
3	GENERATOR/COMPRESSOR	発電機	active	0	2022-03-17 13:30:01	<a href="#">Edit</a> <a href="#">Delete</a>
4	FORKLIFT	フォークリフト	active	0	2022-03-17 13:30:02	<a href="#">Edit</a> <a href="#">Delete</a>
5	ROAD EQUIPMENT	道路機	active	0	2022-03-17 13:30:02	<a href="#">Edit</a> <a href="#">Delete</a>
6	EXCAVATOR	掘削機	active	1	2022-11-17 18:22:12	<a href="#">Edit</a> <a href="#">Delete</a>
7	WHEEL LOADER	ホイールローダー	active	2	2022-12-01 18:48:12	<a href="#">Edit</a> <a href="#">Delete</a>
8	BULLDOZER	ブルドーザー	active	3	2022-12-23 18:14:26	<a href="#">Edit</a> <a href="#">Delete</a>
9	CRANE	クレーン	active	4	2022-11-18 14:50:39	<a href="#">Edit</a> <a href="#">Delete</a>
10	CRANES CRANE	クレーンクレーン	active	5	2022-11-17 18:22:15	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 10 of 10 entries

Previous 1 2 Next

Select particular category from list and then click on “**Edit**” button. Category edit form will open with particular category information,

Category Edit Form

Name
PARTS & ATTACHMENT

Name (JP)
部品 & アタッチメント

Indexing
0

Status
Active

Update

Change information as required and then click on “**Update**” button.

## Delete Category:

[Top Menu](#)

To delete unused category do the below task.

Click on **Category** (Menu) → **View Category** (you will see category list like below)

SL	ID	Name	Name JP	Status	Index	Created_at	Action
1		PARTS & ATTACHMENT	部品 & アタッチメント	active	0	2022-02-17 13:31:01	<a href="#">Edit</a> <a href="#">Delete</a>
2		VEHICLE	車両	active	0	2022-02-17 13:30:28	<a href="#">Edit</a> <a href="#">Delete</a>
3		GENERATOR&COMPRESSOR	発電機	active	0	2022-02-17 13:30:01	<a href="#">Edit</a> <a href="#">Delete</a>
4		FORKLIFT	フォークリフト	active	0	2022-02-17 13:29:10	<a href="#">Edit</a> <a href="#">Delete</a>
5		ROAD EQUIPMENT	道路機械	active	0	2022-02-17 13:28:02	<a href="#">Edit</a> <a href="#">Delete</a>
6		EXCAVATOR	掘削ショベル	active	1	2021-11-17 15:22:12	<a href="#">Edit</a> <a href="#">Delete</a>
7		WHEEL LOADER	ホイールローダー	active	2	2021-12-01 18:48:12	<a href="#">Edit</a> <a href="#">Delete</a>
8		BULLDOZER	ブルドーザー	active	3	2021-12-03 15:18:26	<a href="#">Edit</a> <a href="#">Delete</a>
9		CRANE	クレーン	active	4	2021-11-19 14:53:39	<a href="#">Edit</a> <a href="#">Delete</a>
10		CRAWLER CRANE	クローラークレーン	active	5	2021-11-17 15:23:19	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 10 of 13 entries

Previous 1 2 3 Next

Select particular record that needs to delete and click on its **“Delete”** button → click **“Yes”** button to confirm.

## Brand Entry (Add, Edit, Delete)

[Top Menu](#)

**Add Brand:** click on **Brand** (Menu) → Add Category

Brand Add Form

Name (en)

Name (JP)

Status

Active

Save

Fill-up above information then click on “Save”

**Edit Brand:**

[Top Menu](#)

If need to change Brand information, do the below task

Click on **Brand** (Menu) → View Brand

ID	Name	Name JP	Status	Created At	Action
1	MONSTER	MONSTER	active	2023-09-18 09:42:00	<a href="#">Edit</a> <a href="#">Delete</a>
2	MONSTER	MONSTER	active	2023-09-02 14:30:00	<a href="#">Edit</a> <a href="#">Delete</a>
3	MONSTER	MONSTER	active	2023-09-17 14:40:00	<a href="#">Edit</a> <a href="#">Delete</a>
4	MONSTER	MONSTER	active	2023-09-17 14:40:00	<a href="#">Edit</a> <a href="#">Delete</a>
5	MONSTER	MONSTER	active	2023-09-17 14:40:00	<a href="#">Edit</a> <a href="#">Delete</a>
6	MONSTER	MONSTER	active	2023-09-17 14:40:00	<a href="#">Edit</a> <a href="#">Delete</a>
7	MONSTER	MONSTER	active	2023-09-17 14:40:00	<a href="#">Edit</a> <a href="#">Delete</a>
8	MONSTER	MONSTER	active	2023-09-18 17:00:00	<a href="#">Edit</a> <a href="#">Delete</a>
9	MONSTER	MONSTER	active	2023-09-18 17:00:00	<a href="#">Edit</a> <a href="#">Delete</a>
10	MONSTER	MONSTER	active	2023-09-18 17:00:00	<a href="#">Edit</a> <a href="#">Delete</a>

Select particular brand from list and then click on “**Edit**” button. Brand edit form will open with particular Brand information,

Brand Edit Form

Name

HOKUETSU

Name (JP)

HOKUETSU

Status

Active

Update

Change information as required and then click on “**Update**” button.

## Delete Brand:

[Top Menu](#)

if need to delete unnecessary brand, do the below task

Click on **Brand** (Menu) → View Brand

Brand List

Active

Show: 10 items

Search:

ID	Name	Name JP	Status	Created_at	Action
1	HOKUETSU	HOKUETSU	active	2022-09-18 15:42:55	<a href="#">Edit</a> <a href="#">Delete</a>
2	HOKUETSU	HOKUETSU	active	2022-09-18 14:26:58	<a href="#">Edit</a> <a href="#">Delete</a>
3	HOKUETSU	HOKUETSU	active	2022-09-17 14:41:02	<a href="#">Edit</a> <a href="#">Delete</a>
4	HOKUETSU	HOKUETSU	active	2022-09-17 14:38:25	<a href="#">Edit</a> <a href="#">Delete</a>
5	HOKUETSU	HOKUETSU	active	2022-09-17 14:38:22	<a href="#">Edit</a> <a href="#">Delete</a>
6	HOKUETSU	HOKUETSU	active	2022-09-17 14:34:02	<a href="#">Edit</a> <a href="#">Delete</a>
7	HOKUETSU	HOKUETSU	active	2022-09-17 13:57:04	<a href="#">Edit</a> <a href="#">Delete</a>
8	HOKUETSU	HOKUETSU	active	2022-09-18 17:01:52	<a href="#">Edit</a> <a href="#">Delete</a>
9	HOKUETSU	HOKUETSU	active	2022-09-18 17:01:52	<a href="#">Edit</a> <a href="#">Delete</a>
10	HOKUETSU	HOKUETSU	active	2022-09-18 17:01:52	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 10 of 10 entries

Previous 1 2 Next

Select particular brand record and click on “Delete” button. If you sure to delete this record then click “Yes” button to confirm.

## Product Owner Entry (Add, Edit, Delete)

[Top Menu](#)

**Add Product Owner:** click on **Product Owner** (Menu) → Add Owner

User ID: 23069919

Password (5-6 digit): 59753

Owner Name (en):

Owner Name (JP):

Company Name (en):

Company Name (JP):

Person Incharge (en):

Person Incharge (JP):

address: Product owner address

Post code:

Country:

Email 1:

Email 2(optional):

Phone 1:

Phone 2(optional):

Fax:

Status: Active

Fill-up above information then click on “Save”

## Edit Product Owner:

[Top Menu](#)

If need to change or edit Product Owner information, do the below task

Click on **Product Owner** (Menu) → View Owner

SL	Name	Name (JP)	Company	Company (JP)	Status	Created_at	Action
1	WOODY	ウッド			active	2023-11-09 25:13:33	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
2	ALL	オール			active	2023-11-07 25:54:01	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
3	WOODY MARTA WED	ウッド マルタ ウェド			active	2023-11-07 25:48:33	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
4	Woody	ウッド			active	2023-11-09 11:57:40	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
5	Woods	ウッズ			active	2023-11-04 04:18:05	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>

Showing 1 to 5 of 5 entries

Select particular product owner from list and then click on “**Edit**” button. Product owner edit form will open with particular product owner information,

Name (en)	WOODY
Name (JP)	うっできー
Company Name (en)	
Company Name (JP)	
Person Incharge (en)	
Person Incharge (JP)	
address	TOKYO OTAKU 1-4-4
Post code	1460094
Country	JAPAN
Email 1	HAMINA@WOODYLTD.COM
Email 2(optional)	
Phone 1	08013564598
Phone 2(optional)	
Fax	
Status	Active

Change information as required and then click on “**Update**” button.

### **Edit Product Owner Credential:**

[Top Menu](#)

If need to change product owner password, do the below task.

Click on **Product Owner** (Menu) → View Owner

Owner List [Add New](#)

Show 10 entries Search:

SL	ID	Name	Name (JP)	Company	Company (JP)	Status	Created_At	Action
1		WOODY	ウッディ			active	2021-11-19 15:12:22	<a href="#">Edit</a> <a href="#">Edit Credential</a> <a href="#">Delete</a>
2		ALL	オール			active	2021-11-17 15:54:01	<a href="#">Edit</a> <a href="#">Edit Credential</a> <a href="#">Delete</a>
3		WOODY NARITA YARD				active	2021-11-17 15:48:33	<a href="#">Edit</a> <a href="#">Edit Credential</a> <a href="#">Delete</a>
4		Woody	ウッディー			active	2021-10-29 11:57:41	<a href="#">Edit</a> <a href="#">Edit Credential</a> <a href="#">Delete</a>
5		karim	karim.jp			active	2021-10-04 04:18:35	<a href="#">Edit</a> <a href="#">Edit Credential</a> <a href="#">Delete</a>

Showing 1 to 5 of 5 entries Previous **1** Next

Select particular product owner and click on **“Edit Credential”**, below Password change form will open

User ID

45895408

Password

Confirm Password

Enter 6 digit numbers in **“Password”** field and same digit in **“Confirm Password”**. Click on **“Change”** button to change password

## Delete Product Owner:

[Top Menu](#)

If need to delete product owner (before delete, please recheck it is necessary or not), do the below task.

Click on **Product Owner** (Menu) → View Owner

Owner List [Add New](#)

Show 10 entries Search:

SL	ID	Name	Name (JP)	Company	Company (JP)	Status	Created_At	Action
1		WOODY	ウッディ			active	2021-11-19 15:12:22	<a href="#">Edit</a> <a href="#">Edit Credential</a> <a href="#">Delete</a>
2		ALL	オール			active	2021-11-17 15:54:01	<a href="#">Edit</a> <a href="#">Edit Credential</a> <a href="#">Delete</a>
3		WOODY NARITA YARD				active	2021-11-17 15:48:33	<a href="#">Edit</a> <a href="#">Edit Credential</a> <a href="#">Delete</a>
4		Woody	ウッディー			active	2021-10-29 11:57:41	<a href="#">Edit</a> <a href="#">Edit Credential</a> <a href="#">Delete</a>
5		karim	karim.jp			active	2021-10-04 04:18:35	<a href="#">Edit</a> <a href="#">Edit Credential</a> <a href="#">Delete</a>

Showing 1 to 5 of 5 entries Previous **1** Next

Select particular product owner record and click on **“Delete”** button. If you sure to delete the record then click on **“Yes”** button.

## Delivery Place Entry (Add, Edit, Delete):

[Top Menu](#)

**Add Delivery Place:** click on **Delivery Place** (Menu) → Add Delivery Place

Name (en)

Name (JP)

Status

Active

Fill-up above information then click on **“Save”** button.

## Edit Delivery Place:

[Top Menu](#)

If need to change Delivery Place information, do the below task

Click on **Delivery Place** (Menu) → View Delivery Place,

Delivery place List [Add New](#)

Show  entities Search:

SL	Name	Name (JP)	Status	Created_At	Action
1	Consignor	荷送人	active	2022-02-18 09:10:06	<a href="#">Edit</a> <a href="#">Delete</a>
2	Fukuoka	福岡	active	2022-02-18 09:10:07	<a href="#">Edit</a> <a href="#">Delete</a>
3	Hiokata	播多	active	2022-02-18 09:09:48	<a href="#">Edit</a> <a href="#">Delete</a>
4	Koga	コガ	active	2022-02-18 09:09:34	<a href="#">Edit</a> <a href="#">Delete</a>
5	Kikugawa	菊川	active	2022-02-18 09:09:14	<a href="#">Edit</a> <a href="#">Delete</a>
6	Yokohama	横浜	active	2022-02-18 09:09:02	<a href="#">Edit</a> <a href="#">Delete</a>
7	Osaka	大阪	active	2022-02-18 09:08:38	<a href="#">Edit</a> <a href="#">Delete</a>
8	Tomakomai	苫小牧	active	2022-02-18 09:08:22	<a href="#">Edit</a> <a href="#">Delete</a>
9	Kobe	神戸	active	2022-02-18 09:08:11	<a href="#">Edit</a> <a href="#">Delete</a>
10	Narita	成田	active	2022-02-18 09:07:44	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 10 of 10 entries [Previous](#) [Next](#)

Select particular delivery place from list and then click on **“Edit”** button. Below form will open with particular Delivery place information,

Name	<input type="text" value="Consignor"/>
Name (JP)	<input type="text" value="荷送人"/>
Status	<input type="text" value="Active"/>

Change information as required and then click on **“Update”** button.



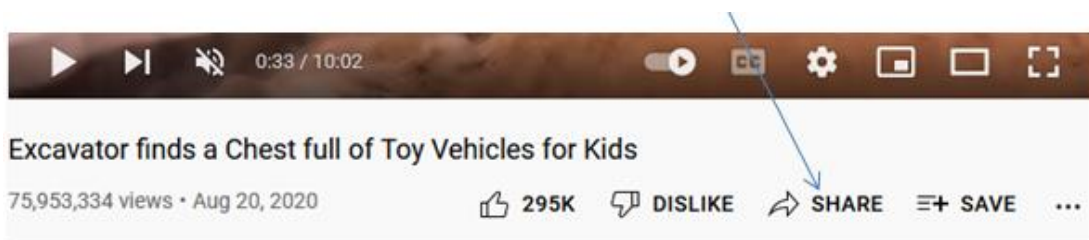
## Product Entry (Add, Edit, Delete):

[Top Menu](#)

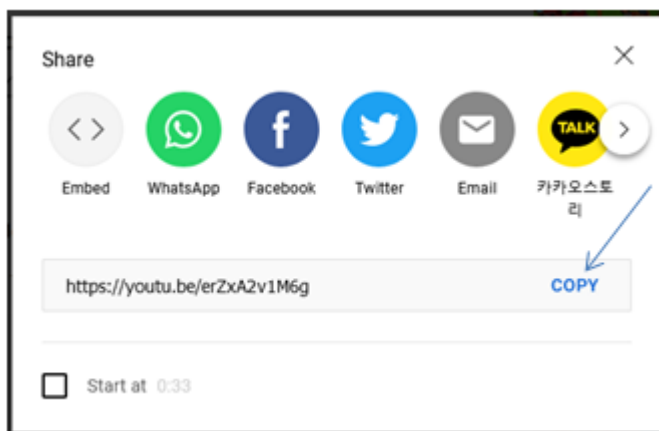
**Add Product:** click on **Product** (Menu) → Add Product

Product Owner *	<input type="text"/> <small>if not exist, click on <a href="#">Add New</a></small>
Category *	<input type="text"/> <small>if not exist, click on <a href="#">Add New</a></small>
Brand	<input type="text"/> <small>if not exist, click on <a href="#">Add New</a></small>
Model No	<input type="text" value="Product model number"/>
Serial No	<input type="text" value="Product serial number"/>
Product Year	<input type="text" value="Product year"/>
Used hours	<input type="text" value="Product used hours"/>
Details Description	<div>Product Details Description</div>
Details Description (JP)	<div>Product Details Description In Japanese</div>
Delivery Place	<div>---</div>
Releasing charge	<input type="text" value="Product releasing charge"/>
Product Conditional Report	<div><input type="button" value="Browse..."/> No file selected.</div>
Product Main Image *	<div><input type="button" value="Browse..."/> No file selected.</div> <div><div>Product Image Size 565x401(px)</div></div>
Video Url (Youtube)	<input type="text" value="Product youtube video url"/>

YouTube Video URL: go to auction YouTube channel and open selected video → click on “SHARE”



Click on “Copy” to copy the link and then paste in product entry form



After Fill-up all necessary information in product add form then click on “**Save**” button. After save product information, software will request to admin to upload multiple images. To upload multiple images, click on “Add More Multiple Image”. Below page will open

Product Image Add More Form [Back](#)

Product Image	Browse...	No files selected.
---------------	-----------	--------------------

[Upload](#)

In above form, click on Product Image “**Browse**” button and select multiple images (maximum 18 images at one time. This way you can upload all image in couple term upload), now click on “**Upload**” button to upload image.

### **Edit Product:**











[Top Menu](#)

If need to change any Product information, do the below task

Click on **Product** (Menu) → View Unsold Products

Unsold Product List Add New

Show 10 entries Search:

SL	Image	Category	Brand	Model	Serial	Status	Created at	Action
1		BULLDOZER	mitsubishi	BD2F	18601153	active	2022-03-18 17:19:01	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add to Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
2		GENERATOR&COMPRESSOR	HOKUETSU	SDG150AS	1553A60079	active	2022-03-18 15:56:04	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add to Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
3		EXCAVATOR	HITACHI	EX200LC-3	14C-85147	active	2022-03-11 16:44:13	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add to Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
4		CRANE	KATO	KR25HV	071846	active	2022-03-11 11:18:35	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add to Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
5		CRAWLER CRANE	SUMITOMO	SC650-2	5C085-1433	active	2022-03-11 10:47:32	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add to Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
6		EXCAVATOR	KOBELCO	SK200LC-6	YQ07-02642	active	2022-03-10 15:28:18	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add to Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
7		EXCAVATOR	KOMATSU	PC210LC-6	30510	active	2022-03-10 11:15:52	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add to Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
8		OTHERS	OTHERS	T750	123456	active	2022-03-02 15:16:47	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add to Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
9		BULLDOZER	brand1	SH123	456789	active	2022-02-18 16:24:14	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add to Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
10		EXCAVATOR	CAT	311CU	CAT7951543	active	2022-02-18 16:16:39	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add to Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 10 of 25 entries Previous 1 2 3 Next

Select particular Product from list and then click on **“Edit”** button. Below form will open with particular Product information,

Category \*

Brand

Model No

Serial No

Product Year

Used hours

Details Description


Details Description (JP)

Delivery Place

Releasing charge

Product Conditional Report

Product Image \*



Product Owner \*

Video Url (Youtube)

Change information as required and then click on “**Update**” button.

## Edit Product Image:

[Top Menu](#)











## Thumbnail Image Change:

If need to change Main Image of particular product then do the below task.

Click on **Product (Menu)** → **View Unsold Product**,

Unsold Product List [Add New](#)

Show  entries Search:

Sl.	Image	Category	Brand	Model	Serial	Status	Created at	Action
1		BULLDOZER	MTSUBISHI	BD2P	18601183	active	2022-09-18 17:18:01	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add in Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
2		GENERATOR&COMPRESSOR	HOKUETSU	SDG150AS	1553A60079	active	2022-09-18 15:56:04	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add in Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
3		EXCAVATOR	HITACHI	EX200LC-3	14C-85147	active	2022-09-11 16:44:13	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add in Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
4		CRANE	KATO	KR25HV	071846	active	2022-09-11 11:18:39	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add in Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
5		CRAWLER CRANE	SUMITOMO	SC650-2	SC085-1433	active	2022-09-11 10:47:32	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add in Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
6		EXCAVATOR	KOBELCO	SK200LC-6	YQ07-09642	active	2022-09-10 15:28:18	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add in Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
7		EXCAVATOR	KOMATSU	PC110LC-6	30510	active	2022-09-10 11:15:52	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add in Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
8		OTHERS	OTHERS	T750	123456	active	2022-09-02 15:16:47	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add in Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
9		BULLDOZER	brand1	SH123	456789	active	2022-02-16 16:24:14	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add in Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
10		EXCAVATOR	CAT	311CU	CAT991543	active	2022-02-16 16:16:39	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add in Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 10 of 25 entries Previous [1](#) [2](#) [3](#) Next

Select particular product and then click on “**Image**” button.

Product [View Unsold Product](#)

Thumbnail/main image




































[Add New Product Image](#) [Delete All Product Image](#)

Click on **“Edit”** button of Thumbnail Image, below edit image form will show

Product Thumbnail Edit Form [Back](#)

Product Thumbnail Image  No file selected.













Click on **“Browse”** button and select suitable image for thumbnail and then click on **“Change Thumbnail”** button

## Image Change of multiple image section:

[Top Menu](#)

If need to change any image of multiple image section, then do the below task.

Click on Product (Menu) → **View Unsold Product,**

SL	Image	Category	Brand	Model	Serial	Status	Created at	Action
1		BULLDOZER	MTSUBISHI	BD2P	18601153	active	2022-03-18 17:59:01	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add to Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
2		GENERATOR&COMPRESSOR	HOKUETSU	SDGL50A5	1553A60079	active	2022-03-18 15:56:04	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add to Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
3		EXCAVATOR	HITACHI	EX200LC-3	14C-85147	active	2022-03-11 16:44:13	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add to Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
4		CRANE	KATO	KR25HV	071846	active	2022-03-11 11:58:35	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add to Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
5		CRAWLER CRANE	SUMITOMO	SC650-2	SC085-1433	active	2022-03-11 10:47:32	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add to Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
6		EXCAVATOR	KOBELCO	SK200LC-6	YQ07-03642	active	2022-03-10 15:28:18	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add to Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
7		EXCAVATOR	KOMATSU	PC210LC-6	30510	active	2022-03-10 11:55:52	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add to Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
8		OTHERS	OTHERS	T750	123456	active	2022-03-02 15:16:47	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add to Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
9		BULLDOZER	Ibend1	SH123	456789	active	2022-02-18 16:24:14	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add to Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
10		EXCAVATOR	CAT	311CU	CA7951543	active	2022-02-18 16:16:39	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add to Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 10 of 25 entries

Previous [1](#) [2](#) [3](#) Next

Select particular product and then click on **“Image”** button to open all image view page.



Click on “**Edit**” button of particular **Multiple Image** and then change as you required.

### Delete All Multiple Images at a Time:

[Top Menu](#)

If need to delete Multiple Image at a time then do the below task.

Click on Product (Menu) → **View Unsold Product,**

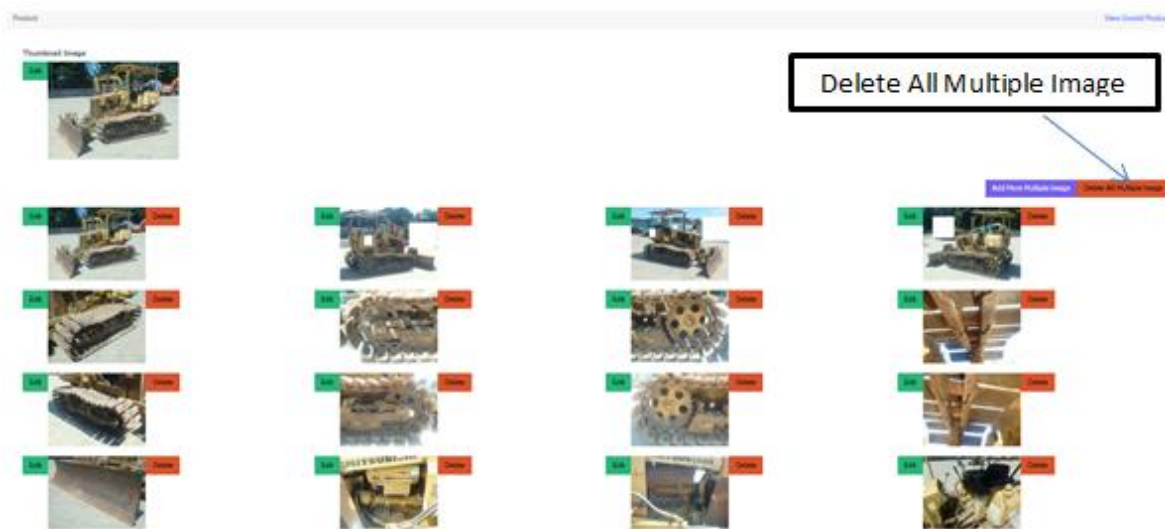
Unsold Product List Add New

Show 10 entries Search:

SL	Image	Category	Brand	Model	Serial	Status	Created at	Action
1		BULLDOZER	MTSUBISHI	BD2P	18601193	active	2022-03-18 17:19:01	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add in Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
2		GENERATOR&COMPRESSOR	HOKUETSU	SDG150A5	1553A60079	active	2022-03-18 15:56:04	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add in Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
3		EXCAVATOR	HITACHI	EX200LC-3	14C-85147	active	2022-03-11 16:44:13	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add in Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
4		CRANE	KATO	KR25HV	071846	active	2022-03-11 11:18:35	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add in Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
5		CRAWLER CRANE	SUMITOMO	SC350-2	SC350-1423	active	2022-03-11 10:47:32	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add in Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
6		EXCAVATOR	KOBELCO	SK200LC-6	YQ07-93642	active	2022-03-10 15:28:18	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add in Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
7		EXCAVATOR	KOMATSU	PC210LC-6	30510	active	2022-03-10 11:15:52	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add in Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
8		OTHERS	OTHERS	T750	123456	active	2022-03-02 15:16:47	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add in Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
9		BULLDOZER	Ibend1	SH123	456789	active	2022-02-16 16:24:14	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add in Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
10		EXCAVATOR	CAT	311CU	CAT951543	active	2022-02-16 16:16:39	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add in Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 10 of 25 entries Previous 1 2 3 Next

Select particular product and then click on “**Image**” button.



Click on “**Delete All Multiple Image**” button → click on “**Yes**” button to delete all images.

## Auction Name Create (Auction Name, Start date time of auction, End date time of auction)

### Add Auction Name:

[Top Menu](#)

Before start auction, admin need to create an **Auction Name** with **auction start date time** and **auction end date time**. After create auction name, admin can add product in that auction.

To create Auction Name, go to admin panel of auction and login. Add user token number in user token no. field and click on “Add” button.

Click on **Auction Name** (Menu) → Add Auction Name, below form will open

Auction Name Add Form

Name	<input type="text"/>
Auction Start:*	<input type="text"/>
Auction End:*	<input type="text"/>

Save

- Give name for auction in "Name" field
- Select auction start date time (don't write)
- Select auction end date time (don't write)





After fill-up above fields value properly, click on **"Save"** button

## Active Auction:

[Top Menu](#)

This section is very much important. After one auction complete. Please create new auction name with date time and after that you need to set its status "Active".

To set upcoming auction active, click on **Auction Name** (Menu) → View Auction Name

Auction List							<a href="#">Add New</a>	
Show	10	entries		Search:				
SL	Auction Name	Auction Start	Auction End	Active	Created_at			
1	Auction 4	03/23/2022 9:30 AM	03/27/2022 5:00 PM		2022-03-23 09:43:24	<a href="#">Edit</a>	<a href="#">Delete</a>	
2	Auction 3	03/18/2022 5:10 PM	03/22/2022 4:00 PM		2022-03-18 17:10:49	<a href="#">Edit</a>	<a href="#">Delete</a>	
3	Auction2	03/18/2022 2:59 PM	03/18/2022 5:00 PM		2022-03-18 15:03:14	<a href="#">Edit</a>	<a href="#">Delete</a>	
4	Auction 1	03/14/2022 10:00 AM	03/17/2022 5:00 PM		2022-03-14 10:58:46	<a href="#">Edit</a>	<a href="#">Delete</a>	

Showing 1 to 4 of 4 entries

Previous **1** Next

Select upcoming auction and make status active

## Add Product in Auction (Add, Edit, Delete)

[Top Menu](#)

If you have created auction name (sated status active) earlier and added all those product in product table that you are going to add in auction then do the below task.

Click on **Product** (Menu) → View Unsold Products













Unsold Product List

Add New

Show 10 entries

Search:

SL	Image	Category	Brand	Model	Serial	Status	Created at	Action
1		BULLDOZER	mitsubishi	BD2F	1B601153	active	2022-03-18 17:19:01	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add In Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
2		GENERATOR&COMPRESSOR	HOKUETSU	SDG150A5	1553A60079	active	2022-03-18 15:56:04	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add In Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
3		EXCAVATOR	HITACHI	EX200LC-3	14C-85147	active	2022-03-11 16:44:13	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Add In Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
4		CRANE	KATO	KR25HV	071846	active	2022-03-11 11:18:35	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add In Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
5		CRAWLER CRANE	SUMIOTOMO	SC650-2	SC065-1433	active	2022-03-11 10:47:32	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add In Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
6		EXCAVATOR	KOBELCO	SK200LC-6	YQ07-03642	active	2022-03-10 15:28:18	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add In Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
7		EXCAVATOR	KOMATSU	PC210LC-6	30510	active	2022-03-10 11:15:52	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add In Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
8		OTHERS	OTHERS	T750	123456	active	2022-03-02 15:16:47	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add In Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
9		BULLDOZER	brand1	SH123	456789	active	2022-02-16 16:24:14	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add In Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>
10		EXCAVATOR	CAT	311CU	CAT951543	active	2022-02-16 16:16:39	<a href="#">Image</a> <a href="#">Video</a> <a href="#">Report</a> <a href="#">Add In Auction</a> <a href="#">Edit</a> <a href="#">Delete</a>

Select the product that needs to add in auction, click on “Add In Auction” button, below auction add form will open

Auction Product



Category

BULLDOZER

Brand

mitsubishi

Model No.

BD2F

Serial No.

1B601153

Model year

1982

Used hour

2747

Auction Entry fee(Product owner) 出展料

0

Inspection fee (Product owner) 点検料

0

Other fee(Product owner) その他費用

0

Successful bid charges(Bidder) 落札料

0

Yard Charge (Bidder)

0

Other chage(Bidder) 搬出作業料

0

Releasing charge(Bidder) 出庫料

0

Auction Bid Start Price\*

300,000

Bid Increase Amount\*

10,000

Selected Auction

Auction 4

Auction Start

03/23/2022 9:30 AM

Auction End

03/27/2022 5:00 PM

Fill-up below field's information properly

- a) Auction entry fees (Owner)
- b) Inspection fees (Owner)
- c) Other fees (Owner)
- d) Successful bid charges (Bidder)
- e) Yard Charges (Bidder)
- f) Other Charges (Bidder)
- g) Releasing Charges (Bidder)
- h) Auction Bid Start Price
- i) Bid Increase Amount

After fill-up above fields value properly, click on "Save For Auction" button to set this product to auction. This way adds all other product in auction.

### Work -3. Auction Observation

[Top Menu](#)

During Auction Biding Time, we need to do below task

- a) We need to visit whole website
- b) If possible some time talk to bidder to know their opinion about auction functionality
- c) When auction end we need to resend winner mail to bidder winner
- d) After an auction end, we need to generate invoice and check all related cost is added in auction or not, if not please add it and regenerate invoice and check again. If everything is ok then send this invoice to bidder by fax one by one.
- e) We will keep all invoice auctions wise. Each auction should have one file named auction name.
- f) Before new auction start, we need to finish previous auction task.

### Work -4. Product Invoice

[Top Menu](#)

#### **Sold Product Invoice Generate:**

After an auction time end, we need to generate all sold product invoice for customer. To generate invoice for customer, click on **Invoice** (Menu) → Customer Invoice


## Auction

### Customer Search Form

Auction End Date

03/27/2022

Search



Select “**Auction End Date**” from calendar and click on “**Search**” button. If data find it will show below way

### Auction Winner Bidder

Auction Winner Bidder List (Search Date: 2022-03-27)

SL	Bidder_ID	Name	Email	Phone	
1	10000000	abc	rahim@gmail.com	123456789	<a href="#">Generate Invoice</a>
2	33099397	Woody	gen@woodyltd.com	0476376694	<a href="#">Generate Invoice</a>

Select particular customer who's invoice need to Generate, click on “**Generate**” button. Like below invoice will generate.

請求書No: WA6202203274059539 2022年03月27日

### 請求書

(WOODYオークション 2022年03月27日)

abc  
振込先No. 10000000

FAX No. 123456789

ウッディー御中  
phone: +81(0)3-5700-4622  
Fax: +81(0)3-5700-4625  
email: info@woodybid.com

振込先銀行: 三井住友銀行~支店 (青森) 1234567 ヌ ウッディー

振込み手数料は貴社にてご負担ください

<「振り込み詐欺」にご注意ください>

振込では「三井住友銀行~支店」のみを振込引当に振込してください。

お支払期限: **2022年04月03日 (水) まで**

注意: 「受取場所」からの振込引当

- 振込の場合は必ず前日までに出金日、返済額を弊社にご連絡ください。当日連絡は振込不可もしくは10,000円の「追加料金」がかかります
- 引取り時、安全に搬送があるトラック・ドレーワー等で行われた場合、及び手配した運送会社が事業用自動車 (積ナンバー) でない場合は現地で積み込み作業をお願いする場合があります。
- 「未搬入」の場合、入庫状況を弊社までお問い合わせください。三浦県内からの場合、1~2週間お時間をいただくことがあります。
- 「搬入済」「出庫後ヤード」の場合、「支払後7営業日以内の引取り」を要請してください。\*要請されない場合は当社の設備の安全は保証できません。

例、搬入後15日目から「振替引」がかかります。

次回WOODYオークションは10月21日 (A) 18:00終了です  
次回のご参加をお待ちしております

Check all the charges, fees, product bid price, tax calculation etc. if everything is ok print it.  
To print click on “**Print**” button (at the top left corner)



## Edit Invoice:

[Top Menu](#)

To edit invoice, click on **History (Menu)** → **view auction history**, all auction list will like below

Auction List				
Show	10	entries		
SL ↑↓	Auction Name ↑↓	Start Date ↑↓	End Date ↑↓	
1	Auction 4	03/23/2022 9:30 AM	03/27/2022 5:00 PM	Show Data
2	Auction 3	03/18/2022 5:10 PM	03/22/2022 4:00 PM	Show Data
3	Auction2	03/18/2022 2:59 PM	03/18/2022 5:00 PM	Show Data
4	Auction 1	03/14/2022 10:00 AM	03/17/2022 5:00 PM	Show Data

Select particular auction and click on “**Show Data**”, all record of that auction will show like below

Sold Product List										Back
Show	10	entries								Search: <input type="text"/>
SL ↑↓	Image ↑↓	Auction No. ↑↓	Category ↑↓	Brand ↑↓	Model ↑↓	Serial ↑↓	Status ↑↓	Sold Date ↑↓	Winner ↑↓	
1		6225b8f113370	EXCAVATOR	CAT	311CU	CLK02439	sold	2022-03-28 08:53:43	10000000	Details Edit Return As Unsold
2		622aadb467fa	ROAD EQUIPMENT	SAKAI	TS-150	40870	sold	2022-03-28 08:55:48	33099397	Details Edit Return As Unsold

Showing 1 to 2 of 2 entries

Previous 1 Next

Select particular record and Click on “**Edit**” button. Below way auction edit form will open with data. Here you can only add or edit cost and fees related with that record.



Category	EXCAVATOR
Brand	CAT
Model No.	311CU
Serial No.	CLK02439
Model year	2004
Used hour	2017
Buy Price	0.00
Auction Entry Fee (Product Owner)	0
Auction Inspection Fee (Product Owner)	0
Auction Other Fee (Product Owner)	0
Auction Charge (Bidder)	0
Yard Charge (Bidder)	0
Extra Charge (Bidder)	0
Release Charge (Bidder)	0
Auction Bid Start Price	2,500,000
Bid Increase Amount	20,000
Auction Start:	03/23/2022 9:30 AM
Auction End:	03/27/2022 5:00 PM

Here yellow marked fields value can be change. Insert data properly and then click on **“Update For Invoice”** button. Now again create invoice and check it is ok or not. If ok print it and send it to winner bidder by fax.



## Work -5. Resend mail to winner bidder

[Top Menu](#)

After auction end, admin can resend winner mail to bidders who win the product. To resend winner mail, click on **History** (Menu) → view auction history → select particular auction and click on “Show Data”

Sold Product List Back

Show 10 entries Search:

SL	Image	Auction No.	Category	Brand	Model	Serial	Status	Sold Date	Winner	
1		622568f113370	EXCAVATOR	CAT	311CU	CLK02439	sold	2022-03-28 08:53:43	10000000	<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Return As Unsold</a>
2		622aadf6467fa	ROAD EQUIPMENT	SAKAI	TS-150	40870	sold	2022-03-28 08:55:48	33099397	<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Return As Unsold</a>

Click on winner bidder id. You will see bidder details information likes below

Bidder Details View Back

Bidder Name	Gen Ota
Company Name	Woody
Person Incharge	Gen Ota
Address	185-943 Tokura Tomisato-shi Chiba
Post code	2860212
Country	Japan
Email 1	gen@woodyttd.com
Email 2(optional)	gen@woodyttd.com
Phone 1	0476376694
Phone 2(optional)	0000000000
Fax	
Membership with other auctioneers	
Status	Active
Permission	Approve

[Resend Winner Mail To Bidder](#)

Now click on “Resend Winner Mail to Bidder” to resend winner mail.

## Work -6. Invoice Fax to winner bidder

[Top Menu](#)

After an Auction end, need to generate invoice and check it. If generated invoice is ok, give **woody company seal** and **signature** and after that send it to bidder by fax.

## Work -7. View Auction History

[Top Menu](#)

Auction History will help admin in different purpose,

- a) Total number of auction
- b) Auction information( Name of Auction, Start date of Auction, End date of Auction)
- c) Sold product list in particular auction
- d) Sold product details
- e) Winner bidder details
- f) Resend winner bid mail to winner bidder
- g) Add/edit different cost, fees related with auction product before send invoice by fax to winner bidder.
- h) If winner bidder is unable to purchase bided product, this product can be set as unsold product

### Add/edit different cost, fees related with auction product:

Click on **History** (Menu) → **view\_auction\_history**



Auction History				
Auction List				
Show	10	entries		
SL	Auction Name	Start Date	End Date	
1	Auction 4	03/23/2022 9:30 AM	03/27/2022 5:00 PM	Show Data
2	Auction 3	03/18/2022 5:10 PM	03/22/2022 4:00 PM	Show Data
3	Auction2	03/18/2022 2:59 PM	03/18/2022 5:00 PM	Show Data
4	Auction 1	03/14/2022 10:00 AM	03/17/2022 5:00 PM	Show Data

Select particular auction and click on “**Show Data**”, like below auction related all record will show

Sold Product List

Show10entries

Search:

SL	Image	Auction No.	Category	Brand	Model	Serial	Status	Sold Date	Winner	
1		6225b8f113370	EXCAVATOR	CAT	311CU	CLK02439	sold	2022-03-28 08:53:43	10000000	<div>DetailsEditReturn As Unsold</div>
2		622aadb467fa	ROAD EQUIPMENT	SAKAI	TS-150	40870	sold	2022-03-28 08:55:48	33099397	<div>DetailsEditReturn As Unsold</div>

Showing 1 to 2 of 2 entries

Previous

1

Next

To edit particular sold product charges, fees etc. click on **“Edit”** button and you will see below product edit form with product information.

Auction Product	6225b8f113370
	
Category	EXCAVATOR
Brand	CAT
Model No.	311CU
Serial No.	CLK02439
Model year	2008
Used hour	2017
Buy Price	0.00
Auction Entry Fee (Product Owner)	0
Auction Inspection Fee (Product Owner)	0
Auction Other Fee (Product Owner)	0
Auction Charge (Bidder)	0
Yard Charge (Bidder)	0
Extra Charge (Bidder)	0
Release Charge (Bidder)	0
Auction Bid Mark Price	2,500,000
Net Income Amount	20,000
Auction Mark	00/03/2022 0:00:00
Auction End	00/03/2022 0:00:00

Here you can add/edit only yellow marked fields

- Auction Entry Fee (Product Owner)
- Auction Inspection Fee (Product Owner)
- Auction Other Fee (Product Owner)
- Auction Charge (Bidder)
- Yard Charge (Bidder)
- Extra Charge (Bidder)
- Release Charge (Bidder)

After add/edit above field's information, click on **“Update For Invoice”** button.



## Return Sold Product as Unsold:

[Top Menu](#)

If a winner bidder is unable to purchase bided sold product then this product need to return sold status to unsold status.

- a) Click on **History** (Menu) → **view\_auction\_history**,
- b) Select particular auction and click on “**Show Data**”
- c) Select particular record that need to return back sold to unsold status, click on “**Return As Unsold**” → click “Yes” button.

## Work -8. Database backup

For data security, admin will take database backup time to time when required.

To take database backup, go to **Others** (Menu) → click on “**DB Backup**”

## Work -9. Memory clear

[Top Menu](#)

Admin has another task to clean garbage data that is created by different activities of general use.

To clean garbage data, go to **Others** (Menu) → click on “**Memory Clear**”

## Work -10. Notice

[Top Menu](#)

Before notice create we need to know about notice type. In generally, there are two type of notice

1. Welcome Notice
2. Information Notice

Welcome Notice: it is a simple notice or default notice that mainly uses to give welcome message to all customer and not customer and message can be “Welcome to Woody Auction”.

Information Notice: it is specific notice use for certain purpose (About auction next date related or company rules related or any other specific message that auction customer should know)

First we will add welcome notice and then if required we will add information notice.

## Add Notice:

To give notice at Top Page of auction, we need to do below task

Click on **Notice** (Menu) → **Add Notice**, like below notice form will open

**Notice Add Form**

Notice Message

Save

Write notice in “**Notice Message**” box and click on “**Save**” button.

## Active Notice:

Only active notice will show to customer. To active notice, click on **Notice** (Menu) → View Notice

Notice List					<a href="#">Add New</a>
Show	10	entries	Search: <input type="text"/>		
SL	Notice	Active	Created_at	Action	
1	Welcome to Woody Auction	<input checked="" type="radio"/>	2021-12-25 09:57:09	<a href="#">Edit</a>	<a href="#">Delete</a>
2	Next Auction Date 4/4/2022	<input type="radio"/>	2021-12-25 09:55:27	<a href="#">Edit</a>	<a href="#">Delete</a>
Showing 1 to 2 of 2 entries					<a href="#">Previous</a> <a href="#">1</a> <a href="#">Next</a>



Select particular notice and click on radio button to active notice

## Edit Notice:

To edit a notice, click on **Notice** (Menu) → View Notice

Notice List [Add New](#)

Show  entries Search:

SL <span>↑↓</span>	Notice <span>↑↓</span>	Active <span>↑↓</span>	Created_at <span>↑↓</span>	Action <span>↑↓</span>
1	Welcome to Woody Auction		2021-12-25 09:57:09	<a href="#">Edit</a> <a href="#">Delete</a>
2	Next Auction Date 4/4/2022		2021-12-25 09:55:27	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 2 of 2 entries [Previous](#) [1](#) [Next](#)

Select particular notice and click on “**Edit**” button, below edit form will show with data

Notice Edit Form

Notice Message

[Update](#)





After change “**Notice Message**” click on “**Update**” button

## Work-10. Auction Result Show

To show last auction result to customer, Click on **Auction Product** (Menu) → Auction Result Show

Auction Result Show

Show  entries Search:

SL <span>↑↓</span>	Result Publish <span>↑↓</span>	Auction Name <span>↑↓</span>	Auction Start <span>↑↓</span>	Auction End <span>↑↓</span>
1		Auction 6	04/04/2022 1:00 PM	04/08/2022 5:00 PM
2		Auction 5	04/04/2022 11:15 AM	04/04/2022 12:10 PM
3		Auction 4	03/23/2022 9:30 AM	03/27/2022 5:00 PM
4		Auction 3	03/18/2022 5:10 PM	03/22/2022 4:00 PM

Select last auction and click on its radio button



